

**COMMON COUNCIL AGENDA**  
**MONDAY, MAY 13, 2019**  
**REEDSBURG CITY HALL - COUNCIL CHAMBERS**  
**7:00 P.M.**

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

**THE COUNCIL WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COUNCIL BY MEMBERS OF THE PUBLIC. THE COUNCIL WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING.**

**I. CONSENT AGENDA:** (one motion to approve all consent items)

- A. Approve minutes from the Common Council meeting held on April 22, 2019.
- B. Approve April 2019 paid bills (printout attached).
- C. Approve April 2019 Building Permit Report
- D. Approve Applications for Temporary Class "B"/ "Class B" Retailer's License
  - a. Reedsburg Jaycees, Jaycee Building, 1403 Viking Drive, Reedsburg Butterfest, June 12 – June 16, 2019.
  - b. Reedsburg Jaycees, Jaycee Building, 1403 Viking Drive, Hunter's Night Out, November 2, 2019.

**II. MAYOR PROCLAMATIONS, PRESENTATIONS, APPOINTMENTS:**

- A. Library Board: Approve/Deny: Appointment of Linda Bruun (BIO Attached).
- B. Mayoral Proclamation for Drowning Prevention & National Water Safety Month – May 2019
- C. Mayoral Proclamation for National Police Week, May 12<sup>th</sup> – May 19<sup>th</sup>, 2019.

**III. RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:**

- A. Public Safety Committee: Approve/Deny: 2019 Emergency Operations Plan.

**IV. GENERAL BUSINESS:**

- A. Approve/Deny: Resolution 4371-19 Adopting the Sauk County Natural Hazard Mitigation Plan 2019-2024.

**V. CITY ADMINISTRATOR REPORTS:**

- A. Earned Interest Report
- B. Annual Code of Ethics Review
- C. Schedule Special Council Meeting for May 20, 2019 at 7:00pm

**VI. COMMISSION, COMMITTEE, BOARD AND STAFF REPORTS: (1<sup>st</sup> Meeting of the Month)**

Finance Committee  
Plan Commission

Reedsburg Area Development  
Library Board

Airport Commission

~~Personnel Comm.~~

Any other committees/commissions

**VII. OFFICE OF THE MAYOR:**

A. Upcoming Community Events

**VIII. ADJOURN**

Posted: May 10, 2019

The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

# City of Reedsburg Meeting of the Common Council

## April 22, 2019

Present: Aldermen Craig Braunschweig, Dave Moon, Mike Gargano, Calvin Craker, Phil Peterson, Dave Knudsen, and Tom Seamanson.  
Absent: Aldermen Werner, Schulte  
Others Present: Jacob Crosetto, Tim Becker, Pat Cummings, Brian Duvall, Derek Horkan, Steve Zibell, Matt Scott, Sue Ann Kucher, Citizens, Press.

Mayor Dave Estes called the regular session of the Common Council to order at 7:00 p.m. in the Common Council Chambers.

**Approve Consent Agenda:** consisting the minutes from the Council meeting held on April 8, 2019; Canceling the Common Council meeting on May 27<sup>th</sup> (Memorial Day); Application to Maintain and Operate Amusements and Games for Reedsburg Festivals, LTD, Mr. Ed's Midway – Nishan Park – June 12 – June 16, 2019; and application for Class "B"/"Class B" Retailer's Licesne – Reedsburg Butterfest Nishan Park – June 12-16, 2019 and for Reedsburg Home Talent Baseball, Inc. – Nishan Park – April through August 2019

**Motion: Seamanson, Second: Craker to approve the consent agenda. Motion carried 7-0.**

### RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:

- A. Plan Commission: Approve/Deny: 2nd Reading and hold a Public Hearing for Ordinance 1885-19, annexing six parcels from the Town of Reedsburg.
  - a. **Motion: Gargano, Second: Knudsen to approve Ordinance 1885-19 as presented. Motion carried 7-0.**
- B. Parks & Recreation Committee: Approve/Deny: Purchase 2.69 acres from parcel 1928-5302 for future City park land.
  - a. **Motion: Peterson, Second: Braunschweig to approve the purchase as negotiated. Motion carried 7-0.**
- C. Arts Committee: Approve/Deny: Reedsburg Public Art Grant of \$1800 to Reedsburg ArtsLink - 20 Poems project, scoring guideline attached.
  - a. **Motion: Gargano, Second: Craker to approve the grant with applications read into the public record. Motion carried 4-0.**
- D. Arts Committee: Approve/Deny: Reedsburg Public Art Grant of \$4500 to Wormfarm Institute - Fermentation Fest, scoring guideline attached.
  - a. **Motion: Craker, Second: Knudsen to approve the grant as presented. Motion carried 6-0-1 with Braunschweig abstaining.**
- E. Arts Committee: Approve/Deny: Reedsburg Public Art Grant of \$2000 to Reedsburg ArtsLink – Polychrome Wildflower project, scoring guideline attached.
  - a. **Motion: Moon, Second: Craker to approve the grant as presented. Motion carried 7-0.**

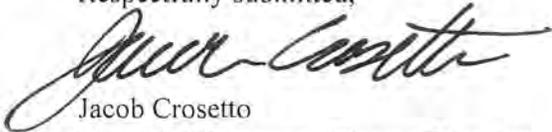
GENERAL BUSINESS:

- A. Approve/Deny: Resolution 4368-19 Adopting the Baraboo River Corridor Plan: Phase II (2019).
  - a. **Motion: Seamonson, Second: Peterson to approve Resolution 4368-19 as presented.**  
**Motion carried 7-0.**
  
- B. Approve/Deny: Resolution 4364-19 Recognizing International Migratory Bird Day, May 11, 2019.
  - a. **Motion: Peterson, Second: Craker to approve Resolution 4364-19 as presented.**  
**Motion carried 7-0.**
  
- C. Approve/Deny: Resolution 4367-19 Confirming the City's intent to participate in the Complete Count Committee for Sauk County for the 2020 Census.
  - a. **Motion: Gargano, Second: Seamonson to approve Resolution 4367-19 as presented.**  
**Motion carried 7-0.**
  
- D. Approve/Deny: Resolution 4369-19 Confirming the City's intent to participate in the Wisconsin Public Employers Group Health Insurance program.
  - a. **Motion: Gargano, Second: Knudsen to approve Resolution 4369-19 as presented.**  
**Motion carried 7-0.**

**Motion to adjourn by Gargano with a second from Moon. Motion carried 7-0.**

**Meeting adjourned at 8:44 PM.**

Respectfully submitted,



Jacob Crosetto  
City Clerk-Treasurer/Finance Director

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>10-131630 A/R UTILITY (VISION PREMIUMS)</b>							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	VISION PREMIUMS	04/08/2019	242.76	242.76	04/11/2019
Total 10-131630 A/R UTILITY (VISION PREMIUMS):					242.76	242.76	
<b>10-131650 A/R UTILITY (DENTAL PREMIUMS)</b>							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	DENTAL PREMIUMS - APRIL 2019	04/08/2019	2,133.72	2,133.72	04/11/2019
Total 10-131650 A/R UTILITY (DENTAL PREMIUMS):					2,133.72	2,133.72	
<b>10-131660 A/R UTILITY (METLIFE PREMIUMS)</b>							
130652	METLIFE SBC	KM05735175-0	LIFE INS - MAY	04/16/2019	117.30	117.30	04/25/2019
Total 10-131660 A/R UTILITY (METLIFE PREMIUMS):					117.30	117.30	
<b>10-212910 SUNDRY ACCOUNTS PAYABLE</b>							
262448	GLORIA A JANECEK	GJ123016	2016 TAX REFUND - CK NOT CASHED	04/04/2019	20.66	20.66	04/11/2019
Total 10-212910 SUNDRY ACCOUNTS PAYABLE:					20.66	20.66	
<b>10-213430 LIFE INSURANCE DEDUCTIONS</b>							
130675	SECURIAN FINANCIAL GROUP I	002832L-0519	LIFE INS - MAY	04/05/2019	1,407.12	1,407.12	04/11/2019
Total 10-213430 LIFE INSURANCE DEDUCTIONS:					1,407.12	1,407.12	
<b>10-213610 UNION DUES DEDUCTIONS</b>							
231168	WPPA	WPPA-0419	POLICE OFFICERS UNION DUES	04/01/2019	630.00	630.00	04/11/2019
Total 10-213610 UNION DUES DEDUCTIONS:					630.00	630.00	
<b>10-213810 DEFERRED COMPENSATION</b>							
263283	NORTH SHORE BANK FSB	DEFERREDCO	DEFERRED COMP	04/03/2019	60.00	60.00	04/11/2019
263283	NORTH SHORE BANK FSB	DEFERREDCO	DEFERRED COMP	04/17/2019	60.00	60.00	04/25/2019
Total 10-213810 DEFERRED COMPENSATION:					120.00	120.00	
<b>10-213915 VISION PREMIUMS</b>							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	VISION PREMIUMS	04/08/2019	389.32	389.32	04/11/2019
Total 10-213915 VISION PREMIUMS:					389.32	389.32	
<b>10-213935 METLIFE PREMIUMS</b>							
130652	METLIFE SBC	KM05735175-0	LIFE INS - MAY	04/16/2019	290.91	290.91	04/25/2019
Total 10-213935 METLIFE PREMIUMS:					290.91	290.91	
<b>10-213945 AFLAC PREMIUMS</b>							
263208	AFLAC	068747	AFLAC PREMIUMS	03/27/2019	207.27	207.27	04/11/2019
Total 10-213945 AFLAC PREMIUMS:					207.27	207.27	
<b>10-217620 MOBILE HOME TAXES-SCHOOL</b>							
190962	SCHOOL DIST OF REEDSBURG	LOTTERYCRE	LOTTERY CREDIT MOBILE HOMES	04/26/2019	9,352.43	9,352.43	04/29/2019
190962	SCHOOL DIST OF REEDSBURG	MHT#0319	MOBILE HOME TAX - MARCH 2019	04/16/2019	3,436.43	3,436.43	04/25/2019

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-217620 MOBILE HOME TAXES-SCHOOL					12,788.86	12,788.86	
<b>10-433200 DOG &amp; CAT LICENSES</b>							
190940	SAUK COUNTY TREASURER	DOGTAGS041	2019 DOG TAGS #6026-6478 & 6492	04/10/2019	2,198.50	2,198.50	04/12/2019
Total 10-433200 DOG & CAT LICENSES					2,198.50	2,198.50	
<b>10-513500-03 ADMINISTRATOR - OPERATING</b>							
262839	JACOB CROSETTO	JC043019	IPAD, CASES & HARDWARE	04/30/2019	35.73	35.73	04/30/2019
262142	TIM BECKER	TB043019	MILEAGE REIMBURSEMENT TO SCDC BANQUET 4/17/19	04/30/2019	32.71	32.71	04/30/2019
Total 10-513500-03 ADMINISTRATOR - OPERATING					68.44	68.44	
<b>10-514110-03 LEGISLATIVE SUPPORT-OPERATING</b>							
262630	BMO HARRIS BANK CREDIT CA	8276-0319	ELECTION SUPPLIES	03/28/2019	122.45	122.45	04/26/2019
262839	JACOB CROSETTO	JC043019	IPAD, CASES & HARDWARE	04/30/2019	179.61	179.61	04/30/2019
262124	JULIE STRUTZ	JS040219	SUPPER FOR ELECTION WORKERS 4/2/19 ELECTION	04/02/2019	35.83	35.83	04/11/2019
140729	NEWS PUBLISHING INC	99105839-031	ADS/LEGALS/NOTICES	03/31/2019	590.45	590.45	04/11/2019
180890	REEDSBURG TRUE VALUE	800024-0319	SUPPLIES	03/25/2019	116.51	116.51	04/11/2019
Total 10-514110-03 LEGISLATIVE SUPPORT-OPERATING					1,044.85	1,044.85	
<b>10-514230-03 LABOR RELATIONS</b>							
20138	BOARDMAN & CLARK LLP	201772	GEN. LABOR MATTERS - SERVICES	03/29/2019	273.00	273.00	04/11/2019
Total 10-514230-03 LABOR RELATIONS					273.00	273.00	
<b>10-514240-03 TRAINING</b>							
262839	JACOB CROSETTO	JC042319	WMCA SCHOLARSHIP COMMITTEE & MTAW CONFERENCE - CROSETTO	04/23/2019	172.84	172.84	04/25/2019
Total 10-514240-03 TRAINING					172.84	172.84	
<b>10-515110-03 GENERAL MANAGEMENT - OPERATING</b>							
262630	BMO HARRIS BANK CREDIT CA	8243-0319	WOHLING RETIREMENT	03/28/2019	11.56	11.56	04/26/2019
262630	BMO HARRIS BANK CREDIT CA	8276-0319	ROUTER	03/28/2019	52.99	52.99	04/26/2019
262839	JACOB CROSETTO	JC043019	IPAD, CASES, HARDWARE	04/30/2019	179.61	179.61	04/30/2019
110551	KRUEGER OFFICE SUPPLIES	82858	NAME PLATES - CROSETTO - CITY HALL	03/01/2019	24.89	24.89	04/11/2019
110551	KRUEGER OFFICE SUPPLIES	82863	RUBBER BANDS, EMPLOYEE RECORD - CITY HALL	03/03/2019	35.03	35.03	04/11/2019
110551	KRUEGER OFFICE SUPPLIES	82980	2X8 SURFACE MOUNT METAL HOLDER - CITY HALL	03/15/2019	9.99	9.99	04/11/2019
110551	KRUEGER OFFICE SUPPLIES	83024	CARD STOCK, GREEN PAPER - CITY HALL	03/21/2019	33.00	33.00	04/11/2019
263381	LAND TITLE CENTRAL WISCON	BLOCKGRANT	LETTER REPORT - GISH BLOCK GRANT	04/05/2019	35.00	35.00	04/11/2019
120605	LORRAINES INC	10365896	RS WIRELESS PRESENTER - CITY HALL	03/25/2019	15.00	15.00	04/11/2019
Total 10-515110-03 GENERAL MANAGEMENT - OPERATING					397.07	397.07	
<b>10-515120-03 MUNICIPAL COURT - OPERATING</b>							
211058	US CELLULAR	0303888236	CELL PHONES	04/08/2019	27.13	27.13	04/25/2019
Total 10-515120-03 MUNICIPAL COURT - OPERATING					27.13	27.13	

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-515123-03	RESTITUTION FEES - COURT						
221076	VIKING VILLAGE	NSF033119	NSF CHECKS - MARCH	03/31/2019	418.49	418.49	04/11/2019
Total 10-515123-03 RESTITUTION FEES - COURT:					418.49	418.49	
10-515200-03	ASSESSMENT OF PROPERTY						
10046	ASSOCIATED APPRAISAL INC.	141678	ASSESSOR SERVICES	04/01/2019	3,620.91	3,620.91	04/11/2019
Total 10-515200-03 ASSESSMENT OF PROPERTY:					3,620.91	3,620.91	
10-515700-03	INDEPENDENT AUDITING						
20072	BAKER TILLY	BT1391810	AUDITING SERVICES	03/31/2019	4,184.00	4,184.00	04/11/2019
Total 10-515700-03 INDEPENDENT AUDITING:					4,184.00	4,184.00	
10-516110-03	COUNSEL						
120585	LAROWE GERLACH TAGGERT	5200.000-266	LEGAL SERVICES	03/31/2019	2,216.80	2,216.80	04/11/2019
Total 10-516110-03 COUNSEL:					2,216.80	2,216.80	
10-517110-03	HALL-UTILITIES						
10024	ALLIANT ENERGY/WP&L	5379440000-0	GAS - PD	04/17/2019	91.97	91.97	04/25/2019
10024	ALLIANT ENERGY/WP&L	6030200000-0	GAS - CITY HALL	04/17/2019	198.60	198.60	04/25/2019
10024	ALLIANT ENERGY/WP&L	7755430000-0	GAS - PD	04/17/2019	70.72	70.72	04/25/2019
10024	ALLIANT ENERGY/WP&L	8543840000-0	GAS- FIRE	04/17/2019	330.39	330.39	04/25/2019
180906	REEDSBURG UTILITY	23095-0419	TELEPHONE/INTERNET- CITY HALL	04/20/2019	938.65	938.65	04/25/2019
180906	REEDSBURG UTILITY	78-0419	TELEPHONE/INTERNET - FIRE DEPT	04/20/2019	202.94	202.94	04/25/2019
180905	REEDSBURG UTILITY	RUC 0319	HALL - UTILITIES	03/22/2019	6,271.61	6,271.61	04/11/2019
Total 10-517110-03 HALL-UTILITIES:					8,104.88	8,104.88	
10-521100-03	PD ADMINISTRATION - OPERATING						
262706	APPLELAND LAW ENFORCEME	00002745	AMMO - PD	04/02/2019	1,182.20	1,182.20	04/11/2019
263386	BARABOO POLICE DEPARTME	2019-2 RPD	TRAUMA INFORMED CARE TRAINING 5/29/19 - PD	04/09/2019	60.00	60.00	04/25/2019
20120	BEST SERVICE	159877	CLEAN MATS & TOWELS - PD	03/26/2019	25.31	25.31	04/11/2019
262630	BMO HARRIS BANK CREDIT CA	8243-0319	CONFERENCE EXPENSE	03/28/2019	914.00	914.00	04/26/2019
30172	CARQUEST OF REEDSBURG	5150-0319	SHRINK TERMINALS, ELECTRICAL TAPE - PD	03/31/2019	132.94	132.94	04/11/2019
261631	IMT INSURANCE	BENSON2019	SURETY BOND - BENSON - PD	03/15/2019	20.00	20.00	04/11/2019
261631	IMT INSURANCE	EBERLE2019	SURETY BOND - EBERLE - PD	03/15/2019	20.00	20.00	04/11/2019
261631	IMT INSURANCE	KARLL2019	SURETY BOND - KARLL - PD	03/15/2019	20.00	20.00	04/11/2019
261631	IMT INSURANCE	MITTLESTEAD	SURETY BOND - MITTLESTEADT - PD	03/15/2019	20.00	20.00	04/11/2019
261631	IMT INSURANCE	PUGH2019	SURETY BOND - PUGH - PD	03/15/2019	20.00	20.00	04/11/2019
261631	IMT INSURANCE	SPEARS 2019	SURETY BOND - SPEARS - PD	03/15/2019	20.00	20.00	04/11/2019
261631	IMT INSURANCE	STELTER2019	SURETY BOND - STELTER - PD	03/15/2019	20.00	20.00	04/11/2019
262839	JACOB CROSETTO	JC043019	IPAD, CASES & HARDWARE	04/30/2019	521.22	521.22	04/30/2019
262483	JOHN DEERE FINANCIAL	11113-06024-0	GAS - PD	04/14/2019	2,564.26	2,564.26	04/25/2019
110554	KOENECKE FORD-MERCURY I	104594	MOTOR ASY & CORE CHARGE- PD	03/12/2019	143.34	143.34	04/11/2019
110554	KOENECKE FORD-MERCURY I	104629	CORE RETURNED - PD	04/01/2019	60.00	60.00	04/11/2019
110554	KOENECKE FORD-MERCURY I	104630	SWITCH - WINDOW - PD	04/01/2019	17.26	17.26	04/11/2019
120605	LORRAINES INC	10365969	GIGAWARE 14 FOOT - PD	03/26/2019	39.98	39.98	04/11/2019
180795	REEDSBURG AREA AMBULANC	RAAS040119	LEGAL BLOOD DRAWS	04/01/2019	385.00	385.00	04/11/2019
190937	SAUK COUNTY SHERIFF'S OFFI	SCSO041319	PRISON TRANSPORT - MARCH	04/13/2019	325.22	325.22	04/25/2019
190940	SAUK COUNTY TREASURER	276	HOLE PLUGS - PD	03/28/2019	100.00	100.00	04/11/2019
191006	STANDARD INSURANCE CO	630950 0001-0	DIABILITY INS - MAY	04/16/2019	887.99	887.99	04/25/2019
191007	STEVES AUTO SERVICE INC	109140	REPLACE WATER PUMP				

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
			SQUAD 16 - PD	03/09/2019	939.49	939.49	04/11/2019
262614	VERIZON WIRELESS	9827971348	CELLPHONES - PD	04/10/2019	320.16	320.16	04/25/2019
221075	VIKING VILLAGE INC	153105-0319	CAKES FOR CHIEF - PD	03/31/2019	89.98	89.98	04/11/2019
263104	WHEEL CITY MOTORS INC	000735	2008 CHEVY IMPALA TIRE REPAIR - PD	04/15/2019	25.00	25.00	04/25/2019
263104	WHEEL CITY MOTORS INC	000736	TIRE LEAK REPAIRED - PD	04/15/2019	25.00	25.00	04/25/2019
263104	WHEEL CITY MOTORS INC	000742	OIL FILTER & TIRE ROTATION #35 - PD	04/16/2019	53.00	53.00	04/25/2019
261629	WI DEPT OF FINANCIAL INSTIT	BENSON2019	NOTARY - BENSON - PD	04/17/2019	20.00	20.00	04/18/2019
261629	WI DEPT OF FINANCIAL INSTIT	EBERLE2019	NOTARY - EBERLE - PD	04/17/2019	20.00	20.00	04/18/2019
261629	WI DEPT OF FINANCIAL INSTIT	KARLL2019	NOTARY - KARLL - PD	04/17/2019	20.00	20.00	04/18/2019
261629	WI DEPT OF FINANCIAL INSTIT	MITTLESTEAD	MITTLESTEADT2019	04/17/2019	20.00	20.00	04/18/2019
261629	WI DEPT OF FINANCIAL INSTIT	PUGH2019	NOTARY - PUGH - PD	04/17/2019	20.00	20.00	04/18/2019
261629	WI DEPT OF FINANCIAL INSTIT	SPEARS2019	NOTARY - SPEARS - PD	04/17/2019	20.00	20.00	04/18/2019
261629	WI DEPT OF FINANCIAL INSTIT	STELTER2019	NOTARY - STELTER - PD	04/17/2019	20.00	20.00	04/18/2019
Total 10-521100-03 PD ADMINISTRATION - OPERATING:					8,971.35	8,971.35	
<b>10-521900-03 POLICE UNIFORM ALLOWANCE</b>							
191023	STREICHERS	I1359223	TACTICAL POUCH - PUGH - PD	03/26/2019	33.00	33.00	04/11/2019
262917	STYLE N' STITCHES	6853	T-SHIRTS - KNUTH - PD	03/22/2019	55.00	55.00	04/11/2019
261694	TIMOTHY KNUTH	KNUTH125081	KNUTH - CLOTHING ALLOWANCE CK NOT CASH FROM 2015	04/04/2019	34.98	34.98	04/11/2019
Total 10-521900-03 POLICE UNIFORM ALLOWANCE:					122.98	122.98	
<b>10-523100-03 FIRE ADMINISTRATION-OPERATING</b>							
20120	BEST SERVICE	160004	CLEAN MATS & TOWELS - FIRE	04/02/2019	42.77	42.77	04/11/2019
20120	BEST SERVICE	160263	CLEAN MATS & TOWELS - FIRE	04/16/2019	38.62	38.62	04/25/2019
30172	CARQUEST OF REEDSBURG	5151-0319	WIRE TERMINAL & CONDUCTOR - FIRE	03/31/2019	30.27	30.27	04/11/2019
40400	DWD-UNEMPLOYMENT INSURA	000009481874	UNEMPLOYMENT - FIRE	03/31/2019	98.45	98.45	04/11/2019
100520	JEFFERSON FIRE & SAFETY	IN103883	IDLER PULLEY, V-BELT, SHEAVE W BUSHING - FIRE	02/28/2019	732.94	732.94	04/11/2019
100520	JEFFERSON FIRE & SAFETY	IN104114	LABOR @ FILL WHIP 3 - REMOVED LEAKING COUPLING - FIRE	03/25/2019	142.50	142.50	04/11/2019
100520	JEFFERSON FIRE & SAFETY	IN104615	PGI ARA TEK TRI BLEND WHITE	03/29/2019	317.67	317.67	04/25/2019
110552	KRUEGER PRINTING INC	22707	NAMEPLATES - FIRE	03/28/2019	93.75	93.75	04/11/2019
110552	KRUEGER PRINTING INC	22788	NAMEPLATE - FIRE	04/10/2019	25.00	25.00	04/25/2019
262907	MADISON COLLEGE	BETH042419	FIREFIGHTER I - STATE EXAM - BETH - FIRE	04/24/2019	80.00	80.00	04/25/2019
262907	MADISON COLLEGE	HAUESTEIN04	FIREFIGHTER I STATE EXAM - HAUESTEIN - FIRE	04/24/2019	80.00	80.00	04/25/2019
262907	MADISON COLLEGE	ZOBEL042419	FIREFIGHTER 1 - STATE EXAM - ZOBEL - FIRE	04/24/2019	80.00	80.00	04/25/2019
180890	REEDSBURG TRUE VALUE	800195-0319	BATTERIES, , VINYL MATTING, BOLTS, SCREWS - FIRE	03/25/2019	143.73	143.73	04/11/2019
211075	UNITED COOPERATIVE	0711865-0319	ROADMASTER - FIRE	03/31/2019	119.97	119.97	04/25/2019
Total 10-523100-03 FIRE ADMINISTRATION-OPERATING:					2,025.67	2,025.67	
<b>10-524100-03 BUILDING INSPECTION-OPERATING</b>							
261766	DSPS	KAST041719	APPLICATION & EXAM - KAST	04/17/2019	40.00	40.00	04/25/2019
261657	JAMES O SANDBERG SR	JS032819	INSPECTION 3/28/19 DEWEY & MAIN ST	03/28/2019	35.00	35.00	04/11/2019
261657	JAMES O SANDBERG SR	JS040119	INSPECTION 4/1/19 - ELEMENTARY SCHOOL	04/01/2019	35.00	35.00	04/11/2019
261657	JAMES O SANDBERG SR	JS040219	INSPECTION 1145 E MAIN 4/2/19	04/02/2019	35.00	35.00	04/11/2019
261657	JAMES O SANDBERG SR	JS040319	INSPECTION 4/3/19 @ VIKING DR	04/03/2019	35.00	35.00	04/11/2019
261657	JAMES O SANDBERG SR	JS040819	INSPECTIONS 4/8	04/08/2019	70.00	70.00	04/11/2019

