



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

Phone: (608) 437-6884 Fax: (608) 437-3190

Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

PUBLIC SAFETY COMMITTEE MEETING AGENDA

Monday, May 19, 2025 at 6:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
 - a. Consideration of January 20, 2025 Meeting Minutes
- 2) Public Comments – non-agenda items
- 3) Police Chief Report
- 4) Agenda Items
 - a. Emergency Response Plan for the Village
 - b. Traffic Enforcement
 1. Traffic Data and Future Planning
 2. Dane County Stop on Red Campaign
 3. Valley and Adams
 - c. Third Street Parking Request
 - d. Parking Permit Follow Up Discussion
 - e. Speed Control Request for Three Wood/Lilihammer/Eggum Intersection
 - f. Stop Sign Removal Request for Lincoln at Sixth Street.
 - g. Speed Limit on West Main Street between Orchard Street and the End of Town
 - h. Code of Ethics Review
- 5) Future agenda items
- 6) Meeting adjournment.

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GAFFNEY, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-9404.



Village of Mount Horeb

138 E Main St

Mount Horeb, WI 53572

Phone (608) 437-6884/Fax (608) 437-3190

Email: mhinfo@mounthorebwi.info Website: www.mounthorebwi.info

Public Safety Committee Minutes January 20, 2025

1) Call to order

Steve Holum, Mike McNall, Ben Jones, Cathy Scott, Village Administrator Nic Owen, Police Chief Doug Vierck

a. Consideration of November 18, 2024 Meeting Minutes

Motion to Approve by McNall, second by Scott – All Approve

2) Public Comments – non-agenda items –

None

3) Police Chief Report

No report

4) Agenda Items

a. UTV / ATV Draft Ordinance

Discussed the draft ordinance. 12 People spoke in favor or against. Committee discussed the ordinance. Changes were suggested. Motion to approve with changes and forward to Village Board. Vote was 3 in favor, 1 against. Motion passed.

b. Orchard and Nesheim Trail Stop Sign

Discussed. Will monitor for future discussion.

c. Manor / Brian Stop Sign

Will Continue to monitor.

d. Valley and Adams Stop Sign / Intersection Request

Discussed options.

5) Future Agenda Items

Emergency Response Plan

Janesville PD Sponsor Squad Cars

6) Meeting adjournment.

Scott Moves for adjournment. McNall seconds. All Approve



AGENDA ITEM REPORT

MEETING DATE

May 19, 2025

PREPARED BY

AGENDA ITEM # 4.a

Emergency Response Plan for the Village

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Mount Horeb Emergency Response Plan Draft

FORWARD

Preparation for major emergencies and disasters requires contingency planning not only on the part of the Emergency Management Director (EMD) but by all departments and agencies of local government. The major situations that this plan emphasizes are those that require local government coordination and direction from all community departments, and it may require assistance and support from county, state, and federal governments.

It is this need for coordinated emergency operations that distinguishes major emergencies and disasters from the emergencies that police and fire departments deal with every day. Planning is particularly important to emergency operations since the planning of operations in reduced stress environments and resulting guidelines will assist during times of disaster. How a community reacts in the time span before a disaster strikes, to a few hours after, will substantially influence the impact of the disaster on the local area and population. In major emergency situations local government cannot wait, even for a few hours, for state or federal assistance or direction.

A community must be prepared to immediately mobilize and coordinate the operations of available local resources in order to minimize the loss of life or property. For this reason, a major responsibility for emergency and disaster preparedness must be assumed by local agencies.

This plan is written to include activities that will occur within the Village of Mount Horeb following the activation of the plan. Preparedness activities conducted prior to the onset of an emergency or disaster are not addressed in this document. If any section, provision or clause of this plan shall be held invalid by local policy, the invalidity shall not affect any other provision of this plan.

All regulations and/or parts of regulations or ordinances conflicting with any of the provisions of this plan shall hereby be repealed. This emergency operations plan (EOP) shall be in full force and effect from the date of its approval.

VILLAGE OF MOUNT HOREB EMERGENCY OPERATIONS PLAN

CERTIFICATION OF ACCEPTANCE

We, the undersigned, have participated in the development of our respective sections of the emergency operations plan. On behalf of our respective departments or government agency, we accept the duties and responsibilities and acknowledge the relationships here established. We further agree to provide all resources in personnel, equipment, and material to perform the assigned task.

Revised June ___, 2025

_____	_____	_____
Village President (Print)	Village President (Signature)	Date

Village Administrator Name (Print)	Village Administrator (Signature)	Date

Emergency Mgmt Dir Name (Print)	EMD (Signature)	Date

Fire/EMS Chief Name (Print)	Fire/ EMS Chief (Signature)	Date

Public Services Dir Name (Print)	Public Works Dir (Signature)	Date

Utilities Dir Name (Print)	Utilities Dir (Signature)	Date

Village Clerk Name (Print)	Village Clerk (Signature)	Date

Village Finance Director Name (Print)	Village Finance Director (Signature)	Date

TABLE OF CONTENTS

I. Statement of Purpose1
 II. Authority1
 III. Assumptions.....1
 IV. Identification of Hazards.....2
 V. Concept of Operations3
 VI. Incident Management System.....3
 VII. Organization and Responsibilities6
 VIII. Direction and Control10
 IX. Continuity of Government10
 X. Mutual Assistance Agreements.....11
 XI. Plan Development and Maintenance11
 XII. Plan Evaluation Procedure.....11
 XIII. Record of Changes12
 XIV. Distribution List.....12

ANNEXES

Annex A: Communications and Warning13
 I. Statement of Purpose.....13
 II. Situation and Assumption.....13
 III. Continuity of Government.....13
 IV. Procedure.....13
 A. Outdoor Warning and Indoor Warning Systems.....13
 B. Priority Action Checklist14
 1. Primary Priorities14
 2. Secondary Priorities14
 3. Continuing Priorities.....14

Annex B: Damage Assessment.....15
 I. Statement of Purpose.....15
 II. Situations and Assumptions.....15
 III. Concept of Operations.....15
 IV. Organization and Assignment of Responsibilities.....15
 A. Public Works.....15
 B. Village Clerk and Office Staff16
 C. Community Non For-Profit Organizations16
 V. Direction and Control.....16
 VI. Line of Succession.....16
 VII. Procedure.....17
 A. Pre-Emergency Operations Checklist17
 B. Response Operations Checklist.....17
 C. Recovery Operations Checklist.....17

