

VILLAGE OF COTTAGE GROVE
MEETING

NOTICE OF PUBLIC

VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
&

TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS

Monday, February 25, 2019 6:30 p.m. Village Municipal
Offices 221 E. Cottage Grove
Rd

1. Call To Order
 - a. Cottage Grove Town Board of Supervisors
 - b. Cottage Grove Village Board of Trustees
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. Pledge Of Allegiance
4. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
5. Discuss And Consider Minutes From The September 27, 2018 Joint Board Meeting.
 - a. Town of Cottage Grove minutes.
 - b. Village of Cottage Grove minutes (these minutes were approved by the Village Board on October 15, 2018)

Documents:

[09-27-2018 DRAFT JOINT TOWN_VILLAGE BOARD MINUTES.PDF](#)
[9-27-2018 JT MEETING MINUTES.PDF](#)

6. New Business
 - Town agenda items:**
 - a. Update on Shady Grove subdivision, including transportation plan.
 - b. Update by MG School Superintendent Dan Olson on their request for additional land to connect the new school to Glacial Drumlin.
 - c. Update on Widen development, including driveway access to Vilas Road.
 - d. Update on bike path.
 - Village agenda items:**
 - e. Discuss Emergency Management Plan.
 - f. Discuss joint committee legal services to alternate with Chair of committee.
 - g. Flynn Hall agreement and financials from the Town.

Documents:

[FLYNN HALL FINANCIALS 2015-2018.PDF](#)

FLYNN HALL USAGE 2015-2018.PDF
FLYNN HALL AGREEMENT 2014-2019-SIGNED.PDF
DANE COUNTY EMERGENCY PLANNING GUIDANCE.PDF
EMG PLAN.FINAL DRAFT FOR BOARD 09 02 14.1.2.DOC
APPENDSECTION FOR EGC 2015.JAN 11 THIS ONE.DOCX

7. Adjournment

This agenda has been prepared by Staff and approved by the Village President as Chair of the Village Board for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call [608-839-4704](tel:608-839-4704) at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

JOINT MEETING
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
SEPTEMBER 27, 2018

D R A F T

1. Roll Call and Meeting Properly Posted:
 - A. Notice of the meeting was properly posted in the Town. Town Chair Kris Hampton and Supervisors Mike Fonger, Kristi Williams and Mike DuPlayee were present.
 - B. Notice of the meeting was properly posted in the Village. Village President Jack Henrich and Trustees Troy Allen, James Elmore, Melissa Ratcliff and John Williams were present.
 - C. Also present: Town Clerk Kim Banigan, Town Highway Superintendent Dan Dresen, Fire Chief Jude Wolf.
2. Call to order:
 - A. Hampton called the Town Board to order at 7:00 P.M.
 - B. Henrich called the Village Board to order at 7:00 P.M.
3. Public Concerns: Public's opportunity to speak to Board Members about any subject that is not a specific agenda item:
 - A. Mike McKenna, 3650 Graham Paige Road, asked if he is the only one concerned about contamination of groundwater and the Little Door Creek from the compost site at the quarry at 3355 County Road N. He thought the grade at the compost site is below the topsoil and would not provide the filtering capacity of "regular" land. He also complained of odors in the spring and fall. Hampton explained that the site is regulated by Dane County, and Banigan offered to provide a copy of the conditional use permit to anyone who asks for it.
 - B. Ann Maeder, 4583 Conestoga Trail, said she and others in her neighborhood are very interested in having a bicycle path to connect the American Heritage subdivision in the Town to the Village. She was not sure what route it could take but suggested either along County Highway BB or through Blackhawk airport. She felt there would be safety benefits and could bring business to the community. She is willing to help with the steps needed to make it happen.
4. Discuss/Consider approval of minutes of the April 30, 2018 meeting:
 - A. Village Trustee approval: **MOTION** by J. Williams/Ratcliff to approve the minutes as written. **MOTION CARRIED 5-0.**
 - B. Town Board approval: **MOTION** by K. Williams/DuPlayee to approve the minutes as written. **MOTION CARRIED 4-0.**
5. Discuss and Consider Parks and Recreation:
 - A. Potential future dog park at the former Natvig Landfill: The history of earlier discussions on this topic were included in meeting packets, including a petition opposing a dog park in this location from 2007. Several residents spoke, including:
 - Karen Lex, 3658 Graham Paige Road, thought a dog park would be a good idea but not in this location. She was concerned about the proximity to homes, traffic, barking dogs, the potential of it becoming a hangout for teens, and a possible negative effect on property values.
 - Ellen Buechler, 3662 Graham Paige Road, asked why this topic was placed on the agenda. Hampton said it was a request made at the Town's Annual Meeting.

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- Mike McKenna was worried that his dog would be barking at dogs in the park and does not feel the property is being properly cared for now.
- Peter Yundt, 3666 Graham Paige Road, said most area residents have dogs and they don't need others bringing dogs there. He is also concerned about cars parking on Natvig or in a parking lot.
- Casey Erlandson, 721 Cresthaven Drive, was also in favor of a dog park but not in this location. He said it should be away from homes, but would not need to be large, giving the example of a dog park in Monona that he thought is only an acre or two and does not have a parking lot.
- Danielle Williams, 301 Melissa Lane, was in support of the concept of a dog park and saw it as an opportunity for community members to meet. She wondered if trees or landscaping would make the site more appealing, otherwise she suggested a different site. Hampton said plantings cannot be made on the Natvig Landfill due to the cap there.
- Chris Buechler, 3662 Graham Paige Road, said that the same concerns were raised in 2007 by many of the same residents, and wondered why this is being re-hashed now.
- Carol Wettstein, 3625 Natvig Road, was concerned about adding traffic and a parking lot, as well as the safety of people and dogs and the potential for illegal activity.
- Dana King, 4566 American Way, suggested that the Town would be more likely to have a property large enough for dogs to run than the Village would, and suggested making a request to the County for more off leash areas in County parks that allow dogs.
- Brian Storms, 3652 Graham Paige Road, asked when this topic will come up again.

Board member discussion:

- Fonger wondered who would pay to operate the dog park.
- DuPlayee said the Natvig Landfill is too small, especially with neighbors in opposition.
- Elmore said the Village long range plan has a dog park penciled in between the Wisconsin Bank & Trust and the school. Currently the property is in private hands so the Village has no authority to implement the plans.

Village Board action: **MOTION** by J. Williams/Allen to NOT consider a future dog park on the Natvig Landfill site into perpetuity. **MOTION CARRIED 5-0.**

Town Board action: **MOTION** by Fonger/K. Williams to NOT consider a future dog park on the Natvig Landfill site into perpetuity. **MOTION CARRIED 4-0.**

- B. Potential cooperative improvements to Bakken Park: No board members knew why this item was on the agenda. Banigan said it had come in an email from the Village.

Village Board action: **MOTION** by Ratcliff/Elmore to table. **MOTION CARRIED 5-0.**

Town Board action: **MOTION** by DuPlayee/K. Williams to table. **MOTION CARRIED 4-0.**

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6. Discuss and Consider overage on cost to repave Emergency Services Building Parking Lot: Hampton reported that the repaving tonnage was considerably higher than the contractor's estimate. The contractor has admitted to a mistake in estimating, and offered to bill the overage at cost, amounting to \$16,990.35 over the estimated price. Fonger noted that two contractors submitted bids on the project, and the other bid was closer to the final result. Chief Wolf is also not happy with the striping of parking stalls, saying the stalls are much smaller than before.

Village Board action: **MOTION** by J. Williams/Allen to pay the original estimate amount, leave the overage up to the contractor. **MOTION CARRIED 5-0.**

Town Board action: **MOTION** by DuPlayee/K. Williams to pay the original estimate amount, leave the overage up to the contractor. **MOTION CARRIED 4-0.**

7. Discuss and Consider Economic Development and study from the Chamber on branding: Chamber Executive Director Paula Severson, President John Loeffler and Past President Mike Millage were present. Millage recounted that a year and a half ago the Chamber came to the Boards for their support in a branding study, which was the first one to be done in Wisconsin. A survey conducted by UW Extension showed an overall theme valuing quality of life. People in Cottage Grove like to spend time with family and friends, and eat in restaurants. Severson said a goal should be to prevent "leakage" from the community by providing destinations for people to do things with friends and families within the walls of Cottage Grove. She hopes the Town and Village Boards can cooperatively plan to bring diversification of businesses to meet this goal. Other suggestions included building on the Rugby club's draw to the community and better signage directing visitors to attractions already in the community (Bakken Park, the Golf Courses, for example). Consensus was to continue the topic on a future agenda.
8. Discuss and consider results of recent DNR inspection of the former Natvig Landfill: Hampton reported that as a result of the recent inspection, the DNR directed that a sign identifying the site as a former landfill must be put back up, missing locks must be replaced and faded labels must be re-painted. The sign has already been erected, all locks will be replaced with new brass ones, and all wells will be sanded, spray painted and have marine grade label stickers applied. Taking the fence down is not an option, however several trees along the fence have been marked for removal this Winter.
9. Discuss and Consider Emergency Government agreement: Fonger said that the ordinance has been in the hands of the Village Attorney for three months. Allen said the Attorney has actually had the ordinance since of June of 2017, and is reviewing a) the ordinances for compliance with state statutes, and b) the need for a mutual aid agreement between the Town and Village. Fonger thought the Emergency Government Committee serves the purpose of a mutual aid agreement, with its primary function of supporting the people on the ground and ensuring that the community has the resources needed in an emergency, but what is needed is the ordinance that can be adopted by both the Town and the Village. Hampton also did not see the need for a mutual aid agreement, but said there would be no harm in having one. Chief Wolf said the emergency services need everybody to work together in emergencies and emergency planning, and he applauded the boards for getting together. Ratcliff said that the Village Attorney does feel the ordinance meets statutory requirements, but is concerned about whether it conforms with what we do when there is an emergency. Discussion was that the ability to make decisions needs to be flexible because every emergency is different, and that NIMS allows for this. Paula Severson said it is unfortunate when jurisdictional issues hold up the process, and that in an actual emergency, directives will come from incident command. She would like to see the citizen capacity of the Emergency Operations

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Center increased, with citizens going through ICS training. No Board action was taken, but consensus was to keep working on the Village Attorney to finish up the ordinance.