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
261657	JAMES O. SANDBERG SR	JS041819	INSPECTION 4/18/19 2000 N DEWEY	04/18/2019	35.00	35.00	04/25/2019
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - BUILDING INSPECTION	04/14/2019	47.10	47.10	04/25/2019
Total 10-524100-03 BUILDING INSPECTION-OPERATING:					332.10	332.10	
<b>10-525100-03 EMERGENCY GOVERNMENT</b>							
180905	REEDSBURG UTILITY	RUC 0319	EMERGENCY GOVERNMENT	03/22/2019	88.30	88.30	04/11/2019
Total 10-525100-03 EMERGENCY GOVERNMENT:					88.30	88.30	
<b>10-525600-03 COMMUNICATIONS - OPERATING</b>							
262630	BMO HARRIS BANK CREDIT CA	8243-0319	OFFICE SUPPLIES	03/28/2019	159.98	159.98	04/26/2019
60398	FRONTIER	2094-012403-5	BASIC SERVICE - PD	04/07/2019	58.00	58.00	04/25/2019
60398	FRONTIER	8846-092602-5	BASIC SERVICE - PD	04/10/2019	58.00	58.00	04/25/2019
160760	PITNEY BOWES INC	1011897513	RED INK CARTRIDGE - POSTAGE MACHINE - PD	04/01/2019	161.48	161.48	04/25/2019
160760	PITNEY BOWES INC	3308556553	POSTAGE MACHINE - PD	03/30/2019	138.15	138.15	04/11/2019
180906	REEDSBURG UTILITY	20369	TELEPHONE/INTERNET- PD	04/20/2019	1,264.76	1,264.76	04/25/2019
261369	TVRP UNIT	TVRP040419	TVRP REPLENISH - PD	04/04/2019	500.00	500.00	04/11/2019
211058	US CELLULAR	0303888236	CELL PHONES	04/08/2019	235.25	235.25	04/25/2019
Total 10-525600-03 COMMUNICATIONS - OPERATING:					2,575.62	2,575.62	
<b>10-541100-03 MACH &amp; EQUIP - OPERATING</b>							
10011	AIRGAS	9960508030	OXYGEN	03/31/2019	25.51	25.51	04/11/2019
10024	ALLIANT ENERGY/WP&L	4320840000-0	GAS - SHOP	04/17/2019	462.62	462.62	04/25/2019
20066	BADGER WELDING SUPPLIES	3523163	OCYGEN / ACETYLENE	03/31/2019	6.20	6.20	04/11/2019
262630	BMO HARRIS BANK CREDIT CA	8250-0319	CARHARTT- SCHERBERT - SHOP	03/28/2019	258.44	258.44	04/26/2019
20157	BROOKS TRACTOR INC.	S87416	V-BELT - SHOP	03/29/2019	69.72	69.72	04/11/2019
30172	CARQUEST OF REEDSBURG	1600-0319	PARTS & SUPPLIES	03/31/2019	1,144.58	1,144.58	04/11/2019
262278	CINTAS CORP	8404087108	EMERGENCY KIT & SUPPLIE - SHOP	03/31/2019	102.90	102.90	04/11/2019
261595	COUNTRY OVERHEAD DOOR S	CODS032719	REPAIR OPERATOR ROLL PIN CAME OUT OF CHAIN SPROKET & NEW REMOTES - CITY SHOP	03/27/2019	110.00	110.00	04/11/2019
263227	GCR TIRES & SERVICE	279-145302	4 TIRES, TIRE DISPOSAL - SHOP	03/21/2019	2,219.48	2,219.48	04/11/2019
70405	GRINDER SHEET METAL	5531	REBUIL BUCKET & EDGER - SHOP	03/07/2019	410.00	410.00	04/11/2019
80458	HARTJE LUMBER INC	MN261470	2X6X12 & 2X6X8 LUMBER - SHOP	03/14/2019	52.26	52.26	04/11/2019
80458	HARTJE LUMBER INC	MN261700	TRAILER FLOOR SCREW " TORX WOOD TO METAL - SHOP	03/19/2019	144.08	144.08	04/11/2019
80458	HARTJE LUMBER INC	MN261757	DECKING - SHOP	03/19/2019	24.44	24.44	04/11/2019
80458	HARTJE LUMBER INC	MN261903	BOLTS, NUTS, WASHERS - SHOP	03/24/2019	243.30	243.30	04/11/2019
80458	HARTJE LUMBER INC	MN262505	CONCRETE MIX 80# - SHOP	03/30/2019	63.28	63.28	04/11/2019
80455	HARTJE TIRE CENTER INC	40-62620	SERVICE CALL, FIX TIRE ON GRADER - SHOP	03/26/2019	178.00	178.00	04/11/2019
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - PW	04/14/2019	765.00	765.00	04/25/2019
120400	LA FARGE TRUCK CENTER	T204191	HOSE - SHOP	03/26/2019	111.46	111.46	04/11/2019
120400	LA FARGE TRUCK CENTER	T204405	CALIPER, ROTOR, WHEEL SEAL - TRUCK #30 - SHOP	04/10/2019	449.29	449.29	04/25/2019
262949	LAWSON PRODUCTS	9306641122	LOCK NUTS - SHOP	04/12/2019	117.27	117.27	04/25/2019
130655	MEYER OIL COMPANY	690675	DIESEL/ETHANOL	03/28/2019	2,353.54	2,353.54	04/11/2019
130655	MEYER OIL COMPANY	92154A	CYLINDER FILL	03/12/2019	19.00	19.00	04/11/2019
130655	MEYER OIL COMPANY	92234A	LP GAS REFILL	03/22/2019	19.00	19.00	04/11/2019
130655	MEYER OIL COMPANY	92235B	LP GAS REFILL	03/22/2019	38.00	38.00	04/11/2019
261203	OLSEN SAFETY EQUIPMENT C	0364373-IN	CASE WYPALL BRAG WIPERS - SHOP	03/27/2019	312.07	312.07	04/11/2019

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180890	REEDSBURG TRUE VALUE	800024-0319	SUPPLIES	03/25/2019	411.96	411.96	04/11/2019
180906	REEDSBURG UTILITY	20228-0419	TELEPHONE/INTERNET-PUBLIC WORKS	04/20/2019	126.72	126.72	04/25/2019
180905	REEDSBURG UTILITY	RUC 0319	GARAGE	03/22/2019	609.53	609.53	04/11/2019
263389	SCHMITZ JANITORIAL SUPPLY	1696	BROOM, SQUEEGE, HANDLES, GROVES, BRUSHES - SHOP	04/16/2019	476.95	476.95	04/25/2019
263389	SCHMITZ JANITORIAL SUPPLY	1717	SHOVELS - SHOP	04/19/2019	235.00	235.00	04/25/2019
190985	SHARE CORPORATION	86882	CITRA TOWELS & CITRA SOLVE- SHOP	03/27/2019	395.25	395.25	04/11/2019
261284	TRUCK COUNTRY OF WISC	R201089830:0	PARTS & LABOR FOR 2006 FTL TRUCK - SHOP	04/11/2019	4,427.43	4,427.43	04/25/2019
221074	VIKING EXPRESS MART	61050-0319	GAS - SHOP	03/31/2019	201.51	201.51	04/11/2019
231160	WISCONSIN METAL SALES INC	379941	HOT ROLLED FLAT - SHOP	04/11/2019	59.00	59.00	04/25/2019
231160	WISCONSIN METAL SALES INC	380473	REBAR, WIRE LOOP TIES-SHOP	04/22/2019	123.00	123.00	04/25/2019
261646	WORKSITE CARE LLC	22040	DOT PHYSICAL	04/08/2019	100.00	100.00	04/25/2019
Total 10-541100-03 MACH & EQUIP - OPERATING:					16,865.79	16,865.79	
<b>10-542700-03 CITY ENGINEER ADMIN-OPERATING</b>							
262630	BMO HARRIS BANK CREDIT CA	8250-0319	CONFERENCE EXPENSE	03/28/2019	10.71	10.71	04/26/2019
263387	NORTHERN WOOD PRODUCTS	32258	LATH. STAKES - AIRPORT	04/17/2019	1,396.00	1,396.00	04/25/2019
Total 10-542700-03 CITY ENGINEER ADMIN-OPERATING:					1,406.71	1,406.71	
<b>10-543100-03 STREET MAINTENANCE - OPERATING</b>							
262962	BLACKSTONE TECHNOLOGIES	19734-19	HIGH PERFORMANCE PATCH - SHOP	03/15/2019	831.60	831.60	04/11/2019
262962	BLACKSTONE TECHNOLOGIES	19760-19	HIGH PERFORMANCE PATCH - SHOP	03/22/2019	1,680.96	1,680.96	04/11/2019
80470	HILLS WIRING INC	73533	REPLACE RED LIGHT AT MAIN & DEWEY	03/26/2019	2,684.20	2,684.20	04/11/2019
180905	REEDSBURG UTILITY	RUC 0319	TRAFFIC CONTROL	03/22/2019	197.31	197.31	04/11/2019
201025	TAPCO	1632622	BASE, ALUMINUM SQUARE PEDESTAL	04/03/2019	561.96	561.96	04/11/2019
201025	TAPCO	1632730	FOLDING VERTICAL STOP SIGN	04/04/2019	1,435.00	1,435.00	04/25/2019
201025	TAPCO	1633188	SPEED LIMIT SIGNS & DRIVE RIVET STEEL	04/09/2019	1,207.39	1,207.39	04/25/2019
201025	TAPCO	1633642	STOP SIGNS, STREET SIGNS	04/15/2019	3,717.61	3,717.61	04/25/2019
Total 10-543100-03 STREET MAINTENANCE - OPERATING:					12,316.03	12,316.03	
<b>10-543500-03 SNOW &amp; ICE CONTROL - OPERATING</b>							
261227	DRM INDUSTRIES CORP	37940	SHOE SNOW BLOWER & WIRE MESH - SHOP	04/02/2019	2,205.00	2,205.00	04/11/2019
263382	HELEN DIX-BRENNEMAN	DIX032919	MAILBOX REIMBURSEMENT SNOWPLOW HIT	03/29/2019	42.19	42.19	04/11/2019
263388	KURT ANDREASEN	ANDREASEN0	REPLACE MAILBOX HIT BY SNOWPLOW	04/11/2019	62.23	62.23	04/25/2019
130690	MONROE TRUCK EQUIPMENT I	5398663	CUTTING EDGE SLOTTED HWY PUNCH - SHOP	03/19/2019	743.24	743.24	04/11/2019
261190	RAY ZOBEL & SONS INC	47400	HAULING SAND FROM BARABOO	03/28/2019	285.00	285.00	04/11/2019
190938	SAUK COUNTY HIGHWAY DEPT	4041	ROAD SALT & WINTER MIX SAND	02/06/2019	35,223.48	35,223.48	04/11/2019
190938	SAUK COUNTY HIGHWAY DEPT	4134	ROAD SALT	04/10/2019	3,859.19	3,859.19	04/25/2019
263390	STEVIE SCHULTZ	SS041219	FIX FENCE, GARAGE PANEL, LUMBER FOR FENCE 521 THIRD ST	04/12/2019	282.76	282.76	04/25/2019
263383	THOMAS HIRSCHINGER	TH040119	REPLACEMENT OF MAILBOX HIT BY SNOWPLOW	04/01/2019	27.26	27.26	04/11/2019
Total 10-543500-03 SNOW & ICE CONTROL - OPERATING:					42,730.35	42,730.35	
<b>10-544200-03 STREET LIGHTING</b>							
180905	REEDSBURG UTILITY	RUC 0319	STREET LIGHTS	03/22/2019	14,374.43	14,374.43	04/11/2019

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Total 10-544200-03 STREET LIGHTING					14,374.43	14,374.43	
<b>10-545200-03 PARKING LOTS</b>							
180905	REEDSBURG UTILITY	RUC 0319	PARKING LOTS	03/22/2019	153.08	153.08	04/11/2019
Total 10-545200-03 PARKING LOTS					153.08	153.08	
<b>10-552200-03 REC ADMINISTRATION - OPERATING</b>							
110552	KRUEGER PRINTING INC	22585	2019 PARK & REC BOOKLETS	04/10/2019	4,450.00	4,450.00	04/25/2019
Total 10-552200-03 REC ADMINISTRATION - OPERATING					4,450.00	4,450.00	
<b>10-552300-03 SWIMMING POOL - OPERATING</b>							
262630	BMO HARRIS BANK CREDIT CA	0439-0319	AQUATICS MATERIALS/EXAM - POOL	03/28/2019	388.92	388.92	04/26/2019
80480	HOLIDAY WHOLESALE INC	8960151	TISSUE & DISPENSERS	04/09/2019	308.45	308.45	04/11/2019
110552	KRUEGER PRINTING INC	22787	2019 SWIMMING PASSES BOOKLETS	04/17/2019	276.00	276.00	04/25/2019
130664	MID-AMERICAN RESEARCH CH	0660839-IN	URINAL SCREENS - PARKS	03/22/2019	221.77	221.77	04/11/2019
180905	REEDSBURG UTILITY	RUC 0319	POOL	03/22/2019	211.54	211.54	04/11/2019
263005	SAUK COUNTY HEALTH DEPAR	138 HSAT-7Q	OUTDOOR WADE POOL	04/17/2019	255.00	255.00	04/25/2019
263005	SAUK COUNTY HEALTH DEPAR	138 HSAT-7Q	OUTDOOR COMBINATION POOL	04/17/2019	425.00	425.00	04/25/2019
191030	SUPERIOR CHEMICAL CORP	223455	DEGREASER, VEG KILLER, URINE CATCHER ANTIBACS - POOL	03/27/2019	665.15	665.15	04/11/2019
Total 10-552300-03 SWIMMING POOL - OPERATING					2,751.83	2,751.83	
<b>10-553400-03 CELEBRATIONS &amp; ENTERTAINMENT</b>							
120593	LIBERTY FLAG & SPECIALTY	04190020	INSTALL FLAGS - APRIL 2 ELECTION 2019	04/03/2019	360.00	360.00	04/11/2019
180905	REEDSBURG UTILITY	RUC 0319	CELEBRATIONS/ENTERTAINMENT	03/22/2019	30.65	30.65	04/11/2019
Total 10-553400-03 CELEBRATIONS & ENTERTAINMENT					390.65	390.65	
<b>10-554100-03 PARKS - OPERATING</b>							
10024	ALLIANT ENERGY/WP&L	2613740000-0	GAS- POOL	03/27/2019	52.93	52.93	04/11/2019
263299	BOLT FENCING LLC	BF040919A	MATERIAL TO REPAIR GATE AT NISHAN & FENCE AT DOG PARK	04/09/2019	50.00	50.00	04/25/2019
263299	BOLT FENCING LLC	BF040919A	LABOR REPAIR GATE NISHAN PARK & FENCE AT DOG PARK	04/09/2019	100.00	100.00	04/25/2019
30172	CARQUEST OF REEDSBURG	1600-0319	PARTS & SUPPLIES	03/31/2019	21.60	21.60	04/11/2019
262992	DOG WASTE DEPOT	273037	DOG WASTE ROLL BAG CASES, ROUND MESH WASTE CAN	04/11/2019	449.95	449.95	04/25/2019
70405	GRINDER SHEET METAL	5565	REPAIR FENDERS/GATE ON TRAILER - PARKS	03/25/2019	285.26	285.26	04/11/2019
70405	GRINDER SHEET METAL	5570	BEARING KITS, LUBE CAPS & PLUGS - PARKS	03/26/2019	38.00	38.00	04/11/2019
80480	HOLIDAY WHOLESALE INC	8960151	TISSUES & DISPENSERS - PARKS	04/09/2019	120.30	120.30	04/11/2019
60300	JOHN DEER FINANCIAL	75331-82742-0	FERTILIZER, CHAIN SAW, SUPPLIES	04/14/2019	284.26	284.26	04/25/2019
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - PARKS	04/14/2019	52.09	52.09	04/25/2019
110552	KRUEGER PRINTING INC	22811	DOG PARK PERMIT SELF REGISTRATION ENVELOPES	04/18/2019	488.38	488.38	04/25/2019
120593	LIBERTY FLAG & SPECIALTY	03190124	10X15 FLAG - PARKS	04/04/2019	249.00	249.00	04/11/2019
130664	MID-AMERICAN RESEARCH CH	0660839-IN	WASP & HORNET SPRAY, INSECTICIDE - PARKS	03/22/2019	332.00	332.00	04/11/2019
261285	PIONEER MANUFACTURING C	INV714437	BRITE STRIPE ULTRA FRIENDLY WHITE - PARKS	04/04/2019	1,306.25	1,306.25	04/11/2019
180890	REEDSBURG TRUE VALUE	800024-0319	SUPPLIES	03/25/2019	113.25	113.25	04/11/2019

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180906	REEDSBURG UTILITY	23677-0419	TELEPHONE - PARKS	04/20/2019	74.60	74.60	04/25/2019
180905	REEDSBURG UTILITY	RUC 0319	PARKS	03/22/2019	1,470.02	1,470.02	04/11/2019
191030	SUPERIOR CHEMICAL CORP	223455	WEED KILLER, BOWL CLEANER, DEGREASER, FOAMING CLEANERS	03/27/2019	1,330.31	1,330.31	04/11/2019
261452	UPBEAT INC	810820	PARK GRILL - PARKS	03/27/2019	540.31	540.31	04/11/2019
211058	US CELLULAR	0303888236	CELL PHONES	04/08/2019	66.12	66.12	04/25/2019
Total 10-554100-03 PARKS - OPERATING:					7,424.63	7,424.63	
<b>10-554500-03 REEDS AREA COMM ARENA (RACA)</b>							
10024	ALLIANT ENERGY/WP&L	6077650000-0	GAS - RACA	04/02/2019	1,065.07	1,065.07	04/11/2019
80480	HOLIDAY WHOLESALE INC	8960151	TISSUES & DISPENSERS - RACA	04/09/2019	308.45	308.45	04/11/2019
180906	REEDSBURG UTILITY	20275-0419	TELEPHONE - RACA	04/20/2019	31.81	31.81	04/25/2019
180905	REEDSBURG UTILITY	RUC 0319	RACA	03/22/2019	3,392.16	3,392.16	04/11/2019
191030	SUPERIOR CHEMICAL CORP	223455	DEGREASER, VEG KILLER, URINE CATCHER ANTIBACS - RACA	03/27/2019	665.15	665.15	04/11/2019
Total 10-554500-03 REEDS AREA COMM ARENA (RACA):					5,462.64	5,462.64	
<b>10-561100-03 TREE PLANTING</b>							
262533	HONEY CREEK TREE NURSER	2019-02	EMERALD, MAPLE, LINDEN TREES	04/12/2019	4,175.00	4,175.00	04/25/2019
262290	TIMBERLINE CONSTRUCTION L	778904	REMOVAL OF STUMPS	03/27/2019	3,885.00	3,885.00	04/11/2019
262290	TIMBERLINE CONSTRUCTION L	778908	42 STUMP REMOVALS	04/01/2019	5,780.00	5,780.00	04/11/2019
262290	TIMBERLINE CONSTRUCTION L	778911	STUMP REMOVAL 28 STUMPS	04/08/2019	4,270.00	4,270.00	04/25/2019
Total 10-561100-03 TREE PLANTING:					18,110.00	18,110.00	
<b>10-563300-03 LONG RANGE PLANNING-OPERATING</b>							
180890	REEDSBURG TRUE VALUE	800024-0319	SUPPLIES	03/25/2019	6.76	6.76	04/11/2019
211058	US CELLULAR	0303888236	CELL PHONES	04/08/2019	39.06	39.06	04/25/2019
Total 10-563300-03 LONG RANGE PLANNING-OPERATING:					45.82	45.82	
<b>10-564300-03 HISTORIC PRESERVATION</b>							
261275	WAHPC	WAHPC2019D	HISTORIC PRESERVATION COMMISSIONS MEMBERSHIP	04/17/2019	40.00	40.00	04/25/2019
Total 10-564300-03 HISTORIC PRESERVATION:					40.00	40.00	
<b>10-564400-03 INDUSTRIAL DEVELOPMENT</b>							
262630	BMO HARRIS BANK CREDIT CA	0447-0319	LUNCH MEETING	03/28/2019	25.57	25.57	04/26/2019
262630	BMO HARRIS BANK CREDIT CA	8268-0319	LUNCH EXPENSE - RICDC	03/28/2019	113.80	113.80	04/26/2019
120595	DON LICHTER	DL-0419	CHAIRPERSON EXPENSES	04/01/2019	40.00	40.00	04/11/2019
180905	REEDSBURG UTILITY	RUC 0319	INDUSTRIAL DEVELOPMENT	03/22/2019	14.76	14.76	04/11/2019
Total 10-564400-03 INDUSTRIAL DEVELOPMENT:					194.13	194.13	
<b>10-564900-03 COMMUNITY DEVELOPMENT AUTHORIT</b>							
261416	MERVIN JAECH	NGSLC-0419	INCUBATOR PAYMENT APRIL 2019 - FINAL PAYMENT	04/04/2019	500.00	500.00	04/11/2019
180906	REEDSBURG UTILITY	23786-0419	TELEPHONE/INTERNET- FOOD PANTRY	04/20/2019	31.85	31.85	04/25/2019
180905	REEDSBURG UTILITY	RUC 0319	CDA	03/22/2019	15.32	15.32	04/11/2019
Total 10-564900-03 COMMUNITY DEVELOPMENT AUTHORIT:					547.17	547.17	
<b>11-517110-03 300 VINE ST. UTILITIES</b>							
10024	ALLIANT ENERGY/WP&L	4175177410-0	GAS - VINE STREET	04/17/2019	218.00	218.00	04/25/2019

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180905	REEDSBURG UTILITY	RUC 0319	TIF 6 HARDWARE STORE	03/22/2019	620.87	620.87	04/11/2019
Total 11-517110-03 300 VINE ST. UTILITIES:					838.87	838.87	
<b>11-518110-03 HIGH SCHOOL PROJECT HOUSES</b>							
10024	ALLIANT ENERGY/WP&L	6250757162-0	GAS - EAGLE	03/27/2019	11.93	11.93	04/11/2019
Total 11-518110-03 HIGH SCHOOL PROJECT HOUSES:					11.93	11.93	
<b>15-515120-03 MUNICIPAL COURT - OPERATING</b>							
221075	VIKING VILLAGE INC	152300-0319	SHEET CAKE & BALLOON FOR RETIREMENT PARTY - WOHLING - CITY HALL	03/31/2019	38.98	38.98	04/11/2019
263184	Walgreens	RESTITUTION	RESTITUTION	03/31/2019	14.00	14.00	04/11/2019
261986	WESTWOOD COURT LLC	RESTITUTION	RESTITUTION	03/31/2019	1,319.38	1,319.38	04/11/2019
262026	YVON ROUSTAN	YR041219	INTERPRETER - COURT	04/12/2019	100.76	100.76	04/25/2019
Total 15-515120-03 MUNICIPAL COURT - OPERATING:					1,473.12	1,473.12	
<b>15-515121-03 STATE FEES - COURT</b>							
231139	STATE OF WISCONSIN	56-15663-0319	COURT FEES - MARCH	03/31/2019	10,647.04	10,647.04	04/11/2019
Total 15-515121-03 STATE FEES - COURT:					10,647.04	10,647.04	
<b>15-515122-03 COUNTY FEES - COURT</b>							
190940	SAUK COUNTY TREASURER	CTFEES-0319	COURT FEES - MARCH	03/31/2019	3,636.04	3,636.04	04/11/2019
Total 15-515122-03 COUNTY FEES - COURT:					3,636.04	3,636.04	
<b>15-515123-03 RESTITUTION FEES - COURT</b>							
263379	CLAIR E FEDDERLY	RESTITUTION	RESTITUTION - SMIT	03/31/2019	80.85	80.85	04/11/2019
263017	CORNER PUB	RESTITUTION	RESTITUTION - BACKEBERG	03/31/2019	100.00	100.00	04/11/2019
263380	ELIZABETH L MULLER	RESTITUTION	RESTITUTION	03/31/2019	40.00	40.00	04/11/2019
263378	JEWELS ON MAIN	NSF033119	NSF - NEWKIRK	03/31/2019	506.05	506.05	04/11/2019
261791	MEDIA WAREHOUSE	RESTITUTION	RESTITUTION	03/31/2019	31.50	31.50	04/11/2019
180855	REEDSBURG AREA MEDICAL	RESTITUTION	RESTITUTION - WARREN	03/31/2019	100.00	100.00	04/11/2019
191007	STEVES AUTO SERVICE INC	NSF033119	NSF CKS	03/31/2019	104.90	104.90	04/11/2019
263374	TEDS & FRED'S	NSF033119	NSF CHECKS	03/31/2019	635.05	635.05	04/11/2019
263365	VALERIE K HERRITZ	RESTITUTION	RESTITUTION - SMIT	03/31/2019	200.38	200.38	04/11/2019
Total 15-515123-03 RESTITUTION FEES - COURT:					1,798.73	1,798.73	
<b>15-515125-03 TOWN OF LAVALLE FEES - COURT</b>							
201100	TOWNSHIP OF LAVALLE	CTFEES-0319	COURT FEES - MARCH	03/31/2019	65.47	65.47	04/11/2019
Total 15-515125-03 TOWN OF LAVALLE FEES - COURT:					65.47	65.47	
<b>15-516120-03 PROSECUTION - LA VALLE</b>							
120585	LAROWE GERLACH TAGGERT	5200.005-266	PROSECUTIONS/CODE ENFORCEMENTS/PRPERTY MNTN - PD	03/31/2019	2,937.25	2,937.25	04/11/2019
120585	LAROWE GERLACH TAGGERT	5200.005-266	PROSECUTIONS/CODE ENFORCEMENTS/PRPERTY MNTN - EXPENSES - PD	03/31/2019	32.20	32.20	04/11/2019
Total 15-516120-03 PROSECUTION - LA VALLE:					2,969.45	2,969.45	
<b>20-511000-03 LABORATORY</b>							
262117	ENVIRONMENTAL RESOURCE	898231	CHEMICALS - WWTP	04/15/2019	483.40	483.40	04/25/2019
80435	HACH COMPANY	11424571	NITRATE, ACIDS, WATER DIPPER - WWTP	04/15/2019	451.50	451.50	04/25/2019

