



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

COMMON COUNCIL AGENDA
MONDAY, SEPTEMBER 25, 2017
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 Council meeting held on September 11, 2017.
- B. Approve Operator's Licenses (New) – Andrea Wright – Location: United Cooperative.
- C. Approve Operator's Licenses (New) – Tyler Lankey – Location: 2nd Street Market.
- D. Approve Operator's Licenses (New) – Elizabeth Mitchell – Location: The Vault.
- E. Approve Operator's Licenses (New) – David Hanson – Location: The Vault.
- F. Approve Operator's Licenses (Renewal) – Cassandra Sylvester-Meyers – Location: The Media Warehouse.
- G. Approve Temporary Class B / Class B Retailers Licenses: Reedsburg Revitalization Organization – “Reedsburg Uncorked” - Date: October 13th 2017 6pm to 9 pm.
Location(s): 2nd Street Market, BC Art Gallery. Blue Cherry Art Gallery, Country Charm, Dinner Thieves, LK Design and Photography, Lorraine's Mini Mall, Media Warehouse, Touchdown Tavern.
- H. Approve Temporary Class B / Class B Retailers Licenses: Reedsburg Youth Hockey Association – 2nd Annual Tailgate and Raffle. Date: October 8th 2017, Location: 141 Viking Drive (RACA Building)

I.

II. MAYOR PROCLAMATIONS, PRESENTATIONS, APPOINTMENTS:

- A. Appointment Recommendation: Amy Reine for Five Year Term (Oct. 1, 2017 to Sept 30,2022) to the Reedsburg Utility Commission
- B. Appointment Recommendation: Election Inspectors: Carol Krueger, Joyce Johnson, Ron Birdd, Marcia Christensen, and Phillip Bailey.
- C. Presentation: Emergency Medical Service (EMS) – Reedsburg Area Ambulance Service.

III. RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:

- A. Personnel: Approve/Deny Employee Request – Education Assistant Program, Recommendation to use funds in Account 10-564950-03 - Personnel Committee. Also to rename the Account to Personnel – Education Assistance Program.
- B. Ordinance: Approve/Deny Ordinance 1851-17. Introduction, 1st Reading and setting Public Hearing for October 23, 2017. An ordinance changing language in Chapter 2 “Rules and Procedures”.
- C. Ordinance: Approve/Deny Ordinance 1852-17. Introduction, 1st Reading and setting Public Hearing for October 23, 2017. An ordinance changing language in Chapter 2.02 Finance Committee and Chapter 1.106(2) Airport commission. An ordinance changing the oversight of the City Transit (Shared Ride) Cab program.

- D. Plan Commission/Joint Agency Recommendation:
Approve/Deny Resolution 4307-17 Development Warehouse and sale of City Property.

IV. GENERAL BUSINESS:

- A. Approve/Deny Resolution 4308-17 Authorize B.C.P.L Application to borrow \$1,355,000 in Tax Increment Project funds and General Fund (Fund10) support for Tax Increment District #9 (Fund 69) - Internal Fund Agreement.
B. Approve/Deny April 2017 Update to the City of Reedsburg Emergency Plan (EOP).

V. COMMITTEE AND STAFF REPORTS:

Airport Commission	Community Development Authority
Finance Committee	Historic Preservation Commission
Ordinance Committee	Library Board of Trustees
Parks and Recreation Committee	Personnel Committee
Plan Commission	Public Works Committee
Utility Commission	Other Commission or Committees or Boards

VI. OFFICE OF THE MAYOR:

- A. Upcoming Community Events

VII. CITY ADMINISTRATOR REPORTS:

- A. Monthly City Administrator Report

XIII. ADJOURN

Posted: September 21, 2017

Last Resolution: 4308-17

Last Ordinance: 1852-17



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 September 11, 2017

Present: Mayor Dave Estes; Aldermen Craig Braunschweig, Jason Schulte, David Moon, Mike Gargano, Calvin Craker, Phil Peterson, Dave Knudsen , and Brandt Werner

Absent: Alderman Heuer

Others Present: Stephen Compton, Jacob Crosetto, Brian Duvalle, Timothy Becker, Steve Zibell, Matt Scott, Jim Gerlach, Derek Horkan, Amanda Blomberg, Citizens, Press.

Mayor Estes called the regular session of the Common Council to order at 7:02 p.m. in the Common Council Chambers.

Approve Consent Agenda: Consisting of minutes from the Council meeting held on August 28, 2017; Operator's Licenses for Ackerman, Thomas, Klemm, Martig, Minor, and Tourdot; and Temporary Class B/Class B Retailers License for Wormfarm Institute – Fermentation Fest – Date: October 7th and 8th and 13th-15th– Location: 26 E. Main St – 2nd Floor – Woolen Mall Gallery, Wormfarm Institute – Fermentation Fest – Date: October 7th and 8th and 13th-15th– Location: 26 E. Main St – Dietz Designs, Fermentation Fest – Date: October 7th and 8th and 13th-15th– Location: 146 Railroad St – Warehouse Row, and Fermentation Fest – Date: October 7th and 8th and 13th-15th– Location: 170 E. Main St – Avalon Ballroom.

Motion: Craker, Second: Braunschweig to approve the consent agenda. Motion carried 8-0.

MAYOR PROCLAMATIONS, PRESENTATIONS, APPOINTMENTS

- A. Appointment Recommendation: Jake Stanek, Parks and Recreation Committee
 - a. **Motion by Knudsen, Second: Craker to approve the appointment of Jake Stanek to the Parks and Recreation Committee. Motion carried 8-0.**

RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS

- A. Public Works: Approve/Deny Declaration of Official Intent To Reimburse. Resolution 4305-17
 - a. **Motion: Werner, Second: Craker to approve the Declaration of Official Intent to Reimburse; Resolution 4305-17. Motion carried 8-0.**
- B. Finance: Approve/Deny Budget Adjustment 67% of the Year. Resolution 4306-17.
 - a. **Motion: Schulte, Second: Gargano to approve Resolution 4306-17. Motion carried 8-0.**

GENERAL BUSINESS

- A. Action: Approve/Deny receiving and filing FY 2016 Audit and Internal Communications documents. The separate audit and communications documents were distributed.
 - a. **Motion: Schulte, Second: Gargano to receive and file the FY 2016 audit and internal communications. Motion carried 8-0.**

Motion to adjourn by Gargano with a second from Craker. Motion carried 8-0.
Meeting adjourned at 7:47 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jacob Crosetto", written in a cursive style.

Jacob Crosetto
City Clerk-Treasurer

Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New Renewal

Provisional - \$15.00
Pd CC 9-15-17

Operator Fee - \$50.00
Pd CC 9-15-17

Operator Fee - \$25.00
[eff. July of even-numbered years]

Office Use Only License # 2017003633 Provisional # 2017003633 **Fee Is Non-Refundable**

Filling out your application

- An Operator License is a privilege, not a right. **Any false answers or omissions may result in the denial of your application.**
- This application must be filled out accurately and completely.
- If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the information.
- If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.
- Your application will not be processed until you deal with outstanding warrants.
- You can obtain information regarding your arrest and conviction record from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at www.wcca.wicourts.gov/index.xsl (CCAP may not provide a comprehensive list of ALL arrests and convictions).

Review of your application

- The Reedsburg Police Department will perform a background check to verify that the information you have provided is complete and accurate.
- If there are concerns about your arrest and/or conviction record as it relates to your application, or if it appears that you falsified or omitted information from your application, you may be called to appear before the Ordinance Committee.
- If you are asked to appear but choose not to do so, your application may be denied.
- *Meetings of the Ordinance Committee are open to the public.*

Last Name <u>Wright</u>		First Name <u>Andrea</u>		M.I. <u>M</u>	E-Mail Address <u>maieandrea0405@gmail</u>			
Residence: Street Address <u>8510 S. Park St</u>			City <u>Reedsburg</u>	State <u>WI</u>	Zip <u>53959</u>			
Phone <u>608 415 9227</u>	Date of Birth	Birth Place (City, State) <u>Baraboo WI WI</u>	Race <u>W</u>	Sex <u>F</u>	Height <u>5'7</u>	Weight <u>140</u>	Hair <u>Brw</u>	Eyes <u>Brw</u>
Driver's License Number (State & Number)		Place of Employment <u>United Cooperative</u>		Contact Person & phone number <u>Derrek - 1-715-213-9436</u>				

Other names, aliases or birth dates ever used: _____

Cities and States lived in since age 18, including where you now reside:	From:	To:
<u>DeForest Wisconsin</u>	<u>2011</u>	<u>2015</u>
<u>Sun Prairie Wisconsin</u>	<u>2003</u>	<u>2006</u>
<u>Reedsburg Wisconsin</u>	<u>2016</u>	<u>current</u>
<u>Lodi Wisconsin</u>	<u>2013</u>	<u>2014</u>

Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident
 U.S. Citizen Alien Temporary Resident (employment number)

Arrest and Conviction Record

Since your 17 th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Continue on Reverse Side

List Any Pending Criminal Charges, Citations or Tickets

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
2010	Sun-prairie	Disorderly conduct Battery - Did first offenders to be expunged	NO	NO
	↓ It's closed	↓ I slapped my sons dad - im not a Violent person at all. I was young		

List All Criminal Convictions, Municipal/Ordinance Violations, Citations and Tickets (Excluding Parking Tickets)

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
2014 2015 2016	Sauk cty Dane cty	Driving while suspended	NO	NO
2014	5 counts	OWS + Speed, No Ins., Fail Obey Signal		
2015	3 counts	OWS, + Speed, No Ins.		
2016	2 counts	OWS f/Unregistered Veh. 1-count OAR		

Application must be notarized. 2012 - 1 count OWS

The undersigned affirms that he/she made complete and true answers to each question and understands that his/her past record will become part of this application and that the applicant applying for an Operator License is a Wisconsin resident.

Subscribed and sworn before me
This 15th day of Sept, 2017

Karleen M Worling
Notary Public

Andrea Wright
Applicants Signature

My Commission expires 1-14-18

Approved by the Common Council on _____ Initials _____

To be filled out by the Reedsburg Police Department

- Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau or with the Reedsburg Police Department
- Files indicate that subject has the attached Criminal Arrest Record

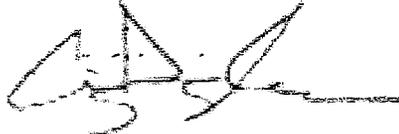
[Signature]
Reedsburg Police Department Authorized Signature

9-18-17
Date

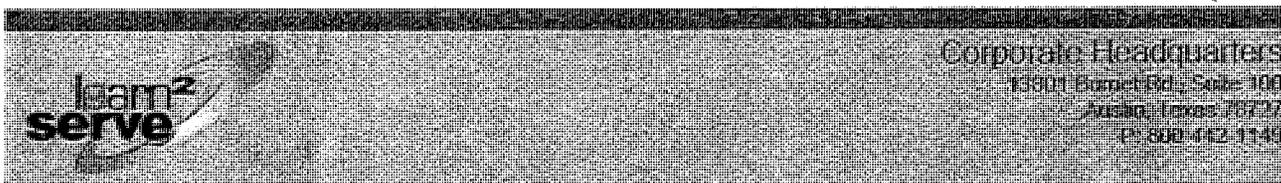
WISCONSIN SELLER / SERVER CERTIFICATION

Trainee Name: Andrea Wright
Date of Completion: 09/15/2017

School Name: 360training.com, Inc.
Certification # WI-67110


I, _____
certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66



Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New
 Renewal
 Provisional - \$15.00
 Operator Fee - \$50.00 *pd cam 9-11-17*
 Operator Fee - \$25.00 *[eff. July of even-numbered years]*

Office Use Only
 License # 2017003632
 Provisional # _____
 Fee Is Non-Refundable

Filling out your application

- An Operator License is a privilege, not a right. Any false answers or omissions may result in the denial of your application.
- This application must be filled out accurately and completely.
- If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the information.
- If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.
- Your application will not be processed until you deal with outstanding warrants.
- You can obtain information regarding your arrest and conviction record from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at www.wcca.wicourts.gov/index.xsl (CCAP may not provide a comprehensive list of ALL arrests and convictions).

Review of your application

- The Reedsburg Police Department will perform a background check to verify that the information you have provided is complete and accurate.
- If there are concerns about your arrest and/or conviction record as it relates to your application, or if it appears that you falsified or omitted information from your application, you may be called to appear before the Ordinance Committee.
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- Meetings of the Ordinance Committee are open to the public.

Last Name <u>Lankey</u>	First Name <u>Tyler</u>	M.I. <u>J</u>	E-Mail Address <u>tlankey@hotmail.com</u>
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Residence: Street Address <u>E7110 Highway Rd</u>	City <u>Rock Springs</u>	State <u>WI</u>	Zip <u>53961</u>
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Phone <u>608-415-8869</u>	Date of Birth _____	Birth Place (City, State) <u>Hillsboro, WI</u>	Race <u>W</u>	Sex <u>M</u>	Height <u>5'10"</u>	Weight <u>153</u>	Hair <u>BLD</u>	Eyes <u>BLU</u>
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Driver's License Number (State of Wisconsin) <u>WI</u>	Place of Employment <u>2nd Street Market</u>	Contact Person & phone number <u>Carol Lankey 608-415-1846</u>
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Other names, aliases or birth dates ever used

Cities and States lived in since age 18, including where you now reside:	From:	To:
<u>Loganville, WI</u>	<u>2009</u>	<u>2013</u>
<u>Baraboo, WI</u>	<u>2013</u>	<u>2015</u>
<u>Rock Springs, WI</u>	<u>2015</u>	<u>Current</u> 2017

Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident
 U.S. Citizen
 Alien
 Temporary Resident (employment number)

Arrest and Conviction Record

Since your 17 th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Continue on Reverse Side

List Any Pending Criminal Charges, Citations or Tickets

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
	NA			

List All Criminal Convictions, Municipal/Ordinance Violations, Citations and Tickets (Excluding Parking Tickets)

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
2007	Loganville	Speeding	NO	NO
2014	Baraboo	Failure to Yield	NO	NO

Application must be notarized.

The undersigned affirms that he/she made complete and true answers to each question and understands that his/her past record will become part of this application and that the applicant applying for an Operator License is a Wisconsin resident.

Subscribed and sworn before me
 This 11th day of Sept, 20 17

K. Carleen M. Wohlschlag
 Notary Public

[Signature]
 Applicants Signature

My Commission expires 1-14-18

Approved by the Common Council on _____ Initials _____

To be filled out by the Reedsburg Police Department

- Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau or with the Reedsburg Police Department
- Files indicate that subject has the attached Criminal Arrest Record

[Signature]
 Reedsburg Police Department Authorized Signature

9-11-17
 Date

Wisconsin Responsible Beverage Seller Training

Tyler Lankey

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL84999

Date of Completion: 08/31/2017



Authorized Signature

Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New
 Renewal
 Provisional - \$15.00
 Operator Fee - \$50.00
 Operator Fee - \$25.00
[eff. July of even-numbered years]

Office Use Only
 License # Pa 9-8-17
 Provisional # 2017003631
 Fee Is Non-Refundable

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- *Meetings of the Ordinance Committee are open to the public.*

Last Name <u>Mitchell</u>	First Name <u>Elizabeth</u>	M.I. <u>M</u>	E-Mail Address <u>emitchell84@gmail.com</u>
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Residence: Street Address <u>2422 Russell Ct</u>	City <u>Reedsburg</u>	State <u>WI</u>	Zip <u>53959</u>
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Phone <u>608 408 7709</u>	Date of Birth ---	Birth Place (City, State) <u>Sacramento, CA</u>	Race <u>White</u>	Sex <u>F</u>	Height <u>5'5</u>	Weight <u>156</u>	Hair <u>Brown</u>	Eyes <u>Blue</u>
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Driver's License Number (State & Number) <u>WI - - - - - 18</u>	Place of Employment <u>The Vault</u>	Contact Person & phone number
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Other names, aliases or birth dates ever used
Elizabeth M. Simon

Cities and States lived in since age 18, including where you now reside:	From:	To:
<u>Madison, WI</u>	<u>2003</u>	<u>2004</u>
<u>Antelope, CA</u>	<u>2004</u>	<u>2005</u>
<u>Bremerton, WA</u>	<u>2005</u>	<u>2006</u>
<u>Kingsville, TX</u>	<u>2007</u>	<u>2010</u>

Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident
 U.S. Citizen
 Alien
 Temporary Resident (employment number)

Arrest and Conviction Record		
Since your 17 th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Continue on Reverse Side

List Any Pending Criminal Charges, Citations or Tickets

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List All Criminal Convictions, Municipal/Ordinance Violations, Citations and Tickets (Excluding Parking Tickets)

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?

Application must be notarized.

The undersigned affirms that he/she made complete and true answers to each question and understands that his/her past record will become part of this application and that the applicant applying for an Operator License is a Wisconsin resident.

Subscribed and sworn before me

This 7 day of September, 2017

[Signature]
Notary Public

[Signature]
Applicants Signature

My Commission expires [Signature]

Approved by the Common Council on _____ Initials _____

To be filled out by the Reedsburg Police Department

- Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau or with the Reedsburg Police Department
- Files indicate that subject has the attached Criminal Arrest Record

[Signature]
Reedsburg Police Department Authorized Signature

9-11-17
Date

WISCONSIN

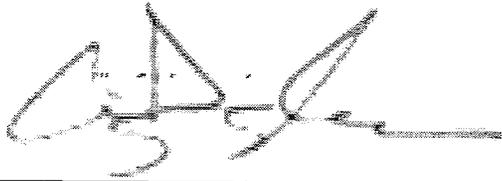
SELLER / SERVER CERTIFICATION

Trainee Name: Elizabeth Mitchell

Date of Completion: 09/05/2017

School Name: 360training.com, Inc.

Certification # WI-66532



I, _____
certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66



Learn2
serve

Corporate Headquarters
13601 Burnet Rd., Suite 100
Austin, Texas 78727
P: 800-442-1149

Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New
 Renewal
 Provisional - \$15.00 *Pa 9-8-17*
 Operator Fee - \$50.00 *Pa 9-8-17*
 Operator Fee - \$25.00 *[eff. July of even-numbered years]*

Office Use Only
 License # *3030*
 Provisional # *2017063680*
Fee is Non-Refundable

Filling out your application

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- Meetings of the Ordinance Committee are open to the public.

Last Name HANSON	First Name DAVID	M.I. T	E-Mail Address dhanson.ght@outlook.com
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Residence: Street Address 925 6TH ST.	City REEDSBURG	State WI	Zip 53959
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Phone 608-393-5483	Date of Birth .. ' ' ..	Birth Place (City, State) MADISON, WI	Race W	Sex M	Height 6'2"	Weight 225 lb	Hair BLACK	Eyes HAZEL
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Driver's License Number (State & Number)	Place of Employment The Vault GHT ENTERPRISES, LLC	Contact Person & phone number
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Other names, aliases or birth dates ever used
NONE

Cities and States lived in since age 18, including where you now reside:	From:	To:
LACROSSE, WI	1992	1997
REEDSBURG, WI	1997	PRESENT

Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident
 U.S. Citizen
 Alien
 Temporary Resident (employment number)

Arrest and Conviction Record

Since your 17 th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Continue on Reverse Side

List Any Pending Criminal Charges, Citations or Tickets

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?

List All Criminal Convictions, Municipal/Ordinance Violations, Citations and Tickets (Excluding Parking Tickets)

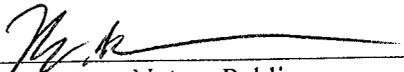
Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
1995	REEDSBURG, WI	OWI	YES	NO
2007	REEDSBURG, WI	OWI	YES	NO

Application must be notarized.

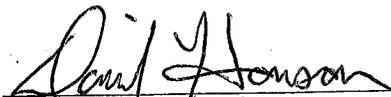
The undersigned affirms that he/she made complete and true answers to each question and understands that his/her past record will become part of this application and that the applicant applying for an Operator License is a Wisconsin resident.