VILLAGE OF MOUNT HOREB EMERGENCY OPERATIONS PLAN

Annex C: Emergency Operations Center	19
I. Statement of Purpose	19
II. Situation and Assumptions	19
II. Concept of Operations	19
IV. Organization and Assignment of Responsibilities	20
V. Direction and Control	20
VI. Line of Succession	20
VII. Procedure	20
A. Pre-Emergency Operations Checklist	20
B. Response Action Checklist	21
C. Recovery Operations Checklist.....	21
D. EOC Equipment and Supplies	21
E. EOC Facility Security	22
F. Crisis Management Team Roster.....	22
Annex D: Evacuation	23
I. Statement of Purpose	23
II. Situations and Assumptions	23
III. Concept of Operations	23
A. Primary and Secondary Routes	24
B. Re-Entry Recommendations	24
IV. Organization and Responsibilities	25
V. Direction and Control	25
VI. Continuity of Government	25
VII. Procedure	25
A. Response Operations Checklist.....	25
B. Recovery Operations Checklist.....	26
Annex E: Mass Casualty Situations	27
I. Preface.....	27
II. Purpose.....	27
III. Implementation	27
IV. Overview of the Plan	28
V. Incident Management.....	28
VI. Unified Command.....	29
VII. Command Procedures	29
VIII. Command Post.....	29
IX. Communications.	30
X. Branches.....	30
XI. Communications	30
XII. Forms of Communications.....	30
XIII. Communications Procedures	31
XIV. Staging	31
XV. Passport Accountability System.....	31
XVI. Fire/Rescue	32
A. Fire Suppression and Hazard Control	32
B. Search and Rescue	32

VILLAGE OF MOUNT HOREB EMERGENCY OPERATIONS PLAN

XVII.	Medical Branch.....	32
XVIII.	Triage/METTAG System.....	32
XIX.	Treatment Officer.....	33
XX.	Patient Treatment Area	33
XXI.	Transportation Officer	33
XXII.	Transporting Ambulances.....	34
XXIII.	Air Evacuation	35
XXIV.	First Aid Station.....	35
	A. Emergency Personnel.....	35
	B. General Public.....	35
XXV.	Safety Officer.....	36
XXVI.	Rehabilitation.....	36
XXVII.	Public Information Officer.....	36
XXVIII.	Spital Response.....	36
XIX.	Medical Task Force.....	37
XXX.	Receiving Hospitals	37
XXXI.	Radiological Incidents	37
XXXII.	Hazardous Materials Release	39
XXXIII.	Support Services	40
	A. Purpose.....	40
	B. Government Officials.....	40
	C. Unsolicited Resources.....	41
XXXIV.	Critical Incident Stress Debriefing (Wisconsin CISD Team).....	41
XXXV.	Resource Marshaling Area.....	41
	A. Purpose.....	41
	B. Procedure	41
XXXVI.	Law Enforcement Functions	42
XXXVII.	American Red Cross	42
XXXVIII.	Salvation Army	42
XXXIX.	Emergency Mortuary Services.....	42
	A. Hospital Morgues.....	43
	B. Temporary Morgue Locations	43
XL.	State Emergency Medical Disaster Plan	43
	A. Operational Checklists.....	43
Annex F: Law Enforcement.....		44
I.	Statement of Purpose	44
II.	Concept of Operations and Organizational Responsibilities	44
	A. Village of Mount Horeb Police Department	45
	B. Dane County Sheriff's Office	45
	C. Outside Assisting Agencies	45
	D. Village of Mount Horeb Public Services Department	45
III.	Direction and Control	45
IV.	Line of Succession	45
V.	Procedure	46
	A. Pre-Emergency Checklist.....	46
	B. Response Operations Checklist.....	46
	C. Recovery Operations Checklist.....	47

VILLAGE OF MOUNT HOREB EMERGENCY OPERATIONS PLAN

Annex G: Public Information	48
I. Statement of Purpose	48
II. Situations and Assumptions	48
III. Concept of Operations	49
IV. Organization and Assignment of Responsibilities	49
V. Direction and Control	49
VI. Line of Succession	50
VII. Procedure	50
A. Pre-Emergency Operations Checklist	50
B. Response Operations Checklist	50
C. Recovery Operations Checklist	50
Annex H: Public Health	51
I. Statement of Purpose	51
II. Situations and Assumptions	51
III. Concept of Operations	51
IV. Organization and Assignment of Responsibilities	51
V. Direction and Control	52
VI. Procedure	52
A. Pre-Emergency Operations Checklist	52
B. Response Operations Checklist	52
C. Recovery Operations Checklist	52
Annex I: Public Services	53
I. Statement of Purpose	53
II. Situation and Assumption	53
III. Concept of Operations	53
IV. Organization and Assignment of Responsibilities	53
A. Public Services Department	53
B. Water and Sewer Department	54
V. Direction and Control	54
VI. Procedure	54
A. Pre-Emergency Operations Checklist	54
B. Response Operations Checklist	54
C. Recovery Operations Checklist	55
Annex J: Shelter Operations	56
I. Statement of Purpose	56
II. Situation and Assumption	56
III. Concept of Operations	56
IV. Organization and Assignment of Responsibilities	57
V. Procedure	57
A. Pre-Emergency Operations Checklist	57
B. Response Operations Checklist	58
C. Recovery Operations Checklist	58

Annex K: Resource Management	59
I. Statement of Purpose.....	59
II. Situation and Assumption	59
III. Concept of Operations.....	59
IV. Organization and Assignment of Responsibilities	59
A. Village of Mount Horeb Emergency Management Director	59
B. All Village Departments.....	60
V. Direction and Control.....	60
VI. Procedure.....	60
A. Pre-Emergency Operations Checklist	60
B. Response Operations Checklist.....	60
C. Recovery Operations Checklist.....	61
 Annex L: Finance	 62
I. Statement of Purpose.....	62
II. Situations and Assumptions	62
III. Concept of Operation	62
IV. Organization and Responsibility	63
V. Procedure.....	63
A. Priority Action Checklist.....	63
1. Primary Priorities – Initiate Immediately	63
2. Secondary Priorities	63
3. Continuing Priorities	64
 Glossary of Terms	 65

APPENDICES

Appendix 1: Warning Signal Coverage Map.....	67
Appendix 2: List of Vehicles/Equipment.....	68
Appendix 3: EOC Equipment and Supply.....	70
Appendix 4: Incident Management Chart	71
Appendix 5: Map of Jurisdiction.....	72
Appendix 6: Evacuation Routes.....	73
Appendix 7: Radio Template List.....	74

I. STATEMENT OF PURPOSE

The objective of preparing emergency plans is to create the capacity for local government to save the maximum number of lives in the event of a major emergency or disaster, minimize injuries, protect property, preserve functioning civil government, and maintain and support economic activities essential for the survival and eventual recovery from an emergency or disaster.