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
261946	TOTAL WATER OF BARABOO L	0293915	DEMINEALIZED H2O- WWTP	03/04/2019	110.80	110.80	04/25/2019
Total 20-511000-03 LABORATORY:					1,045.70	1,045.70	
<b>20-512000-03 OUTSIDE TESTING</b>							
30160	CT LABORATORIES	144158	MERCURY - WWTP	04/01/2019	400.00	400.00	04/11/2019
Total 20-512000-03 OUTSIDE TESTING:					400.00	400.00	
<b>20-513000-04 COLLECTION SYSTEM (CIP)</b>							
201064	TOWN & COUNTRY	20107	COLLECTION PROJECT I/ STUDY	04/19/2019	4,148.25	4,148.25	04/25/2019
Total 20-513000-04 COLLECTION SYSTEM (CIP):					4,148.25	4,148.25	
<b>20-521000-03 BIO-SOLIDS OPERATIONS</b>							
263348	AERZEN USA CORPORATION	SEPI-19-00107	OUTSIDE AIR FILTERS - WWTP	03/25/2019	1,228.92	1,228.92	04/11/2019
10024	ALLIANT ENERGY/WP&L	5239740000-0	GAS - WWTP	04/16/2019	69.90	69.90	04/25/2019
10024	ALLIANT ENERGY/WP&L	6808940000-0	GAS - WWTP	04/17/2019	274.14	274.14	04/25/2019
10024	ALLIANT ENERGY/WP&L	7723830000-0	GAS - WWTP	04/17/2019	355.45	355.45	04/25/2019
261465	CEM CORPORATION	612335	DRYING PADS - WWTP	04/15/2019	355.54	355.54	04/25/2019
262278	CINTAS CORP	8404087106	CLEANED EMERGENCY KIT & SUPPLIES - WWTP	03/31/2019	41.93	41.93	04/25/2019
40400	DWD-UNEMPLOYMENT INSURA	000009481874	UNEMPLOYMENT - WWTP	03/31/2019	1,480.00	1,480.00	04/11/2019
262066	GRAINGER	9139426580	PVC BALL VALVE SOCKET - WWPT	04/08/2019	79.40	79.40	04/25/2019
80435	HACH COMPANY	11401536	BUFFER - WWTP	03/28/2019	107.08	107.08	04/25/2019
80435	HACH COMPANY	11404448	PEEK SALK BRIDGE	04/01/2019	83.69	83.69	04/25/2019
201064	TOWN & COUNTRY	20105	INDUSTRIAL & INFLUENT LOADINGS	04/19/2019	145.00	145.00	04/25/2019
201064	TOWN & COUNTRY	20106	2018 FLOOD WORK	04/19/2019	1,430.25	1,430.25	04/25/2019
211040	USA BLUE BOOK	842882	FLOAT SWITCH - WWTP	03/19/2019	785.34	785.34	04/11/2019
211040	USA BLUE BOOK	861445	HOSE - WWTP	04/08/2019	108.43	108.43	04/25/2019
261207	ZORN COMPRESSOR & EQUIP	287738-00	THERMAL VALVE, O RING - WWTP	04/19/2019	1,310.50	1,310.50	04/25/2019
Total 20-521000-03 BIO-SOLIDS OPERATIONS:					7,855.57	7,855.57	
<b>20-522000-03 LIME</b>							
150255	OMNI MATERIALS INC	339416	70/30 FINES - WWTP	01/13/2019	3,277.39	3,277.39	04/25/2019
150255	OMNI MATERIALS INC	339732	70/30 FINES - WWTP	03/10/2019	5,782.14	5,782.14	04/11/2019
150255	OMNI MATERIALS INC	339840	70/30 FINES - WWTP	03/24/2019	6,545.89	6,545.89	04/25/2019
150255	OMNI MATERIALS INC	339911	70/30 FINES - WWTP	03/31/2019	3,319.33	3,319.33	04/25/2019
Total 20-522000-03 LIME:					18,924.75	18,924.75	
<b>20-526000-03 UTILITIES - BIO-SOLIDS</b>							
180905	REEDSBURG UTILITY	000616113-03	UTILITIES - TREATMENT PLANT #70	03/29/2019	7,424.73	7,424.73	04/11/2019
180905	REEDSBURG UTILITY	RUC 0319	UTILITIES - TREATMENT PLANT #70	03/22/2019	3,341.74	3,341.74	04/11/2019
Total 20-526000-03 UTILITIES - BIO-SOLIDS:					10,766.47	10,766.47	
<b>20-531000-03 COLLECTION SYSTEM</b>							
40276	DIGGERS HOTLINE INC	190 3 99501	NOTICES - MARCH	03/31/2019	137.31	137.31	04/25/2019
60100	JTFCO INC	W 83462	WEBB LIFT REPLACE HEATER & COOLANT HEAT	03/28/2019	957.43	957.43	04/11/2019
221070	VIERBICHER ASSOCIATES INC	170349-00013	N DEWEY - 8TH STORM SEWER INTERCEPTOR	04/02/2019	1,654.26	1,654.26	04/11/2019

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Total 20-531000-03 COLLECTION SYSTEM:					2,749.00	2,749.00	
<b>20-533000-03 UTILITIES - COLLECTION SYSTEM</b>							
180905	REEDSBURG UTILITY	RUC 0319	UTILITIES - LIFT STATION	03/22/2019	901.08	901.08	04/11/2019
Total 20-533000-03 UTILITIES - COLLECTION SYSTEM:					901.08	901.08	
<b>20-541000-03 GENERAL ADMINISTRATION</b>							
211058	US CELLULAR	0303888236	CELL PHONES	04/08/2019	39.47	39.47	04/25/2019
261262	WI DEPT OF NATURAL RESOU	BENTON04011	WASTEWATER OPERATOR CERTIFICATION EXAM - BENTON - WWTP	04/01/2019	25.00	25.00	04/01/2019
Total 20-541000-03 GENERAL ADMINISTRATION:					64.47	64.47	
<b>20-545000-03 LICENSES/PERMITS</b>							
261943	MUNICIPAL ENVIRONMENTAL	MEGWD04051	2019 MEMBERSHIP DUES - WWTP	04/05/2019	1,022.78	1,022.78	04/11/2019
Total 20-545000-03 LICENSES/PERMITS:					1,022.78	1,022.78	
<b>20-551000-03 BLDGS/GROUNDS MAINTENANCE</b>							
30172	CARQUEST OF REEDSBURG	1600-0319	PARTS & SUPPLIES	03/31/2019	14.92	14.92	04/11/2019
262025	MARSHALL-BOND PUMPS INC	39171.0	MUFFLER ELEMENT - WWTP	03/25/2019	114.03	114.03	04/11/2019
262025	MARSHALL-BOND PUMPS INC	39182.0	MUFFLER ELEMENT - WWTP	04/01/2019	59.51	59.51	04/11/2019
130664	MID-AMERICAN RESEARCH CH	0660840-IN	BREAK A WAY OIL & FOAMING CHAIN - WWTP	03/22/2019	278.29	278.29	04/11/2019
180890	REEDSBURG TRUE VALUE	800024-0319	SUPPLIES	03/25/2019	249.85	249.85	04/11/2019
Total 20-551000-03 BLDGS/GROUNDS MAINTENANCE:					716.60	716.60	
<b>20-562000-03 UTILITIES - BLDGS/GROUNDS MAIN</b>							
180905	REEDSBURG UTILITY	000616113-03	UTILITIES - TREATMENT PLANT	03/29/2019	4,949.82	4,949.82	04/11/2019
180906	REEDSBURG UTILITY	20524-0419	TELEPHONE/INTERNET - WWTP	04/20/2019	693.78	693.78	04/25/2019
180905	REEDSBURG UTILITY	RUC 0319	UTILITIES - TREATMENT PLANT	03/22/2019	3,310.01	3,310.01	04/11/2019
Total 20-562000-03 UTILITIES - BLDGS/GROUNDS MAIN:					8,953.61	8,953.61	
<b>20-591100-03 PRINCIPAL ON DEBT</b>							
263002	WI ENVIRONMENTAL IMPROVE	16822	ENVIRONMENTAL IMPROVEMENT FUND PROJECT PRINCIPAL	03/21/2019	1,103,179.23	1,103,179.23	04/17/2019
Total 20-591100-03 PRINCIPAL ON DEBT:					1,103,179.23	1,103,179.23	
<b>20-592100-03 INTEREST ON DEBT</b>							
263002	WI ENVIRONMENTAL IMPROVE	16822	ENVIRONMENTAL IMPROVEMENT FUND INTEREST	03/21/2019	133,958.19	133,958.19	04/17/2019
Total 20-592100-03 INTEREST ON DEBT:					133,958.19	133,958.19	
<b>21-435580 GARBAGE/RECYCLING REVENUE</b>							
263391	RENEE SIZER	RS041819	RETURNED 2 STICKERS FOR TWO SOFAS	04/18/2019	40.00	40.00	04/25/2019
Total 21-435580 GARBAGE/RECYCLING REVENUE:					40.00	40.00	
<b>21-546100-03 CONTRACT SERVICES</b>							
160650	PETERSON SANITATION INC	1072-0419	CONTRACT SERVICES	04/01/2019	30,744.87	30,744.87	04/11/2019

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Total 21-546100-03 CONTRACT SERVICES:					30,744.87	30,744.87	
<b>21-546300-03 OPERATING EXPENSES</b>							
180906	REEDSBURG UTILITY	RUC042319	28 FLUORESCENT TUBES - WWTP	04/23/2019	5.44	5.44	04/25/2019
190987	SHRED-IT USA LLC	8126898343	SHREDDING - CITY HALL	03/22/2019	73.48	73.48	04/11/2019
190987	SHRED-IT USA LLC	8126898745	SHREDDING - LIBRARY	03/22/2019	72.19	72.19	04/11/2019
190987	SHRED-IT USA LLC	8126898746	RECYCLE/SHREDDING - PD	03/22/2019	73.48	73.48	04/11/2019
Total 21-546300-03 OPERATING EXPENSES:					224.59	224.59	
<b>21-547100-03 GARBAGE &amp; REFUSE (STICKERS)</b>							
160650	PETERSON SANITATION INC	1072-0419	GARBAGE & REFUSE - STICKERS	04/01/2019	1,055.00	1,055.00	04/11/2019
Total 21-547100-03 GARBAGE & REFUSE (STICKERS):					1,055.00	1,055.00	
<b>23-544500-03 STORM SEWER REPAIRS</b>							
30262	CROELL INC.	336267	4000 PSI	04/10/2019	118.00	118.00	04/25/2019
30262	CROELL INC.	337557	4000 PSI	04/17/2019	118.00	118.00	04/25/2019
30262	CROELL INC.	337558	4000 PSI	04/17/2019	147.50	147.50	04/25/2019
60300	JOHN DEER FINANCIAL	75331-B2742-0	GAS USAGE - PW	04/14/2019	255.00	255.00	04/25/2019
130655	MEYER OIL COMPANY	690675	DIESEL/ETHANOL	03/28/2019	784.51	784.51	04/11/2019
Total 23-544500-03 STORM SEWER REPAIRS:					1,423.01	1,423.01	
<b>41-542650-03 TRANSIT PLANNING</b>							
261225	F.D.S ENTERPRISES	5000196	MONTHLY CAB EXPENSE - MARCH 2019	04/01/2019	13,067.59	13,067.59	04/11/2019
Total 41-542650-03 TRANSIT PLANNING:					13,067.59	13,067.59	
<b>42-516110-03 ATTORNEY FEES</b>							
120585	LAROWE GERLACH TAGGERT	5200.000-266	AIRPORT - LEGAL	03/31/2019	209.25	209.25	04/11/2019
Total 42-516110-03 ATTORNEY FEES:					209.25	209.25	
<b>42-517110-03 AIRPORT UTILITIES, CELL PHONES</b>							
10024	ALLIANT ENERGY/WP&L	1266040000-0	GAS - AIRPORT	04/11/2019	72.77	72.77	04/25/2019
10024	ALLIANT ENERGY/WP&L	4079272914-0	GAS - AIRPORT	03/27/2019	44.53	44.53	04/11/2019
10024	ALLIANT ENERGY/WP&L	5765710000-0	GAS - AIRPORT	03/25/2019	18.44	18.44	04/11/2019
180906	REEDSBURG UTILITY	28015-0419	TELEPHONE - AWOS STATION - AIRPORT	04/20/2019	32.25	32.25	04/25/2019
180906	REEDSBURG UTILITY	52183-0419	INTERNET - AIRPORT	04/20/2019	74.95	74.95	04/25/2019
180906	REEDSBURG UTILITY	9678-0419	TELEPHONE/INTERNET- AIRPORT	04/20/2019	113.79	113.79	04/25/2019
Total 42-517110-03 AIRPORT UTILITIES, CELL PHONES:					356.73	356.73	
<b>42-545300-03 AIRPORT OPERATING (FBO)</b>							
130663	METCO	178410	FILTERS FOR JETA & 100LL, O RING SEAL - AIRPORT	04/02/2019	1,214.17	1,214.17	04/11/2019
262918	REEDSBURG AVIATION	RA-0419	AIRPORT MANAGEMENT	04/01/2019	3,400.00	3,400.00	04/11/2019
180825	REEDSBURG FIRE DEPT	7453	CHECK EXTINGUISHERS - AIRPORT	03/31/2019	40.00	40.00	04/11/2019
180890	REEDSBURG TRUE VALUE	800024-0319	SUPPLIES	03/25/2019	14.99	14.99	04/11/2019
180905	REEDSBURG UTILITY	RUC 0319	AIRPORT	03/22/2019	1,014.84	1,014.84	04/11/2019
Total 42-545300-03 AIRPORT OPERATING (FBO):					5,684.00	5,684.00	

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<b>45-521400-03 K-9 EXPENSES</b>							
262265	RIVER VALLEY VETERINARY C	19494	VET VISIT - XENA - PD	03/29/2019	96.79	96.79	04/11/2019
Total 45-521400-03 K-9 EXPENSES:					96.79	96.79	
<b>48-547000-03 RIVER STUDY EXPENSES</b>							
130612	MSA PROFESSIONAL SERVICE	R02068015 0-4	BARABOO RIVER CORRIDOR PHASE 2 PLAN	04/16/2019	21,750.00	21,750.00	04/25/2019
Total 48-547000-03 RIVER STUDY EXPENSES:					21,750.00	21,750.00	
<b>56-551300-03 LIBRARY OPERATING</b>							
10024	ALLIANT ENERGY/WP&L	4066940000-0	GAS- LIBRARY	04/17/2019	283.02	283.02	04/25/2019
262018	AMERICAN SPIRIT	RPL201904AS	AMERICAN SPIRIT RENEWAL - HOLIDAY FUND	04/01/2019	18.00	18.00	04/11/2019
20070	BAKER & TAYLOR	203442003	Books	03/30/2019	54.33	54.33	04/11/2019
20070	BAKER & TAYLOR	2034434640	Books	03/28/2019	236.17	236.17	04/11/2019
262630	BMO HARRIS BANK CREDIT CA	8318-0319	BOOKS & SUPPLIES	03/28/2019	469.81	469.81	04/26/2019
263385	CENTER FOR NATIVE AMERICA	RPL-201804-L	HONORARIUM FOR PATTY LOEW PRESENTATION	04/01/2019	100.00	100.00	04/11/2019
263029	DRIFTLESS STARGAZING LLC	RPL201905HE	GIANT STEPS PROGRAM 5/8/19	04/24/2019	335.00	335.00	04/25/2019
262020	FINDAWAY WORLD LLC	282318	PLAYAWAYS - SOPS	03/28/2019	170.97	170.97	04/11/2019
262020	FINDAWAY WORLD LLC	282320	PLAYAWAYS - SOPS	03/28/2019	128.23	128.23	04/11/2019
70300	GALE	66887279	APRIL CHRISTIAN FICTION 2	04/03/2019	126.70	126.70	04/11/2019
70300	GALE	66887475	APRIL CHRISTIAN ROMANCE 2	04/03/2019	71.22	71.22	04/11/2019
60335	GORDON FLESCH CO INC	12569566	COPIERS 4/7 -5/6/19; COPIES 2/27/19 - 4/1/19	04/07/2019	409.18	409.18	04/11/2019
110551	KRUEGER OFFICE SUPPLIES	83104	YS - RENO MOBILE FILE DRAWERS (2), HON CHAIR CART (1)	04/01/2019	685.87	685.87	04/11/2019
110551	KRUEGER OFFICE SUPPLIES	83162	HON CHAIR CART (1)	04/07/2019	289.89	289.89	04/11/2019
262620	MIDWEST TAPE	97168477	AV - BLURAY SERIES	03/26/2019	32.24	32.24	04/11/2019
262620	MIDWEST TAPE	97168479	AV- DIGITAL AUDIO PLAYER	03/26/2019	59.99	59.99	04/11/2019
262620	MIDWEST TAPE	97205883	AV - DIGITAL AUDIO PLAYER	04/02/2019	63.99	63.99	04/11/2019
180844	QUILLIN'S INC	01075492	ASBC - PI DAY SUPPLIES	03/05/2019	27.53	27.53	04/11/2019
180844	QUILLIN'S INC	01077538	ASBC - PROGRAMMING SUPPLIES	03/11/2019	3.19	3.19	04/11/2019
180844	QUILLIN'S INC	02054343	ASBC - PI DAY SUPPLIES	03/19/2019	8.29	8.29	04/11/2019
180906	REEDSBURG UTILITY	20304-0419	INTERNET - LIBRARY	04/20/2019	334.95	334.95	04/25/2019
180906	REEDSBURG UTILITY	20304-0419	TELEPHONE - LIBRARY	04/20/2019	242.02	242.02	04/25/2019
180906	REEDSBURG UTILITY	20304-0419	TELEVISION - LIBRARY	04/20/2019	27.19	27.19	04/25/2019
180905	REEDSBURG UTILITY	RUC 0319	LIBRARY UTILITIES	03/22/2019	1,006.10	1,006.10	04/11/2019
263131	RIVISTAS LLC	8841	EATING WELL SUBSCRIPTION ADDED TO CONTRACT	03/13/2019	19.97	19.97	04/11/2019
190960	SCHOLASTIC LIBRARY PUBLIS	19043718	INCENTIVE BOOKS FOR SLP	03/20/2019	115.25	115.25	04/11/2019
190960	SCHOLASTIC LIBRARY PUBLIS	19088592	INCENTIVE BOOKS FOR SLP	03/27/2019	3.00	3.00	04/11/2019
70374	SYNCHRONY BANK/AMAZON	RPL201904AM	AV DVDS, SUPPLIES- CLEANING WIPES, ITEM TAGS, BATTERIES	04/05/2019	763.81	763.81	04/11/2019
263033	TURNER WATERCARE	8120201904	WATER SERVICE - STAFF/CR	02/28/2019	23.25	23.25	04/11/2019
263384	WISCONSIN AUDIO VIDEO	370025A	AV EQUIPMENT STORY ROOM RENO DEPOSIT	04/03/2019	2,096.18	2,096.18	04/11/2019
Total 56-551300-03 LIBRARY OPERATING:					8,205.34	8,205.34	
<b>66-564600-03 DEVELOPMENT GRANTS &amp; LOANS</b>							
261380	STEVE OR LINDA BEHN	BEHN042019	PRINCIPLE OLD HARDWARE STORE	04/05/2019	87,500.00	87,500.00	04/11/2019
261380	STEVE OR LINDA BEHN	BEHN042019	INTEREST - OLD HARDWARE STORE	04/05/2019	2,661.40	2,661.40	04/11/2019
Total 66-564600-03 DEVELOPMENT GRANTS & LOANS:					90,161.40	90,161.40	

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<b>69-513500-03 Administration Costs</b>							
221070	VIERBICHER ASSOCIATES INC	160133-00009	TID 9 AMENDMENT 2019	04/02/2019	3,239.50	3,239.50	04/11/2019
221070	VIERBICHER ASSOCIATES INC	180011-00016	HUNTINGTON PARK APARTMENTS - TID 9	04/02/2019	812.00	812.00	04/11/2019
221070	VIERBICHER ASSOCIATES INC	190036-00002	EAST SIDE ANNEXATION - TID 9	04/02/2019	1,207.50	1,207.50	04/11/2019
221070	VIERBICHER ASSOCIATES INC	190054-00001	TID 9 HEMP FACILITY	03/25/2019	1,866.25	1,866.25	04/11/2019
Total 69-513500-03 Administration Costs:					7,125.25	7,125.25	
<b>69-516110-03 LEGAL FEES</b>							
262711	DANE COUNTY TITLE COMPAN	CS-19210007	SALE OF INDUSTRIAL PARK - SPECIAL ASSESSMENT FEE, ETC	03/31/2019	455.00	455.00	04/08/2019
120585	LAROWE GERLACH TAGGERT	5200.000-266	TID 9 - LEGAL	03/31/2019	3,309.25	3,309.25	04/11/2019
Total 69-516110-03 LEGAL FEES:					3,764.25	3,764.25	
<b>70-521100-03 POLICE EQUIPMENT</b>							
261208	BAYCOM INC	EQUIPINV_019	LED ESL LIGHT W SLIM SIREN SPEAKER - PD	03/21/2019	497.20	497.20	04/11/2019
261208	BAYCOM INC	EQUIPINV-019	PRINTER - SQUAD 35 REPLACEMENT - PD	04/03/2019	269.00	269.00	04/25/2019
261253	EWALDS HARTFORD LLC	EHF31039	2019 FORD EXPLORER VIN#5171 SQUAD 34 - PD	04/15/2019	30,112.00	30,112.00	04/25/2019
70345	GALLS INC	012518326	LAPTOP COMPUTER MOUNT, 16" CONTOUR CONSOLE - PD	04/18/2019	1,470.95	1,470.95	04/25/2019
70375	GAWRONSKI SIGNS & ADVERTI	21845	CUSTOM VINYL WRAP GRAPHIC 2017 FORD SUV #37	04/13/2019	823.30	823.30	04/25/2019
Total 70-521100-03 POLICE EQUIPMENT:					33,172.45	33,172.45	
<b>70-554100-03 PARKS VEHICLES &amp; EQUIPMENT</b>							
261466	SLAMA'S LAWN & SPORT	168838	FERRIS PUSH LAWNMOWER - PARKS	03/27/2019	450.00	450.00	04/25/2019
Total 70-554100-03 PARKS VEHICLES & EQUIPMENT:					450.00	450.00	
<b>75-517100-03 MUNICIPAL CAMPUS</b>							
261300	WISCONSIN DSPS	499884	PLAN REVIEW FEE OBJECT ID 1792960	04/09/2019	175.00	175.00	04/25/2019
Total 75-517100-03 MUNICIPAL CAMPUS:					175.00	175.00	
<b>75-531023-03 STORMWATER REPLACEMENT PROJECT</b>							
263299	BOLT FENCING LLC	BF040919	REMOVE AND INSTALL FENCE 129 N OAK ST - MATERIAL	04/09/2019	100.00	100.00	04/25/2019
263299	BOLT FENCING LLC	BF040919	LABOR - REMOVE & REINSTALL FENCE 129 N OAK	04/09/2019	800.00	800.00	04/25/2019
Total 75-531023-03 STORMWATER REPLACEMENT PROJECT:					900.00	900.00	
<b>75-543100-03 STREET RECONSTRUCTION</b>							
261402	ZIEGLER INVESTMENTS LLC	ZIEGLER0408	TEMP EASEMENT- CK NOT CASHED DATED 8/31/17- REWRITTEN CK	04/08/2019	200.00	200.00	04/11/2019
Total 75-543100-03 STREET RECONSTRUCTION:					200.00	200.00	
<b>75-543220-03 SEWER COLLECTION MAIN TIF</b>							
231140	WI DEPT OF TRANS BBS	395-00001273	SOUTH DEWEY AVE PROJECT #395-0000127312	04/10/2019	8,977.23	8,977.23	04/25/2019
231140	WI DEPT OF TRANS BBS	395-00001273	SOUTH DEWEY AVE PROJECT #39557990065	04/10/2019	1,475.19	1,475.19	04/25/2019

