

**CITY OF EDGERTON
REGULAR COMMON COUNCIL MEETING
EDGERTON CITY HALL, COUNCIL CHAMBERS
12 ALBION STREET**

Monday, May 2, 2022 at 7:00 p.m.

NOTICE: The meeting noticed above will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at www.cityofedgerton.com. Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to order; Roll call
2. Pledge of Allegiance.
3. Confirmation of appropriate meeting notice posted on Friday, April 29, 2022
4. Council acceptance of agenda.
5. Personal appearances for non-agenda items limited to 3 minutes.
6. Minutes:
 - A. Consider approval of minutes from April 18, 2022 Council meeting.
 - B. Consider approval of minutes from April 19, 2022 Reorganization Council meeting.
 - C. Consider approval of minutes from April 25, 2022 Special Council meeting
7. Committee Reports:
 - A. Finance Committee:
 1. Consider approval of bills and payroll vouchers.
 2. Consider event packet for the Night Market on Henry St.
 3. Consider event packet for Edgerton Library Reading Program.
 4. Consider event packet for the July 3rd Edgerton Lions Club Fireworks.
 5. Consider Temporary Class "B" Beer and Wine Liquor License.
 6. Consider event packet for Hero's Hike for Hope Downtown Block Party.
 7. Consider purchase of copier for City Hall.
 8. Consider quotes for compost/brush pile grinding.
 9. Consider addendum to Cedar Corp contract for Ladd Ln Regional Stormwater pond project.
 10. Consider addendum to Cedar Corp contract for the Lead Lateral Replacement project.
 11. Consider code changes due to recodification.

B. Fire District:

1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.

C. Plan Commission

1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.
2. Consider second reading and adoption of City of Edgerton Ordinance 22-03: Amend Section 22.210 "Official Zoning Map" of the code of Zoning Ordinances to amend the zoning for the property located at 505 Stoughton Rd.
3. Consider second reading and adoption of City of Edgerton Ordinance 22-04: Amend Sections of Chapter 22 "Zoning Ordinances" to Regulate Electric Vehicle charging Stations.
4. Consider approval of a preliminary and final 2 lot CSM on Ladd Ln and Thronson Dr for Keinbaum.
5. Consider approval of a preliminary and final 1 lot CSM to combine two lots at 110 West Meadows Drive for Braun.

D. Public Safety

1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.
2. Consider updated Emergency Operations Plan.

8. Consider Mayor's recommendation of appointment to Tree Board.

9. Mayor, alderperson and staff reports.

10. Adjourn

Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: (608) 884-3341.

**APRIL 18, 2022 COMMON COUNCIL MEETING MINUTES
CITY OF EDGERTON**

Mayor Christopher Lund called the meeting to order at 7:00 p.m.

Present: Sarah Braun, Casey Langan, Candy Davis, Tim Shaw, Paul Davis, and Jim Burdick.

Others Present: City Administrator Ramona Flanigan, City Clerk Wendy Loveland, Police Chief Robert Kowalski, Municipal Services Director Howard Moser, Library Director Kirsten Almo, City Attorney Bill Morgan and a few citizens.

Loveland confirmed the meeting agendas were properly posted on Friday, April 15, 2022 at the Post Office, Edgerton Library, City website, and City Hall.

ACCEPT THE AGENDA: A Sarah Braun/Tim Shaw motion to accept the agenda as printed passed, all voted in favor.

MINUTES: A Paul Davis/Casey Langan motion to approve the minutes from the April 4, 2022 Common Council meeting passed, all voted in favor.

A Sarah Braun, Paul Davis motion to approve the minutes from the April 11, 2022 Special Council meeting passed, all voted in favor.

COMMITTEES:

Finance Committee: A Candy Davis/Tim Shaw motion to approve the bills and payroll in the amount of \$198,925.97 passed on a 6/0 roll call vote.

Candy Davis/Tim Shaw moved to approve façade grants for 11 W Canal St as recommended by the RDA in the amount of \$10,957.50 with work to be completed within 1 year. (see attached RDA recommendations)

The original application for 11 Canal St included a request for funds to paint the exterior of the building. The application also included future plans to install siding on the building. The RDA voted to not fund the painting of the exterior due to the future plans to cover up the painted exterior with siding. The RDA stated they would consider funding for the siding project at such a time the owner was ready to pursue that option.

Sarah Braun stated, as the Historic Preservation Commission Chairperson she would like to see the request for the painting of the exterior also be approved. She stated in her conversation with the owner it was not indicated that siding was in the plan.

Kari Reilly, owner of 11 W Canal St, stated she had originally planned to side the building, however, due to the amount of time she would have to wait for the contractor to complete the siding she chose to paint the exterior instead.

Tim Shaw/Sarah Braun moved to amend the original motion to include the approval of a Supersized Façade Grant for the painting of the exterior at 11 W Canal St in the amount of \$2,395. The motion passed on a 5/0/1 vote. Casey Langan abstained.

A Candy Davis/Tim Shaw motion to approve façade grants for 11 W Canal St as recommended by the RDA in the amount of \$10,957.50 plus the painting of the exterior in the amount of \$2,395 with the work to be completed within 1 year passed on a 5/0/1 roll call vote. Casey Langan abstained.

A Candy Davis/Sarah Braun motion to approve façade and ED grants for 20 W Fulton St as recommended by the RDA in the amount of \$4,876.26 with work to be completed within 1 year passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve façade and ED grants for 16 Swift St as recommended by the RDA in the amount of \$18,612.50 with work to be completed within 1 year passed on a 6/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve façade and ED grants for 14 W Fulton St as recommended by the RDA in the amount of \$38,427.20 with work to be completed within 1 year passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve façade and ED grants for 21 Henry St as recommended by RDA in the amount of \$6,880.50 with work to be completed within 1 year passed on a 6/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve façade and ED grants for 15 & 25 N Main St as recommended by RDA in the amount of \$23,120 with work to be completed within 1 year passed on a 6/0 roll call vote.

Casey Langan stated the request for funds at 210 W Fulton St was to paint a mural on the side of the building after the renovations were completed. Due to the extension of the completion date of that project, the RDA felt there were other projects that could use the funds immediately. Therefore, they made the decision to not fund this project and look for possible alternative funding closer to the time the project would be completed.

A Candy Davis/Tim Shaw motion to approve a façade grant for 210 W Fulton St as recommended by RDA in the amount of \$0 passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve façade and ED grants for 110 Henry St as recommended by RDA in the amount of \$7,441.50 with work to be completed within 1 year passed on a 6/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve the policy for disposal of surplus items passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve a minimum bid for the Exmark mower of \$4,500 and \$1,500 for the welder passed on a 6/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve the purchase of a cemetery mower from Burns Full Service LLC in the amount of \$13,912.69 passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve an addendum to the Cedar Corporation contract for the Henry St project passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve awarding the bid for the Henry St, street and utility improvement project to BKS Excavating, Inc in the amount of \$671,308 passed on a 6/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve the amended event packet as presented passed on a 6/0 roll call vote.

Plan Commission: A Jim Burdick/Paul Davis motion to initiate the process to vacate Maple Ct passed on a 6/0 roll call vote.

A Paul Davis/Jim Burdick motion to introduce and approve the first reading of City of Edgerton Ordinance 22-03: Amend Section 22.210 “Official Zoning Map” of the code of Zoning Ordinances to amend the zoning for the property at 505 Stoughton Rd passed on a 6/0 roll call vote.

A Jim Burdick/Paul Davis motion to introduce and approve the first reading of City of Edgerton Ordinance 22-04: Amend Sections of Chapter 22 “Zoning Ordinances” to Regulate Electric Vehicle charging stations passed on a 6/0 roll call vote.

A Paul Davis/Jim Burdick motion to approve a 2-lot extraterritorial CSM in Section 8 of the Town of Fulton on the SW corner of Dallman Rd and Hwy 59 for Feggstad passed on a 6/0 roll call vote.