10. Discuss and Consider sharing of public works equipment: Dresen said the two departments already work well together, and discussion was that there is no need to micro-manage this, but rather encourage staff to keep cooperation in mind, especially concerning items that both often find a need to lease or hire out for. Dresen noted that sometimes hiring out comes down to having an experienced operator for a piece of equipment.
11. Discuss 10 year boundary agreement: Fonger said that the Village already has four undeveloped areas that have been annexed from the Town, and suggested that that it does not have to accept new annexation petitions, especially when more homes lead to more schools and school district debt. He thought it would be good to have a cooperative plan to control growth in the community. Henrich said the Village has not been interested in boundary agreement because why would they want to be limited if they aren't required to, and what would the benefit to the Village be? Fonger said the benefit is to control growth. Hampton said he has met with City of Madison staff about a boundary agreement, and they would like to include the Village in these discussion. Henrich said the City has made no such contact with the Village, although other board members thought there may have been contact made with staff. When Hampton asked if the Village wants to have a conversation about a boundary agreement or not, Village Board consensus was that it would take a three way cooperation, including the City of Madison, for them to be interested.
12. Items for next agenda and meeting date: The next meeting will be on Thursday, January 31, 2019 at the Village Hall. Agenda to include Emergency Government Ordinance, community branding/signage, boundary agreement discussion only if the City of Madison is involved.

13. Adjournment:

Village Board: **MOTION** by Allen/J. Williams to adjourn. **MOTION CARRIED 5-0.**

Town Board action: **MOTION** by K. Williams/DuPlayee to adjourn. **MOTION CARRIED 4-0.**

The meeting ended at 8:52 P.M.

Submitted by: Kim Banigan, Town Clerk

VILLAGE OF COTTAGE GROVE
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
&
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
Thursday, September 27, 2018

MINUTES

1. Call to Order, Roll Call

a. Town Board of Supervisors

Town Chair Kris Hampton called the meeting to order at 7:01 p.m. Town Supervisors present were: Mike DuPlayee, Mike Fonger, Kristi Williams and Town Chair Kris Hampton.

b. Cottage Grove Village Board of Trustees

Village President Jack Henrich called the meeting to order at 7:01 p.m. Village Trustees present were Troy Allen, James Elmore, Melissa Ratcliff, John Williams and Village President Jack Henrich.

2. Determine a quorum is present and meeting was properly posted and the Pledge of Allegiance.

It was determined that there was a quorum of members and that the agenda was properly posted.

3. Public Appearances - *Public's opportunity to speak to Board Members about any subject that is not a specific agenda item.*

Mike McKenna, 3650 Graham Paige Road, asked if he is the only one concerned about contamination of groundwater and the Little Door Creek from the compost site at the quarry at 3355 County Road N. He thought the grade at the compost site is below the topsoil and would not provide the filtering capacity of "regular" land. He also complained of odors in the spring and fall. Hampton explained that the site is regulated by Dane County, and Banigan offered to provide a copy of the conditional use permit to anyone who asks for it.

Ann Maeder, 4583 Conestoga Trail, said she and others in her neighborhood are very interested in having a bicycle path to connect the American Heritage subdivision in the Town to the Village. She was not sure what route it could take but suggested either along County Highway BB or through Blackhawk airport. She felt there would be safety benefits and could bring business to the community. She is willing to help with the steps needed to make it happen.

4. Discuss and consider the minutes of the Joint April 30, 2018 meeting.

a. Town Board of Supervisor

Motion by Williams, seconded by DuPlayee to approve the minutes of the Joint April 30, 2018 meeting. **Motion** carried with a voice vote of 4-0-0.

b. Cottage Grove Village Board of Trustees

Motion by Williams, seconded by Ratcliff to approve the minutes of the Joint April 30, 2018 meeting. **Motion** carried with a voice vote of 5-0-0.

5. Discuss and consider Parks and Recreation:

a. Potential future dog park at the former Natvig Landfill.

Hampton indicated that there was information in the packet of former discussion on the dog park. Ratcliff asked if there were any recent discussion at the Landfill meeting. Hampton indicated it was not on the agenda. Karen Lex, 3658 Graham Paige Road- live across from the landfill and think the dog park is a good idea, but the location is not. They have concerns with traffic, parking, fences, barking dogs and feel a different location is needed. Elaine Buechler, 3662 Graham Paige Road, asked why do we need a dog park at this location. Hampton indicated that a dog park was asked about at the Towns

Annual meeting. Mark McKenna is not in agreement for a dog park at this location. Pete Yundt at 3666 Graham Paige Rd is not in favor of the dog park. Casey Erlandson, 721 Cresthaven Drive, was in favor a dog park just not at this location. Daniel Williams, 301 Melissa Lane, does support the concept of a dog park and could be a benefit for both the Town and Village. Carol Wettstein, 3625 Natvig Road, is not in favor of the dog park location. Dana King, 4566 American Way, suggested that the Town would be more likely to have a property large enough for dogs to run than the Village would, and suggested making a request to the County for more off leash areas in County parks that allow dogs. Brian Storms, 3652 Graham Paige Road, asked when this topic will come up again. Ratcliff indicated that the Parks and Recreation would be the correct committee to be discussing this item in the future. Fonger is concerned with the cost to operate a dog park. **Motion** by Williams to not consider a dog park at Natvig Landfill in perpetuity, seconded by Allen. **Motion** carried with a voice vote of 5-0-0. **Motion** by Fonger to not consider a dog park at Natvig Landfill in perpetuity, seconded by Williams. **Motion** carried with a voice vote of 4-0-0.

b. Potential cooperative improvements to Bakken Park.

Motion by Ratcliff to table, seconded by Elmore. **Motion** carried with a voice vote of 5-0-0.

Motion by DuPlayee to table, seconded by Williams. **Motion** carried with a voice vote of 4-0-0.

6. Discuss and consider overage on cost to repave Emergency Services Building Parking Lot.

The paving at the Emergency Services Building had an overage of \$16,990. **Motion** by DuPlayee to pay the original bid amount and not the overage, seconded by Williams. **Motion** carried with the voice vote of 4-0-0. **Motion** by Williams to pay the original bid amount and not the overage, seconded by Allen. **Motion** carried with a voice vote of 5-0-0.

7. Discuss and consider Economic Development and study from the Chamber on branding.

Mike Millage, Paula Severson and John Loeffler from the Chamber were present to speak on the branding project. This was a project that UW Extension put together for the municipalities and the Chamber to help identify Cottage Grove. The boards agree that they are opportunities for growth and to make Cottage Grove a destination. They also discussed the need for signage for locations such as Bakken Park. This item along with signage will be on the next joint agenda.

8. Discuss and consider results of recent DNR inspection of the former Natvig Landfill.

Hampton reported that they need new locks, labels of the test well were reported by the DNR inspection. These items along with signage and fixed vents will be done at the landfill.

9. Discuss and consider Emergency Government agreement.

Fonger reported that they have working to update the agreement and to make sure the ordinances match the requirements of the State. Fonger indicated that the committee is there to support the Chiefs and the people on the ground. Allen indicated that he took it to Attorney Boushea and has been waiting to get information back from him. Ratcliff indicated that she spoke with Attorney Boushea and the ordinance does match the State Statute, but the agreement needs work.

10. Discuss and consider sharing the public works equipment.

Hampton indicated that the two departments work together and that they can work out any needs.

11. Discuss 10-year boundary agreement.

Fonger indicated that there was an agreement before and a new 10-year agreement would be good. Henrich indicated that there has not been interest in the Village for an agreement. Elmore indicated that this should be with the City of Madison as well. Hampton asked if the boards would like to have a conversation between the three municipalities so there could be separation between them and not end up like Monona.

12. Items for next agenda and meeting date.

The next meeting will be January 31, 2019 at 7:00 p.m. at Village Hall. The following items will be on the agenda, Emergency Government and Chamber of Commerce on branding.

13. Adjournment:

a. Town Board of Supervisors

Motion by Williams to adjourn the Town of Cottage Grove at 8:52 p.m., seconded by DuPlayee.

Motion carried with a voice vote of 4-0-0.

b. Cottage Grove Village Board of Trustees

Motion by Allen to adjourn the Village of Cottage Grove at 8:52 p.m., seconded by Williams.

Motion carried with a voice vote of 7-0-0.

Lisa Kalata, Village Clerk
Village of Cottage Grove
Approved: October 15, 2018

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.

