

City of Amery

COMMON COUNCIL MEETING AGENDA

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Common Council** of the City of Amery will be held on: **March 4, 2026 at Amery City Hall - 104 Maple St. W, Amery, WI at 5:00 PM.**



- Call to Order
- Pledge of Allegiance
- Roll Call
- Adoption of Agenda

Consent Agenda Items:

Minutes – City Council (February 4, 2026), City Council (February 18, 2026), Plan Commission (February 26, 2026), Joint Fire Committee (December 1, 2025), Finance Committee (February 10, 2026), Public Safety Committee (February 10, 2026) and Recycling Committee (December 2, 2026)

Items under the consent agenda may be acted upon by one motion. If in the judgment of any Council Member, a consent agenda item needs discussion, the item can be removed and discussed.

Order of Items	Agenda Item
1	Public Comment
2	Class “B” Fermented Malt Beverage and “Class B” Liquor License for 110 Keller Ave N
3	Amery Community Center Strategic Plan Focus Group
4	Hotel Development Agreement Amendment No. 1
5	Resolution 3-2026 A Resolution Adopting an Amended Polling Place and Election Day Emergency and Contingency Plan for the City of Amery
6	Department Head Reports
7	Council Comment
8	Closed Session – Wis. Stat. §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session -Soldier’s Field Development
9	Open Session – Possible Action on Closed Session Agenda
10	Adjournment.

*Although the public may speak on any item that is not included on this agenda as a “Public Hearing or Forum” the Council will not respond or discuss the issue brought forward at this time. In accordance with open meeting laws the Council must notice an item on the agenda to take action on that matter. Your comments will be considered and may be placed on a future agenda for further discussion. Any person wishing to submit a public comment digitally may email them to Cityhall@amerywi.gov until noon of the day of the meeting. Although your comments will be presented to the Council they may or may not be read aloud or discussed during the meeting. The Public Comment Portion will be limited to 3 minutes total per speaker with the total duration to be at the Chair’s discretion. The council may act on any item that is noticed on the agenda.

Taylor Larson
Clerk/Treasurer

****Posted: February 26, 2026 on the City Website (www.amerywi.gov); and at Amery City Hall, Amery Public Library, and the Amery Police Department.**

The City of Amery does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.

NOTE: Upon reasonable notice, the City of Amery will accommodate the needs of disabled individuals through aids or services. For additional information or to request this service, contact the Clerk-Treasurer’s office at (715) 268-3410 by Noon the previous day so that arrangements can be made.

- 4. Resolution 2-2026 Amending the Annual Budget for the Purchase of Snow Removal Equipment –** Administrator Mansfield presented the budget amendment that would move the funds for Resolution 1-2026 from TID 9 to the general fund.

Motion by Alderperson Marks; seconded by Alderperson Honl to approve Resolution 2-2026 Amending the Annual Budget for the Purchase of Snow Removal Equipment.

Roll Call Vote

Ayes – Duncanson, Van Someren, Marks, Elkin, Honl, Manor

Nays – None

Motion Carried

- 5. Fire Department Bylaws Update –** Administrator Mansfield presented the proposed updated Bylaws for the Fire Department. Mansfield and Chief Frohn along with leadership members of the Fire Department spent time updating the bylaws to better work for the organization. The Fire Department voted 24-2 to accept the new bylaws and recommend them to Council for approval. Council members discussed the changes and Mansfield and Frohn answered questions. Mansfield requested that Council forward the Bylaws to the Joint Fire Committee for their review before final approval.

Motion by Alderperson Duncanson; seconded by Alderperson Elkin; to send the Fire Department Bylaws to the Joint Fire Committee.

Ayes – 6

Nays – 0

Motion Carried.

- 6. Nuisance Tenant Ordinance Discussion –** Administrator Mansfield and Chief Peters presented a proposed ordinance to give law enforcement a way to handle nuisance tenants with landlords. Council discussed the proposed ordinance, and consensus was to have the Public Safety Committee iron out the details of the ordinance at their next meeting.

- 7. Council Comment –** Council members shared comments.

Motion by Alderperson Manor; seconded by Alderperson Marks; to adjourn at 6:15 P.M.

Ayes – 6

Nays – 0

Motion Carried.

Respectfully submitted,

Taylor Larson
City Clerk-Treasurer
February 11, 2026

AMERY CITY COUNCIL PROCEEDINGS

February 18, 2026

The Amery City Council met on February 18, 2026, at the Amery City Center. Mayor, Rick Van Blaricom called the meeting to order at 5:00 p.m.

Roll Call: Clerk-Treasurer, Taylor Larson conducted Roll Call.

Present: Mayor, Rick Van Blaricom; and Alderpersons; Frances Duncanson; Roger Van Someren; Sharon Marks; Adam Honl, Eric Elkin, and Mike Manor.