A Jim Burdick/Paul Davis motion to approve a 1-lot extraterritorial CSM in Section 15 of the Town of Fulton on E Dalby Rd for Schuette passed on a 6/0 roll call vote.

A Paul Davis/Jim Burdick motion to approve a 5-lot extraterritorial Plat of Olson’s Bliven Rd Addition in Section 21 of the Town of Albion on Bliven Rd for Olson passed on a 6/0 roll call vote.

CLOSED SESSION: Candy Davis/Casey Langan moved to go into closed session pursuant to Wis. Stat. 19.85(1) (e) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.” Discuss and consider property purchase. The motion passed on a 6/0 roll call vote.

Being no other business before the Council, a Candy Davis/Paul Davis motion to adjourn passed on a 6/0 roll call vote.

Wendy Loveland
City Clerk

Adopted May 2, 2022

Façade and ED Grants April 18, 2022					
Address	Estimated Total Project Cost	Maximum Grant	RD Recommended	Description	Requires Historic Approval
11 W Canal					
	\$8,430.00	\$4,215.00	\$4,215.00	replace 7 windows	*
	\$6,650.00	\$3,325.00	\$3,325.00	Block in garage door, tuck pointing and removal for 4 new/windows/doors	*
	\$6,835.00	\$3,417.50	\$3,417.50	door system	*
	\$4,790.00	\$2,395.00	\$2,395.00	paint exterior	*
Total	\$26,705.00	\$13,352.50	\$13,352.50		
20 W Fulton					
	\$9,752.52	\$4,876.26	\$4,876.26	HVAC	
	\$9,450.00	\$4,725.00	\$0.00	separate electric into 3 services	
	\$19,202.52	\$9,601.26	\$4,876.26		
16 Swift					
	\$87,050.00	\$10,000.00	\$10,000.00	tuck pointing	
	\$7,850.00	\$3,925.00	\$0.00	interior OH door and interior wall construction	
	\$14,625.00	\$7,312.50	\$7,312.50	windows	*
	\$2,600.00	\$1,300.00	\$1,300.00	rear door	*
	\$15,900.00	\$6,000.00	\$0.00	office?	
	\$1,800.00	\$900.00	\$0.00	wash interior	
	\$11,400.00	\$5,700.00	\$0.00	office?	
	\$9,875.00	\$4,937.50	\$0.00	women's restroom	
	\$6,075.00	\$3,037.50	\$0.00	men's restroom	
	\$8,700.00	\$4,350.00	\$0.00	rear shop (interior)	
	\$165,875.00	\$47,462.50	\$18,612.50		
14 W Fulton					
Apartment					
	\$14,400.00	\$6,000.00	\$0.00	drywall apartment, firewall between floors	
	\$6,800.00	\$3,400.00	\$0.00	second exit apartment	*
	\$8,080.00	\$4,040.00	\$0.00	demo for apartment	
	\$1,800.00	\$900.00	\$0.00	remove stairway	
	\$7,800.00	\$3,900.00	\$0.00	install countertops and sink	
	\$12,000.00	\$6,000.00	\$0.00	kitchen cabinets	
	\$10,500.00	\$5,250.00	\$0.00	frame new bedrooms apartment	
	\$9,800.00	\$4,900.00	\$0.00	frame new bathroom apartment	
	\$10,325.00	\$5,162.50	\$0.00	HVAC apartment	
	\$13,454.69	\$6,000.00	\$0.00	second floor electric	
	\$6,400.00	\$3,200.00	\$0.00	plumbing for apartment	
	\$101,359.69	\$48,752.50			
Second Floor Not Apartment					
	\$9,820.00	\$4,910.00	\$0.00	paint upstairs	
	\$8,280.00	\$4,140.00	\$2,500.00	restore and paint second floor ceiling	
	\$11,523.75	\$5,761.88	\$0.00	refinish second floors	
	\$2,800.00	\$1,400.00	\$1,400.00	close archway	
	\$32,423.75	\$16,211.88	\$3,900.00		
First Floor					
	\$4,800.00	\$2,400.00	\$2,400.00	frame ADA first floor bathroom	
	\$4,374.00	\$2,187.00	\$0.00	refinish stairs (only done if apartment not built)	
	\$2,240.00	\$1,120.00	\$0.00	back room floor replace	
	\$10,400.00	\$5,200.00	\$0.00	laminated flooring in back room	
	\$8,220.00	\$4,110.00	\$0.00	paint main floor	
	\$5,900.00	\$2,950.00	\$2,500.00	restore and paint first floor ceiling	
	\$5,900.00	\$2,950.00	\$2,950.00	plumbing for downstairs bathroom	

	\$6,226.19	\$3,113.10	\$150.00	first floor electric	
	\$11,922.50	\$5,961.25	\$0.00	refinish first floors	
	\$7,560.00	\$3,780.00	\$3,780.00	tuckpoint interior wall	
	<u>\$4,600.00</u>	<u>\$2,300.00</u>	<u>\$0.00</u>	plaster repair	
	\$72,142.69	\$36,071.35	\$11,780.00		
Outside					
	\$8,990.00	\$4,495.00	\$4,495.00	tuck pointing	
	\$627.73	\$313.87	\$313.87	sign	*
	\$5,076.66	\$2,538.33	\$2,538.33	awning	*
	\$500.00	\$250.00	\$250.00	skylight repair	
	\$5,800.00	\$2,900.00	\$2,900.00	replace wood on store front	*
	\$20,223.48	\$10,000.00	\$10,000.00	replace store front windows	*
	<u>\$4,500.00</u>	<u>\$2,250.00</u>	<u>\$2,250.00</u>	roof over basement access	
Total	\$45,717.87	\$22,747.20	\$22,747.20		
Total All Work	\$251,644.00	\$123,782.92	\$38,427.20		
21 Henry St					
	\$5,995.00	\$2,997.50	\$0.00	mural painted on wood where windows were filled in	*
	\$4,472.00	\$2,236.00	\$2,236.00	Awning fabric replacement	*
	<u>\$9,289.00</u>	<u>\$4,644.50</u>	<u>\$4,644.50</u>	First Floor AC	
Total	\$19,756.00	\$9,878.00	\$6,880.50		
15 and 25 N Main					
15 N Main	\$14,400.00	\$7,200.00	\$7,200.00	partial paving of parking lot	
25 N Main	\$19,840.00	\$9,920.00	\$9,920.00	partial paving of parking lot	
25 N Main	\$80,919.00	\$10,000.00	\$0.00	residing	
25 N Main	<u>\$25,000.00</u>	<u>\$6,000.00</u>	<u>\$6,000.00</u>	Remodel restroom, ADA, flooring, lighting	
Total	\$159,915.00	\$33,120.00	\$23,120.00		
210 W Fulton					
	\$3,600.00	\$1,800.00	\$0.00	mural	
110 Henry St					
	\$8,543.00	\$4,271.50	\$4,271.50	front window (currently bricked in) and front service door	*
	\$3,725.00	\$1,862.00	\$0.00	frame and plywood ceiling in workshop	
	\$5,187.00	\$2,593.50	\$0.00	frame room and install flooring	
	\$6,340.00	\$3,170.00	\$3,170.00	replace concrete for new door to replace overhead door on Henry St and for door to event space.	
	\$6,802.00	\$3,401.00	\$0.00	lighting and fans throughout first floor	
	<u>\$13,112.00</u>	<u>\$6,000.00</u>	<u>\$0.00</u>	interior glass doors	
Total	\$43,709.00	\$21,298.00	\$7,441.50		
		Total	\$112,710.46		

**APRIL 19, 2022 COMMON COUNCIL RE-ORGANIZATION
MEETING MINUTES, CITY OF EDGERTON**

Mayor Christopher Lund called the meeting to order at 6:02 p.m.

Present: Casey Langan, Candy Davis, Tim Shaw (remote), Paul Davis (arrived after roll call), Jim Burdick and Sarah Braun (remote)

Others Present: City Administrator Ramona Flanigan, City Clerk Wendy Loveland, and a few citizens

Loveland confirmed the meeting agendas were properly posted on Friday, April 15, 2022 at the Post Office, Library, City Hall and City's website.