In the past, emergency and disaster plans were written to deal with the effects of one or more disaster situations. It is now felt that all emergencies and disaster situations have certain commonalities. On March 1, 2004 the Department of Homeland Security instituted a comprehensive national approach to incident management known as the National Incident Management System (NIMS). This plan will focus on developing an emergency management system capable of operating in any type of emergency or disaster whether natural, technological or civil following the NIMS protocols. Specific actions that are further described in the concept of operations will be outlined in functional annexes developed for each operational department of the Village of Mount Horeb.

II. AUTHORITY

This plan is written based on the authority provided by Wisconsin State Statutes inclusive of but not limited to Chapters 299 and 323 as well as Village of Mount Horeb Ordinances inclusive of but not limited to Chapter 6. This plan also conforms to Homeland Security Presidential Directive (HSPD)-5 which requires all municipalities to operate under NIMS protocols.

III. ASSUMPTIONS

- A. Officials of the Village of Mount Horeb can assume that the period during response and recovery shall remain the responsibility of those officials as outlined herein. Local resources shall be used first, then mutual aid resources, and finally state and federal assistance. Individuals and agencies shall be used in familiar roles to the extent practical, and nonessential functions will be offered so that these resources may be diverted to the emergency.
- B. The local Emergency Management Director (EMD) shall serve as the chief staff aid to the Village President. All agency or department heads will continue to control their organizations at the direction of the Village Administrator. The Emergency Operations Center (EOC) shall be staffed by representatives of all designated local organizations for the purpose of coordination and centralized direction and control.
 - 1. The Village of Mount Horeb has capabilities and resources which, if effectively employed, would minimize or eliminate the loss of life and property damage in the event of a major emergency or disaster.

2. Dane County and the State of Wisconsin (through its coordinating agency, the Wisconsin Emergency Management Agency) have both equipment and personnel available to assist the Village of Mount Horeb in emergency or disaster response and recovery efforts.
3. Some of the hazards that may affect the Village of Mount Horeb may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning.
4. Initial response to any emergency will be made by the first response agencies of the Village including the police, fire/EMS and public works departments.
5. Depending on the severity and magnitude of the emergency, it may be necessary to request additional assistance to control the situation. This assistance may be provided in the form of community services officers or trained volunteers. Additional assistance may be provided from outside governmental mutual aid associations or from the private sector.
6. Standard operating procedures are in place or being^[DV1] prepared by each of the functional departments outlining specific procedures to support the assignments outlined in this plan.
7. This plan has been prepared, integrating all operational departments, in a comprehensive effort to prepare for major emergencies and disasters following the “All Hazards” approach.

IV. IDENTIFICATION OF HAZARDS

- A. The Village of Mount Horeb is vulnerable to many different types of natural, technological/industrial, and civil/political hazards capable of creating a major emergency or disaster situation. Specific hazards, listed in no specific order or ranking, determined to be of major concern are listed below:

1. Natural Hazards

- a. Earthquakes
- b. Floods
- c. Severe and Excessive Heat or Cold
- d. Severe Thunderstorm/High Winds/Lightning
- e. Tornados
- f. Winter Storms/Snow/Ice
- g. Wildfire

2. Technological/Industrial Hazards

- a. Commercial Transportation Accidents (Air, Rail, Road)
- b. Hazardous Materials Incident (Fixed Site, Transportation, Nuclear)
- c. Structural Collapse
- d. Utility Failure (Electric, Gas, Phone, Sewer, Water)
- e. Fire/Explosion

3. Civil/Political Hazards

- a. Terrorism
- b. Riots
- c. Sabotage
- d. Civil Disturbance/Strikes
- e. Extortion
- f. Hostage Situations
- g. Active Killer / Mass Casualty

V. CONCEPT OF OPERATIONS

The difference between normal day-to-day operations and emergency operations must be understood if emergency management is to be effective. During non-emergency periods, operational departments go about their daily business under the direction of a department head or chief. During a period of emergency or disaster, the department heads who previously provided direction to their forces continue to do so in time of emergency. During a major emergency or disaster situation, department heads function and coordinate response from the EOC (when practical) located in the EOC / Training Room of the Village of Mount Horeb Public Safety Building, 400 Blue Mounds Street Mount Horeb, WI 53575.

VI. INCIDENT MANAGEMENT SYSTEM/UNIFIED COMMAND SYSTEM

Response to major emergencies and disasters is based on an integrated incident management/unified command system which includes municipal and county involvement and may require support and assistance from the state and federal government. Operations conducted under this plan will be accomplished based on this model. Most major emergencies and disasters occur with little warning. The first notification usually comes from a call to the 911 telecommunicator or visual manifestation of the disaster, as in the case of a tornado, derailed train, or airliner falling from the sky. In each instance, the first to respond to the event are the community's first response agencies, fire/EMS and law enforcement. This may be a municipal police and fire department within the municipal corporate limits or the county sheriff and fire/EMS units from outside jurisdictions.

- A. **Step 1 - Arrival and establishment of command** - Upon arrival at a scene, an incident commander will be identified, and the incident command system/unified command system will be initiated. A formal command post will be established and clearly identified, and staff officers from each responding principle will report to that site.
- B. **Step 2 - Assessment of the situation** - The incident commander and his/her staff will begin a rapid assessment of the situation to determine if the incident can be handled by first responders or if additional assistance is needed. If the situation requires resources above those normal resources at the disposal of the incident commander, the EMD and Village Administrator will be notified.