Subscribed and sworn before me

This 12 day of April, 2017


Notary Public

BLAKE J. DUREN
Notary Public
State of Wisconsin


Applicants Signature

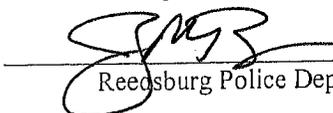
My Commission expires is permanent

Approved by the Common Council on _____

Initials _____

To be filled out by the Reedsburg Police Department

- Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau or with the Reedsburg Police Department
- Files indicate that subject has the attached Criminal Arrest Record


Reedsburg Police Department Authorized Signature

9-11-17
Date

WISCONSIN

SELLER / SERVER CERTIFICATION

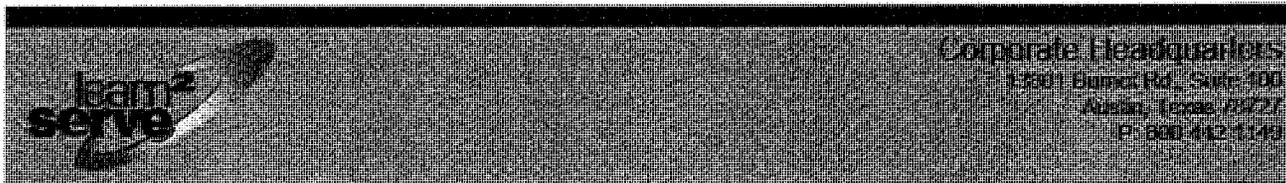
Trainee Name: David Hanson
Date of Completion: 08/10/2017

School Name: 360training.com, Inc.
Certification # WI-65125



I, David Hanson
certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66



Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New
 Renewal
 Provisional - \$15.00
 Operator Fee - \$50.00
 Operator Fee - \$25.00
[eff. July of even-numbered years]

Office Use Only
License # 2017003210
Provisional #
Fee Is Non-Refundable

- Filling out your application**
- An Operator License is a privilege, not a right. **Any false answers or omissions may result in the denial of your application.**
 - This application must be filled out accurately and completely.
 - If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the information.
 - If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.
 - Your application will not be processed until you deal with outstanding warrants.
 - You can obtain information regarding your arrest and conviction record from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at www.wcca.wicourts.gov/index.xsl (CCAP may not provide a comprehensive list of ALL arrests and convictions).
- Review of your application**
- The Reedsburg Police Department will perform a background check to verify that the information you have provided is complete and accurate.
 - If there are concerns about your arrest and/or conviction record as it relates to your application, or if it appears that you falsified or omitted information from your application, you may be called to appear before the Ordinance Committee.
 - If you are asked to appear but choose not to do so, your application may be denied.
 - *Meetings of the Ordinance Committee are open to the public.*

Last Name <i>Sylvester-Myers</i>		First Name <i>Cassandra</i>		M.I. <i>L</i>	E-Mail Address <i>Cassandra.Myers069@gmail.com</i>				
Residence: Street Address <i>101 Bridge St. Box 151</i>			City <i>Wauwoc</i>		State <i>WI</i>		Zip <i>53968</i>		
Phone <i>608-495-1308</i>	Date of Birth <i>1, -</i>	Birth Place (City, State) <i>Riverside CA</i>		Race <i>W/H</i>	Sex <i>F</i>	Height <i>6'</i>	Weight <i>280</i>	Hair <i>Brown</i>	Eyes <i>Blue</i>
Driver's License Number (State & Number) <i>-</i>		Place of Employment <i>The Media Warehouse</i>			Contact Person & phone number <i>Jake Kummer 608-524-5200</i>				

Other names, aliases or birth dates ever used

Cities and States lived in since age 18, including where you now reside:	From:	To:
<i>Wauwoc</i>		
Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident <input checked="" type="checkbox"/> U.S. Citizen <input type="checkbox"/> Alien <input type="checkbox"/> Temporary Resident (employment number)		

Arrest and Conviction Record		
Since your 17 th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Continue on Reverse Side

List Any Pending Criminal Charges, Citations or Tickets

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
	N/A			

List All Criminal Convictions, Municipal/Ordinance Violations, Citations and Tickets (Excluding Parking Tickets)

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
	N/A			
00		Drug Poss.		
10		Speed		

Application must be notarized.
 The undersigned affirms that he/she made complete and true answers to each question and understands that his/her past record will become part of this application and that the applicant applying for an Operator License is a Wisconsin resident.

Subscribed and sworn before me
 This 8th day of Sept, 2017

K. Carleen M. Wohling
 Notary Public

Cassandra E. [Signature]
 Applicants Signature

My Commission expires 1-14-18

Approved by the Common Council on _____ Initials _____

To be filled out by the Reedsburg Police Department

- Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau or with the Reedsburg Police Department
- Files indicate that subject has the attached Criminal Arrest Record

[Signature]
 Reedsburg Police Department Authorized Signature

9-11-17
 Date

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: 9/15/17
County of SAUK

Town Village City of REEDSBURG

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 Oct. 13, 2017 6am and ending Oct. 13, 2017 9pm 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 Revitalization Organization

(b) Address clo: Cathy Yanke 115 E. Main St. Reedsburg, WI 53959
 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 Kari Walker

Vice President _____

Secretary _____

Treasurer Cathy Yanke

(g) Name and address of manager or person in charge of affair: Lindsay Kaney, LK Design Studio
170 E. Main St. 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 See attached list

(b) Lot _____ Block _____

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

(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: _____

3. Name of Event

(a) List name of the event "Reedsburg Uncorked" wine walk

(b) Dates of event 10/13/17 6-9pm

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 Kari Walker, Chair
(Signature/date)

Reedsburg Revitalization Organization
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. 2017 003099
FD 9-15-17 ✓

[Handwritten mark]

2017 Reedsburg Uncorked Participants

	Business Name	Contact	Address	Bartender
1	2nd Street Market	Craig Stovey	115 2nd St	BILL WEIS, BRAD HUBER, JEN TERRY
2	BC Art Gallery	Robert Cohoon	310 Railroad St	Robert Cohoon
3	Blue Cherry Art Gallery	Sarah Hill	403 E. Main Street	Sarah Hill
4	Country Charm	Dorothy Gant	147 E. Main St	Dawn Ryczek
5	Dinner Thieves	Melissa & Robin	148 E Main	Robin Meister
6	Fantasy Floral	Terri Connors	272 E. Main St	Larry Crawford
7	LK Design and Photography	Lindsey Kaney	170 E. Main Street	Erin Selje
8	Lorraine's Mini Mall	Peggy Albert	297 Main St	Carl Walz
9	Media Warehouse	Jake Kummer	36 East Main St	Cassandra Myers
10	Touchdown Tavern	Kari Walker	125 East Main St	Kari Walker

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: _____

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 10/8/17 and ending 10/8/17 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 YOUTH HOCKEY ASSOCIATION

(b) Address P.O. BOX 304 REEDSBURG, WI 53959
(Street) Town Village City

(c) Date organized 1980

(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 BILLY OAKES
 Vice President ERIC KNULL
 Secretary VALERIE McPHERSON
 Treasurer MARK OTHMER

(g) Name and address of manager or person in charge of affair: JAMIE BRANDT 521 BARBRAVE, REEDSBURG
608-963-6462

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 1411 VIKING DR

(b) Lot 2046 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: RACA BUILDING

3. Name of Event

(a) List name of the event 2ND ANNUAL TAILGATE + RAFFLE

(b) Dates of event SUNDAY OCTOBER 8, 2017

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 William J Oakes
(Signature/date)

REEDSBURG YOUTH HOCKEY ASSOCIATION
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filled with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. 2017003426 9-14-17

AMS

Citizen Participation Packet/Application

Dear Mayor and Members of the City Council,

Date: 9-19-17

I am a City of Reedsburg resident and interested in serving on the following boards, commissions or committees.

Please place a "X" in the box for the committees for which you are interested:

Committees	X
Airport Commission – manages the Reedsburg Airport	<input type="checkbox"/>
Block Grant Committee – provides housing and small business loans	<input type="checkbox"/>
Board of Review – considers appeals of property assessments	<input type="checkbox"/>
Board of Zoning Appeals – considers hardship variances to the Zoning and Building Codes	<input type="checkbox"/>
City Plan Commission – plans and manages the growth and development of the City and extraterritorial areas	<input type="checkbox"/>
Community Development Authority – economic development body of the City, works on redevelopment of properties for economic development	<input type="checkbox"/>
Ethics Committee – advise employees and elected officials about application of the ethics code	<input type="checkbox"/>
Finance Committee – review bills, set financial policies	<input type="checkbox"/>
Historic Preservation Committee – advise the Mayor and City Council regarding historic properties	<input type="checkbox"/>
Industrial Development Commission – direct development of Reedsburg's Industrial areas	<input type="checkbox"/>
Library Board – manage the library	<input type="checkbox"/>
Ordinance Committee – advise the Mayor and City Council about new laws and review applications for various licenses	<input type="checkbox"/>
Parks and Recreation Committee – advise on the operation of park, recreation and forestry programs	<input type="checkbox"/>
Personnel Committee – set personnel policies, participate in labor negotiations	<input type="checkbox"/>
Police and Fire Commission – civil service body for the Police and Fire Departments	<input type="checkbox"/>
Public Safety Committee – advises the Mayor and Common Council on matters regarding the Police, Fire, Ambulance and Emergency Management Departments	<input type="checkbox"/>
Public Works – advise the Mayor and City Council about streets, sidewalks, wastewater treatment plant and other facilities	<input type="checkbox"/>
Room Tax Commission – manage the room tax funds for tourism promotion and development	<input type="checkbox"/>
Utility Commission – manages the water, electrical & telecommunications utility	<input checked="" type="checkbox"/>

Name: Amy Reine Telephone: 608-963-3136

Address: 415 1/2 N Pine St, Reedsburg, WI 53959 Email: amyreine@cfbank.com
WI 53959

Qualifications/Special Interest: _____

Return this application to: Mayor's Office
 City of Reedsburg
 134 S. Locust St., PO BOX 490
 Reedsburg, WI 53959-0490

For more information call City Hall 608-524-6404 or email us at cityhall@ci.reedsburg.wi.us

jje/citizen app



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

MEMORANDUM

DATE: September 14, 2017
TO: Steve Compton *[Signature]*
FROM: Julie Strutz
RE: Appointment of Election Inspectors

Please add the following to the September 25th common council agenda:

Appointment of Election Workers:

Carol Krueger
Joyce Johnson
Ron Birdd
Marcia Christensen
Phillip Bailey

Thank you.



CITY OF
REEDSBURG
POLICE DEPARTMENT

200 SOUTH PARK STREET • REEDSBURG, WI 53959
PH: (608) 524-2376 • FAX: (608) 524-2925
www.reedsburgwi.gov

TIMOTHY M. BECKER
CHIEF OF POLICE



August 03, 2017

City Administrator Stephen Compton
134 S. Locust St
Reedsburg, WI 53959

RE: Education Assistance Program Request

City Administrator Compton:

I'm writing to you to request use of the City of Reedsburg Education Assistance Program as I have recently received acceptance into the graduate program at St. Cloud State University to attain a master's degree in Public Safety Executive Leadership beginning January 2018.

Acceptance into the Public Safety Executive Leadership graduate program would facilitate my ability to continue my growth and development within my career as well as an individual and employee of the city. As an employee whom encompasses the principals and practices this city and department have to offer, I strive to improve my job skills and responsibilities within the Reedsburg Police Department. The valuable knowledge I would gain through the graduate program will offer me a better understanding of operations within our community and my capability to improve public safety.

I have included for your reference a detailed outline of the courses I plan on enrolling in during my graduate studies. These courses will each aid in preparation for any future opportunities which may arise and are within the scope of attainable goals of my career. My acceptance into the Masters program will have no interference with my current responsibilities or work schedule as detective with the Reedsburg Police Department. I plan to enroll in two to three courses per year which allows for a manageable course schedule and continued commitment to my daily work.

Core Classes:

- PSEL 610. Advanced Leadership Skills
- PSEL 620. Budgeting in Public Safety



CITY OF
REEDSBURG
POLICE DEPARTMENT

200 SOUTH PARK STREET • REEDSBURG, WI 53959
PH: (608) 524-2376 • FAX: (608) 524-2925
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TIMOTHY M. BECKER
CHIEF OF POLICE



- PSEL 640. Planning and Change – A Vision to the Future of Public Safety
- PSEL 660. Human Resource Management for Public Safety
- PSEL 680. Understanding and Utilizing Public Safety Research
- PSEL 690. Leadership Seminar

Elective Classes:

- CJS 511. Organization and Administration in Criminal Justice
- COMM 520. Mass Media and Society
- MGMT 552. Employee Compensation
- POL 583. Managing Local Governments

(Elective courses are subject to change due to availability)

Thank you for your time and consideration of my request to utilize the city's education assistance program to assist in obtaining my master's degree in Public Safety Executive Leadership. I believe the program would not only provide the opportunity to progress my career within the Reedsburg Police Department but also promote my growth as a well-rounded, educated, and effective employee of the city. Please feel free to contact me with any questions you may have regarding my request.

Sincerely,

A handwritten signature in black ink, appearing to read "Jesse Spears", with a long horizontal flourish extending to the right.

Detective Jesse Spears
Reedsburg Police Dept.

STAFF REPORT

AGENDA ITEM: III-B

To: Ordinance Committee, Mayor and City Council
By: Stephen P. Compton, City Administrator *SPC*
Date of Meeting: September 25, 2017 (Continued from 8/28/2017, 7/24/17 and 6/26/17)

Subject: **City of Reedsburg – Municipal Ordinance
Chapter 2.10 - Rules of Procedures – Ordinance 1851-17**

BACKGROUND AND REQUEST

This subject item before the Ordinance Committee concerns these topics of discussion: 1.) How items and public hearings are placed on to the City Council agenda. 2). How an item is reconsidered for placing on an agenda.

ANALYSIS

The current rules and procedures allows for two council members to request the Mayor to place an item on the full council agenda. A concern arose about the method used by Council for the Introduction, 1st reading and setting a public hearing was handled.

FINANCIAL IMPACT

NA

STAFF RECOMMENDATION

The City Attorney and City Administrator have reviewed the "Rules and Procedures under Chapter 2 and have made some recommended adjustments and presented them in the attached Chapter 2 rewrite of the Municipal Code.

Staff recommends the Ordinance Committee consider the wording and recommend Ordinance 1851-17 to the City Council.

ATTACHMENTS:

Municipal Code - Chapter 2
Ordinance, Adoption, Amendment & Enforcement District Meeting Winter/Spring 2009 Publication

Action:
1st Reading at Council: September 25, 2017
Public Hearing Noticed: October 2, 2017 & October 9, 2017
2nd Reading at Council/Public Hearing: October 23, 2017
Published, Enactment Date: October 30, 2017



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

CHAPTER 2

THE GOVERNING BODY

- 2.01 Common Council Committees
- 2.02 Finance Committee
- 2.03 Parks and Recreation Committee
- 2.04 Public Works Committee
- 2.05 Ordinance Committee
- 2.06 Personnel Committee
- 2.07 Reedsburg Arts Committee
- 2.08 Vacant
- 2.09 Vacant
- 2.10 ~~2.07~~ Rules of Procedure**

2.10 Rules and Procedures

2.10 2.07 RULES OF PROCEDURE

- (1) Organization Meeting. Following a regular City election, the new Council shall meet on the third Tuesday of April. A President of the Council shall be chosen at this time from among the aldermen by majority vote.
- (2) Regular Meetings. The regular meetings of the Common Council shall be held at the Council Chambers at 7:00 p.m. on the second and fourth Mondays of each month except when such day is a legal holiday, when such meeting shall be held at the time determined by the Council. *(Rev. 09-24-12)*
- (3) Special Meetings *(Rev. 2-11-02)*
 - (a) Special meetings shall be held at such times as the Mayor or a majority of the Council direct.
 - (b) Notice of a special meeting may be given by any of the following methods at least twenty-four (24) hours before the meeting. *(Rev. 07-07-13)*
 - (i) By written notice delivered personally to a council member.
 - (ii) By a telephone call to a council member. If the member has a telephone answering device, a message may be left with a request that the member confirm receipt of the notice. Notice will be completed when the member confirms receipt.
 - (iii) By facsimile transmission to a council member. The facsimile transmission shall contain a request that the member confirm receipt of the notice. Notice will be completed when the member confirms receipt.
 - (iv) By electronic transmission, commonly known as e-mail, to a council member. The e-mail message shall include a request that the member confirm receipt of the notice. Notice will be completed when the member confirms receipt.
 - (c) The notice given, whatever the form, shall state the matters to be considered at the special meeting and, a copy of the meeting agenda shall be posted at least twenty-four (24) hours prior to the meeting. *(Rev. 07-07-13)*
 - (d) The persons who give notice of a special meeting as set forth above shall provide a sworn affidavit stating the form of the notice, the time of delivery and the time of confirmation, if any, which notice shall be retained by the City for at least two (2) years.
 - (e) The City of Reedsburg, pursuant to Wis. Stats. Sec. 61.01(01), hereby elects not to be governed by the meetings provisions of Wis. Stat. sec. 62.11(2). *(Rev. 07-07-13)*
- (4) Call To Order. The Mayor, or in his absence, the President of the Council, shall take the chair at the hour appointed, call the members of the Council to order, and may at the instance of any 2 members, order the attendance of absentees. In the absence of the Mayor and President of the Council, any member may call the Council to order, and thereupon the Council shall appoint a Chairman to preside at such meeting.
- (5) Quorum. Two-thirds of the membership of the Council shall constitute a quorum for the transaction of business, although a lesser number may adjourn. The Mayor shall not be counted in determining a quorum. *(Rev. 07-07-13)*
- (6) Order of Business. At all regular meetings the order of business shall be determined by the Mayor. *(Rev. 07-07-13)*
- (7) Conduct of Meetings. Meetings of the Council and committees shall be open to the public except as provided in Sec. 19.85, Wis. Stats. No member shall leave a meeting of the Council or a committee without leave of absence under penalty of \$5.00 for each offense. The Council may punish by fine members or other persons for disorderly behavior. *(Rev. 07-07-13)*
- (8) Duties of Presiding Officer.
 - (a) The presiding officer shall decide all questions of order subject to appeal to the Council.

2.10 Rules and Procedures

(b) The Presiding Officer shall preserve order. If any member violates any of these rules, the presiding officer shall, or any member may, call him to order, in which case he will immediately sit down and be silent unless permitted to explain. A member called to order may appeal to the Council.

******* Changes Suggested ****Renumbered! and adjusted for flow of rules in decisions**

New 9 (18) Agenda. An agenda shall be prepared for all meetings of the City Council by the City Administrator. The City Administrator shall advise the Mayor, of the items included on the agenda. An item may be placed on the agenda by the City Administrator, Mayor, or any other Council member. An item recommended for placement on an agenda may be removed from the agenda by the Mayor. If the Mayor removes an item from the agenda, the item shall be restored to the agenda upon the request of two or more Council members.

New 10 (9) Motions.

- (a) To Be Reduced to Writing. Every motion or proposition except privileged motions shall be reduced to writing by the Clerk.
- (b) When Before Council. When a motion is made and seconded, it shall be before the Council and shall be stated by the presiding officer or, if in writing, shall be delivered to the Clerk and read by him previous to debate.
- ~~(c) Withdrawal. After a motion is stated by the presiding officer or read by the Clerk, it shall not be withdrawn except by consent of the Council.~~
- (c) ~~(d)~~ When a Question is Before Council: When a question is before the Council, no motion shall be received except to adjourn, to lay on the table the previous question, to refer to committee, or to amend, or to **withdraw**, which motions shall have precedence in the order in which made.

New 11 (10) Questions.

- (a) Form of. All questions shall be put in this form: "As many as are of the opinion (as the case may be) say Aye; contrary, No."
- (b) Speaking On. When a member is about to speak to a question or make a motion, ~~he~~ the member shall rise and will respectfully address the presiding officer and Council, and the presiding officer shall pronounce the name of the member as entitled to the floor; and the member shall confine his remarks to the question under consideration.
- (c) Limitation on Speaking. No member shall speak more than twice on any question, no more than 10 minutes at any one time without leave of a majority of the members present, expressed by a rising vote, and the same rule shall be observed in Committee of the Whole.
- (d) Putting Previous Question. When previous question shall be put in these words: "Shall the main question be now put?" It shall be admitted on demand of 2 members and, until decided, shall preclude all further amendment or debate of the main question but shall not preclude pending amendments from being put before the main question.
- (e) Division of Question. The presiding officer may direct or any member may call for a division of the question when the same will admit thereof.

New 12 (11) Vote.

- (a) By Mayor. The Mayor shall not be counted in determining whether a majority or other proportion of the Council has voted for a proposition and he shall not vote except in the case of a tie.
- (b) Confirmation of Appointments. A majority of all the members shall be necessary for confirmation. In case of a tie, the Mayor shall have a casting vote as in other cases.
- (c) Ayes and Noes. A vote by ayes and noes shall be required on any measure assessing or levying taxes, appropriating or disbursing money, or creating any liability against the City or any fund thereof. In addition, any member may require a vote by the ayes and noes. All such votes shall be recorded in the journal.

2.10 Rules and Procedures

- (d) Members Required to Vote. Every member present when a question is put shall vote unless the Council shall excuse him.
- (e) Reconsideration. Any member who voted in the majority may have reconsideration of the vote at the same or the next succeeding regular meeting of the Council. A motion to reconsider having been put and lost shall not again be in order.
- (f) Explanation of Vote. No member may explain his vote during the calling of ayes and noes. However, he may explain the reason for his dissent from the vote of the majority and have such reasons entered on the journal.

New 13 (12) Ordinances.

- (a) Upon introduction of an ordinance, a public hearing shall be held at a time and date to be set by the Council. If no date is set, **and after publication**, the hearing shall be held at the first available Council meeting after the meeting in which the ordinance is introduced. ~~A notice of the public hearing shall be published once in the official newspaper. The ordinance shall receive its second reading at the public hearing.~~ **A notice of public hearing shall be published as a class 1 notice under ch. 985, Wis. Stats. unless another class of notice is required by ordinance or state statute.** At such time as it is adopted, it shall be published pursuant to state statute. *(Rev. 07-07-13)*
- (b) Any ordinance upon introduction may be referred to committee by the presiding officer or upon motion of the council.

