

Village of Radisson

PO Box 127 • 10598 W. Railroad Street • Radisson, WI 54867 • 715-945-2020

AGENDA - Village of Radisson Regular Board Meeting • January 12, 2026, at 5:00PM

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Guest Speaker: Lieutenant, Greg Ripczinski, Sawyer County
- 5) Approval of December 8, 2025 Regular Meeting Minutes
- 6) Approval of December 15, 2025 Special Meeting Minutes
- 7) Treasurer Reports
 - a. Village Treasurer Report
 - b. Water/Sewer Treasurer Report
 - c. Village Voucher Report
 - d. Water/Sewer Voucher Report
- 8) Public Works/Water & Sewer Update-Robert Sampson/Leonard Thorson
 - a. Water testing – chlorination
 - b.
- 9) Audience Recognition (3-Minute Limit)
- 10) Old Business
 - a.
- 11) New Business
 - a. Act on Resolution establishing a policy of live streaming open session Village Board meetings.
 - b. Adoption of the Village of Radisson Emergency Action Plan – 2026.
- 12) Board Comments
- 13) Announcements
 - a. Susan A. Spayer was appointed to the office of Trustee for the residual term, as of Nov. 19, 2025.
 - b. Public Service Commission (PSC) has assigned the Village's utility request application Docket 4910-PFP-101 and will be requesting data within the next few weeks. PSC has advised the Village to continue to follow its authorized water tariff until the PFP docket is complete.
 - c. Next Regular meeting will be on February 9, 2026 at 5:00pm.
- 14) Adjourn

Posted 1/8/2026 on <https://radissonwi.org>, Village Hall window, Post Office, and Chippewa Valley Bank

VILLAGE OF RADISSON, WISCONSIN

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING A POLICY OF LIVE STREAMING OPEN SESSION VILLAGE BOARD MEETINGS

WHEREAS,

the Village of Radisson recognizes the importance of transparency, accessibility, and public trust in local government; and

WHEREAS,

the Village Board desires to promote public participation and awareness by making Village Board meetings reasonably accessible to residents who are unable to attend in person; and

WHEREAS,

Wisconsin's Open Meetings Law (Wis. Stat. §§ 19.81–19.98) encourages openness in governmental affairs while allowing municipalities discretion in the methods used to provide access beyond statutory minimum requirements; and

WHEREAS,

the Village Board acknowledges that live streaming of open session meetings, when feasible, serves the public interest by enhancing transparency without replacing or limiting in-person attendance; and

WHEREAS,

the Village Board recognizes that technology, staffing, costs, and platform availability may change over time and that flexibility is necessary to ensure continued operations of Village government;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Radisson, Wisconsin, as follows:

SECTION 1. POLICY OF LIVE STREAMING

It is hereby declared to be the **policy of the Village of Radisson** that **all regular and special Village Board meetings conducted in open session shall be streamed live**, when reasonably practicable, using a digital platform or method that meets standard operational requirements for public access.

SECTION 2. PLATFORM FLEXIBILITY

The specific streaming platform, service, or technology used to broadcast meetings shall be selected by the Village based on availability, cost, reliability, and ease of public access, and **may be changed as needed** without further Board action, provided the method selected reasonably allows members of the public to observe the meeting in real time.

SECTION 3. LIMITATIONS AND DISCLAIMERS

1. Live streaming is intended as a **supplemental public access tool** and shall not be construed as:
 - A replacement for proper meeting notice,
 - A condition of meeting validity, or
 - A guarantee of uninterrupted service.
 2. Technical difficulties, equipment failure, internet outages, or other unforeseen issues **shall not invalidate any otherwise properly noticed and conducted meeting.**
 3. The Village shall make reasonable, good-faith efforts to restore streaming functionality when interruptions occur.
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SECTION 4. STATEMENT OF LEGISLATIVE INTENT

It is the **strong intent of the Village Board** that this policy reflect a long-term commitment to transparency and public accessibility.

Any future amendment or repeal of this policy should be undertaken **only after deliberate consideration of the public interest and the Village's transparency goals.**

SECTION 5. NON-BINDING EFFECT ON FUTURE BOARDS

Nothing in this resolution shall be interpreted to:

- Bind future Village Boards beyond the authority granted by Wisconsin law,
 - Alter statutory voting requirements, or
 - Limit the legislative discretion of successor Boards.
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SECTION 6. EFFECTIVE DATE

This resolution shall take effect immediately upon adoption.