- C. **Step 3 - Activation of the emergency management system** - If the situation appears to exceed normal resources, the jurisdiction's EOC shall be activated, and all department heads will be called in. The county's office of emergency management will be notified at this point. Once the EOC is activated, joint communications will be maintained between the forward command post, municipal EOC, and the county EOC. The county office of emergency management will notify the Southwest Incident Management Team of the potential emergency and will staff the county EOC. The EMD will also initiate a situation report and formally notify key agencies that an emergency is underway.

- D. **Step 4 - Assessment of the jurisdiction's ability to cope with the situation** - If it is determined that a situation can be handled locally with the available normal resources, the Village President / EMD should then declare a "State of Emergency." This declaration authorizes the activation of the local emergency plan, and authorizes the rendering of assistance by the jurisdiction. If the jurisdiction is not able to manage the situation, a declaration of "State of Disaster" should be initiated. The disaster declaration formally identifies that the situation is larger than the jurisdiction can handle, and county assistance is formally requested.

- E. **Step 5 - Requesting assistance** - The mechanism for requesting disaster assistance is to contact Dane County Emergency Management. Prior to going further, the county must expend its available resources including equipment owned by the county and that available from neighboring municipalities and townships, before going to the state. If state government assistance is needed (i.e. National Guard, etc.), the Village President must indicate this to the county. Again, the county must have expended its available resources and then must make that request through the Wisconsin Emergency Management Agency.

- F. **Step 6 - Activation of the county emergency management system** - Following a request for county assistance, county primary agencies will be activated and respond. In addition, the Southwest Incident Management Team will be notified, and a limited activation of the county EOC, by representatives of county primary agencies, may occur. A situation assessment process will then begin. This assessment will assist county officials in determining if county resources will be adequate to meet the local request for assistance or if state or federal assistance will be required. Finally, a representative from the office of emergency management may be dispatched to the local EOC to confer with local officials. This liaison officer can assist local officials as needed. A second liaison officer may be dispatched to the command post to interface with the incident commander and his/her staff.

- G. **Step 7 - Assessment of the county's ability to cope with the situation** - Based on information from the stricken jurisdiction, emergency management liaison officers, and county primary agencies, a decision will be made if the assistance can be provided strictly using the county's normal resources.

If the situation can be handled by the county, the Director of the Office of Emergency Management will request the county board chairman to declare a "State of Emergency", authorizing departments and agencies identified in the plan to perform their assigned emergency duties. Following the declaration, a full activation of the county EOC will occur, and tasked members of the Southwest Incident Management

Team will report to the EOC. If the disaster is widespread and cannot be handled by the county's normal resources, the county board chairman will proclaim a "State of Disaster", which directs the Director of the Office of Emergency Management to request assistance from the State of Wisconsin. This disaster declaration formally declares that the situation is larger than the county can handle and state assistance is requested.

- H. **Step 8 - Preparing a county wide damage assessment** - Through the Office of Emergency Management, the County will work with the Village to develop a detailed damage assessment. This document will detail the number of individuals injured and killed, buildings damaged and destroyed, damage to the infrastructure, etc. This detailed damage assessment must be filed with the State of Wisconsin within 72 hours following the impact of the disaster. While initial response from the state will be forthcoming during this assessment period, federal assistance is based on the data generated by this assessment.
- I. **Step 9 - State disaster assistance** - Resources from a variety of state government agencies can be dispatched to assist a stricken jurisdiction or county. Some of the resources are immediately dispatched, such as the Wisconsin State Patrol, Wisconsin Department of Natural Resources and the Wisconsin Department of Transportation, while others are dispatched following coordination through the State of Wisconsin Emergency Operations Center. Following notification, the Wisconsin Emergency Management Agency (WEMA) will dispatch a regional Director to the Dane County EOC to serve as a liaison between the county and state. This liaison officer acts as a conduit for requests for any state assistance, as well as providing information about state response to the county, for relay to the stricken jurisdiction(s). WEMA also has a major responsibility of preparing the request for a Presidential Disaster Declaration for the governor. If the disaster is widespread and the state resources will be overtaxed, in cooperation with the county and the stricken jurisdiction(s), the state will provide a detailed assessment of the damage and its effect on the community and its residents to the Federal Emergency Management Agency (FEMA). Based on the severity and magnitude of the situation, the governor will request the President to declare a major disaster or an emergency for the state, and the President will issue a declaration, as warranted. The declaration process will be carried out under the authority of Public Law 93-288, as amended.
- J. **Step 10 - The Presidential declaration** - If criteria are met, the President will declare the county with either an emergency or disaster area. This declaration will authorize the rendering of a variety of aid, primarily financial, to affected residents and units of government. An emergency declaration will authorize limited assistance from specific agencies, while a disaster declaration will authorize a full range of federal assistance to the county. For certain situations, the President may declare an emergency, with or without a governor's request, as specified in Title V of P.L. 93-288, as amended. Under Title V, the President may direct the provision of:

1. Section 501(a)- based on a request of the governor, or
2. Section 501(b) - upon the determination of the President that an “emergency exists for which the primary responsibility for response rests with the United States.” Federal agencies have been grouped together under functional emergency support functions (ESF’s) to facilitate the provision of response and recovery assistance to the county through the state. All federal response assistance will be provided using some or all of the ESF’s as necessary. A Federal Coordinating Officer (FCO) will be appointed by the president to coordinate federal activities. The FCO will work with the State Coordinating Officer (SCO), appointed by the governor, to identify overall requirements including unmet needs and evolving support requirements, and coordinate these requirements with the ESF’s. The FCO will coordinate response activities with the ESF representatives to ensure that federal resources are made available to meet the requirements identified by the county and state.

VII. ORGANIZATION AND RESPONSIBILITIES

Most village departments have emergency functions in addition to their normal day-to-day duties, however, these functions usually parallel or compliment normal responsibilities. Each village department is responsible for the development of specific standard operating procedures (SOPs) detailing how they will function in support of the responsibilities outlined in this plan. [DV2]The purpose of this section is to identify areas of major concern in the village emergency management program and to further identify which village department is responsible for managing that particular function. Specific details, checklists, and supporting documentation can be found in an annex corresponding to the functional area described below.