New 14 (13) Petitions, Etc. All petitions, memorials, resolutions, and other communications shall be in writing, with a brief statement of their contents endorsed upon them together with the name of the member presenting the same. All petitions shall be presented by the presiding officer and the contents briefly explained. Petitions shall thereupon be referred to a committee.

New 15 (14) Claims. No claims shall be allowed unless itemized. Claims shall be examined and certified to be correct by a committee of the Council and reported to and audited by the Council.

New 16 (15) Suspension of Rules. Any rule hereunder may be suspended by a 2/3 vote of the members present.

New 17(16) Alteration of Rules. Any of the rules hereunder may be altered or amended by a 2/3 vote of all the members of the Council.

New 18 (17) Robert's Rules of Order. When not otherwise covered by these rules of procedure, Robert's Rules of Order revised shall govern.

~~(18) Agenda. An agenda shall be prepared for all meetings of the City Council by the City Administrator. The City Administrator shall advise the Mayor, of the items included on the agenda. An item may be placed on the agenda by the City Administrator, Mayor, or any other Council member. An item recommended for placement on an agenda may be removed from the agenda by the Mayor. If the Mayor removes an item from the agenda, the item shall be restored to the agenda upon the request of two or more Council members.~~

This ordinance becomes part of City of Reedsburg Code Chapter 2.

Dated this Day of , 2017.

David G. Estes, Mayor

Jacob Crosetto Clerk/Treasurer

**ORDINANCE ADOPTION, AMENDMENT & ENFORCEMENT
DISTRICT MEETINGS WINTER/SPRING 2009**

TALKING POINTS FOR PRESENTERS

How do we know if we should adopt an ordinance or resolution, or just pass a motion?

Let's start with some definitions:

Motion: A motion is a suggestion for legislative action made orally at a meeting. Motions are typically used by town boards to take actions on matters that are not ongoing in nature. They are also a way of expediting the proceedings and should be recorded word for word in the minutes. Example: Supervisor Smith moves to hire Bill Jones to be the back up snow plow driver.

Resolution: A resolution is a formal determination or expression of opinion of a deliberative body. Resolutions rarely if ever contain penalties and are commonly employed by governmental bodies to deal with special matters not affecting the general public. They often are used to establish internal policy positions and should be prepared in writing prior to adoption. Example "Be it hereby resolved, by the Town Board of the Town of _____ that the attached document shall serve as the public records access policy for the Town of _____."

Ordinance: An ordinance is an authoritative rule or law of a deliberative body of government. They are generally used for regulating or prohibiting certain types of conduct or action on the part of citizens. Ordinances that have prohibitions or regulations general have penalty provisions for failure to comply that are enforced using the citation procedure under s. 66.0113, Wis. Stat. Example: "Be it hereby ordained by the Town Board of the Town of _____ that pursuant s. 82.03(7), Wis. Stat., the town road currently known as Shady Lane shall now be known as Sunshine Street."

Often times in answering the question of whether to adopt an ordinance or resolution, the best thing to do is look at whether any state statute on the matter specifies to adopt one or the other. If neither type of action is specified or there is no applicable statute, make the selection based on the definitions above.

Okay, so we have established we would like to adopt an ordinance. Is there some sort of checklist we can follow in putting it together?

First, the town board must ask itself what legal authority it has to adopt the ordinance.

1. Statutory Authority: Does a specific statute give the municipality the authority to adopt this ordinance?

2. Village Powers: Does the town have the ability to regulate for the health, safety, welfare, and convenience of the public because the town has been granted village powers by the town electors?

Typical challenges to ordinances:

1. Exceeds legal authority of the town

- a. No statutory authority or village powers authority
- b. Must be enacted in good faith and in the public interest
- c. Town is pre-empted from adopting the ordinance due to state or federal law
i.e. firearm and pesticide regulations are pre-empted in part by s. 66.0409 and s. 94.701, Wis. Stats.

2. Violates a constitutional protection:

- a. Deprives a person of property without substantive or procedural due process (ordinances cannot be arbitrary, vague, overbroad, etc. and the ordinance must provide for notice and a hearing whenever the town intends to deprive someone of their individual liberty or property).
- b. Denies someone equal protection under the law
- c. Takes property without just compensation
- d. Infringes on civil liberties by inappropriately limiting free speech, the exercise of religion, the right to assemble, etc.
- e. Cannot unduly burden interstate and foreign commerce

3. Prescribed legal procedures were not used in adoption of the ordinance

Is there a standard format that ordinances should follow?

Number and Title: There is no state statute that establishes how ordinances are to be numbered. That means that each municipality is free to come up with its own numbering system. A common system is to use the year and number of ordinance adopted that year. So, for example, the first ordinance adopted in 2009 would be "Ordinance No. 1-2009." Some municipalities with plans to adopt several ordinances elect to divide their ordinances into chapters with subparts for better organization and ease of use. Titles should give an idea of the general purpose of the ordinance.

Purpose/Preamble Clause: This section of the ordinance is not legally required, but may be useful in interpreting the intent of the ordinance.

Authority: List specific statutory authority or other legal authority for the ordinance.

Ordaining Clause: "The town board of the Town of ____ does ordain as follows:"

Body: This is the main text of the ordinance and may include definitions if there are terms in the ordinance that should be defined. This is the section where prohibitions and regulations would be laid out. Also, any permitting procedures, fees, or other administrative information would be included in this section.

Enforcement Procedures: Indicate who has authority to enforce the ordinance, what citation procedure will be used, whether injunctive relief may be sought, etc.

Penalty, if Any and Costs: If the ordinance will contain a penalty provision, the potential forfeiture should be listed here. (Municipalities cannot impose jail time. However, a court may impose imprisonment if a violator fails to pay the monetary forfeiture and costs imposed by a judgment of conviction of a municipal ordinance). Also indicate whether interest will be charged on outstanding fees, etc. and whether a special charge will be placed on the tax bill for services rendered to the property

Effective Date: This is the date after posting or publication, unless a later date is specified in the ordinance.

Signing: The ordinance should be signed by the chair and countersigned by the clerk. The signature of the other town board supervisors is optional, but allowable as a sign of support. A chair that opposed the adoption of an ordinance should still sign it once adopted, as required under s. 60.24(1)(c), Wis. Stat.

Publication/Posting information: Clerk should indicate when and where the ordinance was posted or published as required under s. 60.80, Wis. Stat.

What are the procedural requirements for adopting an ordinance?

The state statutes do not spell out a general procedure for ordinance adoption. Some municipalities choose to adopt local procedural requirements for ordinance adoption. If there are no local procedures in place and the state statute at issue, if any, does not place any special procedural requirements on the municipality, the process for adoption is very simple: 1) The ordinance is prepared in writing; 2) The ordinance is made a specific item of discussion and possible action on the agenda of a properly noticed town board meeting; 3) The ordinance is adopted by a majority vote of the board (Note: a statute or local rule may require an extraordinary vote (such as 2/3 or 3/4 of the body) in some circumstances such as passage of a zoning amendment if a protest petition is filed under s. 63.23(7)(d)2m, Wis. Stat.); 4) The ordinance is posted or published as required under s. 60.80 Wis. Stat. Finally, an affidavit of posting is completed and filed in the clerk's office under s. 60.80(4), Wis. Stat.

What sorts of things may make the process more complicated?

1. Does a statute or local rule require the ordinance or ordinance amendment to be referred to the plan commission or some other body prior to board action? For example,

s.62.23(5), Wis. Stat., requires certain matters to be referred to the plan commission for recommendation prior to board action.

2. Is a public hearing required? In general, no public hearing is required prior to adoption of an ordinance. A public hearing is only required if the state statute that gives the authority for the ordinance requires one or a local rule requires one. Similarly, the type of notice required in advance of the hearing is typically stated in the statute or local rule that requires the public hearing. See **ATTACHMENT A** for more information on public hearings and a partial listing of which statutes require such hearings.

3. Does the ordinance contain a forfeiture provision? If the town board wishes to impose a cash penalty for violation of the ordinance, special notice requirements come in to play. The town may either publish a summary of the adopted ordinance pursuant to s. 60.80(5), Wis. Stat. or use the "code of ordinances" procedure under s. 66.0103, Wis. Stat. A sample summary is included with these materials. See **ATTACHMENT B**. An explanation of the code of ordinances procedure is included as **ATTACHMENT C**.

How do we go about amending or repealing an ordinance?

The process that was used to adopt the original ordinance is also the same procedure that must be used to amend it or repeal it. So, if a public hearing and/or referral to the plan commission was required to adopt the ordinance, the same steps must be used to amend or repeal it. If no special steps were required to adopt the original ordinance, it may simply be made an agenda item at a properly noticed board meeting. Then, provide notice of the amendment or repeal under s. 60.80, Wis. Stat. A common method of amending an ordinance is to adopt an ordinance repealing and recreating section(s) of the original. See **ATTACHMENT D** for an example. The town ordinance book or code book should contain the most up to date version of every ordinance currently in effect. The original and any subsequent amendments may be stored in a separate file.

Now that we have our ordinance in place, how do we enforce it?

The town needs to adopt a citation ordinance pursuant to s.66.0113, Wis. Stat. A sample is available in the Town Law Forms book. The ordinance would outline who has authority to enforce which ordinances on behalf of the town. The sheriff's department has authority to enforce local ordinances, but is not required to do so. So, the town may have to contract with the sheriff's department for this additional service or consider hiring an enforcement officer. Often, the town board discusses and votes on whether to get the citation procedure rolling after first sending a warning letter, etc. When the citation is issued, the person can either just pay the amount listed on the citation or he or she may appear in court to contest it. The town will need to hire an attorney to defend its position if the matter goes to trial. The town must be willing to invest the time and money in enforcement or the ordinances become meaningless.

EXHIBIT A

Public Hearings

When are public hearings required?

A public hearing need not be held prior to most municipal actions. For example, there is no general statutory requirement that a municipality hold a public hearing before a proposed ordinance is adopted. However, a public hearing is required if a state or federal law, agency regulation, or local ordinance mandates that a hearing be held. In Wisconsin, there are a number of state statutes requiring municipalities to conduct a public hearing before taking certain actions. For example, public hearings are required before adopting or amending a zoning ordinance, amending an official map, acting on a petition for a conditional use permit or variance and adopting an annual budget. A list of the most commonly used state statutes requiring a public hearing appears on the next page of this attachment.

In the absence of a state or federal statute or agency rule mandating that a hearing be held, local governments may adopt their own rules requiring that a public hearing be held before taking certain actions. For example, a municipality might set a rule that a public hearing must be held before any ordinance is adopted. The governing body could also simply decide on a case-by-case basis to postpone a decision until after a public hearing is held.

How is notice of a public hearing provided?

In general, a notice of a public hearing must give the date, time, location, and subject matter of the hearing. Typically, statutes requiring a municipality to have a public hearing on a particular matter specify the content and frequency of the notice that must be provided to the public. For example, the public hearing that must be held before a subdivision ordinance is adopted under s. 236.45(4), Wis. Stats., must be preceded by a "Class 2 notice under ch. 985." Chapter 985 governs the publication of all legal notices, including notices of public hearings. A "Class 2" notice means that two insertions in the newspaper are required. When more than one insertion is required, the notices must be published once each week for consecutive weeks, with the last notice published at least one week before the act or event, unless otherwise specified by law. Keep in mind that some statutes requiring a municipality to hold a public hearing may require a combination of newspaper publication *and notice to interested persons*.

If a statute does not specify the type or class of notice that must be provided to the public, a "Class 3" notice (three insertions) is probably required unless the notice requirement predates January 2, 1966. See s.985.07(3)(b), Stats. If the requirement predates the 1966 date, a "Class 1" notice is all that is required.

NOTE: Towns and villages without an official newspaper and in which no qualifying newspaper is published, have the option of posting rather than publishing. See s. 985.05(1), Wis. Stat. However, posting in lieu of publication is not generally recommended since the goal is to provide the best notice possible to the public.

PARTIAL LIST OF STATUTES REQUIRING PUBLIC HEARINGS

- s. 30.77 _____ Local regulation of boating
- s. 60.71 _____ Creation/Dissolution of sanitary district
- s. 60.85(3)(e) _____ Creation of town Tax Incremental District
- s. 62.23(6) _____ Amendment of official map
- s. 62.23(7) _____ Enactment and amendment of zoning ordinance
- s.62.23(7)(e)6 _____ Request to zoning bd. of appeals for CUP/variance
- s.62.23(7a) _____ Enactment of extraterritorial zoning ordinance
- s. 65.90 _____ Adoption of budget
- s.66.0305(3) _____ Adoption of municipal revenue sharing agreement
- s.66.0307(4)(b) _____ Adoption of joint cooperative boundary agreement
- s.66.0435(2)(d) _____ Revocation of mobile home park license
- s.66.0617(3) _____ Adoption of an impact fee ordinance
- s.66.0701(2) _____ Levying special assessments (alternative procedure)
- s.66.0703(7)(a) _____ Levying special assessments
- s.66.1001(4)(d) _____ Adoption of a comprehensive plan
- s.66.1003(4)(b) _____ Discontinuance of streets and alleys
- s.82.10 _____ Laying/discontinuing/altering highways
- s.82.27 _____ Petition for access to landlocked property
- s.125.12 _____ Revocation/suspension/non-renewal alcohol license
- s.236.45(4) _____ Enactment/amendment of subdivision ordinances

EXHIBIT B

NEW SAMPLE ORDINANCE SUMMARY: **FULFILLS NEWSPAPER NOTICE REQUIREMENT** **for Ordinances with Forfeiture Provision**

What needs to be published after adoption of an ordinance?

On March 26, 2008, 2007 Wisconsin Act 72 went into effect. The new law, found in s. 60.80(5), Wis. Stat., gives towns, cities, villages and counties the option of choosing to publish a summary of a newly enacted ordinance rather than the entire ordinance. The notice must contain all of the following:

1. The number and title of the ordinance.
2. The date of enactment.
3. A summary of the subject matter and main points of the ordinance. Act 72 describes a summary as "a brief, precise, and plain language description that can be easily understood."
4. Information as to where the full text of the ordinance may be obtained, including the phone number of the municipal clerk, a street address where the full text of the ordinance may be viewed, and a website, if any, at which the ordinance may be accessed.

The notice of the summary must be published as a Class 1 notice under s.985, Wis. Stat. which means that it needs to be published in the newspaper at least one time within 30 days of adoption. A sample summary notice is provided below:

Please take notice that the Town of Touristhaven enacted Ordinance No. 1-2009, Establishing All-Terrain-Vehicle Routes, on January 13, 2009. The ordinance establishes the location of ATV routes within the town and regulates their use. The full text of Ordinance 1-2009 may be obtained at the town clerk's office at N67 W32452 Vacationland Drive or through the town's website: www.touristtown.gov. For additional information contact Town Clerk Terry Smith at 715-555-1234.

EXHIBIT C

Adopting a Code of Ordinances

The town board is planning to adopt an ordinance that is several pages long. Is the town required to post or publish the whole document?

In general, all resolutions and ordinances adopted by the town board must either be published as a Class 1 notice or posted in 3 places in the town within 30 days after adoption. See Wis. Stat. ss. 60.80(1), 985.02 & 985.07. If the ordinance contains a forfeiture (cash penalty) provision, the ordinance **must be published** and posting in lieu of publication is no longer an option. See s. 60.80(2) and s. 985.05(2), Wis. Stats.

There are now two alternative publication methods that allow towns to avoid having to post or publish ordinances in their entirety. Towns may either provide the summary notice as described above in EXHIBIT B or Towns have the option of adopting a "code of ordinances" pursuant to Wis. Stat. s. 66.0103. This method allows towns to give an abbreviated notice and eliminates the need for full publication.

In order to adopt such a code, the board must first authorize the preparation of a code of general ordinances, or a partial code. The board has the discretion to determine which ordinances will be put into the code. After a tentative code book has been prepared (a 3-ring binder is sufficient), the board should then adopt the following resolution:

Resolution No. _____

WHEREAS a code of general ordinances [or a partial code of ordinances] entitled, "Town of _____ Code of Ordinances", has been prepared and authorized by the town board;

NOW, THEREFORE, BE IT RESOLVED, that this code be presented for adoption by the town board at the next regular board meeting on _____, 20__;
and

BE IT FURTHER RESOLVED, that the town clerk, in accordance with the requirements of Wis. Stat. s. 66.0103, shall file a copy of the proposed "Town of _____ Code of Ordinances" in his or her office for public inspection commencing _____, 20__, and cause a copy of the following notice to be published in the next issue of [name of newspaper], not less than two weeks before the board considers adoption of the code.

Adopted this __ day of _____, 20__ by the town board of the Town of _____, _____ County, Wisconsin.

The following notice should be published once in the newspaper not less than two weeks before the board will consider adopting the code.

NOTICE

PLEASE TAKE NOTICE that the town board of the Town of _____ will consider the adoption of a new code [or partial code] of ordinances entitled, "Town of _____ Code of Ordinances" at _____ p.m. on _____, 20__, at the town hall. This code pertains to the following topics: [list chapter(s) and title(s)] _____.

You are further notified that a copy of said proposed new code [or partial code] will be on file and open for public inspection in the office of the town clerk for a period of two weeks commencing _____, 20__, in accordance with Wis. Stat. s. 66.0103. (Include clerk's address and contact information)

When the board meets to consider adoption of the code, an ordinance similar to the following should be adopted:

Ordinance No. _____

The town board of the Town of _____, _____ County, Wisconsin, does hereby ordain as follows:

The code [or partial code] of ordinances in book form entitled, "Town of _____ Code of Ordinances", having been placed on file and open to public inspection in the office of the town clerk for a period of two weeks commencing, _____, 20__, pursuant to Wis. Stat. s. 66.0103, is hereby adopted as the general [partial] code of ordinances in and for the Town of _____, _____ County, Wisconsin.

This ordinance shall take effect upon passage and posting (or publication) as required by law.

In addition to posting the preceding ordinance, we recommend publishing the following notice in the newspaper within 30 days of adoption pursuant to s. 60.80(5), Wis. Stat.:

NOTICE

Please take notice that the Town of _____ enacted a Code of Ordinances, containing chapters [list No.'s and titles], on January 13, 2009. The ordinance(s) [summarize subject matter]. The full text of the code [or partial code] may be obtained at the town clerk's office at 123 Main Street or through the town's website: www.town.gov. For additional information contact Town Clerk Terry Smith at 715-555-1234.

It should be noted that creation of a code of ordinances **does not** relieve a municipality of the need to comply with any state law or local ordinance requirements. For example, adoption of a subdivision ordinance pursuant to Wis. Stat. s. 236.45(4) requires (1) the recommendation of the town plan commission; (2) a Class 2 notice and (3) a public hearing prior to adoption. All of these statutory requirements must be followed. Section 66.0103 of the Wisconsin Statutes merely provides an alternative to publication under Wis. Stat. s. 60.80. It does not eliminate the need to look to the state statutes or local ordinances involved and to follow any additional requirements contained therein.

Once adopted, the code must remain on file and open to the public in the clerk's office. When adding new ordinances or amending existing ordinances at a later date, indicate in your notice that you are adopting a partial code consisting of an amendment(s) to _____. Also, be sure to take the steps necessary to repeal any previously adopted ordinances that have now been put into the code, so that there will not be duplicative ordinances on file.

NOTE: This handout is intended as a general overview of the procedures involved in adopting a code of ordinances. A town should consult with its town attorney to ensure that all technical requirements of the law have been followed in drafting and adopting the code.

EXHIBIT D

Sample Ordinance Amendment

Town of _____
_____ County, Wisconsin

Ordinance No. _____

Amending Town of _____ Ordinance No. _____, entitled, _____ [for example, Zoning Ordinance]

The Town Board of the Town of _____ pursuant to its authority under Sections [for example, 60.10, 60.62(1), 61.35, and 62.23,] Wis. Stats. does hereby amend the Town of _____, _____ [Zoning Ordinance] and does ordain as follows:

1. Section [insert number and title] is hereby repealed and recreated as follows:

Section [insert number and title, for example, "Section 1, Public Hearings"]: Notice of any Public Hearing which the Board of Appeals or the Town Plan Commission or the Town Board is required to hold under the terms of this ordinance shall specify the date, time, and place of the hearing and the matter to be presented at the hearing. All hearings shall be publicized by a Class 2 notice. A copy of the notice shall be posted in the vicinity of the affected land where practical, and notice of the public hearing shall be mailed to the owners of land within 200 feet of any part of the land included in such proposed change or conditional use at least 10 days before such public hearing. The failure of such notice to reach any property owner shall not invalidate any resulting action.

Adopted this 13th day of January, 2009.

Town of _____ Town Board

By: _____
Chairperson

Supervisor

Supervisor

Attest: _____
Town Clerk

Posted/Published: _____ (Indicate date and location(s))

STAFF REPORT

AGENDA ITEM: III-C

To: Ordinance Committee, Mayor and City Council
By: Stephen P. Compton, City Administrator *SPC*
Date of Meeting: September 25, 2017

Subject: City of Reedsburg – Municipal Ordinance
Chapter 2.02 (2) – Finance Committee – Taxi service
Chapter 1.106 (2) – Airport Commission – Transit (Taxi Cab) Ordinance 1852-17

BACKGROUND AND REQUEST

This is the first time this item has come before the Ordinance Committee. This change is requested to set the responsibility for the Transit System (Taxi Cab) under the Airport Commission.

