# VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

## VILLAGE BOARD OF TRUSTEES

Monday, March 2, 2020 6:30 p.m. Village Municipal Offices

221 E. Cottage Grove Rd

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. Pledge Of Allegiance
4. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
5. Discuss And Consider The Minutes Of The Regular Village Board Meeting On February 17, 2020.

   Documents:

   2-17-20 VB MINUTES.PDF

6. Unfinished Business
   a. Discuss and consider potential dates for next Joint Village/Town meeting (this item was tabled at the January 6, 2020 Village Board meeting).

7. New Business
   a. Discuss and consider Estoppel Certificate relating to 1998 Arrowwood Green Agreement for Subdivision Improvements and 2007 Agreement for Hustons Olde Town Development.
   b. Discuss and consider proposal to complete soil borings in Commerce Park.
   c. Discuss and consider providing direction to staff regarding creation of a Housing Task Force.
   d. Discuss and consider Operator License application for Amanda Browne and Josh Ray for licensing year July 2019-June 2020.

   Documents:

   3MI8707-MEMO RE HUSTON ESTOPPEL CERTIFICATE.PDF
   MEMO SOIL BORINGS 02252020.PDF
   GEOTECHN.PDF
   COMMERCE PARK BORINGS.JPG
   CG_HOUSINGTASKFORCE_2020-02-28.PDF
   OPERATOR LICENSE AMANDA BROWNE.PDF
   OPERATOR LICENSE- JOSH RAY.PDF

8. Reports From Village Boards, Commissions & Committees

8.I. Parks, Recreation & Forestry Committee

a. Discuss and consider purchase of a new Parks Maintenance vehicle with savings from CIP purchases.

b. Discuss and consider Bakken Park shelter and splash pad bids.

Documents:

2.20.20 PRFC PACKET.PDF
PARKS TRUCK PURCHASE MEMO.PDF
2020 CAPITAL PURCHASES.PDF
00094041 CG BAKKEN PARK BUDGET SUMMARY.PDF
00094041 CG BAKKEN PARK DD BUDGET SUMMARY 2019.08.01.PDF
00094041 ENG COST ESTIMATE_1.28.2020.PDF
00094041 BIDWORKSHEET_02122020.PDF

8.II. Deer-Grove EMS Commission

Documents:

2-20-2020 DGEMS COMMISSION PACKET.PDF

8.III. Law Enforcement Committee

Documents:

2-25-20 LEC PACKET.PDF

9. Reports From Village Officers
   a. Stafford Rosenbaum
      i. Legal briefings/status updates

10. Communications And Miscellaneous Business
    a. Consider approval of vouchers
    b. Correspondence
    c. Upcoming community events
    d. Future agenda items

    Documents:

    BILLS LIST 3-2-20.PDF

11. Adjournment

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

Upcoming Meetings
Public Works 3/3/20 @ MSB @ 6:00 pm
Library Planning Committee 3/4/20 @ Madison Community Foundation @ 4:30 pm
CDA 3/9/20 @ Village Hall @ 5:30 pm
Ad-Hoc Sustainability Committee 3/10/20 @ Village Hall @ 6:00 pm
Utility Commission 3/11/20 @ MSB @ 5:00 pm
Plan Commission 3/11/20 @ Village Hall @ 6:30 pm
Police Commission 3/12/20 @ MSB @ 5:30 pm

**VILLAGE OF COTTAGE GROVE**

# VILLAGE BOARD OF TRUSTEES

**Monday, February 17, 2020**

## MINUTES

1. **Call to order**
   Village President John Williams called the Village Board of Trustees to order at 6:33 pm.
2. **Determination of quorum and that the agenda was properly posted.**
   It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: John Williams, Troy Allen, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Jon Russell, Sarah Valencia. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Chief Dan Layber, and Village Attorney Larry Konopacki.
3. **Pledge of Allegiance.**
4. **PUBLIC APPEARANCES –** *Public's opportunity to speak about any subject that is not a specific agenda item.*
   Brianna Griesbach-507 Galway Ter was present to voice concerns with air quality and to see if there is an interest in the community to look into sustainability initiatives or tools that can be given on how to improve the air quality.
5. **Discuss and Consider the Minutes of The Regular Village Board Meeting on January 20, 2020.**
   **Motion** by Allen to approve the minutes from February 3, 2020, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**6. New Business**

**a. Discuss and consider Operator License application for Barbara Morris for licensing year July 2019-June 2020.**

**Motion** by Murphy to approve the Operator License for Barbara Morris for licensing year July 2019-June 2020, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider Sound Amplification Permit for Cottage Grove Fire Department for Firemen's Festival June 18-20, 2020.**

Jason Kudrna was present to ask for the sound amplification permit for Fireman's Festival June 18-20, 2020. Murphy asked if there were any changes from last year, which Jason Kudrna indicated that it was the same as last year. **Motion** by Russell to approve the Sound Amplification permit for Cottage Grove Fire Department for Fireman's Festive June 18-20, 2020, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider extending park hours for Firemen's Festival for June 15-22, 2020.**

**Motion** by Ratcliff to approve extending park hours for Fireman's Festival for June 15-22, 2020, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**7. Reports from Village Boards, Commissions & Committees**

**7.I. Public Works & Properties Committee**

Larson reported they discussed the road salt use and potential pilot program, a parking issue that will get signage in the Spring, the leaf collection program that they will continue to work on. William reported they discussed the upgrade to LED lighting at the Municipal Services Building.

**7.II. Library Planning Committee**

Ratcliff reported that Mark Ibach with South Central Library System and Tracy Herold with Dane County Library Service were present to give information on the costs to build a library and also the annual operating costs. They also discussed the Little Free Libraries and the Facebook and website posts they received, and they will be updating the maps. The next meeting will be March 4th at the Madison Community Foundation and then the Madison Public Library.

**7.III. Community Development Authority**

Lennberg reported they continued to discuss a marketing project which Erin provided an outstanding matrix to work through the process and will continue the process at the next meeting. They discussed the CGI videos and decided to table until they decide on a marketing strategy. They discussed Dane Buy Local Guide which they decided to look at next year. The next meeting will be March 9th.

**7.IV. Utility Commission**

Murphy reported they discussed the water and sewer expansion along Vilas Road, updates on the mapping of the system and that is going well, and they discussed the upcoming water testing that will happen this year.

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**7.V. Plan Commission**

**a. Discuss and Consider A Request from Farris Auto to Amend an Existing Conditional Use Permit for Their Facility At 212 W. Cottage Grove Road to Permit Construction of An Additional Paved Area Bounded by A Privacy Fence and To Review Conditions of The Existing Permit.**

Ruth explained the staff report and action reports in the packet and the plan is to do the improvements in three phases. Murphy questioned if all three phases would be completed this year? Ruth indicated the first phase would be completed as soon as weather permits, the second phase would be to build the sales building this summer and then the third phase would be to repair the front parking lots. Gerard and Jon Farris indicated that they are working on the phasing of the project and the goal is to make the property better. Lennberg questioned the type of material they will be using for the fence, which they indicated it would be a vinyl product. Lennberg also asked if they will be doing any landscaping along the fence facing the neighbors behind them, which they indicated they would be putting in shrubs and mulch. Valencia asked how tall the fence would be, which they indicated it would be 6ft.tall. Murphy asked how they plan to organize the lot with the new areas. Jon Farris indicated that the back lot would be for repair vehicles or vehicles that are not ready for sales. Murphy then asked about the delivery of vehicles and where that would take place, which it was indicated that it would be on the back lot through the fenced area. Murphy then asked if it would be possible for the deliveries to not happen at peak times of traffic, which Jon Farris indicated they could try and arrange the deliveries if possible, but they are at the mercy of the drivers. Lennberg asked if they had a timeframe for dressing up the existing building, which Gerard indicated they have spoken with New Tech but are waiting to get a solid plan.

Laura Riedl-563 N Main St.-In favor of the business they are great for the community.

Henry Forbes-101 E Cottage Grove Rd- In favor they are good mechanics and good people.

Susie Jones-442 Connie St- She was at the Plan Commission meeting and thought the fence was going around the complete property but understands the fence would be just around the back-parking area and would agree with the project.

Tina Wolf-101 E. Cottage Grove Rd- In favor she has bought cars from them and they are great mechanics and great guys.

David Jones-442 Connie- The building has been a pit for over 30 years and appreciate the Farris Brothers for making it look better.

Ron Mabie-439 Connie St.-The property has been an eye sore for a long time and do not agree with fences and would not be in favor of a fence unless maybe it was a chain link fence. The Conditional Use permit allow for a certain number of cars and there has been an explosion of cars in the area. He is also concerned if the adjacent property values will go down with a fence.

Savannah Holzman-547 Ollie St- Email sent in not in favor.

Lisa Holzman-547 Ollie St- Email sent in not in favor.

Tari Eschenburg-446 Connie St-recommends landscaping along fence, some people have patios that will face the fence.

Dan Hurley- lives a block away- concerned about property values and potential contaminants. Gerard Ferris indicated there are no storage tanks that could leak.

**Motion** by Valencia to approve the amendment to the existing Conditional Use permit for Farris Auto located at 212 W. Cottage Grove Rd to permit construction of an additional paved area bounded by a privacy fence with conditions in the staff report, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and Consider A Request from Alejandro Ramirez For Approval of a Conditional Use Permit for an 'Indoor Commercial Entertainment' Land Use (Don Maguey Mexican Restaurant) Serving Alcohol located in the existing multi-tenant building at 1609 Landmark Drive.**

Ruth reported that the conditional use permit is needed because they would be serving alcohol, and the Plan Commission did approve. Ratcliff asked if they had other locations and when they plan to be open., which it was indicated that they do have other locations in Sun Prairie and Edgerton, and they plan to open late May or early June. Valencia asked about the parking concerns from Soul Song, which Ruth indicated that he had spoken with the owner about the concerns and they are all for filling up the building but would like to back parking area to be utilized. Ruth indicated that the back parking does not loop around at this time, however with the hotel plan that would allow for the loop to happen.

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**Motion** by Valencia to approve the Conditional Use Permit for an 'Indoor Commercial Entertainment" land use for Don Maguey Mexican Restaurant serving alcohol located in the existing multi-tenant building at 1609 Landmark Drive with conditions in staff report, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and Consider A Request from Nancy Hacker for Approval of a Zero Lot Line Certified Survey Map to split an existing duplex parcel at 706 St. James Street into two separate parcels.**

Ruth reported that the request was approved at Plan Commission. Nancy Hacker indicated that the address is 760 St. James Street not 706. **Motion** by Murphy to approve the zero-lot line certified survey map to split the existing duplex pare at 760 St. James Street with conditions in the staff report, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

Williams also reported that there was a presentation for an Atwell Hotel on the Hustons property west of the park and ride. Tim Olson also did a presentation on the possibility of developing the property adjacent to Bakken Park along with the portion that has been already annexed into the Village as he has been talking with developers so it could all be planned at the same time.

**8. Reports from Village Officers**

**a. Attorney Larry Konopacki**

**i. Legal briefings/status updates**

No updates

**9. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

**Motion** by Murphy to approve the Village portion of the vouchers in the amount of $147,808.41, seconded by Russell. The check sequence goes from check #46741 to check #46803.

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

**b. Correspondence**-Williams indicated that Summit Credit Union sent an email in support of the Mexican Restaurant and the Atwell Hotel but not in favor of the Comfort Suites.

**c. Upcoming community events-** The Parks & Recreation has a survey out for the planning of Westlawn park and there will be an open house on March 19th at 6:30 pm at Village Hall. The new Spring/Summer Recreation Guide will be coming out soon.

**d. Future agenda items-** Soil borings in Commerce Park, Housing Task Force.

**10. Adjournment**

**Motion** by Ratcliff to adjourn at 7:46 p.m., seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**
**Village of Cottage Grove**
**Approved:**

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

DRAFT

StaffordRosenbaum LLP
Attorneys

To Village of Cottage Grove Board of Trustees

From Rick Manthe

Date February 28, 2020

Re R.G. Huston Estoppel Certificate

The Village of Cottage Grove (Village) entered into development agreements with Huston Properties, Inc. (Huston) in 1998 and 2007. The agreements concerned the Arrowwood Green subdivision and the Huston Olde Town Development.

As part of those agreements, Huston granted the Village a restrictive covenant restricting the sale of three specific lots (phase II, Lot 4 and Outlots 1 and 2) in the Arrowwood Green Subdivision. Under this restriction, the Village must approve any sale or transfer of the lots. The purpose of the restrictive covenant was to ensure Huston followed through on its obligations (i.e. installing public improvements) under the 1998 development agreement. The restrictive covenant runs with the land. Under the covenant, once Huston satisfied its obligations under the development agreements, the restrictive covenant would end.

On February 25, 2020, R.G. Huston Company, Inc. submitted an estoppel certificate (Certificate) for Village approval. The Certificate serves as an acknowledgement by the Village that Huston has satisfied all of its obligations under the development agreements. The Certificate also verifies that the restrictive covenant no longer applies, thus releasing that declaration within the 1998 development agreement. The Certificate would obligate the Village to record a release of the restrictive covenant from the lots specified above. Doing so would confirm that the Village does not need to approve transfers of the lots.

Due to the short amount of time for review, Village staff were not able to confirm whether Huston had complied with all terms and obligations in the development agreements as of February 28, 2020. If Village staff confirm that Huston complied with all of its obligations under the development agreements, the only existing obligation would be for the Village to provide revenue bond proceeds to Huston.

In the event that Village staff confirm Huston complied with all of its obligations under both development agreements, then Village approval of the Certificate is appropriate.

# Memo

**To:** Village Board of Cottage Grove

**From:** Kevin Lord, PE, PLS

**Subject:** Commerce Park Soil Borings

**Date:** February 26, 2020

MSA was requested to seek soil boring information for vacant lots in the Interstate Commerce Park. The intent of the study is to provide existing information to make the vacant lots more saleable for the Village. MSA requested 18 soil borings be completed easterly of Landmark Drive between Commerce Parkway and Michelle Lane within the vacant properties. The borings will provide the soils information and groundwater presence for recommendations related to the foundation support for single or two-story slab-on-grade structures. The report would also provide needs for dewatering during construction, pavement design parameters, and site preparation recommendations with regards to anticipated stormwater infiltration needs.

Soils and Engineering Services, Inc. (SES) has provided numerous other soil borings throughout the Interstate Commerce Park and are aware of the site specifics requested. Utilizing SES will keep a consistent trend of the soils analysis within the development. The quote is a reasonable price for the work being performed and comparable to other quotes I have received for similar work. It is anticipated that TID #5 will pay for the expense of the soil borings.

1702 Pankratz Street, Madison, WI 53704
P (608) 242-7779 • TF (800) 446-0679 • F (608) 242-5664
www.msa-ps.com

**Soils & Engineering Services, Inc.**

October 6, 2019

Proposal 913.4653

Mr. Mike Maloney, P.E.
MSA Professional Services, Inc.
1702 Pankratz Street
Madison, Wisconsin 53704

Subject: **Proposal for Geotechnical Exploration and Report**
**Commerce Park**
**Cottage Grove, Wisconsin**

Dear Mr. Maloney:

We are providing this proposal in response to your request of September 18, 2019. The field work will consist of drilling and sampling a total of eighteen soil borings. We are including charges based on extending the soil borings to a maximum depth of 20 feet each. The final depth of the soil borings depends upon the soil types, depth and type of fill materials, and soil strengths encountered.

During the drilling and sampling, we will also determine if groundwater is present and at what elevation it is within the depth range of the soil borings performed. Based on the soil boring information obtained, we will prepare a geotechnical report with our recommendations related to the foundation support for single or two-story slab-on-grade structures.

We propose to mobilize one of our low pressure rubber tire, all-wheel drive drilling rigs to perform the soil borings. Some ground surface damage may occur from the drilling rig, the repair of which is not part of our scope of services.

Our scope does not include site access delays or costs related to moving snow, cutting trees, cutting or repair of fencing, repair of landscaped areas, nor for payments for ground surface damage due to our drilling equipment. Our scope of work is for geotechnical purposes only and does not include environmental sampling or testing. We assume we are allowed to perform the soil borings during normal business hours and that no night, weekend, or holiday field work is required.

In addition to the soil borings, this proposal includes charges for us to classify the soil samples in our laboratory; prepare computer-generated Soil Boring Records; perform

laboratory testing on selected soil samples; and perform geotechnical engineering analyses and prepare a written report for the project site. The written report will include a discussion of the soil types encountered; discussion of suitable foundation options; recommended allowable soil bearing capacity for a shallow foundation option; lateral earth pressures; discussion regarding the need for dewatering during construction and on a long-term basis; pavement design parameters; and site preparation recommendations related to one- and two-story buildings.

No monies are included in the scope of work in this proposal for permeability rate testing of soils or infiltration area design. Please contact us if you want us to include these services in our scope of work.

We propose to complete this work based on the following unit rates.