**Flynn Hall Financials
2015-2018**

	2015	2016	2017	2018
Income				
*41670 - Flynn Hall Reimbursement	\$4,411.72	\$4,271.10	\$3,199.98	\$3,514.19
**41920 - Flynn Hall Rent	\$2,000.00	\$2,300.00	\$2,480.00	\$2,643.39
Total Income	\$6,411.72	\$6,571.10	\$5,679.98	\$6,157.58
Expense				
50750 - Flynn Hall Expenses	\$6,606.58	\$967.80	\$541.92	\$722.67
50760 - Flynn Hall Utilities	\$6,616.84	\$6,405.66	\$4,800.17	\$5,271.30
Total Expense	\$13,223.42	\$7,373.46	\$5,342.09	\$5,993.97
Net Income	-\$6,811.70	-\$802.36	\$337.89	\$163.61

*41670 – Flynn Hall Reimbursement is based on section 3. of the Lease and Cooperative Use Agreement Regarding Flynn Hall, which states that expenses for Flynn Hall Utilities will be split equally between the Town, the Village, and the Lions Club. The reimbursements from the Village and Lions Club are broken down below.

	2015	2016	2017	2018
Reimbursement from Village to Town	\$2,205.86	\$2,135.55	\$1,599.99	\$1,757.09
Reimbursement from Lions Club to Town	\$2,205.86	\$2,135.55	\$1,599.99	\$1,757.09

**41920 - Flynn Hall Rent fee for Town and Village residents is \$132.00, including sales tax.

Flynn Hall Usage

	2015	2016	2017	2018
Village Resident	10	10	15	15
Town Resident	7	8	4	7
Other	0	0	0	0
Total Rentals	17	18	19	22
4-H Club	13	16	13	13
American Legion	9	13	14	13
Boy Scouts	36	36	36	36
CG Library Book Babies	42	52	41	35
CGFD St Pats	0	0	1	1
Cub Scouts	54	39	52	51
Girl Scouts	23	22	24	27
Historical Society	12	13	13	12
Legion Auxilliary	2	2	2	1
Lioness Club	13	16	15	16
Lions Club	38	49	44	43
Lions Club Blood Drive	3	1	2	2
MG Schools Destination Imagination	5	0	0	0
Optimists Club	0	0	0	2
Village Recreation	18	0	4	0

LEASE AND COOPERATIVE USE AGREEMENT REGARDING FLYNN HALL

This Lease and Cooperative Use Agreement Regarding Flynn Hall ("Agreement") is entered into pursuant to Wis. Stats. §66.30(2) and is made by and between the Town of Cottage Grove ("Town"), the Village of Cottage Grove ("Village"), the Cottage Grove Lions Club ("Lions Club") and the Cottage Grove Area Historical Society ("Historical Society"), collectively the Parties to this Agreement, to be effective when it has been approved and executed by all Parties.

RECITALS

WHEREAS, the Town owns Flynn Hall, located on Reynolds Street in the Village of Cottage Grove, Dane County, Wisconsin;

WHEREAS, the Town, Village, Lion's Club, and Historical Society wish to cooperate to establish Flynn Hall as a facility that serves as a community center for use by the residents and various service organizations of the Town and Village;

WHEREAS, the Lions Club and Historical Society each wish to lease a portion of Flynn Hall from the Town and to cooperate with the Town and Village in establishing Flynn Hall as such a community center;

WHEREAS, the Town Board, Village Board, Directors of the Lions Club, and Historical Society have approved the terms and conditions set forth in this Agreement and have duly authorized their representatives to execute this Agreement;

WHEREAS, the Town Board, Village Board, Directors of the Lions Club, and Historical Society have established The Flynn Hall Preservation and Restoration, and Management Committee ("Committee") with two (2) representatives from each Party, to accomplish the various goals, functions and objectives contained herein;

AGREEMENT

NOW, THEREFORE, in consideration of the above recitals, which are incorporated herein by reference, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Premises.

- a. Flynn Hall.** The entire facility (that is, the land, main building and accessory buildings) shall be referred to herein as "Flynn Hall".
- b. Lions Area.** Subject to the terms and conditions in this Agreement, the Town hereby leases to

the Lions Club and the Lions Club hereby leases from the Town, the following premises:

The meeting room in the lower level of Flynn Hall which is depicted on the map attached hereto as Exhibit A and incorporated herein by reference. Said premises shall be referred to herein as the "Lions Area".

- c. Historical Society Area.** Subject to the terms and conditions in this Agreement, the Town hereby leases to the Historical Society and the Historical Society hereby leases from the Town, the following premises:

The meeting room in the lower level of Flynn Hall which is depicted on the map attached hereto as Exhibit A and incorporated herein by reference, Said premises shall be referred to herein as the "Historical Society's Area".

- d. Hall Area.** Subject to the terms and conditions in this Agreement, the area on the upper floor consisting of the assembly area, kitchen, storage area, and rest rooms shall be referred to herein as the "Hall Area".

2. Use of Flynn Hall.

- a. Use of Lions Area.** The Lions shall have the exclusive use of lower level meeting area known as the Lions Area as outlined on the attached Exhibit A.
- b. Use of Historical Society's Area.** The Historical Society shall have the exclusive use of the lower level meeting area known as the Historical Society's Area as outlined on the attached Exhibit A.
- c. Use of Hall Area by Town, Village, Lions and Historical Society.** The Town, Village, Lions, and Historical Society shall have priority over other organizations for scheduling meetings and events in the Hall Area, as set forth herein:
- i.** The Lions shall have the exclusive right to use the Hall Area for their regular monthly meeting. The Lions hereby advise both the Town and the Village that the regular monthly meeting shall be held on the 1st, 3rd and 4th Wednesdays of each month starting at 5:00 P.M. on those days. The Lions may change their regular monthly meeting date by giving written notice to the Town and Village at least thirty (30) days in advance of the changed meeting date, and after confirming that the Hall Area has not already been reserved for the changed meeting date. Such notice shall serve as an amendment to this Agreement with regard to the regular meeting date.
 - ii.** In addition to the priority given to the Lions for the Lions' regular monthly meeting, all Parties shall have priority for use of the Hall Area on a first-come, first-served basis.

- d. **Use of Hall Area by Other Residents and Organizations.** Except where the Hall Area has already been reserved by one of the Parties to this Agreement, and in accordance with the terms and conditions of this Agreement, other Town and Village residents or service organizations (collectively known as "user(s)") may reserve and use the Hall Area or designated portions thereof. The Town, Village, Lions and Historical Society agree to work with one another, and with other residents and organizations, in good faith to accommodate one another's scheduling needs.
- e. **Reservation of Hall Area.** To reserve the Hall Area, a "user" shall contact the Town Clerk at the Town Hall located at 4058 Highway N. Cottage Grove. All users wishing to reserve the Hall Area shall be required to submit and comply with the requirements specified on the Application for Use of Flynn Hall ("Application"), including prepayment of a user fee or deposit, if required, except that the Town, Village, Lions and Historical Society shall not be required to file an Application or pay any fee or deposit. A sample Application is attached hereto as Exhibit B and incorporated by reference.
- f. **Term Of Lease And Cooperative Use Agreement.** Unless and until terminated as provided herein, the term of the Agreement shall extend through December 31, 2019. At least six months prior to the end of the term, the Parties agree to consider their intentions, and to notify the other Parties of their intentions to renew this Agreement for one additional five-year term, from January 1, 2020 through December 31, 2024, under the same terms and conditions. Renewal of this Agreement for the additional five-year term may only take effect upon unanimous consent of an Parties and upon execution of a written extension of this Agreement.

3. **Rent And Operating Costs For Flynn Hall.**

- a. **Lions.** In consideration of the exclusive use of the Lions Area, priority use of the Hall Area and other privileges described herein, the Lions agree to contribute one- third of the operating costs of Flynn Hall and to provide other services, including the repairs and improvements, identified herein.
- b. **Town.** In consideration of priority use of the Hall Area and to establish a community center, the Town agrees to contribute one-third of the operating costs of Flynn Hall and to provide other services identified herein.
- c. **Village,** In consideration of priority use of the Hall Area and to establish a community center, the Village agrees to contribute one-third of the operating costs of Flynn Hall and to provide

other services identified herein.

- d. Historical Society. In consideration of the exclusive use of the Historical society Area, priority use of the Hall Area and other privileges contained herein, the Historical Society agrees to contribute One Dollar (\$1.00) per year.
- e. **Operating Costs, Maintenance Costs and Budget.** Operating costs shall include the cost for heat, electricity, water, insurance, regular maintenance and janitorial services.

The Town, Village and Lions shall designate representatives who shall prepare and approve a budget on an annual basis. The budget for the next calendar year shall be estimated on or before September 1 so that each Party may consider the budgeted amount when completing its own budget for the coming year. Copies of the budget shall be provided to the Treasurer of the Town, the Village and the Lions Club, or other authorized representative.

Failure to select a representative and/or to approve such a budget shall not relieve the Parties from responsibility for payment of each Party's share of operating costs for heat, electricity, water, insurance, regular maintenance and janitorial services. In the event that a budget has not been established on or before September 1, the Town Treasurer shall estimate the quarterly payments needed and request payment from each of the Parties.

Notwithstanding the foregoing, and during the term of this Agreement, the total operating costs shall not exceed \$7,500.00 except where expressly agreed by and among the Town, Village and Lions Club in writing.

- f. **Payment of Operating Costs.** Payment for operating costs shall be made to the Town of Cottage Grove on a quarterly basis in advance, with budgeted payments made on January 1, April 1, July 1 and September 1. On or about the end of each calendar year, the Town Treasurer shall reconcile the budgeted payments with the actual costs and shall either reimburse the Parties or request additional payments for the Parties. All payments to the Town of Cottage Grove shall be made within thirty (30) days of the Town Treasurer's request.