City Clerk Wendy Loveland swore in Alderpersons Jim Burdick and Casey Langan. Alderperson Tim Shaw was sworn in previously.

ELECT COUNCIL PRESIDENT: A Paul Davis/Casey Langan motion to nominate and elect Candy Davis as Council President passed on a 6/0 roll call vote.

CONSIDER COMMITTEE, COMMISSION AND CONTRACTUAL APPOINTMENTS: The Mayor presented the Council with his recommended appointments to committees, commissions and contractual services. The Mayor made the following changes: Change Joshua Lee's Police Commission term to expire in 2026; Kathleen Hessian's Historical Preservation Commission term to expire in 2025; and Rebecca Diedrick's Redevelopment Authority term to expire in 2026.

A Casey Langan/Jim Burdick motion to approve the committee, commissions, authorities and boards as modified passed on a 6/0 roll call vote.

A Candy Davis/Paul Davis motion to approve the contractual appointments passed on a 6/0 roll call vote.

CONSIDER APPOINTMENT OF ZONING BOARD OF APPEALS CHAIR: A Paul Davis/Jim Burdick motion to approve the Mayor's recommendation of Dave Maynard as Chairperson of the Zoning Board of Appeals passed on a 6/0 roll call vote.

CONSIDER APPOINTMENTS TO JOINT REVIEW BOARD: A Candy Davis/Jim Burdick motion to approve the Mayor's recommendation of Casey Langan as elected representative for Joint Review Board passed on a 6/0 roll call vote.

A Jim Burdick/Casey Langan motion to approve the Mayor's recommendation of Jon Paulson as Joint Review Board Citizen-at-large passed on a 6/0 roll call vote.

Being no other business before the Council, a Jim Burdick/Candy Davis motion to adjourn passed on a 6/0 roll call vote.

Wendy Loveland
City Clerk

Adopted May 2, 2022

**APRIL 25, 2022 SPECIAL COMMON COUNCIL MEETING MINUTES
CITY OF EDGERTON**

Mayor Christopher Lund called the meeting to order at 6:00 p.m.

Present: Casey Langan, Candy Davis, Tim Shaw, Paul Davis (arrived at 6:02), and Jim Burdick (remote).

Others Present: City Administrator Ramona Flanigan, City Clerk Wendy Loveland, City Attorney Bill Morgan and a few citizens.

Loveland confirmed the meeting agendas were properly posted on Friday, April 22, 2022 at the Post Office, Edgerton Library, City website, and City Hall.

PURCHASE OF 120 W LAWTON ST: A Tim Shaw/Casey Langan motion to approve the purchase of 120 W Lawton St in the amount of \$22,000 passed on a 5/0 roll call vote.

CLOSED SESSION: Casey Langan/Jim Burdick moved to go into closed session pursuant to Wis. Stat. 19.85(1) (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session." Discuss and consider TIF incentives for 115 W Fulton St and 2 Burdick St. The motion passed on a 5/0 roll call vote.

OPEN SESSION: A Paul Davis/Tim Shaw motion to go into open session passed, all voted in favor.

TIF INCENTIVE FOR 2 BURDICK ST: Casey Langan/Paul Davis moved to proceed with an incentive for 2 Burdick St consistent with the purchase agreement of 210 W Fulton St, in the amount of \$50,000 with the following conditions:

1. The incentive will be payable upon issuance of an occupancy permit;
2. The owner must obtain building permits by August 1, 2022 and an occupancy permit by May 1, 2023;
3. The property must have a value of at least \$250,000 upon its completion. If it is less than \$250,000, the \$50,000 would be prorated; and
4. The renovation generally complies with the drawings approved by the Historic Commission.

The motion passed on a 5/0 roll call vote.

TIF INCENTIVE FOR 115 W FULTON ST: A Candy Davis/Casey Langan motion to approve an incentive for the Edgerton Hospital Clinic at 115 W Fulton St in the amount of \$50,000 passed on a 5/0 roll call vote.

Being no other business before the Council, a Tim Shaw/Jim Burdick motion to adjourn passed on a 5/0 roll call vote.

Wendy Loveland
City Clerk

Adopted May 2, 2022

Memo

To: Common Council
From: Staff
Date: 4/29/2022
Re: May 2, 2022 Meeting

Cedar Contract for West Side Stormwater pond design: The attached contract is for the design of the regional stormwater pond north of Ladd Lane. The land has recently been secured by the developer. The decision regarding the area available for the pond and park should be brought to the appropriate committees for approval soon.

Cedar Contract for Lead Service Lateral Replacement: The Cedar contract is for specification, bidding and wage rate compliance assistance for the WDNR funded private side lateral replacement program as well as a future bid for the replacement of select public side laterals.

Compost/brush grinding: The Fassett Cemetery operating budget includes \$7,000 for the annual grinding of the compost/brush piles that were collected through curbside collection and the resident drop off programs. No grinding was done in 2021. Staff contacted several vendors and received 3 quotes for grinding services. Bucklin's Tree Service, LLC was the lowest responsible bidder at \$575.00 per hour. We have used them in the past and were very pleased with their performance. Staff recommends awarding this work to Bucklin's Tree Service. Staff estimates the cost will be approximately \$6,900.

Recodification: Please recall the city contracted with General Code to review and revise the entire code book – recodification. While the process includes many code changes, those of particular importance or those that have funding implications will be brought to the committee for discussion. The ordinance currently requires anyone allowing public dancing obtain a dance hall permit. In practice, we have only required businesses who have an alcohol license to obtain a dance hall permit. Staff is recommending we eliminate this permit as it is not evenly enforced and is out of date. The reduction in annual revenue would be approximately \$450.

Emergency Operation Plan: The Public Safety Committee reviewed and recommended approval of the updated Emergency Operation Plan. Please note the first 4 pages of the document are not included in the packet as they contain unpublished contact information for various officials.

City Hall Copier: The 2022 budget includes \$7,500 for the purchase of a copier for city hall. The city received 3 quotes for the copier. Staff recommends the city purchase a copier from the low bidder, Gordon Flesch, for \$6,014.

**CITY OF EDGERTON
ORDINANCE No. 22-03**

**AN ORDINANCE TO AMEND SECTION 22.210 “OFFICIAL ZONING MAP” OF
THE EDGERTON CODE OF ZONING ORDINANCES, CITY OF EDGERTON
ROCK AND DANE COUNTIES, WISCONSIN**

Aldersperson introduced the following Ordinance and moved its adoption:

WHEREAS the Plan Commission has held a public hearing, reviewed the zoning changes and recommends the Common Council approve the changes, and

WHEREAS the Common Council has reviewed the recommendation and concluded that the zoning change supports the following finding of fact:

The potential public benefits of the proposed rezoning outweigh any and all potential adverse impacts of the proposed rezoning.

WHEREAS the Common Council has the final authority to approve all zoning changes,

NOW THEREFORE BE IT RESOLVED, the Common Council of the City of Edgerton, Rock and Dane Counties, Wisconsin, do ordain as follows:

SECTION 22.210 “Official Zoning Map” shall be amended for the approval of a Planned Development/General Development Plan to bring the existing development at 505 Stoughton Rd (parcel 6-26-931.3) into conformance with zoning regulations.

This Ordinance shall be in full force and effect after its passage and publication.

Seconded by Aldersperson:

Roll Call: Ayes Noes

Public Hearing: April 6, 2022

1st Reading: April 18, 2022

2nd Reading:

Adoption:

Published:

Dated:

Christopher W. Lund, Mayor

Ramona Flanigan, City Administrator

STATE OF WISCONSIN)

)SS.

COUNTY OF ROCK)

I, Ramona Flanigan, City Administrator, City of Edgerton, Rock and Dane Counties, Wisconsin, do hereby certify that the foregoing is a true and correct copy of the ordinance adopted by the Common Council of the City of Edgerton at its regular meeting the 7th day of March, 2022.