Staff Present: City Administrator, Alex Mansfield; Clerk-Treasurer, Taylor Larson; Police Chief, Dan Peters; Fire Chief, Chuck Frohn; Library Director, Heather Wiarda; and Deputy Clerk-Treasurer, Lisa Gunderson.

Others present: Justin Runberg – Amery Free Press, Erik Henningsgard, Caleb Weber, Kate Healy(via Zoom) – SEH, Kianna Lindh – MSA, Scott Carnine and Peggy Coleman.

Motion by Alderperson Elkin; seconded by Alderperson Duncanson to adopt the agenda.

Ayes – 6 **Nayes – 0** **Motion Carried.**

New Business

- 1. Public Comment** – Scott Carnine shared his concerns about Ordinance 03-2026.
- 2. Pay Application 19 for the Wastewater Treatment Plant** – Erik Henningsgard and Caleb Weber with SEH presented Pay Application 19 for the Wastewater Treatment Plant in the amount of \$517,102.64 and gave an update on the projects progress.

Motion by Alderperson Duncanson; seconded by Alderperson Honl to approve Pay Application 19 for the Wastewater Treatment Plant in the amount of \$517,102.64.

Roll Call Vote

Ayes – Duncanson, Van Someren, Marks, Elkin, Honl, Manor

Nayes – None

Motion Carried

- 3. Change Order Number 5 for the Wastewater Treatment Plant** – Erik Henningsgard and Caleb Weber with SEH presented Change Order Number 5 for the Wastewater Treatment Plant in the amount of \$177,325.44. The change order also increases the substantial completion date by 14 days and changes the contract price from \$15,316,535.28 to \$15,493,860.72.

Motion by Alderperson Manor; seconded by Alderperson Marks to approve Change Order #5 for the Wastewater Treatment Plant in the amount of \$177,325.44.

Motion by Alderperson Duncanson; seconded by Alderperson Van Someren to amend the motion on the floor to include a 14 day extension on substantial completion and increase the contract price from \$15,316,535.28 to \$15,493,860.72.

Ayes – 6 **Nayes – 0** **Motion Carried.**

Roll Call Vote to approve the motion with the amendment

Ayes – Duncanson, Van Someren, Marks, Elkin, Honl, Manor

Nayes – None

Motion Carried

- 4. Amendment to the Owner-Engineer Agreement Number 1 between the City of Amery and SEH for the Wastewater Treatment Plant** – Erik Henningsgard and Caleb Weber with SEH present amendment #1 to the Owner-Engineer Agreement for the Wastewater Treatment Plant. The amendment has some increase in costs for soil remediation and onsite training as well as some credits for costs SEH is participating in on the project.

Motion by Alderperson Duncanson; seconded by Alderperson Manor; approve Amendment #1 to the Owner-Engineer Agreement between the City of Amery and Short Elliott Hendrickson for the Wastewater Treatment Plant that will increase the contract amount by \$27,165.04.

Roll Call Vote

Ayes – Duncanson, Van Someren, Marks, Elkin, Honl, Manor

Nayes – None

Motion Carried

- 5. Ordinance 3-2026 Creating Municipal Code Chapter §313-12 Nuisance Tenants** – Chief Peters presented the final version of ordinance 3-2026 Creating Municipal Code Chapter §313-12. He explained the changes that had been made by the Public Safety Committee before they recommended it to Council for approval. Council discussed and Chief Peters answered questions.

Motion by Alderperson Marks; seconded by Alderperson Van Someren to approve Ordinance 3-2026 Creating Municipal Code Chapter §313-12.

Roll Call Vote

Ayes – Duncanson, Van Someren, Marks, Elkin, Honl, Manor

Nayes – None

Motion Carried

- 6. Discussion and Adoption of the amended Fire Department Bylaws** – Administrator Mansfield presented the amended Fire Department Bylaws. The Bylaws have already been approved by the Fire Department and the Joint Fire Committee. Mayor Van Blaricom stated he would like to see one amendment to section 3.1 Attendance to allow the chief the discretion to excuse this requirement if there is a reason to do so.

Motion by Alderperson Duncanson; seconded by Alderperson Manor to approve the Fire Department Bylaws with an amendment to section 3.1 Attendance allowing the Fire Chief to excuse this requirement if needed.

Roll Call Vote

Ayes – Duncanson, Van Someren, Marks, Elkin, Honl, Manor

Nayes – None

Motion Carried

- 7. Council Comment** – Council members shared comments.

- 8. Van Blaricom read the closed session items aloud in full. Motion by Elkin; seconded by Manor to go into Closed Session at 5:54pm under Wis. Stat. §19.85(1)(e)** – Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Hotel Development Agreement

Roll Call Vote

Ayes – Duncanson, Van Someren, Marks, Van Blaricom, Elkin, Honl, Manor

Nays – None

Motion Carried

Motion by Manor, seconded by Honl to reconvene into Open Session at 6:15 P.M.