4. **Possession and Maintenance.**

The Lions and Historical Society are taking possession of the Lions Area and Historical Society Area, and using the Hall Area in "as is" condition. The Town has not made any representation, statement, or warranty, express or implied, as to the condition of Flynn Hall or its suitability for a particular purpose.

All Parties to this Agreement shall keep Flynn Hall free from any and all liens arising out of any work performed, materials furnished, or obligations incurred by any Party in completing

any repairs and improvements. At the expiration of this Agreement, or upon the earlier termination thereof, the Lions, Historical Society, and Village agree to quit and surrender Flynn Hall in as good condition and repair as it was at the beginning of the term, reasonable wear and tear and authorized improvements excepted.

No alterations to the interior or exterior of Flynn Hall will be made without approval by the Town and recommendation of the Committee. All repairs and improvements shall remain at Flynn Hall at the termination of this Agreement, and title to any such improvements shall, immediately upon completion, transfer to the Town of Cottage Grove.

5. Hazard Insurance.

The Town agrees to and shall cause Flynn Hall to be insured against loss by fire and other hazards as indicated in the Town's extended coverage endorsement. The Town's coverage does not include any personal property of the Village, Lions or Historical Society that may be stored at Flynn Hall. The Village, the Lions, and the Historical Society and any other users of Flynn Hall (collectively "users" for this paragraph), at their expense, shall maintain insurance covering the full insurable interest of said users, which insurance shall specifically be made payable to the users in the event of loss.

6. Indemnity and Insurance.

The Town agrees to carry at its expense public liability insurance of at least One Million Dollars (\$1,000,000.00) for damages incurred by any one person and One Million Dollars (\$1,000,000.00) for damages incurred in anyone accident for bodily injuries, and One Million Dollars (\$1,000,000.00) property damage incurred by one person or in one accident respectively.

Except to the extent that any such loss is covered by insurance carried by the Town, the Town shall not be liable to any user of Flynn Hall for any personal injury or property damage to the user's officers, agents, members, invitees or frequenters, of any part of Flynn Hall or the sidewalks adjacent thereto, irrespective of how such injury or damage may be caused whether from action of the elements or acts or omissions constituting negligence of the Town or any other person or acts or omissions which would otherwise make the Town strictly liable. All users of Flynn Hall hereby agree to indemnify the Town against and to hold the Town harmless from any and all claims or demands for such personal injury or property damage.

7. Requirements for All Users of Flynn Hall.

The Parties to this Agreement, and each of the others who use Flynn Hall, or any part thereof, agree to take all reasonable precautions to assure that her/his/its use of Flynn Hall, or any

part thereof, is safe and in accordance with applicable law. Each Party and user (collectively for this paragraph, "users") expressly covenants and agrees to meet the requirements contained herein, which are a condition of use. Users shall have the exclusive responsibility for complying with the following requirements during the time of and to the extent of their use of Flynn Hall:

- a. Users shall not use Flynn Hall, or any part thereof, in any manner that will increase risks covered by the insurance and/or result in an increase in the rate of insurance or a cancellation of any such insurance policy covering Flynn Hall, or any part thereof.
- b. Users shall not keep, use, or sell anything prohibited by any policy of fire insurance covering Flynn Hall, or any part thereof, and shall comply with all requirements of the insurers applicable to Flynn Hall, or any part thereof, necessary to keep in force the fire and liability insurance.
- c. Users shall not allow Flynn Hall to be used for any unlawful purpose.
- d. Users shall at all times fully comply with and obey each and every applicable rule, regulation, law, ordinance, statute and order of any governmental unit, body and court lawfully exercising authority over Flynn Hall, or any part thereof, its operation and use.

Any other use restrictions or limitations, other than those contained herein or existing at the time of execution of this Agreement, must be mutually agreed upon by all Parties to this Agreement.

8. General Provisions.

- a. **Captions.** The paragraph captions in this Agreement are for convenience only and shall not, in any way, limit or be deemed to construe or interpret the terms and provisions hereof.
- b. **Assignment.** This Agreement shall not be assigned, without written approval of all Parties hereto.
- c. **Severability.** If any provision of this Agreement is found to be unenforceable, the remainder of the Agreement shall remain in full force and effect and shall be construed to give effect as nearly as possible to the intent of the Parties.
- d. **Notices.** All notices that may be or are required to be given by either Party to the other shall be in writing and shall be personally delivered or sent by U.S. mail, properly posted and addressed, as follows:

If to the Town:	Town Chairperson Town of Cottage Grove 4058 CTH N Cottage Grove, WI 53527
-----------------	--

If to the Village: Village President
Village of Cottage Grove
221 E. Cottage Grove Rd.
Cottage Grove, WI 53527

If to the Lions: President
Cottage Grove Lions Club
P.O. Box 139
Cottage Grove, WI 53527

If to the Historical Society: President
Cottage Grove Historical Society
P.O. Box 46
Cottage Grove WI 53527

- e. **Counterparts.** This Agreement may be executed in counterparts to have the same effect as if executed in a single document.
- f. **Facsimiles.** Faxed signatures shall have the same effect as original signatures.
- g. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.
- h. **Waiver.** No waiver of any default shall extend to or affect any subsequent default or otherwise impair or limit any Party's available rights and/or remedies with respect to subsequent defaults.
- i. **Amendment.** To be effective, any amendments to this Agreement must be in writing. Oral amendments shall not be binding on or among the Parties.
- j. **Binding Agreement.** This Agreement constitutes the entire agreement, and supersedes any and all prior agreements among the Parties with respect to the subject matter herein, and shall be binding on the Parties and their successors and assigns.

(Signatures on following page)

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective on the date executed by all Parties.

Village of Cottage Grove

Dated: 11/7/14

By: 
Diane Wiedenbeck, Village President

Dated: 11/7/14

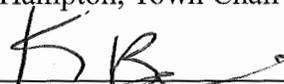
Attest: 
Deb Winter, Village Clerk/Treasurer

Town of Cottage Grove

Dated: 10/22/14

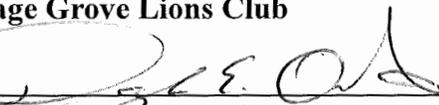
By: 
Kris Hampton, Town Chair

Dated: 10/22/14

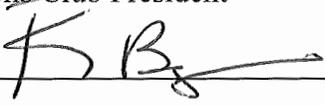
Attest: 
Kim Banigan, Town Clerk

Cottage Grove Lions Club

Dated: 11/3/14

By: 
Lions Club President

Dated: 11/3/14

By: 

Cottage Grove Historical Society

Dated: 10/23/14

By: 
Historical Society President

Dated: 10/23/14

By: 



GENERAL Emergency Planning Guidance

Emergency planning efforts are essential for the safety of an organization's employees, customers, and operations. They produce guidance for an organization's members by defining leadership roles and assignments, decision making processes, and communication structures. Effective emergency response plans (ERPs) can help an organization manage expectations (before and during an emergency) and clarify responsibilities making response more efficient and increasing people's safety.

DCEM has developed this document to help organizations prepare for emergencies. A well written ERP must also be complemented by trained staff and appropriate resources. Emergency preparedness requires a commitment of time and resources from organizational leadership.

Developing an ERP:

- *WHO in the organization should develop the ERP ?* – Organization personnel who have a firm understanding of the organization's operations and a position that allows them the flexibility and autonomy to interact with all divisions within the organization.
- *WHAT should be in an ERP ?* – Guidance for an organization's leadership and members intended to facilitate decision making in a timely basis, support safety measures, and quickly organize emergency communication and coordination processes. (See attached *ERP Development Checklist*).
- *WHERE should an ERP apply ?* – All processes where the organization has responsibilities for member and customer safety should be addressed in the ERP. This include operations on-site and off-site (e.g. delivery personnel).
- *WHEN should an ERP be used ?* – Immediately following the discovery of a potential emergency or onset of an actual emergency.
- *WHY develop an ERP ?* – ERPs should be designed to guide organizations through emergencies to ensure the safety of an employees, customers, and operations.
- *HOW should it be developed ?* – The same way organizational policy is developed; utilizing input from appropriate levels / divisions of an organization and developing a written document summarizing the purpose, process, and desired outcome. It should have the approval of senior management and promulgated throughout the organization through regular training and testing.

Purposeful Consideration

Development –

There are many ERP templates available on-line. While potentially useful, often they are quickly completed and reviewed with little focus or attention. Generally unsubstantiated expectations of a three ring binder develop over time. Involving the right staff in an organized, planned ERP-development-process is critical to producing a realistic ERP applicable to an organization's specific operations.

User Application –

How an ERP is organized greatly affects a user's ability to apply and implement the procedures in the ERP. The attached *ERP Development Checklist* is designed to demonstrate both plan organization and suggested content.

Policy –

An ERP should be considered official policy of the organization and approved as such. This includes defining the intent and functionality of the ERP, referencing the ERP development process, and clarifying who is responsible for training on and maintaining the ERP.

Emergency Functions –

There are four general functions organizations need to perform well to respond to an emergency:

1. Identification / learning when hazards exist.
2. Notifying persons of the emergency and when to act.
3. Maintaining clear and consistent communications with its members and outside organizations.
4. Expediting decision making and management processes.

Many situations will require additional guidance beyond the four functions listed above. These situations should be listed in a manner that makes sense for users.

All Hazards –

ERPs should be written to address all conditions the organization will face including natural (e.g. severe weather), human caused (e.g. bomb threat), and technological (e.g. cyber) during both normal and off-hour emergencies. While there is no obvious limit to the hazards that could impact an organization, prioritizing the development of hazard-specific sections of the ERP should be based on a combination of the risk posed to the organization's personnel and operations and the frequency / prevalence of the hazard.