ADOPTED this ____ day of _____, 20.

VILLAGE OF RADISSON, WISCONSIN

By: _____
Village President

Attest: _____
Village Clerk

Village of Radisson

Emergency Action Plan – 2026



Prepared by the Village of Radisson Office of Emergency Management
In Cooperation with Sawyer County Emergency Management and the
American Red Cross.

Adopted by the Village Board of Radisson, Wisconsin.

Village of Radisson, Wisconsin - Emergency Action Plan (EAP)

Adopted by Village Board: _____

Effective Date: _____

Primary Contact (Local EM Director/Designee): Seth T. White – Village President / EM Director

Review Cycle: Annual (each November) and after-action following any activation

1. Basic Plan

This Emergency Action Plan (EAP) establishes an all-hazards approach for protecting life, stabilizing incidents, preserving property and the environment, and restoring essential services in the Village of Radisson, Wisconsin.

2. Key Hazard Annexes

- Flood: Couderay River >13.5 ft triggers response.
- Structure Fire: Immediate mutual aid and Red Cross activation.
- Wildfire: Coordinate with DNR, enforce evacuations.
- Tornado: Activate siren; conduct search and rescue post-storm.
- Power Outage: Outages >6 hrs trigger warming center activation.

3. Shelter & Mass Care

Primary Shelters:

- Radisson village hall (40 cap)
 - Old dental medical building (100 cap)
 - Northwoods School Gym (150 cap)
- MOUs and inspection forms are attached.

4. Continuity & Recovery

Succession: President → Trustee → Clerk/Treasurer → EM Director.

Essential services include utilities, payroll, communications, and public safety.

Plan reviewed annually with Sawyer County EM.

Village of Radisson, Wisconsin

Emergency Action Plan (EAP)

Adopted by Village Board: _____

Effective Date: _____

Primary Contact (Local EM Director/Designee): Seth T. White – Village President / EM Director

Review Cycle: Annual (each November) and after-action following any activation

1) Basic Plan

1.1 Purpose

This Emergency Action Plan (EAP) establishes an all-hazards approach for protecting life, stabilizing incidents, preserving property and the environment, and restoring essential services in the Village of Radisson, Wisconsin.

1.2 Scope

Applies to all Village departments and partners including mutual-aid fire/EMS, Sawyer County Emergency Management, Law Enforcement, American Red Cross, utilities, NGOs, private facility partners, and registered volunteers. It covers preparedness, response, short-term recovery, and coordination with county/state/federal counterparts.

1.3 Situation Overview

- **Population:** Approx. 242 residents with seasonal variations.
- **Critical facilities:** Village Hall & Shop (Primary EOC), Public Works yard, Water Wells 1 & 2, Lift Station 1, Emergency Generator Site, Shelter Partners: old medical facility Center, Radisson Baptist Church, and Northwoods School Gym.
- **Hazards:** Flooding from the Couderay River, residential/commercial fires, wildland/urban interface fires, tornadoes, and long-duration power outages impacting water/sewer and communications.

1.4 Planning Assumptions

- Incidents may occur with limited notice.
- County and State resources may be delayed.
- The Village operates under the **Incident Command System (ICS)**.
- Vulnerable populations may need assistance and shelter.
- Private property may be used as emergency shelters under executed MOUs.

1.5 Legal Authority

- Wisconsin Stat. **ch. 323**, including §§ **323.14**, **323.44**, and **323.45**.
- Local emergency management ordinance adopted by Village of Radisson.
- Mutual aid agreements with Sawyer County and neighboring municipalities.
- NIMS/ICS compliance and annual certification.

1.6 Concept of Operations

- **ICS/NIMS** used for all incidents.
- **Activation Levels:**
 - *Level 3 – Monitoring:* Watch conditions, prepare checklists.
 - *Level 2 – Partial Activation:* Coordinate with County EM, limited EOC.
 - *Level 1 – Full Activation:* Major incident/disaster; full EOC operations.
- **EOC Locations:** Primary – Village Hall, Alternate – village waste management building, Virtual – mobile/radio coordination.
- **Continuity of Operations:** Maintain essential services—water, sewer, payroll, communications, and emergency purchasing authority.