Ramona Flanigan, City Administrator

**CITY OF EDGERTON
ORDINANCE No. 22-04**

**AN ORDINANCE TO AMEND SECTIONS OF CHAPTER 22 “ZONING
ORDINANCES” TO REGULATE ELECTRIC VEHICLE CHARGING STATIONS, IN
THE CODE OF ZONING ORDINANCES, CITY OF EDGERTON ROCK AND DANE
COUNTIES, WISCONSIN**

Alderperson introduced the following Ordinance and moved its adoption:

THE COMMON COUNCIL OF THE CITY OF EDGERTON, ROCK AND DANE
COUNTIES, WISCONSIN, DO ORDAIN AS FOLLOWS:

Chapter 22 sections 22.102, 22.304(5)(cc), 22.304(5)(f) and 22.404 shall be amended as follows:

22.102 Definitions.

Electric Vehicle: any vehicle that is licensed and registered for operation on public and private highways, roads, and streets, and that operates either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board via a battery for motive purpose. Electric Vehicle includes: (1) a battery electric vehicle; and (2) a plug-in hybrid electric vehicle.

Electric Vehicle Charging Facility: A structure where electricity is provided directly to the public on the premises for purposes of charging electric vehicles at one or more electric vehicle charging stations. An Electric Vehicle Charging Facility may also retail minor accessories but may not provide other types of vehicle fuel, such as gasoline.

Electric Vehicle Charging Station: A parking space, or parking spaces, that is, or are, equipped with and served by electric vehicle supply equipment for the purpose of transferring electric energy to a battery or other energy storage device in an electric vehicle.

22.304 (5) Accessory Land Uses.

(cc) Electric Vehicle Charging Stations

Description: Electric Vehicle Charging Stations are parking spaces that are equipped with and served by electric vehicle supply equipment for the purpose of transferring electric energy to a battery or other energy storage device in an electric vehicle.

1. Permitted by Right: Not Applicable
2. Permitted by Right with Additional Special Requirements: {All districts} Level 1 and 2
 - a. Electric vehicles may be parked in any space designated for parking, subject to the restrictions that apply to any other vehicle.
 - b. Vehicle charging equipment must be designed and located so as to not impede pedestrian, bicycle or wheelchair movement or create safety hazards on sidewalks.

- c. Property owners are not restricted from collecting a service fee for the use of an electric vehicle charging station.
 - d. Information must be posted identifying voltage and amperage levels and any type of use, fees, or safety information related to the electric vehicle charging station.
 - e. Public electric vehicle charging stations must be posted with signage indicating that the space is reserved for electric vehicle charging purposes only. For purposes of this provision, "charging" means that an electric vehicle is parked at an electric vehicle charging station and is connected to the battery charging station equipment.
 - f. Electric vehicle charging stations must be maintained in all respects, including the functioning of the equipment. A phone number or other current contact information must be provided on the equipment for reporting when it is not functioning or other problems are encountered.
 - g. Shall comply with Section 22.207 standards and procedures applicable to all uses permitted by right with special requirements.
3. Conditional Use Regulations: {B-1, B-2, B-3, B-4, M-1, M-2, M-3, O-1, HMU} Level 3
- a. Electric vehicles may be parked in any space designated for parking, subject to the restrictions that apply to any other vehicle.
 - b. Vehicle charging equipment must be designed and located so as to not impede pedestrian, bicycle or wheelchair movement or create safety hazards on sidewalks.
 - c. Property owners are not restricted from collecting a service fee for the use of an electric vehicle charging station.
 - d. Information must be posted identifying voltage and amperage levels and any type of use, fees, or safety information related to the electric vehicle charging station.
 - e. Public electric vehicle charging stations must be posted with signage indicating that the space is reserved for electric vehicle charging purposes only. For purposes of this provision, "charging" means that an electric vehicle is parked at an electric vehicle charging station and is connected to the battery charging station equipment.
 - f. Electric vehicle charging stations must be maintained in all respects, including the functioning of the equipment. A phone number or other current contact information must be provided on the equipment for reporting when it is not functioning or other problems are encountered.
 - g. Shall comply with Subsection 22.206, standards and procedures applicable to all conditional uses.

(4) Commercial Land Uses.

(f) In-Vehicle Sales or Service.

Description: In-vehicle sales and service land uses include all land uses which perform sales and/or services to persons in vehicles, or to vehicles which may or may not be occupied at the time of such activity (except vehicle repair and maintenance uses – see Subsection 22.304(4)(p)). Such land uses often have traffic volumes that exhibit their highest levels concurrent with peak traffic flows on adjacent roads. Examples of such land uses include vehicular fuel stations, electric vehicle charging facility, and all forms of car washes. This land use does not include drive-in, drive-up or drive-through land uses, which are considered a separate land use category (see Subsection 22.304(4)(r)). If performed in conjunction with a principal land use (for example an

ATM machine), in-vehicle sales and service land uses shall be considered an accessory use (see Subsection 22.304(5)(i)).

1. Permitted by Right: Not Applicable
2. Permitted by Right with Additional Special Requirements: Not Applicable
3. Conditional Use Regulations: {B-1, B-3, B-4, HMU}

22.404 OFF-STREET PARKING AND TRAFFIC CIRCULATION STANDARDS.

(6) Off-Street Parking and Traffic Circulation Design Standards.

(k) Electric Vehicle Charging Stations:

Multiple-Family Residential Land Uses: all new surface parking areas serving multi-family developments with at least 10 residential units shall provide electrical vehicle charging stations for a minimum of 10% of required parking spaces.

Parking lots: Any surface or structured parking built after the adoption of the Ordinance, containing twenty (20) or more parking spaces, must have a minimum of one (1) electric vehicle charging station installed for every twenty (20) parking spaces, or fraction thereof. Off-street parking spaces with electric vehicle charging stations shall count towards the minimum requirement of parking spaces.

This Ordinance shall be in full force and effect after its passage and publication.

Seconded by Alderperson:

Roll Call: Ayes Noes

Christopher Lund, Mayor

Public Hearing: April 6, 2022

1st Reading: April 18, 2022

2nd Reading:

Adopted:

Published:

Dated:

Ramona Flanigan, City Administrator

STATE OF WISCONSIN)

)ss.

COUNTY OF ROCK)

I, Ramona Flanigan, City Administrator, City of Edgerton, Rock and Dane Counties, Wisconsin, do hereby certify that the foregoing is a true and correct copy of the ordinance adopted by the Common Council of the City of Edgerton at its regular meeting the 15th day of February, 2021.

Ramona Flanigan, City Administrator

TO: Edgerton Plan Commission

FROM: Staff

MEETING DATE: April 25, 2022

GENERAL DESCRIPTION

Description of Request: Petition for approval of a preliminary and final 2 lot certified survey map

Location: Parcel east of Dean Street (6-26-955A)

Applicant: Keinbaum

Current Zoning/Land Use: A-1 / agriculture

Proposed Lot sizes: 3.2 and 24.6 acres

STAFF DISCUSSION

The attached CSM is identical to the CSM recently approved except the lot line between the lots was moved 15 feet to the south.