ERP Development Checklist

I. Purpose / Function –

- Clearly define when, where, and how the plan is expected to be used.
- Document how plan was developed (e.g. by safety committee, human resources department, ???)
- Reinforce the authority of the plan by documenting who approved of and is responsible for promulgating the plan.

II. Notification –

Pre-Event:

- List all sources of information the organization will monitor /subscribe (e.g. broadcast media web pages, local emergency text alerts, weather radio, etc.) to maintain situational awareness.

Post-Event:

- List all means the organization has to provide notification (e.g. email lists, text / cell phone numbers, phone numbers, automated calling software, public address / speakerphone systems, etc.).
- List (types of) hazards / events employees will be notified for (e.g. active shooter, severe weather, violation of restraining orders, etc.)
- Identify who is responsible for providing emergency notification.
- Identify thresholds for providing emergency notification to employees / customers / off-site employees of hazards.
- Identify procedures for providing emergency notification to employees / customers / off-site employees of hazards.
- Identify procedures for providing after-hours emergency notification to management / employees.

III. Communication Procedures

- Describe and list the means the organization will use to support emergency communications:
 - Conference calls.
 - Radios (frequency / channel #s).
 - Phone numbers (cell, home, work).
- Identify an individual / team / position that is responsible for supporting and maintaining communications processes.

- Identify individuals / positions responsible for establishing and maintaining contact with agencies outside the organization (e.g. fire/ems, calling 9-1-1, local emergency management, etc.).

IV. Management / Decision Making Structure –

- List all persons responsible for making decisions for the organization in emergency situations. This can include individuals, positions, or management groups (e.g. department heads).
- List an order of succession for the organization's decision makers.
- Describe process for coordinating accurate, current, and relevant information across the organization.
- Identify a (scalable) emergency management structure that will:
 - Support the collection and analysis of information.
 - Make decisions specific to the organization taking into account current and future conditions / needs.
 - Provide direction to employees and customers.

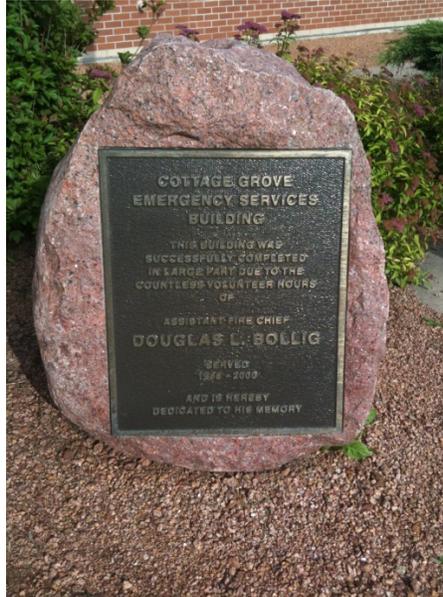
V. Situation Specific Guidance –

There are many organization- or location-based situations that require specific action. This section should document hazard-specific procedures. There is no limit to the types of hazards that can be included in this section. Suggested hazards to be addressed include:

- Severe weather procedures.
- Sheltering-in-place (e.g. for both haz-mat releases and severe weather)..
- Active shooter.
- Cyber disruption.
- Physical threat (e.g. bomb, armed person on premises).
- Violation (potential) of Temporary Restraining Orders.

This checklist is only guidance meant to assist any local organization develop an agency-specific emergency response plan. All emergency response plans should be vetted and approved by the local organization's leadership.

Please contact Dane County's Department of Emergency Management (608 / 266-4330) if you have any questions.



EMERGENCY RESPONSE STANDARD OPERATING GUIDELINES

Village and Town of Cottage Grove Wisconsin

APPROVAL AND IMPLEMENTATION

Standard Operating Guidelines

This Emergency Government Standard Operations Guideline is hereby approved. This Guideline is effective immediately and supersedes all previous editions.

Village President

Date

Town Chair

Date

Emergency Management Director

Date

RECORD OF CHANGES

Standard Operating Guidelines

Change No.	Date of Change	Change Entered By	Reason	Date Entered	Approved By

EMERGENCY RESPONSE

STANDARD OPERATING GUIDELINES

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STANDARD OPERATING GUIDELINES

I. AUTHORITY

Established under Town Ordinance (Chapter 6, Emergency Government Operations, adopted in 1991 and substantially amended on April 16, 2007) and Village Ordinance (Chapter 36, adopted on September 3, 1985 and amended in its entirety on November 17, 2003 by Ordinance No. 14-2003) the Cottage Grove Joint Emergency Government Committee (hereafter Committee) is the central point of coordination within Cottage Grove (hereafter indicates both Town and Village) for response and recovery for emergencies and disasters. The Committee consists of four (4) committee members and meets monthly in the Emergency Operations Center (EOC) located in the Emergency Services Building.

A. Make up.

The Committee shall be a combination of appointive members and ex-officio Committee-appointed members deemed necessary or desirable to carry out its functions. Two members shall be appointed by the Board of the Town of Cottage Grove. Two members shall be appointed by the Board of the Village of Cottage Grove. The Committee shall elect a Chairman, Vice Chairman and Secretary. The Chairman of the Committee will serve as acting Director of Emergency Government (hereafter Director) until such time as a Director is appointed by the Committee. The Chair position rotates between Town and Village annually.

B. Appointments.

Appointees shall be approved by the appropriate Board. At least one of the Town and Village appointees shall be an elected member of the respective Board. Each Board-appointed member shall serve a term of two (2) years and maybe reappointed for one or more successive terms. The Town Chairman and Village President shall serve as ex-officio members.

C. Duties of the Emergency Government Committee.

The Committee shall be an advisory and planning group and shall advise the Town and Village Boards (hereafter Municipal Boards) and Emergency Government Director (hereafter Director) on all matters pertaining to emergency government. The Committee shall meet once a month or on the call of the Chairperson.

D. Office of Director.

The Office of Director is hereby created. The Director shall be the Chairman of the Emergency Government Committee until such time as the Committee appoints a Director of Emergency Government.

E. Duties and Authority of the Emergency Government Director.

1. The Director shall have direct responsibility for the organization, administration and operation of the Committee subject to the control of the Town Chairman and the Village President (hereafter Municipal Leaders).
2. He/she shall be responsible for coordination of all activities for emergency government within Cottage Grove, and shall maintain liaison and cooperate with emergency government agencies and organizations of other political subdivisions and Dane County.
3. He/she shall participate in County and State emergency government activities upon request, and shall have such additional authority, duties and responsibilities as are authorized by the Municipal Boards.

F. Emergency Response Standard Operating Guidelines (hereafter SOG).

The Director, with the assistance of the Committee, shall prepare a comprehensive guide for the emergency government of Cottage Grove and shall present such guidelines to the Municipal Boards for their approval. When the Municipal Boards have approved the SOG by resolution, it shall be the duty of all municipal agencies and all emergency government forces of Cottage Grove to perform the duties and functions assigned by the SOG. The SOG may be modified in like manner. The SOG shall be reviewed annually to ensure it is current and accurately reflects the plan to prepare and respond to natural or man-made disasters. The SOG shall also be tested annually through exercises or actual activations of the Emergency Operations Center (hereafter EOC).

II. PURPOSE

In order to ensure that Cottage Grove will be prepared to address emergencies resulting from man-made or natural disasters, an Emergency Government Committee is hereby created to carry out all emergency functions, other than functions for which the military forces are primarily responsible, to minimize injury and repair damage resulting from fire, tornado or other natural or man-made disasters, emergencies or causes.

It is further declared to be the purpose of the SOC and the policy of Cottage Grove that all emergency government functions be coordinated to the maximum extent practicable with existing services and facilities of Cottage Grove; with comparable services and facilities of the Federal, State, County governments and other political subdivisions; and of various private agencies toward the end that the most effective preparation and use may be made of manpower, resources and facilities for dealing with any disaster that may occur.

Chapter 323, as may be amended from time to time, of the Wisconsin Statutes is herein incorporated in this SOG by reference.

This SOG outlines Cottage Grove's approach to emergency operations. It provides general guidance for emergency management activities and an overview of both jurisdictions' methods of mitigation, preparedness, response and recovery. The SOG outlines Cottage Grove's emergency response Committee and assigns responsibilities for various emergency tasks. The SOG applies to all local officials, departments and agencies. The primary audience for the SOG applies to Cottage Grove's elected officials, the Committee, department heads and their senior staff members, or their designees, leaders of local volunteer organizations that support emergency operations and others who may participate in mitigation, preparedness, response and recovery efforts.

III. ACTIVATION OF THE COTTAGE GROVE EMERGENCY GOVERNMENT COMMITTEE

A. Emergency Operations Center (EOC) Locations and Capabilities.

The EOC provides a location to conduct centralized, coordinated direction, control and warning during emergency events beyond the scope of normal public safety responses. The EOC provides an environment where information is gathered and where key officials make critical policy decisions and disseminate decisions to appropriate agencies at the command posts for action. The EOC coordinates and supports responses to disaster at all levels of government – Local, State and Federal.

The Cottage Grove EOC is located at the Cottage Grove Emergency Services Building at 4030 County Highway N. If the disaster debilitates this location, the Committee will choose an alternate site.

The Director, Municipal Leaders or Chiefs of Fire, Police or Emergency Medical Services may activate the EOC. When a person other than the Director activates the EOC, the person initiating the EOC shall call the Director who will call all members using the Emergency Government Contact Roster. The Director will determine the appropriate site of the EOC.