- A. Communication and Warning** - The Dane County Communications Center is responsible for the community-wide dispatch services. During an emergency, the Communications Center serves as a source of intelligence for the EOC staff and a location for dissemination of information and warning to the public. An alternate EOC shall be the County mobile EOC [DV3]and shall be utilized when necessary. Notification plans are located in the Communications Center and EOC to be used for notifying key officials of an emergency situation. Detailed information regarding the communication and warning procedures can be found in **Annex A (page 13)**.
- B. Damage Assessment** - The Village of Mount Horeb Public Services Director and Fire Chief are primarily responsible for the operation of the damage assessment program. In times of emergency, these departments are assisted by outside personnel. The primary disaster related function of these departments is to perform preliminary assessment to determine to what extent the village has been damaged and secondly, to declare unsafe buildings, thereby preventing further injury and possible loss of life. Appointed damage assessment field team personnel will complete on-site inspections and will forward damage assessments to the EOC allowing compilation of an overall community damage assessment. The damage assessment process may be accomplished jointly by the municipality supported by the county and unaffected municipalities. The village damage estimate information will be forwarded, as soon as possible, to the Dane County Office of Emergency Management for inclusion in a consolidated county wide damage estimate. This consolidated damage estimate will

be forwarded to the Wisconsin Emergency Management Agency. Detailed information regarding the damage assessment procedures can be found in **Annex B (page 15)**.

- C. Emergency Operating Center** - The Village of Mount Horeb Emergency Management Director (EMD) is responsible for the overseeing of the operations of the village EOC. This facility is located as in the EOC / Training Room at the Public Safety Building. The EOC serves as a central point to control operations in the event of a major emergency or disaster situation. The EMD, Village Administrator, operational department heads (or designees), Fire Department Designee, and supporting staff would staff this facility when fully activated. The EOC can quickly be brought to a state of operational readiness in time of need. The EOC serves as a control point to control operations in the event of a major emergency or disaster. Detailed information regarding the emergency operating center can be found in **Annex C (page 19)**.
- D. Evacuation** - Evacuation is a procedure which involves the moving of the civilian population from an actual or potential hazard area. The Village Administrator and EMD have the authority, based on state law to recommend a major evacuation. Smaller limited evacuations may be ordered by the EMD or the fire chief in the event of fire, hazardous materials incidents, hostage situations, etc. Detailed information regarding the evacuation plan and procedures can be found in **Annex D (page 23)**.
- E. Mass Casualty Situations** - The Mount Horeb Area Joint Fire Department is the primary agency responsible for providing fire and rescue services to the village. The fire department is staffed by full time and paid-on-call personnel. In times of emergency, additional resources and equipment can be provided by neighboring communities and fire districts, through formalized mutual assistance agreements. The Mount Horeb Area Joint Fire Department is a member of MABAS Division 115^[DV4]. As a result, considerable amounts of mutual aid fire and rescue equipment can be provided from surrounding communities. The fire department is responsible for prevention and suppression of fire as well as conducting light and heavy-duty rescue operations. The Mount Horeb Area Joint Fire Department is the primary agency responsible for the operation of Emergency Medical Services (EMS). The fire department presently provides Advanced Level Emergency Medical Services and by use of flexible staffing or mutual aid can provide ALS Paramedic Services to the community^[DV5]. In times of emergency, the fire department would be supported in their efforts by personnel from neighboring MABAS Divisions.

Major hospitals that serve the emergency medical needs of the village include; St. Mary's Hospital – Madison, Meriter Hospital, UW Hospital – Main Campus (Level 1 Trauma Center), Upland Hills Hospital (Dodgeville), and William S. Middleton Memorial Veterans Hospital. A system known as Base Hospital can be activated on incidents inside Dane County. Base Hospital is used for a Mass Casualty Incident (MCI) which is expected to result in ≥ 5 (five) patients requiring EMS transport from the scene. The fire chief will coordinate the fire/rescue/EMS operations in the EOC during times of emergency or disaster. Detailed information regarding the operation and capabilities of the fire, rescue and EMS can be found in **Annex E (page 27)**.^[DV6]

F. **Law Enforcement** - The Village of Mount Horeb Police Department is the primary agency responsible for the provision of law enforcement services. The police department is staffed by 16 full-time sworn officers, 2 part-time sworn officers, two civilian staff members, and one part time civilian staff member. The police department is responsible for law enforcement and crime prevention activities in addition to traffic and crowd control during periods of emergency. Additional law enforcement resources are available from the Wisconsin State Patrol, Dane County and Iowa County Sheriff's Office; Madison, Fitchburg, Oregon, Verona, Middleton, and Dodgeville Police Departments; C.A.P.M.A.R (Capitol Area Police Mutual Aid Response); and federal law enforcement agencies. National Guard assistance is available only by following the declaration of local emergency by the Village President / Emergency Management Director and through direct request of the Village President to the county for relay to the Wisconsin Emergency Management Agency, provided that the guard is not already activated as part of its national mission. The State of Wisconsin will determine whether the National Guard or other state law enforcement asset is appropriate to handle the requested mission. The chief of police or designee will coordinate all law enforcement operations from the EOC during times of emergency or disaster. Detailed information regarding law enforcement operations can be found in **Annex F (page 44)**.

G. **Public Information** - The Village Administrator, Village President, and appointed public information officer are primarily responsible for the operation of the public information portion of the plan, supported in this effort by the Dane County Dispatch Center. The primary purpose of the public information is two-fold; first, to ensure adequate pre-emergency information is available to the general public to inform them of the appropriate actions that they should take in a time of emergency; secondly, the public information switches to "public notification" during an emergency or disaster to provide up-to-date warning and advisory information to the public. They are supported in this effort by the chief of police, fire chief, EMD and public services director. The primary purpose of the emergency public information system is to provide up-to-date warning and advisory information to the public. Public information during pre-emergency periods utilizes all available media outlets including newspaper, radio, television, social media, Village website, etc. in the event of an emergency, public notification will be made primarily through local radio stations. Activation of the area using a Telephone Notification System (reverse 911), however, must be made through the incident commander, who will request Dane County Dispatch Center to deploy that system.