## A. GEOTECHNICAL EXPLORATION

| | | |
|---|---|---|
| 1. | Mobilization of drilling personnel, all-wheel drive rubber tire drilling rig, and related equipment to each project site and return. | $350.00 lump sum |
| 2. | Project administration and coordination with Diggers Hotline for proper locating and marking of public underground utility lines. The proper locating and marking of private utility lines and structures including septic systems, private water lines, and private electric lines is the responsibility of the site owner. Soils & Engineering Services, Inc., therefore, will not be held liable for damages caused to underground structures due to inadequate or improper marking of said structures. | $65.00 lump sum |
| 3. | We assume that MSA Professional Services, Inc. will stake the soil boring locations and determine the ground surface elevation at each soil boring location before we mobilize our drilling crew. | |
| 4. | We will drill the soil borings with hollow-stem augers and obtain soil samples using a split-barrel sampler (ASTM D 1586) at 2½-foot intervals to a depth of 10 feet and at 5-foot intervals below a depth of 10 feet. Boreholes that encounter auger refusal due to boulders or other subsurface obstructions will be charged at the footage rates provided. | |
| | a. For that portion of the boring from ground surface to a depth of 20 feet below grade. | $15.00 per linear foot |

| | | |
|---|---|---|
| | b. For that portion of the boring from a depth of 20 feet to 40 feet below grade. | $18.00 per linear foot |
| | c. Surcharge for drilling dense soils or bedrock with blow counts of 50 or more per foot. | $10.00 per linear foot |
| 5. | Boreholes that intersect groundwater or that are more than 10 feet deep will be backfilled with bentonite as required by WDNR. | $5.00 per foot |
| 6. | We will perform laboratory tests to assist in proper soil classification and to determine appropriate design parameters. We group the samples according to soil type and then select representative samples for testing to determine various soil parameters. We will perform the tests at the following unit rates: | |
| | a. Moisture content | $10.00 per sample |
| | b. Atterberg limits, liquid and plastic | $65.00 per sample |
| | c. Washed sieve analyses (No. 200 sieve) | $65.00 per sample |
| | d. Washed and dry sieve analyses, with computer plot | $95.00 per sample |
| | e. Percent organics by loss on ignition | $60.00 per sample |
| | f. Unconfined compressive strength of soil samples | $65.00 per sample |
| 7. | Laboratory soil classification by a geologist or professional engineer, and preparation of computer-generated Soil Boring Records. | $95.00 per boring |
| 8. | Geotechnical engineering analyses and preparation of a written report for the proposed structures. | $2,980.00 allowance |

The report will include the computer-generated Soil Boring Records; a summary of the soil types and groundwater levels encountered; discussion regarding the need for dewatering during construction and on a long-term basis; site preparation recommendations; discussion regarding suitable foundation types based on the soils encountered; recommended allowable soil bearing capacity; and recommended site preparations for the paved areas and building foundations.

Work requested beyond the scope of the report indicated above will be charged at hourly rates.

9. Questionable soil conditions encountered at the budget depth of borings will require obtaining approval to exceed the budget. We reserve the right to charge $265.00 per drill rig hour for this delay.

10. This proposal assumes access with rubber tire drilling equipment. No allowances are made for special site preparations to gain access with drill rigs including: furnishing of barges for work over water; tree removal; snow removal; special blocking or cribbing; traversing very soft marsh conditions; or driving or working on steep slopes.

    No allowances are included for access permits or other costs associated with gaining access to the subject property and boring locations. Providing and placing matting for the drilling rig will be charged at cost plus 15 percent.

11. The unit charges given in this proposal are valid for a period of ninety (90) days after the date of this proposal. Following that time, we reserve the right to renegotiate the figures if the work has not been authorized within that period of time.

## B. SUMMARY OF CHARGES

| | |
|---|---|
| Item A.1 | |
| Drilling crew mobilization | $350.00 |
| Item A.2 | |
| Underground utility marking coordination via Diggers Hotline | $65.00 |
| Item A.4.a | |
| 360 linear feet of drilling and sampling at $15.00 per linear foot | $5,400.00 |
| Item A.5 | |
| 360 linear feet of borehole backfill at $5.00 per linear foot | $1,800.00 |
| Item A.6 | |
| Laboratory testing of soil samples, allowance | $950.00 |
| Item A.7 | |
| Classification and Soil Boring Records for 18 soil borings at $95.00 per boring | $1,710.00 |
| Item A.8 | |
| Geotechnical engineering analyses, project administration and written report | $2,980.00 |

The total estimated charge for drilling and sampling eighteen 20-foot soil borings; borehole backfill; laboratory testing; and a geotechnical engineering report for the site is $13,255.00.

## C. CLOSING

SES is not directly involved with the design of the project, but is engaged only to perform field and laboratory work to determine design parameters for the soils. Inasmuch as this exploration is conducted to obtain general knowledge of the subsurface soil conditions by a limited number of borings, MSA Professional Services, Inc. (CLIENT) will limit SES's professional liability to SES's negligent acts, errors, or omissions for conditions relating to the project foundation and its performance as related to recommendations given by SES.

CLIENT understands that SES's services under this proposal are limited to geotechnical engineering and that SES will have no responsibility to locate, identify, evaluate, treat or otherwise consider or deal with hazardous materials. CLIENT will be solely responsible for notifying all appropriate federal, state, municipal, or other governmental agencies, including the potentially effected public, of the existence of any hazardous materials located on or near the project site, or located during the performance of the work presented in this proposal. The discovery of hazardous materials will constitute a changed condition under this proposal.

Hazardous materials are defined in this proposal as any toxic substances, chemicals, pollutants, or other materials, in whatever form or state, that are known or suspected to adversely effect the health and safety of humans or of animal or plant organisms, or which are known or suspected to impair the environment in any way whatsoever.

SES offers different levels of geotechnical engineering services to suit the desires and needs of different clients. Although the possibility of error can never be eliminated, more detailed and extensive services yield more information and reduce the probability of error, at increased cost. CLIENT must determine the level of service adequate for its purposes. CLIENT warrants that it has reviewed the scope of work presented in this proposal and has determined that it does not need or want a greater level of service than that proposed. Subject to the limitations inherent in the agreed upon scope of work as to the degree of care, amount of time and expenses incurred, and subject to any other limitations contained in this proposal, SES will perform its services consistent with that level of care and skill ordinarily exercised by other professional engineers under similar circumstances at the time the services are performed. No warranty, expressed or implied, is included or intended by this proposal.

We have insurance coverage for professional liability, general liability, automobile liability, bodily injury, property damage, and completed operation, to protect the subject property and our workers during the performance of the field work. We require written authorization to proceed with the work for this project for our insurance coverage to be in effect. The professional liability of SES is limited to the policy limits per the attached Certificate of Insurance.

Please indicate your authorization for us to proceed on this project by returning to us a signed copy of this proposal. If you have any questions regarding this submittal or if you need additional information, please contact us at (608) 274-7600.

Respectfully submitted,

**SOILS & ENGINEERING SERVICES, INC.**

Duane E. Reichel, P.E.

DER:JAJ:wsr

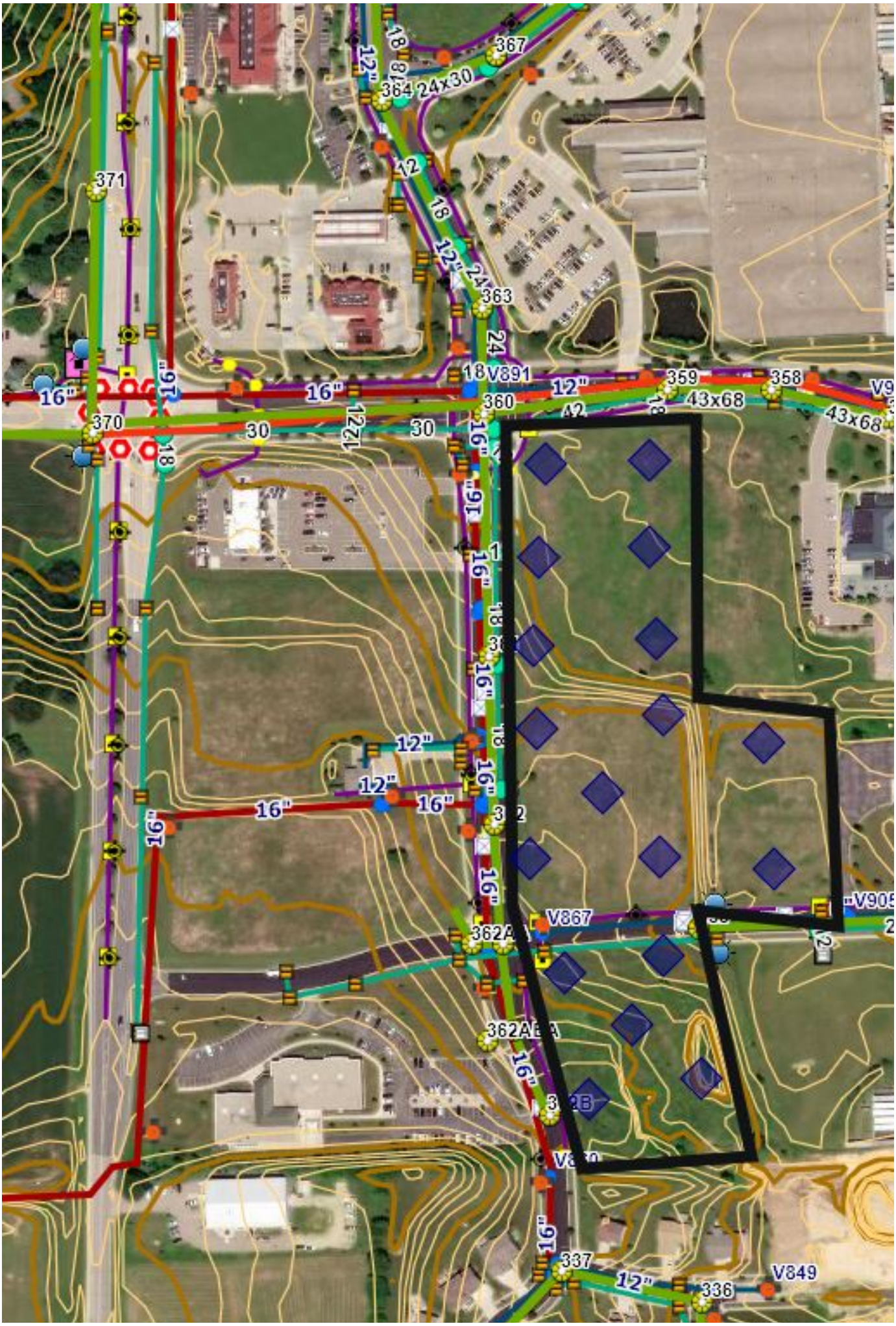
**APPROVAL OF PROPOSAL**

Signature: _____

Name: _____

Title: _____

Date: _____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# MEMO

**MEMO DATE:** February 28, 2020
**MTG. DATE:** **MARCH 2, 2020**

**TO:** Village of Cottage Grove Plan Commission

**CC:** Village of Cottage Grove Board of Trustees
Matt Giese – Village Administrator
Lisa Kalata – Village Clerk

**FROM:** Erin Ruth, AICP – Village Planning Director

**RE:** **Housing Task Force**

## BACKGROUND

In the spring 2019 Village Board prioritization process 'expanding housing options/affordable housing/residential growth' was the 2nd highest rated priority indicating a very high level of interest on the part of the Board in investigating housing issues in the Village.

When faced with similar priorities several Dane County communities have formed housing committees or task forces to examine local housing conditions.

## OVERVIEW

A number of sources have indicated a lack of workforce housing (housing that is affordable to a typical working household) in the Village, throughout Dane County, and beyond. In particular, UW-Madison professor Kurt Paulson prepared a study for the Dane County Housing Initiative (link) and another for the Wisconsin Realtors Association (link) documenting the shortage of affordable housing units in Dane County and Wisconsin. The Joint Center for Housing Studies at Harvard reports this is an issue nation-wide (link).

In the past year both Professor Paulson and Olivia Parry, the Dane County planner who staffs the Dane County Housing Initiative, spoke to the Village Board or Plan Commission about the issue.

In addition, research conducted by staff during the Comprehensive Plan update revealed a relative lack of variety of housing units compared to other Dane County communities. This data can be found in the Housing Chapter of the Comprehensive Plan (link).

Given these various factors, the Village may wish to have a broader focus including a range of issues including price, variety, and location.

## STAFF RECOMMENDATION

Several Dane County communities have formed committees to study housing in their communities, including the following:

- Waunakee Housing Task Force
- Middleton Workforce Housing Committee
- Fitchburg Housing Advisory Committee
- Oregon Housing Coalition
- Sun Prairie Workforce Housing Committee

These committees are formed and operated differently in each community. For example, the Waunakee Housing Task Force was formed in mid-2018 and disbanded in late 2019 after publishing a report (link) . Meanwhile, the Middleton Workforce Housing Committee was formed in 2007 and they still meet regularly as an active committee.

Not all committees are formed by the municipality. The Sun Prairie Workforce Housing Committee was formed by the Sun Prairie Chamber of Commerce. The Oregon committee was formed by residents and includes representatives from the local government and local non-profits.

Based on research of other Committees in the surrounding area, staff recommends a Task Force of between 7 – 13 members (not including Village staff) consisting of a wide range of backgrounds. Some examples: Village Board Member, Plan Commission citizen member, School District representative, Chamber of Commerce Board member or staff person, large business representative (50+ employees), small business representative (less than 50 employees), Senior housing representative, single family housing developer, multi-family housing developer, real estate broker, single family Village home owner, current Village renter/tenant. Staff can work with President Williams on identifying, contacting and posting availability for these roles.

Staff is seeking approval/direction to continue moving forward with creation of a task force and to direct staff and President Williams to begin the process of identifying Task Force members.

At the meeting of March 16th, staff will update the Board on Task Force composition and outline a recommended scope as well as objectives and timeline for the Committee.

**Lisa Kalata**

| | |
|---|---|
| **From:** | David Stortz |
| **Sent:** | Wednesday, February 26, 2020 3:06 AM |
| **To:** | Sarah Haltaufderheide |
| **Cc:** | Lisa Kalata; Daniel Layber |
| **Subject:** | Dollar General |
| **Attachments:** | 4289_001.pdf |

After reviewing Amanda K Browne's WORCS, DOT, RMS, and WI Circuit Court Access records, I have not located any issues which would prevent Browne from obtaining her Operators License and I recommend Browne for approval of her Village of Cottage Grove Operators License Application.

STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

- Request Date: **2/26/2020**
- Report Date: **2/26/2020**

This criminal background check was performed by searching the following data submitted to the Crime Information Bureau

- Name: **BROWNE, AMANDA K**
- Date of Birth: **12/31/1985**
- Alias Names:

NOTICE TO EMPLOYERS

It may be a violation of state law to discriminate against a job applicant because of an arrest or conviction record. Generally speaking, an employer may refuse to hire an applicant on the basis of a conviction record only if the circumstances of the offense for which the applicant was convicted substantially relate to the circumstances of the particular job. For more information, see Statute 111.335 and the Department of Workforce Development's publication, Arrest and Conviction Records Under the Law.

Before you make a final decision adverse to an applicant based on the following arrest record, in addition to any other opportunity you offer the applicant to explain the following arrest record, please notify the applicant of:

1. His or her right to challenge the accuracy and completeness of any information contained in a arrest record, and
2. The process for submitting a challenge

# VILLAGE OF COTTAGE GROVE
# OPERATORS LICENSE APPLICATION

New X
Renewal _____

Please complete all required information. This application must be answered completely and accurately before processing. A $25.00 license/application fee is required and must accompany this application. If you have not previously held an operators license in the Village of Cottage Grove a copy of the Responsible Beverage Servers Certificate must be attached. **All applicants are required to provide a copy of their Wisconsin Drivers License or I.D. Card. The annual licensing period is from July 1 through June 30.**

Full Name: Amanda Kaye Brown
First Middle Last

Complete Address: [redacted]
Street Address City/State/Zip Code

Phone Number (h) [redacted]

Drivers License Number [redacted]

Previous Names: [redacted] Date of Birth [redacted]

**List all previous addresses within the past 3 years:**

Applicants must specify name, address and phone number of the establishment where they will be employed. Also the name of supervisor if we have any questions.

Name address & phone number of Establishment:
Dollar General
214 W Cottage Grove Rd.

Name of Supervisor:
Cassie Wunderlin

Date and Location of Responsible Beverage Server Course
2/14/2020

You **must** complete all boxes: Any question answered **YES** **must** be explained on the back of this page in detail, with any appropriate documentation attached. You may attach additional pages if necessary.

1. **In the past 5 years, have you been arrested, convicted of or charged with any of the following:**
   - A. Illegal purchase, sale or providing alcoholic beverages. Yes ____ No X
   - B. Violation of closing hours at a licensed premises. Yes ____ No X
   - C. Operating a motor vehicle while under the influence of drugs and/or alcohol. Yes ____ No X
   - D. A violation of an alcohol beverage law, regulation or rule not specified above. Yes ____ No X
   - E. Disorderly conduct, criminal damage to property or obstructing an officer. Yes ____ No X
2. **Have you EVER been arrested, convicted of or charged with a Felony?** Yes ____ No X
3. **Have you held any type of alcohol beverage license in the last 3 years? If so, list type and location on the back of this page.** Yes ____ No X
4. **Do you presently have any overdue or outstanding forfeitures resulting from a violation of any county, state or local ordinance?** Yes ____ No X
5. **Have you ever had any alcohol beverage license revoked, suspended or not renewed?** Yes ____ No X

For Village Clerk's Use Only

Date Received 2/25/20
Fees Received 75.00
Receipt # 6.066796
Provisional # 1920-57
Background Completed
_____
Approved or Denied
Date Issued _____
License # _____
Legal Review if Denied
_____

**Certification-Please Read Carefully!**

I hereby certify that the information provided on this application is true and correct. **I understand that failure to provide all required information shall be grounds for denial of this alcohol beverage license.** I further understand that falsification of any information provided may be grounds for denial or revocation of this license. I fully understand all state and local laws and ordinances governing the sale of alcoholic beverages that apply to this application, and agree to abide by those laws.

I hereby authorize the Village of Cottage Grove to perform a criminal background and drivers license check.

Signature Amanda K Brown Date 2/25/2020

**Lisa Kalata**

| | |
|---|---|
| **From:** | David Stortz |
| **Sent:** | Thursday, February 27, 2020 3:19 AM |
| **To:** | Sarah Haltaufderheide |
| **Cc:** | Lisa Kalata; Daniel Layber |
| **Subject:** | FW: Operators License - 1855 |
| **Attachments:** | 4297_001.pdf |

After reviewing Josh M Ray's WORCS, DOT, RMS, and WI Circuit Court Access records, I have not located any issues which would prevent Ray from obtaining his Operators License and I recommend Ray for approval of his Village of Cottage Grove Operators License Application.

STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

- Request Date: **2/27/2020**
- Report Date: **2/27/2020**

This criminal background check was performed by searching the following data submitted to the Crime Information Bureau

- Name: **RAY, JOSH M**
- Date of Birth: **10/9/1985**
- Alias Names:

NOTICE TO EMPLOYERS

It may be a violation of state law to discriminate against a job applicant because of an arrest or conviction record. Generally speaking, an employer may refuse to hire an applicant on the basis of a conviction record only if the circumstances of the offense for which the applicant was convicted substantially relate to the circumstances of the particular job. For more information, see Statute 111.335 and the Department of Workforce Development's publication, Arrest and Conviction Records Under the Law.

Before you make a final decision adverse to an applicant based on the following arrest record, in addition to any other opportunity you offer the applicant to explain the following arrest record, please notify the applicant of:

1. His or her right to challenge the accuracy and completeness of any information contained in a arrest record, and
2. The process for submitting a challenge

# VILLAGE OF COTTAGE GROVE OPERATORS LICENSE APPLICATION

New X

Renewal _____

Please complete all required information. This application must be answered completely and accurately before processing. A $25.00 license/application fee is required and must accompany this application. If you have not previously held an operators license in the Village of Cottage Grove a copy of the Responsible Beverage Servers Certificate must be attached. **All applicants are required to provide a copy of their Wisconsin Drivers License or I.D. Card. The annual licensing period is from July 1 through June 30.**

Full Name: Joshua (First) Martin (Middle) Ray (Last)

Complete Address: [redacted] (Street Address) [redacted] (City/State/Zip Code)

Phone Number (h) [redacted] (w) _____

Drivers License Number [redacted]

Previous Names: _____ Date of Birth [redacted]

**List all previous addresses within the past 3 years:**

[redacted]

Applicants must specify name, address and phone number of the establishment where they will be employed. Also the name of supervisor if we have any questions.

Name address & phone number of Establishment:
1855 Saloon & Grill
218 S. Main Street #100

Name of Supervisor:
Joel McAnn

Date and Location of Responsible Beverage Server Course 2/14/2020

You **must** complete all boxes: Any question answered **YES must** be explained on the back of this page in detail, with any appropriate documentation attached. You may attach additional pages if necessary.

1. **In the past 5 years, have you been arrested, convicted of or charged with any of the following:**
   - A. Illegal purchase, sale or providing alcoholic beverages. Yes ____ No X
   - B. Violation of closing hours at a licensed premises. Yes ____ No X
   - C. Operating a motor vehicle while under the influence of drugs and/or alcohol. Yes ____ No X
   - D. A violation of an alcohol beverage law, regulation or rule not specified above. Yes ____ No X
   - E. Disorderly conduct, criminal damage to property or obstructing an officer. Yes ____ No X
2. **Have you EVER been arrested, convicted of or charged with a Felony?** Yes ____ No X
3. **Have you held any type of alcohol beverage license in the last 3 years? If so, list type and location on the back of this page.** Yes ____ No X
4. **Do you presently have any overdue or outstanding forfeitures resulting from a violation of any county, state or local ordinance?** Yes ____ No X
5. **Have you ever had any alcohol beverage license revoked, suspended or not renewed?** Yes ____ No X

For Village Clerk's Use Only

Date Received 2/26/20

Fees Received 25.00

Receipt # 6.006798

Provisional # 1920-58P

Background Completed

_____

Approved or Denied

Date Issued _____

License # _____

Legal Review if Denied

_____

**Certification-Please Read Carefully!**

I hereby certify that the information provided on this application is true and correct. **I understand that failure to provide all required information shall be grounds for denial of this alcohol beverage license.** I further understand that falsification of any information provided may be grounds for denial or revocation of this license. I fully understand all state and local laws and ordinances governing the sale of alcoholic beverages that apply to this application, and agree to abide by those laws.

I hereby authorize the Village of Cottage Grove to perform a criminal background and drivers license check.

Signature [signature] Date 2/26/20

**VILLAGE OF COTTAGE GROVE** *NOTICE OF PUBLIC MEETING*

# Village of Cottage Grove

## PARKS, RECREATION and FORESTRY COMMITTEE

**Thursday, February 20, 2020** **6:30 P.M.** **Municipal Services Building**
**210 Progress Drive**

## AGENDA

1. Call to order.
2. Roll call and confirm that the meeting was properly posted.
3. **Public appearances**: Public's opportunity to speak about any subject that is not a specific agenda item.
4. Discuss 5th Addition to Westlawn Master Plan.
5. Discuss and consider purchase of a new Parks Maintenance vehicle with savings from CIP purchases.
6. Discuss vaping laws in public places/parks.
7. Discuss pickle ball court at Community Park.
8. Update on Willow Run Park residents meeting.
9. Discuss and consider Miracle Field lease.
10. Update on Bakken Park bids.
11. Update on Bakken Park shelter and splash pad.
12. Parks and Recreation Directors Report.
13. Approve the minutes of the January 16, 2019 meeting.
14. Future Agenda Items
15. Adjournment.

**Notice:**

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
3. Any item on the agenda is subject to final action.

ITEM 4

# WE NEED YOUR INPUT!

The Village is Developing a Master Plan for a future community park. Please take a few minutes to complete a short on-line survey to help the Village choose the type of amenities to include in the park.

Enter the following url:

https://www.surveymonkey.com/r/CottageGroveParks

or scan the QR code to access the survey.

## ...THE BAKKEN PARK SPLASH PAD COMING IN 2021!

ITEM 5

# Parks, Recreation & Forestry STAFF REPORT

**MEMO DATE: February 12, 2020**
**MTG. DATE: February 20, 2020**

**TO: Parks, Recreation & Forestry Committee**
**CC:**
**FROM: Sean Brusegar, CPRP - Director of Parks, Recreation & Forestry**

**RE: Parks Truck Purchase with Capital Purchase Savings**

**BACKGROUND:**

Per the Capital Plan, the Parks & Recreation Department budgeted $122,000 on the purchase of a zero-turn replacement mower, a sidewalk snow removal machine and a tractor with attachments. After making some adjustments to our purchases, the total cost of the equipment was $57,808.53. A savings of $64,191.47. The Parks Dept. only has one vehicle at its disposal. We would like to use $42,680 to purchase an additional dedicated Parks vehicle. This would still leave a savings of $21,511.47.

**STAFF RECOMMENDATION:**

Use Capital Plan equipment purchase savings on the purchase of a dedicated Parks Dept. Truck.

ITEM 5

| Equipment | Quote | Actual Cost |
|---|---|---|
| Zero Turn | $ 25,000.00 | $ 20,573.60 |
| Polar Trac | $ 25,000.00 | $ - |
| Garden | $ 7,000.00 | $ 21,026.78 |
| Tractor W Attachments | $ 65,000.00 | $ 16,208.15 |
| **Total** | **$ 122,000.00** | **$ 57,808.53** |

| | |
|---|---|
| **Total Available** | **$ 64,191.47** |
| **Truck Purchase** | **$ 42,680.00** |
| **Remaining Money** | **$ 21,511.47** |

ITEM 6

To: Parks, Recreation & Forestry Committee
Date: February 13, 2020
Meeting Date: February 20, 2020
From: Heidi Murphy
Re: Vaping and Smoking in Village Parks

The State Health Officer has issued a Public Health Advisory regarding the use of vaping devices, particularly among youth. The State wide smoking ban has been in place since 2009's Act 10. However this legislation has not been changed to include electronic smoking devices also known as vaping.

The Wisconsin Department of Health Services has a multi-level approach regarding this epidemic. Here are a few recommendations they have for those in Public Office (https://www.dhs.wisconsin.gov/tobacco/advisory.htm):

**Community and State Leaders**

- Update definitions in local smoke-free workplace ordinances to include e-cigarettes and other nicotine smoking devices.
- Implement strategies to curb e-cigarette advertising and marketing that appeal to youth.
- Implement strategies to reduce youth access to flavored tobacco products.

I have attached two examples of Ordinances regarding vaping. One is Waunakee that added to the state statutes banning smoking to include vaping products. The second example from the City of Monona adds a smoking and vaping ban in city parks.

In addition, the City of Verona simply adds the text: "***City Parks.*** Smoking is prohibited in City Parks." to the list of places where smoking is prohibited.

Action: discuss and consider adding language to a recommended new ordinance banning vaping in the same places where smoking is banned and also include Village Parks.

ITEM 6

ARTICLE V. - SMOKING

Sec. 26-111. - State statutes adopted.

(a) The provisions of Wis. Stats. § 101.123 relating to the regulation of smoking and clean indoor air, except provisions therein relating to penalties to be imposed, are adopted by reference and made a part of this article as if fully set forth in this section. Any act required to be performed or prohibited by any statute incorporated by reference in this section is required or prohibited by this article. Any future amendment, revisions or modifications of the statutes incorporated in this section are intended to be made a part of this article.

(b) The prohibitions contained in subsection (a) relating to smoking shall include, but are not limited to, the use of an electronic delivery device. Electronic delivery device means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

(Code 1988, § 11-2-14(a); Code 1998, § 34-131; Ord. No. 19-01, § 1, 3-4-2019)

Sec. 26-112. - Smoking prohibited in all buildings and equipment owned, leased or rented by village.

(a) In recognition of a need to protect the health and comfort of the public and village employees from the detrimental effects of smoking, pursuant to the authority granted to the village by Wis. Stats. § 101.123(2)(c), smoking, as defined by Wis. Stats. § 101.123(1)(h), is prohibited by any person within or upon all buildings and enclosed equipment owned, leased or rented by the village, except in places specifically designated as smoking areas by action of the village board.

(b) Facilities specifically included within the scope of this section, but not limited thereto, are village-owned facilities such as the village hall, police department and fire department headquarters and the public library.

(c) The prohibitions contained in subsections (a) and (b) include, but are not limited to, the use of an electronic delivery device. Electronic delivery device means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

(Code 1988, § 11-2-14(b); Code 1998, § 34-132; Ord. No. 19-01, § 2, 3-4-2019)

Secs. 26-113—26-137. - Reserved.

ITEM 6

**Ordinance No. 12-18-710**
**Monona Common Council**

## AN ORDINANCE RELATING TO VAPING IN CITY PARKS

**WHEREAS**, the Common Council finds it in the public interest to protect public health, safety and welfare to prohibit smoking by use of electronic delivery devices in City parks; and

**NOW, THEREFORE**, the Common Council of the City of Monona, Dane County, Wisconsin, do ordain as follows:

**SECTION 1.** Subsection 21 of Section 321-1 of the Code of Ordinances is hereby amended to read as follows:

> (21) Smoking. No person shall smoke or hold a lighted cigarette, cigar or pipe within any park, or portion thereof, where notices prohibiting smoking are posted. The Park and Recreation Board is authorized to designate the parks, or portions thereof, where smoking is prohibited and to implement the installation of appropriate notices. The term "smoke" includes the use of any electronic delivery device containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or any other product name or descriptor. Electronic delivery device does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product and is being marketed and sold solely for such an approved purpose.

**SECTION 2.** This ordinance shall take effect upon passage and publication as provided by law.

Adopted this 3rd day of December, 2018.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

_____
Mary K. O'Connor
Mayor

ATTEST: _____
Joan Andrusz
City Clerk

Requested By: Jake Anderson, Parks & Recreation Director – 10/15/18
Drafted By: William S. Cole, City Attorney – 11/9/18, revised 11/20/18
Approved As To Form By: William S. Cole, City Attorney – 11/9/18

REDLINE VERSION:

(21) Smoking. No person shall smoke or hold a lighted cigarette, cigar or pipe within any park, or portion thereof, where notices prohibiting smoking are posted. The Park and Recreation Board is authorized to designate the parks, or portions thereof, where smoking is prohibited and to implement the installation of appropriate notices. The term "smoke" includes the use of any electronic delivery device containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or any other product name or descriptor. Electronic delivery device does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product and is being marketed and sold solely for such an approved purpose.

RE: Pickleball

RG Raine Gardner <rgardner@msa-ps.com>
To Sean Brusegar

You replied to this message on 11/27/2019 3:36 PM.

| ITEM NO. | ITEM DESCRIPTION | ESTIMATED QUANTITY | UNITS | | UNIT PRICE | | TOTAL PRICE |
|---|---|---|---|---|---|---|---|
| 1. | Mobilization, bonds, insurance | 1 | LS | $ | 12,000.00 | $ | 12,000.00 |
| 2. | Erosion control | 1 | LS | $ | 4,000.00 | $ | 4,000.00 |
| 3. | Turf & Site Restoration | 1 | LS | $ | 8,000.00 | $ | 8,000.00 |
| 4. | 3.5-inch asphalt pavement | 200 | TON | $ | 125.00 | $ | 25,000.00 |
| 5. | 12-inches base course | 625 | TON | $ | 12.00 | $ | 7,500.00 |
| 6. | Textured acrylic surfacing | 1 | LS | $ | 10,000.00 | $ | 10,000.00 |
| 7. | Pickleball court striping | 4 | EA | $ | 800.00 | $ | 3,200.00 |
| 8. | 8-foot high chain link fencing | 450 | LF | $ | 35.00 | $ | 15,750.00 |
| 9. | Chain link fence double gate | 1 | EA | | 1800 | $ | 1,800.00 |
| 10. | Chain link fence single gate | 2 | EA | $ | 1,000.00 | $ | 2,000.00 |
| 11. | 4-inch underdrain piping | 400 | LF | $ | 15.00 | $ | 6,000.00 |
| 12. | Court nets posts, anchors, and nets | 4 | EA | $ | 1,200.00 | $ | 4,800.00 |
| 13. | Court lighting | 1 | LS | $ | 85,000.00 | $ | 85,000.00 |
| | | | | | **Sub-Total Cost=** | **$** | **185,050.00** |
| | | | | | **15% Contingency =** | $ | 27,757.50 |
| | | | | | **Engineering=** | $ | 31,921.13 |
| | | | | | **TOTAL COST=** | **$** | **244,728.63** |

ITEM 7

ITEM 13

# Village of Cottage Grove

## PARKS, RECREATION and FORESTRY COMMITTEE

## Meeting Minutes for Thursday, January 16, 2020

1. **Call to order meeting at Municipal Services Building.** The meeting was called to order by Heidi Murphy at 5:30 pm.

2. **Roll call and confirm that the meeting was properly posted.**
It was determined that a quorum was present, and that the agenda had been properly posted. Present for the meeting were Heidi Murphy (chair), Penny Aguilera, Jay Kiefer and Kevin Laufenberg. Jennifer Pickel was absent and excused. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Parks and Recreation Administrative Assistant Kristen Krause, Village Trustee Melissa Ratcliff and Jerrod Rossing of the Monona Grove School District.

3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**
No public appearances.

4. **Discuss and consider Monona Grove School District request to use Dublin Park as a short-term evacuation site.**
Jerrud Rossing of the Monona Grove School District was present to answer any questions regarding the school district's request to have Dublin Park designated as a short-term evacuation site for the Glacial Drumlin School. He explained that this site is one of a few sites around Cottage Grove that would be utilized by the schools in a worst-case scenario. If the site was needed, the school district would immediately dispatch busses to the park to pick up students. **Motion** by Kiefer, seconded by Aguilera to recommend approving Dublin Park as a short-term evacuation site for the Monona Grove School District. Motion carried with a unanimous voice vote of 4-0-0.

5. **Discuss and consider location for the National Fitness Campaign court.**
Brusegar recently sent letters to eight (8) residences that may be affected by the proposed site of the National Fitness Campaign court. He received responses back from three (3) of those. Those that responded didn't feel that the proposed location by the northern pond of the 4th Addition to Westlawn was the best location for fitness court. After some discussion, the committee suggested locating the fitness court in a higher traffic area, either the 1-acre park in the northwest corner of the development or the 22-acre park proposed in the future development of Westlawn. Brusegar would like to hold off on the fitness court for now, and instead include it with the master plan for the 5th Addition to Westlawn. Brusegar will also contact the National Fitness Campaign Group and let them know that the original proposed location would not work. No formal action was taken at this time.

6. **Discuss 5th Addition to Westlawn Master Plan.**
Last week, Brusegar and Murphy met with MSA last week to discuss the 5th Addition to Westlawn Master Plan. Murphy explained how MSA laid out the process which included surveys and in-person meetings. The goal is to have a plan put together before budget time. Brusegar would like to include both the 1-acre and 22-acre parks in the plan. He stated that the 1-acre park will coincide with the amenities that go into the 22-acre park, and that the school amenities will also be taken into

DRAFT

consideration. Brusegar said this initial meeting with MSA went well and that they will continue to work with the school district going forward. He will also bring any updates back to the committee.

7. **Discuss and consider Zoozort live animal show at Northlawn Park on July 1, 2020.**
The Dane County Library Service will once again be bringing the Zoozort live animal program to Northlawn Park on Wednesday, July 1st. Brusegar requested that the committee suspends the animals in the park ordinance for this program. **Motion** by Laufenberg, seconded by Aguilera, to approve suspending *Ordinance §230-2 Pets in Parks* for the Zoozort live animal show on July 1, 2020 from 12:00 pm to 4:00 pm at Northlawn Park. Motion carried with a unanimous voice vote of 4-0-0.

8. **Discuss and consider suspending no alcohol in parks ordinance for Music in the Grove 2020 events.**
Brusegar asked the committee to once again suspend the no alcohol in the parks ordinance for the 2020 Music in the Grove events. He also stated that there haven't been any issues with regards to drinking during past Music in the Grove events. One note, the June date on the memo was incorrectly listed as June 11 instead of June 18; Brusegar will make this correction. **Motion** by Kiefer, seconded by Laufenberg, to approve sound amplification and suspending *Ordinance §109-28 Alcoholic beverages in Village parks and public buildings* for the 2020 Music in the Grove events as listed, with the correction of the June 18th date. Motion carried with a unanimous voice vote of 4-0-0.