1.7 Roles & Responsibilities

- **Village Board/President:** Declares emergencies, approves expenditures, signs disaster declarations.
 - **Emergency Management Director (EMD):** Maintains plan, coordinates exercises, activates EOC, liaison with Sawyer County EM.
 - **Incident Commander (IC):** Manages field operations.
 - **Public Works:** Maintains utilities, clears debris, manages fuel and generators.
 - **Fire/EMS:** Life safety, fire suppression, rescue, medical triage.
 - **Law Enforcement:** Evacuation, traffic, and security.
 - **Clerk/Treasurer:** Financial records, timekeeping, cost tracking, and procurement.
 - **PIO:** Public updates, social media, and rumor control.
 - **Shelter Coordinator:** Manages shelters, ARC coordination, and daily reporting.
-

2) Communications, Alerts, and Warning

- **Systems:** Outdoor siren (tested 1st Wednesday each month), NOAA Radio, Sawyer County Mass Notification, Village Facebook Page, and door-to-door alerts.
 - **Activation Triggers:** NWS warnings or confirmed threat by local responders.
 - **Public Messaging:** Use plain language, include protective actions and shelter info.
 - **Functional Needs:** Printed large-font notices, and radio announcements for those without internet access.
-

3) Resource Management & Mutual Aid

- **Ordering:** IC requests through EMD/EOC; use ICS forms.

- **Mutual Aid:** Sawyer County, DNR, local townships, Red Cross.
 - **Critical Resources:** Fuel supply (local cooperative), portable lighting, sandbags, potable water, generators, PPE.
 - **Volunteer Management:** Through EM Director—must register per Wis. Stat. §323.40.
-

4) Safety & Health

- **Responder Safety:** Adhere to two-in/two-out, PPE, and rest cycles.
 - **Public Health:** Work with County Health for sanitation, boil-water notices, and disease prevention.
 - **Damage Assessment:** Use windshield surveys, photographs, and county forms.
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5) Mass Care & Shelter (ESF-6)

- **Primary Shelters:**
 - Radisson School Building – capacity 150.
 - Radisson Village Hall – capacity 40.
 - Old medical facility – capacity 100.
- **MOUs:** On file for each, no-cost use with hazard disclosure and inspection clauses per §323.44.
- **Activation:** Request via County EM or Red Cross.
- **Standards:** ADA access, quiet rooms, sanitation, generator capability.
- **Pets:** Pet-friendly shelter area with crates and sanitation rules.
- **Closing:** Joint inspection, incident log, and reimbursement documentation.

6) Hazard Annexes

Flood

- **Triggers:** NWS Flood Warning, Couderay River >13.5 ft.
- **Actions:** Sandbagging, road closures, evacuations, backup power to lift stations, shelter activation, and post-event water testing.

Structure Fire

- **Actions:** Mutual aid activation, scene security, Red Cross for displaced residents, investigation, and structural safety checks.

Wildfire

- **Triggers:** Red Flag Warnings or reports of uncontrolled burns.
- **Actions:** Coordinate with DNR, evacuate threatened homes, establish water shuttles, public alerts, and debris cleanup.

Tornado

- **Actions:** Activate siren; instruct residents to shelter in basements or interior rooms; post-storm search & rescue; debris management; utilities control.

Massive Power Outage

- **Triggers:** Outages >6 hours village-wide.
- **Actions:** Open warming/cooling centers; fuel and generator management; welfare checks on vulnerable residents; CO safety messaging.

7) Continuity of Operations

- **Succession:** President → Trustee → Clerk/Treasurer → EM Director.
 - **Delegations:** Emergency purchasing authority up to \$10,000 during declared emergency.
 - **Essential Functions:** Utilities, payroll, emergency communication, and public safety coordination.
 - **Records:** Digital backups stored off-site; generators for key IT equipment.
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8) Finance, Administration, and Recovery

- **Tracking:** ICS 214 for all activities.
 - **Emergency Purchasing:** Follow pre-approved vendor list.
 - **Disaster Assistance:** Coordinate with County and WEM for FEMA reimbursement.
 - **Debris Management:** Use contracted haulers; segregate waste streams (vegetation, C&D, hazardous).
-

9) Training & Maintenance

- Annual tabletop exercise (flood/tornado).
 - Full-scale shelter exercise every two years.
 - Review/update plan each November; re-approve by Village Board.
 - File updated EAP with Sawyer County EM and Wisconsin Emergency Management.
-

10) Attachments

- **Contact List:** Board, Fire, EMS, PW, Sheriff's Office, County EM, Utilities, Red Cross, and vendors.
 - **Shelter MOUs & Inspections:** Copies attached.
 - **Maps:** Evacuation routes, flood zones, and shelter locations.
 - **Damage Assessment Forms & Checklists.**
-

11) Signatures

By motion and roll call, the Village Board of Radisson adopts this Emergency Action Plan (EAP) as the governing document for emergency operations within the Village.