ANALYSIS

This past year the Airport Commission members were increased from 3 to 5 Commissioners.

The City Administrator has been working items associated with the 5311 Transportation Grant supporting the City contracted transit system. Recently the City Administrator has developed a “Transit Planning” grant application under Section 5304 funding. In 2019/20 the City Transit System will undergo competitive bidding for a new operator for the shared ride service as required by the Federal Transportation Rules.

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

The Ordinance Committee review, discuss and recommend changes to Chapter 2 and Chapter 1 of the City Municipal Code to place the oversight of the City Transit (Shared Ride Taxi Service) under the Airport Commission.

ATTACHMENTS:

Municipal Code - Chapter 2.02 Finance and 1.106 Airport Commission

1 st Reading at Council:	September 25, 2017
Public Hearing Noticed:	October 2, 2017 & October 9, 2017
2 nd Reading at Council/Public Hearing:	October 23, 2017
Published, Enactment Date:	October 30, 2017

CHAPTER 2.02

2.02 FINANCE COMMITTEE (1) The Finance Committee shall have six members. The members of the Finance Committee shall be the chairs of the Planning Commission, the Public Works Committee, the Personnel Committee and the Parks and Recreation Committee. In the event that one council member holds multiple chair positions, the mayor shall appoint such other members of the council as are necessary to provide for four council representatives on the Finance Committee. There shall also be two members of the public who shall serve staggered terms of three years. (2) The committee shall provide oversight of the financial affairs of the city and advise the mayor, council and city staff, accordingly. Among the functions to be performed by the committee are: (A) Review and recommend bills to be paid by the council. (B) Review and recommend the level and type of financing appropriate for long-term capital needs. (C) Review and recommend the annual operating budget and level of taxation. ~~(D) Provide oversight of the taxi service contract.~~ **(D)** ~~(E)~~ Provide and recommend health, workers' compensation, property and liability insurance policies as well as make recommendations regarding claims against the city

CHAPTER 1.106

1.106 AIRPORT COMMISSION (1) The Airport Commission is created pursuant to Wis. Stat. § 114.14. The Commission shall have five (5) members. Two (2) of the Commissioners shall be members of the Common Council who shall serve for the duration of their respective Common Council term. . Three (3) of the Commissioners shall be appointed by the Mayor to staggered terms. Their term shall be three years subject to a shorter period of appointment if necessary to establish the staggered terms. The Commission shall elect its Chair and a Secretary. (2) Authority. **(A)** The commission shall have the complete and exclusive control and management over the airport owned by the City of Reedsburg, subject to the provisions of the Wisconsin Statutes and the Minimum Standards adopted by the City as set forth in Chapter 22 of this code. (Rev. 02-26-07) **(B.) The commission shall have the complete and exclusive control and management over the Transit owned by the City of Reedsburg, subject to the provisions in Municipal Code Chapter 30 and of the Public Transportation Assistance Program established by Sections 85.20 and 85.23, Wisconsin Statutes.**

This ordinance becomes part of City of Reedsburg Code Chapter 2 and Chapter 1.

Dated this Day of , 2017.

David G. Estes, Mayor

Jacob Crosetto Clerk/Treasurer

STAFF REPORT

AGENDA ITEM: III-D

To: Mayor and Common Council

Prepared By: Stephen P. Compton, City Administrator *SC*

Date of Meeting: September 25, 2017

Subject: Warehouse – Disposition Development Agreement (DDA) – Resolution 4307 -17
Application for Board of Commissioners of Public Lands – Resolution 4308-17 and General Fund and TIF9 Interfund Agreement

BACKGROUND

On September 12, 2017, the Joint Planning Commission, Finance, RICDD and City Council approved the Sharratt Warehouse & Distribution, LLC and Sandhill, Inc. Memorandum of Understanding (MOU). The Warehouse project is the development of 14.9 acres of land in the Industrial Park in Tax Increment District (TID) 9.

The project is estimated to cost approximately \$19,650,000 in hard and soft costs. As part of the financial commitment in the Memorandum of Understanding is the creation of a Development Agreement with the same parties: Sharratt Warehouse & Distribution, LLC and Sandhill, Inc.

FISCAL IMPACT

The City Assessor has reviewed the site plan and project and has rendered a conservative \$12,500,000 value at time of completion and equalization. Ehlers, City Finance Advisor has reviewed both the technical work of Kurt Muchow, representative to RICDC and Joseph Hasler, City Attorney has reviewed the Warehouse Memorandum of Understanding (MOU) and resulting Development Agreement. City and Utility Staff has been involved in coordination discussions over the life of the project development.

A City application for funding will seek a 24 month deferred payment on the beginning of repayment to Board of Commissioner of Public Lands (“BCPL Loan”). This will allow two property tax cycles for the “Tax Increment” values to be received by the Tax District #9.

STAFF RECOMMENDATION

Before the City Council this evening is the recommended to approval of the Development Agreement: Resolution 4307-17 and approval of Resolution 4308-17 authorizing application to the Board of Commissioner of Public Lands (“BCPL Loan”) Loan for \$1,335,000 at an interest rate of 4% for 15 years. Annual Payments following a two year deferral are estimated to be \$128,400 (Adjustable) Interest Payments Year 1 \$75,492, Year 2 \$53,546

Staff recommends City Council make the following findings:

- A. Approve the Development Agreement with Sharratt Warehouse & Development LLC and Sandhill, Inc.- Resolution 4307-17.

- B. Approve Resolution 4308-17 to authorize the City Clerk--Treasurer to complete and file a Board of Commissioner of Public Lands application for \$1,335,000 confirming the commitment to the Warehouse Development. Authorize the Mayor and City Clerk – Treasurer to sign loan documents including the Interfund Loan Agreement between the General fund and TIF9. The agreement will return the Business Assistance Grant funds (\$930,000) provided to the developer prior to the closing of the FY 2017 Budget. Upon receipt of the loan proceeds they will be placed into the Tax Increment District #9 Fund. These funds will only be used for the Warehouse Project costs.

- C. Upon the sale and closing of the City property and transfers of ownership the funds for the Business Assistance Grant will be placed into an escrow account.

ATTACHMENT:

- A. – Sharratt Warehouse and Development and Sandhill Inc.
Agreement Resolution – 4307-17 (Pages 1 to 24, plus exhibits)

Attached as the last document to the staff report.

- B. – Application Board of Commissioner of Public Lands (“BCPL”) Resolution 4308-17
- C. – General Fund and TIF9 Interfund Loan Agreement (2 Pages)
- D. – Finance Quote Review for Project Financing (1 Page)

A. – Sharratt Warehouse and Development Agreement Resolution

RESOLUTION

FILE NO. 4307-17

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REEDSBURG
APPROVING THE DEVELOPMENT AGREEMENT WITH SHARRATT WAREHOUSE
& DEVELOPMENT LLC AND SANDHILL INC, APPROVING THE SALE OF PROPERTY
LOCATED ON ENTERPRISE IDENTIFIED AS PARCEL 276-2093-32020, REEDSBURG WI.**

WHEREAS, the City of Reedsburg – Industrial and Commercial Development Commission has been under negotiations with the Developer for a Warehouse Project in the Industrial Park, and

WHEREAS, the City Planning Commission and Joint Agencies of the City at a special meeting, duly noticed and advertised for September 12, 2017 were provided the professional briefing on the Warehouse Project, and

WHEREAS, the City Planning Commission and Joint Agencies of the City at the meeting recommended approval for the Warehouse Project to the Common Council at the special meeting.

WHEREAS, the City of Reedsburg approved and entered into a Memorandum of Understanding (“MOU”) dated September 12, 2017, with Sharratt Warehouse & Development, LLC. and Sandhill Inc. and

WHEREAS, the Memorandum of Understanding (“MOU”) with Sharratt Warehouse & Development, LLC. and Sandhill Inc. and directs the creation and development of a Development Agreement for review and approval.

NOW, THEREFORE, be it resolved by the Common Council of the City of Reedsburg upon recommendation of the Planning Commission and Joint Agencies of the City:

- Section 1: Approves Development Agreement with Sharratt Warehouse & Development, LLC. and Sandhill Inc.
- Section 2: Approve the sale of City Property at Parcel 276-2093-32020 to Sharratt Warehouse & Development, LLC. and Sandhill Inc. as directed in the Development Agreement.
- Section 3: Approve application to Board of Commissioners of Public Lands for \$1,355,000 and the Interfund Loan Agreement between the City General Fund and TIF Fund 69.
- Section 4: Authorize the City Attorney, Mayor and City Clerk-Treasurer to sign all transfer documents and placement of funds into escrow at the time of closing.

STATE OF WISCONSIN)
COUNTY OF SAUK)

I hereby certify y that the foregoing resolution is a true, correct and complete copy of a resolution duly and regularly passed by the Common Council of the City of Reedsburg on the 25th day of September, 2017 and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 25th day of September, 2017.

CITY OF REEDSBURG

David Estes, Mayor



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

A. – Sharratt Warehouse and Development LLC and Sandhill Inc. Agreement–Resolution 4307-17 (Section 1 and 2)

Attached as the Last Item to the Staff Report.

B- Board of Commissioner of Public Lands ("BCPL Loan") Application

RESOLUTION

FILE NO. 4308-17 (Section 3)

Rev. 04/2012

STATE OF WISCONSIN

BOARD OF COMMISSIONERS OF PUBLIC LANDS

101 EAST WILSON STREET, 2nd FLOOR

POST OFFICE BOX 8943

MADISON, WISCONSIN 53708-8943

APPLICATION FOR STATE TRUST FUND LOAN

CITY " 20 YEAR MAXIMUM

Chapter 24 Wisconsin Statutes

CITY OF REEDSBURG

Date sent: September 18, 2017

Received and filed in Madison, Wisconsin:

ID# 05604766

RAS

RETURN THIS ORIGINAL - DO NOT RETURN PHOTOCOPY

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned **Mayor** and clerk of the City of **Reedsburg**, in the County(ies) of Sauk, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **One Million Three Hundred Thirty Five Thousand And 00/100 Dollars (\$1,335,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **financing development incentive for food warehouse project.**

The loan is to be continued for a term of 15 years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **4.00** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of **Reedsburg**, in the County(ies) of Sauk, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the _____ day of _____

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **One Million Three Hundred Thirty Five Thousand And 00/100 Dollars (\$1,335,000.00)** from the Trust Funds of the State of Wisconsin to the City of Reedsburg in the County(ies) of Sauk, Wisconsin, for the purpose of financing development incentive for food warehouse project. That at the same time and place, the common council of the City of **Reedsburg** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of Reedsburg, certified to by the Mayor and clerk, accompanies this application.

Given under our hands in the City of Reedsburg in the County(ies) of Sauk, Wisconsin, this 25th day of September, 2017.

Mayor, City of Reedsburg

Clerk, City of Reedsburg

FORM OF RECORD

The following preamble and resolutions were presented by Alderman
and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of Reedsburg, in the County(ies) of Sauk, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of One Million Three Hundred Thirty Five Thousand And 00/100 Dollars (\$1,335,000.00) for the purpose of financing development incentive for food warehouse project and for no other purpose.

The loan is to be payable within 15 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 4.00 percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of Reedsburg, in the County(ies) of Sauk, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of Reedsburg by such loan from the state be applied or paid out for any purpose except financing development incentive for food warehouse project without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the Mayor and clerk of the City of Reedsburg, in the County(ies) of Sauk, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The Mayor and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

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Alderman ----- moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

- | | | | |
|-----|----------|--------------------|-------|
| 1. | Alderman | Craig Braunschweig | voted |
| 2. | Alderman | David Moon | voted |
| 3. | Alderman | Jason Schulte | voted |
| 4. | Alderman | Mike Gargano | voted |
| 5. | Alderman | Phil Peterson | voted |
| 6. | Alderman | Calvin Craker | voted |
| 7. | Alderman | Jim Heuer | voted |
| 8. | Alderman | Dave Knudsen | voted |
| 9. | Alderman | Brandt Werner | voted |
| 10. | Alderman | | voted |
| 11. | Alderman | | voted |
| 12. | Alderman | | voted |

A majority of the members of the common council of the City of Reedsburg, in the County(ies) of Sauk, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

STATE OF WISCONSIN

County(ies) of Sauk

I, Jacob Crosetto, Clerk of the City of Reedsburg, in the County(ies) of Sauk, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the common council of the City of Reedsburg at a meeting held on the 25th day of September 2017 to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the common council of the City of Reedsburg, County(ies) of Sauk, is constituted by law to have nine members, and that the original of said preamble and resolutions was adopted at the meeting of the common council by a vote of ayes to noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the city.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the City of Reedsburg this 25th day of September, 2017

Clerk (Signature)

Jacob Crosetto

Clerk (Print or Type Name)

City of Reedsburg County(ies)

of Sauk

State of Wisconsin

David G. Estes, Mayor Date: September 25, 2017

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), W is. Stats., 1989-90)

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STATE OF WISCONSIN
 COUNTY(IES) OF SAUK

TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, Jacob Crosetto, Clerk of the City of Reedsburg, County(ies) of Sauk, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the City of Reedsburg is as follows:

EQUALIZED VALUATION FOR THE YEAR 2017 * \$568,846,000

* Latest year available

I further certify that the whole existing indebtedness of the City of Reedsburg, County(ies) of Sauk, State of Wisconsin, is as follows (list each item of indebtedness):

<u>Date of Issue</u>	<u>Type of Debt</u>	<u>Original Amount</u>	<u>Principal Outstanding</u>
<u>City Purposes</u>			
5/20/2013	G.O Refunding Bonds	\$3,225,000	\$2,225,000
5/20/2013	G.O Refunding Bonds - Taxable	670,000	240,000
9/17/2016	G.O Refunding Bonds - Series 2016B	1,785,000	<u>1,785,000</u>
	Total City Purposes		<u>4,250,000</u>
<u>TIF Purposes</u>			
5/20/2013	G.O Refunding Bonds - Taxable (TID #3)	\$255,000	\$115,000
5/20/2013	G.O Refunding Bonds - Taxable (TID #4)	520,000	210,000
5/20/2013	G.O Refunding Bonds - Taxable (TID #5)	280,000	120,000
5/20/2013	G.O Refunding Bonds - Taxable (TID #7)	110,000	<u>50,000</u>
	Total TIF Purposes		<u>\$495,000</u>
<u>Communications Utility Purposes</u>			
11/1/2009	G.O Refunding Bonds*	\$6,000,000	\$6,000,000
8/22/2016	G.O Refunding Bonds - Series 2016A	7,480,000	7,270,000
6/19/2017	G.O Refunding Bonds - Series 2017A	2,610,000	2,610,000
9/18/2017	G.O Refunding Bonds - Series 2017B	6,000,000	<u>6,000,000</u>
	*2009 Bonds Being Refunded		<u>(6,000,000)</u>
	Total Communications Utility Purposes		\$15,880,000
	Net All General Obligation Debt Outstanding - After Refunding *		<u>20,625,000</u>

Jacob Crosetto
 City Clerk – Treasurer
 City of Reedsburg, County(ies) of Sauk,
 State of Wisconsin
 September 25, 2017

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

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RESOLUTION

(INTERFUND LOAN AGREEMENT)

FILE NO. 4308-17 (Section 3)

This Loan Agreement (the "Agreement") is executed as of October 1, 2017, between the City of Reedsburg – General Fund ("Lender") and the Tax Increment District 9 ("Borrower"). Lender agrees to lend to Borrower, and Borrower agrees to repay to lender an amount not to exceed the Principal Amount and on the terms set forth in this Agreement, in accordance with the following:

1. Purpose of the Loan: To provide funds for use by the Borrower or its designee as follows: costs associated with the business assistance grant. Borrower acknowledges that the loan proceeds will be disbursed by the City of Reedsburg to the Reedsburg Tax Increment District 9 for this purpose and that, notwithstanding that Borrower shall not maintain custody or control of the loan proceeds, the loan shall become Borrower's obligation.
2. Principal Amount of the Loan: Not to exceed Nine Hundred Thirty Thousand Dollars (\$930,000)
3. Term of the Loan: The term of this Loan shall begin on December 1, 2017, and continue until paid in full by no later than February 28, 2018.
4. Lender Fund: The loan proceeds under this Agreement shall be paid by the City of Reedsburg - out of the General Fund. The loan proceeds shall be recorded by the Lender in the general ledger of Fund No. 10.
5. Borrower Fund: The loan proceeds under this Agreement shall be received by the Reedsburg Tax Increment District 9, and shall be recorded in the general ledger of the Borrower's Fund No. 69.
6. Interest: Interest shall accrue on the unpaid principal balance of the Loan at the rate earned by the Borrower from time to time during the term on its funds invested in the City Local Bank until paid in full. Due to the short term no interest will be paid.
7. Principal Payments: Principal Payments shall be paid by the Borrower to the Lender at the time the proceeds of the Bureau of Public Lands funds are received at the City of Reedsburg Bank
8. General Provisions: This Agreement constitutes the full Agreement by and between the parties and no other representations have been made regarding the contents of this Agreement. This Agreement shall not be amended, modified or altered in any respect unless such amendment, modification or alteration has been reduced to writing and executed by both parties.

Attachment C – General Fund and TIF 9 Interfund Loan Agreement (Page 2)

BORROWER: **General Fund - City of Reedsburg**

Fund Name: General Fund - Fund 10

By: Dave G. Estes, Mayor

City Clerk- Treasurer

LENDER: **Tax Increment District #9 City of Reedsburg**

Fund Name: TIF - Fund 69

By: Dave G. Estes, Mayor

City Clerk- Treasurer

Attachment D – Finance Quote Review for Project Financing

QUOTES FUNDING CITY TIF9 WAREHOUSE PROJECT

Project Name	Estimated Cost	Funding Features	Date Of Solicitation	Date Due
Industrial Park – Warehouse Project The proposed work shall consist of the following: provide business assistance grant, construct a water line, addition costs.	The Opinion of Cost: \$1,355,000 Term: 15 years Interest 4% or Best % Payments: Annual Deferral Payments: 24 months	Industrial and Commercial Development Commission using Tax Increment Finance District #9 in City of Reedsburg. Public Works and RUC Capital Project Construction lead agency CIP Accounts: 69-543100-04 Street–Design/Signals/ ROW 69-543200-04 Waste Water Infrastructure 69-543300-04 Storm Water Infrastructure	Between 9/15/2017 and 9/19/2109 City Administrator contact with Lending Institutions.	9/19/2017

This report identifies current solicitation for capital financing for Warehouse construction to comply with the adopted purchasing policy. The estimated cost as identified in Developer MOU and future DDA. City Administrator solicited quotes and analyzes proposals received and forward a recommendation for award at the City Council meeting.

RESULTS OF QUOTES FOR WAREHOUSE PROJECT

Agency Name	Estimated Finance	Funding Features	Annual Payment
A. Bureau of Public Lands and Commission	The Opinion of Cost: \$1,355,000	A. Can do the financing for a term of 15 years at 4% with a 25 month deferral.	A. \$128,400 (Adjustable) payment after 24 months. Interest Payments Year 1 \$75,492, Year 2 \$53,546
B. Baraboo National Bank	Term: 15 years	B. May do “Promissory Note” for 7.5 years which may have an interest of 3.70.	B. No Quote
C. Community First Bank	Interest 4% or Best %	C. Can only do a “Promissory Note” for 10 years which may have an interest of 3.50. 24 month deferral.	C. No Quote
D. Associated Bank	Payments: Annual Deferral Principal Payments: 24 months	D. No Quotwe	D. No Quote

**Tax Increment District #9
Development Agreement**

**City of Reedsburg
&
Sharratt Warehousing & Distribution LLC
&
Sandhill, Inc.**

This Development Agreement is dated _____, 2017 by and between Sharratt Warehousing & Distribution LLC, a Wisconsin Limited Liability Company (Developer) and Sandhill, Inc., a Wisconsin Corporation (Sandhill) and the City of Reedsburg, a Wisconsin Municipal Corporation (City).

RECITALS

- A. The City owns the following described real property which will be acquired by the Developer: Lot 1, Sauk County Certified Survey Map # _____ (the "Property").
- B. The property comprises approximately 14.9 total acres of vacant land and is located in the City's Tax Increment District #9.
- C. Developer intends to develop the property and complete a project as follows: Construct and operate a warehouse and distribution facility as illustrated on Exhibit A. The facility shall consist of the following: approximately 98,027 square feet building including warehouse, dock, mechanical and office areas. The project shall also include: rail spur, access drives, parking areas, stormwater facilities, landscaping and storage racking systems (the "Project").
- D. Upon completion of the project, the City and Developer estimate the Tax Increment Value of the property will be \$12.6 million; which is the value of the

property required to generate sufficient tax increment revenues for the purpose of this Agreement.