9. **Discuss and consider the TDS proposal for internet service at Bakken Park.**
With the construction of the new park shelter at Bakken Park in 2020, Brusegar would like to have cameras installed that can be remotely accessed by Parks and Rec staff and the Police Department. Having cameras would require an internet connection. Brusegar got a quote from Charter/Spectrum for $20,000-$25,000 to run internet services to the park. TDS was very interested in providing service and would run service to the park. They quoted $109.00 per month for service. Brusegar said that the cost for internet at Bakken wouldn't impact budget funds until October of this year at the earliest and that they would be budgeted for in 2021. Murphy also mentioned another benefit to internet at Bakken park; she said that it would be nice for out of town family and friends of Miracle Field participants to have video access to their games. **Motion** by Kiefer, seconded by Aguilera, to approve staff to enter into a contract with TDS for internet service at Bakken Park. Motion carried with a unanimous vote of 4-0-0.

10. **Update on Bakken Park shelter and splash pad.**
The work on the Bakken Park shelter and splash pad officially went out for bid starting today. Bids will be accepted until the formal bid opening at MSA on February 12, 2020 at 2:00 pm. Brusegar has already received a couple of calls today regarding the bid. He is looking at a possible grand opening of both the shelter and splash pad after the Fireman's Festival in June 2021.

11. **Parks and Recreation Director's Report.**
In Recreation news, we tried a new event this year; Santa on the Line, where 8 Cottage Grove Lion's Club members volunteered their time and were fantastic. There was a total of 55 kids signed up who received a call from "Santa". We will continue this annually. The recent Paint & Sip, "Let it Snow" had 35 participants and was held at the Oaks Golf Course. Recreation Supervisor Brooke Franseen taught the Safe Kids 101 class on December 17th which maxed out at 10 kids. Over the

holiday break (week of Christmas and New Year's), we offered a special Senior Fitness session, which had 21 participants. In the past, these two weeks typically did not have class.

Other winter programs are looking strong; Rookie Basketball has 6 more kids enrolled this year, with a total of 46; 2nd grade Basketball has 1 more than last year, at 27 kids; 3rd/4th Grade Basketball has slightly less that last year, with 33 for boys and 16 for girls. The Start Smart Basketball league has 13 kids currently (2 short of maxing out). There are 8 adults signed up for the new computer class, Microsoft Excel 101. The Glass Fusing class at GDS has 13 kids signed up for the session that just began this week; the last class had 10. We are maxed out for all 3 after-school GDS Ski Club trips. The first trip was on January 10 and had 43 kids enrolled and the January 31 and February 7 trips both have 40 kids enrolled with 15 on the waitlist. The Chess through Youth Enrichment League session 2 is a go with 7 kids at Taylor Prairie and 11 kids at Cottage Grove School. Brick Builders through Youth Enrichment League session 2 begins this week at Cottage Grove School and has 11 enrolled.

The Parks & Recreation social media presence is improving. Facebook Analytics showed that we now have a total of 1,379 followers, up from last year when we had 1,099 followers. We also now have an Instagram page and are starting to "tweet" again on Twitter. The Instagram account is Instagram/com/cg_parksrec and the Twitter page is twitter.com/CGParksRec.

Under Parks, staff are conducting playground inspections and replacing a lot of broken clamps. They also removed outside partitions at the Lions Shelter. We are currently getting quotes to fix concrete at the Lions Shelter, as we need to meet ADA standards.

**12. Approve the minutes of the November 21, 2019 meeting.**

**Motion** by Kiefer, seconded by Murphy, to approve the minutes from the November 21, 2019 meeting as presented. Motion carried with a voice vote of 2-0-2 with Aguilera and Laufenberg abstaining.

**13. Future Agenda Items**

- Discuss 5th Addition master plan.
- Discuss Bakken Park bids.
- Update on Bakken Park shelter and splashpad.
- Discuss vaping laws in public areas/parks and changes to occur.
- Discuss pickleball court in Community Park.
- Update on Willow Run Park neighborhood meeting.
- The next PRFC meeting is scheduled for **Thursday, February 20, 2020 at 6:30 pm**.

**14. Adjournment.**

**Motion** by Kiefer, seconded by Aguilera, to adjourn the meeting at 6:27 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.
Approved on: ___

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

# Parks, Recreation & Forestry STAFF REPORT

**MEMO DATE: February 26, 2020**
**MTG. DATE: March 2, 2020**

**TO: Village Board of Trustees**
**CC:**
**FROM: Sean Brusegar, CPRP - Director of Parks, Recreation & Forestry**

**RE: Parks Truck Purchase with Capital Purchase Savings**

**BACKGROUND:**

Per the Capital Plan, the Parks & Recreation Department budgeted $122,000 on the purchase of a zero-turn replacement mower, a sidewalk snow removal machine and a tractor with attachments. After making some adjustments to our purchases, the total cost of the equipment was $57,808.53. A savings of $64,191.47. Savings occurred based on the following:

Zero Turn Mower – Budgeted $25,000. Cost - $20,573.60. Estimated price increase was less than anticipated.

Polar Trac Sidewalk Snow Removal Machine – Budgeted - $25,000. Cost - $0. Combined lawn tractor with a sidewalk snow removal machine.

Lawn Tractor – Budgeted - $7,000. Cost - $21,026.78. Combined lawn tractor purchase with sidewalk snow removal machine. Lawn tractor will be available for use 12 months a year.

Tractor with attachments – Budgeted - $65,000. Cost - $16,208.15. Tractor was downsized from original estimate due to changing usage needs. Received $10,000 on trade-in for a smaller tractor.

**STAFF RECOMMENDATION:**

The Parks Dept. only has one vehicle at its disposal. We would like to use $42,680 to purchase an additional dedicated Parks vehicle. This would still leave a savings of $21,511.47.

Use Capital Plan equipment purchase savings on the purchase of a dedicated Parks Dept. Truck.

On February 20, 2020 the Parks, Recreation & Forestry Committee voted 4-0-0 to allow the Parks & Recreation Department to purchase a new parks maintenance vehicle with the savings generated from other purchases.

| Equipment | Quote | Actual Cost |
|---|---|---|
| Zero Turn | $ 25,000.00 | $ 20,573.60 |
| Polar Trac | $ 25,000.00 | $ - |
| Garden | $ 7,000.00 | $ 21,026.78 |
| Tractor W Attachments | $ 65,000.00 | $ 16,208.15 |
| **Total** | **$ 122,000.00** | **$ 57,808.53** |

| | |
|---|---|
| **Total Available** | **$ 64,191.47** |
| **Truck Purchase** | **$ 42,680.00** |
| **Remaining Money** | **$ 21,511.47** |

# PROJECT BUDGET VS. BID PRICE

## COTTAGE GROVE - BAKKEN PARK 2020 IMPROVEMENTS

MSA#: 00094041

**March 2, 2019**

| Item | Costs | | | Comment |
|---|---|---|---|---|
| | ESTIMATE[3] 8/1/2019 | PRE-BID ESTIMATE (1/28/2019) | BID PRICE | |
| **Site Development** | | | | |
| - General site development/ landscaping/pavement/shade | *$250,000* | *$354,034* | *$250,996.30* | Includes utilities, plaza, stone benches, site furnishing installation |
| - Stormwater and Splash Pad Drainage Infiltration Basin | *$65,000* | -- | -- | Omitted in favor of Recirculating System |
| - Fencing Alternate | -- | *$15,000* | *$12,811.00* | |
| - Sidewalk Alternate | -- | *$20,604* | *$6,555.00* | |
| **Subtotal** | **$315,000** | **$389,638** | **$271,891.30** | |
| **Building – Restroom/Shelter Subtotal** | ***$555,000*** | ***$600,000*** | ***$703,740.00*** | |
| **SITE/BUILDING Subtotal** | **$870,000** | **$989,638** | **$975,640.00** | Includes Cash Contingency |
| **Budget Contingency** | **$60,000** | **$20,000** | -- | *unpredictable market pricing |
| **Cash Contingency** | **$20,000** | **$25,000** | **$25,000** | |
| **Total Bid Price** | **$950,000** | **$1,034,638** | **$975,640.00** | |
| **Direct Purchase** | | | | |
| - Site Furnishings | *$30,000* | *$71,300* | *$71,300* | Includes: kiosk, shade structures, bike racks, fix-it station, picnic tables, and fixed tables |
| - Splash Pad (CRS) | *$175,000* | *$232,100* | *$232,100* | Concrete & Install |
| - Splash Pad Supply System & Equipment | *$115,000* | *$186,640* | *$186,640* | Flow-thru |
| **Subtotal** | **$320,000** | **$506,100** | **$506,100** | |
| **Total Project Construction Cost** | **$1,270,000** | **$1,494,678** | **$1,481,740** | |
| Soft Cost Allowance (Remaining A/E Fees, Approvals, Etc.) | *$30,000* | *$30,000* | *$30,000*[4] | 2020 Bidding/Construction Services – T&M |
| **TOTAL PROJECT COST** | **$1,300,000** | **$1,524,678** | **$1,511,740** | (cost for borrowing) |
| | | | | |
| **2019 Design Fee[1]** | **$70,000** | **$74,400** | **$74,400**[4] | Added Aquatics Consultant[2] |

***Notes:***

1. *MSA has invoiced $54,831 of $74,400 Estimated fee as of 2.27.2020.*
2. *Aquatics Consultant Added in December 2019.*
3. *All costs listed are based on MSA's opinion. All such opinions of Probable Construction Costs provided herein are made on the basis of MSA's experience. MSA makes no warranty, expressed or implied, as to the final cost as compared to actual bid or Contractor developed cost. It is understood that MSA has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing.*
4. *Design and Engineering fees exceeded the Original Estimate due to changes in project scope. Those changes are not reflected in this total.*

# ESTIMATE PROJECT BUDGET

## COTTAGE GROVE - BAKKEN PARK 2020 IMPROVEMENTS

MSA#: 00094041

**August 1, 2019**

| Item | Costs | | Comment |
|---|---|---|---|
| | BID PACKAGE | VILLAGE DIRECT PURCHASE | |
| **Site Development/Storm Water** | | | |
| - General site development/ landscaping/pavement/shade | $250,000 | -- | Includes utilities, plaza, kiosk, shade structures, stone benches and outdoor furnishings, bike racks, fix-it station, picnic tables and grill |
| - Stormwater and Splash Pad Drainage Infiltration Basin | $65,000 | -- | Allowance TBD - This component is still under design development |
| **Subtotal** | **$315,000** | -- | |
| **Building** | | | |
| - Restroom/Shelter | **$555,000** | -- | |
| **Splash Pad (CRS)** | | | |
| - Splash Pad | **$175,000** | -- | Concrete & Install |
| - Splash Pad Supply System & Equipment | -- | $115,000 | Flow-thru |
| **Subtotal** | **$175,000** | **$115,000** | |
| **SITE/BUILINGS/SPLASH Subtotal** | **$1,045,000** | **$115,000** | |
| - Budget Contingency* | $50,000 | $10,000 | *unpredictable market pricing |
| - Cash Contingency in the bid | $20,000 | -- | |
| **SITE/BUILINGS/SPLASH Total** | **$1,115,000** | **$125,000** | |
| **Total Project Construction Budget** | **$1,240,000** | | |
| Soft Cost Allowance (Remaining A/E Fees, Approvals, Etc.) | $30,000 | | 2020 Bidding/Construction Services |
| **Total Estimated Project Budget** | $1,270,000 | | SAY **$1,300,000** (2020 budget) |

***Notes:***

1. *Based on Construction Start and Completion in 2020. Thus, these are projected as 2020 costs.*
2. *Does not include possible award of Stewardship funding.*
3. *All costs listed are based on MSA's opinion. All such opinions of Probable Construction Costs provided herein are made on the basis of MSA's experience. MSA makes no warranty, expressed or implied, as to the final cost as compared to actual bid or Contractor developed cost. It is understood that MSA has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing.*
4. *Excludes appliances, computer system, phone systems, fire protection systems, data wiring, servers, hubs, security and/or CCTV system, and FOB Keyless System.* ***If desired*** *rough-in is included for phone systems, data wiring/devices, security and/or CCTV, and FOB Keyless System.*
5. *Optional Additional costs:*
    a. *Colored concrete splash pad accent areas: ADD $5,000*
    b. *Sod: ADD $20,000*

**BAKKEN PARK 2020 IMPROVEMENTS**
**ARCHITECT/ENGINEER'S ESTIMATE OF PROBABLE COSTS**
**COTTAGE GROVE, WISCONSIN**

| ITEM NO. | ITEM DESCRIPTION | ESTIMATED QUANTITY | UNITS | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|
| | **BASE BID** | | | | |
| 1. | Mobilization, Bonds, and Insurance | 1 | LS | $ 80,000.00 | $ 80,000.00 |
| 2. | Erosion Control | 1 | LS | $ 3,000.00 | $ 3,000.00 |
| 3. | Erosion Mat | 1,200 | SY | $ 2.50 | $ 3,000.00 |
| 4. | Tree Protection | 1 | LS | $ 1,000.00 | $ 1,000.00 |
| 5. | Turf and Site Restoration | 1 | LS | $ 7,500.00 | $ 7,500.00 |
| 6. | Traffic Control | 1 | LS | $ 2,000.00 | $ 2,000.00 |
| 7. | Concrete Quality Control | 1 | LS | $ 1,500.00 | $ 1,500.00 |
| 8. | Unclassified Excavation | 1 | LS | $ 40,000.00 | $ 40,000.00 |
| 9. | Excavation Below Subgrade with Geogrid and Breaker Run | 200 | CY | $ 35.00 | $ 7,000.00 |
| 10. | Imported Granular Backfill | 40 | TON | $ 15.00 | $ 600.00 |
| 11. | Asphatlic Concrete Pavement | 57 | TON | $ 100.00 | $ 5,700.00 |
| 12. | Crushed Aggregate Base Course | 175 | TON | $ 15.00 | $ 2,625.00 |
| 13. | 5-inch Concrete Sidewalk with Base | 6,525 | SF | $ 7.00 | $ 45,675.00 |
| 14. | 5-inch Thickened Edge Concrete Sidewalk with Base | 610 | SF | $ 14.00 | $ 8,540.00 |
| 15. | 4-inch Pavement Markings | 600 | LF | $ 5.00 | $ 3,000.00 |
| 16. | ADA Symbol Pavement Marking | 6 | EA | $ 50.00 | $ 300.00 |
| 17. | Detectable Warning Fields | 12 | SF | $ 65.00 | $ 780.00 |
| 18. | ADA Bollard Parking Signs and Posts | 2 | EA | $ 700.00 | $ 1,400.00 |
| 19. | Landscaping | 1 | LS | $ 7,500.00 | $ 7,500.00 |
| 20. | Site Furnishing Installation | 1 | LS | $ 6,000.00 | $ 6,000.00 |
| 21. | Shade Structure, Footing Only | 2 | EA | $ 2,000.00 | $ 4,000.00 |
| 22. | Drinking Fountain, complete | 1 | EA | $ 5,000.00 | $ 5,000.00 |
| 23. | Exterior Shower, complete | 1 | EA | $ 5,000.00 | $ 5,000.00 |
| 24. | 8' x 8' Kiosk, Footing and Installation | 1 | EA | $ 4,000.00 | $ 4,000.00 |
| 25. | Park Shelter and Restrooms | 1 | LS | $ 600,000.00 | $ 600,000.00 |
| 26. | Electrial Service Allowance, in excess of Building base | 1 | LS | $ 5,000.00 | $ 5,000.00 |
| 27. | 4' Stone Benches | 13 | EA | $ 800.00 | $ 10,400.00 |
| 28. | Site Light, complete | 1 | EA | $ 5,000.00 | $ 5,000.00 |
| 29. | Splash Pad Tank, excavation, concrete slab, placement and backfill | 1 | LS | $ 3,000.00 | $ 3,000.00 |
| **Sanitary Sewer** | | | | | |
| 30. | Connect to Existing Sanitary Sewer Manhole | 1 | LS | $ 1,500.00 | $ 1,500.00 |
| 31. | Abandon Existing Sanitary Sewer | 1 | LS | $ 1,000.00 | $ 1,000.00 |
| 32. | Sanitary Sewer Cleanout | 2 | EA | $ 800.00 | $ 1,600.00 |
| 33. | 4-inch PVC Sanitary Sewer Pipe | 25 | LF | $ 50.00 | $ 1,250.00 |
| 34. | 4-inch to 6-inch PVC Wye | 1 | EA | $ 150.00 | $ 150.00 |
| 35. | 6-inch PVC Sanitary Sewer Pipe | 50 | LF | $ 60.00 | $ 3,000.00 |
| 36. | 6-inch 45-Degree PVC Sanitary Sewer Bend | 2 | EA | $ 150.00 | $ 300.00 |
| **Water Main** | | | | | |
| 37. | Abandon Existing Water Service | 1 | LS | $ 1,000.00 | $ 1,000.00 |
| 38. | Remove, Salvage, and Reinstall Hydrant | 1 | LS | $ 2,000.00 | $ 2,000.00 |
| 39. | Remove, Salvage, and Reinstall Reducer | 1 | LS | $ 1,000.00 | $ 1,000.00 |
| 40. | 4-inch DIWM | 10 | LF | $ 45.00 | $ 450.00 |
| 41. | 4-inch DI Valve and Box | 1 | EA | $ 2,300.00 | $ 2,300.00 |
| 42. | 6-inch by 4-inch DI Tee | 1 | EA | $ 900.00 | $ 900.00 |
| 43. | 6-inch DIWM | 135 | LF | $ 60.00 | $ 8,100.00 |
| 44. | 6-inch DI Valve and Box | 1 | EA | $ 2,500.00 | $ 2,500.00 |
| 45. | 12-inch DIWM | 225 | LF | $ 100.00 | $ 22,500.00 |
| 46. | 12-inch 45-Degree DI Bend | 2 | EA | $ 1,000.00 | $ 2,000.00 |
| 47. | Live Tap with Valve and Box | 1 | EA | $ 4,000.00 | $ 4,000.00 |
| 48. | Hydrant, Complete | 1 | EA | $ 4,000.00 | $ 4,000.00 |
| 49. | Utility Insulation | 32 | SF | $ 2.00 | $ 64.00 |
| **Storm Sewer** | | | | | |
| 50. | Connect to Existing Storm Sewer | 1 | LS | $ 2,000.00 | $ 2,000.00 |
| 51. | 8-inch HDPE Storm Sewer | 82 | LF | $ 50.00 | $ 4,100.00 |
| 52. | 10-inch HDPE Storm Sewer | 70 | LF | $ 55.00 | $ 3,850.00 |
| 53. | 12-inch Nylopast Storm Sewer Structure | 2 | EA | $ 1,600.00 | $ 3,200.00 |
| 54. | 24-inch Nyloplast Storm Sewer Structure | 1 | EA | $ 2,000.00 | $ 2,000.00 |
| 55. | 4-inch Perforated Drain Tile with Sock | 350 | LF | $ 25.00 | $ 8,750.00 |
| 56. | 4-inch Non-Perforated Drain Tile | 80 | LF | $ 25.00 | $ 2,000.00 |
| | **SUBTOTAL: Items #1 - #56** | | | Subtotal Bid= | $ 954,034.00 |
| | | Budget Contingency (~2%, Bid Price Uncertainty)= | | | $ 20,000.00 |
| 57. | Contingency Allowance | 1 | LS | $25,000.00 | $ 25,000.00 |
| | TOTAL: Items #1 - #57 | | | | |
| | | | | **TOTAL: Base Bid Project=** | **$ 999,034.00** |
| | | | | Bid-Construction Architecture/Engineering= | $ 30,000.00 |
| | | | | Direct Purchase of Site Furnishings = | $ 73,100.00 |
| | | | | Direct Purchase of Splashpad, complete = | $ 433,000.00 |
| | | | | **TOTAL: 2020 Project=** | **$ 1,535,134.00** |
| | | | | 2019 Design Architecture/Engineering= | $ 60,000.00 |
| | | | | 2019 Geotechnical Samples and Report= | $ 3,250.00 |
| | | | | **TOTAL: 2019 & 2020 Project** | **$ 1,598,384.00** |