Roll Call Vote

Ayes – Duncanson, Van Someren, Marks, Van Blaricom, Elkin, Honl, Manor

Nays – None

Motion Carried

9. Open Session – Action on Closed Session Agenda – No action was taken

Motion by Alderperson Manor; seconded by Alderperson Elkin; to adjourn at 6:15 P.M.

Ayes – 6

Nays – 0

Motion Carried.

Respectfully submitted,

Taylor Larson

City Clerk-Treasurer

February 19, 2026

AMERY PLAN COMMISSION PROCEEDINGS
February 26, 2026

The Plan Commission for the City of Amery met on Thursday – February 26, 2026, at City Hall.

Eric Elkin; called the meeting to order at 9:00 a.m.

Present: Members – Rick Van Blaricom(at 9:50am), Paul Shafer(Via Zoom), Paul Isakson(Via Zoom), Eric Elkin(left at 10:07am), Brianna White, Scott Carlson and Pat Cahill.

Staff present: Alex Mansfield-City Administrator and Taylor Larson-Clerk/Treasurer

Others present – Emily Herold with MSA via Zoom

Motion by Cahill; seconded by Carlson to approve the agenda.

Ayes – 6

Nays – 0

Motion Carried.

- 1. Zoning Code Rewrite Update and Discussion** – Emily Herold with MSA presented an overview of the City of Amery’s current zoning code and some paths forward for changing it. She also shared an analytic map of current non-conforming properties for size and width in the City of Amery’s residential districts. The Commission discussed the information and the current code.

Motion by Isakson, seconded by Cahill adjourn at 10:38 a.m.

Ayes – 6

Nays – 0

Motion Carried.

Respectfully Submitted,

Taylor Larson
Clerk-Treasurer
February 26, 2026

FINANCE COMMITTEE PROCEEDINGS
February 10, 2026

The Amery Finance Committee met on February 10, 2026, at the Amery City Center. The meeting was called to order at 4:41 p.m.

Present: Members Fran Duncanson, Roger Van Someren, and Adam Honl.

Other's Present: City Administrator Alex Mansfield, Clerk-Treasurer Taylor Larson, and Deputy Clerk-Treasurer Lisa Gunderson

Motion by Duncanson; seconded by Honl to adopt the agenda as presented.

Ayes – 3

Nays – 0

Motion carried.

1. **City Financials and Budget Update** – Clerk-Treasurer Larson provided the committee with January financials including deposit account balances, upcoming payments, January expenses and some explanations to go with the items. Administrator Mansfield shared the 2026 budget book.
2. **End of Year 2025 preliminary budget discussion** – Administrator Mansfield shared with the committee some rough estimates of where he anticipates the city will finish 2025 from a revenues and expenses standpoint. There are still changes that will occur as the audit is completed.
3. **Municipal Bond Rating Update** – Administrator Mansfield briefed the committee on a meeting that the City had with S & P about the City's bond rating. He reviewed the responses that will be sent to S & P in regards to the questions that they asked the City.

Motion by Honl; seconded by Duncanson; to adjourn at 6:17 p.m.

Ayes – 3

Nays – 0

Motion carried.

Respectfully submitted,

Taylor Larson
Clerk-Treasurer
February 11, 2026

PUBLIC SAFETY COMMITTEE PROCEEDINGS
February 10, 2026

The Amery Public Safety Committee met on February 10, 2026, at the Amery City Center. The meeting was called to order at 4:10 p.m.

Present: Members Roger Van Someren and Eric Elkin.

Others Present: City Administrator Alex Mansfield, Clerk-Treasurer Taylor Larson, Police Chief, Dan Peters(via Zoom); Deputy Clerk-Treasurer Lisa Gunderson, and Alderperson Adam Honl.

Motion by Van Someren; seconded by Elkin to accept the agenda as presented.

Ayes – 2

Nays – 0

Motion carried.

- 1. Nuisance Tenant Ordinance Discussion** – Administrator Mansfield and Chief Peters discussed the proposed ordinance that would allow landlords to be billed for having nuisance tenants and not having an Abatement Plan in place. The committee discussed the proposed language and suggested changing the offense period for nuisance and criminal activity to 12 months for both and setting a fee for the violations. Mansfield will talk with the Judge about the fee and will make the suggested changes.

Motion by Van Someren; seconded by Elkin to recommend the draft ordinance with the suggested changes to the City Council.

Ayes – 2

Nays – 0

Motion carried.

Motion by Van Blaricom; seconded by Elkin; to adjourn at 4:41 p.m.

Ayes – 2

Nays – 0

Motion carried.

Respectfully submitted,

Taylor Larson
Clerk-Treasurer
February 11, 2026

RECYCLING COMMITTEE PROCEEDINGS
December 2, 2025

The Amery Recycling Committee met on December 2nd, 2025, at the Amery City Center. The meeting was called to order at 9:30 am.