Village President / EM Director – Seth T. White _____

Clerk/Treasurer – _____

Date: _____

EMERGENCY SHELTER OF
(MOR)

THIS MEMORANDUM OF UNDERSTANDING
THE VILLAGE OF EDISON, ILLINOIS
NAMED BELOW PROPERTY OWNER
ADDRESS 3985

THE OWNER AGREES TO ALLOW THE VILLAGE
AS AN EMERGENCY SHELTER UNDER THE
WITHOUT COMPENSATION, AND DISCLOSE
PROPERTY UNDER RENOVATION, BUT NOT FOR

EFFECTIVE

OWNER

VILLAGE

Shelter Facility Opening/Closing Inspection Form

Facility: OLD SCHOOL HOUSE
Address: 3795 N CLARK
Date: 12/3/2025

Pre-Use Inspection Checklist:

- Entrances/exits clear ✓
- Fire extinguishers functional ✓
- Restrooms operational ✓
- ADA access available ✓
- Generator tested (if available) N/A
- No visible structural damage ✓
- Hazards disclosed by owner noted below ✓

Inspector Name/Title: ^{PUBLIC} WORKER Signature: Robert Sampson

Post-Use Inspection Summary: _____

ON MY LAST VISIT I NOTICED NO PROBLEMS WITH
ANYTHING IN THE BUILDING.

Emergency Shelter Use Agreement (MOU)

This Memorandum of Understanding (MOU) is made between the Village of Radisson and the property owner named below.

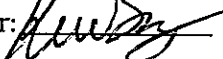
Property Owner: Ken Suzon

Address: 3661 N Highland Dr Radisson, WI 54867

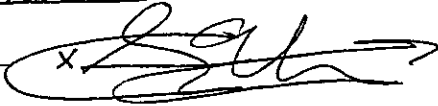
The owner agrees to allow the Village to use the premises as an emergency shelter under

Wis. Stat. §323.44 without compensation, and discloses any known hazards: No Hazards
Observed or Reported

Effective Date: _____ | Signatures Below:

Owner:  Date: 1/25/21 x Ken Suzon

Village EM Director: Seth White Date: _____

x 

Shelter Facility Opening/Closing Inspection Form

Facility: Old med facility
Address: _____
Date: Nov 25 2025

Pre-Use Inspection Checklist:

- Entrances/exits clear Clear / No ACA ramp Down
- Fire extinguishers functional Village provided
- Restrooms operational Upper Level only / Lower Level water
- ADA access available ~~to~~ ~~all~~ Main Level only
- Generator tested (if available) N/A
- No visible structural damage No visible damage or hazards
- Hazards disclosed by owner noted below Nothing to disclose

Inspector Name/Title: Seth White
Village President signature: [Signature]

Post-Use Inspection Summary: _____

Notes:

Village of Radisson – Damage Assessment Forms & Checklists

1. Rapid Damage Assessment – Field Form

Purpose: To capture initial visual assessments following a disaster for reporting to Sawyer County EM and WEM.

Date/Time of Assessment: _____

Assessor Name/Title: _____

Location/Address: _____

Incident Type (Flood / Fire / Tornado / Other): _____

GPS Coordinates (if available): _____

Property Type: Residential / Commercial / Public / Critical Infrastructure

Observed Damage Category: ☐ Destroyed ☐ Major ☐ Minor ☐ Affected ☐ Inaccessible

Estimated % Damage: _____%

Utilities Impacted: ☐ Power ☐ Water ☐ Sewer ☐ Gas ☐ Communications

Immediate Hazards Present: ☐ Live Wires ☐ Gas Leak ☐ Structural Instability ☐ Debris Blocking Access ☐ Other: _____

Residents Displaced: _____

Casualties/Injuries: _____

Notes/Sketch/Photo Reference: _____

Inspector Signature: _____ Date: _____

2. Detailed Damage Assessment Checklist

Used during secondary inspections once life-safety hazards are mitigated.