STAFF REVIEW COMMENTS

Staff has reviewed the petition for planning issues in accordance with the Edgerton Zoning and Land Division Ordinances and has the following comments:

1. The petitioner proposes to create two lots with the intention of selling lot 2.
2. The lots complies with the lot bulk standards

STAFF RECOMMENDATION

Staff recommends the Plan Commission recommend approval of the proposed preliminary and final 2 lot CSM located on Thronson Drive and east of Ladd Lane subject to the following conditions:

1. The final CSM indicates all easements.
2. The petitioner pays the \$10 platting fee for the creation of a new lot.

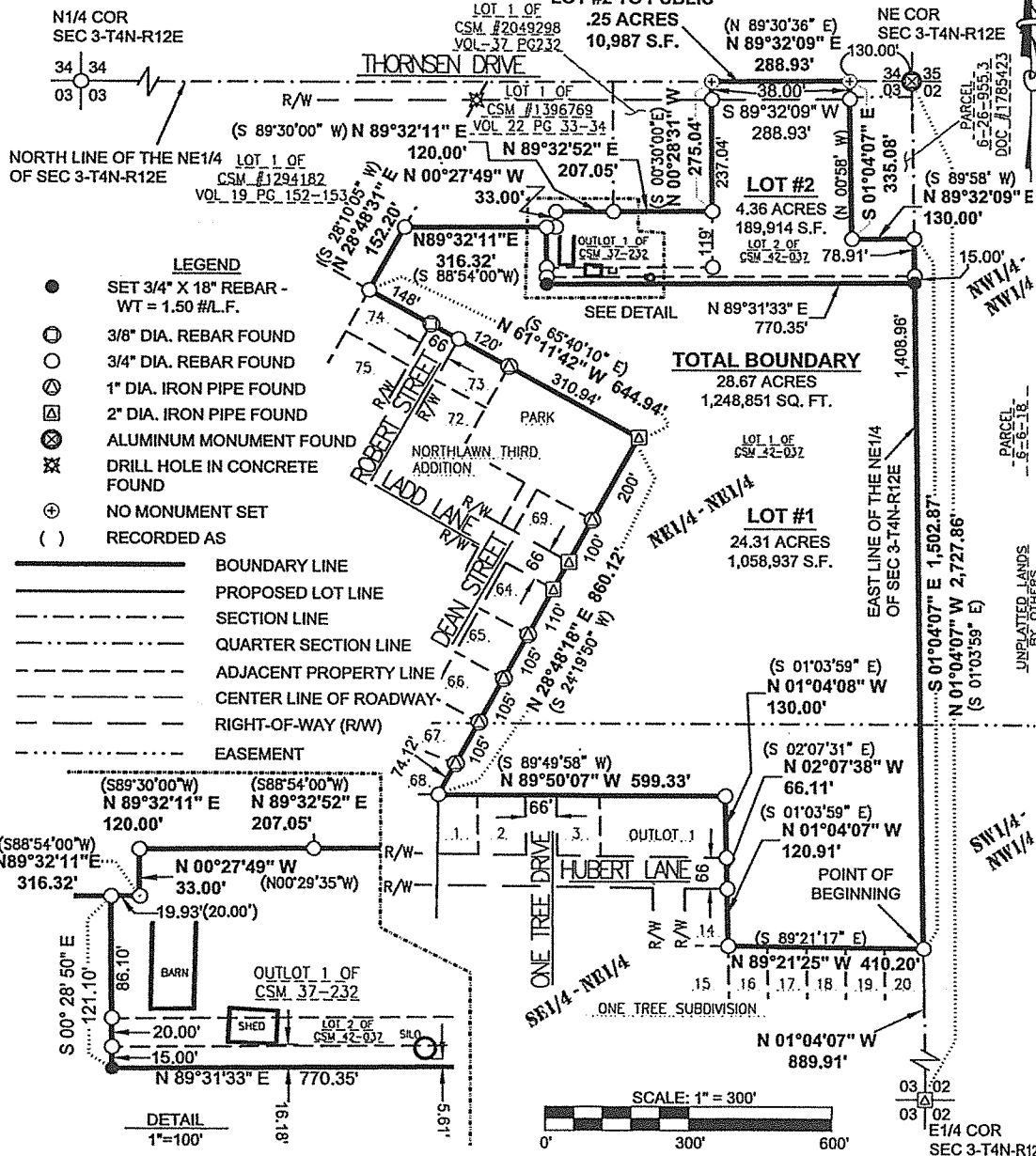
COUNTY SURVEY MAP NO. _____
CERTIFIED SURVEY MAP

A REPLAT OF CSM 42-037 AND OUTLOT 1 OF CSM 37-232, BEING LOCATED IN PART OF OUTLOT 47 OF ASSESSOR'S PLAT TO THE CITY OF EDGERTON BEING LOCATED IN THE NE1/4 OF THE NE1/4 AND THE SE1/4 OF THE NE1/4 OF SECTION 3, T4N, R12E OF THE 4TH P.M., CITY OF EDGERTON, ROCK COUNTY, WISCONSIN

FOR RECORDING PURPOSES

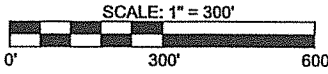
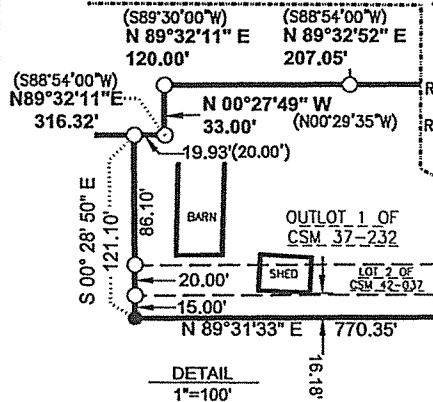
BEARINGS ARE REFERENCED TO THE EAST LINE OF THE NE1/4 OF SECTION 3-T4N-R12E, WHICH BEARS S 01°04'07" E IN THE ROCK COUNTY COORDINATE SYSTEM (NAD 83(2011)).

DEDICATE 38' OF LOT #2 TO PUBLIC



- LEGEND**
- SET 3/4" X 18" REBAR - WT = 1.50 #/L.F.
 - 3/8" DIA. REBAR FOUND
 - 3/4" DIA. REBAR FOUND
 - ⊙ 1" DIA. IRON PIPE FOUND
 - ⊙ 2" DIA. IRON PIPE FOUND
 - ⊙ ALUMINUM MONUMENT FOUND
 - ⊙ DRILL HOLE IN CONCRETE FOUND
 - ⊙ NO MONUMENT SET
 - () RECORDED AS

- BOUNDARY LINE
- PROPOSED LOT LINE
- SECTION LINE
- QUARTER SECTION LINE
- ADJACENT PROPERTY LINE
- CENTER LINE OF ROADWAY
- RIGHT-OF-WAY (R/W)
- EASEMENT



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 PHONE: (608) 348-5355

FOR: NORTHWARD DEVELOPMENT, LLC
 P.O. BOX 1376,
 BOULDER, CO 80306

DATE(S) OF FIELDWORK: 1-17-2022
 FIELD CREW: G. BONN, S. STIMART
 DRAWN BY: C. COYIER
 REVIEWED BY: S. KING

TO: Edgerton Plan Commission

FROM: Staff

MEETING DATE: April 25, 2022

GENERAL DESCRIPTION

Description of Request: Petition for approval of a preliminary and final 1 lot certified survey map to combine 2 lots

Location: 110 West Meadows Drive (6-26-860.37)

Applicant: Braun

Current Zoning/Land Use: R-1 / single family home

Proposed Lot sizes: 32,561 sf

STAFF REVIEW COMMENTS

Staff has reviewed the petition for planning issues in accordance with the Edgerton Zoning and Land Division Ordinances and has the following comments:

1. The petitioner proposes to combine two lots.
2. The lot complies with the lot bulk standards.

STAFF RECOMMENDATION

Staff recommends the Plan Commission recommend approval of the proposed preliminary and final 1 lot CSM located at 110 West Meadows Drive subject to the following conditions:

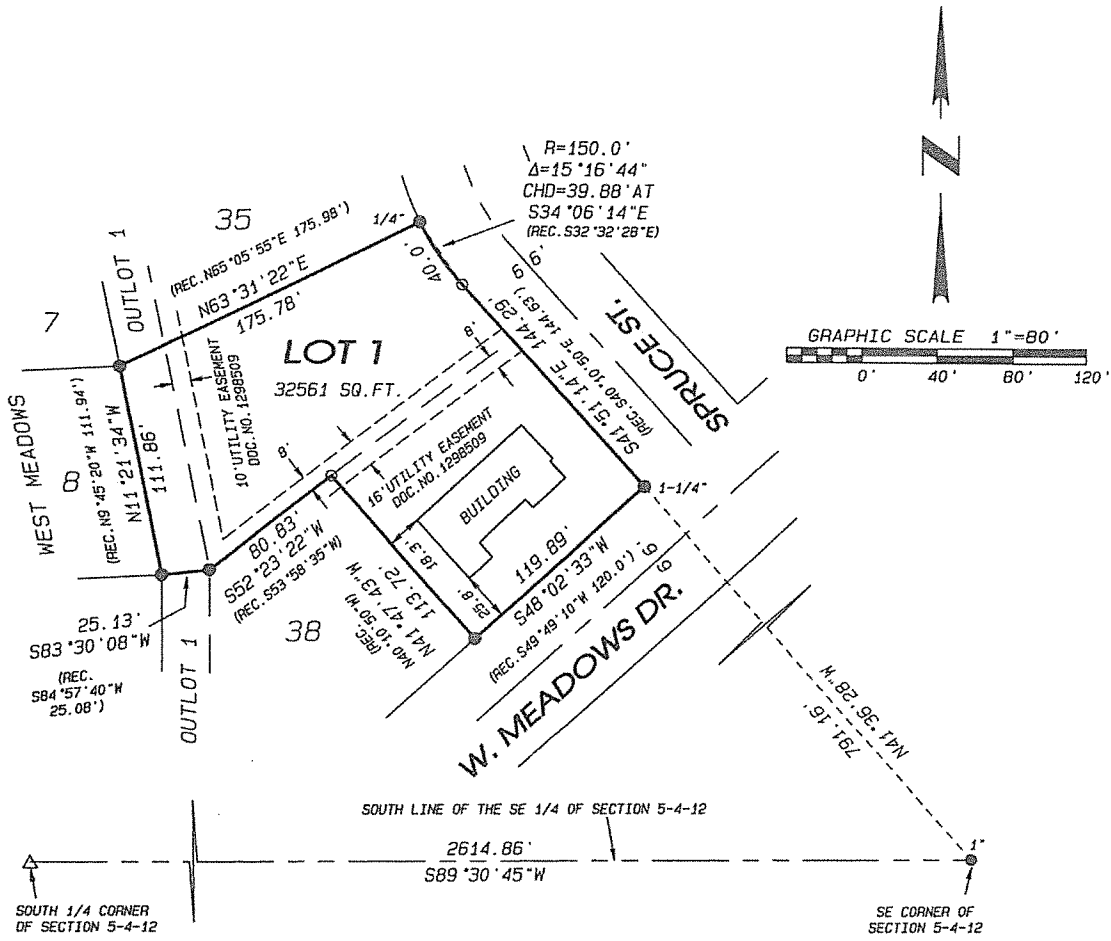
1. The final CSM indicates all easements.
2. The petitioner pays the \$10 platting fee for the creation of a new lot.

CERTIFIED SURVEY MAP

LOTS 36 AND 37 AND PART OF OUTLOT 1, WEST MEADOWS FIRST ADDITION
AND BEING LOCATED IN THE SE 1/4 OF THE SE 1/4 OF SECTION 5, T.4N.,
R.12E. OF THE 4TH P.M., CITY OF EDGERTON, ROCK COUNTY, WISCONSIN.

LEGEND:

- SET IRON PIN, 3/4"x 24",
1.5 LBS./LIN.FT.
- FOUND IRON PIN - 3/4" DIA.
UNLESS OTHERWISE SHOWN
- △ FOUND STEEL SURVEY SPIKE



NOTES:

FIELDWORK COMPLETED _____

ASSUMED S89°30'45"W ALONG THE SOUTH LINE OF THE SE 1/4 OF SECTION 5-4-12.

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 N. Milwaukee St.
Janesville, WI 53548
www.combssurvey.com

tel: 608 752-0575
fax: 608 752-0534

City of Edgerton Emergency Operations Plan

LEGAL BASIS

The Legal Basis for the development of this municipal plan is stated in the following documents:

FEDERAL

PL 100-707	Robert T. Stafford Disaster Relief and Emergency Assistance Act
Title 40, Chapter 116 U.S. Code	Emergency Planning and Community Right to Know Act of 1986
PL 103-337	Public Law

WISCONSIN STATUTES

21.11	Call to Active Service
26.97	Law Enforcement and Police Power (Town Chairs)
59.025	Administrative Home Rule
59.026	Construction of Powers
59.031	County Executive (2) duties and powers
59.05	Chairperson: Vice Chair Person-Powers and Duties
59.07	General Powers of County Board: (146) Local Emergency Planning Committee
59.08	Public Works, How Done, Public Emergencies
59.083	Consolidation of Municipal Services, Home Rule
323.12	Powers and Duties of the Governor (.14) Powers and Duties of Counties and Municipalities (.15) Powers and Duties of Heads of Emergency Government Services
323.16	Police Power of Fire Chief, Rescue Squads
321.39	Call to State Active Duty (WI National Guard)
895.483	Civil Liability Exemption, Regional and Local Emergency Response Teams and their sponsoring agencies.

COUNTY ORDINANCES: SEE ROCK AND DANE COUNTY EMERGENCY OPERATIONS PLANS AND RELATED APPENDENCES

City of Edgerton Emergency Operations Plan

ABBREVIATIONS

CP	Command Post
DNR	Department of Natural Resources
DRC	Disaster Recovery Center
EDPD	Edgerton Police Department
EFPD	Edgerton Fire Protection District
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERP	Emergency Response Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management System
ICS	Incident Command System
IFGP	Individual and Family Grant Program
JIC	Joint Information Center
MABAS	Mutual Aid Box Alarm System
MEGC	Municipal Emergency Government Coordinator
NIMS	National Incident Management System
PA	Public Assistance (to local governments)
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
SBA	Small Business Administration
SOP	Standard Operating Procedure
UDSR	Uniform Disaster Situation Report
USAR	Urban Search and Rescue
WEM	Wisconsin Emergency Management
WISCOM	Wisconsin's statewide emergency radio communications system

City of Edgerton Emergency Operations Plan

CITY OF EDGERTON MUNICIPAL EMERGENCY RESPONSE PLAN *BASIC PLAN*

A. PURPOSE:

The municipal plan has been developed to provide procedures for the City of Edgerton municipal government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by state and county government since the City of Edgerton is part of the County Emergency Management Program. This specific municipal plan is to be used in conjunction with the appropriate county Emergency Response Plan (ERP). The municipal plan will be maintained in accordance with current standards of both Rock and Dane County's ERP and in accordance with City of Edgerton government. Review of this municipal plan may be accomplished concurrently with the Rock and/or Dane County ERP.

B. SITUATIONS AND ASSUMPTIONS:

Several types of hazards pose a threat to lives, property, or environment in the Edgerton area. These hazards are outlined in the County Hazard Analysis. A copy of this is located in the county Emergency Operations Centers (EOC).

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibility for disasters which take place in the municipality. The City of Edgerton is responsible to activate the appropriate municipal agencies to deal with the disaster. The City of Edgerton Municipal Emergency Management Coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with Rock and/or Dane County officials if county assistance is necessary.