Upon activation the Director shall notify Dane County Emergency Management (DCEM) and provide updates as needed.

B. Continuity of Government

The governing bodies of each municipality may enact ordinances and resolutions to provide a method by which interim appointments to public office are made during periods of emergency to fill vacancies in offices that result from the emergency. The ordinances or resolutions shall define the scope of the powers and duties the interim appointees may exercise and shall provide for termination of the interim appointees.

Each Municipality shall designate a sufficient number of persons so that there will not be fewer than three (3) nor more than seven (7) deputies or interim successors or any combination at any time. If any officer from either Municipality or his/her deputy is unavailable, the powers of the office shall be exercised and duties shall be discharged by his/her designated interim successors in the order to which designated until the vacancy that exists is filled in accordance with the Constitution or Statutes or until the officer or his/her deputy or a preceding interim successor again becomes available to exercise the powers and discharge the duties of his/her office.

C. Line of Authority

The EOC extends from the Municipal Leaders to the Director to the other department heads. The Director is the Municipal Leader's principal administrator for overseeing EOC management activities including:

1. Directing the Committee to ascertain the situation's status and parameters.
2. Making decisions regarding what resources are needed, what their compositions must be, when they are needed on scene and when and how they will be repeated at regular intervals until containing or neutralizing all danger to the public and safely beginning recovery operations.
3. Providing the direction for establishing and maintaining staffing levels and shift schedules.
4. The continual monitoring and assessment of crisis situation status and impact.
5. Coordinating the resolution of difficulties that cannot be reconciled.
6. Directing the preparation of proclamations and executive orders for referral to the Municipal Leaders.

7. The supervision of the operational department heads to assure that emergency needs are accurately and rapidly identified and that support provided by these departments is appropriate, efficient, coordinated and recorded.
8. Keeping operational department heads current on the overall scope of EOC involvement and working with them to develop short and long term plans of action to guide EOC oversight and support.
9. Coordination with the Public Information Officer who is designated by the Director and Municipal Leaders for public information.
10. The timely cross and up-channeling of required reports and documents to DCEM.
11. Keeping the Municipal Leaders briefed on the progress of EOC and field activities and on all pressing concerns that require his/her attention and/or action.

Municipal leaders and the Committee aid the Director in fulfilling his/her responsibilities. The functional departments work for, and report directly to, the Director. Each is responsible for supervising and managing the activities of their respective service groups and for ensuring that information and requests for support, when necessary, are efficiently coordinated with one or more of the other groups. They must also update the Director on all significant actions contemplated and taken in a timely manner.

D. Incident Command System (ICS) – Emergency Operations Center (EOC) Interface.

1. For emergencies and disasters the EOC will be activated. When the EOC is activated it is essential to establish a division of responsibilities between the Incident Command Post (ICP) and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The Incident Commander (IC) is generally responsible for ensuring field operations are carried out, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.

3. The EOC is generally responsible for:
 - a. Providing resource support for the incident command operations.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing an evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.
 - f. Coordinating traffic control for evacuations.
 - g. Requesting assistance from the County and other external sources.

E. Readiness Level Descriptions

The Committee must maintain a prepared EOC to insure pro-active upgrades and support for emergency operations in the field. The EOC must immediately be available as a hub for essential assistance in any type of hazardous condition that grows beyond the ability of a Municipal department to effectively handle on its own. EOC readiness can occur in three-phased states of alertness:

Phase I Alert: The first phase pertains to the period before an emergency when various communication media forewarn of an impending situation that can be monitored and evaluated to gauge threatening conditions as they emerge, grow or dissipate. Using various sources of information available, the Director will take preliminary steps to initiate the alert of other emergency staff and prepare the EOC for operational use. These efforts will also be coordinated with the Municipal Leaders, appropriate departments and support organizations whose mission makes them a part of any projected emergency response. The Village Administrator/Town Clerk and Municipal Leaders will be notified.

Phase II Alert: The second phase will establish communication with Dane County EOC or DCEM on call and make the EOC available for use as a unified coordination site for representatives from all actively involved departments where they will:

- a. Monitor, exchange and coordinate information about the effects and implications of imminent or pending events on their respective and combined services;
- b. Jointly formulate and coordinate contingency priorities and options;
- c. Identify and, as necessary, refer policy questions and executive decisions for resolution.
- d. Identify and deal with resource and assistance needs; and
- e. Pass appropriate advice and information to departments and DCEM.

Phase II is initiated by the Director, Municipal Leaders or Designee. EOC staffing levels will vary and can be adjusted at any particular time to match the demands of the current situation. In this phase representatives in the EOC under the lead of the Director will have the authority to coordinate the use of all locally available resources needed, both public and private.

Phase III Alert: The third phase will result in full activation of the EOC and is reserved for those situations that have escalated in seriousness to the point where the Municipal

Leaders' direct involvement is necessary. Notification of the Phase III Alert shall be made at the earliest practical time to the DCEM. Whenever the EOC is activated it becomes Cottage Grove's central headquarters for exerting civil leadership over any major crisis that imperils the safety and welfare of the public.

F. Activity Logs

The ICP and the OEC will need to record key response activities, including:

1. Activation or deactivation of emergency facilities.
2. Notifications of emergencies to other local governments, County, State and Federal agencies.
3. Significant changes in the emergency situation.
4. Commitments of resources or requests for additional resources from external sources.
5. Issuance of protective action recommendations to the public.
6. Evacuations.
7. Casualties.
8. Containment or termination of the incident.

G. Incident Costs

The Committee shall maintain records summarizing the use of personnel, equipment and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.

H. Emergency or Disaster Costs

For emergencies or disasters, all departments and agencies participating in the emergency response shall maintain records of costs for emergency operations to include:

1. Personnel costs, especially overtime costs
2. Equipment operations costs
3. Costs for leased or rented equipment
4. Costs for contract services to support emergency operations
5. Costs of specialized supplies expended for emergency operations

I. Assumptions

1. Cottage Grove will continue to be exposed to and subject to the impact of hazards as outlined in the Dane County Emergency Management Handbook for Local Emergency Managers (see the appendices) as well as lesser hazards and others that may develop in the future.
2. It is possible for a disaster to occur at any time and at any place. In many cases, dissemination of warnings to the public and implementation of increased readiness measures may be possible. However, most emergency situations occur with little or no warning.

3. Mutual aid assistance will be available in all emergency situations. Since it takes time to summon external assistance, it is essential for Cottage Grove to be prepared to carry out the initial emergency response on an independent basis.

V. TRAINING

NIMS Training.

The *National Incident Management System (NIMS)* provides a systematic, proactive approach to guide departments and agencies at all levels of government, non-governmental organizations and the private sector to work seamlessly. NIMS works to prevent, protect against, respond to, recover from and mitigate the effects of incidents regardless of cause, size, location or complexity, in order to reduce the loss of life, property and harm to the environment. NIMS provides the template for the management of incidents. The Committee supports training of its Committee members, first responders, elected officials, community leaders and the citizens of the municipalities. We strive to maintain training and standards that adhere to NIMS; we encourage training to the highest level possible and will maintain certificates of course completions.

Community Education.

Planning for a disaster is only as effective as the community's awareness. The Committee should provide residents information through the newspaper, sending material home with school children, simulating disasters with volunteers and broadcasting material on local cable.

VI. RESPONSIBILITIES

A. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies and groups. To facilitate a coordinated effort elected and appointed officials, departments and agency heads and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments and agencies may be assigned support responsibilities for specific emergency functions.

B. Primary Responsibility

The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency guide that addresses that function.

The Committee will:

1. Serve as the primary advisor to the Municipal Leaders and citizens of Cottage Grove on emergency management matters.
2. Keep the Municipal Leaders and citizens of Cottage Grove apprised of the preparedness status and emergency management needs.
3. Coordinate local planning and preparedness activities and the maintenance of this SOG.
4. Prepare and maintain a resource inventory.
5. Arrange appropriate training for local emergency management personnel and emergency responders.
6. Coordinate periodic emergency exercises to test emergency guidelines and training.
7. Manage the EOC, develop procedures for its operating and conduct training for those who staff it.
8. Activate the EOC when required.
9. Perform liaison with DCEM staff and other local emergency management personnel as needed.
10. Coordinate with organized volunteer groups and businesses regarding emergency operations.
11. Conduct on-going hazard awareness and public education programs.