- E. Developer has requested Tax Increment Finance (TIF) Assistance from the City with regard to certain qualified project expenditures for which TIF assistance may be afforded Developer.
- F. This Agreement is premised on the following findings:
- Developer's ability to complete the project is contingent upon the City providing financial and other development incentive assistance to the Developer on the terms set forth in this Agreement.
 - It is in the public interest to utilize tax incremental financing incentives to assist the Developer to undertake the project in a manner that is consistent with the terms and conditions of this Agreement.
 - The City intends to cover its costs through the available tax increment generated by the project.
 - The project and Property uses contemplated by this Agreement are necessary to serve the interests of the City and its residents by expanding the tax base of the City, providing additional development and employment opportunities, and providing a financing mechanism to expand and acquire necessary infrastructure, all consistent with the purposes of a Tax Increment District under Wis. Stat. sec. 66.1105.
 - Construction of the project and fulfillment of the terms and conditions of this development agreement are in the vital and best interests of the City and its residents and fulfill a public purpose in accordance with state law.

AGREEMENT

Section 1. Definitions. As used in this Agreement, the following terms shall have the following meanings:

1. "Annual Assessed Value" means the assessed value of the private improvements and the property, as defined in this Agreement, as of January 1 of any calendar year.
2. "Available Tax Increment" means the amount of Tax Increment (as defined below) actually received by the City generated by any increase of value of the Property above the base value and attributable to development within the tax incremental finance district, during the twelve (12) month period preceding a payment date, that has not been previously used to make payment on bonds or other obligations as determined by the City. The amount of Available Tax Increment may fluctuate based on variations in the property valuations, tax rate, depreciation and other independent factors.
3. "Base Value" means the aggregate assessed value of the Property as of January 1, 2017.
4. "Qualified Expenditures" means any expenditures of Developer for the Project that are eligible for TIF Incentives, as defined below, such as, infrastructure improvements; environmental remediation; demolition; clearing of land; and construction of new buildings.
5. "Special Assessment" means any special assessment levied against the Property by the City under Wis. Stat. secs. 66.0701-0733.
6. "Special Charge" means any special charge levied against the Property by the City under Wis. Stat. sec. 66.0627.

- 7. "Tax Increment" shall have the meaning given in Wis Stat. sec. 66.1105(2)(i), as applied solely to the Development Property and Development Costs involved in this Agreement.
- 8. "Tax Increment Value" means the value of the property above the base value.
- 9. "TIF Incentive" means the financial incentive set forth in Section 5 of this Agreement including specifically City Development Costs and PayGo contribution.

Section 2. City Obligations.

The City shall:

- 1. Sell and convey the property, for \$1.00 and other good and valuable consideration, to Sandhill which will convey the property to Developer.
- 2. Incur City development costs of \$1.335 million comprised of the following elements:

Water Main loop (Enterprise to Laukant)	\$ 275,000.00
Up front Direct Assistance Grant	\$ 930,000.00
Capitalized interest & borrowing	\$ 80,000.00
Soft costs (legal, TID, land transfer, Grant, etc.)	<u>\$ 50,000.00</u>
	<u>\$1,335,000.00</u>

- 3. Borrow funds using general obligation (GO) debt to pay the City development costs.

4. Provide TIF contributions to the Project as defined in Section 5; and, cooperate and assist Developer with regard to application and implementation of other government assistance for the Project.
5. Construct a water main loop at the east end of the existing water main in Enterprise Drive and extend the water main east and north to Laukant Street; estimated cost to City: \$275,000.00.
6. Cooperate with Developer throughout with implementation of the project and promptly review and process all submissions and applications in accordance with applicable City ordinances.
7. Grant Developer a Right of First Refusal covering all or a portion of the five (5) acres of land immediately East of the property. The form of the Right of First Refusal is attached as Exhibit B and has the following primary features:
 - Term: Five (5) years
 - Developer may exercise upon proof that Developer has additional land needed for expansion.
 - Complete expansion within two (2) years of closing.
 - Match terms of third party offer.

Section 3. Developer Obligations.

The Developer shall:

1. Acquire the property from Sandhill and the City as provided in Recital A, and Section 2.1, and construct and operate the project as provided in Recital C.

2. Expend not less than \$19.650 Million in connection with the project as follows:

Real Estate Improvements	\$ 16.8 Million
Personal Property (racking, lift equipment, etc.)	\$1.350 Million
Non-taxable improvements	\$ <u>1.5 Million</u>
	\$19.650 Million

3. Not later than December 31, 2018 increase the tax increment value of the property by \$12.6 million and create \$800,000.00 of taxable personal property.
4. Generate not less than the annual amount of tax increment revenue shown on Exhibit C for the term of this Development Agreement; first full payment in 2020.
5. Apply for required permits and develop a stormwater management system on the property consistent with all applicable government stormwater regulations. Developer may expand the City's existing regional detention basin to provide a portion of the required stormwater management facilities at Developer's expense and with City approval of site plan.
6. Obtain all necessary permits and approvals for the project and comply with all applicable laws, codes, ordinances, rules and regulations and pay all required permit, impact, connection and other fees.
7. Submit site plan, including building plans and landscape plans for City review and approval; and construct and maintain the project in accordance with the approved plans.

Section 4. Job Creation.

Developer expects to create a minimum of twenty (20) full-time equivalent (FTE) jobs with hourly wages between \$12.00 and \$18.00 no later than December 31, 2020. The failure of Developer to create such jobs shall not constitute a default under this Agreement if Developer completes the Project.

Section 5. Tax Increment Financing (TIF)

1. The Tax Increment Financing (TIF) incentive available to Developer under this Agreement shall be composed of two parts: City Development costs and pay-as-you-go (PayGo) Contribution.
2. City Development Costs. The City shall borrow funds using general obligation (GO) debt in the amount of \$1.335 Million which will be expended as follows:

a. Direct City Expenditures:

Water Main Loop	\$275,000.00
Capitalized Interest & Borrowing	\$ 80,000.00
Soft Costs	<u>\$ 50,000.00</u>
	<u>\$405,000.00</u>

- b. Project Grant. The City shall provide a direct business assistance grant in the amount of \$930,000.00 to be used for the following qualified expenditures of Developer: rail spur, stormwater management facilities, site development and landscaping. The project grant of \$930,000.00 shall be paid by the City when Developer

provides proof that its other financing has been approved and is in place. The grant will be deposited into a construction disbursement escrow account maintained by Developer's title company. Disbursements from the account shall be for qualified expenditures and shall be approved in advance of a payment by City and Developer's lender.

3. PayGo Contribution.
 - a. Qualified expenditures not covered by the project grant TIF incentive shall be contributed to the Developer pursuant to the PayGo incentive.
 - b. Commencing in 2019, which is estimated to be the first year after issuance of an occupancy permit for the project, the assessed value of the Property shall be determined as of January 1, 2019 and shall be compared to the base value. The difference between the foregoing shall be known as the incremental property value.
 - c. The incremental Property Value multiplied by the assessed mill rate, less payment of real estate taxes to the State of Wisconsin shall be known as the TIF Increment.
 - d. The City shall first use the TIF Increment to cover its annual debt service obligation for the City development costs (\$1.355 million). Should the annual debt service payment not consume all of the TIF increment, the City shall make available up to \$145,000.00 of the remaining TIF increment to the Developer. The PayGo

payment of \$145,000.00 is paid if TIF revenue equals the guaranteed revenue shown on Exhibit C. If the revenue is less than the amount shown on Exhibit C, the PayGo payment is reduced by the same amount

- e. PayGo contributions will be payable to Developer after Developer has provided proof to the City of the full payment of the real estate taxes, special assessments and special charges against the Property for the previous years.
- f. Developer shall be eligible to receive ten (10) consecutive annual PayGo reimbursement payments up to \$145,000.00 each. Developer's eligibility for TIF PayGo contribution shall be limited to the nine consecutive years after the first payment; and, any annual payment less than \$145,000.00 shall not be made up in any subsequent year.

Section 6. Security.

- 1. In consideration for the benefits of the City's Tax Increment Financing, and to assure that City taxpayers will not incur responsibility for developments costs, Developer shall provide the security set forth in this section.
- 2. Insurance.
 - a. The purpose of this section is to assure that Developer will obtain and keep in full force and effect an all builders risk insurance policy for all portions of the Property and Project with coverage

equal to the amount of the construction contract for all such construction activities.

- b. During the term of this Agreement and prior to commencing any construction on the Property Site, Developer shall provide a copy of those insurances set forth herein. Developer shall maintain insurance on the improvements to the Development Site in an amount not less than the full replacement value of the improvements for fire, casualty and external damage coverage. Developer shall provide subsequent renewal insurance binders to the City on an annual basis for the term of this Agreement.
- c. In the event the improvements are damaged or destroyed, the proceeds from the insurance shall be payable jointly to Developer and City and shall be applied toward the reconstruction of such improvements so damaged or destroyed. Reconstruction of the improvements will be commenced as soon as possible, but in no event more than six (6) months of the destruction or damage, and substantially completed within one (1) year from the same and with said construction to be consistent in all aspects to the project description set forth in Section 1 of this Agreement. If the building is not reconstructed, the insurance proceeds will be applied to reimburse the City for any development costs not repaid.

3. Irrevocable Letter of Credit.

- a. The purpose of this subsection is to assure payment of costs and obligations incurred by the City in the event that Developer fails to timely complete the project.
- b. The parties acknowledge and agree that the Tax Increment received by the City from this project in TID No. 9 is intended to be sufficient to pay the City those sums which the City will incur in City Development Costs, plus interest. The parties agree that solely for purposes of this Agreement, the amount of the City's Developer Cost is \$1,335,000.00.
- c. Notwithstanding any other provisions herein, if Developer does not timely complete the project and occupy the warehouse distribution facility, then the City, at its sole option, may draw upon the Irrevocable Letter of Credit in a sum not exceeding \$1,335,000.00, plus accrued interest. Developer, at the time of closing shall provide the City an Irrevocable Letter of Credit. The Irrevocable Letter of Credit shall be payable at sight to the City, authorize partial draws, and shall include a provision requiring that the City be given written notice not less than 45 days no more than 60 days prior to expiration of the Irrevocable Letter of Credit. The termination date of the Irrevocable Letter of Credit is December 31, 2018, or the date of occupancy of the new warehouse and distribution facility.

4. First Position Real Estate Mortgage.

- a. The purpose of this subsection is to protect the City's interest in the Property in the event the Developer does not complete the Project.
- b. The City has incurred upfront development costs and invested \$600,000.00 in the Property which it will sell and convey to Developer for the Project. The City Upfront Development Costs include the City's cost to acquire the land, improve the site and construct public infrastructure. The City Upfront Development Costs also included incurred administrative and financing costs.
- c. It is specifically agreed by and between the parties hereto that the City shall have a first position real estate mortgage against the Property to guarantee the Developer shall convey the parcel back to the City in the event the Developer does not complete the proposed warehouse and distribution facility. The conveyance shall be free and clear of all liens and encumbrances. The first position real estate mortgage shall be in the amount of \$600,000.00 which is equal to the City Upfront Development Cost. It is also specifically agreed by and between the parties hereto that the City shall subordinate to the first mortgage lenders once construction is started and funds are disbursed by the lender. Upon completion on the new warehouse and distribution facility, the Real Estate Mortgage shall be in a subordinate security position to the first

mortgage lenders, but shall remain against the parcel for the term of the this Agreement. The Developer may not refinance without the written consent of the City.

5. Guaranteed Tax Increment Revenue.

- a. The purpose of this subsection is to guarantee payment and collection of financial obligations of the City incurred in reliance upon Developer's promises to construct and maintain the project and generate the tax increment revenues shown on Exhibit C.
- b. Developer acknowledges and agrees that the financial benefits afforded to Developer are available only because the Project is located within the TIF District #9 and will generate the tax increment revenues shown on Exhibit C. Developer further agrees to generate and pay the Exhibit C revenue stream needed to pay the City's Development Costs. If the tax increment revenues for any reason do not achieve the Exhibit C tax increment revenues, the Developer covenants and guarantees to pay a Payment in Lieu of Taxes (PILOT) equal to the difference between the target Exhibit C revenue and the actual tax revenue. The Owner is still responsible for paying the usual tax bill in addition to the PILOT. The PILOT only covers difference in taxes between the Exhibit C target revenues and actual revenues.
- c. The PILOT will be due and payable within 30 days after Developer receives an invoice from City.

- d. If the PILOT is not timely paid, the City may levy a special assessment or special charge against the Property, which includes the land and Project, in the amount of the PILOT plus a 10% administrative fee and 12% interest per year. Developer consents to the imposition of such special assessment or special charge under Wis. Stat. sec. 66.0703 or Wis. Stat. sec. 66.0627, and hereby waives on behalf of itself and its successor and assigns, pursuant to Wis. Stat. sec. 66.0703(7) (b), and all other applicable provisions, any and all notices and other requirements of the Wisconsin Statutes which must be met prior to the imposition of special assessments. This remedy is an addition to any and all other legal and equitable remedies available to the City and these remedies may be exercised in any order simultaneously in the City's discretion.
- e. Any unpaid PILOT amount may be personally enforced against and collected from the Developer.
- f. The PILOT is in consideration of the benefit afforded to Developer by the payment of the City Development Costs, and in recognition of the financial hardship that would be incurred by the City if the Exhibit C target revenue is not achieved and maintained as provided in this Agreement. The PILOT runs with the land and is in effect for all agents, heirs, and assigns during the term of this Agreement.

- g. Upon expiration of the TID, this PILOT Agreement shall automatically expire and terminate. Upon request by Developer, City shall provide Owner or Developer with a letter stating this Agreement, including the tax increment revenue guarantee, is no longer in force.

Section 7. Rail Service & Rail Line Spur.

Developer shall utilize the Wisconsin Southern Railroad to transport goods and products to and from the completed project. The estimated rail usage will be three hundred and fifty (350) cars per year. Developer shall design, construct, own, repair and maintain a rail spur to serve the warehouse and distribution facility. Developer agrees an additional side rail spur may be constructed from this rail spur to serve vacant industrial property located east of the warehouse and distribution project. Any future rail spurs shall be designed, constructed, owned and maintained by others and shall be subject to a rail agreement with the Developer.

Section 8. Miscellaneous Provisions.

1. Use of Funds. Developer may use TIF supported funds only to fund Qualified Expenditures as set forth in this Agreement.
2. Maintenance and repair. Developer shall at all times keep and maintain, or cause to be kept and maintained, the Property in good condition and repair, in a safe, clean, and attractive condition, and free of all trash, litter, refuse, and waste, subject only to demolition and construction activities contemplated by this Agreement.

3. Transfer and Sale of Project property.
 - a. Notice of Intent to Transfer. If Developer intends to sell, transfer or convey the Property or any part thereof before termination of this Agreement, Developer shall provide to the City a written request for transfer thirty (30) days prior to the anticipated transfer. The City may deny the request for any commercially reasonable reason subject to Subsection 8.6 below. Developer may assign all rights and obligations under this Agreement only to an entity controlled and affiliated with Developer to own, manage and operate the Property. This Agreement inures to the benefit and becomes the obligation of the heirs, successors and assigns of Developer. This Agreement shall run with the land and shall be binding upon all current and future owners of the Property. Developer shall be required to provide the City with written notice of its intent to transfer in connection with the granting of any mortgage or security agreement to finance or refinance loans for the purchase of the Property or payment of costs of the Project.
 - b. No Transfer to Exempt Entities. Prior to the closure of Tax Increment District #9, the Property shall not be sold, transferred or conveyed to, leased or owned by any entity or used in any manner that would render any part of the Project or Property exempt from taxation, unless the purchaser, transferee, lessee or owner first executes a written agreement with the City in a form

satisfactory to the City providing for acceptable payments to the City in lieu of taxes.

4. Easements. Developer and the City shall cooperate and grant to each other such easements as are reasonably necessary for public improvements, infrastructure, ingress or egress, utilities, lighting or landscaping or any other access necessary to effectuate this Agreement.
5. General Indemnity.
 - a. Protection Against Losses. Developer shall indemnify, defend and hold harmless the City and their respective officers, employees, agents, attorneys, insurers and the successors and assigns of all of the foregoing, from any and all liabilities, claims, losses, damages, judgments or awards, costs or expenses, including reasonable attorney's fees, of whatsoever nature and by whomsoever asserted, whether asserted by a third party or by a party to this Agreement (hereinafter "Losses"), directly or indirectly, arising out of, resulting from or in any way connected with:
 1. Any breach by Developer of the terms of this Agreement;
 2. Any non-compliance with laws, ordinances, rules or regulations applicable to Developer's obligations under this Agreement; or

3. Any governmental, regulatory or other proceedings to the extent any such proceedings result from Developer's failure to comply with its obligations under this Agreement or otherwise.

b. Indemnification Procedures. Developer shall promptly assume full and complete responsibility for the investigation, defense, compromise and settlement of any claim, suit or action arising out of or relating to the indemnified matters following the written notice thereof from the City, which notice shall be given by the City within ten (10) days of their knowledge of such claim, suit or action. Failure to provide such timely notice shall not eliminate Developer's indemnification obligations to the City unless and only to the extent to which such failure has substantially prejudiced Developer. Notwithstanding the foregoing, in its sole discretion and at its expense, the City may participate in or defend or prosecute, through their own counsel(s), any claim, suit or action for which either of them is entitled to indemnification by Developer; provided, however; that if the City is advised in writing by its legal counsel that there is a conflict between the positions of Developer and City, as appropriate, in conducting the defense of such action or that there are legal defenses available to the City different from or in addition to those available to Developer, then counsel for the City, at Developer's

expense, shall be entitled to conduct that defense only to the extent necessary to protect the interest of the City. Developer shall not enter into any compromise or settlement without the prior written consent of the City, as appropriate, which consent shall not be unreasonably withheld. The absence of a complete and general release of all claims against the City shall be reasonable grounds for the City to refuse to provide written consent to a compromise or settlement. If Developer does not assume the defense of such claim, suit or action, Developer shall reimburse the City for the reasonable fees and expenses of counsel(s) retained by the City and shall be bound by the results obtained by the City.

6. Assignment. Developer may not assign its rights under this Agreement without the express prior written consent of the City, which consent shall not be unreasonably withheld, conditioned or delayed.
7. Relationship of Parties. The City is not a partner or joint venture with Developer in the Project or otherwise. Under no circumstances shall the City be liable for any of the obligations of Developer under this Agreement or otherwise. There are no third party beneficiaries of this Agreement.
8. Sandhill and Developer. Sandhill and Developer are individually and jointly and severally liable and responsible for all of the Developer and Sandhill obligations set forth in this Agreement

9. Force Majeure. No party shall be responsible to any other party for any resulting losses and it shall not be a default hereunder in the fulfillment of any of the terms of this Agreement is delayed or prevented by revolutions or other civil disorders, wars, acts of enemies, strikes, fires, floods, acts of God, adverse weather conditions, legally required environmental remedial actions, industry-wide shortage of materials, or by any other cause not within the control of the party whose performance was interfered with, and which exercise of reasonable diligence, such party is able to prevent.
10. Parties and Survival of Agreement. Except as otherwise expressly provided herein, this Agreement is made solely for the benefit of the parties hereto and no other person, partnership, association or corporation shall acquire or have any rights hereunder or by virtue hereof. All representations and agreements in this Agreement shall remain operative and in full force and effect until fulfilled and shall survive the closing.
11. Time.
 - a. Attached as Exhibit D is a Timetable/Implementation Schedule.
 - b. TIME IS OF THE ESSENCE with regard to all dates and time periods set forth herein.
 - c. Implementation Schedule. Any material modification or deviation from an approved schedule described in this

Agreement shall occur only upon approval of the City and Developer, with any such approvals required to be in writing as an amendment to this Agreement, and which approvals shall not be unreasonably withheld, conditioned or delayed. City shall cooperate and act promptly with respect to any and all permits or approvals necessary for completion of the Project.

Notwithstanding the above, this Agreement shall not limit the discretion of the City, or any of its duly appointed and authorized governing bodies, boards or entities, in approving or rejecting any aspect of the Project or improvements contemplated on or about the Property.

12. Notices. All notices, demands, certificates, or other communications under this Agreement shall be given in writing and shall be considered given upon receipt if hand delivered to the party or person intended, or one (1) business day after deposit with a nationally recognized over-night commercial courier service, air bill pre-paid, or forty-eight (48) hours after deposit in the United States mail postage prepaid, by certified mail, return receipt requested, addressed by name and address to the party or person intended as follows:

To the City: City of Reedsburg
 134 South Locust Street
 Reedsburg, Wisconsin 53959

To the Developer: Sharratt Warehousing & Distribution LLC

The foregoing addresses shall be presumed to be correct until written notice of a different address is given according to this paragraph.

13. Governing Law and Venue. The laws of the State of Wisconsin shall govern this Agreement. Venue for any disputes shall be the Sauk County Circuit Court.
14. Recording of Agreement. The City may record this Agreement or a Memorandum of this Agreement with the Register of Deeds for Sauk County, Wisconsin. Upon request of the City, Developer shall execute and deliver to the City any such Memorandum or any other document in connection with such recording.
15. Priority Over Subsequent Liens. This Agreement shall run with the land and shall be binding upon and inure to the benefits of the parties and their heirs, successors and assigns. As such, the current and all future owners of the Property shall be subject to all of the obligations stated herein. Owner warrants and represents that there will not be any mortgage or any other lien against the Property at the time this Agreement is recorded other than mortgages for the purchase of the Property and to finance costs of constructing the Project. This Agreement shall have precedence and shall take priority over any mortgage, lien or other encumbrance that may be recorded against the Property (or any portion thereof) after the recording of this Agreement (or Memorandum thereof).