Actions the municipality and county should consider if this municipal plan is activated are as follows:

1. Municipal 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 Municipal Emergency Government Coordinator (EMC) advises the City Administrator, Mayor and coordinates all emergency response actions.
 - b. The Mayor declares a local state of emergency and the City Emergency Mgmt. Coordinator notifies the County Management Director of this action.
 - c. Forward the local state of emergency declaration to the County Emergency Management Office.
 - d. The EMC activates the EOC. The facility is located at Edgerton City Hall, 12 Albion St., Edgerton, WI. Alternate EOC's are the Edgerton Police Department,

215 West Fulton St., Edgerton, WI. and the Edgerton Fire Protection District, located at 621 N. Main St.

- e. Municipal emergency response officials/agencies respond according to the check lists outlined in the ESF's of the plan.
 - f. The City Administrator directs departments/agencies to respond to the situation.
 - g. The City Administrator and/or City Emergency Management Coordinator will issue directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. Notify the public of the situation and appropriate actions to take.
 - i. Keep county officials informed of the situation and actions taken.
3. If the City of Edgerton resources become exhausted or if special resources are required a request through Rock and/or Dane County assistance will be made to the County Emergency Management Director.
 4. If assistance is requested, the County Emergency Management Director assesses the situation and makes recommendations to the City of Edgerton City Emergency Management Coordinator.
 5. County Emergency Management will do the following (to the extent appropriate):
 - a. Activate the appropriate county EOC.
 - b. Implement the appropriate county ERP.
 - c. Respond with county resources as requested.
 - d. Activate appropriate mutual aid agreements.
 - e. Coordinate county resources with municipal resources.
 - f. Notify Wisconsin Emergency Management (WEM) Regional Director.
 - g. Forward Uniform Damage Situation Report (UDSR) form.
 - h. Assist the City of Edgerton with prioritizing and allocating resources.
 6. If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the WEM Duty Officer.
 7. If state assistance is requested, the WEM Administrator, in conjunction with the Regional Director, County Emergency Management Director, and City of Edgerton EMC assess the disaster or emergency situation and recommend that personnel, services, and equipment be made available for response, mitigation, or recovery.
 8. After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.
 9. The State Administrator of Emergency Management notifies the Governor and makes the recommendations.
 10. If state assistance is granted, procedures will be followed as stated in the Wisconsin ERP and the County ERP, in conjunction with the City of Edgerton ERP.

D. ORGANIZATION:

The contract chart for the City of Edgerton is found in appendix A.

E. RESPONSIBILITIES AND TASKS:

See ESF's for plan of emergency responsibilities of key officials in the City of Edgerton, dictated by stated emergency.

F. RESOURCE MANAGEMENT:

Additional support from County Departments may include:

1. County Emergency Management
2. Public Works
3. Sheriff's Office
4. Public Health Department
5. Human Services
6. Medical Examiner
7. Other Departments as requested and available

G. MUTUAL AID RECIPROCAL AGREEMENTS:

Support from Private Agencies/Volunteer Groups:

1. American Red Cross
2. Salvation Army
3. School District of Edgerton
4. Clergy Associations
5. Social and Business Organizations

H. SUPPORT FROM STATE AND FEDERAL AGENCIES:

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director to the WEM Regional Director who then channels the request to the WEM Administrator.

I. PLAN DEVELOPMENT AND MAINTENANCE:

The Edgerton EOP Development Team is composed of representatives from the Edgerton Police Department, Fire Department, City Administrator, City Clerk, City Treasurer, Rock and Dane County Public Health Officer, County Emergency Management, Public Works, EMS, and Rock and Dane County Human Services. These agencies are responsible for developing and maintaining this plan.

The development team meets on as needed basis or as determined by the Municipal Emergency Government Coordinator. The team reviews incidents, changes, and updates information as necessary and makes revisions in this plan.

City of Edgerton Emergency Operations Plan

The team also conducts after-action reviews of all exercises and coordinates critical incident de-briefings after all major incidents.

Approved/Adopted by City of Edgerton City Council

Council President

Date

Mayor

City Administrator

Police Chief

Fire Chief

City Clerk

City Treasurer

Municipal Services Director

Director Rock County Emergency Management

Director Dane County Emergency Management

ATTACHMENT A

MAYOR/CITY ADMINISTRATOR KEY ACTION CHECKLISTS

The Mayor in conjunction with the City Administrator is responsible for the overall management of the City of Edgerton. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Mayor/City Administrator shall:

1. Ensure that the City Emergency Management Coordinator or designated person has activated the Emergency Operations Center (EOC) or Command Post (CP).
2. Report to the EOC/CP.
3. Ensure that the City Emergency Management Coordinator or designated person provide an initial damage assessment and casualty report.
4. Ensure that the City Emergency Management Coordinator and city officials brief the EOC staff as to the status of the disaster.
5. Mayor to be ready to issue a proclamation of emergency.
6. Appoint the Public Information Officer (PIO)
7. Ensure the city Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.
8. In consultation with the City Emergency Management Coordinator, determine whether or not county, state or federal assistance should be requested. (City/county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)
9. Activate the Damage Assessment Team.

ATTACHMENT B

CITY EMERGENCY MANAGEMENT COORDINATOR KEY ACTION CHECKLISTS

The Chief of Police will serve as the Emergency Management Coordinator unless the Mayor appoints an alternate Coordinator. The City Emergency Management Coordinator directs all components of the emergency management program in the City of Edgerton. This includes hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions the Coordinator should consider.

CITY EMERGENCY MANAGEMENT COORDINATOR SHALL:

1. Ensure that city officials and county emergency management director(s) have been notified, key facilities warned, sirens activated, etc.
2. Activate the City/Municipal EOC (see EOC alerting list). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
3. Appoint a Warning and Communication Coordinator
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Mayor/City Administrator and to the County Emergency Management Director.
5. Conduct regular briefings of EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all department/ agency heads have begun to keep separate and accurate records of disaster-related expenditures.

ATTACHMENT C

CITY CLERK KEY ACTION CHECKLISTS

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

CITY CLERK SHALL:

1. Report to the City EOC/CP.
2. Maintain records indicating city expenses incurred due to the disaster.
3. Assist in the damage assessment process by:
 - a. Provide information regarding the dollar value of property damage as a result of the disaster.
 - b. Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.

ATTACHMENT D

CITY TREASURER KEY ACTION CHECKLISTS

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

CITY TREASURER SHALL

1. Report to the City EOC/CP.
2. Maintain records indicating city expenses incurred due to the disaster.
3. Assign department directors account numbers to which emergency expenditures may be charged.
4. Delegate authority to department directors to permit acquisitions of equipment and supplies needed following a disaster.

ATTACHMENT E

WARNING/COMMUNICATIONS KEY ACTION CHECKLISTS

The Warning and Communications Coordinator is responsible for warning and communications in the City of Edgerton. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The Warning and Communications Coordinator will work with the County 911 communications center and the County Emergency Management Directors who are responsible for warning and communications activities in the City of Edgerton. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Advise the following:
 - a. Municipal elected official
 - b. City Emergency Management Coordinator
 - c. County Emergency Management Director
 - d. Municipal Emergency Operations Center representatives
 - e. Special facilities i.e. hospitals as needed.
2. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site.
3. Activate public warning system (siren). Develop assignment on how alert, watch and warning would be handled prior to a disaster or emergency situation.
4. Establish communications with county EOC if activated or the county emergency government office.

ATTACHMENT F

LAW ENFORCEMENT KEY CHECKLISTS

The City of Edgerton Police Department is responsible for law enforcement activities. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all police department staff has been notified and that they report as situation directs.
2. Direct the designated law enforcement representative to report to the City EOC.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as situation warrants.
5. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
6. Direct officer(s) to close off the damage site and to stop all in-bound traffic. Set up an emergency pass system.
7. Report above information to appropriate law enforcement agencies.
8. Establish initial command until relieved.

Other responsibilities may include:

- a. Enforce curfew restrictions in the affected area.
- b. Coordinate the removal of vehicles blocking evacuation or other responses activities.
- c. Assist with search and rescue activities.
- d. If the county EOC is activated, establish and maintain contact with the person representing law enforcement.
- e. Try to anticipate the departments need for manpower and equipment 20-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.

ATTACHMENT G

HUMAN SERVICES KEY ACTION CHECKLIST

This attachment designates the County Department of Social Services with the responsibility for providing human services within the municipality. However, a liaison from the Edgerton Hospital Administration or Edgerton Fire Protection District EMS will serve as the Human Services Coordinator to assist the County Human Services Officer with implementing the tasks assigned in the County EOP. The Human Services Coordinator should be familiar with the human services annex of the County EOP so that human service tasks in this municipal plan are consistent with those assigned in the county plan. This person will work closely with the County Human Services Officer so that municipal/county resources can be prioritized and coordinated. This attachment is designed to identify the person in the municipality responsible for human services activities and provides a list of actions this person will consider when this municipal plan is activated.

