

Town of Namakagon

Comprehensive Planning Commission

Work Session December 4, 2019

Work Session called to order at 8:40 a.m.

Members present: Mary D'Andrea, Sarah Boles, and Jim Krueger.

Absent members: Jeff Raether, Abett Icks, and P.C. Rasmussen

Guest: Jack McGregor

1. **Meeting Minutes** of Nov. 6, 2019. Motion to accept, with corrections, November minutes by Sarah B., seconded by Mary D. Approved.
2. As the **Dec. 4 meeting lacked a quorum**, Planning Commission members met as a **Work Session**, with the intention of listening to Jack McGregor's insights for developing an Emergency Management Plan for the Town.
3. Planning Commission members queried Jack M. on the status of the Town of Namakagon Comprehensive Plan's¹ charge for a generator for the Town.
Town Board stated that a generator can be used in the Town Garage and shared by the Town Road crew and Town.
The Planning Commission members felt this to be totally inadequate for the needs of the Emergency Management Plan.
4. **Jack McGregor's insights for an Emergency Management Plan.**
 - Keep the **EMP** simple.
 - Work from a template. Borrow where things are already created.
 - Create Plan A, with a Plan B, e.g., the first place to meet, in the event of an emergency is the Town Hall, but when this may not be possible, meet at the Pioneer Fire Station. Compare and contrast the assets' for the Town Hall to the Pioneer Fire Station.
Assets of Town Hall:
 - Site where Town business occurs
 - Appropriate meeting place
 - TH has heat and AC; it is electric.
 - Has bathrooms, internet, phone, kitchen facilities.
 - A goal is to keep essential Town services, and Town Clerk activities, running.
 - In an emergency, the Town Board must declare the emergency.
 - Initially, in an emergency, the community is alone.
 - Most emergencies in our town will be weather related, due to wind, rain, flood, or fire.
 - Needs:
 - Map of town residents
 - Request, from Town Road crew, what equipment is available in the event of an emergency.

¹ 10.3.3.B Objective: Develop Town of Namakagon Emergency Management Plan to include, at a minimum, designation of Town Hall as designated place where residents, etc, can use (an installed) generator for emergency use.

- What are fuel sources for the Town?
 - From where would portable generators (would provide lighting) be available?
 - Can a Town vehicle be equipped with a generator?
 - What building or buildings would use the generator(s)?
 - How can the Town purchase a generator? Would 3 generators be better?
The generator for the TH should, minimally, be a 20,000 KW, liquid cooled, Generac unit, with a transfer switch for the TH. The need is for a large, liquid cooled, portable generator. What would be the cost of such an item? We need a proposal from an electrician for purchase and installation of a generator. Jack M. will give the CPC a ball-park figure for cost.
- Explore Grant funding possibilities for potential Emergency. (Would likely need to have an **EMP** in place before Grant application.)
 - Have a training session, with **EMP** Manual, with significant partners.
 - Create a system for an annual work session to review and/or refresh the **EMP**.

Motion to adjourn, at 9:45, was made by Sarah B., and seconded by Mary D. The next Comprehensive Planning Commission meeting is set for Wednesday Jan. 8, 2020, at 9:00 a.m.

Submitted by Mary D'Andrea