MSA

**ADDITIVE ALTERNATE OPTIONS**

| ITEM NO. | ITEM DESCRIPTION | ESTIMATED QUANTITY | UNITS | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|
| **AA1 - Splash Pad Fencing** | | | | | |
| AA1 | 300 LF of 3' PVC Coated Fencing with 1 x 5' gate, 1 x 3' gate and 1 x 10' double gate | 1 | LS | $ 15,000.00 | $ 15,000.00 |
| | | | | Subtotal AA1 | $ 15,000.00 |
| **AA2 - Extended Sidewalk along Parking Lot** | | | | | |
| AA2.1 | 5-inch Concrete Sidewalk with thickened Edge with Base | 970 | SF | $ 14.00 | $ 13,580.00 |
| AA2.2 | Asphalt Patch and Base | 67 | SY | $ 32.00 | $ 2,144.00 |
| AA2.3 | ADA Bollard Parking Signs and Posts | 4 | EA | $ 700.00 | $ 2,800.00 |
| AA2.4 | Detectable Warning Fields | 32 | SF | $ 65.00 | $ 2,080.00 |
| | | | | Subtotal AA2 | $ 20,604.00 |
| | **TOTAL: Items #AA1 - #AA2 (NOT INCLUDED IN PROJECT TOTAL)** | | | | **$ 35,604.00** |

**OWNER SUPPLIED MATERIALS - DIRECT PURCHASE (Installed by Contractor unless otherwise noted)**

| ITEM NO. | ITEM DESCRIPTION | ESTIMATED QUANTITY | UNITS | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|
| 1. | Bike Rack | 12 | EA | $ 450.00 | $ 5,400.00 |
| 2. | Picnic Table (no install) | 10 | EA | $ 500.00 | $ 5,000.00 |
| 3. | Pedestal Mount Table, 4 seat | 3 | EA | $ 2,300.00 | $ 6,900.00 |
| 4. | Pedestal Mount Table, 3 seat ADA | 4 | EA | $ 2,000.00 | $ 8,000.00 |
| 5. | 6' Bench | 9 | EA | $ 1,200.00 | $ 10,800.00 |
| 6. | Bike Fix-It Station | 1 | EA | $ 1,700.00 | $ 1,700.00 |
| 7. | Trash Cans | 6 | EA | $ 1,050.00 | $ 6,300.00 |
| 8. | Kiosk | 1 | EA | $ 11,000.00 | $ 11,000.00 |
| 9. | Shades | 2 | EA | $ 9,000.00 | $ 18,000.00 |
| | **TOTAL: Owner Supplied Materials (INCLUDED IN PROJECT TOTAL)** | | | | **$ 73,100.00** |



MSA

**Phoebe Bakken Memorial Park Improvements (#6648607)**
**Owner: Village of Cottage Grove, Attn: Sean Brusegar**
**Solicitor: MSA Professional Services - Madison**
**02/12/2020 02:00 PM CST**
**MSA Project #00094041**

| | | | | | Harmony Construction Management | | Advanced Building Corporation | | Joe Daniels Construction Co., Inc. | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Section Title** | **Line Item** | **Item Description** | **UofM** | **Quantity** | **Unit Price** | **Extension** | **Unit Price** | **Extension** | **Unit Price** | **Extension** |
| **Base Bid** | | | | | | | | | | |
| | 1 | All-Inclusive work on Contract Documents less bid Items #2-#4 as listed below. | LS | 1 | $940,840.00 | $940,840.00 | $957,000.00 | $957,000.00 | $1,142,095.00 | $1,142,095.00 |
| | 2 | Excavation Below Subgrade with Geogrid and Breaker Run (non-building site areas) | CY | 200 | $45.00 | $9,000.00 | $50.00 | $10,000.00 | $54.00 | $10,800.00 |
| | 3 | Imported Granular Backfill (site utilities only) | TON | 40 | $20.00 | $800.00 | $12.50 | $500.00 | $30.00 | $1,200.00 |
| | 4 | Contingency Allowance | LS | 1 | $25,000.00 | $25,000.00 | $25,000.00 | $25,000.00 | $25,000.00 | $25,000.00 |
| | | **Total Base Bid Items #1-#4:** | | | | **$975,640.00** | | **$992,500.00** | | **$1,179,095.00** |
| **Additive Alternate AA1** | | | | | | | | | | |
| | AA1 | Splash Pad Fencing | LS | 1 | $12,811.00 | $12,811.00 | $13,900.00 | $13,900.00 | $11,697.00 | $11,697.00 |
| | | **Total Item #AA1:** | | | | **$12,811.00** | | **$13,900.00** | | **$11,697.00** |
| **Additive Alternate AA2** | | | | | | | | | | |
| | AA2 | Extended Sidewalk Along Parking Lot | LS | 1 | $6,555.00 | $6,555.00 | $9,590.00 | $9,590.00 | $16,368.00 | $16,368.00 |
| | | **Total Item #AA2:** | | | | **$6,555.00** | | **$9,590.00** | | **$16,368.00** |

# DEER-GROVE EMS COMMISSION MEETING
# Cottage Grove Emergency Services Building
# 4030 County Road N, Cottage Grove, WI 53527
# Thursday, February 20, 2020
# 6:30 P.M.

*AGENDA*

1. Call to Order.
2. Public Appearances: The public's opportunity to speak to the commission about any item not on the agenda.
3. Approval of minutes from previous meeting(s).
4. Discuss and consider approval of January Financial Reports.
5. Discuss and consider approval of Bills for Budgeted/Approved Expenses.
6. Discuss and consider approval of Write Offs and Aging of Accounts.
7. Staff Report.
8. Correspondence.
9. Discuss and consider agreement with MTM for Medicaid payment of interfacility transfers.
10. Discuss and consider the orientation program in the employee handbook.
11. Discuss and consider Vehicle Accident SOP.
12. Agenda items for next commission meeting.
13. Adjournment.

****ANY ITEM IS SUBJECT FOR ACTION****

By: Troy Allen, Commission Chairperson Submitted February 11, 2020

*It is possible that members of and a possible quorum of members of other governmental bodies of the municipalities may be in attendance at the above-stated meeting to gather information; no action will be taken by any other governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*

*Please Note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Deer-Grove EMS Chief at 608-839-5658.*

# DEER-GROVE EMS COMMISSION MEETING
## DEERFIELD VILLAGE HALL
### THURSDAY, JANUARY 16, 2020
Minutes

Present: Kris Hampton, Troy Allen, Greg Frutiger, Kristi Williams and Sarah Valencia. Gary Wieczorek arrived at 6:39 p.m.

Also present: Chief Eric Lang and Office Manager Mandy Cysiewski

Allen called the meeting to order at 6:30 p.m.

**Public Appearances:** None.

**Approval of minutes from previous meeting:** Motion by K. Williams/Frutiger to approve the minutes from the December 19, 2019 meeting as written. Motion carried 5-0.

**Discuss and Consider approval of the December Financial Reports:** Hampton questioned if the large overage in vehicle maintenance was offset by insurance. Office Manager Cysiewski directed Hampton to the "Insurance Reimbursement" line above in the income section. Williams questioned why overtime was over budget. Chief Lang explained usually either overtime or wages are over budget but are offset by the other due to whether full time or LTE staff pick up open shifts. Chief Lang also stated with the addition of more LTE staff he would hope to see those two lines balance out better in 2020. Motion by Hampton/K. Williams to approve the December financial reports as presented. Motion carried 5-0.

**Discuss and Consider approval of Bills for Budgeted/Approved Expenses:** Motion by Valencia/Williams to approve payment of the bills as presented. Motion carried 5-0.

**Discuss and Consider approval of Write Offs and Aging of Accounts:** Motion by Hampton/Williams to approve the aging of accounts as presented. Motion carried 5-0. There were no write-off requests.

**Staff Report:** There were 95 calls in December, including 9 missed calls. This is down from 99 calls in the same month last year. Volunteers provided 767 hours in December, up from 552 hours in the previous month and down from 816 hours during December 2018. In addition to what is in the written report, Chief Lang reported the following:

- The five new volunteers are in the orientation process. This process was derived from the full time/LTE orientation process so all new members go through a streamlined onboarding.
- Chief Lang explained the VividTrac device including its potential benefits, included but not limited to, additional training can be provided from actual patients and the video serves as an additional layer of support should litigation be brought against DGEMS.
- M80s is waiting for siren parts from Demers in Canada. As of January 16, 2020, the parts were stuck in customs in Memphis. Chief Lang worked with Truckstar to get the parts on their way. He hopes the parts will be here by early next week. Chief Lang also stated M81 will need an oil change once M80 is back as it has been one year.

**Correspondence:** Chief Lang passed around pictures from the patient meet and greet held at Station 1 as well as thank you notes which came along with the campaign letter.

**Discuss and consider interfacility billing rates:** Chief Lang stated we needed to add BLS billing rates per the recommendation of LifeQuest. While it is not DGEMS' intention to take BLS transfers, it is possible. Motion by Hampton/Williams to approve the interfacility billing rates as presented. Motion carried 6-0.

**Discuss and consider agreement with MTM for Medicaid payment of interfacility transfer:** Chief Lang explained although we do not prefer to take Medicaid interfacility transfers, we will need to build rapport with facilities and the information given to us is only as good as the person providing it. Since MTM is Medicaid's contracted company for Medicaid transfers the only way to get paid for Medicaid transfers is to sign the contract with MTM. Wieczorek stated the contract is very one sided and wants it reviewed by the attorney. He also wants Chief

Lang to ask the attorney the down side of not signing the agreement to see if the time and effort outweigh not getting reimbursed for the transfer. Wieczorek/Hampton motion to table the discussion until the next commission meeting so Chief Lang can speak with the attorney. Motion carried 6-0.

**Discuss and consider continued collaborative response agreement with Marshall EMS:** Chief Lang discussed the items presented in his document pointing out four of the calls were in July after which time staffing issues at Marshall and Chief Lang's foot injury preventive further collaboration. There were many opportunities to collaborate during the time with the majority of the calls being in the DGEMS district. Wieczorek called into question only reviewing the collaborative agreement yearly as he would prefer to have the review down either every month or every three. After further discussion a compromise was reached to add information to the monthly reports regarding collaborative responses which a larger review in the next six months. Motion by Valencia/Williams to continue the collaborative response agreement with Marshall EMS with also adding monthly statistics and reviewing in approximately six months. Motion carried 6-0

**Consider/Adopt motion to move into closed session pursuant to Wis. Stat. §19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: for the purpose of the yearly performance review of the Chief.** Motion by Hampton/Williams to move into closed session for the reason stated above. Motion carried 6-0 by roll call vote. In addition to the Commission, Office Manager Cysiewski stayed for the closed session, which began at 7:26 P.M.

**Consider/Adopt motion to reconvene to open session and to take any action necessary from session:** Motion by Hampton/Williams to reconvene to open session. Motion carried 6-0 by roll call vote. The closed session ended at 7:56 P.M. As a result of the closed session a motion by Wieczorek/Hampton to increase Chief Lang's yearly salary to 85,000 effective January 12, 2020. Motion carried 6-0.

**Set next commission meeting date and location:** The next meeting will be held on Thursday, February 20, 2020 at the Cottage Grove Emergency Services Building beginning at 6:30 P.M.

**Agenda items for next commission meeting**: MTM, policies

**Adjournment:** Motion by Hampton/K. Williams to adjourn. Motion carried 6-0. The meeting ended at 7:59 P.M.

Submitted by Mandy Cysiewski

# Deer Grove EMS District
## Profit & Loss Budget vs. Actual
### January 2020

| | Jan 20 | 1/12th Annual Budget | Budget | $ Over Budget | % of Budget | Jan 19 |
|---|---|---|---|---|---|---|
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| 230 · Training Center Income | 0.00 | 208.33 | 2,500.00 | -2,500.00 | 0.0% | 0.00 |
| 300 · Special Event Fee | 0.00 | 166.67 | 2,000.00 | -2,000.00 | 0.0% | 0.00 |
| 610 · Town/Villages Assesments | 123,986.02 | 43,384.77 | 520,617.20 | -396,631.18 | 23.82% | 108,652.95 |
| 620 · Ambulance Run Fees | 47,497.27 | 45,833.33 | 550,000.00 | -502,502.73 | 8.64% | 46,756.62 |
| 630 · Contracted Revenue | 0.00 | 5,534.40 | 66,412.80 | -66,412.80 | 0.0% | 0.00 |
| 640 · Interest Earned | 42.08 | 41.67 | 500.00 | -457.92 | 8.42% | 31.04 |
| 693 · Donations | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 25,038.84 |
| 999 · Insurance Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 4,409.86 |
| Total Income | 171,525.37 | 95,169.17 | 1,142,030.00 | -970,504.63 | 15.02% | 184,889.31 |
| Gross Profit | 171,525.37 | 95,169.17 | 1,142,030.00 | -970,504.63 | 15.02% | 184,889.31 |
| Expense | | | | | | |
| 6140 · Credit Card Fees | 8.09 | 0.00 | 0.00 | 8.09 | 100.0% | 0.00 |
| 720 · Wages | 35,017.96 | 42,212.50 | 506,550.00 | -471,532.04 | 6.91% | 13,994.12 |
| 721 · Health Insurance | 24,034.00 | 11,426.67 | 137,120.00 | -113,086.00 | 17.53% | 14,624.79 |
| 722 · Workmans Comp | 1,676.00 | 2,315.83 | 27,790.00 | -26,114.00 | 6.03% | 0.00 |
| 723 · Retirement Plan | 4,373.57 | 4,891.67 | 58,700.00 | -54,326.43 | 7.45% | 1,613.34 |
| 724 · Employers FICA Expense | 3,248.92 | 3,728.33 | 44,740.00 | -41,491.08 | 7.26% | 1,326.37 |
| 725 · Staff Continuing Education | 840.00 | 750.00 | 9,000.00 | -8,160.00 | 9.33% | 722.76 |
| 726 · Travel/Mileage Reimbursement | 0.00 | 41.67 | 500.00 | -500.00 | 0.0% | 30.00 |
| 728 · Medical Director Fee | 500.00 | 500.00 | 6,000.00 | -5,500.00 | 8.33% | 500.00 |
| 734 · Overtime | 8,336.51 | 9,438.33 | 113,260.00 | -104,923.49 | 7.36% | 3,334.29 |
| 735 · EMT Stipend | 0.00 | 2,083.33 | 25,000.00 | -25,000.00 | 0.0% | 0.00 |
| 736 · LifeQuest Billing | 4,996.83 | 3,791.67 | 45,500.00 | -40,503.17 | 10.98% | 4,031.90 |
| 740 · Office Equipment (expense) | 78.25 | 135.83 | 1,630.00 | -1,551.75 | 4.8% | 70.16 |
| 742 · Office Supplies | 131.52 | 166.67 | 2,000.00 | -1,868.48 | 6.58% | 292.72 |
| 770 · Communications | 299.98 | 500.00 | 6,000.00 | -5,700.02 | 5.0% | 479.04 |
| 775 · IT expenses | 1,550.00 | 570.83 | 6,850.00 | -5,300.00 | 22.63% | 1,450.00 |
| 790 · Publicity and Advertising | 0.00 | 166.67 | 2,000.00 | -2,000.00 | 0.0% | 0.00 |
| 791 · Training Center Expense | 22.50 | 166.67 | 2,000.00 | -1,977.50 | 1.13% | 0.00 |
| 810 · EMT Recognition | 367.44 | 208.33 | 2,500.00 | -2,132.56 | 14.7% | -131.25 |
| 820 · EMT Continuing Education | 0.00 | 416.67 | 5,000.00 | -5,000.00 | 0.0% | 240.00 |
| 825 · Chief Continuing Education | 95.00 | 125.00 | 1,500.00 | -1,405.00 | 6.33% | 0.00 |
| 829 · Vehicle Maintenance | 1,280.81 | 865.00 | 10,380.00 | -9,099.19 | 12.34% | 811.65 |
| 831 · Fuel | 1,192.93 | 1,166.67 | 14,000.00 | -12,807.07 | 8.52% | 1,072.59 |
| 840 · Equipment/Non-Disposable | 0.00 | 1,400.00 | 16,800.00 | -16,800.00 | 0.0% | 0.00 |
| 842 · Equipment Maintenance | 0.00 | 300.00 | 3,600.00 | -3,600.00 | 0.0% | 0.00 |
| 845 · Capital Purchase | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 25,038.84 |
| 850 · Medical Supplies | 6,966.21 | 3,758.33 | 45,100.00 | -38,133.79 | 15.45% | 1,398.47 |
| 852 · Training Medical Supplies | 0.00 | 83.33 | 1,000.00 | -1,000.00 | 0.0% | 0.00 |
| 860 · Clothing | 487.05 | 1,075.00 | 12,900.00 | -12,412.95 | 3.78% | 237.15 |
| 870 · Insurance | 2,107.00 | 716.67 | 8,600.00 | -6,493.00 | 24.5% | 2,097.00 |
| 871 · Group Life Insurance | 132.79 | 58.33 | 700.00 | -567.21 | 18.97% | 76.42 |
| 872 · Unemployment Insurance | 0.00 | 333.33 | 4,000.00 | -4,000.00 | 0.0% | 0.00 |
| 878 · Community Medic Program | 0.00 | 25.83 | 310.00 | -310.00 | 0.0% | 0.00 |
| 879 · Health Maintenance & Safety | 0.00 | 208.33 | 2,500.00 | -2,500.00 | 0.0% | 120.00 |
| 880 · Legal Fees | 0.00 | 416.67 | 5,000.00 | -5,000.00 | 0.0% | 0.00 |
| 881 · Accounting Fees | 0.00 | 666.67 | 8,000.00 | -8,000.00 | 0.0% | 0.00 |
| 885 · Overdue Run Fees | 4,564.50 | 0.00 | 0.00 | 4,564.50 | 100.0% | 13,894.96 |
| 898 · Building and Grounds | 318.52 | 291.67 | 3,500.00 | -3,181.48 | 9.1% | 345.85 |
| 899 · Miscellaneous Expenses | 174.95 | 166.67 | 2,000.00 | -1,825.05 | 8.75% | 29.96 |
| Total Expense | 102,801.33 | 95,169.17 | 1,142,030.00 | -1,039,228.67 | 9.0% | 87,701.13 |
| Net Ordinary Income | 68,724.04 | 0.00 | 0.00 | 68,724.04 | 100.0% | 97,188.18 |
| Net Income | 68,724.04 | 0.00 | 0.00 | 68,724.04 | 100.0% | 97,188.18 |