Present: Mike Manor, Gloria Lansin, Fran Duncanson and Tina Riley

Others Present: Deputy Clerk-Treasurer, Lisa Gunderson

Motion by Duncanson; seconded by Lansin; to adopt the agenda as presented.

Ayes – 4

Nays – 0

Motion carried.

New Business

1. **Approval of Minutes from 11/04/2025:** The committee reviewed the minutes.

Motion by Duncanson; seconded by Riley; to accept the minutes from 11/04/2025 as presented.

Ayes – 4

Nays – 0

Motion carried.

2. **Polk County Recycling Update:** Tina Riley updated the committee: Recycling Center is looking for a location for Lincoln Township bins. Amery recycles 100 tons more than others in Polk County. Tina will make a note for the electronic sign thanking Amery.
3. **December Topic – Christmas lights, decorations and paper recycling:** Committee discussed paper recycling and a tour of recycling center in the Spring.
4. **January Topic – Cardboard and Tree disposal:** The landfill will be open after Christmas day until January 10th. for tree disposal.
5. **February Topic – Mattress, tire, and battery disposal:** Tina will put together information on mattress and tire disposal and costs. Suggestion on a small bin for the lithium button batteries at either the library or where the recycling bins are located behind fire hall.

Motion to adjourn made by Duncanson; seconded by Lansin at 10:12 am

Ayes – 4

Nays – 0

Motion carried.

Respectfully submitted,

Lisa Gunderson
Deputy Clerk-Treasurer
December 2nd, 2025

104 Maple Street W., Suite A
Amery, WI 54001



Office: 715.268.7486
Fax: 715.268.4870

TO: The Common Council of Amery

FROM: Alex Mansfield, City Administrator / Taylor Larson, Clerk-Treasurer

DATE: 2/24/2026

RE: Liquor License Transfer – EcoEquity Community Partners LLC. to Junior’s Kitchen LLC

Summary:

The liquor license issued to EcoEquity Community Partners LLC has been returned to the City of Amery to be reissued.

Background:

EcoEquity Community Partners LLC was the owner of 110 Keller Ave. N. until earlier this year. EcoEquity had a liquor license issued to them in 2023 and had been serving alcohol in partnership with their tenant, Juniors Kitchen LLC. Since the ownership of the building has reverted back to the prior owner, EcoEquity no longer had a premise to serve alcohol from. EcoEquity has agreed to renounce their liquor license back to the City of Amery prior to its expiration in June 2026 with the intent that the license be transferred fully to the current tenant. Juniors Kitchen LLC has applied for a liquor license to serve alcohol directly. No other applications are on file with the City of Amery for the license.

This license application has been published in the Amery Free Press according to Wisconsin State law and has been on file with the City for the 15 days required.

Recommendation:

City staff recommends the issuance of the Class B Liquor License to Juniors Kitchen LLC

Recommended Motion:

“Move to grant a Class “B” Fermented Malt Beverage and “Class B” Liquor license to Juniors Kitchen LLC for the premises located at 110 Keller Ave. N for the license year ending June 30, 2026”

License List for March 4, 2026 Council Meeting

CLASS "B" FERMENTED MALT BEVERAGE AND "CLASS B" LIQUOR:

Irving Freddie Saavedra-Sanchez, Agent, Juniors Kitchen LLC, 110 Keller Ave N. Premises: The Kitchen/Bar Side of 110 Keller Ave N Unit A. There is a Dining Area and Bonus room. There is an outside patio area.



TO: The Common Council

FROM: Alex Mansfield, City Administrator

DATE: 2/24/2026

RE: Hotel Development Agreement Amendment No. 1

Summary:

The "First Amendment to Development Agreement" formalizes changes to the hotel development project previously discussed with the Common Council. Key changes include adding the Ronald L. Anderson Revocable Trust as a party to the agreement, extending the construction completion deadline to December 31, 2027, and condensing the PAYGO incentive schedule to nine years to accommodate the revised timeline.

Background:

The original agreement, dated March 19, 2025, required project completion by the end of 2026. Due to financing and scheduling delays, construction is now expected to occur during the 2026-2027 seasons. This amendment also adds the Ronald L. Anderson Revocable Trust as the fee title owner of the development site to ensure all legal parties are bound by the agreement's terms, though payments will continue to be issued directly to the Developer.

Fiscal Impact:

The fiscal terms of the amendment are as follows:

- **PAYGO Incentive:** The City will pay the Developer up to \$144,450 annually for a period of nine years, replacing the previous ten-year schedule.
- **Payment Timeline:** Payments will be based on real estate value as of January 1, 2028, with the first payment due in October 2029 and the final payment in October 2037.
- **Building Permit Waiver:** As a further incentive, the City agrees to waive its 20% portion of the building permit fee.

Recommendation:

City staff recommends approval of the First Amendment. These changes protect the City's interests by aligning the incentive schedule with the lifecycle of TID No. 8 while providing the Developer with the necessary timeline extensions to begin construction this spring.