To ensure continuity of public information during a period of emergency or disaster, a media briefing center will be established at the **Village Board Room on the second floor of Village Hall**^[DV7]. Press statements will be made, or cleared through the Village Administrator, EMD or his/her alternate. In accordance with federal guidelines, all emergency media releases will be cleared through the Village Administrator, or his/her alternate, prior to their release. During large scale situations involving multiple municipalities or the county, media releases will be coordinated with all affected jurisdictions to ensure the release of factual and timely information. The village may also participate in staffing a joint information center, staffed with representatives of other affected municipalities, the county, and involved state and federal agencies. Detailed information regarding the emergency public information system can be found in **Annex G (page 48)**.

- H. **Public Health** - Health and mortuary services are primarily the responsibility of Dane County governments. Dane County Human Health and Human Services is primarily responsible for three health areas including environmental health, public health and mental health. Public health activities include supporting sheltering and mass care operations and staffing field first aid stations during recovery operations, in cooperation with the fire department, EMS and area hospitals providing health services to those individuals that can't be moved following an evacuation, providing antidotes and immunizations as necessary. Environmental health activities include varying the sanitary conditions of food service and public sanitary facilities, assessing the quality of portable water supplies, assessing the disaster's impact on environmental health, and preventing the potential spread of any disease or infection create by the disaster. Mental health activities include providing crisis counseling to disaster victims, families, and emergency workers. The Dane County Medical Examiner's Office is responsible for the removal, identification, and disposition of victims of a disaster situation. Detailed information on each of these agencies, their capabilities and operations can be found in **Annex H (page 51)**.
- I. **Public Services** - The public services responsibilities are a shared function of the Village of Mount Horeb Utilities (Water/Serwer and Electric) Departments and Street Departments. The water department is primarily responsible for providing a safe potable water supply of adequate quantity and flow to support the Village in an emergency. The wastewater department manages the conveyance, treatment, and safe discharge of the village sewage waste products. The electric department is primarily responsible for providing power to all residents and maintaining and/or restoring power during an emergency. The street department is primarily responsible for maintaining village streets in an open and drivable condition. Additionally, in an emergency or disaster, the street department is responsible for debris and snow removal to ensure accessibility for emergency vehicles. Public services functions will be coordinated from the EOC by the public services director or designee. Detailed information regarding the public works function can be found in **Annex I (page 53)**.
- J. **Shelter Operations** - Responsibility for the protection of life and property of community residents is a function of local government. The EMD is responsible for the development of a community shelter plan designed to protect community residents and daily workforce in the event of a major emergency or disaster. While the primary authority for operation of the shelter system is delegated to the American Red Cross^[DV8], the Village of Mount Horeb continues to retain the responsibility. The EMD and Red Cross work jointly on the selection and **development of shelter facilities**, training of staff, and plan preparation. During peacetime emergencies, operation of the shelter facilities is primarily delegated to the Red Cross. However as indicated in Red Cross guidelines, in the event of an international confrontation, Red Cross personnel would work for the community and shelter operations would be the sole responsibility of the EMD. Detailed information regarding the shelter procedures can be found in **Annex J (page 56)**.

- K. **Resource Management** - This annex is designed to provide the identification of resources available to the Village of Mount Horeb during disaster situations. The Village of Mount Horeb Emergency Management Director shall serve as resource administrator and be responsible for coordinating all resource-related functions. Any requests for federal or state resource assistance will be forwarded through the EOC. Detailed information regarding resource management can be found in **Annex K (page 59)**.
- L. **Finance** - This annex provides guidelines for the tracking of financial and personnel costs incurred during a disaster or emergency situation. The village finance director is responsible for ensuring that adequate funding is available for the community to make the necessary expenditures to effectively respond to the disaster or emergency. The village finance director will work to ensure all of the expenditures are properly tracked to meet guidelines for state and federal reimbursement. Detailed information regarding finance can be found in **Annex L (page 62)**.

VIII. DIRECTION AND CONTROL

In accordance with the Wisconsin Emergency Management Agency Plan, the Village Emergency Management Director, or his/her emergency interim successor, functioning as the principle executive officer will be responsible for commanding all emergency operations within the village. Upon determination that a major emergency or disaster has occurred, each department head will be notified and will report to the EOC. As in normal daily operations, each department head will be responsible for the operation of his/her department and shall direct his/her response and recovery operations from the EOC.

The emergency operation center for the Village of Mount Horeb is located in the EOC / Training Room of the Public Safety Building, 400 Blue Mounds Street. The media briefing center will be located in Village Board Room on the second floor of the Village Hall. All media personnel will be directed to that location for timely and factual information regarding the effects of the current situation and community response.

In accordance with federal regulations, the village will implement the incident management system or unified command structure as a management tool for the management of emergency response activities. Based on the hazards outlined, the following departments have been identified as the incident commander for each of the identified hazards:

- A. Natural Hazards - Fire Department / Police Department
- B. Technological/Industrial Hazards - Fire Department
- C. Civil/Political Hazards - Police Department^[DV9]

IX. CONTINUITY OF GOVERNMENT

Effective emergency management operations depend on two important factors to ensure continuity of government. These factors include (1) lines of succession for officials, department heads, and supporting staff; and (2) preservation of records vital to the community. In the event that the Village Administrator is unavailable, the powers of the office shall be exercised and duties shall be discharged by his designated emergency interim successors in the order specified. That person shall exercise the powers and discharge the duties of the office to which designated until such time as a vacancy which may exist shall be filled in accordance with established policy; or until the

VILLAGE OF MOUNT HOREB EMERGENCY OPERATIONS PLAN

officer, or his deputy or a preceding emergency interim successor, again becomes available to exercise the powers and discharge the duties of his office. The line of succession in times of emergency for the executive branch of government of Mount Horeb will be:

- A. Village Administrator
- B. Emergency Management Director
- C. Finance Director / Deputy Village Administrator
- D. Public Services Director

The village clerk is responsible for the identification of those records deemed to be vital to the restoration of the village. As these records and their storage methods may vary from time to time, a listing of those records and the location of alternate storage facility(s) can be found under separate cover.

X. MUTUAL ASSISTANCE AGREEMENTS

To ensure that the maximum use is made of the resources available to the county and its political jurisdictions, a variety of mutual aid agreements are currently in place. These agreements include:

Mutual Aid Box Alarm Systems (MABAS) - A comprehensive mutual assistance agreement in place for all of the fire services that service Dane County. The MABAS system is divided into divisions throughout Southern Wisconsin/Northern Illinois and provides a structured system to move up personnel and equipment during emergency and disaster situations.