16. No Construction Against Drafter. This Agreement is a product of the negotiation and drafting of attorneys for the parties, and as such, the rule of construing ambiguous contracts against the drafter shall not apply to this Agreement.
17. Signatures and Counterparts. Electronic, facsimile and photocopy signatures shall have the same effect as original signatures.
18. Entire Agreement. This writing including all Exhibits hereto, and the other documents and agreements referenced herein, constitutes the entire Agreement between the parties hereto in respect to the Project and all prior letters of intent or offers, if any, are hereby terminated. This Agreement shall be deemed to include and incorporate such minutes, approvals, plans, and specifications, as referenced in this Agreement, and in the event of a conflict between this Agreement and any action of the City or Developer, granting approvals or conditions attendant with such approval, the terms of this Agreement shall be deemed controlling and the City and Developer will take the necessary action to amend any conflicting approvals or conditions.

Signatures to follow on Page 24

City of Reedsburg

Dated: _____

By: David Estes, Mayor

Dated: _____

By: Jacob Crosetto, Clerk/ Treasurer

Sharratt Warehousing & Distribution LLC

Dated: _____

By: _____

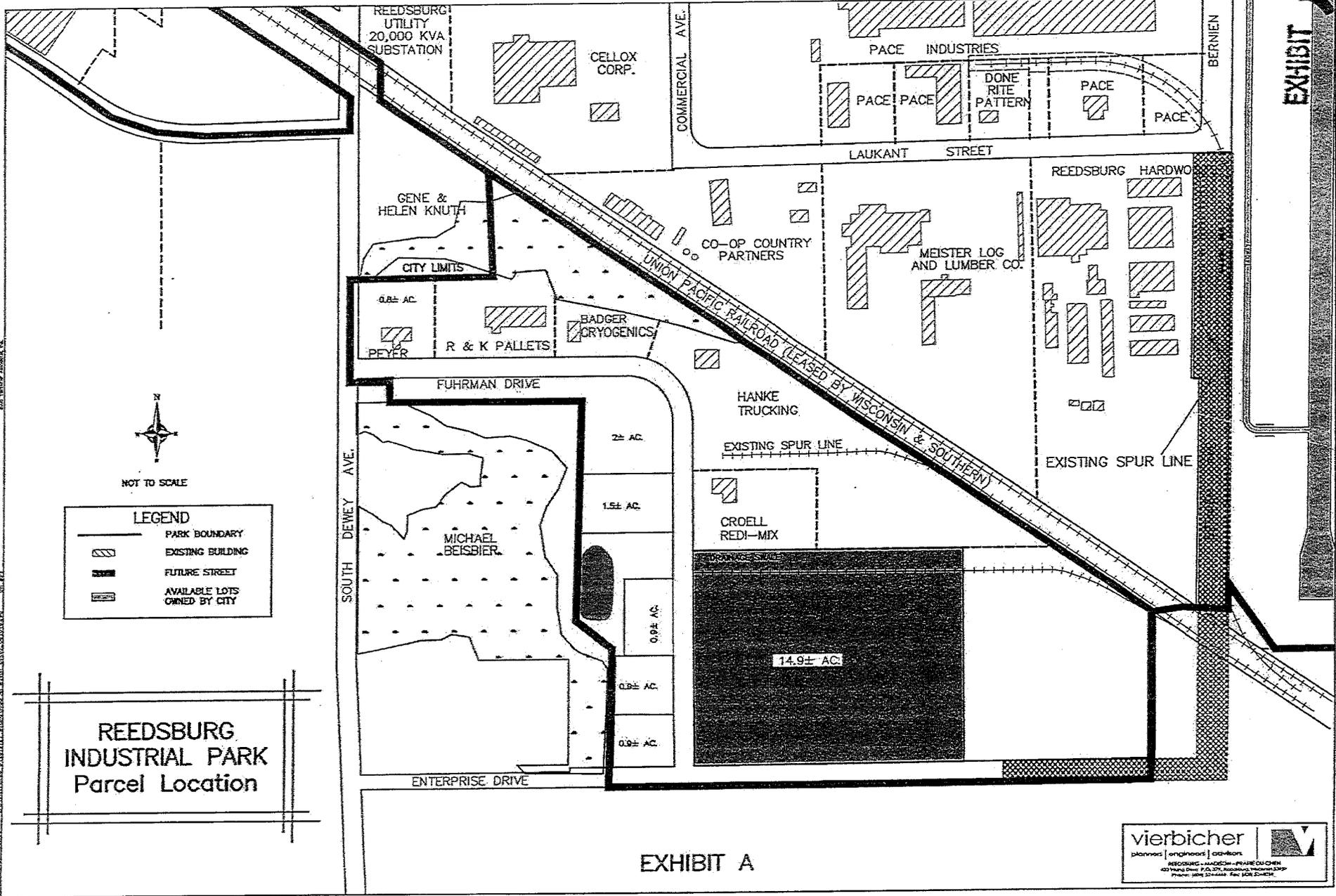
Its: _____

Sandhill, Inc.

Dated: _____

By: _____

Its: _____



REEDSBURG UTILITY 20,000 KVA SUBSTATION

CELLOX CORP.

PACE INDUSTRIES

PACE PACE

DONE RITE PATTERN

PACE

PACE

GENE & HELEN KNUTH

CITY LIMITS

0.8± AC

PEYER

R & K PALLETS

BADGER CRYOGENICS

CO-OP COUNTRY PARTNERS

MEISTER LOG AND LUMBER CO.

REEDSBURG HARDWO

FUHRMAN DRIVE

HANKE TRUCKING

EXISTING SPUR LINE

EXISTING SPUR LINE

SOUTH DEWEY AVE.

2± AC.

1.5± AC.

MICHAEL BEISBIER

CROELL REDI-MIX

DRAINAGE SWALE

14.9± AC.

0.9± AC.

0.9± AC.

0.9± AC.

ENTERPRISE DRIVE



NOT TO SCALE

LEGEND

- PARK BOUNDARY
- EXISTING BUILDING
- FUTURE STREET
- AVAILABLE LOTS OWNED BY CITY

REEDSBURG INDUSTRIAL PARK Parcel Location

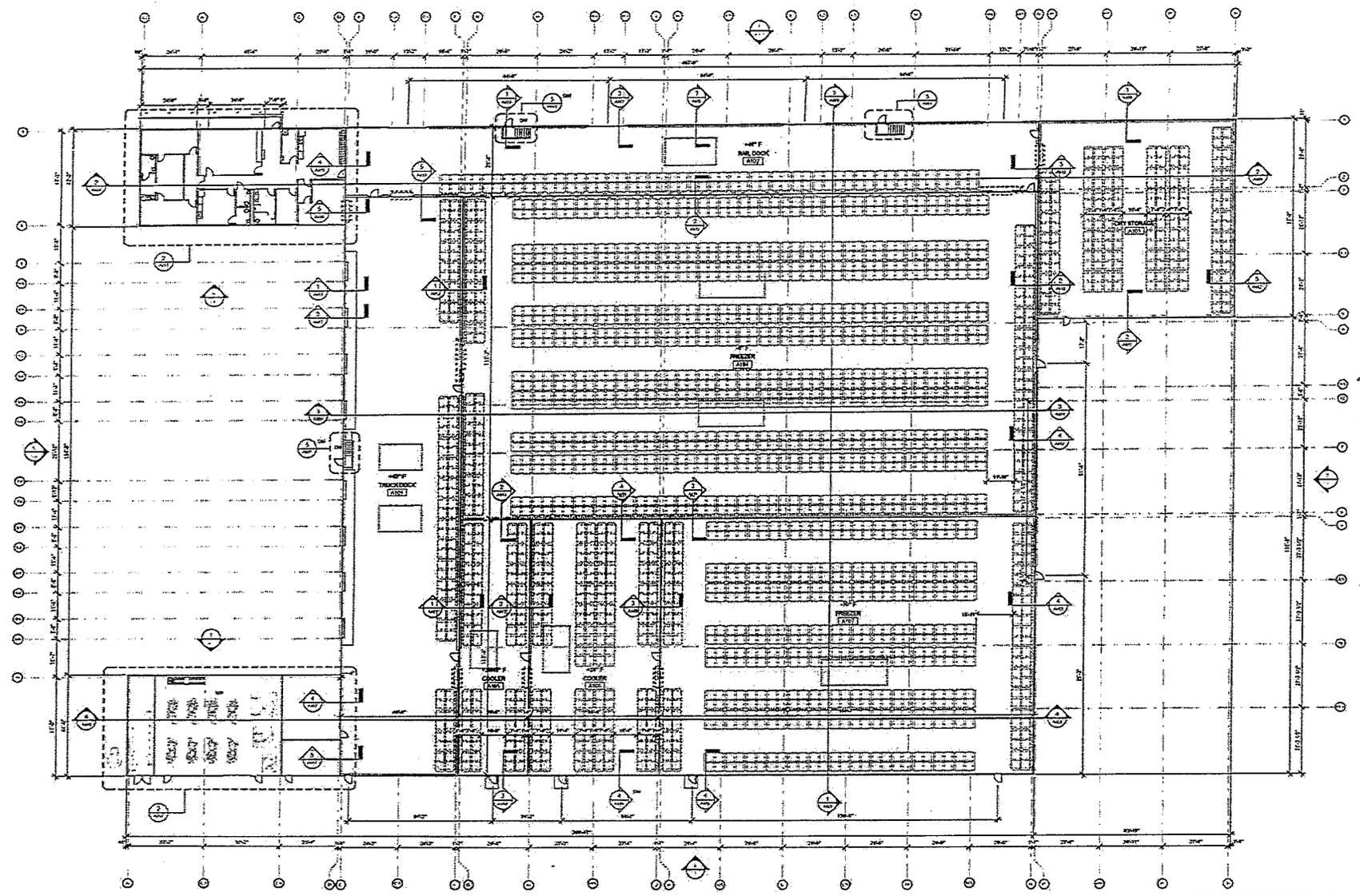
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DISTRIBUTION WAREHOUSE
 SHARRATT WAREHOUSING &
 DISTRIBUTION, LLC
 P.O. BOX 804
 REEDSBURG, WI 53085

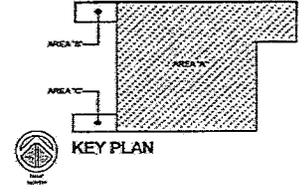
REVISIONS
 DATE: 11/11/11
 BY: JAC
 CHECKED: JAC
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 FIRST FLOOR
 PLAN - OVERALL

PRELIMINARY
 SHEET NUMBER
A101
 ARCHITECTURAL

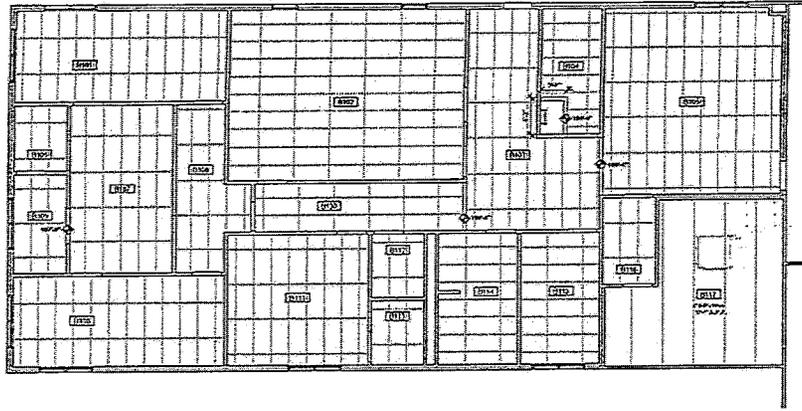


FIRST FLOOR PLAN - OVERALL
 1/8" = 1'-0"

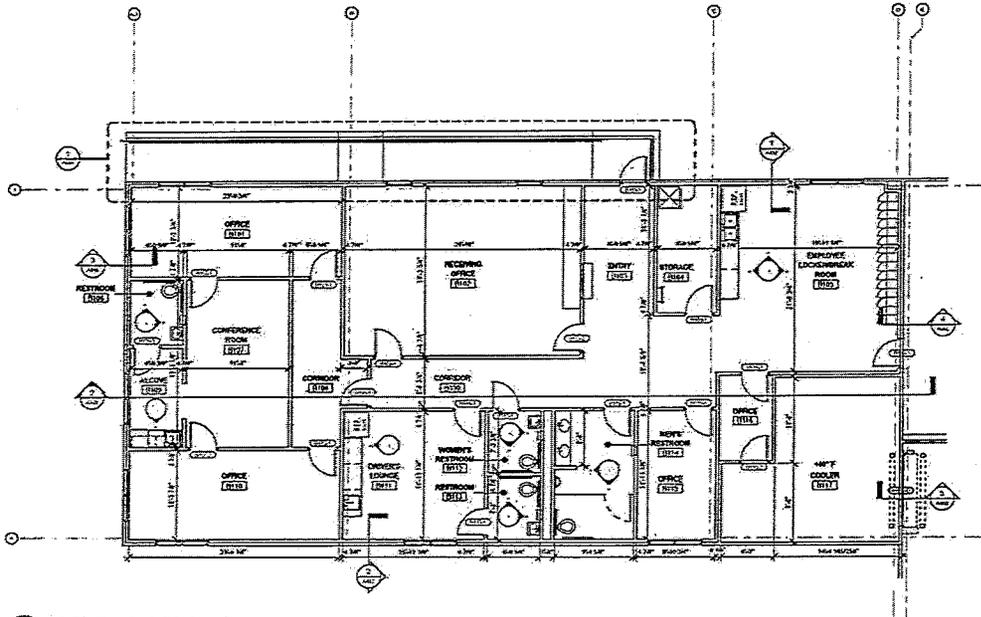
GROSS BUILDING SQUARE...	
SHIP DOCK	1,200
TRUCK DOCK	1,200
MULTI-TOTAL	2,400



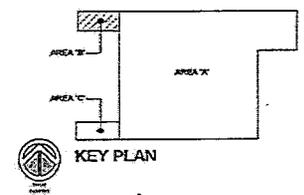
11/11/11 11:28 AM C:\Users\jsharratt\Documents\Projects\ESD\Warehouse\A101.dwg



1 AREA 'B' - REFLECTED CEILING PLAN
A201 3/16" = 1'-0"



2 AREA 'B' - FLOOR PLAN
A201 3/16" = 1'-0"



DISTRIBUTION WAREHOUSE
SHARRATT WAREHOUSING &
DISTRIBUTION, L.L.C.
P.O. BOX 684
REEDSBURG, WI 53969

REVISIONS

DATE: 04/02/05
JOB#: 15-125-01
SCALE: As Shown
SHEET TITLE: AREA 'B' FLOOR PLAN

PRELIMINARY
SHEET NUMBER

A201
ARCHITECTURAL

BIRD WHEEL W. CONSULTING ENGINEERS ARCHITECTS INC.



ES I
ENGINEERING
ARCHITECTURE
PLANNING

DISTRIBUTION WAREHOUSE
SHARRATT WAREHOUSING &
DISTRIBUTION, LLO
PO BOX 604
REEDSBURG, WI 53089

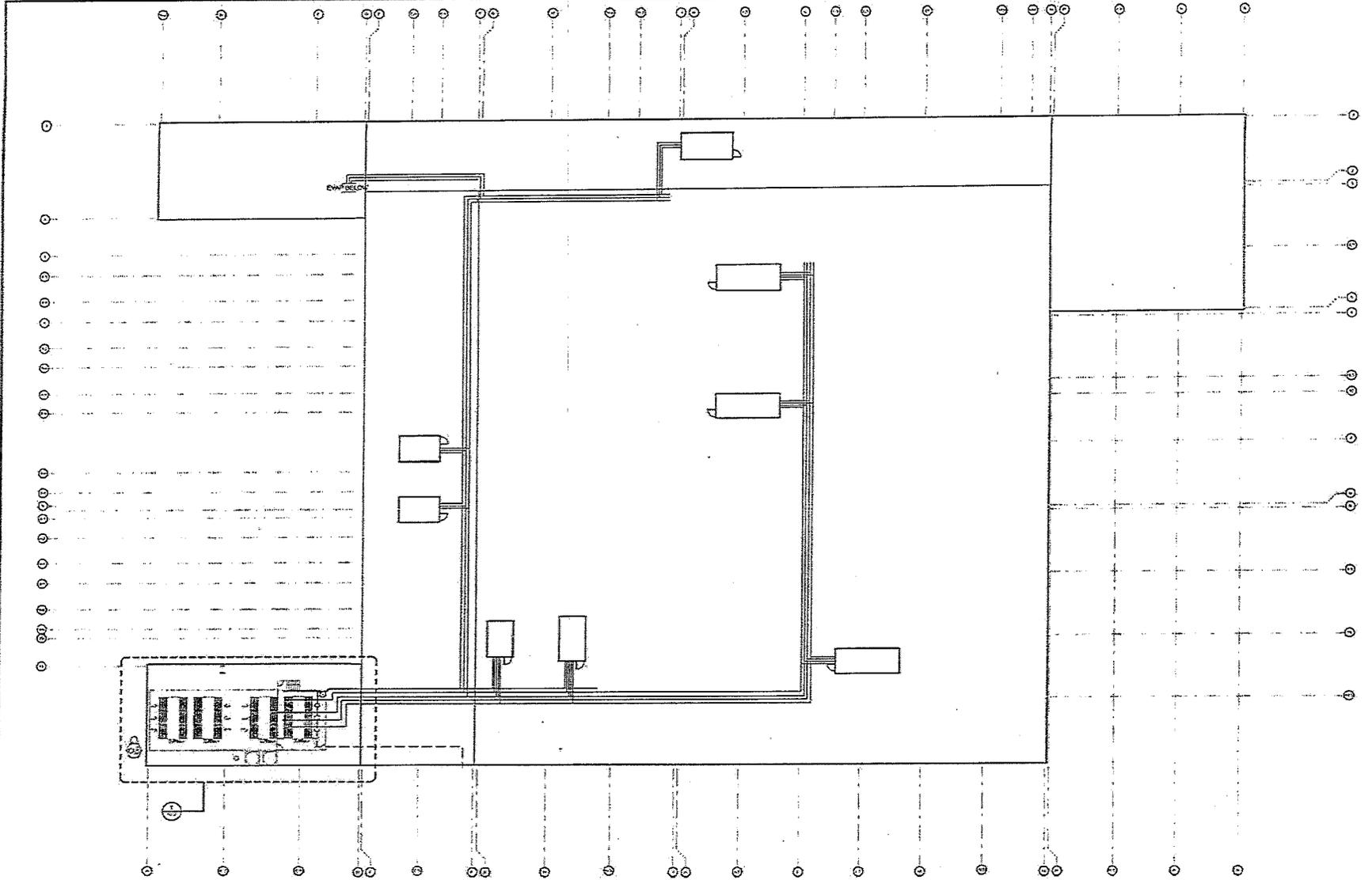
REVISIONS

NO.	DATE	BY	CHKD.