Recommended Motion:

"I move to approve the First Amendment to the Development Agreement between the City of Amery, Anderson Industrial Properties, LLC, and the Ronald L. Anderson Revocable Trust as presented."

FIRST AMENDMENT TO DEVELOPMENT AGREEMENT

THIS FIRST AMENDMENT TO DEVELOPMENT AGREEMENT (“Amendment”) is made and entered into effective as of the date of last execution (the “Effective Date”) by and between the City of Amery, a municipal corporation organized under the laws of the State of Wisconsin (“City”), Anderson Industrial Properties, LLC, a Wisconsin limited liability company (“Developer”), and the Ronald L. Anderson Revocable Trust dated December 2, 2003 (“Trust”). The City, Trust and Developer are at times referred to herein individually as a “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, the City and Developer have entered in a certain Development Agreement dated March 19, 2025 recorded April 1, 2025 as Document # 934305 in Polk County Register of Deeds (the “Agreement”) by which Developer has agreed to develop the Development Site described in the Agreement; and

WHEREAS, the City and Development now desire to amend the Agreement to add the Trust as a party to the Agreement as owner of the Development Site and extend certain timelines and modify obligations under the Agreement as set forth below.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The recitals stated above are true and correct and incorporated herein by reference.
2. Capitalized terms used in this Amendment that are not otherwise defined herein shall have the meanings assigned to such terms in the Agreement.
3. The Trust is hereby added as a Party to the Agreement as fee title owner of the Development Site and consents to be bound by all the terms and conditions in conjunction with Developer and is granted the rights and benefits in conjunction with Developer all as set forth in the Agreement.
4. The Parties agree that any incentive and/or grant payments payable under the Agreement shall be paid to Developer and not the Trust.
5. Article II. Paragraph A. shall be replaced with the following:
 - A. Annual Tax Increment Allocation. To pay for Developer’s Development Cost, the City agrees to pay the Developer up to \$144,450 annually for nine years or such lesser amount as determined by the actual annual Tax Increment received by the City. The payment being generated solely from the tax increment created due to new construction of the Development Site, based on real estate value as of January 1, 2028 (taxes payable in 2029), and continuing for a period of 9 years, or until the final payment date in 2037. Payments under this Section shall be made on Payment Dates (defined below) solely from Tax Increment actually received by the City by each Payment Date. For purposes of calculating the Tax Increment, the private hotel development must be assessed at a minimum of \$6,000,000 as of January 1, 2028. Developer acknowledges and understands that if the assessed value for any given year should at anytime be less then \$6,000,000 the City’s payment to Developer shall be reduced proportionately. This Agreement shall be a special and limited obligation of the City and not a general obligation of the City. The City’s obligation to make payments under this Section shall be conditioned on the requirement that the City’s Common Council shall appropriate Tax Increment to make such payments. The City agrees that the taxes generated by all Tax Increment from the Development Site shall not be appropriated for any other use if not appropriated to payments to be made under this Section and will use good faith efforts to annually appropriate available TID No. 8

revenues generated from the Development Site. Payments under this Section shall be due in annual installments beginning on October 1 of the calendar year following the first tax year for which there is a positive tax increment and continuing each October 1 thereafter until the Expiration Date (collectively the "Payment Dates").

6. Article II Paragraph D is hereby added to state as follows:

D. Building Permit Fee. As an incentive to allow for the feasibility of the hotel project, the City agrees to wave the City's portion of the Building permit fee equal to 20% of the fee.
7. Article III Paragraph D is amended such that the last sentence of the first paragraph shall read as follows:

Construction of said development shall be concluded by December 31, 2027.
8. Article V. CONTINGENCIES in the Agreement is hereby deleted in its entirety.
9. Article XI Paragraph A is amended to read as follows:

A. The last payment date (October 1, 2037), or,
10. This Amendment may be executed in counterparts taken together shall constitute one document.
11. Except as modified hereby, the City, Trust and Developer hereby ratify and confirm the Agreement, as amended.

Signature pages to follow.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the date(s) indicated below.

CITY:

CITY OF AMERY

By: Rick Van Blaricom
Its: Mayor

ATTEST:

By: Taylor Larson
Its: Clerk/Treasurer

STATE OF WISCONSIN)
)ss.
POLK COUNTY)

Personally came before me this _____ day of _____, 2026.
The above-named Rick Van Blaricom and Taylor Larson, to me known to be the persons who executed the foregoing instrument and acknowledge the same.

*
Notary Public, State of Wisconsin.
My Commission is permanent/expires: _____

SIGNATURE PAGE TO AMENDMENT TO DEVELOPMENT AGREEMENT

104 Maple Street W., Suite A
Amery, WI 54001



Office: 715.268.7486
Fax: 715.268.4870

TO: The Common Council of Amery

FROM: Taylor Larson, Clerk-Treasurer

DATE: 2/26/2026

RE: Resolution 3-2026 A Resolution Adopting an Amended Polling Place and Election Day Emergency and Contingency Plan for the City of Amery

Summary:

The City of Amery's Election Contingency Plan has become outdated and needs an update before the upcoming elections.