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 75-543220-03 SEWER COLLECTION MAIN TIF					10,452.42	10,452.42	
<b>75-543269-03 TIF STREET PROJECTS</b>							
130612	MSA PROFESSIONAL SERVICE	R02068012-01-	SOUTH VIKING DRIVE ALTERNATIVES ANALYSIS	04/12/2019	213.00	213.00	04/25/2019
Total 75-543269-03 TIF STREET PROJECTS:					213.00	213.00	
<b>75-543300-03 SCHOOL PROJECT 2018-2019</b>							
221070	VIERBICHER ASSOCIATES INC	180217-00006	VIKING DRIVE - 8TH STREET SIGNALS	04/02/2019	6,891.25	6,891.25	04/11/2019
Total 75-543300-03 SCHOOL PROJECT 2018-2019:					6,891.25	6,891.25	
<b>75-551200-03 ESS. BUILDINGS RESERVE FUNDING</b>							
263146	ARCHITECTURAL DESIGN CONS	13139	REEDSBURG SPACE NEEDS ANALYSIS PROJECT 17-143 00	03/31/2019	407.86	407.86	04/11/2019
263146	ARCHITECTURAL DESIGN CONS	13168	PUBLIC WORKS FACILITY - PROJECT 18-178 00	03/31/2019	507.86	507.86	04/11/2019
221070	VIERBICHER ASSOCIATES INC	180342-00002	PUBLIC WORKS GARAGE	04/15/2019	888.00	888.00	04/25/2019
Total 75-551200-03 ESS. BUILDINGS RESERVE FUNDING:					1,803.72	1,803.72	
<b>80-514320-05 DUPLICATION - COPIERS - CHARGE</b>							
262628	RHYME BUSINESS PRODUCTS	24628088	COPIER MACHINES - CITY HALL	04/15/2019	1,004.26	1,004.26	04/25/2019
Total 80-514320-05 DUPLICATION - COPIERS - CHARGE:					1,004.26	1,004.26	
<b>80-515940-05 INS - BEST FLEX PLAN &amp; ICMA-RC</b>							
50315	EMPLOYEE BENEFITS	2509661	BENNY FEE & ADMIN FEE	04/15/2019	168.75	168.75	04/17/2019
Total 80-515940-05 INS - BEST FLEX PLAN & ICMA-RC:					168.75	168.75	
<b>80-517100-05 MAINT OF BUILDINGS - CHARGES</b>							
262136	CONSOLIDATED PLASTICS CO	7768173	NYLON MATS	04/04/2019	323.93	323.93	04/11/2019
80442	HARDER CORP	M173701	CAN LINERS - CUSTODIAN	04/15/2019	390.59	390.59	04/25/2019
130648	MENARDS - BARABOO	6775	WINDTUNNEL & AIR FILTER	04/04/2019	146.64	146.64	04/11/2019
130664	MID-AMERICAN RESEARCH CH	0660838-IN	BOWL CLEANER	03/22/2019	468.00	468.00	04/11/2019
180890	REEDSBURG TRUE VALUE	800024-0319	SUPPLIES	03/25/2019	154.25	154.25	04/11/2019
190957	SCHILLING PAPER COMPANY	709594-00	ICE MELT	03/28/2019	444.92	444.92	04/11/2019
190957	SCHILLING PAPER COMPANY	709897-00	DISPENSE AIR FRESHNER & TOILET TISSUES, AND DISPENSERS	03/29/2019	561.84	561.84	04/11/2019
190957	SCHILLING PAPER COMPANY	709922-00	ACTIVE AIR FRESHNERS	03/28/2019	135.00	135.00	04/11/2019
190957	SCHILLING PAPER COMPANY	710295-00	LIQUID DEFOAMER	03/28/2019	54.13	54.13	04/11/2019
190957	SCHILLING PAPER COMPANY	711857-00	TOILET TISSUE DISPENSER	04/10/2019	262.50	262.50	04/25/2019
190980	SERVICE ELECTRIC	19348	FLOOR BOX COVERS - LIBRARY	04/09/2019	220.00	220.00	04/25/2019
191009	STAPLES BUSINESS CREDIT	1722897752-0-	PAPER TOWELS	02/26/2019	399.20	399.20	04/11/2019
191030	SUPERIOR CHEMICAL CORP	223454	BATHROOM CLEANER, CLEANING SUPPLIES & AEROSOL KILLER SPRAY	03/27/2019	1,806.28	1,806.28	04/11/2019
261310	TOP TIER LLC	6549	ANNUAL MAINTENANCE TANKLESS WATER HEATER - SHOP	01/15/2019	150.50	150.50	04/11/2019
261310	TOP TIER LLC	6785	URINAL PARTS, FLUSHMETER PARTS - LIBRARY	04/17/2019	212.26	212.26	04/25/2019
261310	TOP TIER LLC	6787	WAX RING FOR URINAL, GASKETS - PD	04/16/2019	210.40	210.40	04/25/2019

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 80-517100-05 MAINT OF BUILDINGS - CHARGES					5,940.44	5,940.44	
<b>80-517120-05 HALL - PHONES - CHARGES</b>							
211058	US CELLULAR	0303888236	CELL PHONES	04/08/2019	157.24	157.24	04/25/2019
Total 80-517120-05 HALL - PHONES - CHARGES:					157.24	157.24	
<b>80-542600-05 INFO SYS - GEN GOVT - CHARGE</b>							
20094	CONCENTRIC INTEGRATION	0205111	DELL OPTIPLEX & IPAD 12.9 - CITY HALL & 6 HP LASERJET PRO PRINTERS, HARD DRIVES - PD	03/22/2019	4,416.53	4,416.53	04/11/2019
263342	ZUERCHER TECHNOLOGIES LL	PA0001674	SOFTWARE	03/29/2019	21,367.80	21,367.80	04/25/2019
Total 80-542600-05 INFO SYS - GEN GOVT - CHARGE					25,784.33	25,784.33	
<b>80-542650-05 INFO SYS - ENTERPRISE - CHARGE</b>							
262519	WONDERWARE MIDWEST	INV20479	ANNUAL RENEWAL OF SOFTWARE & MAINTENANCE - WWTP	03/06/2019	495.00	495.00	04/25/2019
Total 80-542650-05 INFO SYS - ENTERPRISE - CHARGE:					495.00	495.00	
<b>80-547100-05 GARBAGE &amp; REFUSE - CHARGE</b>							
160650	PETERSON SANITATION INC	1072-0419	HALL- UTILITIES	04/01/2019	192.00	192.00	04/11/2019
160650	PETERSON SANITATION INC	1072-0419	GARBAGE & REFUSE	04/01/2019	192.00	192.00	04/11/2019
160650	PETERSON SANITATION INC	1072-0419	SHOP	04/01/2019	88.00	88.00	04/11/2019
160650	PETERSON SANITATION INC	1072-0419	RACA	04/01/2019	104.00	104.00	04/11/2019
160650	PETERSON SANITATION INC	1072-0419	PARKS	04/01/2019	112.00	112.00	04/11/2019
160650	PETERSON SANITATION INC	1072-0419	GARBAGE SERVICE	04/01/2019	111.02	111.02	04/11/2019
Total 80-547100-05 GARBAGE & REFUSE - CHARGE:					799.02	799.02	
Grand Totals:					1,771,095.41	1,771,095.41	

Dated: \_\_\_\_\_

City Administrator: \_\_\_\_\_

Dated: \_\_\_\_\_

City Clerk-Treasurer: \_\_\_\_\_

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_



City of Reedsburg  
 134 South Locust Street, P.O. Box 490  
 Reedsburg, WI 53959  
 Tel. 608-524-6404 Fax. 608-524-8458  
 www.reedsburgwi.gov

**STAFF REPORT**

**AGENDA ITEM: I-C**

To: Mayor and Common Council  
 Prepared By: Brian Duvalle, Planning and Building  
 Date of Meeting: May 13, 2019

**Subject: Monthly Building Permit Report**

**BACKGROUND AND REQUEST**

On a routine basis the building inspector presents to the Common Council the actions of the proceeding monthly activity.

**ANALYSIS**

PERMITS

	Apr 2018	Apr 2019	Total Change
Zoning	3	4	+1
Building	23	29	+6

VALUE

	Apr 2018	Apr 2019	Total Change
Zoning	\$22,000	\$500	(\$21,500)
Building	\$900,514	\$1,715,224	\$814,710

**STAFF RECOMMENDATION**

Recommend the Monthly Building Permit Report be received and filed by the Common Council.

**NOTES**

The main difference in value for 2019 is a permit for the Hempstation plant. Three of the four zoning permits are in the ET area so no value is recorded.

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00 Application Date: 4-18-19  
 Town  Village  City of Reedsburg County of Sauk

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning June 12 and ending June 16 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

**1. Organization** (check appropriate box) →  Bona fide Club  Church  Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name Reedsburg Jaycees

(b) Address PO Box 111 / Reedsburg, WI 53959  
(Street)  Town  Village  City

(c) Date organized \_\_\_\_\_

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Kyle Peterson

Vice President Craig Kruger

Secretary Beth Meyer

Treasurer Kayla McDonough

(g) Name and address of manager or person in charge of affair: Craig Kruger  
PO Box 111 Reedsburg WI 53959

**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**

(a) Street number 1403 Viking Dr Reedsburg WI

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? yes

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Jaycees side of building + beer tent on fairy grounds

**3. Name of Event**

(a) List name of the event Reedsburg Batteredfest

(b) Dates of event June 12-16

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Kayla McDonough 4/17/19  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk 4-23-19

Date Granted by Council \_\_\_\_\_

Reedsburg Jaycees  
(Name of Organization)

Officer [Signature] 4-17-19  
(Signature/date)

Officer [Signature] 4-17/19  
(Signature/date)

Date Reported to Council or Board \_\_\_\_\_

License No. \_\_\_\_\_

PC

Pd [Signature]

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 4-18-19

Town  Village  City of Reedsburg

County of Sauk

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning Nov 2 and ending Nov 2 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →  Bona fide Club  Church  Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name Reedsburg Saycees

(b) Address PO Box 111 Reedsburg WI 53957  
(Street)  Town  Village  City

- (c) Date organized \_\_\_\_\_  
(d) If corporation, give date of incorporation \_\_\_\_\_  
(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:  
President Kyle Peterson  
Vice President Craig Krueger  
Secretary Beth Meyer  
Treasurer Kayla McDonough

(g) Name and address of manager or person in charge of affair: Craig Krueger  
~~PO Box 111~~ PO Box 111 Reedsburg WI 53957

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1403 Viking Dr Reedsburg

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? yes

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:  
Saycee side of building

## 3. Name of Event

(a) List name of the event Hunters Night out

(b) Dates of event Nov 2

## DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Kayla McDonough 4/17/19  
(Signature/date)

Reedsburg Saycees  
(Name of Organization)  
Officer [Signature] 4-17-19  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer [Signature] 4-17-19  
(Signature/date)

Date Filed with Clerk 4-23-19

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

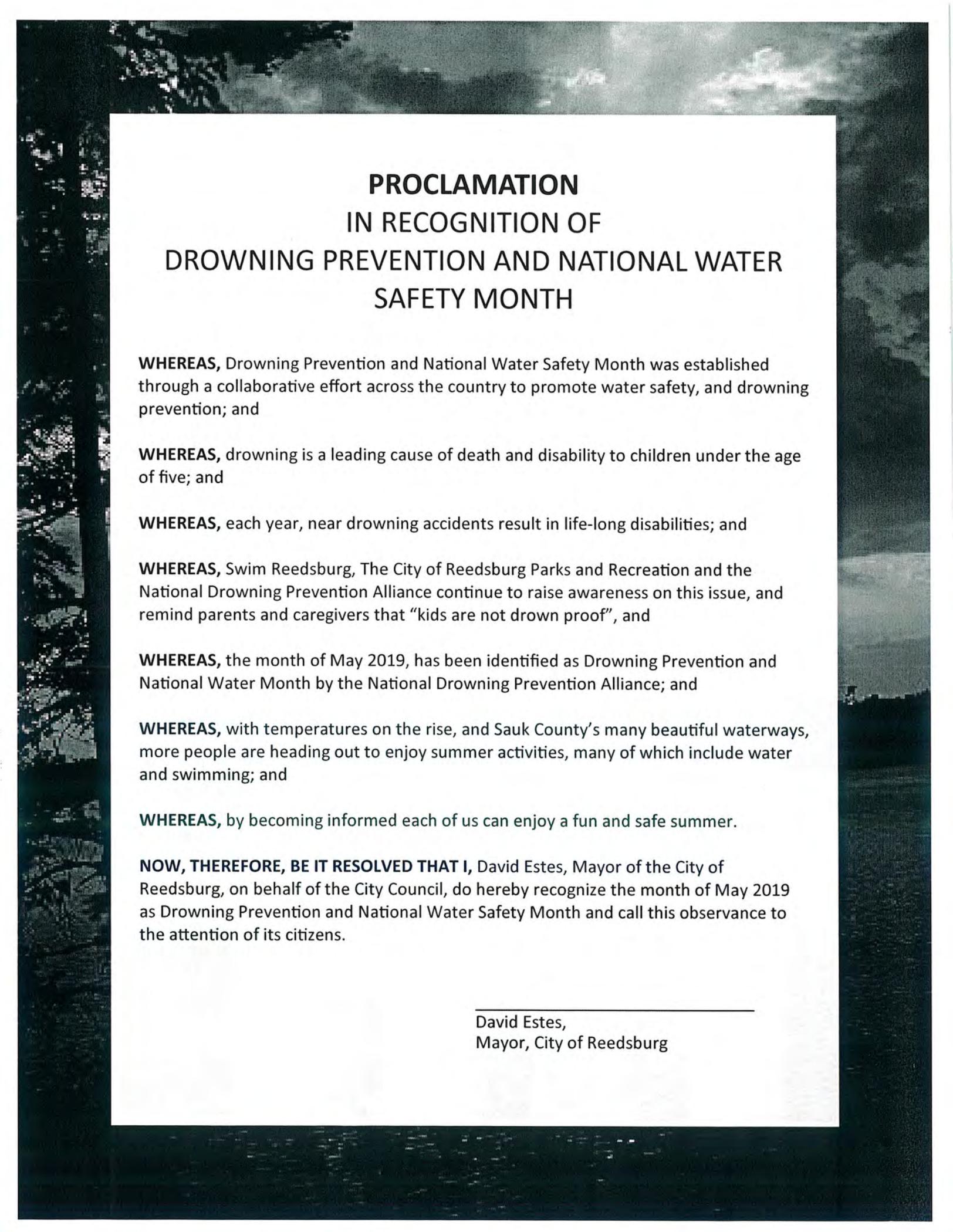
License No. \_\_\_\_\_

PC  
Pd

Committee Assignments, May 13, 2019:

Linda Bruun is the Director of Curriculum, Instruction and Assessment for the Reedsburg School District. She holds a Bachelor of Science in Education/Special Education and an Master of Science in Reading from Northern Illinois University and an Administrative Certification from Edgewood College.

No App  
Submittals



**PROCLAMATION  
IN RECOGNITION OF  
DROWNING PREVENTION AND NATIONAL WATER  
SAFETY MONTH**

**WHEREAS**, Drowning Prevention and National Water Safety Month was established through a collaborative effort across the country to promote water safety, and drowning prevention; and

**WHEREAS**, drowning is a leading cause of death and disability to children under the age of five; and

**WHEREAS**, each year, near drowning accidents result in life-long disabilities; and

**WHEREAS**, Swim Reedsburg, The City of Reedsburg Parks and Recreation and the National Drowning Prevention Alliance continue to raise awareness on this issue, and remind parents and caregivers that “kids are not drown proof”, and

**WHEREAS**, the month of May 2019, has been identified as Drowning Prevention and National Water Month by the National Drowning Prevention Alliance; and

**WHEREAS**, with temperatures on the rise, and Sauk County’s many beautiful waterways, more people are heading out to enjoy summer activities, many of which include water and swimming; and

**WHEREAS**, by becoming informed each of us can enjoy a fun and safe summer.

**NOW, THEREFORE, BE IT RESOLVED THAT I**, David Estes, Mayor of the City of Reedsburg, on behalf of the City Council, do hereby recognize the month of May 2019 as Drowning Prevention and National Water Safety Month and call this observance to the attention of its citizens.

---

David Estes,  
Mayor, City of Reedsburg



## PROCLAMATION DESIGNATING MAY 12 - 19, 2019 AS NATIONAL POLICE WEEK

In 1962, President Kennedy proclaimed May 15th as National Peace Officers Memorial Day and the calendar week in which May 15th falls, as National Police Week; and

**WHEREAS**, the members of the Reedsburg Police Department play an important role in safeguarding the rights and freedoms of the citizens of our community; and

**WHEREAS**, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our department recognize their duty to serve the people by safeguarding life and property, protecting them against violence or disorder, and protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, our police department has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service;

**NOW, THEREFORE, BE IT RESOLVED** that I, David Estes, Mayor of the City of Reedsburg, hereby formally dedicates May 12-19, 2019 as National Police Week in the City of Reedsburg and publicly salutes the service of the Police Officers in our community and in communities across the nation.

**IN WITNESS THEREOF**, I have hereunto set my hand and caused the seal of the City of Reedsburg to be affixed this 13<sup>th</sup> day of May in the year 2019.

---

David Estes

Mayor City of Reedsburg



**STAFF REPORT**

**AGENDA ITEM:** III - A

---

**To:** Public Safety Committee, Mayor, and City Council  
**By:** Joshua Kowalke, Director, Reedsburg Area Ambulance / Emergency Management  
**Through:** Timothy Becker, City Administrator  
**Date of Meeting:** May 13, 2019

**Subject:** City of Reedsburg – Emergency Operations Plan (EOP)

---

**BACKGROUND AND REQUEST**

The City has revised the Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency. The EOP when revised must be adopted by the City Council. This plan establishes the policies, concepts, and general protocols required to implement the Standardized Emergency Management System.

**ANALYSIS**

Minor changes include updates to historical numbers and information to be used in a local disaster since the EOP was last published. Other changes to the plan include addition of Annex D – City Flood Response and Annex E – Debris Management. These changes were made from lesson learned during the 2018 flood and at the request of FEMA.

This plan is consistent with the State of Wisconsin guidance available at the time the plan was revised and will be effective upon approval by the City Council.

**FINANCIAL IMPACT**

None

**STAFF RECOMMENDATION**

The Public Safety Committee has approved the plan and has forwarded the plan to the City Council for approval.

Staff recommends the City Council approve the April 2019 update to the City of Reedsburg Emergency Operation Plan.

**ATTACHMENTS:**

Reedsburg Emergency Operation Plan (EOP)

# City of Reedsburg

## Emergency Operations Plan

April 2019



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## **Incident Priorities**

1. Life Safety
2. Incident Stabilization
3. Property Preservation

### **14 Essential Incident Command System Features**

1. Common Terminology helps define organizational functions, incident facilities, resource descriptions, and position titles.
2. Modular Organization develops following the Incident Command (IC) organizational structure based on the incident size/complexity and the hazard environment the incident creates.
3. Management by Objectives includes establishing overall objectives and strategies; developing assignments, plans, procedures, and protocols; establishing objectives for incident management activities and directing efforts to attain them; and measuring performance and facilitating corrective action.
4. Incident Action Plans (IAPs) communicate the overall incident objectives in the context of both operational and support activities.
5. Span of Control should range from three to seven subordinates for any individual with incident management supervisory responsibility to ensure effective and efficient incident management.
6. Incident Support Locations & Facilities are established in the vicinity of an incident to accomplish a variety of purposes (e.g., command posts, bases, camps, staging areas, mass casualty triage areas).
7. Comprehensive Resource Management maintains an accurate and up-to-date picture of resource use. Resources include personnel, equipment, supplies, and facilities potentially available for assignment/allocation in support of incident management activities.
8. Integrated Communications are facilitated by developing and using a common communications plan and interoperable communications processes and architectures.
9. Establishment & Transfer of Command must be clearly defined from the beginning of an incident. When command is transferred, the process must capture essential information for continuing safe and effective operations.
10. Chain of Command & Unity of Command clarify reporting relationships and eliminate confusion caused by conflicting directives. Chain of command refers to the orderly line of authority within the ranks. Unity of command means that every individual has a designated supervisor to report to at the scene of the incident.

11. Unified Command allows agencies with different legal, geographic, and functional responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability in incidents involving multiple jurisdictions or multiagency involvement.
12. Accountability at all jurisdictional levels and within individual functional areas is essential and relies on the following principles:
  - Check-in. All responders must report in to receive assignments.
  - IAP. Response operations must be directed and coordinated as outlined in the IAP.
  - Unity of Command. Individuals involved in incident operations will be assigned to only one supervisor.
  - Personal Responsibility. All responders are expected to use good judgment and be accountable for their actions.
  - Span of Control. Supervisors must be able to adequately supervise, manage, control, and communicate with their subordinates.
  - Resource Tracking. Supervisors must record and report resource status changes as they occur.
13. Dispatch/Deployment of personnel/equipment should only occur when requested by an appropriate authority.
14. Information & Intelligence Management should follow a defined process for gathering, analyzing, sharing, and managing incident-related information.

## Emergency Telephone Listings

### Law Enforcement:

City of Reedsburg Police Department	608 524 2376
City of Baraboo Police Department	608 355 2720
Village of Lake Delton Police Department	608 254 7571
Village of Plain Police Department	608 546 2034
Village of Spring Green Police Department	608 588 2003
Sauk Prairie Police Department	608 643 2427
City of Mauston Police Department	608 847 6363
Sauk County Sheriff's Department	608 355 4495
DNR Wardens:	
Shawn Neverman	608-963-9102
Alex Brooks (C207)	608-370-0079
Keith Meverden (C233)	608-963-7332
Richard Maki (C231)	608-393-6504

### Fire Departments:

Reedsburg Fire Department	608 524 2376
Baraboo Fire Department	608 355 4495
Hillpoint Fire Department	Same as Above
Lake Delton Fire Department	Same as Above
LaValle Fire Department	Same as Above
Loganville Fire Department	Same as Above
North Freedom Fire Department	Same as Above
Plain Fire Department	Same as Above
Prairie du Sac Fire Department	Same as Above
Sauk City Fire Department	Same as Above
Spring Green Fire Department	Same as Above

### Ambulance Services:

Reedsburg Area Ambulance	608 524 2376
Baraboo Area Ambulance	608 355 4495
Cazenovia Ambulance	608 647 8906
Lake Delton Ambulance	608 355 4495
Plain Ambulance	Same as Above
Spring Green Ambulance	Same as Above

### First Responders:

LaValle	608 355 4495
Loganville	608 355 4495
North Freedom	608 355 4495

### Air Medical:

UW Medflight	1 800 472 0111
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Med Link – LaCrosse	1 800 527 1200
Spirit of Marshfield	1 800 387 7676
Theda Star – Neenah	1 800 236 2066
Flight for Life – Milwaukee	1 800 344 1000
Mayo One - Rochester/Eau Claire	1 800 237 6822
Eagle III – Green Bay	1 800 332 4533
Life Link III – Rice Lake	1 800 328 1377
Scott Air Force Rescue	1 800 851 3051

**Hospitals:**

Divine Savior – Portage	608 742 4131
Meriter Hospital – Madison	608 267 6000
Mile Bluff – Mauston	608 847 6161
Moundview Memorial – Adams/Friendship	608 339 3331
Reedsburg Area Medical Center	608 524 6487
Richland Center Hospital	608 647 6321
Sauk Prairie Memorial Hospital	608 643 3311
St. Clare Hospital – Baraboo	608 356 1400
St. Joseph’s Hospital – Hillsboro	608 489 8000
St. Mary’s Hospital – Madison	608 251 6100
UW Hospital – Madison	608 263 6400
VA Hospital – Madison	608 256 1901

**Emergency Management:**

Wisconsin Emergency Management	608 242 3232
WEM Duty Officer 24-Hour Number	800 943 0003
Sauk County Emergency Management	608 355 3200

**Utilities:**

Reedsburg Utility Commission	608 768 1000
	608 524 4381
Alliant	800 758 1376 Police Only
Charter Communications	800 581 0081
Wisconsin Central Railroad	715 345 2462

**Utilities (cont.):**

American Transmission Company	866 899 3204
Bug Tussel	888 583 7062
Dairyland Electric Cooperative	608 788 4000
Frontier (Emergencies)	877 486 5667
Northern Natural Gas (Emergencies)	888 367 6671
Oakdale Electric Cooperative	608 372 4131
US Cellular	800 922 0204
Verizon Wireless	800 483 2000
	888 420 7701

**Services:**

American Red Cross	877 618 6628
ChemTec	800 424 9300
National Response Center	800 424 8802
Salvation Army	608 355 4410 Day 800 963 5591 Pager
Sauk County Coroner	608 355 4495
Sauk County Human Services	608 355 4200
Reedsburg Library	608 524 3316
Reedsburg Library – Second Line	608 768 7323
Reedsburg School District – Admin Offices	608 524 2401
Reedsburg School District – Building Request	608 963 3725 Randy Johnson
Reedsburg School District Bus Garage	608 524 6529
After Hours – Contact Key-holders	
Able Trek Busses	608 524 3021
VARC Busses	608 524 3716
<b>Media:</b>	
WRDB	608 524 1400
Reedsburg Independent	608 524 0387
Reedsburg Times-Press	608 524 4336
WISC TV – Madison	608 273 3333
<b>Red Cross Approved Shelters:</b>	
Pineview Elementary School	608 963 3725
Reedsburg Area High School	608 963 3725
<b>Debris Management Assistance:</b>	
Petersen/Town and Country Sanitation	608 375-5856
Waste Management	608 355 3111
Zobel and Sons	608 524 2194
<b>National Guard Armory</b>	608 807 6626

## **City of Reedsburg Emergency Management Position Designations**

The City of Reedsburg has designated the following positions to act as City Emergency Management Director and Public Information Officer under the authority of the Mayor.

### **Emergency Management Director:**

Ambulance Chief  
Police Chief  
Fire Chief  
City Administrator  
City Clerk/Treasurer

### **Public Information Officer:**

City Administrator  
Police Chief  
Fire Chief  
Ambulance Chief  
City Clerk/Treasurer

The designated Emergency Management Director may defer that position and the position of Public Information Officer to the next available position based on the incident and the expertise of the position holder.