SHEET TITLE
ROOF PLAN -
OVERALL

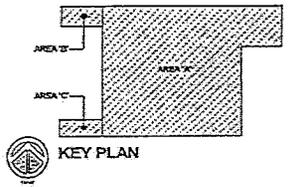
PRELIMINARY
SHEET NUMBER

A241
ARCHITECTURAL



ROOF PLAN - OVERALL
1/12 - 1/12

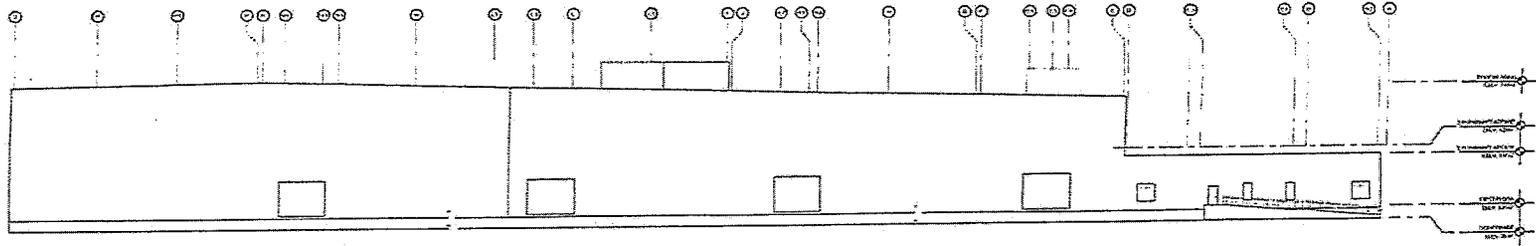
ROOFING SCHEDULE			
<p>TYPICAL TYPE 1 ROOF CONSTRUCTION</p> <ul style="list-style-type: none"> MECHANICAL PENETRATIONS ARE 2" DIA. UNLESS OTHERWISE NOTED. ALL ROOF PENETRATIONS ARE TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS. ALL ROOF PENETRATIONS ARE TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS. ALL ROOF PENETRATIONS ARE TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS. 	<p>TYPICAL TYPE 2 ROOF CONSTRUCTION</p> <ul style="list-style-type: none"> MECHANICAL PENETRATIONS ARE 2" DIA. UNLESS OTHERWISE NOTED. ALL ROOF PENETRATIONS ARE TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS. ALL ROOF PENETRATIONS ARE TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS. ALL ROOF PENETRATIONS ARE TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS. 	<p>ROOFING EQUIPMENT</p> <ul style="list-style-type: none"> TYPE 1 - 24" DIA. VENT TYPE 2 - 24" DIA. VENT TYPE 3 - 24" DIA. VENT TYPE 4 - 24" DIA. VENT TYPE 5 - 24" DIA. VENT TYPE 6 - 24" DIA. VENT TYPE 7 - 24" DIA. VENT TYPE 8 - 24" DIA. VENT TYPE 9 - 24" DIA. VENT TYPE 10 - 24" DIA. VENT TYPE 11 - 24" DIA. VENT TYPE 12 - 24" DIA. VENT TYPE 13 - 24" DIA. VENT TYPE 14 - 24" DIA. VENT TYPE 15 - 24" DIA. VENT TYPE 16 - 24" DIA. VENT TYPE 17 - 24" DIA. VENT TYPE 18 - 24" DIA. VENT TYPE 19 - 24" DIA. VENT TYPE 20 - 24" DIA. VENT TYPE 21 - 24" DIA. VENT TYPE 22 - 24" DIA. VENT TYPE 23 - 24" DIA. VENT TYPE 24 - 24" DIA. VENT TYPE 25 - 24" DIA. VENT TYPE 26 - 24" DIA. VENT TYPE 27 - 24" DIA. VENT TYPE 28 - 24" DIA. VENT TYPE 29 - 24" DIA. VENT TYPE 30 - 24" DIA. VENT TYPE 31 - 24" DIA. VENT TYPE 32 - 24" DIA. VENT TYPE 33 - 24" DIA. VENT TYPE 34 - 24" DIA. VENT TYPE 35 - 24" DIA. VENT TYPE 36 - 24" DIA. VENT TYPE 37 - 24" DIA. VENT TYPE 38 - 24" DIA. VENT TYPE 39 - 24" DIA. VENT TYPE 40 - 24" DIA. VENT TYPE 41 - 24" DIA. VENT TYPE 42 - 24" DIA. VENT TYPE 43 - 24" DIA. 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VENT TYPE 85 - 24" DIA. VENT TYPE 86 - 24" DIA. VENT TYPE 87 - 24" DIA. VENT TYPE 88 - 24" DIA. VENT TYPE 89 - 24" DIA. VENT TYPE 90 - 24" DIA. VENT TYPE 91 - 24" DIA. VENT TYPE 92 - 24" DIA. VENT TYPE 93 - 24" DIA. VENT TYPE 94 - 24" DIA. VENT TYPE 95 - 24" DIA. VENT TYPE 96 - 24" DIA. VENT TYPE 97 - 24" DIA. VENT TYPE 98 - 24" DIA. VENT TYPE 99 - 24" DIA. VENT TYPE 100 - 24" DIA. VENT 	<p>MATERIAL ROOFING NOTES</p> <ul style="list-style-type: none"> NOT ALL MECHANICAL UNITS AND ROOF PENETRATIONS ARE SHOWN. ALL OTHER MECHANICAL PENETRATIONS AND ELECTRICAL PENETRATIONS ARE TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS. SEE ELECTRICAL PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE MECHANICAL PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE STRUCTURAL PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE CIVIL PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE LANDSCAPE PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE SITE PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE UTILITY PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE FOUNDATION PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE WALL PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE FLOOR PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE CEILING PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE ROOF PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE SECTION PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE ELEVATION PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE ISOMETRIC PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE PERSPECTIVE PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE RENDERING PLANS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE PHOTOGRAPHY FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE VIDEO FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE AUDIO FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE TEXT FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE TABLES FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE FORMS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE SHEETS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE DRAWINGS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE SPECIFICATIONS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE CONTRACT FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE PERMITS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE ORDINANCES FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE REGULATIONS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE STANDARDS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE CODES FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE LAWS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE DECREES FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE ORDINANCES FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE REGULATIONS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE STANDARDS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE CODES FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE LAWS FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS. SEE DECREES FOR EQUIPMENT PENETRATIONS AND ROOF PENETRATIONS.



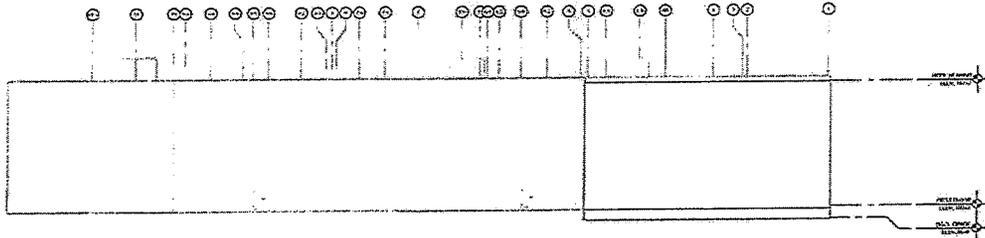
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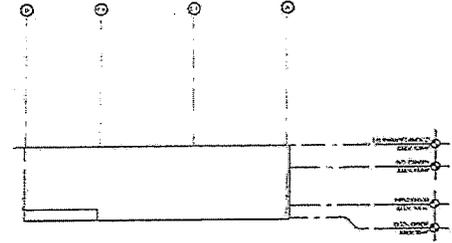
ES I
ENGINEERING
ARCHITECTURE
PLANNING



1 NORTH ELEVATION
A301 1/16" = 1'-0"



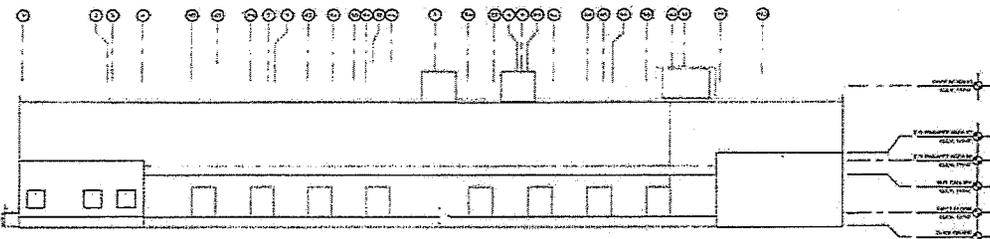
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A301 1/16" = 1'-0"



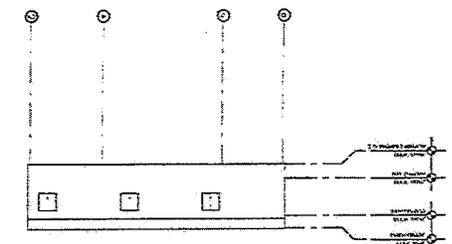
3 SOUTH ELEVATION
A301 1/16" = 1'-0"



4 SOUTH ELEVATION
A301 1/16" = 1'-0"



5 WEST ELEVATION
A301 1/16" = 1'-0"



6 NORTH ELEVATION
A301 1/16" = 1'-0"

DISTRIBUTION WAREHOUSE
SHARRATT WAREHOUSING &
DISTRIBUTION, LLC
PO BOX 684
REEDSBURG, WI 53069

REVISIONS

NO.	DATE	BY	DESCRIPTION

NO.	DATE	BY	DESCRIPTION
1	08/02/2010		

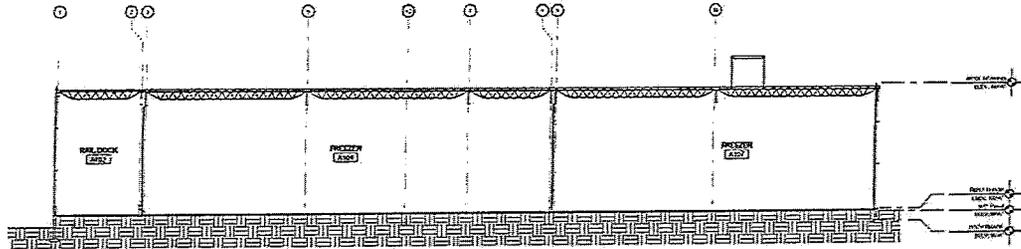
SHEET TITLE
BUILDING
ELEVATIONS-
OVERALL

PRELIMINARY
SHEET NUMBER

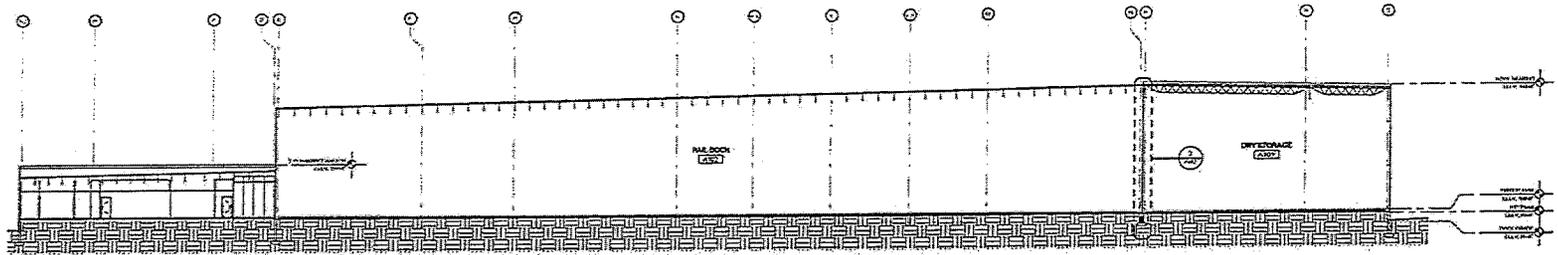
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ARCHITECTURAL

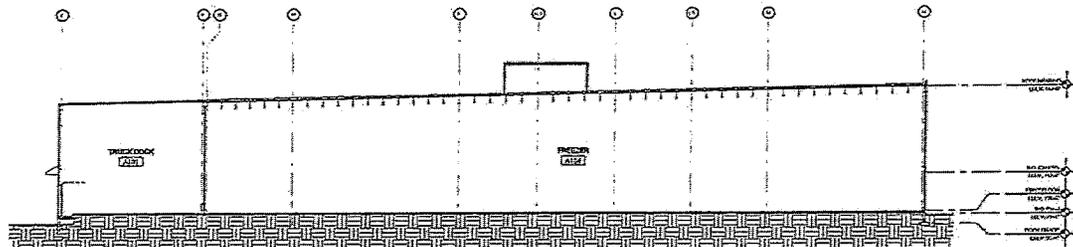
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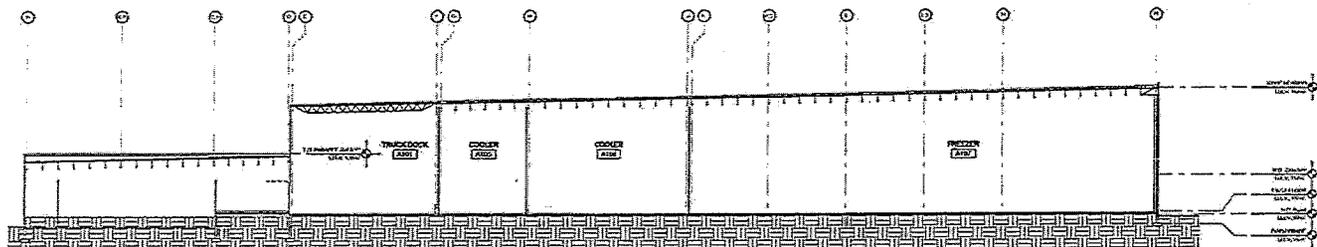
1 BUILDING SECTION
A401 115'-0" x 1'-0"



2 BUILDING SECTION
A401 116'-0" x 1'-0"



3 BUILDING SECTION 2
A401 117'-0" x 1'-0"



4 BUILDING SECTION 4
A401 118'-0" x 1'-0"



DISTRIBUTION WAREHOUSE
BHARRATT WAREHOUSING &
DISTRIBUTION, LLC
PO BOX 684
REEDSBURG, WI 53959

REVISIONS

DATE	BY
REVISION	REVISION
AUTHOR	DATE

SHEET TITLE
BUILDING
SECTIONS

PRELIMINARY
SHEET NUMBER

A401

ARCHITECTURAL

A401140319 6/10/2014 10:00 AM ESI ARCHITECTURAL, INC.

RIGHT OF FIRST REFUSAL AGREEMENT

Document Number

Document Title

Recording Area

Name and Return Address

Joseph J. Hasler, Esq.
LaRowe Gerlach Taggart LLP
110 East Main Street
P.O. Box 231
Reedsburg, WI 53959

Parcel Identification Number (PIN)

EXHIBIT **B**

THIS PAGE IS PART OF THIS LEGAL DOCUMENT – DO NOT REMOVE.

This information must be completed by submitter: document title, name & return address, and PIN (if required). Other information such as the granting clause, legal description, etc., may be placed on this first page of the document or may be placed on additional pages of the document.

WRDA Rev. 12/22/2010

INFO-PRO® www.infoproforms.com

Right of First Refusal Agreement

THIS RIGHT OF FIRST REFUSAL AGREEMENT pursuant to Tax Increment #9 Development Agreement is made and entered into by and between the City of Reedsburg, a Municipal Corporation ("the City") and Sharratt Warehousing & Distribution LLC and Sandhill, Inc. ("Sharratt").

RECITALS

- A. This Right of First Refusal Agreement implements a term of a certain development agreement by and between the City and Sharratt dated _____, 2017.
- B. Sharratt owns the following described real estate in the City of Reedsburg, Sauk County, Wisconsin:
- Lot One (1), Sauk County Certified Survey Map No. _____. (Lot 1)
- C. This Right of First Refusal covers land immediately to the East of the Sharratt parcel; i.e. Sauk County, Lot Two (2), Sauk County Certified Survey Map Number _____ ("Property") (Lot 2).

AGREEMENT

1. Grant of Right of First Refusal to Purchase. The City hereby grants Sharratt a one-time Right of First Refusal with regard to the sale of Lot 2 (all or a portion).
2. Right of First Refusal. In the event the City receives and accepts a *bona fide* offer for the purchase of the Property (the purchase contract or contracts), the City shall immediately notify Sharratt and provide Sharratt with a complete copy of the contract. Sharratt will have fifteen (15) days from the receipt of said Notice from the City to give Notice to the City that it has exercised its Right of First Refusal. In the event Sharratt gives notice to the City that it is not exercising the Right of First Refusal or in the event that no timely notice is given by Sharratt to the City this Right of First Refusal shall expire. This Right of First Refusal shall expire December 31, 2022.

In the event Sharratt exercises its Right of First Refusal it shall be bound by and required to timely perform all the terms of the purchase contract (i.e., as if Sharratt had been the party making the original offer).

Sharratt may exercise the Right of First Refusal only if it provides proof to the City that the Property subject to the Right of First Refusal is needed for expansion of Sharratt's warehouse and distribution facility. If Sharratt exercises its Right of First Refusal it shall complete expansion of its warehouse and its distribution facility within two (2) years of closing.

Sharratt agrees that in the event that Sharratt fails to complete construction of the building expansion improvements within two (2) years of closing, then the City shall have the right to reenter and take possession of Lot 2 and record against Lot 2 in the Sauk County Register of Deeds Office a "Notice of Reverter". Sharratt agrees that the recording of such Notice of Reverter shall have the effect of delivering and recording a deed from Sharratt to the City and shall automatically terminate all of Sharratt's rights, title and interest in the property and any interest by any successor or assign. This reversionary interest is a material provision of this contract without which the City would not have entered into the transaction with Sharratt; and Notice of Reverter shall be contained in the conveyance of Lot 2 to Sharratt pursuant to this Agreement.

The City shall advise Sharratt, in writing, of its intent to record the "Notice of Reverter" at least 21 days prior to the recording; and, Sharratt shall have the right to object, in writing, delivered to the City, to the intended Notice. In the event of an objection, the parties shall mediate the reversion issue.

3. Assignment. This Right of First Refusal contained herein may not be assigned by Sharratt without the prior written consent of the City, which may be withheld at the City's sole discretion.
4. Failure to Exercise Right of First Refusal. If Sharratt fails to exercise the Right of First Refusal within the Right of First Refusal Period, this Right of First Refusal shall automatically terminate.
5. Right of First Refusal Period. The City shall not sell or exchange or otherwise alienate the property or enter into any sale, option, exchange or trade agreement without complying with the Right of First Refusal as granted to Sharratt herein.

6. Notices. Any notices required or permitted hereunder shall be sufficient if personal delivered or sent by certified mail, return receipt, addressed as follows:

To the City: City of Reedsburg
 134 South Locust Street
 Reedsburg, Wisconsin 53959

To the Developer: Sharratt Warehousing & Distribution LLC

Sandhill, Inc.

7. Recording of Agreement. The City may record this Agreement, at the sole decision of the City, in the Office of the Clerk and Recorder, County of Sauk, State of Wisconsin and the City shall retain the recorded Agreement.
8. Paragraph Headings. Paragraph headings are to be inserted for convenience only and in no way limit or define the interpretations to be placed upon this Agreement.
9. Binding Agreement. This Agreement shall be binding upon and for the benefit of the parties hereto, their successors and assigns and shall survive the sale/transfer.

9/13/2017 DRAFT

Sharratt Warehousing & Distribution LLC

Dated: _____

By: _____

Its: _____

ACKNOWLEDGMENT

STATE OF Wisconsin)
) ss.
COUNTY OF _____)

Personally came before me this _____ day of _____, 2017, _____, to me known to be the persons who executed the foregoing instrument, and to me known to be such member(s) of said entity, and acknowledged that he, she or they executed the foregoing instrument as such officer as the act of said corporation, by its authority.

Subscribed and sworn to before me
this _____ day of _____, 2017.

Notary Public, State of Wisconsin
My commission expires:_____.

Sandhill, Inc.

Dated: _____

By: _____

Its: _____

ACKNOWLEDGMENT

STATE OF Wisconsin)
) ss.
COUNTY OF _____)

Personally came before me this _____ day of _____, 2017, _____ to me known to be the persons who executed the foregoing instrument, and to me known to be such member(s) of said entity, and acknowledged that he, she or they executed the foregoing instrument as such officer as the act of said corporation, by its authority.

Subscribed and sworn to before me
this _____ day of _____, 2017.

Notary Public, State of Wisconsin
My commission expires: _____.