Background:

The City of Amery passed an initial Election Contingency Plan in 2014. It is recommended that the plan be reviewed and updated regularly to ensure it can be an effective plan if it is needed on Election Day. The Plan lists out backup locations where an election could be held in the City of Amery in the event of an emergency, how to handle a variety of election day emergencies and how to keep the election secure in the case of an emergency. The Primary backup location would be the Fire Hall, and the secondary backup location would be the Public Works Shop.

Recommendation:

City staff recommends the adoption of Resolution 3-2026 Amending the Polling Place and Election Day Emergency and Contingency Plan for the City of Amery.

Recommended Motion:

"Move to approve Resolution 3-2026 A Resolution Adopting an Amended Polling Place and Election Day Emergency and Contingency Plan for the City of Amery."

104 Maple Street W., Suite A
Amery, WI 54001

Fax: _____



Office: 715.268.7486
715.268.4870

Resolution No. 3-2026

A RESOLUTION ADOPTING AN AMENDED POLLING PLACE AND ELECTION DAY EMERGENCY AND CONTINGENCY PLAN FOR THE CITY OF AMERY

WHEREAS there are many scenarios, both natural and human-caused, that warrant taking precautions and making preparations to prevent, mitigate, and recover from an emergency situation that may disrupt an election; and

WHEREAS the current Election Day Contingency Plan for the City of Amery has become outdated; and

WHEREAS the Common Council wishes to establish a current contingency plan for elections held in the City of Amery.

THEREFORE BE IT RESOLVED that the Common Council of the City of Amery, Polk County, Wisconsin, hereby adopts the "Polling Place and Election Day Emergency and Contingency Plan" for the City of Amery.

Adopted this ____ day of _____, 2026

BY THE AMERY COMMON COUNCIL:

Rick Van Blaricom, Mayor

ATTEST:

Taylor Larson, City Clerk-Treasurer



Amery, Wisconsin

Polling Place and Election Day Emergency and Contingency Plan

Adopted by Resolution 3-2026

Last Updated: March 4, 2026

Maintained By: City Clerk-Treasurer Taylor Larson

Introduction:

This document will serve as the emergency and contingency plan in case of an unexpected event that requires a change of polling place location or operating procedures on or around an election day. The purpose of this plan is to provide guidance for election officials and other relevant parties regarding the general safety of polling locations, all while maintaining the security of an election.

This document shall be reviewed with election inspectors as part of the clerk's preelection training. All relevant officials should be familiar with this plan and stand ready to implement its provisions as may become necessary. The document and its contents shall be considered sensitive in nature. The county clerk, polling place property owners and facility managers, and other applicable parties should be apprised of relevant aspects of this plan.

Polling Places and Location:

The City of Amery Common Council has approved the following locations as primary and emergency polling places for the city's election day activities:

Polling Place	Address
Primary Locations	
Amery City Hall Council Chambers	104 Maple St W, Ste A, Amery, WI 54001
Emergency Locations	
Primary-Amery Fire Hall	101 Keller Ave S, Amery, WI 54001
Secondary-Amery City Shop	975 Minneapolis Ave, Amery, WI 54001

Election Official Responsibilities:

All Election Officials should be knowledgeable of what to do in the event of an emergency event, as described below or more generally. This plan addresses security issues relating to clerks and local officials, poll workers, electors, election records, and equipment.

General Responsibilities:

- Know where the primary and secondary exits are for your facility.
- Locate the fire extinguishers.
- Learn where to go in your facility in case of an emergency, severe weather or tornado.
- Have a specific point or location for all employees to assemble, both inside and outside your facility.
- Report any unusual activity or persons at your location. Notify the City of Amery Clerk's Office at (715) 268-3410, or dial 911 for emergency services.
- Document any evacuation or emergency activities on your Inspectors' Statement.

Polling Place Details:

- Voters may cast their ballots at the appropriate polling place from 7:00 AM until 8:00 PM on election day.
- In the event of an emergency, a court order may be requested to extend polling place hours.
- In the event of an emergency which renders any Primary Location impossible or inconvenient for use, the Emergency Location designated herein shall be used as a replacement location. The list of potential emergencies listed herein constitutes the minimum emergency types that may warrant movement to the Emergency Location for polling place activities. Similar emergencies not listed in this policy, but otherwise requiring movement, are hereby authorized.
- Steps will be taken to ensure the primary and backup sites comply with the accessibility requirements of Wis. Stat. § 5.25(4), notice requirements of Wis. Stat. § 10.01(2)(d), and the designation requirements of Wis. Stat. § 5.25(3).
- If for any reason the polling place needs to be permanently evacuated during an election, all election materials shall be brought to the alternate location. Depending on the reason for the evacuation, a police escort and/or their designee will be provided. A trained individual must be stationed at or as near as possible to the closed location to notify all electors of the closure and of their new polling location. In addition, a notice should be posted on the entrance to the polling place notifying voters of the evacuation and that they should report to the alternate location to vote.
 - Ballot materials, voting equipment, and all materials must remain locked or properly secured, and at no time may these items be out of the sight of the election inspectors or local officials unless the emergency puts those parties in danger warranting evacuation without the materials. In that case, time and safety permitting, the election inspectors or local officials may take other measures to secure the election materials.