## **Emergency Operations Center Alerting List**

1. City Emergency Management Director/Ambulance Chief Joshua Kowalke  
Available through Dispatch – 608 524 2376
2. Mayor – David Estes or Designee (Common Council President)  
Available through Dispatch – 608 524 2376
3. City Administrator – Timothy Becker  
Available through Dispatch – 608 524 2376
4. Police Chief – Patrick Cummings or designee  
Available through Dispatch – 608 524 2376
5. Fire Chief – Craig Douglas or designee  
Available through Dispatch – 608 524 2376
6. City Engineer/DPW Director – Steve Zibell or designee  
Available through Dispatch – 608 524 2376
7. Reedsburg Utility – Brett Schuppner or designee  
Available through Dispatch – 608 524 2376
8. City Clerk – Treasurer – Jacob Crosetto or designee  
Available through Dispatch – 608 524 2376
9. Reedsburg Ambulance Chief Joshua Kowalke or designee  
Available through Dispatch – 608 524 2376
10. Reedsburg Public Library – Sue Ann Kucher, Director or designee  
Available through Dispatch – 608 524 2376
11. Parks and Recreation – Matt Scott, Director or Designee  
Available through Dispatch – 608 524 2376
12. Planner/Building Inspector– Brian Duvalle, or Designee  
Available through Dispatch – 608 524 2376

## **Legal Basis and Accountability**

The legal basis and accountability for the development of the Emergency Operation Plan for the City of Reedsburg is stated in the following documents and statutes:

### Federal Law:

Public law 103-337 National Defense Authorization Act  
Title 42, Chapter 116 Emergency Planning and Community Right-to-Know Act  
(EPCRA)  
Public law 100-707 Robert T. Stafford Disaster Relief and Emergency Assistance Act

### Wisconsin Statutes:

66.0101 Administrative Home Rule  
62.11 Powers of a City  
213.095 Police Power of Fire Chief, Rescue Squads  
321.39 Call to state active duty  
323 Emergency Management  
895.483(2) Civil Liability Exemptions; County Emergency Response Team –

### City Ordinances:

Chapter 6 – Civil Defense

## Acronyms

ChemTec	Chemical Transportation Emergency Center
CP	Command Post
DNR	Department of Natural Resources
DPW	Department of Public Works
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Administration
HAZMAT	Hazardous Materials
IC	Incident Commander
ICS	Incident Command System
NIMS	National Incident Management System
PIO	Public Information Officer
UDSR	Uniformed Disaster Situation Report
WEM	Wisconsin Emergency Management

## City of Reedsburg Emergency Operations Plan

### A. Purpose

This plan has been developed to provide procedures for the City of Reedsburg government agencies to respond to various types of emergencies or disasters that affect the community. This plan also illustrates the City's commitment to the National Incident Management System – Incident Command System. It provides a link to procedures that will be used by Sauk County government since the City of Reedsburg is part of the Sauk County Emergency Management Plan. The City of Reedsburg Emergency Operations Plan (EOP) is to be used in conjunction with the Sauk County EOP. The City of Reedsburg EOP will be maintained in accordance with current standards of the Sauk County EOP. Review of this plan shall be accomplished concurrently with the Sauk County plan.

### B. Situation and Assumptions

Several types of hazards pose a threat to the lives, property, or environment in Sauk County. These hazards are outlined in the Sauk County Hazard Analysis. A copy of this is located at the Reedsburg City Hall, Reedsburg Police Department, and Sauk County Emergency Management Department.

### C. Concept of Operations

Local City of Reedsburg officials have the primary responsibility for disasters which take place in the City of Reedsburg. Those officials will activate the appropriate local agencies to deal with the disaster. The Mayor or the Reedsburg Emergency Management Director is responsible for coordinating the response with Sauk County officials, if County assistance is needed.

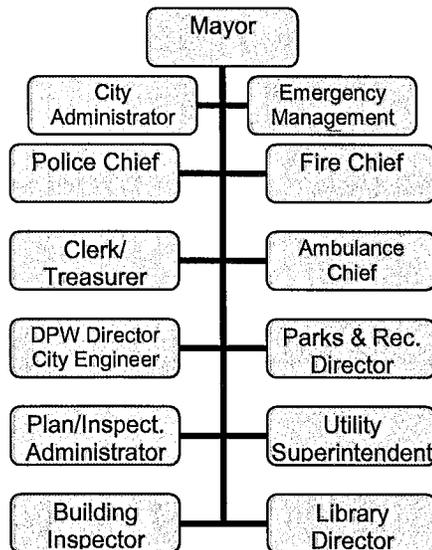
Actions that the City and County should consider if this plan is activated:

1. City agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
  - a. The Emergency Management Director (EMD), or their designee, identifies the primary Incident Commander (IC), advises the mayor and coordinates all emergency response actions.
  - b. The Mayor declares a local state of emergency and notifies the Sauk County Emergency Management Department of this action.
  - c. Forward the local declaration of emergency to the Office of the County Board Chair.
  - d. The EMD activates the municipal EOC or CP. Depending on availability and practicality the EOC or CP shall be located at the

- Police Department, or other location as deemed appropriate.
- e. Department Heads and agencies are notified by the IC to respond to the appropriate location.
  - f. The IC issues directives as to the travel restrictions on local roads and recommends protective if necessary.
  - g. Notify the public via the PIO of the situation and appropriate actions to take.
  - h. Keep Sauk County officials informed as needed.
3. If municipal resources become exhausted or if special resources are required, request County assistance through the Sauk County Emergency Management Director.
  4. If assistance is requested, the Sauk County Emergency Management Director shall assess the situation and make the appropriate recommendations.
  5. Sauk County Emergency Management will complete the following if appropriate:
    - a. Activate the county EOC
    - b. Implement the county EOP
    - c. Respond with county resources as requested.
    - d. Activate mutual aid agreements.
    - e. Coordinate county resources with municipal resources.
    - f. Notify the Wisconsin Emergency Management (WEM) Director.
    - g. Assist the City with prioritizing and allocating resources.
  6. If municipal and county resources are exhausted, the Sauk County Emergency Management Director may request assistance from the WEM Director.
  7. If state assistance is requested, the WEM Director in conjunction with county and local emergency management directors shall assess the disaster or emergency and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
  8. The WEM Director makes notification to the Governor's Office.
  9. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and Sauk County EOP.

D. Organization

1. Organizational chart of the Emergency Operations chain of command.



E. Responsibilities and Tasks

1. See attachments for specific recommended tasks and responsibilities.

F. Resource Management

1. Resources may be allocated from the following organizations depending on need (not inclusive):
  - a. City Department resources (See Attached, Logged by Department).
  - b. Sauk County Resources available through County EOC
  - c. Reedsburg School District
  - d. American Red Cross
  - e. Salvation Army
  - f. Southern Baptist Convention
  - g. Police Chaplains
  - h. Reedsburg Ministerial Association
  - i. Wisconsin National Guard
  - j. Fort McCoy

G. Plan Development and Maintenance

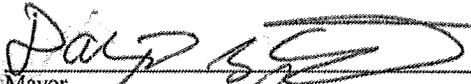
The City of Reedsburg EOP Team is composed of representatives of all City Departments. These Department representatives are responsible for developing and maintaining this plan under the direction of the Public Safety Committee and Common Council.

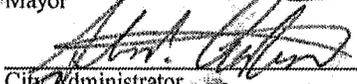
This Team meets on an as needed basis or as determined by the Mayor, City Administrator, or Emergency Management Director. This Team reviews incidents, changes and new information and makes revisions in this plan.

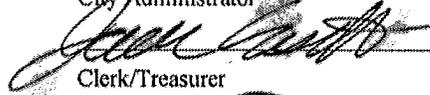
This Team also conducts after-action reviews of all exercises and major incidents.

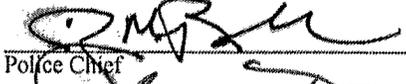
Upon updating this plan, a copy shall be forwarded to the committee of jurisdiction for approval and recommendation to the Common Council.

Dated: May 14, 2018.

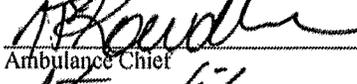
  
\_\_\_\_\_  
Mayor

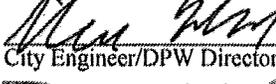
  
\_\_\_\_\_  
City Administrator

  
\_\_\_\_\_  
Clerk/Treasurer

  
\_\_\_\_\_  
Police Chief

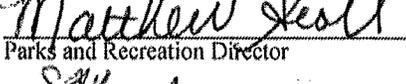
  
\_\_\_\_\_  
Fire Chief

  
\_\_\_\_\_  
Ambulance Chief

  
\_\_\_\_\_  
City Engineer/DPW Director

  
\_\_\_\_\_  
Reedsburg Utility Superintendent

  
\_\_\_\_\_  
Planning/Building Inspection

  
\_\_\_\_\_  
Parks and Recreation Director

  
\_\_\_\_\_  
Library Director

## **Key Action Checklists**

### ***City of Reedsburg – Mayor***

The Mayor of the City of Reedsburg is responsible for the overall supervision of the City of Reedsburg. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

Mayor should:

1. Ensure that the City Emergency Management Director or designee has activated the Emergency Operations Center or Command Post.
2. Report to the EOC or CP.
3. Ensure that the City Emergency Management Director or designee provide an initial damage estimate and casualty report.
4. Ensure that the City Emergency Management Director brief appropriate staff members and officials.
5. Be prepared to declare a local state of emergency.
6. Ensure an official or staff member has been identified as the Public Information Officer (PIO) or act as the City PIO.
7. In consultation with the Emergency Management Director, determine the need for County, State, or Federal assistance. City resources must be exhausted prior to a County, State, Federal request.
8. Ensure an Incident Commander has been identified.

## **City of Reedsburg –Emergency Management Director**

The City Emergency Management Director coordinates all components of the emergency management program in the City of Reedsburg. This includes hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disasters or emergencies.

City Emergency Management Director should:

1. Report to the City EOC/CP.
2. Ensure that appropriate city officials and Sauk County Emergency Management Director and key facilities have been notified.
3. Activate the City EOC/CP as appropriate. Confirm appropriate participation of all EOC staff at the EOC/CP.
4. Obtain initial Uniform Disaster Situation Report and other relevant information. Relay this information to the City Administrator and/or Mayor and the Sauk County Emergency Management Director.
5. Conduct regular “as needed” briefings with key officials as to the status of the incident.
6. Evaluate available resources, including personnel, by checking with EOC staff. Obtain needed resources as need arises.
7. Ensure that all department heads are keeping separate records related to incident expenditures.

## **City of Reedsburg – Incident Commander**

The City of Reedsburg designated Incident Commander is responsible for the overall management of the specific incident. The IC can be the Emergency Management Director, or another official based on their training and experience. These responsibilities include the overall management of the response, recovery, rescue and mitigation of the incident. The IC has a primary object is to promote life-safety.

The Incident Commander should:

1. Conduct initial briefing
2. Set up required organizational elements
3. Ensure Meetings/Briefings are conducted
4. Approve Authorized Action Plan
5. Manage Incident Operations
6. Approve Requests for Additional Resources
7. Authorize Information Release
8. Coordinate Staff Activities
9. Release Resources

## City Clerk/Treasurer

The City Clerk/Treasurer is responsible for their assigned activities in the City of Reedsburg. The following represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the City EOC/CP.
2. Maintain records indicating city expenditures incurred due to the incident.
3. Assist in the damage assessment process by:
  - Provide information regarding the dollar value of property damaged as a result of the incident.
  - Provide information regarding the owners of affected property.
4. Delegate authority to department heads to permit the acquisition of needed equipment and supplies.
5. Assign department heads account numbers to which emergency expenditures may be charged.

## Law Enforcement

The City of Reedsburg Police Department is responsible for law enforcement activities in the City of Reedsburg. The following tasks represent a checklist of action the Police Department should consider in an emergency or disaster situation.

1. Ensure that appropriate Police Department staff has been notified and they report as the incident dictates.
2. Direct the designated law enforcement representative to report to the EOC/CP if needed.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as situation warrants.
5. Determine scope of the incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
6. Direct officers to close off the damage site area and stop all inbound traffic. Initiate an emergency pass procedure if needed.
7. Designate an initial CP if appropriate.
8. Other potential activities:
  - Enforce curfew restrictions in the affected areas.
  - Coordinate the removal of vehicles blocking evacuation or other response activities.
  - Assist Coroner with mortuary services.
  - Maintain contact with the County EOC.
  - Anticipate personnel needs for 24-hour advanced period of operation, to include mutual aid.

## Department of Public Works

The Department of Public Works is responsible for public works activities in the City of Reedsburg. The following checklist represents a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all appropriate department personnel have been alerted and that they report as to the situation directs.
2. Report to the City EOC/CP.
3. Review the incident with field personnel and report to the City Emergency Management Director.
4. Maintain transportation routes.
5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
6. Coordinate with law enforcement travel restriction and road closures within the City.
7. Provide emergency generators and lighting.
8. Assist with traffic control and access to affected area.
9. Assist with urban search and rescue operations as requested.
10. Assist private utilities as needed.
11. Report public damage to EOC/CP.
12. Assist in debris management.

## **Emergency Medical Services – Ambulance Service**

The Reedsburg Area Ambulance Service will serve as the public health and emergency medical services liaison in the City of Reedsburg and is responsible for public health and emergency medical activities in the City of Reedsburg. They will coordinate health service activities with a representative from the Sauk County Health Department. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.
2. Coordinate emergency medical care to victims (hospitals/ambulances).
3. Assure that public health needs of disaster victims are met.
4. Assume primary operational control for health-related emergencies such as pollution, contaminants, diseases and epidemics.
5. Establish a triage area, treatment and transport areas.
6. Coordinate medical transportation.

## Public Information Officer

The City Administrator or designee is responsible for public information activities in the City of Reedsburg. The following tasks represent a checklist of actions that the PIO should consider in an emergency or disaster situation.

1. The Public Information Officer shall serve as the sole point of contact for the news media and public officials.
2. Maintain liaison with the EOC/CO to have the most current and accurate information.
3. Establish news briefing room/area and provide information at periodic intervals at City Hall or other appropriate location.
4. If traditional avenues of communication are suspended or damaged, the PIO should consider the following:
  - Television
  - Radio
  - Internet
  - Nixle
  - Email
  - SKYPE
  - Facebook
  - Newspaper
  - Reader Boards
  - Telephone Mass Calling System
  - Door to Door Notification
5. Conduct press tours of disaster areas within the City as the situation stabilizes.
6. Issue Public Service Announcements as directed by the EOC/CP.

## Fire Services

The City of Reedsburg Fire Department is responsible for fire services activities in the City of Reedsburg. The following tasks represent a checklist of actions that the Fire Department should consider in an emergency or disaster situation.

1. Establish and/or respond to designated staging area, CP or EOC as directed by on-scene personnel.
2. Assist law enforcement in warning the affected population.
3. Conduct rescue operation for injured/trapped/isolated individuals.
4. Protect critical facilities and infrastructure.
5. Assist with evacuations.
6. Assist local and private utilities.
7. Other potential responsibilities:
  - Assist in traffic control
  - Assist with debris management.
  - Assist in flood fighting activities, including sandbagging, emergency diking, and pumping operations.
  - Assist in evaluation of Hazards Materials incident.
  - Utilize mutual aid if necessary (MABAS).

## **Building Inspection/Planning and Zoning**

The Building Inspection Department and Planning and Zoning Department are responsible for damage assessment activities in the City of Reedsburg. The following tasks represent a checklist of actions these departments should consider in an emergency or disaster situation.

1. Report to the EOC/CP.
2. Record initial information from first responders such as the Police Department, Department of Public Works or the Fire Department.
3. Activate the damage assessment team which consists of representatives from Building Inspection, Planning and Zoning, and the City Engineer's Office.
4. The damage estimate team should track the following:
  - Number of fatalities
  - Number of injuries
  - Number of damaged homes/businesses
  - Number of public utilities damaged
  - Number of public facilities damages including roads, bridges, etc.
  - Estimate public and private damages
  - Video tape and photograph major areas of damage
5. Provide damage assessment information to appropriate City officials.
6. Provide report to Incident Commander for release by PIO.
7. Serves as secondary Volunteer Coordinator/Liaison in the absence of primary Volunteer Coordinator/Liaison or to assist primary Volunteer Coordinator/Liaison.

## **Volunteer Coordinator/Liaison**

Director of Parks and Recreation

The Director of Parks and Recreation is responsible for coordinating volunteer activities in the City of Reedsburg. The following tasks represent a checklist of actions these departments should consider in an emergency or disaster situation.

1. Report to the EOC/CP.
2. Record initial information and requests from first responders such as the Police Department, Department of Public Works or the Fire Department.
3. Coordinate volunteer response with Sauk County EOC and their designated Volunteer Coordinator.
4. Ensure that a record is made of all volunteers by name and activities to include dates worked, work performed, time started, and time ended (see attached forms).
5. Locate volunteers to include court defendants required to perform community service and inmates in the Sauk County Jail.
6. Maintain contact with local volunteer organizations (community groups/churches, etc.) to ensure proper documentation is being completed.
7. Act as point of contact for volunteer organizations and liaison to the Incident Commander.

## **Resource Lists**

### **City Hall Resource List**

**Department Head:**

Timothy Becker, Administrator

**Employees:**

Jacob Crosetto, City Clerk/Treasurer

Julie Strutz, Deputy Clerk/Treasurer

Anita Young, Deputy Clerk/Treasurer

Dayna Buchanan, Clerk of Municipal Court

Jamie Schulz, Receptionist

**Vehicles:**

2010 Dodge Mini Van

## Department of Public Works

Department Head:

Steve Zibell, City Engineer/Director of Public Works

Employees:

Donald Dederich (Foreman)

Daniel Kinsman (Assistant Foreman)

Darren Scherbert

Michael Faivre

Neil Olson

Dennis Dorow

Fred Korklewski

Mike Kast

### **WWTP:**

Chris Kleinschmit (Manager)

Jim Polanek (Foreman)

Jeff Borkenhagen

Steven Benton

Custodial:

Steve Herritz

Emmie Phillippi

Equipment – Vehicle Resources:

	1 Pickup with Crane
2 Case Skid-steers	2 Trailer Generators
3 John Deere Loaders	1 Portable Generator
1 Volvo Loader	1 Trailer Air Compressor
1 Champion Road Grader	1 6” Pump on Trailer
1 Cat Road Grader	2 – 3” Portable Pumps (gas)
1 Dodge Flat Bed with dump	1 Vermeer Brush Chipper
6 Dump Trucks with 6-yard box and snowplows	3 Leaf Collectors Trailer
1 AWD Dump Truck	1 Water Tanker Truck with Pump
1 Loader Mounted Snow Blower	2 Cut off Saw
5 Pickup Trucks	4 Chain Saws
1 Elgin Street Sweeper	1 Ring Saw
1 Bobcat Skid Steer	
Reedsburg Airport:	
1 Hanger	
Potential for staging area	

## **Department of Planning & Zoning/Building Inspection**

Brian Duvall, Planner/Building Inspector

Vehicles: 2017 Dodge Truck

## Police Department

Department Head: Patrick Cummings, Chief of Police

### Police Employees:

Open Position, Lieutenant  
Andrew Foesch, Sergeant  
Richard Wolf, Sergeant  
Mark Eberle, Sergeant  
Andy Stelter, Detective Sergeant

Tim Knuth  
Summer Karl  
Marty Pugh  
Jesse Spears, Detective  
Jon Schaefer  
Will Botten  
Josh Hoege  
Josh Benson  
Samantha Mittlesteadt  
Jacob Williams  
Kyle Yeager  
Chris Cali  
Marcus Stanley  
Kimberly Bleske  
Micha Dunse  
Brendan Cutrell  
Ben Seamans, Chaplain

### Communications Employees:

Chris Blood, Communications Supervisor  
Dori Helm, Support Specialist  
Lynn Petersen, Receptionist  
Diane Fry, Dispatch  
Missy Honer, Dispatch  
Dan Meinhardt, Dispatcher  
Jon Peters, Dispatcher

### Equipment/Vehicles Resources:

6 Marked Patrol units with rifle locks, medical bag and AED, mobile radio, video recording system  
1 Marked K-9 Patrol unit with rifle lock, medical bag, AED, mobile radio, video recording system  
5 Unmarked Patrol Units with mobile radios and emergency lights.  
1 N.E.V. unit with emergency lights  
21 Motorola APX 6000 portable radios  
3 sets of waders  
2 speed control unit on trailer, 1 hang-able speed sign  
1 Humvee  
3 Less Lethal shot guns  
4 shotguns  
10 Tasers with cameras  
21 G22 Glocks 40 cal semi auto pistols  
3 G2340 cal semi auto pistols  
6 .223 AR15 Rifles

## Fire Department

Department Head:

Craig Douglas, Fire Chief

Employees:

Allan	Anthony	Johnson	Ben
Althiser	Howie	Klang	Tom
Beth	Brady	Kleeber	Jacob
Bierman	Paul	Knuth	Doug
Bolt	John	Lichte	Don
Bradley	Ryan	Matusek	Frank
Bychinski	Todd	Mcdonough	Zach
Corwith	Mike	Mcphee	Pat
Craker	Keith	Meyer	Craig Jr.
Dallman	Zach	Meyer	Craig Sr.
Dempsey	Steve	Meyer	Mark
Douglas	Brandon	Powell	Adam
Douglas	Craig	Powell	Josh
Duren	Dennis	Ritzer	Jared
Fedderly	Mike	Rivera	Nich
Finnegan	Trae	Schyvinck	Jeremy
Gawronski	Matt	Sukup	Eric
Hauenstein	Matt	Thompson	Troy
Hirschinger	Tom	Uminski	Joe
oege	Josh	Webber	Darren
Hoege	Randy	Zobel	Zach

Equipment/Vehicle Resources:

<u>Quan.</u>	<u>Resource</u>
3	4-wheel drive vehicles
2	2000 GPM Engines
1	1500 GPM Engine
1	Mercury inflatable rescue boat
2	Tankers 4800 gallon
4	Truck mounted generators
1	Portable generator
25	Rechargeable flashlights
1800'	1 3/4" hose
3000'	2 1/2" hose
3000'	5" large dia. supply hose
2	Hurst jaws of life extrication tools
1	Hurst electric power unit
1	Hurst gas power unit
3	Hurst rescue air bags
1	100' aerial ladder truck
30	Scott self-contained breathing apparatus (SCBA)
30	Scott SCBA air tanks (spares)
2	Truck mounted winches
1	Bauer air compressor (non-portable)
5	Chain saws
1	Circular saw
25	Portable radios
1	Complete heavy rescue: -Ice/water rescue -Confined space rescue -Low angle rope rescue
10	Hip boots
4	Chest waders
24	Reflective rain coats
1	Pressure washer
1	Four gas meter
2	CO meter
12	Life jackets (PFD)
4	Swift water (PFD)

## Reedsburg Area Ambulance Service

Department Head: Josh Kowalke, Director  
 Assistant Chief: Phil Raupp  
 On Duty Captain: 608-415-1865  
 Employees:

	Name	Call #	EMT	Cell	E-mail
1.	Brecka, Travis	402	CCP	415-1203	captain2@reedsburgambulance.com
2.	Breidenbach, Amy	425	AEMT	469-6758	amy.breidenbach@gmail.com
3.	Burton, Amanda	410	AEMT	495-0624	emtwish6@hotmail.com
4.	Carioscia, Chris	438	AEMT	547-3195	Firechef974@msn.com
5.	Carson, Timothy	413	EMT	415-7992	carson.tim47@yahoo.com
6.	Cragin, Kris	403	CCP	697-5246	kriswrcragin@gmail.com
7.	Cross, Addie	411	EMTP	720-878-1455	a.kubisiak4@gmail.com
8.	Even, Jeffrey	431	EMT	415-0054	Jeffrey_even@live.com
9.	Fry, Diane	414	AEMT	393-6033	dfry@reedsburgpolice.com
10.	Graf, Matt	418	CCP	697-6785	brazilmedic@gmail.com
11.	Halatek, Amanda	434	CCP	345-4302	Manda.halatek@gmail.com
12.	Hinze, Trevor	419	CCP	415-0013	emthinze90@gmail.com
13.	Hoegel, Brittny	404	CCP	393-1874	captain1@reedsburgambulance.com
14.	Johnson, Ben	421	AEMT	219-484-0614	Benjohn84@yahoo.com
15.	Jones, Alexander	430	AEMT	604-9870	Alexander.rcfd@gmail.com
16.	Kaeo, Nikki	408	CCP	547-1140	emtamerman@yahoo.com
17.	Kowalke, Josh	400	CCP	963-3494	director@reedsburgambulance.com
18.	Krueger, Kristin	426	CCP	393-2451	kristin.krueger@hotmail.com
19.	Matussek, Frank	424	EMT	495-9899	furlow43@gmail.com
20.	Meinhardt, Dan	432	EMT	547-2874	meinhardtdan@gmail.com
21.	Meinhardt, Nikki	416	EMT	547-1126	nmeinhardt15@gmail.com
22.	Mezyk, Joshua	407	CCP	715-340-3449	Curlee64@yahoo.com
23.	Milewski, Sandy	415	AEMT	393-1020	sandrajmrun@hotmail.com
24.	Perea, Jerome	409	AEMT	393-7803	jeromeems5@gmail.com
25.	Raupp, Phil	401	CCP	393-4076	asstchief@reedsburgambulance.com
26.	Ringelstetter, Nakia	437	EMT	393-5069	nringelstetter.ems@gmail.com
27.	Robinson, Kim	433	CCP	547-7020	kshekels@gmail.com
28.	Rockweiler, Kevin	406	CCP	234-2514	inspector@mwt.net
29.	Schmitt, Sawyer	435	EMTP	415-3789	baseballsawyer@gmail.com
30.	Schwartz, Courtney	428	EMT	451-3050	courtneyschwartz@gmail.com
31.	Scott, Barb	423	AEMT	604-3511	barbara.scott@co.richland.wi.us
32.	Shields, Mary	412	AEMT	963-3167	sshields@mwt.net
33.	Stahmer, Chris	440	Med. Director	715-977-1342	stahmer@mep.health
34.	Stockland, Krystin	439	EMT	333-5021	kschoolemail@gmail.com
35.	Thompson, Brad	417	EMTP	507-251-6055	truerng@gmail.com
36.	Wolter, Ben	422	CCP	445-0059	bfwolter@gmail.com