# Deer Grove EMS District
## Balance Sheet
### As of January 31, 2020

| | | Jan 31, 20 |
|---|---|---|
| **ASSETS** | | |
| **Current Assets** | | |
| **Checking/Savings** | | 380,253.68 |
| **Accounts Receivable** | | |
| **1200 · Accounts Receivable** | | 144.34 |
| **1210 · Lifequest Receivables** | | 138,364.75 |
| **Total Accounts Receivable** | | 138,509.09 |
| **Other Current Assets** | | 995.00 |
| **Total Current Assets** | | 519,757.77 |
| **Fixed Assets** | | 519,234.78 |
| **Other Assets** | | |
| **112 · Allowance for Doubtful Accounts** | | -78,376.75 |
| **Total Other Assets** | | -78,376.75 |
| **TOTAL ASSETS** | | **960,615.80** |
| **LIABILITIES & EQUITY** | | |
| **Liabilities** | | |
| **Current Liabilities** | | |
| **Accounts Payable** | | 9,253.56 |
| **Credit Cards** | | 226.99 |
| **Other Current Liabilities** | | |
| **Lifequest Deposit Adjustments** | | 0.12 |
| **Payroll Liabilities** | | 23,470.49 |
| **231 · Deferred Run Revenue** | | 63,554.06 |
| **232 · Town/Village Pre-payments** | | 6,168.29 |
| **Total Other Current Liabilities** | | 93,192.96 |
| **Total Current Liabilities** | | 102,673.51 |
| **Total Liabilities** | | 102,673.51 |
| **Equity** | | |
| **1110 · Retained Earnings** | | 51,856.37 |
| **380 · Fund Balance-Unrestricted** | | 205,912.00 |
| **381 · Fund Balance-Restricted (FAP)** | | |
| **Aids & Training** | 4,463.03 | |
| **EMT Basic Training** | 7,751.93 | |
| **Total 381 · Fund Balance-Restricted (FAP)** | | 12,214.96 |
| **383 · Investment in Fixed Asset** | | 519,234.92 |
| **Net Income** | | 68,724.04 |
| **Total Equity** | | 857,942.29 |
| **TOTAL LIABILITIES & EQUITY** | | **960,615.80** |

# Deer Grove EMS District
## Bill Payment Detail
### January 2020

| | Num | Type | Date | Name | Memo | Account | Original Amount | Paid Amount |
|---|---|---|---|---|---|---|---|---|
| | 20877 | Liability Check | 01/03/2020 | Fire Fighters Local 311 | | 101 · Operating Checking | -230.80 | |
| | | | | | | Local 311 Dues | 230.80 | -230.80 |
| TOTAL | | | | | | | 230.80 | -230.80 |
| | EFT | Liability Check | 01/03/2020 | Bank of Deerfield | | 101 · Operating Checking | -15,995.40 | |
| | | | | | | Direct Deposit Liability | 15,995.40 | -15,995.40 |
| TOTAL | | | | | | | 15,995.40 | -15,995.40 |
| | EFT | Liability Check | 01/03/2020 | Bank of Deerfield | | 101 · Operating Checking | -700.00 | |
| | | | | | | Direct Deposit Liability | 700.00 | -700.00 |
| TOTAL | | | | | | | 700.00 | -700.00 |
| | EFT | Liability Check | 01/03/2020 | Wisconsin Deferred Compensation | 98971-01 | 101 · Operating Checking | -280.00 | |
| | | | | | 98971-01 | WI Deferred Comp Liability | 280.00 | -280.00 |
| TOTAL | | | | | | | 280.00 | -280.00 |
| | EFT | Liability Check | 01/03/2020 | Wisconsin Deferred Compensation | 98971-01 | 101 · Operating Checking | -150.00 | |
| | | | | | 98971-01 | WI Deferred Comp Liability | 150.00 | -150.00 |
| TOTAL | | | | | | | 150.00 | -150.00 |
| | EFT | Liability Check | 01/07/2020 | EFTTPS | 39-1293690 | 101 · Operating Checking | -5,913.00 | |
| | | | | | 39-1293690 | 224 · FICA/Fed Payable | 2,279.00 | -2,279.00 |
| | | | | | 39-1293690 | 2242 · FICA/Fed Payable-ER | 1,472.60 | -1,472.60 |
| | | | | | 39-1293690 | 2241 · FICA/Fed Payable-EE | 1,472.60 | -1,472.60 |
| | | | | | 39-1293690 | 2242 · FICA/Fed Payable-ER | 344.40 | -344.40 |
| | | | | | 39-1293690 | 2241 · FICA/Fed Payable-EE | 344.40 | -344.40 |
| TOTAL | | | | | | | 5,913.00 | -5,913.00 |
| | EFT | Liability Check | 01/14/2020 | Wisconsin Department of Revenue | 036-0000519180-02 | 101 · Operating Checking | -1,133.47 | |
| | | | | | 036-0000519180-02 | 225 · State Withholding | 1,133.47 | -1,133.47 |
| TOTAL | | | | | | | 1,133.47 | -1,133.47 |
| | 20878 | Liability Check | 01/14/2020 | Minnesota Life Insurance Company | 2832-GL | 101 · Operating Checking | -140.38 | |
| | | | | | 2832-GL | Additional | 56.10 | -56.10 |
| | | | | | 2832-GL | Basic | 57.78 | -57.78 |
| | | | | | 2832-GL | Spouse/Dependent | 10.50 | -10.50 |

# Deer Grove EMS District
## Bill Payment Detail
### January 2020

| | Num | Type | Date | Name | Memo | Account | Original Amount | Paid Amount |
|---|---|---|---|---|---|---|---|---|
| | | | | | 2832-GL | Supplemental | 16.00 | -16.00 |
| TOTAL | | | | | | | 140.38 | -140.38 |
| | EFT | Liability Check | 01/30/2020 | Employee Trust Funds | 5300000 | 101 · Operating Checking | -7,203.58 | |
| | | | | | 5300000 | 2272 · Employer Share WRS | 4,471.47 | -4,471.47 |
| | | | | | 5300000 | 2271 · Employee Share WRS | 2,732.11 | -2,732.11 |
| TOTAL | | | | | | | 7,203.58 | -7,203.58 |
| | EFT | Liability Check | 01/17/2020 | Bank of Deerfield | | 101 · Operating Checking | -19,768.18 | |
| | | | | | | Direct Deposit Liability | 19,068.18 | -19,068.18 |
| | | | | | | Direct Deposit Liability | 700.00 | -700.00 |
| TOTAL | | | | | | | 19,768.18 | -19,768.18 |
| | 20890 | Liability Check | 01/17/2020 | Fire Fighters Local 311 | | 101 · Operating Checking | -218.07 | |
| | | | | | | Local 311 Dues | 218.07 | -218.07 |
| TOTAL | | | | | | | 218.07 | -218.07 |
| | EFT | Liability Check | 01/17/2020 | Wisconsin Deferred Compensation | 98971-01 | 101 · Operating Checking | -430.00 | |
| | | | | | 98971-01 | WI Deferred Comp Liability | 280.00 | -280.00 |
| | | | | | 98971-01 | WI Deferred Comp Liability | 150.00 | -150.00 |
| TOTAL | | | | | | | 430.00 | -430.00 |
| | EFT | Liability Check | 01/21/2020 | EFTTPS | 39-1293690 | 101 · Operating Checking | -6,448.46 | |
| | | | | | 39-1293690 | 224 · FICA/Fed Payable | 2,288.00 | -2,288.00 |
| | | | | | 39-1293690 | 2242 · FICA/Fed Payable-ER | 1,685.94 | -1,685.94 |
| | | | | | 39-1293690 | 2241 · FICA/Fed Payable-EE | 1,685.94 | -1,685.94 |
| | | | | | 39-1293690 | 2242 · FICA/Fed Payable-ER | 394.29 | -394.29 |
| | | | | | 39-1293690 | 2241 · FICA/Fed Payable-EE | 394.29 | -394.29 |
| TOTAL | | | | | | | 6,448.46 | -6,448.46 |
| | 20879 | Bill Pmt -Check | 01/14/2020 | Aladtec, Inc. | 1/31/20-1/31/21 EMS Manager | 101 · Operating Checking | -1,550.00 | |
| | 2019-3649 | Bill | 01/01/2020 | | 1/31/20-1/31/21 EMS Manager | 775 · IT expenses | 1,550.00 | -1,550.00 |
| TOTAL | | | | | | | 1,550.00 | -1,550.00 |
| | 20880 | Bill Pmt -Check | 01/14/2020 | Baer Insurance Servies | General Liab & Auto Ins | 101 · Operating Checking | -2,107.00 | |
| | 2758 | Bill | 01/02/2020 | | General Liab & Auto Ins | 6185 · Liability Insurance | 2,107.00 | -2,107.00 |
| TOTAL | | | | | | | 2,107.00 | -2,107.00 |
| | 20881 | Bill Pmt -Check | 01/14/2020 | Bound Tree Medical, LLC | | 101 · Operating Checking | -233.28 | |
| | 83455448 | Bill | 12/27/2019 | | Vacuum Splint | 850 · Medical Supplies | 156.99 | -156.99 |

# Deer Grove EMS District
## Bill Payment Detail
### January 2020

| | Num | Type | Date | Name | Memo | Account | Original Amount | Paid Amount |
|---|---|---|---|---|---|---|---|---|
| | 83462966 | Bill | 01/06/2020 | | Intubation materials | 850 · Medical Supplies | 196.29 | -76.29 |
| TOTAL | | | | | | | 353.28 | -233.28 |
| | 20882 | Bill Pmt -Check | 01/14/2020 | Dane County EMS Association | 2020 Dane County EMS Assoc Dues | 101 · Operating Checking | -150.00 | |
| | | Bill | 01/01/2020 | | 2020 Dane County EMS Assoc Dues | 899 · Miscellaneous Expenses | 150.00 | -150.00 |
| TOTAL | | | | | | | 150.00 | -150.00 |
| | 20883 | Bill Pmt -Check | 01/14/2020 | Dinges Fire Company | Boots | 101 · Operating Checking | -124.00 | |
| | 06082 | Bill | 12/30/2019 | | Boots | 860 · Clothing | 124.00 | -124.00 |
| TOTAL | | | | | | | 124.00 | -124.00 |
| | 20884 | Bill Pmt -Check | 01/14/2020 | Galls | Hat | 101 · Operating Checking | -46.95 | |
| | 014484393 | Bill | 12/10/2019 | | Hat | 860 · Clothing | 46.95 | -46.95 |
| TOTAL | | | | | | | 46.95 | -46.95 |
| | 20885 | Bill Pmt -Check | 01/14/2020 | Landmark Services Cooperative | December Fuel | 101 · Operating Checking | -899.43 | |
| | | Bill | 12/31/2019 | | December Fuel | 831 · Fuel | 899.43 | -899.43 |
| TOTAL | | | | | | | 899.43 | -899.43 |
| | 20886 | Bill Pmt -Check | 01/14/2020 | Life-Assist, Inc. | | 101 · Operating Checking | -973.96 | |
| | 965301 | Bill | 01/03/2020 | | Basket Stretcher | 850 · Medical Supplies | 840.06 | -840.06 |
| | 965602 | Bill | 01/06/2020 | | Medications | 850 · Medical Supplies | 133.90 | -133.90 |
| TOTAL | | | | | | | 973.96 | -973.96 |
| | 20887 | Bill Pmt -Check | 01/14/2020 | O'Reilly Auto Parts | St 2 Floor Cleaner | 101 · Operating Checking | -10.99 | |
| | 4331-321858 | Bill | 12/14/2019 | | St 2 Floor Cleaner | 898 · Building and Grounds | 10.99 | -10.99 |
| TOTAL | | | | | | | 10.99 | -10.99 |
| | 20888 | Bill Pmt -Check | 01/14/2020 | WEX Bank | December Fuel | 101 · Operating Checking | -339.70 | |
| | 63090161 | Bill | 12/31/2019 | | December Fuel | 831 · Fuel | 339.70 | -339.70 |
| TOTAL | | | | | | | 339.70 | -339.70 |
| | 20889 | Bill Pmt -Check | 01/14/2020 | Wisconsin Dept. of Justice | Caregiver Checks | 101 · Operating Checking | -30.00 | |
| | | Bill | 12/31/2019 | | Caregiver Checks | 899 · Miscellaneous Expenses | 30.00 | -30.00 |
| TOTAL | | | | | | | 30.00 | -30.00 |
| | EFT | Liability Check | 01/23/2020 | Employee Trust Funds | 5300000 | 101 · Operating Checking | -11,778.38 | |

# Deer Grove EMS District
## Bill Payment Detail
### January 2020

| | Num | Type | Date | Name | Memo | Account | Original Amount | Paid Amount |
|---|---|---|---|---|---|---|---|---|
| | | | | | 5300000 | Health Insurance Liability - ER | 10,414.76 | -10,414.76 |
| | | | | | 5300000 | Health Insurance Liability - EE | 1,363.62 | -1,363.62 |
| TOTAL | | | | | | | 11,778.38 | -11,778.38 |
| | 20891 | Liability Check | 01/28/2020 | Delta Dental | | 101 · Operating Checking | -136.24 | |
| | | | | | | 224 · FICA/Fed Payable | 136.24 | -136.24 |
| TOTAL | | | | | | | 136.24 | -136.24 |
| | EFT | Liability Check | 01/30/2020 | Wisconsin Department of Revenue | 036-0000519180-02 | 101 · Operating Checking | -1,114.74 | |
| | | | | | 036-0000519180-02 | 225 · State Withholding | 1,114.74 | -1,114.74 |
| TOTAL | | | | | | | 1,114.74 | -1,114.74 |
| | EFT | Liability Check | 01/31/2020 | Bank of Deerfield | | 101 · Operating Checking | -16,298.69 | |
| | | | | | | Direct Deposit Liability | 15,598.69 | -15,598.69 |
| | | | | | | Direct Deposit Liability | 700.00 | -700.00 |
| TOTAL | | | | | | | 16,298.69 | -16,298.69 |
| | 20900 | Liability Check | 01/31/2020 | Fire Fighters Local 311 | | 101 · Operating Checking | -218.68 | |
| | | | | | | Local 311 Dues | 218.68 | -218.68 |
| TOTAL | | | | | | | 218.68 | -218.68 |
| | EFT | Liability Check | 01/31/2020 | Wisconsin Deferred Compensation | 98971-01 | 101 · Operating Checking | -430.00 | |
| | | | | | 98971-01 | WI Deferred Comp Liability | 280.00 | -280.00 |
| | | | | | 98971-01 | WI Deferred Comp Liability | 150.00 | -150.00 |
| TOTAL | | | | | | | 430.00 | -430.00 |
| | 20892 | Bill Pmt -Check | 01/28/2020 | Engraving & Trophy Specialists, Inc | Engraving for medals | 101 · Operating Checking | -130.00 | |
| | 59764 | Bill | 01/13/2020 | | Engraving for medals | 810 · EMT Recognition | 130.00 | -130.00 |
| TOTAL | | | | | | | 130.00 | -130.00 |
| | 20893 | Bill Pmt -Check | 01/28/2020 | Life-Assist, Inc. | Meds | 101 · Operating Checking | -408.40 | |
| | 967122 | Bill | 01/13/2020 | | Meds | 850 · Medical Supplies | 408.40 | -408.40 |
| TOTAL | | | | | | | 408.40 | -408.40 |
| | 20894 | Bill Pmt -Check | 01/28/2020 | Meineke | M81 tire pressure | 101 · Operating Checking | -19.99 | |
| | 28140 | Bill | 01/15/2020 | | M81 tire pressure | 829 · Vehicle Maintenance | 19.99 | -19.99 |
| TOTAL | | | | | | | 19.99 | -19.99 |