EMERGENCY RESPONSE
STANDARD OPERATING GUIDELINES
FOR THE
COTTAGE GROVE JOINT EMERGENCY
GOVERNMENT COMMITTEE

APPENDICES

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APPENDIX	PAGE
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a. Cottage Grove Emergency Government Committee	
b. Town Board, Staff & Committee Lists	
c. Village Board Staff & Committee Lists	
d. Town Public Works Department - in pdf format/need word	
e. Village Public Works Department	
f. Town Profile - in pdf format/need word	
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h. Vendor List – Town	
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j. DCEM Contacts, including those DCEM makes	
2. Training	
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b. Functional Responsibility Matrix - needs work	
c. Emergency Response Check List	
d. Potential Cottage Grove Hazards	
3. Equipment	
a. CG Fire Department	
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4. Evacuation Procedures, Shelters and Transportation	
5. Shelter-in-Place Procedures	
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a. Human Impact Assessment Tool	
b. Initial Damage Assessment – Business & Industry	
c. Initial Damage Assessment – Residential Property	
d. Municipal Damage Assessment Summary – Public & Private	
e. Municipal Information (should I make one for Town?)	
f. Volunteer Agreement – includes parental approval form	
g. Volunteer Sign In/Sign Out Form	
h. Volunteer Tracking Form	
7. Dane County Reference Materials:	
a. DCEM Handbook for Local Emergency Managers	
b. DCEM Hazard Analysis	
c. DCEM Volunteer Manual	
d. DCEM Damage Assessment	
e. DCEM Donations Management	

Section 1. Contact Information

Emergency Government Committee Contact Information as of 3/31/15

1.a

Name	Affiliation	Email and Street Address	Telephone Numbers
<i>Committee Members:</i>			
<i>Town Members:</i>			
Mike DuPlayee	Town Board Supervisor	m_duplayee@hotmail.com mduplayee@towncg.net 2712 Nightingale Lane, Cottage Grove	Home: (608) 839-4216 Work: Cell: (608) 358-7759
Joel Hammond	Town Representative	marie.hammond@ymail.com 3857 Vilas Rd., Cottage Grove	Home: (608) 839-4457 Work: None Cell: (608) 332-4929
<i>Village Members:</i>			
Ed Lemay	Village Board Trustee	elemay@village.cottage-grove.wi.us 746 Weald Bridge Rd., Cottage Grove	Home: (608) 839-0741 Work: Cell: (608) 514-5322
Larry Kieck	Village Representative	lkieck@yahoo.com 357 S. Main St., Cottage Grove	Home: (608) 839- 4294 Work: None Cell: (608) 698-5549
<i>Ex Officio Members:</i>			
Kris Hampton	Town Board Chairman	AGX4U@MERR.com khampton@towncg.net 3310 Hwy N, Cottage Grove	Home: None Work: Cell: (608) 279-4470
	Village Board President	, Cottage Grove	Home: (608) 839 Work: None Cell: (608)
Bruce Boxrucker	CG Fire Chief	cgfdf1@yahoo.com 108 W. Windsor Ave., Cottage Grove	Home: (608) 209-3472 Work: (608) 757-6140 Cell: (608) 209-3472
Tom Banigan	Assistant Fire Chief	tbanigan@shamrockearth.com	Home: (608) 839-5103 Cell: (608) 209-2080
Dan Layber	VOCG Police Chief	200 Progress Dr., Suite 100 dlayber@village.cottage-grove.wi.us	Home: Work: (608) 839-4652 Cell: (608) 228-8662
Duane Erschen	EMS Chief	derschen@deergroveems.com	Home: Work: (608) 839-5658 Cell: (608) 770-2894 Work Cell: (608) 843-0077

<u>Name</u>	<u>Affiliation</u>	<u>Email and Street Address</u>	<u>Telephone Numbers</u>
<i>Others:</i>			
Jeff Smith	Town Highway Superintendent	Jdsmith51@yahoo.com 2730 Killdeer Ct., Cottage Grove	Home: (608) 839-4538 Work: (608) 839-4767 Cell: (608) 516-5208
JJ Larson	Village Public Works Director	Jlarson_village.cottage-grove.wi.us 3648 T-Bird Way, Cottage Grove	Home: (608) 839-5501 Work: (608) 839-5813 ext #14 Cell: (608) 209-8920
Marc Lea	Landmark Representative	Mlea@landmark.coop 333 S. Main St., Cottage Grove	Home: (608) Work: (608) 839-3189 Cell: (608) 347-3060
Connie Haessly	Taylor Prairie School, Principal	connie.haessly@mgschools.net	Home: Work: (608) 839-8515 ext #2694 Cell: (608) 235-3783
Dennis Griffin	Cottage Grove School, Principal	dennis.griffin@mgschools.net	Home: Work: (608) 839-8983 Cell: (608) 279-3821
Michael Whistler	Glacial Drumlin School, Assistant Principal	Michael.whisler@mgschools.net	Home: (608) 839-1417 Work: (608) 839-8407 Cell: (608) 279-1638
Dan Olson Joyce Hamm	MGSD Superintendent	Daniel.olson@mgschools.net All emergency calls go to this office. If not available, cell: 35-7987	Cell: (920) 960-4733 Direct: (608) 426-1917 Cell: (608) 235-7987/Joyce Hamm (24/7)
Dave Volenberg	Hydrite Representative	Dave.volenberg@hydrite.com	Home: (608) 877-1296 Work: (608) 839-8134 Cell: (608) 698-1296
Dane County Emergency Management			Office: Emergency:
Alliant Energy	Donna Bradley Stoughton office	DonnaBradley@alliantenergy.com	Office: 877-1644 Cell: 575-8831 In an emergency, call: (24/7) 1-800-Alliant (255-4268)
MG&E	Gas odor/lights out or other emergencies		Office: Cell: Emergencies: 24/7 1-800-245-1123

TOWN OF COTTAGE GROVE DIRECTORY 2014-15**ELECTED OFFICIALS, EMPLOYEES, CONTRACTORS**

NAME	PHONE	CELL	E-MAIL
KRIS HAMPTON		279-4470	khampton@towncg.net
MIKE FONGER	839-8208 (H)	444-9028	mfonger@towncg.net
STEVEN ANDERS	839-4441 (H)	334-1424	sanders@towncg.net
KRISTI WILLIAMS	839-4758 (H)		kwilliams@towncg.net
MIKE DUPLAYEE	839-4216 (H)		mduplayee@towncg.net
KIM BANIGAN		333-2145	clerk@towncg.net
DEBRA ABEL	873-5872 (H)	332-1685	treasurer@towncg.net
JEFFERY SMITH	839-4538 (H)	516-5208	publicworks@towncg.net
BEV HOMBURG	222-7213 (H)	698-7213	bhomburg@towncg.net
ROLLAND SCHUTZ	655-3796 (H)	692-5222	
NORMAN SCHMELZER	839-4449 (H)	669-2191	
DANIEL DRESEN	839-4997 (H)	347-4436	Ddresen.dd@gmail.com
BETH GILPIN	838-8501 (H)		bsgilpin@yahoo.com
CYNDI PECK	839-8064		cgmunicourt@gmail.com
TOM VIKEN	837-3371 (H)	837-1043 (FAX)	444-0986 vikentl@aol.com

COMMITTEES FOR 2014-15

All appointees serve until replaced

PLAN COMMISSION

(staggered 3 year terms for residents(5), 1 year terms for board members(2))

NAME	ADDRESS	EMAIL	PHONE	EXPIRES
Dave Muehl	1682 Co. Rd. BB, Deerfield, 53531	dave@badgerfarms.com	764-1501 (H) 438-3283 (C)	0/5/23/01 05/16
Silvin Kurt	4498 Ridge Rd., Deerfield, 53531	kdf4498@hotmail.com	764-5176 (H) 764-1401 (FAX)	05/01/06 06/15/17
Phillip Bultman	2828 Alydar Way, Cottage Grove	philevy@charter.net	839-5043	05/23/07 07/05/16
Virgil Schroeder	3471 Earlwyn Road, Cottage Grove	virjo4t@msn.com	764-5218	09/03/13 05/16
Wilmer Larson	2254 Uphoff Road, Cottage Grove	nze.bill@gmail.com	839-4616	05/01/11 05/17
Steve Anders	4274 Vilas Road, Cottage Grove		839-4441	04/21/03 05/15

LAW ENFORCEMENT COMMITTEE

(3 Town Board Members, appointed annually)

Steve Anders	4274 Vilas Road, Cottage Grove		839-4441	05/15
Mike Fonger	2953 County Road BB, Cottage Grove		839-8208	05/15
Kris Hampton	3310 County Road N, Cottage Grove		279-4470 (C)	05/15

FIRE DEPT. BUILDING, GROUNDS & INSURANCE

(3 Board members, appointed annually)

Kris Hampton	3310 Hwy N., Cottage Grove		279-4470 (C)	05/15
Steve Anders	4274 Vilas Road, Cottage Grove		839-4441	05/15
Kristi Williams	3768 Bohnsack Ln.,		839-4758	05/15

DEER-GROVE EMS COMMISSION

(Two members, staggered 2 year term)

Mike DuPlayee	2712 Nightingale Way, Cottage Grove	839-4216	05/16
Kris Hampton	3310 Hwy N., Cottage Grove	279-4470	05/15

EMERGENCY GOVERNMENT

(two-year terms for board member(s) – at least 1, others up to Town Board)

Mike DuPlayee	2712 Nightingale Way, Cottage Grove	839-4216	05/15
Joel Hammond	3857 Vilas Road, Cottage Grove	marie.hammond@ymail.com 839-4457	05/15

ORDINANCE COMMITTEE

(two year terms – Clerk, Police Chief, 2 residents, 2 board members)

Kim Banigan	4522 Myer Road, Cottage Grove	839-5103	By Ordinance
Sheriff's Dept,	2560 Nora Road, Cottage Grove		
Mike Fonger	2953 County Road BB, Cottage Grove	839-8208	05/15
Kristi Williams	3768 Bohnsack Ln., Cottage Grove	839-4758	05/16
Jerry Meylor	4572 Sandpiper Tr., Cottage Grove	jpmeylor@yahoo.com 839-4424	05/15
Ellery Jensen	2852 Gaston Rd, Cottage Grove	ejensen@starkhomes.com 249-1591	05/16

LANDFILL COMMITTEE

(staggered 2 year terms – members must be board members(2))

Steve Anders	4274 Vilas Road, Cottage Grove	839-4441	05/15
Kris Hampton	3310 Hwy N., Cottage Grove	279-4470	05/16

FLYNN HALL COMMITTEE

(membership and term not defined –up to Town Board)