Ambulances: 511 – 963-7742      512 – 963-9052      513 – 963-6043  
 515 – 415-2069      516 – 415-1732

Equipment/Facility/Vehicle Resources:

Quantity	Resource
54	Portable Radios (20 WISCOM Capable)
5	ALS Stocked Ambulances (All have WISCOM Radios)
2	ALS First Response Emergency Vehicles (Fly Car)
3	Mass-Casualty / Triage Kits
3	Bags of 10 ea Active Shooter Downed Officer Kits
1	Storage Room with Medical Supplies
1	Pandemic Supply Kit (Masks and Gloves)
5	Beds with Sleeping Quarters
1	Training Room with base radio and computers
1	Kitchen
2	Offices with Computers
1	General Restroom and Shower Facilities
1	Laundry Room with Washer and Dryer

## Parks and Recreation Department Resource List

Department Head:

Matt Scott

Employees:

James Phillippi

Todd Pepper

Part Time Positions:

Parks – 4

Aquatics Director – 1

Life Guards – 15

Gymnastics Instructors – 8

Umpires – 15

Scorekeepers – 4

Tee Ball – 2

Soccer Clinic – 4

Softball Coaches – 6

Tot Lot Supervisors - 2

Rec Center Workers - 3

Tennis Instructors - 4

Basketball Referees - 3

Basketball Scorekeeper - 1

Volleyball Referees - 3

Concession Manager - 1

Total: 79

Equipment/Resource List:

Mowers:

3 Tractors, 1 Front Cut, 1 Zero Turn

Trucks:

4

Groomers:

2

## Reedsburg Utility Resource List

Department Head:

Brett Schuppner, General Manager

Emergency Contact Information:

Name:	Title:	Work #:	Cell #:
Brett Schuppner	General Manager	608-768-6435	608-434-7897
Dennis Horkan	Electric Dept. Supervisor	608-768-6428	608-434-1123
Scott Waffle	Electric Dept. Foreman	608-963-9528	608-963-9528
Jon Craker	Water Dept. Supervisor	608-768-6427	608-524-9080
Chuck Setter	Water Dept. Foreman	608-768-6441	608-985-7434
Ken Las	Fiber Dept. Supervisor	608-768-6450	608-415-9924
Logan Coy	Fiber Outside Plant Foreman	608-768-6431	608-963-8868
Ryan Johansen	Communications Tech	608-768-6463	608-415-1814
Terri Gher	Accounting Manager	608-768-6422	608-727-2118
Teri Ruhland	Office Contact	608-768-6433	608-415-2038
Janet Fisher	Office Contact	608-768-6423	608-415-8876
Main Office Number	Reedsburg Utility	608-524-4381	
Main Office Number	RUC LightSpeed	608-768-1000	
24 hr. On-Call	Electric Department	608-768-1926	
24 hr. On-Call	Water Department	608-768-1951	
24 hr. On-Call	Fiber Department	608-768-1976	

Commissioners:

James Krueger  
Tom Seamonson  
Mike Gargano  
Mike Glick  
Amy Reine

Vehicle Resources:

UNIT #	YEAR	MAKE	DESCRIPTION
1	2000	International	IH2000 Chassis w/ Dump Bed
3	2007	Dodge	Ram 2500 4WD Reg Cab ST w/ Utility Body
6	2003	Chevrolet	1500 4x4 blue pickup
12	2000	Ford	F250 4x4 Ford Truck w/ Lift Gate & Snow Plow
15	1998	Dodge	Ram 2500 Truck w/ used utility body
16	2003	Ford	F150 4x4 white pickup
21	2008	International	4400 Chassis w/ Digger Derrick
22	2008	Dodge	Ram 1500 4WD Reg Cab-White
23	2008	Dodge	Grand Caravan 4D Wagon
24	2008	Ford	F450 4x4 white truck w/ Utility Body
25	2009	Ford	F150 4x4 white pickup
27	2009	Dodge	Grand Caravan 4d Wagon SE
28	2010	Chrysler	Town & Country 4D Wagon LX
29	2008	Ford	F350 Truck w/ flat bed
30	2008	Ford	F350 Truck w/ utility body
31	2004	GMC Sierra	C3500 Truck w/ utility body
32	2014	International	4300 4x2 Bucket Truck (60')
33	2014	Ford	F150 4x4 white pickup
34	2015	Ford	Fusion (car) white
35	2015	Ford	F150 Supercab 4x4 SS
36	2017	Ford	F550 4x4 Bucket Truck (40')
37	2017	Ram	1500 4WD Crew Cab Tradesman pick up - white
38	2018	Ram	5500 Crew Cab Truck w/ Utility Body - black
39	2018	Ram	1500 4WD Quad Cab Tradesman - black
40	2018	Ram	1500 4WD Reg Cab Tradesman - white
41	2018	Ram	3500 Crew Cab Truck w/ Flat Bed - black
42	2018	Ram	2500 4WD Reg Cab w/ Utility Body - white

Equipment Resources:

UNIT #	DESCRIPTION	MAKE/MODEL
50	Backhoe/Loader	John Deere 310D
51	Compressor	Atlas
52	Chipper	Eger Beaver
53	Trencher	Case 660
54	Flatbed Trailer w/ tilt-Trencher (16,000 lbs)	Rugged Road
55	4" Pneumatic Hammer Boring Tool	Pierce Arrow
56	Pole Trailer	
58	Cable Reel Trailer (5,000 lbs)	
60	Magnetic Locator	Schonstedt
61	Rammer-Compactor	
62	Diesel Engine Generator/Trailer (10,000 lbs)	Generac
63	Forklift	Daewoo G455
64	Mower trailer w/ ramp (2,990 lbs)	
66	Thumper (fault locator)	Magliner
67	Radar (fault locator)	Magliner
68	3-reel turret wire trailer (23,500 lbs)	Sauber
69	Underground Locator	Ditch Witch
70	Underground Locator	Ditch Witch
71	Mower-rider	John Deere X720
72	Locator-Receiver & Transmitter	Ditch Witch
74	Mini-Excavator	Bobcat 323J
75	18' Equipment Trailer (12,000#)	Road Warrior
76	20' Equipment Trailer (12,000#)	Road Warrior
77	Underground Locator	Ditch Witch
78	Power Rake	Land Pride
79	Tractor w/ dual remotes & Loader	New Holland
80	Air Compressor	Boss Industries
81	Vibratory Plow w/ Trencher Attachment	Ditch Witch 420SX
82	Pneumatic Hammer Boring Tool	Ditch Witch
83	20' Equipment Trailer (12,000#)	Road Warrior
84	Horizontal Directional Drill on Trailer	Ditch Witch JT922
85	Fiber Splicing Cargo Trailer	Interstate
86	500 Gallon Vacuum on Tandem Trailer	Ditch Witch FX30
87	Skid Mount Straw Mulcher	Kincaid KSM20
88	Fiber Blower/Pusher	Condux
89	Magnetic Locator	Schonstedt
90	Quad Track Plow with Backhoe & Blade	Vermeer RTX750
91	Double Reel Trailer	
92	Utility Trailer - 20' Pintle Hook	Big Tex
93	60" Rotary Cutter	New Holland
94	Submersible Dewatering Pump – ½ hp 115V	
95	Horizontal Directional Drill w/ Trailer	Vermeer D20x22111
96	500 Gallon 1000 CFM Vacuum on Tandem Trailer	Vermeer CV573SGT

## Reedsburg Public Library

Reedsburg Public Library

Department Head: Sue Ann Kucher, Director

Employees:

(FTE)

Kris Houtler - Assistant Director

Joleen Clark, Circulation Supervisor

Jess McCarlson- Youth Services Librarian

Wendy Collins - Tech Services

Kathy Kosak - Circulation Clerk

(PT)

Janet Gasser – Reference Services Librarian

Laura Geffert - Assistant Youth Services

Alyssa Pace - Circulation Assistant, Supervisory

Brittany Bruun – Circulation Assistant, Supervisory

Jill Van Arman – Circulation Assistant

Karen Schuppner – Circulation Assistant

Tamela Balk – Circulation Assistant

Glen Slaats – Circulation Assistant

Liz Wedam - Circulation Assistant

Resources:

21 public computers

10 staff computers some of the staff computers are connected to the Utility network and some are connected to the South-Central LINK network.

## Response Checklist

### Response Issues

- A. Direction and Control / Incident Command  
Set Up Incident Command/Unified Command, Span of Control and Unity of Command.
- B. Size Up the Incident  
Determine the Size of the Area Affected, Population Characteristics, and Economic Profile of the Area.
- C. Search and Rescue  
Search the Damaged Area, Rescue the Injured, Recover Bodies
- D. Evacuation and Shelter  
Inform People of the Areas Which Should be Evacuated, Human Services and Salvation Army open pre-designated shelters, consider special needs groups, special provisions for pets, determine procedures for return to the evacuated area.
- E. Damage Assessment  
Activate Damage Assessment Team Composed of People Familiar with Property Value.  
  
Damage Assessment Important to Secure State and Federal Assistance. We Can't Deliver State and Federal Assistance Unless We Know Your Needs.
- F. Public Information  
Designate people to Provide Information to the Media.  
Establish a location to meet with the media away from your EOC, such as City Hall.  
Inform Citizens of the Status of the Response and the Recovery.
- G. Track Citizen's Needs  
Designate Someone to Keep Track of Request for Assistance and the Delivery of that Assistance.
- H. Track Offers of Assistance  
Be Prepared to Deal with Voluntary Help – There Will be a Lot!  
Designate Someone to Keep track of Offers of Assistance.  
Discourage Shipments of Donated Goods.  
Identify a Location to Store Donated Goods.

- I. Debris Clean Up and Disposal
  - Work with DNR on Proper Disposal of Debris.
  - Inform the Public of Proper Separation and Disposal of Debris.
  
- J. Obtain Outside Assistance (Mutual Aid)
  - Activate Your Mutual Aid Agreements as Necessary.
  
- K. Determine Public Health Issues
  - Address Health Issues Such as Safe Water and Food, Disease, Mental Health as They Relate to Both Victims and Responders.
  
- L. Site Security/Pass System
  - Establish a Pass System (if available) to Access to the Area.
  - Relates to Security, and Orderly Clean Up and Repair of the Affected area.

## Response Timeline

### A. 0-2 Hours

- Establish Incident Command System
- Notify all the agencies with a role in your plan
- Determine the size and nature of the area affected by the disaster
- Determine the number of people, buildings and businesses affected by the disaster
- Conduct search and rescue operations as needed
- Open shelters as needed
- Determine if the area needs access control and set up road blocks
- Begin clearing roads and streets
- Begin to determine the types and amount of outside assistance you may need
- Notify the County Emergency Management Director
- Notify Wisconsin Emergency Management
- Begin public information activities and issue protective actions for the public if necessary
- Hold one or more Command Staff briefings
- Consult your agency's Response Checklist
- Activate mutual aid agreements
- Consider the need to declare a State of Emergency

### B. 2-4 Hours

- Continue search and rescue operations if necessary
- Continue public information activities
- Consider the need for 24-hour operations and the establishment of 12-hour shifts
- Continue shelter operations as needed
- Inform the hospital(s) of potential casualties
- Begin preparations for establishing a Pass System\*
- Activate damage assessment team
- Assign people to handle request for assistance and to track the needs of Special Populations
- Assign people to track request for information on disaster victims
- Assign people to track offers of assistance and donations
- Continue clearing roads and streets
- Determine how debris will be disposed
- Begin to determine the public health effects of the disaster
- Begin to consider the needs of Special Populations
- Begin to take care of the needs of the responders
- Consult your agency's Response Checklist
- Hold one or more Command Staff Briefings

### C. 4-12 Hours

- Continue search and rescue operations if necessary
- Continue public information activities

- Prepare for the next shift to take over
- Consider the need for ongoing mutual aid
- If necessary, activate the Pass System\*
- Continue to inform the hospital of potential casualties
- Continue Damage Assessment activities, compile the information collected by the damage assessment teams and report to the state
- Continue clearing roads and streets
- Take debris to an appropriate land fill
- Prepare a prioritized list of repairs to critical facilities and transportation routes
- Begin clean-up activities on public and private property
- Continue to track the request for assistance and the needs of Special Populations
- Continue to track request for information on disaster victims
- Continue to track offers of assistance and donations
- Continue shelter operations as needed
- Address the public health needs of the disaster victims and responders
- Take care of the personal needs of the responders
- Conduct several command staff briefings
- Consult your agency's response checklist
- Brief the next shift
- Coordinate with utilities in the restoration of service
- Anticipate and address Public Health issues

**D. 12-24 Hours**

- Continue search and rescue operations if necessary
- Continue public information activities
- Continue operation of the Pass System if necessary\*
- Continue damage assessment activities and submit UDSR
- Continue repairs to critical facilities
- Consider the need for ongoing mutual aid
- Inform the hospital(s) of casualties as necessary
- Continue cleanup activities on public and private property
- Take debris to an appropriate landfill
- Coordinate with utilities in the restoration of service
- Continue shelter operations as needed
- Keep records of agency expenses
- Anticipate and address Public Health needs
- Track the request for assistance and the needs of special populations
- Continue to track request for information on disaster victims
- Conduct several Command Staff briefings during each shift
- Brief the next shift

**E. 24-48 Hours**

- Continue search and rescue operations if necessary
- Continue public information activities
- Continue operation of the Pass System if necessary\*
- Continue damage assessment activities and submit UDSR

- Continue repairs to critical facilities
- Consider the need for ongoing mutual aid
- Continue cleanup activities on public and private property
- Take debris to an appropriate landfill
- Coordinate with utilities in the restoration of service
- Continue shelter operations as needed
- Keep records of agency expenses
- Anticipate and address Public Health needs
- Continue to track the request for assistance and the needs of special populations
- Continue to track request for information on disaster victims
- Coordinate activities of volunteers assisting with clean-up efforts
- Begin planning for reentry and long-term recovery
- Conduct several Command Staff briefings during each shift
- Brief the next shift

**F. 48-? Hours**

- Continue public information activities
- Continue operation of the Pass System if necessary\*
- Continue damage assessment activities and submit UDSR
- Provide updated damage estimates to the state
- Consider the need for ongoing mutual aid
- Inform the hospital(s) of casualties as necessary
- Continue cleanup activities on public and private property
- Take debris to an appropriate land fill
- Coordinate with utilities in the restoration of service
- Continue shelter operations as needed
- Keep records of agency expenses
- Anticipate and address Public health needs
- Continue to track the request for assistance and the needs of special populations
- Continue to track request for information on disaster victims
- Coordinate the activities of volunteers assisting with clean-up efforts
- Continue planning for reentry and long-term recovery
- Provide people to participate in the Preliminary Damage Assessment
- Conduct several Command Staff briefings during each shift
- Brief the next shift

\*If available.



## **Sauk County Volunteer Management System - 2017**

### Introduction

The Sauk County Volunteer Management System (SCVMS) model consists of a System Description (describing the structure and primary functions required for the system) and Concept of Operations (how the system components function during each stage of response and recovery). This SCVMS is designed to address the use of volunteers for adequately filling positions required during an incident response. The SCVMS may be expanded and configured as needed to meet the incident requirements. Applying Incident Command System principles, positions in the SCVMS are structured to take on the responsibilities of any unfilled subordinate position in the response configuration, making the system highly collapsible or expandable.

### Goal

Provide a safe, effective and efficient Volunteer Management System to process and 'just-in-time' train volunteers, both pre-registered and spontaneous, who arrive to assist Sauk County during emergencies, disasters, or other challenging events.

### Objectives

- 1) Organize volunteers and volunteer groups for maximum efficiency and effectiveness in supporting incident response and recovery efforts.
- 2) Provide for the safety of volunteers.
- 3) Process and catalogue volunteers to efficiently match volunteer skills with the identified incident response personnel needs.
- 4) Provide effective orientation and 'just-in-time' training for volunteers to understand their roles, responsibilities, and supervision issues.
- 5) Integrate the SCVMS and processed volunteers into the Incident Command System/Incident Management System (ICS/IMS) that is managing the incident.
- 6) Maximize the volunteer experience to promote increased volunteer participation in future events.

### Assumptions

An extensive number of assumptions were delineated in the System Description, to provide an understanding of the basis for this model system. They explain:

- The rationale for a volunteer management system and the critical issues that must be addressed, including direct responsibility for recruiting and processing volunteers throughout the response and recovery phases, and the need for 'just-in-time' training.
- The rationale for using Incident Command System/Incident Management System (ICS/IMS) concepts to develop the SCVMS and for integrating the system into the ICS/IMS that is managing the incident.
- The various categories of volunteers: spontaneous versus recruited, affiliated pre-

incident versus unaffiliated, pre-registered, accepted, volunteer groups, and support volunteers.

### Sauk County Volunteer Management System (SCVMS) System Description

During an incident, the SCVMS will be based at a Volunteer Management Center (VMC). The location of this facility may vary and physical requirements to adequately support the SCVMS are listed within the project. The management of the SCVMS and the processing of volunteers are both located within the VMC to minimize staffing requirements. A Volunteer Point of Assembly (VPOA) is delineated, in case a separate location is needed for the initial contact with potential volunteers.

The organization of the SCVMS, based upon ICS principles and the tasks necessary for efficient management and integration of volunteers into the response and recovery are grouped according to similarity of purpose. Not all functions or positions are staffed in all incidents Per ICS fundamentals that is dependent upon the nature and complexity of the incident. *In events where no individual is assigned to a functional position, the responsibility for accomplishing the function or task is assumed by the supervisory position for that function or task.*

The VMS Manager provides the overall supervision of the SCVMS system and is therefore responsible for the overall effectiveness of the SCVMS response. This responsibility involves:

- establishing the SCVMS control objectives as well as objectives for each operational period
- Assuring the system is adequately functioning
- Problem-solving issues that can't be resolved at a lower level
- Performing any necessary senior liaison and public information tasks
- Addressing safety issues for the VMC and volunteers (unless delegated to a safety officer).

The Operations Section achieves the objectives set by Management, which are primarily organizing and processing volunteers, and then integrating the *accepted* volunteers into the incident. Two Operation Branches are therefore described: The Volunteer Processing Branch and the Incident Integration Branch.

The Volunteer Processing Branch is focused on the volunteers themselves. This Branch is responsible for:

- The overall reception, cataloging, briefing, training, assigning, and scheduling of volunteers. Information related to all these activities is continually provided to VMS Plans for incident archiving and maintaining accountability of volunteer records.
- Establishing the Volunteer Point of Assembly (VPOA), a location where volunteers should report to for in-processing in the Volunteer Management Center

(VMC). The VPOA and VMC are commonly co-located for incidents but may be located separately. Volunteers will not be allowed to participate in response unless they have initially reported to the VPOA and are processed through the Sauk County Volunteer Management Center (VMC).

- Establishing the organized processing of incoming & outgoing volunteers. Volunteers are provided with a written orientation to the VMC and their responsibilities as volunteers. Those wishing to proceed are registered, have their credentials verified (identification/certification/qualification-the exact process to be determined by Sauk County based on the incident) and if accepted/approved, are placed on a roster according to their skill sets for possible assignment.
- Establishing an identification system to ensure accountability and mitigate the chance of injury.
- Assure that volunteers are dressed properly for the jobs they will be conducting. *(Public information messages will clearly state what required dress is. Safety Officer will provide a safety message, which includes proper dress to staff doing volunteer check-in.)*
- Review and verify volunteers photo identification.
- Verify volunteers are at least 18 years of age. *(Utilizing volunteers under 18 is at the discretion of the incident commander. The incident commander must approve utilizing volunteers under 18.)*
- Volunteers will give staff their ID and staff will print information requested on form. Registered volunteers will be given a wristband with a number. Number will correspond with the number on the registration form thus allowing identification during an emergency.
- Obtain a signed "Sauk County Volunteer Management Waiver".
- Matching accepted/approved volunteers with appropriate incident positions that the Incident Management System has requested be filled. Volunteers without an assignment are either staged (if an expected assignment is pending) or released with a call-back mechanism in place if an appropriate position need is identified.
- Provide Volunteers who have accepted an assignment an assignment briefing. This provides a situation update and addresses job risks and safety issues, personal protective equipment (PPE) orientation, and standard volunteer operating procedures. Assignees are given the opportunity for their questions to be answered. Specific assignment tasks shift length and duration, supervisory requirements, liability and worker's compensation details (to be determined by Sauk County) are provided either in this briefing or later at their job briefing by their direct supervisor.
- Provide Volunteers equipment and supplies as indicated by their role *(some will be equipped at the incident site)*. issue the volunteer their site access badge and arrange transportation to their work site. Upon arrival at their designated assignment, their supervision is transferred to designated incident (IMS) personnel where assignment-specific instructions are provided.
- Out-process volunteers that have completed their assignments and returned to the Volunteer Management Center (VMC) Includes evaluation and rehabilitation and re-assignment if qualified and willing. If no further assignment is offered or accepted, out-processing will include an incident review *(a brief review of*

*activities while managed by Sauk County*), a performance evaluation if not accomplished by their incident supervisor, counseling as indicated, and return of volunteer issued equipment, unused supplies, and the access privilege badge. At this time the volunteer is given the opportunity to provide feedback on the Sauk County Volunteer Management System operations.

- The Volunteer Processing Branch may also be responsible for volunteer recruitment if this is necessary, or, alternatively, developing messages for ICS/IMS to publicize that no further volunteers are needed.

The Incident Integration Branch is responsible for:

- Working with the Incident Management System to identify incident volunteer needs and to monitor volunteers assigned to the incident. This could also be accomplished through the Sauk County Emergency Operations Center (EOC).
- Takes the requests for assistance and translates these into categories of current and anticipated volunteer capabilities and delineates details necessary for the assignment briefings (*specific job tasks, shift time and location, etc.*). This information is provided to the Volunteer Processing Branch and forwarded to SCVMS Plans for documentation.
- Conducts volunteer tracking while volunteers are deployed on-incident, provides briefings to ICS/IMS personnel on the role of volunteers, and maintains a 'trouble desk' function to answer questions ICS/IMS personnel or deployed volunteers may have. The Trouble Desk also assists with documenting any adverse incidents involving deployed volunteers and investigates/intervenes as indicated.

The SCVMS Logistics Section, Planning Section and Administration/Finance Sections provide support to Management and Operations per standard incident management principles.

### SCVMS TOOLKIT

ICS forms will be used for all documentation. These forms will be part of the SCVMS as an appendix. The toolkit will be maintained and kept in the Sauk County Emergency Operation Center.

### FOLLOW-ON ACTIVITIES

As with any new systems development, implementation requires personnel designation, equipment purchase and storage/staging arrangements, and the follow-on steps of education, training, exercise/evaluation and system improvements. Implementation decisions, such as a definitive procedure for verifying volunteer credentials, and other development activities are currently being conducted by Sauk County Emergency Management to ready the SCVMS for operation.

### CONCLUSION

The SCVMS has been developed to enable Sauk County (Wisconsin) to effectively and efficiently integrate volunteers, as required, during emergency response and recovery. The model is consistent with the Sauk County Emergency Operations Plan and with the ICS required by the National Incident Management System. Volunteer managers have valid tools to accomplish their volunteer-related responsibilities and volunteers are provided a structured system that enables them to safely engage as they render assistance.

## Volunteer Management Waiver

NAME: \_\_\_\_\_ TODAYS DATE: \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

EMERGENCY CONTACT PHONE#: \_\_\_\_\_

### Release of Liability Statement

I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless the County of Sauk, Wisconsin, and the supervisors of the response and recovery efforts from all liability for any and all risk of damage or bodily injury or death or property damage, including any injury or damage caused by negligence, in connection with any volunteer effort in which I participate or which may arise from my participation in volunteer efforts or from my presence on a Sauk County/City of Reedsburg site or in a Sauk County/City of Reedsburg vehicle or vehicle contracted, leased or otherwise made available for use by Sauk County/City of Reedsburg as part of said participation. In addition, Sauk County/City of Reedsburg officials have permission to utilize any photographs or videos taken of me for publicity or training purposes without compensation paid to me, I will abide by all safety instructions and information provided to me during the response and recovery efforts.

Further, I expressly agree that this release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Wisconsin, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I acknowledge that work may involve dangerous and/or strenuous activities and that bending, and lifting will be a part of the job, I acknowledge that I may have to work in uneven terrain and damp, wet, Dirty, hot or cold, and muddy conditions.

I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.