A. Structural Conditions

- ☐ Foundation shifted/cracked
- ☐ Roof damage/collapse
- ☐ Walls buckled or leaning
- ☐ Broken windows/doors
- ☐ Chimney or masonry failure

B. Utilities and Systems

- ☐ Electrical service line damaged
- ☐ Gas meter/leak detected
- ☐ Water line/sewer backup
- ☐ HVAC system damaged or flooded
- ☐ Fuel or chemical spill present

C. Environmental Hazards

- ☐ Floodwater contamination
- ☐ Asbestos materials disturbed
- ☐ Hazardous debris (glass, metal, sharps)
- ☐ Mold or mildew starting
- ☐ Dead animals/biological hazards

D. Public Infrastructure

- ☐ Roads washed out or impassable
- ☐ Culverts/bridges damaged
- ☐ Downed trees or poles
- ☐ Public signage missing
- ☐ Streetlights/traffic signals inoperative

E. Photos and Documentation

- ☐ GPS-tagged photos taken

3. Summary Damage Totals Sheet

This form summarizes totals by category for local declaration and state/federal reporting.

Incident Name: _____

Date: _____

Assessor/Agency: _____

Residential Structures Destroyed: _____

Residential Structures Major Damage: _____

Residential Structures Minor Damage: _____

Commercial Structures Destroyed: _____

Commercial Structures Major Damage: _____

Public Facilities Damaged: _____

Estimated Public Infrastructure Loss (\$): _____

Estimated Debris Removal Cost (\$): _____

Estimated Emergency Protective Measures (\$): _____

Comments/Notes: _____

Completed By: _____ Date: _____

Village of Radisson Emergency Contact List

Village President / EM Director: Seth T. White – (574) 315-5004

Village Trustee / Sue Spayer (815) 878-2045

Village Trustee / Joann Ferguson (612) 490-0199

Public Works: Robert Samson 715-558-4641 Leonard Thorson (715) 638-0137

Fire Chief: Thomas Mleczko (715) 945- 2692

Sheriff's Office (Sawyer County): (715) 634-4858

American Red Cross Representative: (877)618-6628

Sawyer County EM Coordinator: Nicole Ripczinski (715)638-4858

Village of Radisson – Emergency Preparedness Trifold Brochure
Recommended Emergency Readiness Information

WHY PREPARE?

- Emergencies can happen anytime.
- Flooding, tornadoes, wildfires, outages.
- Prepared families stay safer.

ESSENTIAL SUPPLIES

- Water: 1 gallon/person/day.
- Non-perishable food.
- Flashlights + batteries.
- First aid kit.
- Warm blankets & clothes.

POWER OUTAGE TIPS

- Keep phones charged.
- Use power banks.
- Avoid candle use.
- Unplug electronics.
- Keep a battery radio.

SEVERE WEATHER SAFETY

- Tornado: lowest interior room.
- Flood: move items up; avoid driving.
- Wildfire: clear brush.
- Winter storms: stay indoors.

SHELTER LOCATIONS

- Community Center – 10598 W Railroad St
- Baptist Church – Approx site
- Northwoods School Gym – Approx site

STAY INFORMED

- Village social media.
- Printed emergency contacts.
- Sawyer County alert system.

CONTACT INFORMATION

Village of Radisson
EM Director: Seth T. White
Phone: 574-315-5004
Email:
vpres@bevcomm.net

Village of Radisson – Home Emergency Supply Guide

Recommended items every household should keep for emergencies.

Water & Food

- • 1 gallon water per person per day (3–7 days).
- • Canned foods, protein bars, peanut butter.
- • Manual can opener.
- • Pet food.

Lighting & Power

- • Flashlights + spare batteries.
- • Battery-powered lantern.
- • Portable phone charger.

First Aid & Medicine

- • Bandages, antiseptic, pain relievers.
- • 7-day medication supply.
- • Dust/N95 masks.

Warmth & Shelter

- • Blankets or sleeping bags.
- • Warm clothes & gloves.
- • Plastic sheeting & duct tape.

Safety & Tools

- • Fire extinguisher (ABC).
- • Multi-tool or basic toolkit.
- • Whistle, work gloves.

Sanitation

- • Wipes, soap, sanitizer.
- • Trash bags & paper towels.
- • Disposable utensils.

Prepared by the Village of Radisson Office of Emergency Management.
For updates, contact Village Hall or check official postings.