- Other forms of communication to voters will include ... (e.g. City social media pages, emergency notification systems, city website, local media outlets, etc.).

Communications Plan:

The City of Amery Clerk’s Office is located in the same building as the Polling Place. Should the City of Amery Clerk or any emergency personnel need to talk to you they will come to the Polling Place. A phone will be located on the Council Dais if an emergency call must be made. Cell phones may also be used in the event of an emergency. The following list of numbers will be located beside the phone on election day as well as near the polling books:

Contact	Phone Number
City of Amery Police	Emergency: 911; Non-emergency: 715-268-7411
Polk County Sheriff	Emergency: 911; Non-emergency: 715-485-8300
Polk County Clerk	715-485-9209
City of Amery Clerk	715-268-3410
Wisconsin Elections Commission	608-266-8005
WE Energies – Gas Company	800-261-5325
Electric Company – Xcel Energy	800-895-1999
City Public Works	715-268-5911
Fire Chief	715-268-3426

Election Equipment & Ballot Security:

The decision of what to do with ballots and election equipment will be directly proportionate to the type of emergency. The following represents a few considerations that may be necessary as the situation demands:

- When you are dealing with a life-threatening situation, the evacuation and safety of human life will be the first concern. Please remember to inform any voters at your location of the safety evacuation route.
- The chief inspector will call the City of Amery Clerk’s Office at 715-268-3410 or locate the Clerk in person to keep the office informed of the situation.
- If you have time and a safe exit route, you may bring the tabulator and the Badger Books with you to your pre-arranged evacuation meeting location. Unplugging these devices will not affect your election results. The pre-arranged meeting location will be the parking lot at the corner of Maple St and Keller Ave N.
- Election Officials will maintain custody of the poll books, registrations, and all unvoted ballots. If you are able and believe the Primary Location will not be functional for an extended period of time, allow voting to continue in the Emergency Location. Contact the City of Amery Clerk if a change of location is required, so that the necessary steps may be taken. This must include a proper person being stationed at or as near as possible to the closed location to notify all electors of the closure and of their new polling location.
- Document the incident on your Inspectors’ Statement, including the amount of time voting activities were suspended or unavailable.

Medical Emergencies:

If you observe an Election Official, voter or observer who appears to be seriously ill or injured:

- Dial 911 immediately. Give the 911 operator the location and type of emergency. Follow the directions given to you by the 911 operator. Try to ensure voters remain calm, aware that emergency or law enforcement officials may be present, and that the flow of voting continues to the greatest extent possible.
- An emergency First Aid Kit and AED are located in the Polling Place for use in an applicable medical emergency.
- Document this incident on your Inspectors' Statement, including the amount of time voting is unavailable.

Fire Evacuation:

- Remain calm. Call 911.
- Direct all election officials and voters in an orderly fashion to nearest exit.
- Do not use elevators.
- Refer to Election Equipment & Ballot Security section for directions on dealing with ballots and equipment.
- Proceed to your designated assembly location. Be careful if crossing streets to your assembly point.
- Take a head count and note any missing people. Report any missing people to emergency personnel.
- Stay in your designated area until emergency personnel direct you to move elsewhere.
- Do not attempt to re-enter the building until advised by emergency personnel.
- Document this event on your Inspectors' Statement, including the amount of time voting was halted.

Threatening Phone Calls, Bomb Threats, and Suspicious Objects:

- Keep anyone from handling the object or going near it. The object may be dangerous. In addition, preservation of evidence is important for law enforcement.
- If a suspicious object is located, immediately evacuate the area, leaving the object undisturbed until the police arrive.
- In the event of a threatening phone call or bomb threat, promptly write down everything you can remember about receiving the verbal or written threat, parcel, or suspicious object. Listen for background noise, the caller's voice, and what was said. If the situation allows, ask questions about where the bomb is located, when it will explode, the person's name and address. Police interviewers will need this information.
- Call 911 immediately and assess whether an evacuation is necessary.
- Document this incident on your Inspectors' Statement, including the amount of time voting is unavailable.