I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Signature: \_\_\_\_\_

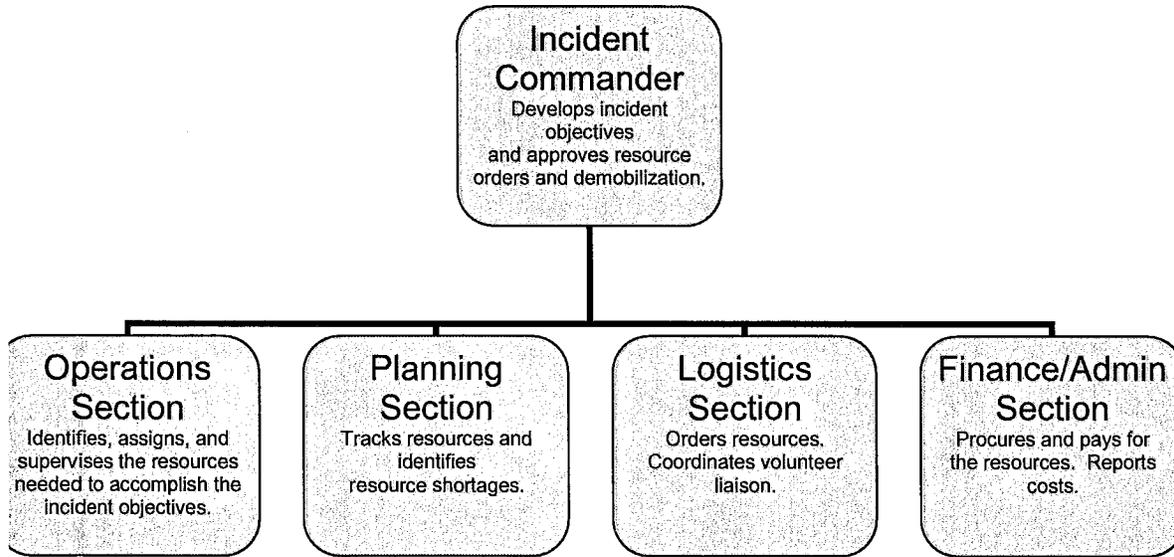
Date: \_\_\_\_\_

Parent or Guardian, if under 18: \_\_\_\_\_

Date: \_\_\_\_\_



## City of Reedsburg Organizational Chart - ICS



## Equipment Rate Resolution



City of Reedsburg  
134 South Loburn Street, P.O. Box 490  
Reedsburg, WI 53959  
Ph. 608-824-6401 Fax 608-824-8458  
www.reedsburgwi.gov

### RESOLUTION

FILE NO. 4275-17

#### RESOLUTION OF THE CITY OF REEDSBURG CITY COUNCIL ADOPTING THE STATE OF WISCONSIN EQUIPMENT RATE LIST APPROVING EQUIPMENT AND VEHICLES RATES FOR THE CITY OF REEDSBURG, WISCONSIN

WHEREAS, the Wisconsin Department of Transportation establishes a Schedule of Classified Equipment and Vehicle Rates that are updated annually; and

WHEREAS, The City of Reedsburg uses these State Equipment Rates when issuing invoices that include charges for the use of the City of Reedsburg's owned equipment; and

WHEREAS, the adoption and use of these State Equipment and Vehicle Rates assists the City of Reedsburg in receiving reimbursement from the Federal Emergency Management Agency (FEMA) and the Wisconsin Emergency Management Agency for work performed by the City during emergency situations;

THEREFORE, BE IT RESOLVED, The City Council of the City of Reedsburg does hereby adopt the State Equipment and Vehicle Rates for the use of City's owned equipment and vehicles that are listed in Section 1:

#### SECTION 1:

The following published State of Wisconsin Equipment and Vehicle Rates are incorporated as part of this Resolution.

- Composite Rates (02-25-60)
- Non-Standard Rates (02-25-55) and photos
- Classified Equipment Rates (02-25-50) and photos

ADOPTED on this 27<sup>th</sup> day of March, 2017.

David G. Estes, Mayor

Jacob Crosetto, City Clerk-Treasurer

Respectfully Submitted:

The above resolution has been authorized by the governing body of the City of Reedsburg by Resolution No. 4275-17, dated March 27, 2017.

Date Passed: March 27, 2017

Vote: 9-0-0

## Annex A – Plan for Pets

If you are a pet owner, your Disaster Plan must include your pets. Different disasters require different responses. If it's not safe for you to stay in the disaster, it's not safe for your pet to stay. Therefore, pet owners must take responsibility for their pets as they would for any member of their family who cannot take care of themselves in a disaster.

In the event of a disaster in which you must evacuate your family, the most important thing you can do to protect your pets is to evacuate them too. Leaving pets behind is likely to expose them to danger and may result in them being injured, lost or killed.

Because most shelters will not accept pets, except for service animals, you must plan to ensure that your family and pets will have a safe place to stay. Some warnings for disasters may be issued hours or days in advance. Prepare your pet and supplies early so that you can leave with them quickly if necessary.

- Know which hotels and motels outside your immediate area will accept pets during disasters.
- Check with friends, relatives or others outside your immediate area and determine if they would be able to shelter you and your pets or just your pets if necessary
- Make a list of veterinary offices and boarding facilities which might be able to shelter pets in emergencies
- Create a survival kit for your pet that includes:
  - Identification collar and rabies tag with up to date information. Attach phone number and address of where you'll be staying during the evacuation
  - Animal carrier or cage and leash with bedding material
  - Medications and veterinary records stored in a waterproof container. Most kennels will not allow pets without proof of vaccination.
  - Bags for handling waste
  - Two-week supply of food, water, and food bowls
  - Other items such as grooming items, toys, household bleach
- Pets may be disoriented after a disaster. Familiar sights and smells may be gone. Try to get pets back into their normal routine as soon as possible after a disaster. Behavioral problems that cause stress to the pets may have to be addressed by a veterinarian.

### Pet Friendly Accommodations

Below are listed some pet friendly hotels and motels in and around the Reedsburg area. It is recommended that residents call the business themselves to determine the availability of rooms and housing for pets.

Name	Address	Phone
Quality Inn	2115 East Main Street, Reedsburg	608-524-8535
Reedsburg Motel	1133 E Main St, Reedsburg	608-524-2306

## **Annex B - Severe Weather Plan**

### **Section A - Introduction**

The purpose of this Severe Weather Plan is to provide a course of action to be used during a severe weather event to minimize the potential for injury and loss of life that can result during severe weather. This plan also identifies the most tornado-resistant areas in your building. These areas are not necessarily to be considered tornado safe; but, in our judgment, they are the "best available" for locating people during tornado warnings. This plan should be reviewed at least annually by all employees in your area to ensure that everyone knows where the severe weather shelter area is and what to do when the severe weather siren activates. Tornadoes develop from high winds associated with thunderstorm activity or in conjunction with hurricanes. Typically, spring and late summer thru early fall seasons provide the best conditions conducive to tornado formation, although, a tornado can form during any season.

### **Section B - Severe Weather Definitions**

#### **Tornado**

A violently rotating column of air, usually pendant to a cumulonimbus, with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise. On a local scale, it is the most destructive of all atmospheric phenomena.

#### **Tornado Warning**

This is issued when a tornado is indicated by radar or sighted by spotters; therefore, people in the affected area should seek shelter immediately. They can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of around 30 minutes.

#### **Tornado Watch**

This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches.

#### **Severe Thunderstorm**

A thunderstorm that produces a tornado, winds of at least 58 mph and/or hail at least 1" in diameter. Structural wind damage may imply the occurrence of a severe thunderstorm. A thunderstorm wind equal to or greater than 40 mph and/or hail of at least ½" is defined as approaching severe.

Guide for determined hail sizes:

- Less than 0.50" Pea
- 0.50" – marble/mothball
- 0.75" – dime/penny

- 0.88" – Nickel
- 1.00" – quarter
- 1.25" – half-dollar
- 1.50" – walnut/ ping pong
- 1.75" – Golf Ball
- 2.00" – Hen Egg
- 2.50" – Tennis Ball
- 2.75" – Baseball
- 3.00" – Tea Cup
- 4.00" – Grapefruit
- 4.50" – Softball

### **Severe Thunderstorm Warning**

This is issued when either a severe thunderstorm is indicated by radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal or exceed 58 mph, therefore, people in the affected area should seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning. Lightning frequency is not criteria for issuing a severe thunderstorm warning. They are usually issued for a duration of one hour. They can be issued without a Severe Thunderstorm Watch being already in effect.

### **Severe Thunderstorm Watch**

This is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area. A severe thunderstorm is a thunderstorm that produces one-inch hail or larger in diameter and/or winds equal or exceed 58 mph. The size of the watch can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review severe thunderstorm safety rules and be prepared to move to a place of safety if threatening weather approaches.

### **Severe Weather Statement**

A National Weather Service product which provides follow up information on severe weather conditions which have occurred or are currently occurring.

### **Flash Flood**

A flood which is caused by heavy or excessive rainfall in a short period of time, generally less than 6 hours. Also, at times a dam failure can cause a flash flood, depending on the type of dam and time period during which the break occurs.

### **Flash Flood Warning**

Issued to inform the public, emergency management, and other cooperating agencies that flash flooding is in progress, imminent, or highly likely.

## **Flash Flood Watch**

Issued to indicate current or developing hydrologic conditions that are favorable for flash flooding in and close to the watch area, but the occurrence is neither certain nor imminent.

## **Section C - Thunderstorms**

Thunderstorms may develop at any time of the year. Although thunderstorms can occur during any month, the more violent storms occur in the spring and summer months. Thunderstorms can be single cell, multicell cluster, multicell line, and super cell. Supercells always form severe thunderstorms. Thunderstorms typically consist of very high winds, rain, lightning, and in many cases hail. Typically, the larger the hail is, the stronger the thunderstorm is. Hail one inch in diameter or more with winds in excess of 58 mph indicate a severe thunderstorm where tornados are likely to be spawned. Tornado formation is most likely to occur where the hail falls. Another dangerous aspect of a thunderstorm is lightning. The best protection from lightning is to seek shelter in a nearby building. Flooding can also occur in low areas and in areas where storm drains are blocked. It is also no surprise that severe thunderstorms can produce damaging winds with or without forming tornados.

## **Section D – Anatomy of a Tornado**

Tornados form under a certain set of weather conditions in which three very different types of air come together in a certain way. Near the ground lies a layer of warm and humid air along with strong south winds. Colder air and strong west or southwest winds lie in the upper atmosphere. Temperature and moisture differences between the surface and the upper levels create what is called instability, while the change in wind with height is known as wind shear. This shear is linked to the eventual development of rotation from which a tornado may form.

A third layer of very warm dry air becomes established between the warm moist air at low levels and the cool dry air aloft. This very warm layer acts as a cap and allows the atmosphere to warm further making the air even more unstable. Things start to happen when a storm system aloft moves east and begins to lift the various layers. Through this lifting process the cap is removed thereby setting the stage for explosive thunderstorm development as strong updrafts develop. Complex interactions between the updraft and the surrounding winds, both at storm level and near the surface, may cause the updraft to begin rotating and a tornado is born.

A tornado is a violently rotating column of air in contact with the ground with speeds of 60-300 mph. It is only visible due to water droplets mixed with dust and debris. Doppler radar will not "see" tornados. The radar only detects precipitation and light rain in the center of heavy rain indicates tornado potential. Contrary to popular belief, tornados do not leave the ground, only the intensity changes and they appear to "jump". Tornados can be categorized into three groups based on the "Fujita" scale.

- Weak - 80% of all tornados, 60-110 mph winds, path 3 miles long lasting 1-10 minutes. Cause less than 5% of all deaths.
- Strong - 19% of all tornados, 110-205 mph winds, path less than 5 miles, lasting 10-20 minutes. Cause 30% of all deaths,
- Violent - 1% of all tornados, winds greater than 205 mph, can have a 50-mile path lasting up to 60 minutes. Cause 70% of all deaths.

The most common direction of a tornado path is from the southwest to the northeast, but they can come from any direction. Tornadoes are most likely to occur during the afternoon and evening. The most violent storms occur in April through September. The peak hours are from 12:00 noon until 7:00 P.M.

## **Section E – Effects of High Winds**

The causes of damage to buildings by a tornado may be classified in one of three categories which include: extreme winds, missiles, collapse. All buildings have at least one undesirable structural feature relating to the effects of a tornado. Examples are large areas of glass, long roof/ceiling spans, wind tunnels, and load-bearing wall construction. The areas designated in this report are not to be considered "tornado-proof", but rather the best available areas for sheltering during tornado and severe thunderstorm warnings.

As much as possible, the shelters were selected to:

- Avoid glass
- Avoid interior and exterior doors
- Utilize interior spaces with short spans
- Keep occupants as far away as possible from entrances
- Avoid areas expected to become wind tunnels
- Distribute locations throughout the building to facilitate rapid access
- Avoid areas where chemicals are stored
- Put as many walls as possible between you and the exterior of the building

## **Section F – Emergency Notification System**

Severe weather alerts are transmitted by two means: via pole-mounted outdoor sirens stationed at six specific locations around the City and via severe weather radios located within City buildings. The sirens are tested audibly on the 1<sup>st</sup> Wednesday of the month at noon (this will not occur if it is storming to prevent confusion).

Watches and warnings are broadcast via the severe weather radios. Minimum actions that should be taken based on specific alerts are detailed in the next section.

Sirens will not sound for a tornado watch, only for a tornado warning which means one has been sighted in our area. The sirens will activate for three minutes when a tornado has been sighted. The primary activation location for the sirens is from the Reedsburg Police Department Communications Center. A secondary activation location is from the fire station. Sauk County also has the capability to activate the Reedsburg Tornado Sirens.

The NWS will activate Wireless Emergency Alerts (WEA) for tornado warnings. The City of Reedsburg Emergency Manager is a registered user of the Integrated Public Alerts and Warning System (IPAWS) and may use the WEA feature post tornado or severe weather event to broadcast life safety messages.

## **Section G – Minimum Actions to be Taken Based on Weather Alerts**

### **Severe Thunderstorm Watch**

Be aware that conditions may be suitable for the development of a severe thunderstorm.

## **Severe Thunderstorm Warning**

Review your severe weather action plan. Usual activities can continue but be prepared to seek shelter. Avoid going outside if possible. Department supervisors should ensure facilities are in place to respond to storm related emergencies.

## **Tornado Watch**

Review your severe weather action plan. Usual activities can continue but be prepared to seek shelter. Department supervisors should maintain situational awareness by continuously monitor weather reports and conditions related to the severe weather, i.e. traffic problems, storm damage, staffing and equipment needs. Police, Fire, EMS, and Public Works supervisors should establish communications and determine the need to institute a Unified Command at an Incident Command Post.

## **Tornado Warning**

When a tornado warning is issued, the outdoor sirens will be activated, and the NWS will broadcast the warning using NOAA weather radios and Wireless Emergency Alerts (WEA) are activated through the FCC and FEMA based off the NWS alert. All employees should immediately proceed to their building's designated shelter area. Employees near a severe weather radio(s) in the building should unplug them and take them to the shelter area to monitor for additional warnings. All persons located outdoors shall seek shelter indoors immediately.

When a tornado warning is issued, the Reedsburg Police Department Communications Center will activate the pagers of the Reedsburg Fire Department and Reedsburg Ambulance and advise of the tornado warning. All available fire personnel will use their best judgment to decide if they can safely respond to the fire/ems facility where they will immediately seek shelter. No emergency services response should occur during a Tornado Warning for any non-emergency call until it expires, is canceled, or unless directed by a department supervisor.

Exterior doors should not be opened. Under no circumstances should persons leave buildings during a warning. During a warning, persons should take one of two positions -- The preferred position is kneeling with their head between their knees facing the wall, and the other is, seated on the floor with their backs to the wall. In either case, they should be as low as possible to reduce their potential for injuries from flying missiles or glass or debris. If available, some form of covering should be used to protect heads, arms, and legs.

Building occupants should remain in the shelter area until the National Weather Service issues a release. Listen to your radio for information.

Remember, you typically have only three minutes to reach a shelter so do not delay. Waiting can mean the difference between life and death. Everyone must be familiar with the location of the severe weather shelter area(s) in their buildings and should be briefed on what actions to take when the sirens have sounded. Persons in the shelter should tune to local radio stations, their severe weather radio, and/or a NOAA weather radio for additional information.

## **Section H – Severe Weather Kit**

Every building should have at least one Severe Weather Kit. Some buildings will have more than one. The kit should include at least the following items:

- Flashlight(s), with extra batteries
- Battery-operated Radio, with extra batteries
- NOAA Weather Radio if available
- First-aid Kit
- An A-B-C-type fire extinguisher
- Several Blankets

## **Section I – Shelter Area Identification**

Shelter locations for the occupants of the following City owned buildings are as follows:

1. FIRE DEPARTMENT, 131 South Park Street
  - a. Basement
2. REEDSBURG CITY HALL, 134 South Locust Street
  - a. Internal upstairs break room
  - b. Downstairs bathrooms
3. AIRPORT, 1720 E MAIN ST
  - a. Utility room
4. POLICE STATION, 200 South Park Street
  - a. Interior Restrooms
  - b. Lobby Restroom
  - c. Cognitive Graphic Interview Room
  - d. Cognitive Graphic Viewing Room
  - e. Booking
5. AMBULANCE SERVICE GARAGE, 230 Railroad Street
  - a. Interior Bathrooms
  - b. Laundry Room
6. BOYS AND GIRLS CLUB, 300 Vine Street
  - a. Classrooms A and/or B
  - b. Go across the street to the PD
7. REEDSBURG PUBLIC LIBRARY, 370 Vine Street
  - a. Lobby Restrooms
  - b. Staff Breakroom / Restroom
8. PUBLIC WORKS, 414 South Walnut Street
  - a. Internal storage room
9. WASTEWATER TREATMENT PLANT, 802 Division Street
  - a. Office sewer room
10. SWIMMING POOL, 425 N Webb Avenue
  - a. Bathhouse/Guard House
11. RACA & CONCESSION, 1411 Viking Drive
  - a. Concession Area

- b. Restroom Area
- 12. REEDSBURG UTILITIES, 501 Utility Court
  - a. Men's Locker Room/Restroom
  - b. Women's Locker Room/Restroom

## **Section J – Measures to be Taken When Using a Shelter Area**

- All doors around shelter areas should be closed and secured during a tornado warning.
- Windows and doors with glass panels should be avoided because of potential missiles propelled by high wind.
- Chemicals and cleaning supplies should be removed from areas designated for shelter use and relocated to a non-shelter area.

## **Section K – Flood Alerts**

- Flood notifications will take place in accordance with National Weather Service watches and warnings using weather radios, television, and Nixle.
- City specific messaging will take place according to Annex D – City Flood Response.
- During a Flash Flood Warning, a Flood Warning, or if the Baraboo River is expected to exceed 12.5 feet, the Police Department will notify any Granite Avenue campers of the situation and assist them in making alternative accommodations.

## **Section L – Additional Resources**

The National Weather Service  
Current and Forecasted Weather Conditions, Hazardous Weather Outlook and Other Resources  
<http://www.weather.gov/mkx>

Interactive Weather Maps and Forecasting  
<http://www.wunderground.com/>

Tornado Facts and Sheltering Instructions  
<http://readywisconsin.wi.gov/media/pdf/Tornadoes.pdf>

Preparedness Information  
<http://readywisconsin.wi.gov/>

Emergency Alerts and IPAWS Information  
<https://www.fema.gov/emergency-alert-system>



## **Annex C – EOC Operations**

In a major incident the EOC can provide resources and information to on-scene responders, alerting, warning and watching assistance, communications assistance, public information, an off-scene PIO and other forms of assistance. It will require up to two hours to bring the EOC to full operational capacity.

- Facilities
  - The EOC provides a central location for the management of a disaster of emergency. It allows for face-to-face communications among the Emergency Management Staff.
- The City of Reedsburg's EOC is at:

Reedsburg Police Department  
Training Room  
200 South Park Street  
Reedsburg, WI 53959

- EOC Phone Numbers:
  - 608-768-1264
  - 608-768-1265
  - 608-768-1266
  - 608-768-1267

### **Facility Requirements**

Equipment and resources at the EOC must respond to a broad range of emergency-related needs. One of the most crucial needs is for adequate and redundant communications systems. Hard-line telephones, a base radio and ham radio capabilities, cellular phones, portable radios and chargers are all necessary. A lap top computer and printer are on site. A variety of office supplies including; flip charts and easels, are on hand to facilitate work and allow for the appropriate documentation of actions taken. Adequate office furniture to accommodate EOC staff and partner organizations is available. Since EOC staff may work long hours without returning home, a variety of personal hygiene kits as well as bedding, cots and towels are available. Checklists for EOC staff positions.

### **Emergency Operations Center Staff and Officials**

EOC staff are involved in all phases of the City's Emergency Management Program including preparedness, mitigation, response and recovery activities. The Emergency Management/Ambulance Director, City Administrator, Police Chief, Fire Chief, Public Works Director, Parks Director and City Treasurer comprise the EOC staff. This group is the functional backbone of the EOC, acting as command and control; decision-makers for emergency response activities.

### **Command Locations**

Emergency Management Staff are not confined to any location during an emergency. The only major criteria are that they work together to make decisions and apply the command concepts.

In general, command locations follow the nature of the emergency:

- Small incident – Command at the scene
- Large, but limited, incident such as a major fire – Command at the scene
- Major incident, such as a full city block on fire – Command at the scene with backup in the EOC
- Disaster (resources overextended, unable to control visually or a prolonged major incident) – Command at the EOC

- Planning for the possibility of any incident escalating (lightning storm, wildfire, winter storm with possible power loss, etc.) - Command at the EOC
- Activation of the Emergency Operations Center

## General

Any department head or the Mayor may request activation of the EOC based on information of an impending event that could evolve into a major emergency in the city. Warning, emergency information or disaster reports may be received by any of the departments in the city. In all cases such information will be relayed to Reedsburg Dispatch and the Emergency Management Director or designee. Decisions to respond, implement the disaster plan, and activate the primary Emergency Operations Center (EOC) or the secondary EOC will be made by the Emergency Management Director and City Administrator or designees in a Level I situation. In Level II or III situations, EOC activation may be executed by the Incident Commander.

## Situations calling for activation of the EOC include but are not limited to:

- Severe weather conditions about to endanger the City
  - Utilities malfunction that could be problematic
  - A Hazardous Material incident that could exceed resources
  - Terrorism threat that could exceed resources
  - Imminent flooding situations or ones beyond local capabilities to handle the event
  - Any other situation that could threaten life, health and or property beyond those events that would be handled by a normal emergency response.
- EOC Activation Levels

## The three levels of activation are based on the scale of the emergency:

- **EOC Level I      Advisory Notification**
  - A routine emergency, i.e. A motor vehicle collision or small Hazardous Materials (HazMat) spill, occurs or an impending situation must be monitored in case it should evolve into a significant event. The Emergency Management Director is notified and decides whether to notify other Emergency Management Staff. If so, personnel on the Level I Call Out List are contacted.
  - Advisory/Standby Notification
  - No action is necessary, only to standby if requested.
  - Monitoring/Callback Notification
  - Monitor at the EOC when necessary. For some people a callback may be required.
- **EOC Level II      Coordinating Activation**
  - A major emergency or unusual incident occurs that may affect a small portion of the community. Conditions exceed typical resource use and response by multiple agencies is required. Emergency Management Staff must report to the EOC. Staff requests a representative from the County to provide continuity of emergency functions and coordination. Personnel on the Level II Call Out List are contacted.
- **EOC Level III      Full Activation**
  - The scale of the disaster is widespread and serious. A full range of emergency services, i.e. Evacuation, sheltering, etc. are provided with the assistance of outside agencies.
  - Emergency Management Staff coordinate with County, State, and Federal resources for needed assistance. All City personnel report to the EOC. Personnel on the Level III Call Out List are contacted.

## Annex D – City Flood Response

- Coordinate a meeting with department heads and elected officials to review:
  - Hillsboro Dam status
  - Anticipated flood levels
  - Barricade Placement
  - Sandbag inventory
    - Take sandbags and sand to the High School and Webb School
  - Communicate with Sauk County Emergency Management
  - Establish the Emergency Operations Center and determine staffing
  - Hand out 214's for time tracking
  - Call residents on the Lake Redstone Emergency Plan list
    - Consider taking flyers to homes in previously flood effected areas.
  - Coordinate with Lakeside Foods for levee pumps and protection
  - Establish a PIO and transmit public information
- Create a common log to record river levels and flood updates.
- Maintain sandbag and sand supplies
  - Consider establishing a list of homes that need sandbags delivered
- Track volunteers at sandbag sites
- Notify public of phone numbers for local and county EOC's
- Establish a daily media release through the PIO
  - Use Nixle for public information releases
  - Use City TV Channels for public information releases
- Create an official flood website
- Coordinate daily or twice daily briefings with department heads and elected officials
- Communicate with public/private partners through PIO
- Encourage the reporting of damage and make remind the public to take pictures
- Assign a City Employee to take pictures around the City focusing on public damage and debris. Establish a drop box on the City's drive to maintain pictures.

## **Annex E – Debris Management**

### **I. Introduction**

#### **A. Policies**

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following an incident. Debris Management will be conducted in the following prioritized phases.

#### **B. Purpose**

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster in order to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

#### **C. Scope**

1. The debris management program implemented will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and land filling, respectively;
2. Public Works and agencies can reasonably be expected to accomplish expedient repair and restoration of essential services and vital facilities, but it may be necessary to contract for major reconstruction;
3. Public Works will be able to organize and carry out debris clearance in the aftermath of an emergency, but may require external assistance in debris removal if there are large quantities of debris or if debris includes hazardous materials;
4. Assistance may be available from other jurisdictions through local agreements (and from commercial firms through contingency contracts);
5. Damage to chemical plants, power lines, sewer and water distribution systems, and secondary hazards, such as fires, could result in health and safety hazards that may pose a threat to employees;
6. Local landfills and waste disposal facilities may be inadequate to deal with large amounts of debris and it may be necessary to use alternate methods and facilities for disposal;
7. The City may have insufficient resources to remove the debris created by a major emergency or disaster and accomplish other recovery tasks;
8. If local debris removal capabilities are insufficient, it may be necessary to execute a local emergency declaration and request the State assist in debris removal. If the local emergency is of such magnitude that the Governor requests a Presidential Disaster Declaration and such a declaration is approved, federal resources could become available.
9. For major emergencies or disasters, private contractors may be needed to collect, reduce the volume of, and dispose of debris;
10. Citizens will assist in removing debris from the immediate area of their homes and businesses, but will generally need government assistance in hauling it away for disposal; and
11. Citizens are often willing to help their neighbors in removing debris; proper public information can encourage such cooperative action, speeding up the process and reducing costs.

### **II. Concept of Operations**

Organization:

The Public Works Department is responsible for the debris removal function and will work in conjunction with designated support departments, utility companies, waste management firms, and trucking companies, to facilitate the

debris clearance, collection, reduction, and disposal needs of the locality following a disaster.