Capitol Area Police Mutual Aid Response (CAPMAR) – A law enforcement mutual aid system operating in Dane County, WI. The purpose of CAPMAR is to provide automatic response of extra law enforcement personnel and equipment at the scene of law enforcement emergencies from participating agencies



XI. PLAN DEVELOPMENT AND MAINTENANCE

Responsibility for the overall development and maintenance of the EOP for the Village of Mount Horeb is assigned to the EMD as prescribed by law. Plan maintenance includes the annual review and periodic updating of this plan and its annexes. Additionally, the EMD is responsible for document control. This includes the distribution of the plan and its updated sections as required. Each department is responsible for updating their own department's section. Changes in personnel or equipment should be forwarded to the EMD as they occur to keep the plan updated. Copies of this plan and its annexes are forwarded annually to the Dane County Office of Emergency Management.

XII. PLAN EVALUATION PROCEDURE

For any plan to be functional, it must be evaluated to ensure it is workable and to further ensure that it is understood by those who must use it. Other than periodic review, the most effective procedure to evaluate the plan is a series of exercises. Exercises simulate, in a controlled environment, the situations that may occur in a disaster situation. In accordance with state and federal guidelines, this plan must be exercised regularly through an EOC exercise or full scale EOC field exercise. The EMD is responsible to ensure that the proper evaluation procedures are planned and executed regularly. Assistance in the development, conduct, and evaluation of these exercises is available from the Dane County Emergency Management Office.

XIII. RECORD OF CHANGES

The Village Emergency Management Director will issue major changes made to this plan on hard copy pages. New pages should be inserted as directed, and the old pages removed and destroyed.

XIV. DISTRIBUTION LIST

A signed copy of the Village of Mount Horeb Emergency Operations Plan along with a CD of this plan will be maintained at each of the following agencies. The Village of Mount Horeb Emergency Management Director will update the copies.

- A. Village Hall - Village Administrator
- B. Emergency Management Office - Emergency Management Director
- C. Fire Department - Fire Chief
- D. Department Of Public Services - Public Services Director
- E. Mount Horeb Utilities – Water/Sewer Director [DV11][DV12]



AGENDA ITEM REPORT

MEETING DATE

May 19, 2025

PREPARED BY

AGENDA ITEM # 4.b

Traffic Enforcement

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

May 19, 2025

PREPARED BY

AGENDA ITEM # 4.b.1

Traffic Data and Future Planning

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

May 19, 2025

PREPARED BY**AGENDA ITEM # 4.b.2**

Dane County Stop on Red Campaign

BACKGROUND**RECOMMENDATION****ATTACHMENTS**

None



AGENDA ITEM REPORT

MEETING DATE

May 19, 2025

PREPARED BY

AGENDA ITEM # 4.b.3

Valley and Adams

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

May 19, 2025

PREPARED BY

AGENDA ITEM # 4.c

Third Street Parking Request

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

May 19, 2025

PREPARED BY

AGENDA ITEM # 4.d

Parking Permit Follow Up Discussion

BACKGROUND

A request for parking permits came to the PD. Looking at the Ordinance, there is some confusion and ambiguity in the process. This discussion will help give guidance for updating the process and improving the ordinance.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

May 19, 2025

PREPARED BY

AGENDA ITEM # 4.e

Speed Control Request for Three Wood/Lilihammer/Eggum Intersection

BACKGROUND

A resident in the area of this intersection has requested speed bumps or other speed-reduction devices after seeing the news of a recent fatal crash in Cottage Grove.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

May 19, 2025

PREPARED BY

AGENDA ITEM # 4.f

Stop Sign Removal Request for Lincoln at Sixth Street.

BACKGROUND

Resident requested the removal of the stop sign on Lincoln at Sixth Street due to slope of the road and having difficulty starting from a stopped position in the winter.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

May 19, 2025

PREPARED BY

AGENDA ITEM # 4.g

Speed Limit on West Main Street between Orchard Street and the End of Town

BACKGROUND

The Dane County Highway Shop changed speed limit signs for this area from 25 MPH to 35 MPH. We have been told that the areas now marked as 35 MPH have always been that way according to the DOT. This discussion is to look at whether we should petition the state to change them to 25 or wait and see.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

May 19, 2025

PREPARED BY

AGENDA ITEM # 4.h

Code of Ethics Review

BACKGROUND

This was added to review the first meeting of every new year (after the reorganization in April).

RECOMMENDATION

ATTACHMENTS

1. Code of Ethics Adopted

Ethics Code

1. Statement of Purpose.

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

2. Definitions.

The following definitions shall be applicable in this Chapter:

- (a) **Public Official.** Those persons serving in statutory elected or appointed offices provided for in Chapter 62 of the Wisconsin Statutes, and all members appointed to boards, committees and commissions established or appointed by the Village President and/or Village Board pursuant to this Code of Ordinances, whether paid or unpaid.
- (b) **Public Employee.** Any person excluded from the definition of a public official who is employed by the Village.
- (c) **Anything of Value.** Any gift, favor, loan, service or promise of future employment, but does not include reasonable fees and honorariums, or the exchange of seasonal, anniversary or customary gifts among relatives and friends.
- (d) **Business.** Means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making activities.
- (e) **Personal Interest.** The following specific blood or marriage relationships:
 - (1) A person's spouse, mother, father, child, brother or sister; or
 - (2) A person's relative by blood or marriage who receives, directly or indirectly, more than one-half ($\frac{1}{2}$) support from such person or from whom such person receives, directly or indirectly, more than one-half ($\frac{1}{2}$) of his support.
- (f) **Significant Interest.** Owning or controlling, directly or indirectly, at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of the outstanding stock of at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of any business.

-
- (g) **Financial Interest.** Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
 - (h) **Staff.** Any full- or part-time employee of the Village.

3. Statutory Standards of Conduct.

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

- (a) **Sec. 19.59.** State Ethics Law.
- (b) **Sec. 946.10.** Bribery of Public Officers and Employees.
- (c) **Sec. 946.11.** Special Privileges from Public Utilities.
- (d) **Sec. 946.12.** Misconduct in Public Office.
- (e) **Sec. 946.13.** Private Interest in Public Contract Prohibited.