Documented drafted by:
Joseph L. Hasler
LAROWE GERLACH TAGGART LLP
Post Office Box 231
Reedsburg, Wisconsin 53959
(608) 524-8231

Exhibit C - Tax Increment ProForma
City of Reedsburg
Option 1A: Sharratt Warehouse \$12.6 mm Value Increment + Personal Property
8/8/2017

Assumptions	
Base Value	Equalized
Tax Rate	0.02350 For County, Village, Technical College, and School District
Property Appreciation Rate	0.00% For Existing Construction
Annual Change in Tax Rate	0.00%
Construction Inflation Rate	0.00% For New Construction After 2017 & 2018

Year	Previous Valuation	Inflation Increment	TIF Increment		Total Valuation	Cumulative Increment	TIF Tax Rate*	TIF Revenue
			Construction	Pers Prop				
2016	\$0	\$0			\$0	\$0	0.02350	\$0
2017	\$0	\$0	\$4,000,000	\$0	\$4,000,000	\$4,000,000	0.02350	\$0
2018	\$4,000,000	\$0	\$8,600,000	\$800,000	\$13,400,000	\$13,400,000	0.02350	\$0
2019	\$13,400,000	\$0	\$0	(\$80,000)	\$13,320,000	\$13,320,000	0.02350	\$94,000
2020	\$13,320,000	\$0	\$0	(\$80,000)	\$13,240,000	\$13,240,000	0.02350	\$314,900
2021	\$13,240,000	\$0	\$0	(\$80,000)	\$13,160,000	\$13,160,000	0.02350	\$313,020
2022	\$13,160,000	\$0	\$0	(\$80,000)	\$13,080,000	\$13,080,000	0.02350	\$311,140
2023	\$13,080,000	\$0	\$0	(\$80,000)	\$13,000,000	\$13,000,000	0.02350	\$309,260
2024	\$13,000,000	\$0	\$0	(\$80,000)	\$12,920,000	\$12,920,000	0.02350	\$307,380
2025	\$12,920,000	\$0	\$0	(\$80,000)	\$12,840,000	\$12,840,000	0.02350	\$305,500
2026	\$12,840,000	\$0	\$0	(\$80,000)	\$12,760,000	\$12,760,000	0.02350	\$303,620
2027	\$12,760,000	\$0	\$0	(\$80,000)	\$12,680,000	\$12,680,000	0.02350	\$301,740
2028	\$12,680,000	\$0	\$0	(\$80,000)	\$12,600,000	\$12,600,000	0.02350	\$299,860
2029	\$12,600,000	\$0	\$0	\$0	\$12,600,000	\$12,600,000	0.02350	\$297,980
2030	\$12,600,000	\$0	\$0	\$0	\$12,600,000	\$12,600,000	0.02350	\$296,100
2031	\$12,600,000	\$0	\$0	\$0	\$12,600,000	\$12,600,000	0.02350	\$296,100
2032	\$12,600,000	\$0	\$0	\$0	\$12,600,000	\$12,600,000	0.02350	\$296,100
2033	\$12,600,000	\$0	\$0	\$0	\$12,600,000	\$12,600,000	0.02350	\$296,100
2034	\$12,600,000	\$0	\$0	\$0	\$12,600,000	\$12,600,000	0.02350	\$296,100
2035	\$12,600,000	\$0	\$0	\$0	\$12,600,000	\$12,600,000	0.02350	\$296,100
2036	\$16,000,000	\$0	\$0	\$0	\$16,000,000	\$16,000,000	0.02350	\$296,100
2037	\$12,600,000	\$0	\$0	\$0	\$12,600,000	\$12,600,000	0.02350	\$296,100
Total		\$0	\$12,600,000	\$0				\$5,527,200

Exhibit D: Timetable

Milestone	Approximate Date
Entitlements	
Plan Commission CSM Approval	9/12/2017
Plan Commission Site Plan Approval	9/12/2017
City Council Memorandum of Understanding Approval	9/12/2017
City Council CSM Approval	9/12/2017
City Council Land Sale / Transfer Approval	9/12/2017
City Engineer Stormwater Approval	9/25/2017
City Council Development Agreement Approval	9/25/2017
Developer Project Implementation	
Property Closing and Transfer	09/18/2017
Construction Start - Site Excavation & Prep	09/20/2017
Construction Start - Building	10/23/2017
Building Substantial Completion - Begin Operations	05/01/2018
Building Final Completion	07/01/2018
City Project Implementation	
Application of BCPL Loan	10/01/2017
Water Main Bid & Contract Approval	02/12/2018
Water Main Construction Start	03/15/2018
Water Main Construction Completion	05/01/2018

EXHIBIT

STAFF REPORT

AGENDA ITEM: IV-B

To: Ordinance Committee, Mayor and City Council
By: Joshua Kowalke, Director, Reedsburg Area Ambulance / City Emergency Management
Through: Stephen P. Compton, City Administrator
Date of Meeting: September 25, 2017

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 (SEMS).

ANALYSIS

Incorporation of SEMS includes providing training to Emergency Operations Center personnel and how SEMS is activated in emergencies. The plan also includes the National Incident Management System (NIMS) and identifies how the City fits into the overall SEMS/NIMS structure. NIMS training and incorporation into the plan is also required to meet a number of federal grant requirements through FEMA. NIMS and the National Response Framework (NRF) are included under this approval for adoption by City Council.

No significant changes were made to the plan. Minor changes include updates to historical numbers and information to be used in a local disaster since the EOP was last published.

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

Staff recommends the City Council approve the April 2017 update to the City of Reedsburg Emergency Operation Plan.

ATTACHMENTS:

Reedsburg Emergency Operation Plan (EOP)

City of Reedsburg

Emergency Operations Plan

April 2017



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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 Warden Michael Weber	608 370 0079 Cell

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
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 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
Media:	
WRDB	608 524 1400
Reedsburg Independent	608 524 0387
Reedsburg Times-Press	608 524 4336
WISC TV – Madison	608 273 3333
Red Cross Approved Shelters:	
Pineview Elementary School	608 963 3725
Reedsburg Area High School	608 963 3725
Debris Management Assistance:	
Petersen/Town and Country Sanitation	608 375-5856
Waste Management	608 355 3111
Zobel and Sons	608 524 2194
National Guard Armory	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 – Stephen Compton or designee
Available through Dispatch – 608 524 2376
4. Police Chief – Tim Becker 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.

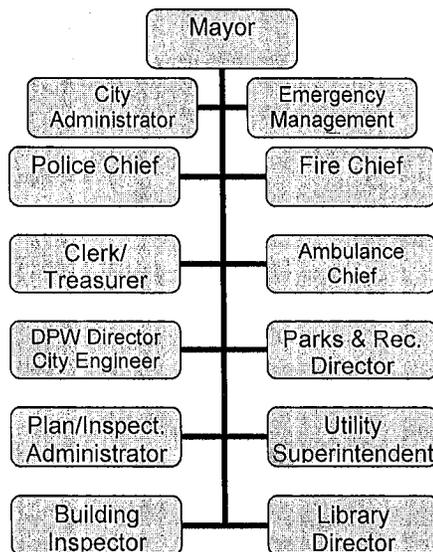
Actions that the City and County should consider if this plan is activated:

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

- City Hall, 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 situation 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: _____, 2017.

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 current 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 in order to have the most current and accurate information.
3. Establish news briefing room/area and provide information at periodic intervals.
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:

Stephen Compton, Administrator

Employees:

Jacob Crosetto, City Clerk/Treasurer

Julie Strutz, Deputy Clerk/Treasurer

Anita Young, Deputy Clerk/Treasurer

Darleen Wohling, Clerk of Municipal Court

Sara Ehrhardt, 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)

Randy Hoega

Michael Faivre

Neil Olson

Dennis Dorow

Fred Korklewski

Mike Kast

WWTP:

Chris Kleinschmit (Manager)

Jim Polanek (Foreman)

Jeff Borkenhagen

Todd Driese

Steven Benton

Custodial:

Steve Herritz

Equipment – Vehicle Resources:

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

Department of Planning & Zoning/Building Inspection

Brian Duvall, Planner/Building Inspector

Vehicles:

Police Department

Department Head:

Tim Becker, Chief of Police

Police Employees:

Darrin Frye, Lieutenant
Patrick Cummings, Sergeant
Andrew Foesch, Sergeant
Richard Wolf, Sergeant
Mark Eberle, Sergeant
Andy Stelter, Detective
Peggy Porter
Scott Peterson
Summer Geffert
Marty Pugh
Jesse Spears, Detective
Jon Schaefer
Will Botten
Josh Hoega
Jon Schmitz
Josh Benson
Amanda Georgeson
Samantha Mittlesteadt
Ben Seamans, Chaplain

Communications Employees:

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

Equipment/Vehicles Resources:

5 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
4 Unmarked Patrol Units with mobile radios and emergency lights.
1 N.E.V. unit with emergency lights
20 Motorola XTS 2500 portable radios
3 sets of waders
1 speed control unit on trailer, hang-able speed sign
1 Humvee
3 Less Lethal shot guns
4 shotguns
7 Tasers with cameras
20 G22 Glocks 40 cal semi auto pistols
6 .223 AR15 Rifles

Fire Department

Department Head:

Craig Douglas, Fire Chief

Employees:

- | | | | |
|------------|--------------------------------------|------------|--------------------------|
| | 1. Chief Craig Douglas | | 22. Todd Bychinski |
| | 2. 1 st Ast. Bill Ritzer | | 23. Zach McDonough |
| | 3. 2 nd Ast. Dennis Duren | | |
| | 4. Training Officer Howie Althiser | Company C: | 24. Captain Mike Corwith |
| | 5. Engineer Randy Hoege | | 25. Lt. Eric Sukup |
| Company A: | | | 26. Frank Matussek |
| | 6. Captain Steve Dempsey | | 27. Paul Bierman |
| | 7. Rescue Lt. Matt Gawronski | | 28. Matt Gavin |
| | 8. Adam Powell | | 29. Darren Weber |
| | 9. Joe Uminski | | 30. Kyle Burmester |
| | 10. Keith Craker | | 31. Zach Dallman |
| | 11. Matt Hauenstein | Company D: | |
| | 12. Dylan Kuester | | 32. Captain Tom Klang |
| | 13. Mike Fedderly | | 33. Donnie Lichte |
| | 14. CJ Meyer | | |
| Company B: | | | 34. John Bolt |
| | 15. Captain Craig Meyer | | 35. Jeremy Schyvinck |
| | 16. Ryan Bradley | | 36. Ben Johnson |
| | 17. Nicholas Rivera | | 37. Mark Meyer |
| | 18. Jared Ritzer | | 38. Patrick McPhee |
| | 19. Bill Zimmerman | | |
| | 20. Rescue Captain Josh Hoege | | 39. Troy Thompson |
| | 21. Jim Krueger | | 40. Doug Knuth |

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

Employees:

<u>Name</u>	<u>Call #</u>	<u>EMT Level</u>	<u>Cell</u>
<u>Ballweg, Keifpfer</u>	<u>420</u>	<u>CCP</u>	<u>393-3423</u>
<u>Brandt, Jessi</u>	<u>405</u>	<u>B</u>	<u>415-8482</u>
<u>Brecka, Travis</u>	<u>402</u>	<u>CCP</u>	<u>415-1203</u>
<u>Breidenbach, Amy</u>	<u>425</u>	<u>A</u>	<u>469-6758</u>
<u>Burton, Amanda</u>	<u>410</u>	<u>A</u>	<u>495-0624</u>
<u>Butler, Bob</u>	<u>403</u>	<u>CCP</u>	<u>415-7241</u>
<u>Carson, Timothy</u>	<u>413</u>	<u>B</u>	<u>415-7992</u>
<u>Connors, Johnny</u>	<u>422</u>	<u>A</u>	<u>415-0924</u>
<u>DeKeyser, Bryan</u>	<u>431</u>	<u>CCP</u>	<u>566-7130</u>
<u>Fry, Diane</u>	<u>414</u>	<u>A</u>	<u>393-6033</u>
<u>Halatek, Amanda</u>	<u>434</u>	<u>B</u>	<u>345-4302</u>
<u>Hinze, Trevor</u>	<u>419</u>	<u>CCP</u>	<u>415-0013</u>
<u>Hoega, Brittney</u>	<u>404</u>	<u>CCP</u>	<u>393-1874</u>
<u>Johnson, Ben</u>	<u>421</u>	<u>B</u>	<u>219-484-0614</u>
<u>Jones, Alexander</u>	<u>430</u>	<u>A</u>	<u>604-9870</u>
<u>Kaoo, Nikki</u>	<u>408</u>	<u>P</u>	<u>547-1140</u>
<u>Kowalke, Josh</u>	<u>400</u>	<u>CCP</u>	<u>963-3494</u>
<u>Krueger, Kristin</u>	<u>426</u>	<u>CCP</u>	<u>393-2451</u>
<u>Kruse, Damian</u>	<u>418</u>	<u>P</u>	<u>393-4018</u>
<u>Milewski, Sandy</u>	<u>415</u>	<u>A</u>	<u>393-1020</u>
<u>Perea, Jerome</u>	<u>409</u>	<u>A</u>	<u>393-7803</u>
<u>Porter, Peggy</u>	<u>406</u>	<u>B</u>	<u>415-0630</u>
<u>Raupp, Phil</u>	<u>401</u>	<u>CCP</u>	<u>393-4076</u>
<u>Rego, Deb</u>	<u>411</u>	<u>A</u>	<u>495-0435</u>
<u>Schmitt, Sawyer</u>	<u>435</u>	<u>B</u>	<u>415-3789</u>
<u>Schwartz, Courtney</u>	<u>428</u>	<u>B</u>	<u>451-3050</u>
<u>Scott, Barb</u>	<u>423</u>	<u>A</u>	<u>604-3511</u>
<u>Scott, Chris</u>	<u>407</u>	<u>CCP</u>	<u>963-4332</u>
<u>Shekels, Kim</u>	<u>433</u>	<u>P</u>	<u>547-7020</u>
<u>Shields, Mary</u>	<u>412</u>	<u>A</u>	<u>963-3167</u>
<u>Sobeck, Lucas</u>	<u>424</u>	<u>A</u>	<u>393-9454</u>
<u>Stevens, Ben</u>	<u>416</u>	<u>P</u>	<u>495-3959</u>
<u>Stowell, Dan</u>	<u>432</u>	<u>B</u>	<u>547-6460</u>
<u>Stowell, Sandi</u>	<u>427</u>	<u>A</u>	<u>547-6461</u>
<u>Thieding, Kristal</u>	<u>429</u>	<u>A</u>	<u>495-0189</u>

Ambulances:	511 – 963-7742	512 – 963-9052	513 – 963-6043
	514 – 415-1865	515 – 415-2069	516 – 415-1732

Equipment/Facility/Vehicle Resources:

Quantity	Resource
36	Portable Radios
5	ALS Stocked Ambulances
2	ALS First Response Emergency Vehicle (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)
4	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
Steve Stolte	Communications Tech	608-768-6436	608-434-5118
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

Commissioners:

James Krueger
Jim Heuer
Mike Gargano
Mike Glick
Amy Reine

Vehicle Resources:

UNIT #	YEAR	MAKE	DESCRIPTION
1	2000	International	IH2000 Chassis dump bed installed 2015
3	2007 1973 1986	Dodge Pierce	Ram 2500 4WD Reg Cab ST 96" Service Body 12G Bumper Step w/ Overhead Racks
6	2003	Chevrolet	1500 4x4 blue pickup
12	2000 2000 2007	Ford Boss	F250 4x4 Ford Truck Tommygate 1000 lb capacity 8'6" Steel straight blade super duty snow plow
15	1998	Dodge	Ram 2500 Truck w/ used utility body
16	2003	Ford	F150 4x4 white pickup
19	2006	Ford	F250 4X4 white pickup Utility Box & Accessories Xantrex Pro 1800 Inverter
21	2008 2008	International	4400 Chassis Digger Derrick unit
22	2008	Dodge	Ram 1500 4WD Reg Cab-White
23	2008	Dodge	Grand Caravan 4D Wagon
24	2008	Ford	F450 4x4 white truck
25	2009	Ford	F150 4x4 white pickup
26	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 2014	International Terex	4300 4x2 Bucket Truck Chassis TCX60 Aerial Unit
33	2014	Ford	F150 4x4 white pickup
34	2014	Ford	Fusion (car) white
35	2015	Ford	F150 Supercab 4x4 SS
36	2017	Ford	F550 4x4 Bucket Truck Chassis Versalift 40' Aerial Unit
37	2017	Ram	1500 Tradesman 4x4 pickup

Equipment Resources:

UNIT #	DESCRIPTION
50	Backhoe/Loader
51	Compressor
52	Chipper
53	Trencher
54	Flatbed Trailer w/ tilt-Trencher (16,000 lbs)
55	4" Boring Tool
56	Pole Trailer
58	Cable Reel Trailer (5,000 lbs)
60	Magnetic Locator
61	Rammer-Compactor
62	Diesel Engine Generator/Trailer (10,000 lbs)
63	Forklift
64	Mower trailer w/ ramp (2,990 lbs)
66	Thumper (fault locator)
67	Radar (fault locator)
68	3 reel turret wire trailer (23,500 lbs)
69	Underground Locator
70	Underground Locator
71	Mower-rider
72	Locator-Receiver & Transmitter
74	Mini-Excavator
75	18' Road Warrior Trailer (12,000#)
76	20' Road Warrior Equipment Trailer (12,000#)
77	910 Receiver & 910T Transmitter Locator
78	Power Rake
79	Tractor w/ dual remotes/240TL Loader
80	Air Compressor
81	Vibratory Plow w/ Trencher Attachment
82	Piercing Tool
83	20' Road Warrior Equipment Trailer (12,000#)
84	Directional Drill on Trailer
85	Cargo Trailer (used for communications spicing equip)
86	500 Gallon Vacuum on T9S Tandem Trailer
87	Skid Mount Straw Mulcher
88	Condux Mini Blower/Pusher
89	Magnetic Locator
90	Quad Track Plow with Backhoe & Blade

Reedsburg Public Library

Department Head:

Sue Ann Kucher, Director

Employees:

(FTE)

Kris Houtler - Assistant Director
Joleen Clark, Circulation Supervisor
Tina Peerenboom - Youth Services Librarian
Wendy Collins - Tech Services
Kathy Kosak - Circulation Clerk

(PT)

Janet Gasser – Reference Services Librarian
Laura Mahaney - Assistant Youth Services
Emmi Phillippi – Circulation /Outreach
Alyssa Moura - Circulation Assistant
Jill Van Arman – Circulation Assistant
Brittany Bruun – Circulation Assistant
Jodi Cattle – Circulation Assistant

Resources:

25 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.
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 of 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

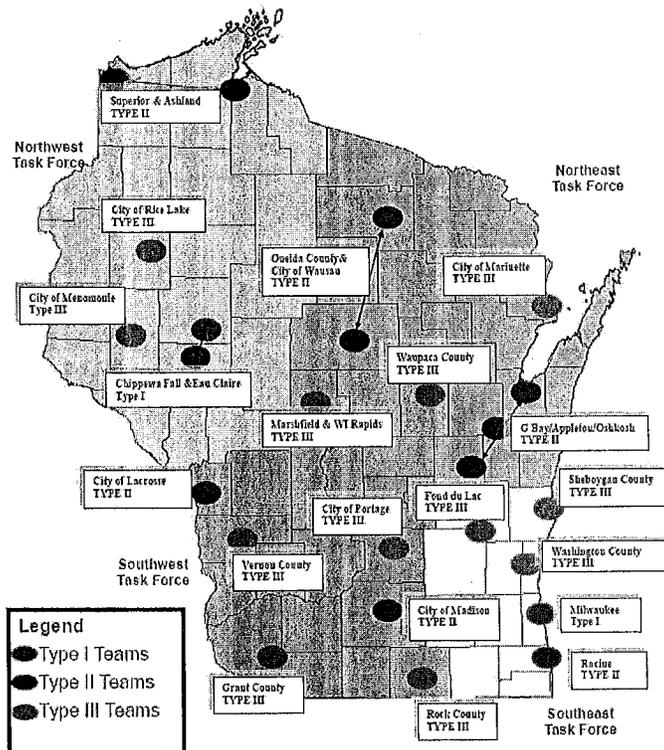
F. 48-? Hours

- 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.

Hazardous Materials Teams

1. Gather the following information:
 - a. Agency and person making the request:
 - b. Two call back numbers:
 - c. Location of the incident:
 - d. Incident Commander:
 - e. Reason for your request (type of incident):
 - f. What specific information about the release is known (physical state, UN ID, chemical properties, etc.):
 - g. Where is staging:
 - h. What are the resources needed:
 - i. Immediately:
 - ii. Sustained deployment:
 - i. Are there any evacuations in progress:
 - j. What other resources have been requested to the scene:
 - k. What is the appropriate/safe routing to the incident
2. With the above information contact, 1-800-943-0003, the state WEM Duty Officer.
3. Contact Emergency Management also.



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 of 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 in the event that 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 also 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.

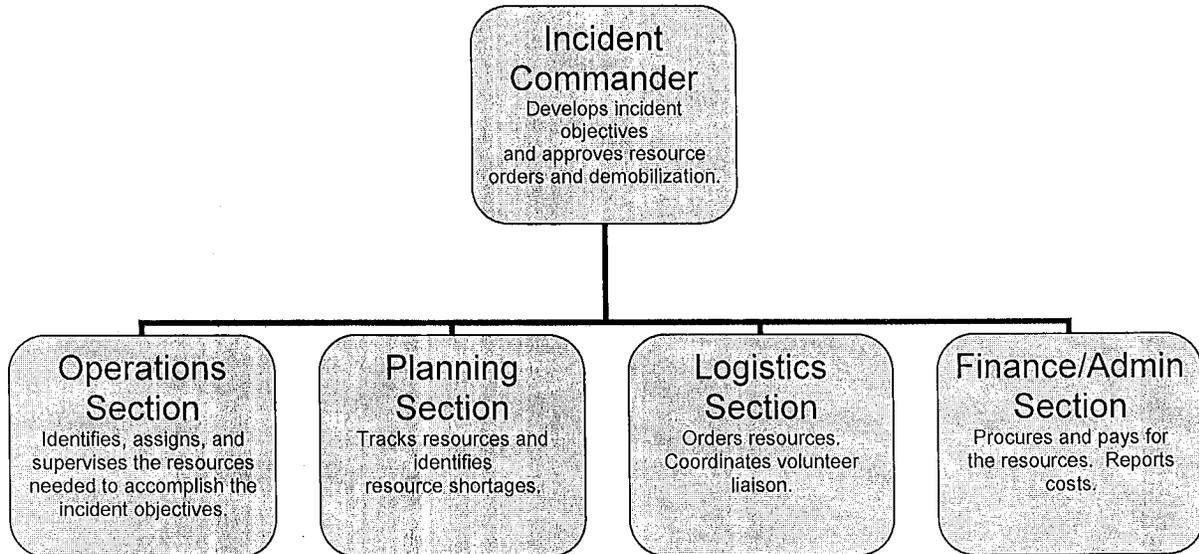
Signature: _____

Date: _____

Parent or Guardian, if under 18: _____

Date: _____

City of Reedsburg Organizational Chart - ICS



Equipment Rate Resolution



City of Reedsburg
134 South Linden Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-824-6301 Fax 608-824-3454
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 27th day of March, 2017.

David G. Bates, 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

Votes: 9-0-0