1. Emergency Roadway Clearance: Clear debris from major arterial roads in order to provide access for emergency vehicles and resources into the impacted area;
  - a. Following a disaster, the top priority is to clear major roads and routes providing access to key population support facilities such as hospitals, to allow for the movement of emergency vehicles, resumption of critical services and damage assessment. Emergency roadway clearance also facilitates the deployment of external response elements and delivery of emergency equipment and supplies. In initial roadway debris clearance, debris is normally pushed to the side of the road and no attempt is made to remove or dispose of it.
  - b. In this phase, crews equipped with chain saws will generally be needed to cut up downed trees, and heavy equipment will be needed to move the remains. If possible, heavy equipment used for moving debris should be equipped with protective cabs and all personnel should wear protective equipment. Fire hydrants, driveway cutouts and utility valves should be left unobstructed; and
  - c. As electrical systems are often damaged by the same hazards that create substantial debris, debris management crews may need to coordinate their efforts to remove debris with utility crews.
2. Debris Removal and Disposal:
  - a. Debris removal from public property
    1. In the aftermath of a disaster, debris may have to be removed from a variety of public areas including:
      - a. Roads and rights of way;
      - b. Government buildings, grounds and parking lots; and
      - c. Storm drainage systems and reservoirs.
    2. If the emergency resulted in a Presidential Disaster Declaration, expenses of debris removal from public property may be partially reimbursed by the federal government if the debris must be removed to:
      - a. Eliminate immediate threats to life, public health and safety;
      - b. Eliminate immediate threats of significant damage to improved public or private property; and
      - c. Ensure economic recovery of the affected community.
    3. As large-scale debris removal and disposal operations can be extremely costly, it is vital to determine if federal assistance will be provided and the rules that apply to such assistance before commencing debris removal operations.
3. Debris Removal from Private Property
  - a. Debris removal from private property, including demolishing condemned structures, is generally the responsibility of the property owner and the cost may be wholly or partially covered by insurance. If there has been a Presidential Disaster Declaration and debris on private property is so widespread that public health, safety or the economic recovery is threatened, local government may be partially reimbursed for the cost of debris removal from private property. The City normally has the responsibility for picking up and disposing of debris from private property placed at the curb and bears the cost for the effort.
4. Preparation for Debris Removal
  - a. Considerable time and labor can be saved in the debris removal process by sorting debris from public property and encouraging the public to sort from private property before it is picked up. A proactive public outreach program should advise the public of the actions they can take to facilitate pickup including:
    1. Sorting debris into categories (See Tab 1-Debris Classifications);
    2. Placing sorted debris piles curbside;

3. Keeping debris out of the road and away from fire hydrants and utility services; and
4. Disposing household garbage in normal refuse containers.

5. Determining Debris Removal Strategy

- a. Depending on the amount of debris to be cleaned up, Public Works may use contracted help to assist in the cleanup efforts.

6. Establishing Temporary Debris Storage and Reduction (TDSR) Facilities

- a. The Reedsburg Airport will be used for a TDSR.

7. Public Information and Instructions

- a. In the aftermath of an emergency, the Public Information staff should provide the public with detailed information on debris removal and disposal plans and procedures. Providing appropriate instructions to the public concerning debris removal can significantly reduce the time and costs involved. Public information on debris removal must start as soon as possible after the disaster – before people start moving and stacking large amounts of debris.
- b. Public instructions should encourage citizens to:
  1. Assist their neighbors, particularly the elderly or infirm, in removing debris;
  2. Move debris to curbside for pickup;
  3. Separate debris into categories determined by local officials; and
  4. Keep debris piles away from fire hydrants and utility valves.
- c. Public information should keep citizens advised of:
  1. Debris pickup schedules and the system of pick up, if various types of debris will be picked up on different days; and
  2. Self-help disposal guidelines for citizens and businesses that wish to haul their own debris to a debris storage area or landfill.
- d. The normal methods of public information dissemination through the media should be used to provide information to the public. If loss of electric power has occurred, extra effort must be made to reach those without power using door hangers, flyers, signs and if necessary, door-to-door outreach.

8. Debris Tracking

- a. All Public Employee time and equipment use will be kept track of on ICS 214's. Private Contractors will keep track of their own time.
- b. The number of loads of debris that are taken to the TDSR will be kept track of by Public Works.
- c. The loads of debris that are removed from the TDSR by a disposal company will be kept track of by Public Works.

## Tab 1 to Debris Support Annex

### DEBRIS CLASSIFICATIONS

Definitions of classifications of debris are as follows:

1. **Natural Debris:** Natural debris includes, but is not limited to, damaged and disturbed trees; stumps; bushes and shrubs; broken, partially broken and severed tree limbs and bushes. Natural debris consists predominately of trees and vegetation. Natural debris does not include garbage, construction and demolition material debris.
2. **Appliances:** Refrigerators, freezers, air conditioners, televisions, wash machines, dryers, etc.
3. **Other Debris:** construction and demolition debris including, but not limited to, timber; wood products; plastic; glass; rubber and metal products; sheet rock; roofing shingles; carpet; tires; household garbage; and other materials as may be designated by the coordinating agency.
4. **Ineligible Debris:** Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Any material found to be classed as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a fashion as to allow the remaining debris to be loaded and transported. Standing broken utility poles; damaged and downed utility poles and appurtenances; transformers and other electrical material will be reported to coordinating agency.

Emergency workers shall exercise due caution with existing overhead, underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

RESOLUTION  
(Adopt Updated Natural Hazard Mitigation Plan)

FILE NO. 4371-19

WHEREAS, the U.S. Congress passed the Disaster Mitigation Act of 2000, which requires that a local unit of government must have an approved all hazard mitigation plan before it can receive federal grant monies for pre-disaster mitigation projects; and

WHEREAS, the City of Reedsburg worked with Sauk County Emergency Management to update the countywide hazard mitigation plan that was first adopted in 2005; and

WHEREAS, the City of Reedsburg considered the updated plan entitled "Sauk County Hazard Mitigation Plan: 2019-2024" at its meeting on May 13, 2019; and

WHEREAS, the City of Reedsburg makes the following findings regarding this matter:

1. Natural disasters pose a tangible threat to residents and property.
2. Undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to residents and property and save taxpayer dollars.
3. Preparation of this plan is in the public interest.
4. This plan is intended to serve as a general strategy and may be amended from time to time.
5. Nothing in this plan obligates the City of Reedsburg to undertake any of the recommended activities and/or projects.
6. Adoption of this plan is needed to apply for federal funding for certain mitigation projects.

NOW THEREFORE, BE IT RESOLVED, the plan entitled "Sauk County Hazard Mitigation Plan: 2019-2024" is adopted; and

BE IT FURTHER RESOLVED, City Clerk is directed to send a signed copy of this resolution, at his earliest convenience, to Jeff Jelinek, Sauk County Emergency Management Director; Sauk County; 510 Broadway; Baraboo, WI 53913; and

Adopted this 13<sup>th</sup> day of May, 2019.

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David G. Estes, Mayor

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Jacob Crosetto, Clerk/Treasurer

the  
**American  
Deposit  
Management  
Co**

**City of Reedsburg  
2018 Estimated Earned Interest  
1/1/2018 – 12/31/2018**

**American Money Market Account ("AMMA™")**

CREEDS01 – Tax Collection	\$ 26,104.99
CREEDS02 – General Funds	\$ 16,670.83
CREEDS04 – WWTP Redemption	\$ 391.57
CREEDS06 – WWTP Replacement	\$ 478.49
CREEDS04 – General Investments	<u>\$ 1,374.33</u>

**Total AMMA Interest** **\$ 45,020.21**

**American Term Deposits (CDs)**

CREEDS02 – General Funds	\$ 5,083.59
CREEDS04 – WWTP Redemption	\$ 2,868.00
CREEDS06 – WWTP Replacement	\$ 13,800.63
CREEDS04 – General Investments	<u>\$ 4,201.41</u>

**Total CD Interest** **\$ 25,953.63**

**Total AMMA & CD Estimated Earned Interest 2018** **\$ 70,973.84**

*Information provided in this report has been obtained from City of Reedsburg's account activity from 1/1/2018 through 12/31/2018. Monthly interest earnings are posted on the account statement uploaded on the 15th of every month.*



City of Reedsburg  
134 South Locust Street, P.O. Box 490  
Reedsburg, WI 53959  
Ph. 608-524-6404 Fax: 608-524-8458  
www.reedsburgwi.gov

## City of Reedsburg Annual Code of Ethics Review

(Return to City Administrator by May 31<sup>st</sup>)

Each year between May 1<sup>st</sup> and May 31<sup>st</sup> each public official, Mayor, the chair of each board, commission or committee and through the City Administrator, each department head shall review the provisions of the Ethics Code and certify that such review has occurred.

I have read and understand the contents of the City of Reedsburg Code of Ethics, including the attached State statutes.\*

I also understand that I am expected to adhere to and conduct myself according to rules, guidance and direction as set forth in the Ethics Code."(\*946.10 through 946.13; and, 19.41 et seq.)

Reviewed this \_\_\_\_\_ day of May by the \_\_\_\_\_ Boards, Committee, Commissions.

\_\_\_\_\_  
Public Official

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 1.20 CITY OF REEDSBURG CODE OF ETHICS

### (1) Statement of Purpose

- (A) The proper operation of democratic government requires that public officials and employees be impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all City of Reedsburg officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the City, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the City.
- (B) The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Reedsburg and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the City. The Common Council believes that a Code of Ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this City in their elected and appointed officials and employees. The Common Council hereby reaffirms that each elected and appointed City official and employee holds his or her position as a public trust, and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this Ethics Code and such rules and regulations as may be established are hereby declared to be in the best interests of the City of Reedsburg.

### (2) Definitions

The following definitions shall be applicable in this Code:

- (A) "Public Official" means those persons serving in elected or appointed offices and all members appointed to boards, committees and commissions established or appointed by the Mayor and/or Common Council whether paid or unpaid.
- (B) "Public Employee" means any person excluded from the definition of a public official who is employed by the City.
- (C) "Anything of Value" means any gift, favor, loan, service having a value of more than \$25.00 or promise of future employment, but does not include reasonable fees and honorariums, or the exchange of seasonal, anniversary or customary gifts among relatives and friends.
- (D) "Business" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making activities.
- (E) "Personal Interest" means the following specific blood or marriage relationships:
  - 1. A person's spouse, mother, father, child, brother or sister; or
  - 2. A person's relative by blood or marriage who receives, directly or indirectly, more than one-half (1/2) of his or her support from such person or from whom such person receives, directly or indirectly, more than one-half (1/2) of his or her support.
- (F) "Significant Interest" means owning or controlling, directly or indirectly, at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of the outstanding stock of any business.
- (G) "Financial Interest" means any interest, which shall yield, directly or indirectly, a

1.20 City of Reedsburg Code of Ethics

monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

(3) Statutory Standards of Conduct

There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to wit:

- (A) Sec. 946.10. Bribery of Public Officers and Employees.
- (B) Sec. 946.11. Special Privileges from Public Utilities.
- (C) Sec. 946.12. Misconduct in Public Office.
- (D) Sec. 946.13. Private Interest in Public Contract Prohibited.
- (E) Sec. 19.41 et. seq. Code of Ethics for Public Officials and Employees.

(4) Responsibility of Public Office. Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards and to discharge faithfully the duties of their office regardless of personal consideration, recognizing that the public interest must be their prime concern.

(5) Dedicated Service. Officials and employees shall adhere to the rules of work and performance established as the standard for their positions by the appropriate authority. Officials and employees shall not exceed their authority or breach the law or ask others to do so, and they shall work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work. Members of the City staff are expected to follow their appropriate professional code of ethics.

(6) Fair and Equal Treatment

- (A) Use of Public Property. No official or employee shall use or permit the unauthorized use of City-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as City policy for the use of such official or employee in the conduct of official business, as authorized by the Common Council or authorized board, commission or committee.
- (B) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No official or employee shall use or attempt to use their position with the City to secure any advantage, preference or gain, over and above his or her rightful remuneration and benefits, for themselves or for a member of their immediate family.
- (C) Political Contributions. No official shall personally solicit from any City employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this Code is a candidate or treasurer.

(7) Conflict of Interest

- (A) Financial and Personal Interest Prohibited.
  - 1. No official or employee of the City, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this Code or which would tend to impair independence of judgment or action in the performance of official duties.
  - 2. Any member of the Common Council who has a financial interest or personal interest in any proposed legislation before the Common Council shall disclose on the records of the Common Council the nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation. If the matter before the

1.20 City of Reedsburg Code of Ethics

Council involves a member's personal interest with persons involved, the member may participate in debate or discussion and vote on the matter following disclosure, unless an ordinance or contract is involved; if an ordinance or contract is involved, such official shall not participate in debate or discussion and vote on the matter.

3. Any non-elected official, other than a City employee, who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.
  4. Any City employee who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the employee has any influence of input, or of which the employee is a member, that is a make to recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest.
- (B) Disclosure of Confidential Information. No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall such information be used to advance the financial or other private interests of the official or employee or others.
- (C) Gifts and Favors
1. No official or employee, personally or through a member of his or her immediate family, may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.
  2. No official or employee, personally or through a member of his or her immediate family, shall accept any gift, whether in the form of money, service, loan, thing or promise, from any person which may tend to impair his or her independence of judgment or action in the performance of his or her duties or grant in the discharge of his or her duties any improper favor, service or thing of value. However, it is not a conflict of interest for any public official or employee to receive a gift or gratuity that is an unsolicited item of nominal intrinsic value such as a meal, and that is not intended to influence the official. Any official or employee who receives, directly or indirectly, any gift or gifts from any person who is known by said official or employee to be interested, directly or indirectly, in any manner whatsoever in business dealings with the City upon which the official or employee has any influence or input or over which the official or employee has any jurisdiction, discretion or control shall disclose the nature and value of such gifts to the Common Council by January 15 next following the year in which the gift or gifts are received.
  3. An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a City official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

1.20 City of Reedsburg Code of Ethics

4. Gifts received by an official or employee or his or her immediate family under unusual circumstances shall be referred to the Common Council within ten (10) days of receipt for recommended disposition. Any person subject to this Code who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this Subsection, shall, within ten (10) days, disclose the details surrounding said offer to the Common Council. Failure to comply with this reporting requirement shall constitute an offense under this Code.
- (D) Representing Private Interests Before City Agencies or Courts.
1. Non-elected City officials and employees shall not appear on behalf of any private person (other than himself or herself, his or her spouse or minor children) before any City agency, board, commission or the Common Council if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.
  2. Elected City officials may appear before City agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, the disclosure requirements of Subsection (a) above shall be applicable to such appearances.
- (E) Ad Hoc Committee Exceptions. No violation of the conflict of interest restrictions of this Section shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue of topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the Common Council that such interest exists.
- (F) Contracts with the City. No City official or employee who, in his or her capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his or her part shall enter into any contract with the City unless, within the confines of Wis. Stat. sec. 946.13:
1. The contract is awarded through a process of public notice and competitive bidding or the Common Council waives the requirement of this Section after determining that it is in the best interest of the City to do so.
  2. The provisions of this Subsection shall not apply to the designation of a public depository of public funds.
- (8) Ethics Board. (Rev. 7-26-10)
- (A) The ethics board shall consist of five members. The membership of the ethics board shall consist of four citizens and one alderperson. The non-alderperson members shall not be an elected official, full-time appointed official or City employee, nor shall the non-council members be currently serving on any other City board, commission or committee. The city attorney shall furnish the board any legal assistance necessary to carry out its functions.
- (B) Ethics Board members shall be appointed by the mayor, subject to confirmation by the council. Initial terms of office shall be one citizen shall be appointed for two years, one citizen will be appointed for one year, and two citizens will be appointed for three years. There after all terms shall be three years. Terms begin May 1 of the respective year. Each year the Mayor shall appoint the alderperson at the annual reorganization meeting. Three members shall constitute a quorum of the Board.
- (C) The Ethics Board shall elect its own chair.
- (D) The Ethics Board may make recommendations to the common council with respect to amendments of this code of ethics.
- (E) Any person covered by this Ethics Code may apply in writing to the Board for an advisory opinion regarding the propriety of any matter to which the person is or may become a

1.20 City of Reedsburg Code of Ethics

party. The Board shall meet to review such a request for an advisory opinion and may advise the person making the request. Advisory opinions and requests, therefore, shall be in writing and shall state all material facts. It shall be prima facie evidence of intent to comply with this Ethics Code when a person refers a matter to the Board and abides by the advisory opinion of the Board if the material facts are as stated in the opinion request. Meetings held by the Board for deliberation and action upon such application shall not be open to the public nor shall a non-member Common Council member or the Mayor be authorized to attend any such meeting of the Board unless requested to do so by the Board. Advisory opinions rendered by the Board shall be in writing and shall state the material facts upon which the opinion is based. A record of the Board's opinions, opinion requests and investigations of violations shall be closed to public inspection as required by Chapter 19, Wis. Stats. Except as provided by §19.59(5)(b), Wis. Stats., the Board shall not make public the identity of any person requesting an advisory opinion or of persons or organizations mentioned in the opinion. If the Board determines that an advisory opinion rendered by the Board would be of significant value to other officials or employees, the Board may issue a summary of the opinion provided that the summary does not disclose the identity of the person originally requesting the advisory opinion. In all cases, the Board may request an advisory opinion from the City Attorney.

- (F) All complaints alleging that an official or employee committed a violation of this Ethics Code shall be addressed to the Ethics Board and shall be filed with the City Clerk. All such Complaints shall be in writing and verified and shall state the name of the official or employee alleged to have committed a violation of this Ethics Code and shall further state the evidentiary facts supporting the charge.
- (G) Within 14 days after the filing of a properly verified complaint with the City Clerk, the Board shall meet to review the complaint. Within three business days after its initial review of the complaint, the Board shall mail a copy of the Complaint to the respondent by certified mail or shall have a copy of the Complaint delivered to the respondent by personal service.
- (H) Following its initial review of a verified complaint, the Board may make a preliminary investigation with respect to each alleged violation of this Ethics Code. No preliminary investigation of an alleged violation of this Ethics Code may be initiated until a copy of the Complaint and notice of the Board's intent to investigate the charge has been mailed by certified mail to the respondent or personally served upon the respondent. The preliminary investigation shall be completed within 30 days after the date that the Complaint and notice thereof is mailed to the respondent or personally served upon the respondent except the Board may extend the investigation period for up to an additional 60 days with notice to the respondent and to the complainant.
- (I) If, after its preliminary investigation, the Board finds that probable cause does not exist for believing that the respondent violated this Ethics Code, it shall dismiss the Complaint. The Board shall promptly notify the complainant and the respondent by certified mail or personal service of its decision dismissing the Complaint. The Board's decision to dismiss a complaint shall be final. The same complaint or a complaint which is substantially similar to the dismissed complaint shall not be reconsidered by the Board unless within 20 days of the Board's mailing or personal service of its Dismissal Order, the complainant files with the Board additional material facts which were not available to the complainant at the time the original Complaint was filed and which, if true, would probably change the Board's decision. The Board's decision to reconsider or not to reconsider a decision under this subsection shall be final. If the Board determines that a verified complaint was brought for harassment purposes, the Board shall so state in its decision.
- (J) If, after its preliminary investigation, the Board finds that probable cause does exist for believing the allegations of the Complaint, it shall conduct a hearing on the matter. The hearing shall be held not more than 60 days after the Board's finding of probable cause. The

1.20 City of Reedsburg Code of Ethics

Board shall give the respondent and complainant written notice of the hearing date by mailing a notice thereof to the respondent and to the complainant by first class mail at least 20 days prior to the hearing date thereof. The hearing shall be held in closed session except that the respondent shall have a right to demand that the hearing be held in open session and, upon such demand, the Board shall conduct the hearing in open session.

- (K) The chairperson of the Board shall preside over the proceedings and the City Attorney shall provide legal assistance to the Board as needed. The complainant and the respondent may be represented by an attorney and the respondent may also be represented by a union representative. Both parties may compel the attendance of witnesses by Subpoenas. Subpoenas may be issued by the Chairperson of the Board pursuant to §885.01, Wis. Stats. Each party shall be responsible for serving subpoenas on their respective witnesses and for paying any witness and mileage fees to the witness as required by the Wisconsin Statutes.
- (L) All testimony of witnesses at the proceedings shall be given under oath, administered by the Chairperson in the form and manner prescribed by the Wisconsin Statutes. A record of the testimony may be made by stenographic, electronic or other recording method, as the Board determines. The record produced at the direction of the Board shall be the official record of the proceeding. The proceedings may be adjourned or continued by the Board from day to day until completed.
- (M) The proceedings shall be conducted in the following order:
  1. Statement of the issues and rules by the Chairperson.
  2. Brief factual summaries, if any, by both sides.
  3. Presentation of testimony and the introduction of evidence by the complainant to substantiate the charge.
  4. Cross examination of witnesses by the respondent.
  5. One additional opportunity to question witnesses by the complainant.
  6. One additional opportunity to cross-examine witnesses by the respondent.
  7. Presentation of the base for the respondent.
  8. Repeat of steps (4), (5) and (6) regarding witnesses and evidence produced on behalf of the respondent.
  9. Opportunity for each side to present evidence in rebuttal of any evidence presented by the opposing side.
  10. Brief closing arguments, if any, by both sides.
- (N) The Board shall not be bound by common law or statutory rules of evidence and the Board shall hear all evidence having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony or evidence. Basic principles of relevancy, materiality and probative force shall govern this proceeding. Hearsay evidence will not be permitted where direct evidence is reasonably available. The Board will not base crucial or essential evidentiary findings on hear-say evidence. Objections to evidentiary offers and offers of proof of evidence not admitted may be made and shall be noted in the record. All evidence, including records and documents, shall be duly offered and made a part of the record. The Chairperson shall rule on any objections or procedural matters. Any member of the Board and the City Attorney may ask questions of the witnesses. No party or witness shall be permitted to ask questions of any Board member during the proceedings, unless expressly authorized by the Chairperson.
- (O) The Board shall deliberate in closed session.
- (P) Within 10 working days of the conclusion of the hearing, the Board shall file its written Findings of Fact, Conclusions of Law and Recommendations signed by a majority of the participating members and concerning the propriety of the conduct of the respondent. Any member of the Board may indicate his/her dissent to the written Order. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the

## 1.20 City of Reedsburg Code of Ethics

Complaint, and if requested to do so by the respondent, the Board shall issue a public statement in that regard. If the Board finds that clear, satisfactory and convincing evidence exists for believing the allegations of the Complaint, the Board shall refer its findings, conclusions and recommendation to the Common Council or to other proper City Authority, and/or, in the case of an employee, to the City Administrator and/or the Mayor as deemed appropriate. In its recommendation, the Board may recommend that the Common Council order the official or employee to conform his or her conduct to the Ethics Code or recommend that the official or employee be cautioned, censured, suspended, removed from office, issued a private reprimand, public reprimand, and, in the case of an employee, may also recommend suspension without pay, discharge, or other appropriate disciplinary action. In appropriate cases, the Board may recommend the referral of the matter to the District Attorney to commence enforcement proceedings pursuant to the procedures and remedies of §19.59, Wis. Stats.

- (Q) Records obtained or prepared by the Board in connection with an investigation of a violation of this Ethics Code shall not be open for public inspection, except that the Board shall permit public inspection of records of a hearing conducted in open session pursuant to the request of the respondent as provided in subsection (J) hereof. Whenever the Board refers an investigation and hearings record to a District Attorney, the District Attorney may make public such records in the course of a prosecution initiated thereon.
  - (R) The time frames set forth in this Ethics Code specifying Board action are not jurisdictional and the Board may, where appropriate, extend any time period as necessary.
- (9) Distribution of Ethics Code
- (A) The City Clerk shall cause a copy of this Code of Ethics to be distributed to every public official and employee of the City within 30 days after enactment of this section. Each public official and employee elected, appointed or engaged thereafter shall be furnished a copy before entering upon his or her duties.
  - (B) Each public official, Mayor, the chairman of each board, commission or committee and through the City Administrator, the head of each department, shall, between May 1st and May 31st each year, review the provisions of this code with their fellow council members or board, commission, committee members or subordinates, as the case may be, and certify to the City Clerk by June 15 that such annual review had been undertaken. A notice of this Ethics Code shall be continuously posted on the City bulletin boards wherever situated.
  - (C) Each public official and employee shall, in connection with pars (a) and (b) above, also complete and file with the City Clerk, as appropriate, the following statement of understanding:  
“I have read and understand the contents of the City of Reedsburg Ethics Code, including the attached State statutes.\* I also understand that I am expected to adhere to and conduct myself according to rules, guidance and direction as set forth in the Ethics Code.” (\* 946.10 through 946.13; and, 19.41 et seq.)
- (10) Employees Covered by Collective Bargaining Agreements. In the event an employee, covered under a collective bargaining agreement, is allegedly involved in an Ethics Code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this Ethics Code.
- (11) Sanction. A determination that an employee’s actions constitute improper conduct under the provisions of this Code may constitute a cause of suspension, removal from office or employment or other disciplinary action. Sanctions, including any disciplinary action, which may affect employees covered under a labor agreement will be consistent with the terms and conditions set forth in the applicable labor agreement.
- (12) Police Officers and Firefighters. When an ethics complaint has been filed against a police

1.20 City of Reedsburg Code of Ethics

officer or firefighter or the Chief of either the Police or Fire Department, the procedure shall be performed in accordance with the provisions of Wis. Stat. sec. 62.13.

- (13) Penalties. Violation of any provision of this Code should raise conscientious questions for the incumbent concerned as to whether voluntary resignation or other action is indicated to promote the best interests of the City of Reedsburg. For non-elected officials or City employees, violation may constitute a cause for suspension, removal from office or employment, or other disciplinary action. As an alternative or an addition to the sanctions imposed herein, any person violating the provisions of this sanction shall be subject to a nonreimbursable forfeiture of not less than one hundred (\$100) dollars nor more than five hundred (\$500) dollars.