# Deer Grove EMS District
## Bill Payment Detail
### January 2020

| | Num | Type | Date | Name | Memo | Account | Original Amount | Paid Amount |
|---|---|---|---|---|---|---|---|---|
| | 20895 | Bill Pmt -Check | 01/28/2020 | O'Reilly Auto Parts | Tire gauge | 101 · Operating Checking | -6.79 | |
| | 4331-324200 | Bill | 01/15/2020 | | Tire Gauge | 829 · Vehicle Maintenance | 6.79 | -6.79 |
| TOTAL | | | | | | | 6.79 | -6.79 |
| | 20896 | Bill Pmt -Check | 01/28/2020 | Piggly Wiggly | Dessert for HATS OFF/Food for training | 101 · Operating Checking | -66.33 | |
| | | Bill | 01/01/2020 | | Dessert for HATS OFF/Food for training | 810 · EMT Recognition | 66.33 | -66.33 |
| TOTAL | | | | | | | 66.33 | -66.33 |
| | 20897 | Bill Pmt -Check | 01/28/2020 | Rennert's Fire Equipment Service, Inc. | Latch replacement | 101 · Operating Checking | -464.80 | |
| | 41726 | Bill | 01/14/2020 | | Latch replacement | 829 · Vehicle Maintenance | 464.80 | -464.80 |
| TOTAL | | | | | | | 464.80 | -464.80 |
| | 20898 | Bill Pmt -Check | 01/28/2020 | Society Insurance | | 101 · Operating Checking | -1,676.00 | |
| | | Bill | 01/12/2020 | | | 722 · Workmans Comp | 1,676.00 | -1,676.00 |
| TOTAL | | | | | | | 1,676.00 | -1,676.00 |
| | 20899 | Bill Pmt -Check | 01/28/2020 | Truckstar Collision Center | Bumper repair | 101 · Operating Checking | -357.00 | |
| | 15086 | Bill | 01/27/2020 | | Bumper repair | 829 · Vehicle Maintenance | 357.00 | -357.00 |
| TOTAL | | | | | | | 357.00 | -357.00 |
| | EFT | Liability Check | 01/31/2020 | Aflac | MCY18 | 101 · Operating Checking | -370.14 | |
| | | | | | MCY18 | Aflac | 370.14 | -370.14 |
| TOTAL | | | | | | | 370.14 | -370.14 |
| | | Bill Pmt -CCard | 01/04/2020 | GFC Leasing WI | Copier Lease | One Card - Office Use Only | -48.30 | |
| | I00555700 | Bill | 12/21/2019 | | Copier Lease | 740 · Office Equipment (expense) | 48.30 | -48.30 |
| TOTAL | | | | | | | 48.30 | -48.30 |
| | | Bill Pmt -CCard | 01/04/2020 | Jackson Lewis P.C. | Attorney Fees | One Card - Office Use Only | -234.00 | |
| | 7458697 | Bill | 12/18/2019 | | Attorney Fees | 880 · Legal Fees | 234.00 | -234.00 |
| TOTAL | | | | | | | 234.00 | -234.00 |
| | | Bill Pmt -CCard | 01/04/2020 | Verizon Wireless | | One Card - Office Use Only | -178.59 | |
| | 9843933210 | Bill | 12/10/2019 | | Car 79 Jet pack | 770 · Communications | 30.03 | -30.03 |
| | | | | | M81 Jet pack | 770 · Communications | 30.03 | -30.03 |

# Deer Grove EMS District
## Bill Payment Detail
### January 2020

| | Num | Type | Date | Name | Memo | Account | Original Amount | Paid Amount |
|---|---|---|---|---|---|---|---|---|
| | | | | | M80 phone | 770 · Communications | 1.47 | -1.47 |
| | | | | | M81 phone | 770 · Communications | 0.91 | -0.91 |
| | | | | | M78 phone | 770 · Communications | 1.26 | -1.26 |
| | | | | | C79 phone | 770 · Communications | 0.91 | -0.91 |
| | | | | | M80 cradlepoint | 770 · Communications | 30.03 | -30.03 |
| | | | | | Chief | 770 · Communications | 53.90 | -53.90 |
| | | | | | M78 cradlepoint | 770 · Communications | 30.05 | -30.05 |
| TOTAL | | | | | | | 178.59 | -178.59 |
| | | Bill Pmt -CCard | 01/15/2020 | Airgas USA, LLC | | One Card - Office Use Only | -125.85 | |
| | 9096473449 | Bill | 12/23/2019 | | O2 | 850 · Medical Supplies | 51.80 | -51.80 |
| | 9096609741 | Bill | 12/30/2019 | | Oxygen | 850 · Medical Supplies | 12.95 | -12.95 |
| | 9967179415 | Bill | 12/31/2019 | | O2 Cylinder rental | 850 · Medical Supplies | 61.10 | -61.10 |
| TOTAL | | | | | | | 125.85 | -125.85 |
| | | Bill Pmt -CCard | 01/15/2020 | Gordon Flesch | December copies | One Card - Office Use Only | -29.95 | |
| | IN12820150 | Bill | 01/07/2020 | | December copies | 740 · Office Equipment (expense) | | |
| | | | | | | | 29.95 | -29.95 |
| TOTAL | | | | | | | 29.95 | -29.95 |
| | | Bill Pmt -CCard | 01/19/2020 | Charter Communications | Station 1 phone and internet | One Card - Office Use Only | -151.64 | |
| | 0000443010120 | Bill | 01/01/2020 | | Jan Shared Internet Services | 770 · Communications | 69.99 | -69.99 |
| | | | | | Jan phone/fax | 770 · Communications | 81.65 | -81.65 |
| TOTAL | | | | | | | 151.64 | -151.64 |
| | | Bill Pmt -CCard | 01/10/2020 | Bound Tree Medical, LLC | Misc medical supplies | One Card - Office Use Only | -638.04 | |
| | 83464555 | Bill | 01/07/2020 | | Misc medical supplies | 850 · Medical Supplies | 638.04 | -638.04 |
| TOTAL | | | | | | | 638.04 | -638.04 |
| | | Bill Pmt -CCard | 01/13/2020 | Bound Tree Medical, LLC | Cylinder Gasket | One Card - Office Use Only | -15.30 | |
| | 83469533 | Bill | 01/08/2020 | | Cylinder Gasket | 850 · Medical Supplies | 15.30 | -15.30 |
| TOTAL | | | | | | | 15.30 | -15.30 |
| | | Bill Pmt -CCard | 01/13/2020 | Bound Tree Medical, LLC | Naloxone | One Card - Office Use Only | -420.00 | |

# Deer Grove EMS District
## Bill Payment Detail
### January 2020

| | Num | Type | Date | Name | Memo | Account | Original Amount | Paid Amount |
|---|---|---|---|---|---|---|---|---|
| | 83467908 | Bill | 01/09/2020 | | Naloxone | 850 · Medical Supplies | 420.00 | -420.00 |
| TOTAL | | | | | | | 420.00 | -420.00 |
| | | Bill Pmt -CCard | 01/13/2020 | Bound Tree Medical, LLC | Masks/IV armboard/bulb syringe | One Card - Office Use Only | -59.19 | |
| | 83469609 | Bill | 01/10/2020 | | Masks/IV armboard/bulb syringe | 850 · Medical Supplies | 59.19 | -59.19 |
| TOTAL | | | | | | | 59.19 | -59.19 |
| | | Bill Pmt -CCard | 01/16/2020 | Bound Tree Medical, LLC | | One Card - Office Use Only | -177.04 | |
| | 83471017 | Bill | 01/10/2020 | | Nose clips/Ultrasound gel | 850 · Medical Supplies | 23.00 | -23.00 |
| | 83472802 | Bill | 01/14/2020 | Cottage Grove Police Dept. | CGPD Defib pads | 850 · Medical Supplies | 154.04 | -154.04 |
| TOTAL | | | | | | | 177.04 | -177.04 |
| | | Bill Pmt -CCard | 01/17/2020 | Bound Tree Medical, LLC | Misc medical supplies | One Card - Office Use Only | -561.72 | |
| | 83474473 | Bill | 01/15/2020 | | Misc medical supplies | 850 · Medical Supplies | 561.72 | -561.72 |
| TOTAL | | | | | | | 561.72 | -561.72 |
| | | Bill Pmt -CCard | 01/20/2020 | Bound Tree Medical, LLC | Misc medical supplies | One Card - Office Use Only | -328.43 | |
| | 83478688 | Bill | 01/20/2020 | | Misc medical supplies | 850 · Medical Supplies | 328.43 | -328.43 |
| TOTAL | | | | | | | 328.43 | -328.43 |
| | | Bill Pmt -CCard | 01/10/2020 | Bound Tree Medical, LLC | | One Card - Office Use Only | -28.44 | |
| | 83469609A | Bill | 01/29/2020 | | | 850 · Medical Supplies | 28.44 | -28.44 |
| TOTAL | | | | | | | 28.44 | -28.44 |
| | | Bill Pmt -CCard | 01/29/2020 | GFC Leasing WI | Copier lease | One Card - Office Use Only | -48.30 | |
| | I00561371 | Bill | 01/21/2020 | | Copier lease | 740 · Office Equipment (expense) | | |
| | | | | | | | 48.30 | -48.30 |
| TOTAL | | | | | | | 48.30 | -48.30 |
| | | Bill Pmt -CCard | 01/29/2020 | Verizon Wireless | | One Card - Office Use Only | -178.69 | |
| | 9846010670 | Bill | 01/10/2020 | | Car 79 Jet pack | 770 · Communications | 30.03 | -30.03 |
| | | | | | M81 Jet pack | 770 · Communications | 30.03 | -30.03 |
| | | | | | M80 phone | 770 · Communications | 0.91 | -0.91 |
| | | | | | M81 phone | 770 · Communications | 1.18 | -1.18 |
| | | | | | M78 phone | 770 · Communications | 1.89 | -1.89 |
| | | | | | C79 phone | 770 · Communications | 0.91 | -0.91 |
| | | | | | M80 cradlepoint | 770 · Communications | 30.03 | -30.03 |
| | | | | | Chief | 770 · Communications | 53.68 | -53.68 |
| | | | | | M78 cradlepoint | 770 · Communications | 30.03 | -30.03 |
| TOTAL | | | | | | | 178.69 | -178.69 |

# Deer Grove EMS District
## Credit Card Purchases
January 2020

| Date | Source Name | Memo | Split | Amount |
|---|---|---|---|---|
| **301 · One Card** | | | | |
| **One Card - Eric Lang** | | | | |
| 01/17/2020 | Embroidery Professionals | Jacket/embroidery | 860 · Clothing | 69.98 |
| 01/20/2020 | Costco | Meat for DCEMS meeting | 810 · EMT Recognition | 117.90 |
| 01/24/2020 | Embroidery Professionals | Job shirt name/logo | 860 · Clothing | 20.00 |
| Total One Card - Eric Lang | | | | 207.88 |
| **One Card - Mandy Cysiewski** | | | | |
| 01/02/2020 | Amazon.com | AA batteries/Cords | 850 · Medical Supplies | 23.89 |
| 01/06/2020 | 5.11 Tactical | Pants - Trevor | 860 · Clothing | 74.99 |
| 01/07/2020 | Quill | Labels/pens/tape | 742 · Office Supplies | 69.27 |
| 01/08/2020 | Amazon.com | Dimmer/Light bulbs | 898 · Building and Grounds | 36.97 |
| 01/10/2020 | UWHC | Difficult Airway Course - Danny | 725 · Staff Continuing Educat... | 200.00 |
| 01/12/2020 | Esuturescom | IO needles | 850 · Medical Supplies | 1,347.00 |
| 01/12/2020 | Law Enforcement Coordin... | WI Active Threat Conference-Devon | 725 · Staff Continuing Educat... | 95.00 |
| 01/12/2020 | Costco | Dish pacs | 898 · Building and Grounds | 10.22 |
| 01/13/2020 | Law Enforcement Coordin... | WI Active Threat Conference-Eric | 825 · Chief Continuing Educa... | 95.00 |
| 01/13/2020 | USPS | Commission packets | 742 · Office Supplies | 8.00 |
| 01/14/2020 | Quill | Tape/blank W-2s/Address labels | 742 · Office Supplies | 36.76 |
| 01/14/2020 | Quill | Envelopes | 742 · Office Supplies | 17.49 |
| 01/14/2020 | Amazon.com | Luggage tags for airway bags | 850 · Medical Supplies | 7.99 |
| 01/27/2020 | Yearli.com | 1099 mailing | 899 · Miscellaneous Expenses | 24.95 |
| 01/27/2020 | Amazon.com | Handsoap/Tire Pressure Gauge | -SPLIT- | 147.51 |
| 01/27/2020 | Amazon.com | | -SPLIT- | 155.60 |
| Total One Card - Mandy Cysiewski | | | | 2,350.64 |
| **One Card - Office Use Only** | | | | |
| 01/04/2020 | GFC Leasing WI | Copier Lease | 201 · Accounts Payable | 48.30 |
| 01/04/2020 | Jackson Lewis P.C. | Attorney Fees | 201 · Accounts Payable | 234.00 |
| 01/04/2020 | Verizon Wireless | | 201 · Accounts Payable | 178.59 |
| 01/09/2020 | Netflix | | 770 · Communications | 13.70 |
| 01/10/2020 | Bound Tree Medical, LLC | Misc medical supplies | 201 · Accounts Payable | 638.04 |
| 01/10/2020 | Bound Tree Medical, LLC | | 201 · Accounts Payable | 28.44 |
| 01/13/2020 | Bound Tree Medical, LLC | Cylinder Gasket | 201 · Accounts Payable | 15.30 |
| 01/13/2020 | Bound Tree Medical, LLC | Naloxone | 201 · Accounts Payable | 420.00 |
| 01/13/2020 | Bound Tree Medical, LLC | Masks/IV armboard/bulb syringe | 201 · Accounts Payable | 59.19 |
| 01/15/2020 | Airgas USA, LLC | | 201 · Accounts Payable | 125.85 |
| 01/15/2020 | Gordon Flesch | December copies | 201 · Accounts Payable | 29.95 |
| 01/16/2020 | Bound Tree Medical, LLC | | 201 · Accounts Payable | 177.04 |
| 01/17/2020 | Bound Tree Medical, LLC | Misc medical supplies | 201 · Accounts Payable | 561.72 |
| 01/19/2020 | Charter Communications | Station 1 phone and internet | 201 · Accounts Payable | 151.64 |
| 01/20/2020 | Bound Tree Medical, LLC | Misc medical supplies | 201 · Accounts Payable | 328.43 |

# Deer Grove EMS District
## Credit Card Purchases
January 2020

| Date | Source Name | Memo | Split | Amount |
|---|---|---|---|---|
| 01/29/2020 | GFC Leasing WI | Copier lease | 201 · Accounts Payable | 48.30 |
| 01/29/2020 | Verizon Wireless | | 201 · Accounts Payable | 178.69 |
| Total One Card - Office Use Only | | | | 3,237.18 |
| Total 301 · One Card | | | | 5,795.70 |
| **TOTAL** | | | | **5,795.70** |