4. Responsibility of Public Office.

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern. Their conduct in both their official and private affairs should be above reproach so as to foster respect for government.

5. Dedicated Service.

- (a) Officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.
- (b) Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.
- (c) Members of the Village staff are expected to follow their appropriate professional code of ethics. Staff members shall file a copy of such professional ethics codes with the Village Clerk. The Village Clerk may notify the appropriate professional ethics board of any ethics violations involving Village employees covered by such professional standards.

6. Fair and Equal Treatment.

- (a) **Use of Public Property.** No official or employee shall use or permit the unauthorized use of Village-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as Village policy for the use of such official or employee in the conduct of official business, as authorized by the Village Board or authorized board, commission or committee.
- (b) **Use of Village Stationery.** No official or employee shall use, or permit the unauthorized use of, Village stationery for personal use.

-
- (c) **Obligations to Citizens.** No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No official or employee shall use or attempt to use his or her position with the Village to secure any advantage, preference or gain, over and above his rightful remuneration and benefits, for himself or for a member of his or her immediate family.
 - (d) **Political Contributions.** No official shall personally solicit from any Village employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this Chapter is a candidate or treasurer.

7. Conflict of Interest.

(a) Financial and Personal Interest Prohibited.

- (1) No official or employee of the Village, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this Chapter or which would tend to impair independence of judgment or action in the performance of official duties.
- (2) Any member of the Village Board who has a financial interest or personal interest in any proposed legislation before the Village Board shall disclose on the records of the Village Board the nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation.
- (3) Any non-elected official who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Village Board or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.
- (4) Any Village employee who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board, commission or committee upon which the employee has any influence of input, or of which the employee is a member, that is a make to recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Village Board or the appropriate board, commission or committee the nature and extent of such interest.

- (b) **Disclosure of Confidential Information.** No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Village, nor shall such information be used to advance the financial or other private interests of the official or employee or others.

(c) Gifts and Favors.

- (1) No official or employee, personally or through a member of his immediate family, may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.
- (2) No official or employee personally, or through a member of his immediate family, shall accept any gift, whether in the form of money, service, loan, thing or promise, from any person which could reasonably be expected to impair his independence of judgment or action in the performance of his duties or grant in the discharge of his duties any improper favor, service or thing of value. However, it is not a conflict of interest for any public official or employee to receive hospitality that is unsolicited and unrelated to government business, such as a meal, and that is not intended to influence the official.

-
- (3) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a Village official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality, as a properly reported political contribution, from citizens for the purpose of supporting the candidate's campaign. (The State Ethics Board has interpreted "hospitality" as it applies to state officials as including meals, beverages and lodging which a person offers at his residence and would have been offered if the recipient was not an official).
 - (4) Gifts received by an official or employee or his immediate family under unusual circumstances shall be referred to the Village Board within ten (10) days of receipt for recommended disposition. Any person subject to this Chapter who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this Subsection, shall, within ten (10) days, disclose the details surrounding said offer to the Village Board. Failure to comply with this reporting requirement shall constitute an offense under this Chapter.
- (d) **Representing Private Interests Before Village Agencies or Courts.**
- (1) Non-elected Village officials and employees shall not appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any Village agency, board, commission or the Village Board if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.
 - (2) Elected Village officials may appear before Village agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, the disclosure requirements of Subsection (a) above shall be applicable to such appearances.
- (e) **Ad Hoc Committee Exceptions.** No violation of the conflict-of-interest restrictions of this Section shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue or topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the Village Board that such interest exists.
- (f) **Contracts with the Village.** No Village official or employee who, in their capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his part shall enter into any contract with the Village unless, within the confines of Sec. 946.13, Wis. Stats.:
- (1) The contract is awarded through a process of public notice and competitive bidding or the Village Board waives the requirement of this Section after determining that it is in the best interest of the Village to do so.
 - (2) The provisions of this Subsection shall not apply to the designation of a public depository of public funds.

8. Advisory Opinions.

When an official or employee has doubt as to the applicability of a provision of this Ethics Code to a particular situation or definition of terms used in this Chapter, he should apply to the Village Administrator for an advisory opinion from the Village Attorney and will be guided by that opinion when given. The official or employee shall have the opportunity to present his interpretation of the facts at issue and of the applicability provisions of this Chapter before such advisory decision is made. This Chapter shall be operative in all instances covered by its provisions except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of a statutory provision is discretionary, but determined by the Village Attorney to be more

appropriate or desirable. Advisory requests and opinions shall be kept confidential, except when disclosure is authorized by the requestor, in which case the request and opinion may be made public.

9. Hiring Relatives.

- (a) This Section governs the proposed hiring of individuals for full-time or part-time work as Village employees who are members of the immediate family of Village employees or elected officials. "Immediate family" includes those relatives by blood or marriage defined in Section 2(e) as personal interests.
- (b) Hiring an immediate family member of any current Village employee or elected Village official will be considered only if that individual has the knowledge and skills, experience or other job-related qualifications that warrant consideration for the position. A person cannot be hired for either full-time or part-time employment in a position immediately supervised by a member of that person's immediate family.
- (c) This Section does not apply to non-elected officials who are asked to accept appointment as members of a Village Board, commission or committee; non-elected officials, however, will be expected to disqualify themselves from participation in matters under consideration which may affect the hiring, retention, classification or compensation of their immediate family if currently employed or being considered for employment by the Village.

10. Employees Covered by Collective Bargaining Agreements.

In the event an employee, covered under a collective bargaining agreement, is allegedly involved in an Ethics Code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this Ethics Code Chapter.

11. Employee Protection.

No appointing authority, agent of an appointing authority or supervisor may initiate or administer, or threaten to initiate or administer, any retaliatory action against a Village employee following an employee's disclosure of information related to the violation of any federal or state law, rule or regulation, the mismanagement or abuse of authority, a substantial waste of public funds, or a danger to public health and safety. Nothing in this Section restricts the right of the Village as an employer to take appropriate disciplinary action against an employee who knowingly makes an untrue statement or discloses information, the disclosure of which is specifically prohibited by federal or state law, rule or regulation.