Threats of Violence:

Be aware of the possibility of an incident occurring at your polling location. Local officials should pre-plan for threats of violence, disruptions, and elections or other crimes in advance of election day. This includes reminders of the chief inspector's authority, threat landscape briefings between local officials and law enforcement, and planning for law enforcement presence or responses on election day. Please note the following:

- Take all threats of violence seriously.
- Report any threats to the chief inspector to make a determination as to the next course of action.
- For any situation that involves an immediate threat of violence, an election official should notify law enforcement or the duty officer if one is predetermined. Dial 911.
- In the event of a confrontation, do not panic. Do exactly what you are told—no more and no less. Do not do anything to surprise the threatening individual.
- Document incident on the Inspectors' Statement.

Active Shooter:

Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within three to five minutes, before law enforcement arrives on the scene, poll workers should be prepared both mentally and physically to deal directly with an active shooter situation. Keep safety first. If an active shooter event occurs at the polling place, use the **Avoid | Deny | Defend™** model. Once shooting starts, it is too late for negotiation to help.

- If it is safe to do so, exit the facility immediately to **avoid the shooter**. Run if the path is clear and you can easily reach an exit. Do not worry about the ballots or election supplies.
- If you are unable to safely exit the facility, lock yourself in any room and barricade the door to **deny the shooter access**. Because each polling location has different types of doors, each polling place is encouraged to develop plans in advance for where and how to barricade the door shut. Depending on the type of door and how it opens, you might barricade the door using a door stop, binder, table, or belt. Turn off the lights, silence cell phones, and remain quiet. If you barricade, prepare for your next response if the attacker finds you or gets into the room.
- If you are unable to utilize the avoid and deny strategies successfully, **defend yourself using whatever means are available**. When the shooter is in close range and you cannot flee, your chance of survival is much greater if you try to incapacitate the shooter.

The weapon in the shooter's hand is the biggest threat. If possible, attack the shooter immediately as the attacker enters the room, before they orient themselves. Grabbing the gun with a c-grip around its top or slide prevents the gun operating correctly, causing a malfunction. After grabbing the gun by the slide, use your other hand with a hammer fist to strike at the shooter's vision and wind, or just keep hitting their nose. If the shooter has a rifle, grab outside of the shooter's hands from the side, and drive the rifle down toward the shooter's legs and away from you.

If you are within 21 feet of the shooter, you are better off running toward the shooter than away from them; otherwise, you are giving them time to aim at you.

Call 911 as soon as it is safe to do so.

If you are shot, use the square breathing technique to lower your heartrate and slow down your loss of blood. Slowly inhale for four seconds. Hold that breath for four seconds. Slowly exhale for four seconds. Hold between breaths for four seconds. Keep repeating this breathing exercise.

Worldwide Terrorism Event:

- In the event of terrorist activity, all elections will continue unless federal or state of Wisconsin officials have ordered otherwise.
- If there is no police order to take cover or remain indoors, all operations of the polling place can remain intact.
- If you are notified to evacuate the polling place, refer to Election Equipment & Ballot Security section for directions on dealing with ballots and equipment.

Hazardous Leak:

- If you are the first person to identify a leak or hazardous substance release, call 911 to report the incident.
- The City of Amery Fire Department or other relevant utility/agency will assess the situation.
- Remain at the polling location unless notified otherwise by the emergency personnel. Close doors and windows if leak or spill is outside of your facility.
- Refer to Election Equipment & Ballot Security section for directions on dealing with ballots and equipment.

Tornado/Severe Weather:

- In the event of a tornado warning, or severe weather warning, immediately seek shelter in a secure location. The City of Amery's storm shelter is located in the lower level of the building. All Election Officials should know this location ahead of time. If time does not allow you to evacuate to a safe location, find shelter under a heavy object, such as a table, and protect your head.
- Take a head count of your group. Try to remain calm and quiet during the waiting period. Do not wander.
- If the building is struck by a tornado, remain in your location until it is safe to evacuate.
- It is important to stay away from all sources of power, power lines, phone lines, gas lines, and windows.
- Once you are clear of the area, do not re-enter the building without clearance from emergency personnel.
- Document the incident on your Inspectors' Statement, including the amount of time voting was halted.

Power Outage:

- The Polling Place is equipped with a generator. In the event of a power outage, the generator should automatically kick on. In the event it does not, follow the steps below.
- Remain calm and provide assistance to visitors and staff in your immediate area.
- If charged, use the flashlight provided by the Amery Clerk's Office.
- If you are in a location that does not have windows, proceed cautiously to an area that has emergency lights.
- The tabulator will retain all data in its memory.
- Document the incident on your Inspectors' Statement.
- Call the local power company and City of Amery Public Works Office to inquire about options for restoring power or utilizing backup power sources.
- The Badger Books and Tabulator each have a battery backup that will run them for a short time.

Observers:

Observers are hereby put on notice that they are expected to follow all emergency procedures. They are prohibited from interfering with the election process or emergency procedures, and must obey lawful orders of the chief inspector or local officials.