Mike Fonger	2953 County Road BB, Cottage Grove	839-8208	05/15
Kris Hampton	3310 Hwy N., Cottage Grove	279-4470	05/15

PARKS COMMITTEE

(Membership and term not defined –up to Town Board)

Kris Hampton	3310 Hwy N., Cottage Grove	279-4470	05/15
Jeff Smith	2730 Killdeer Court, Cottage Grove	839-4538	05/15
Jeff Remy	3813 Bass Road, Cottage Grove	Jeff.Remy@Wisconsin.gov 839-4038	05/15
Linda Fonger	2953 County Road BB, Cottage Grove	839-8208	05/15
Tammy Dresen	4635 Conestoga Tr, Cottage Grove	839-4997	05/15
Don Huibregste	3657 T-Bird Way, Cottage Grove	huibregtsed@firstweber.com 712-4773	05/15

HIGHWAY COMMITTEE

(membership and term not defined –up to Town Board)

Jeff Smith	2730 Killdeer Court, Cottage Grove	839-4538	05/15
Kris Hampton	3310 Hwy N, Cottage Grove	279-4470	05/15

HIGHWAY SUPERINTENDENT

(term not defined –up to Town Board)

Jeff Smith	2730 Killdeer Court, Cottage Grove	839-4538	05/15
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WEED COMMISSIONER

(appointed annually by the Town Chair)

Norm Schmelzer	2730 Nightingale Lane, Cottage Grove	839-4449	05/15
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BUILDING INSPECTOR
(Contracted)

Tom Viken 5116 Pierceville Road,
Cottage Grove

837-3371

12/31/14

Village Board, Staff & Committee Lists – 4 pages total

Ask new Village President for an updated roster after May 4, 2016

Town Public Works Department – Personnel

1.d

TOWN OF COTTAGE GROVE
PUBLIC WORKS EMPLOYEES

October 2014

Not for Public Disclosure

Town

JEFFERY SMITH HWY SUPERINTENDENT	839-4538 (H)	516-5208 (cell)
ROLLAND SCHUTZ	655-3796 (H)	692-5222 (cell)
NORMAN SCHMELZER	839-4449 (H)	669-2191 (cell)
DANIEL DRESEN	839-4997 (H)	

PUBLIC WORKS PHONE NUMBERS

October 2014

(Not for public disclosure)

Maintenance Department	Shop	839-5813
	Fax	839-1603
JJ Larson	Home	
	Cell	
Marty Groskreutz	Home	224-0041
	Cell	209-8919
James Rothman	Cell	209-8921
Timm Taylor	Home	764-8349
	Cell	209-1682
Larry Cooper	Home	839-1136
	Cell	209-1681
David Viken	Cell	209-8922

Town Profile

1.f

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Village of Cottage Grove Profile

(Compiled using 2010 U.S. Census, 2014 DOA population projections, and Village of Cottage Grove Comprehensive Plan)

The Village of Cottage Grove encompasses approximately 3 square miles. Together with the Town of Cottage Grove the two communities occupy a 36-mile square area just east of the City of Madison. The Village and Town are integrally enmeshed and most likely no hazard will affect just one municipality.

Population Statistics

2010 U.S. Census:

- 6,230
 - median age, 33.8 years
 - under 18 years of age, 32.5%
 - over 65 years of age, 7.7%
 - number of households: 2,289 with 2.80 persons per household
- Race: 92.1% White; 2.5% Black, 5.4% Other
- Education: 95.1% high school; 40.8 Bachelor's; 15.1% beyond Bachelor's
- Employment: 8% of the population was employed within the Village boundaries, with 92% employed elsewhere.

WI Department of Administration (DOA) population projections:

- 6,322 in 2014
- 7,934 in 2020
- 9,968 in 2030
- Projected number of households: 2015 – 2,483; 2020 – 2,865; 2025 – 3,239; 2030 – 3,609

Housing:

- Housing: 2,289 (2010 U.S. Census)
 - Apartments: North Coyle; South Coyle; Olde Town – 19 units
 - Condo units: Northlawn; Quarry Ridge
 - Senior living:
 - Condo units: Taylor Crest, 15 units; Arrowood Condos, 36 units, Arrowood, 27 units
 - Apartments: Taylor Ridge, 66 units; Glenwood Senior Living,

Schools (2014 student population): - as of 10/26/14

- Taylor Prairie Elementary, students – 376; 18 staff
- Cottage Grove Elementary, students – 441; 19 staff
- Glacial Drumlin School, students – 852; 100 staff

Care Facilities:

- Aster Retirement Community, 72 units (RCAC)
- Kindred Hearts, Cottage Grove Rd.; 13 (ASL)
- Kindred Hearts Memory Care, Westlawn Drive; 20 (ASL)

Health Facilities:

- UW Clinic
- Wildwood Clinic
- Blair Family Dental

- Door Creek Dental
- Excellence in Dentistry
- Heartland Chiropractic Clinic (in Town of CG)
- Luedtke-Storm-Mackey Chiropractic Clinic
- Door Creek Veterinary Clinic

Churches:

- Abiding Shepherd Evangelical Lutheran Church
- Bryn Mawr Presbyterian Church
- St. Patrick's Catholic Church
- New Life Lutheran Church (approx. 1 mile west, in Madison)

Organizations:

- American Legion Post 248
- Boy Scouts of America Troop 145
- Boy Scouts of America Troop 210
- Cottage Grove 4-H Club
- Cottage Grove Chamber of Commerce
- Cottage Grove Food Pantry
- Cottage Grove Historical Society
- Cottage Grove Knights of Columbus
- Cottage Grove Lions
- Cottage Grove Lioness
- Cottage Grove Optimists
- Cottage Grove PTO
- Cottage Grove Snowmobile Association
- Cottage Grove Triad
- Friends of the Cottage Grove Community Library, Inc.
- Friends of McCarthy Park

Utilities and Service:

- Gas and electric – Alliant Energy
- Water and sewer – Cottage Grove Utility Commission
- Television, Telephone and Internet – Charter; Verizon; Frontier
- Sanitation – Advanced Disposal
- Cable TV – Charter; Channel 998 operated by VoCG
- Railroad – serving Landmark and Hydrite
- Newspapers – Herald-Independent (weekly)
- Wisconsin State Journal – official newspaper

Town Vendor List (currently titled Emergencies Services Bldg. List
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1.h

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Section 2. Training

NIMS

2.a

Cottage Grove ICS Training Roster – December 2014

	<u>ICS</u> <u>100</u>	<u>ICS</u> <u>200</u>	<u>ICS</u> <u>300</u>	<u>ICS</u> <u>400</u>	<u>ICS</u> <u>700</u>	<u>ICS</u> <u>800</u>
Town Elected Officials	2				3	
Town Public Works					4	
Emergency Government Committee	3				3	
Village Elected Officials	3	1	1		4	
Village Public Works	2				5	
Fire	29	27	2	2	28	11
Village Police	10	4			10	
Town Deputies						
EMS	37	16	3	3	34	11
Village Administrator	1	0	0	0	1	0
Town Clerk	0	0	0	0	0	0
<u>Total Required</u>						
Town Elected Officials	5	1	1	1	5	1
Town Public Works	4	1	1	0	6	1
Emergency Government Committee	4					2
Village Elected Officials	7	1	1	1	7	1
Village Public Works	5					
Fire	37					
Police	12					
EMS	42	16	2	1	42	11
Village Administrator	1	1	1	0	1	1
Town Clerk	1	1	1	1	1	1

Functional Responsibility Matrix

2.b

Section 3. Equipment

3.a

Cottage Grove Fire Department October 1, 2014

The following is an apparatus list of the Cottage Grove Fire Department.

2008 Pierce Pumper 1,500 gpm pump, 1,000 gal. water tank

2003 E-One 95 ft. Aerial Platform 1,750 gpm pump, 300 gal. water tank

1997 Custom/Peterbilt Pumper 1,500 gpm, 990 gal. water tank

1998 Custom/Peterbuilt Heavy Rescue

1997 Custom/Peterbilt Tender 3,650 gal. tank

1998 Custom/Peterbilt Tender 2,100 gal. tank

1997 Ford Brush Truck

Bruce A. Boxrucker
Chief, C.G.F.D.

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4. Evacuation Procedures, Shelters & Transportation

DRAFT

Depending on the extent of an emergency the Emergency Management Director, with the aid of the Incident Commander, will determine if evacuation procedures are required or if 'shelter-in-place' is needed. The Director and Incident Commander will determine the approximate number of people to be evacuated.

The Director will contact DCEM who will reach out to the American Red Cross to designate shelter locations. Currently designated as ARC shelters are Taylor Prairie, Cottage Grove and Glacial Drumlin Schools (see list of ARC shelters in Appendix Section 4, page ____).

The Director will ask DCEM to help with any transportation needed (see Appendix Section 1j, page ____ for contact information).

Section 5. Shelter-in-Place Procedures

DRAFT

Depending on the extent of an emergency the Emergency Management Director, with the aid of the Incident Commander will determine if 'shelter-in-place' is the best option for the type of emergency.

If the Director needs help in notifying residents to stay in their homes/schools/workplace, DCEM will be notified. Reverse 9-1-1 can be used, along with getting information to the various media resources.

If the Emergency Services Building is to be used as a shelter-in-place facility, especially in extreme heat/cold, the EMS Director and Fire Chief will be notified for access purposes. Under all circumstances someone from either Department or from the Committee will be in attendance at all times.

Section 6. Forms

Section 7. Dane County Reference Materials.

Use dividers between – 5 sections