The representative appointed by the Edgerton Hospital Administration or Edgerton Fire Protection District EMS will serve as the Human Services coordinator in Edgerton. The coordinator will organize human services activities with a representative from the Rock and /or Dane County Department of Social Services. This person will keep the County Human Services Officer informed of all human services activities performed, underway, or planned within the municipality. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Coordinate activities of municipal agencies/departments which provide human services type service.
2. Report to the Emergency Operations Center.
3. Coordinate with Red Cross in opening and managing shelters in the municipality.
4. Ensure canteen is set up to feed emergency workers in the municipality.
5. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims.
Provide emergency assistance to persons with special needs.
6. Provide necessary outreach services to citizens affected by emergency or disaster.
7. Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.
9. If County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer directly at the County Department of Social Services.

ATTACHMENT H

MUNICIPAL SERVICES KEY ACTION CHECKLIST

This attachment is designed to identify the department or agency in the municipality responsible for public works activities and provides a list of actions this department/agency should consider when this municipal plan is activated. This department/agency, upon notification, may respond directly to the EOC/CP.

The Utilities and Public Works Departments are is responsible for municipal activities in the City of Edgerton. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Municipal Services Director report to the City EOC/CP.
3. Review the disaster situation with field personnel and report situation to the City Emergency Management Coordinator.
4. Maintain water and Sanitary sewer services.
5. Maintain transportation routes.
6. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
7. Coordinate with law enforcement travel restriction/road closures within the city.
8. Provide emergency generators and lighting.
9. Assist with traffic control and access to the affected area (barricades, etc.).
10. Assist search and rescue activities as may be requested (equipment, etc.).
11. Assist private utilities with the shutdown of gas and electric services.
12. As necessary, establish a staging area for public works.
13. Report public facility damage information to the Damage Assessment Team.
14. If the County EOC is activated, establish and maintain contact with the County Highway Commissioner.

ATTACHMENT I

PUBLIC INFORMATION KEY ACTION CHECKLIST

The Public Information Officer (PIO) is responsible for public information activities in the City of Edgerton. The public information officer shall be designated by the Mayor or City Administrator and is responsible for public information activities in the City of Edgerton. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. The Public Information Officer (PIO) will function as sole point of contact for the news media and public officials.
2. Maintain liaison with the EOC and CP in order to stay abreast of situation.
3. Establish news media briefing room and brief the media at periodic intervals.
4. If the situation escalates and the County EOC is activated, coordinate with the County PIO to prepare news releases.
5. Conduct press tours of disaster area within the municipality as the situation stabilizes.
6. Assist the county in establishing a Joint Public Information Center.
7. Assist the county with establishing a Rumor Control Center.
8. Issue protective action recommendations or public service advisories as directed by the EOC Coordinator.

ATTACHMENT J

FIRE SERVICES / EMERGENCY MEDICAL SERVICES KEY ACTION CHECKLIST

The Edgerton Fire Protection District is responsible for fire services and Emergency Medical Services activities in the City of Edgerton. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Establish and/or respond to designated staging area, CP or City EOC as directed by on-scene personnel.
2. Assign a command level officer to Unified Command.
3. Attempt, to the extent possible, to contain, control, or confine uncontrolled hazards involved or impacted.
4. Assist law enforcement in warning the affected population.
5. Rescue injured/trapped persons.
6. Protect critical facilities and resources.
7. Designate a person to record the arrival and deployment of emergency personnel and equipment.
8. Assist law enforcement with evacuation, if needed.
9. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.
10. Coordinate emergency medical care to victims (hospital and ambulances).
11. Establish a triage area for victims.
12. Coordinate a staging area for the Fire Department.
13. Will assist and coordinate with the appropriate utility company the shutting off of the appropriate utilities.

Other responsibilities may include:

- a. Assist with traffic control.
- b. Assist with debris clearance.
- c. If the county EOC is activated, establish and maintain contact with the person representing fire services.
- d. If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the WEM Duty Officer.
- e. If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire and EMS departments.

ATTACHMENT K

DAMAGE ASSESSMENT KEY ACTION CHECKLIST

The Damage Assessment Team is responsible for damage assessment activities in the City of Edgerton. The damage assessment team consists of the following municipal departments/agencies: Public Works personnel, Utilities personnel, Building Inspectors, consulting engineers and others to be determined depending on the event.

The following tasks represent a checklist of actions this team should consider in an emergency or disaster situation.

1. Report to the City EOC or Command Post as directed.
2. Record initial information from first responders such as law enforcement, public works or fire services.
3. Engage drone operators.
 - a. Within first 2-3 hours: Complete preliminary UDSR:
 - i. Number of fatalities.
 - ii. Number of critical/minor injuries.
 - iii. Number of homes/businesses damaged/destroyed.
 - iv. Number of power/telephone lines/poles damaged.
 - v. Number of public facilities such as highways, roads, bridges, etc. damaged.
 - vi. Number of people who are homeless or in shelters.
 - b. Within 8 hours
 - i. Recount items above.
 - ii. Complete another UDSR, estimating public and private damage.
 - iii. Videotape and/or take photos of major damage.
 - c. Within 24 hour
 - i. Update items above.
 - ii. Complete updated UDSR.
4. Provide damage assessment information to the appropriate city officials and county emergency management director to assist in the preparation of the UDSR.
5. If the situation warrants, assist the Mayor/City Administrator with the preparation of a local state of emergency declaration and forward to the County Emergency Management Director.
6. Plot damage assessment information on status board in the municipal EOC and locate damaged sites on a map.

7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the municipal Public Information Officer.

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 and rescue the injured.
(Any recovery of bodies will be coordinated with the County Medical Examiner's Office)
- D. Damage Assessment
 - Activate damage assessment team composed of people familiar with property value.
Damage assessment is important to secure state and federal assistance.
We can't deliver state and federal assistance unless we know your needs.
- E. 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.
- F. Track citizens' needs
 - Designate someone to keep track of requests for assistance and the delivery of that assistance.
- G. 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.
Appoint a volunteer coordinator, and well as designate volunteer staging location(s)
Discourage shipments of donated goods.
Identify a location to store donated goods.
- H. Debris clean up and disposal
 - Work with DNR on proper disposal of debris.
Inform the public of proper separation and disposal of debris.
- I. Obtain outside assistance (mutual aid)
 - Activate your mutual aid agreements as necessary.
- J. Determine public health issues
 - Address health issues such as safe water and food, disease, mental health as they relate to both victims and responders.
- K. Site security/pass system
 - Establish a pass system to access 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, and transition to Unified Command as soon as possible.
- 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, in coordination with gas and electric utility crews.
- Begin to determine the types and amount of outside assistance you may need
- Notify the County Emergency Management Director
- Notify Wisconsin Emergency Management
- Designate a single multi-agency PIO, and 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
- Contact the appropriate agency to deploy drone assets.

B. 2-4 Hours

- Contact drone operators
- 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, in coordination with gas and electric utility crews.
- 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 operational period to take over
 - Establish Logistics and Planning Sections under the Unified Command Structure, and designate a Logistics Planning Section Chief and Planning Section Chief to begin planning and coordinating multiple operational period efforts if required.
 - Consider the need for ongoing mutual aid
- If necessary, activate the Pass System
- Continue to inform the hospital(s) 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, in coordination with gas and electric utility crews.
- Take debris to an appropriate landfill
- Prepare a prioritized list of repairs to critical facilities and transportation routes
- Begin cleanup 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

- Transition to second operational period resources if the duration of the event dictates.
- 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

- Transition to third operational period resources if the duration of the event dictates.
- 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 cleanup efforts
- Begin planning for reentry and long term recovery
- Conduct several Command Staff briefings during each shift
- Brief the next shift

F. 48 Hours and beyond

- Transition to next operational period resources if the duration of the event dictates.
- 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 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 the activities of volunteers assisting with cleanup 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

APPENDIX A
 EDGERTON EOP COORDINATED CONTACT TREE