# Deer Grove EMS District
## Payroll Transaction Detail
### January 2020

| Date | Num | Type | Source Name | Payroll Item | Qty | Amount |
|---|---|---|---|---|---|---|
| 01/03/2020 | DD | Paycheck | Anders, Devon C | Regular Hourly Rate | 64 | 1,308.16 |
| | | | Anders, Devon C | Overtime Hourly Rate | 8 | 245.28 |
| | | | Anders, Devon C | Sick Hourly Rate | 24 | 490.56 |
| | | | | | | 2,044.00 |
| 01/17/2020 | DD | Paycheck | Anders, Devon C | Regular Hourly Rate | 40 | 858.80 |
| | | | Anders, Devon C | Overtime Hourly Rate | 8 | 257.68 |
| | | | Anders, Devon C | Vacation Hourly Rate | 24 | 490.56 |
| | | | | | | 1,607.04 |
| 01/31/2020 | DD | Paycheck | Anders, Devon C | Regular Hourly Rate | 56 | 1,202.32 |
| | | | Anders, Devon C | Overtime Hourly Rate | 16 | 515.36 |
| | | | Anders, Devon C | Vacation Hourly Rate | 24 | 515.28 |
| | | | | | | 2,232.96 |
| 01/03/2020 | DD | Paycheck | Antoniewicz, Lisa M | Regular Hourly Rate | 24 | 634.08 |
| | | | Antoniewicz, Lisa M | Overtime Hourly Rate | 14 | 554.82 |
| | | | Antoniewicz, Lisa M | Regular Hourly Rate | 22 | 581.24 |
| | | | Antoniewicz, Lisa M | Overtime Hourly Rate | 9 | 356.67 |
| | | | Antoniewicz, Lisa M | Vacation Hourly Rate | 18 | 475.56 |
| | | | | | | 2,602.37 |
| 01/17/2020 | DD | Paycheck | Antoniewicz, Lisa M | Vacation Hourly Rate | 16 | 422.72 |
| | | | Antoniewicz, Lisa M | Regular Hourly Rate | 3 | 79.26 |
| | | | Antoniewicz, Lisa M | Overtime Hourly Rate | 13 | 538.07 |
| | | | Antoniewicz, Lisa M | Regular Hourly Rate | 53 | 1,462.27 |
| | | | Antoniewicz, Lisa M | Overtime Hourly Rate | 3 | 124.17 |
| | | | Antoniewicz, Lisa M | Overtime Hourly Rate | 5 | 206.95 |
| | | | Antoniewicz, Lisa M | Regular Hourly Rate | 8 | 220.72 |
| | | | | | | 3,054.16 |
| 01/31/2020 | DD | Paycheck | Antoniewicz, Lisa M | Regular Hourly Rate | 55 | 1,517.45 |
| | | | Antoniewicz, Lisa M | Overtime Hourly Rate | 11.5 | 475.99 |
| | | | Antoniewicz, Lisa M | Regular Hourly Rate | 25 | 689.75 |
| | | | Antoniewicz, Lisa M | Overtime Hourly Rate | 4 | 165.56 |
| | | | | | | 2,848.75 |
| 01/03/2020 | DD | Paycheck | Belden, Elliott H | Regular Hourly Rate | 65 | 1,374.75 |
| | | | Belden, Elliott H | Overtime Hourly Rate | 19 | 602.87 |
| | | | Belden, Elliott H | Regular Hourly Rate | 3 | 63.45 |
| | | | Belden, Elliott H | Holiday Hourly Rate | 12 | 433.80 |
| | | | | | | 2,474.87 |

# Deer Grove EMS District
## Payroll Transaction Detail
### January 2020

| Date | Num | Type | Source Name | Payroll Item | Qty | Amount |
|---|---|---|---|---|---|---|
| 01/17/2020 | DD | Paycheck | Belden, Elliott H | Holiday Hourly Rate | 24 | 892.32 |
| | | | Belden, Elliott H | Regular Hourly Rate | 24 | 532.32 |
| | | | Belden, Elliott H | Vacation Hourly Rate | 16 | 354.88 |
| | | | Belden, Elliott H | Vacation OT Hourly Rate | 8 | 266.16 |
| | | | | | | 2,045.68 |
| 01/31/2020 | DD | Paycheck | Belden, Elliott H | Regular Hourly Rate | 80 | 1,774.40 |
| | | | Belden, Elliott H | Overtime Hourly Rate | 17 | 565.59 |
| | | | | | | 2,339.99 |
| 01/17/2020 | DD | Paycheck | Berggren, Kathryn B | Weekday Stipend | 10 | 180.00 |
| | | | Berggren, Kathryn B | Weekend Stipend | 2 | 36.00 |
| | | | | | | 216.00 |
| 01/17/2020 | DD | Paycheck | Bischel, Bryce T | Weekend Stipend | 1 | 18.00 |
| | | | | | | 18.00 |
| 01/03/2020 | DD | Paycheck | Campbell, Erin A | Regular Hourly Rate | 2.5 | 37.50 |
| | | | | | | 37.50 |
| 01/17/2020 | DD | Paycheck | Campbell, Erin A | Regular Hourly Rate | 24 | 360.00 |
| | | | Campbell, Erin A | Regular Hourly Rate | 24 | 408.00 |
| | | | | | | 768.00 |
| 01/03/2020 | DD | Paycheck | Cummings, Ross E | Regular Hourly Rate | 58 | 1,185.52 |
| | | | Cummings, Ross E | Overtime Hourly Rate | 32 | 981.12 |
| | | | Cummings, Ross E | Regular Hourly Rate | 10 | 204.40 |
| | | | Cummings, Ross E | Overtime Hourly Rate | 18 | 551.88 |
| | | | Cummings, Ross E | Vacation Hourly Rate | 12 | 245.28 |
| | | | | | | 3,168.20 |
| 01/17/2020 | DD | Paycheck | Cummings, Ross E | Regular Hourly Rate | 36 | 772.92 |
| | | | Cummings, Ross E | Holiday Hourly Rate | 12 | 425.28 |
| | | | Cummings, Ross E | Vacation Hourly Rate | 16 | 343.52 |
| | | | Cummings, Ross E | Vacation OT Hourly Rate | 8 | 257.68 |
| | | | Cummings, Ross E | Regular Hourly Rate | 12 | 245.28 |
| | | | | | | 2,044.68 |
| 01/31/2020 | DD | Paycheck | Cummings, Ross E | Regular Hourly Rate | 73.5 | 1,578.05 |
| | | | Cummings, Ross E | Overtime Hourly Rate | 24 | 773.04 |
| | | | Cummings, Ross E | Regular Hourly Rate | 6.5 | 139.56 |
| | | | | | | 2,490.65 |

# Deer Grove EMS District
## Payroll Transaction Detail
### January 2020

| Date | Num | Type | Source Name | Payroll Item | Qty | Amount |
|---|---|---|---|---|---|---|
| 01/03/2020 | DD | Paycheck | Curry, Clairissa K | Regular Hourly Rate | 12 | 180.00 |
| | | | | | | 180.00 |
| 01/17/2020 | DD | Paycheck | Curry, Clairissa K | Regular Hourly Rate | 24 | 408.00 |
| | | | | | | 408.00 |
| 01/31/2020 | DD | Paycheck | Curry, Clairissa K | Regular Hourly Rate | 12 | 204.00 |
| | | | | | | 204.00 |
| 01/03/2020 | DD | Paycheck | Cysiewski, Mandy J | Regular Hourly Rate | 17 | 306.00 |
| | | | Cysiewski, Mandy J | CPR Instructor Wage | 1.5 | 22.50 |
| | | | Cysiewski, Mandy J | Holiday Hourly Rate | 6.4 | 115.20 |
| | | | Cysiewski, Mandy J | Vacation Hourly Rate | 8.6 | 154.80 |
| | | | | | | 598.50 |
| 01/17/2020 | DD | Paycheck | Cysiewski, Mandy J | Holiday Hourly Rate | 6.4 | 115.20 |
| | | | Cysiewski, Mandy J | Regular Hourly Rate | 29.8 | 536.40 |
| | | | Cysiewski, Mandy J | Holiday Stipend | 4 | 72.00 |
| | | | | | | 723.60 |
| 01/31/2020 | DD | Paycheck | Cysiewski, Mandy J | Regular Hourly Rate | 34.5 | 621.00 |
| | | | | | | 621.00 |
| 01/17/2020 | DD | Paycheck | Einstein, Justin D | Weekend Stipend | 4 | 72.00 |
| | | | | | | 72.00 |
| 01/17/2020 | DD | Paycheck | Ennis, Jamie L | Weekday Stipend | 2 | 36.00 |
| | | | Ennis, Jamie L | Weekend Stipend | 2 | 36.00 |
| | | | | | | 72.00 |
| 01/17/2020 | DD | Paycheck | Fedorowicz, Samantha E | Weekday Stipend | 3 | 54.00 |
| | | | Fedorowicz, Samantha E | Weekend Stipend | 1 | 18.00 |
| | | | | | | 72.00 |
| 01/31/2020 | DD | Paycheck | Frye, Brandyn S | Regular Hourly Rate | 24 | 408.00 |
| | | | | | | 408.00 |
| 01/17/2020 | DD | Paycheck | Furger, Jenna J | Weekend Stipend | 2 | 36.00 |
| | | | | | | 36.00 |

# Deer Grove EMS District
## Payroll Transaction Detail
### January 2020

| Date | Num | Type | Source Name | Payroll Item | Qty | Amount |
|---|---|---|---|---|---|---|
| 01/17/2020 | DD | Paycheck | Griffin, Elisabeth A | Weekend Stipend | 2 | 36.00 |
| | | | | | | 36.00 |
| 01/17/2020 | DD | Paycheck | Hartman, Michael D | Weekday Stipend | 9 | 162.00 |
| | | | Hartman, Michael D | Weekend Stipend | 5 | 90.00 |
| | | | | | | 252.00 |
| 01/03/2020 | DD | Paycheck | Jensen, Andrew M | Regular Hourly Rate | 22 | 330.00 |
| | | | Jensen, Andrew M | Regular Hourly Rate | 2 | 30.00 |
| | | | | | | 360.00 |
| 01/03/2020 | DD | Paycheck | Lang, Eric A | Salary | 64 | 2,523.08 |
| | | | Lang, Eric A | Holiday Salary | 16 | 630.77 |
| | | | | | | 3,153.85 |
| 01/17/2020 | DD | Paycheck | Lang, Eric A | Salary | 60 | 2,365.39 |
| | | | Lang, Eric A | Holiday Salary | 16 | 630.77 |
| | | | Lang, Eric A | Sick Salary | 4 | 157.69 |
| | | | | | | 3,153.85 |
| 01/31/2020 | DD | Paycheck | Lang, Eric A | Salary | 72 | 2,942.31 |
| | | | Lang, Eric A | Sick Salary | 8 | 326.92 |
| | | | | | | 3,269.23 |
| 01/03/2020 | DD | Paycheck | Lasko, Wendy J | Regular Hourly Rate | 48 | 964.80 |
| | | | Lasko, Wendy J | Holiday Hourly Rate | 16 | 561.60 |
| | | | Lasko, Wendy J | Holiday OT Rate | 8 | 361.20 |
| | | | Lasko, Wendy J | Overtime Hourly Rate | 24 | 723.60 |
| | | | | | | 2,611.20 |
| 01/17/2020 | DD | Paycheck | Lasko, Wendy J | Regular Hourly Rate | 56 | 1,183.28 |
| | | | Lasko, Wendy J | Overtime Hourly Rate | 16 | 507.20 |
| | | | Lasko, Wendy J | Regular Hourly Rate | 24 | 482.40 |
| | | | | | | 2,172.88 |
| 01/31/2020 | DD | Paycheck | Lasko, Wendy J | Regular Hourly Rate | 48 | 1,014.24 |
| | | | Lasko, Wendy J | Vacation Hourly Rate | 16 | 338.08 |
| | | | Lasko, Wendy J | Vacation OT Hourly Rate | 8 | 253.60 |
| | | | | | | 1,605.92 |

# Deer Grove EMS District
## Payroll Transaction Detail
### January 2020

| Date | Num | Type | Source Name | Payroll Item | Qty | Amount |
|---|---|---|---|---|---|---|
| 01/03/2020 | DD | Paycheck | Lillegard, Micah D | Regular Hourly Rate | 40 | 600.00 |
| | | | Lillegard, Micah D | Overtime Hourly Rate | 8 | 180.00 |
| | | | | | | 780.00 |
| 01/17/2020 | DD | Paycheck | Lillegard, Micah D | Regular Hourly Rate | 28 | 476.00 |
| | | | Lillegard, Micah D | Overtime Hourly Rate | 20 | 510.00 |
| | | | Lillegard, Micah D | Regular Hourly Rate | 24 | 360.00 |
| | | | | | | 1,346.00 |
| 01/31/2020 | DD | Paycheck | Lillegard, Micah D | Regular Hourly Rate | 60 | 1,020.00 |
| | | | | | | 1,020.00 |
| 01/03/2020 | DD | Paycheck | Martin, Alexa S | Regular Hourly Rate | 12 | 180.00 |
| | | | | | | 180.00 |
| 01/17/2020 | DD | Paycheck | Martin, Alexa S | Regular Hourly Rate | 23 | 391.00 |
| | | | | | | 391.00 |
| 01/17/2020 | DD | Paycheck | McMullen, Jeremy B | CPR Instructor Wage | 2 | 30.00 |
| | | | McMullen, Jeremy B | Weekday Stipend | 30 | 540.00 |
| | | | McMullen, Jeremy B | Weekend Stipend | 34 | 612.00 |
| | | | McMullen, Jeremy B | Holiday Stipend | 6 | 108.00 |
| | | | | | | 1,290.00 |
| 01/03/2020 | DD | Paycheck | Mickelson, Matthew A | Regular Hourly Rate | 40 | 737.60 |
| | | | Mickelson, Matthew A | Overtime Hourly Rate | 10 | 276.60 |
| | | | Mickelson, Matthew A | Vacation Hourly Rate | 22 | 405.68 |
| | | | | | | 1,419.88 |
| 01/17/2020 | DD | Paycheck | Mickelson, Matthew A | Vacation Hourly Rate | 24 | 442.56 |
| | | | Mickelson, Matthew A | Regular Hourly Rate | 56 | 1,090.32 |
| | | | Mickelson, Matthew A | Overtime Hourly Rate | 16 | 467.36 |
| | | | | | | 2,000.24 |
| 01/31/2020 | DD | Paycheck | Mickelson, Matthew A | Regular Hourly Rate | 64 | 1,246.08 |
| | | | Mickelson, Matthew A | Overtime Hourly Rate | 32.25 | 942.02 |
| | | | | | | 2,188.10 |
| 01/17/2020 | DD | Paycheck | Miles, Thomas E | Weekday Stipend | 3 | 54.00 |
| | | | Miles, Thomas E | Weekend Stipend | 2 | 36.00 |
| | | | | | | 90.00 |

# Deer Grove EMS District
## Payroll Transaction Detail
### January 2020

| Date | Num | Type | Source Name | Payroll Item | Qty | Amount |
|---|---|---|---|---|---|---|
| 01/03/2020 | DD | Paycheck | Regali, Trevor C | Regular Hourly Rate | 10 | 150.00 |
| | | | | | | 150.00 |
| 01/17/2020 | DD | Paycheck | Regali, Trevor C | Regular Hourly Rate | 24 | 408.00 |
| | | | | | | 408.00 |
| 01/31/2020 | DD | Paycheck | Regali, Trevor C | Regular Hourly Rate | 13 | 221.00 |
| | | | | | | 221.00 |
| 01/03/2020 | DD | Paycheck | Salov, Courtney A | Regular Hourly Rate | 12 | 180.00 |
| | | | | | | 180.00 |
| 01/31/2020 | DD | Paycheck | Salov, Courtney A | Regular Hourly Rate | 12 | 204.00 |
| | | | | | | 204.00 |
| 01/03/2020 | DD | Paycheck | Sanders, Seth C | Regular Hourly Rate | 52 | 1,062.88 |
| | | | Sanders, Seth C | Overtime Hourly Rate | 8 | 245.28 |
| | | | Sanders, Seth C | Holiday Hourly Rate | 28 | 992.32 |
| | | | Sanders, Seth C | Holiday OT Rate | 8 | 365.28 |
| | | | | | | 2,665.76 |
| 01/17/2020 | DD | Paycheck | Sanders, Seth C | Holiday Hourly Rate | 12 | 425.28 |
| | | | Sanders, Seth C | Overtime Hourly Rate | 8 | 257.68 |
| | | | Sanders, Seth C | Regular Hourly Rate | 40 | 858.80 |
| | | | Sanders, Seth C | Holiday Hourly Rate | 24 | 875.28 |
| | | | | | | 2,417.04 |
| 01/31/2020 | DD | Paycheck | Sanders, Seth C | Regular Hourly Rate | 76.5 | 1,642.46 |
| | | | Sanders, Seth C | Overtime Hourly Rate | 8 | 257.68 |
| | | | Sanders, Seth C | Vacation OT Hourly Rate | 8 | 257.68 |
| | | | Sanders, Seth C | Vacation Hourly Rate | 3.5 | 75.15 |
| | | | | | | 2,232.97 |
| 01/03/2020 | DD | Paycheck | Schlicht, Trevor A | Regular Hourly Rate | 64 | 1,244.16 |
| | | | Schlicht, Trevor A | Overtime Hourly Rate | 8 | 233.28 |
| | | | | | | 1,477.44 |
| 01/17/2020 | DD | Paycheck | Schlicht, Trevor A | Regular Hourly Rate | 24 | 491.28 |
| | | | Schlicht, Trevor A | Vacation Hourly Rate | 32 | 655.04 |
| | | | Schlicht, Trevor A | Vacation OT Hourly Rate | 16 | 491.36 |
| | | | Schlicht, Trevor A | Regular Hourly Rate | 24 | 466.56 |
| | | | | | | 2,104.24 |

# Deer Grove EMS District
## Payroll Transaction Detail
### January 2020

| Date | Num | Type | Source Name | Payroll Item | Qty | Amount |
|---|---|---|---|---|---|---|
| 01/31/2020 | DD | Paycheck | Schlicht, Trevor A | Regular Hourly Rate | 52 | 1,064.44 |
| | | | Schlicht, Trevor A | Overtime Hourly Rate | 8 | 245.68 |
| | | | Schlicht, Trevor A | Vacation Hourly Rate | 12 | 245.64 |
| | | | | | | 1,555.76 |
| 01/03/2020 | DD | Paycheck | Sefcik, Daniel D | Regular Hourly Rate | 24 | 360.00 |
| | | | | | | 360.00 |
| 01/17/2020 | DD | Paycheck | Sefcik, Daniel D | Regular Hourly Rate | 13 | 195.00 |
| | | | Sefcik, Daniel D | Regular Hourly Rate | 12 | 204.00 |
| | | | | | | 399.00 |
| 01/31/2020 | DD | Paycheck | Sefcik, Daniel D | Regular Hourly Rate | 12 | 204.00 |
| | | | | | | 204.00 |
| 01/17/2020 | DD | Paycheck | Stier, Peter | Medical Director Fee | | 500.00 |
| | | | | | | 500.00 |
| 01/17/2020 | DD | Paycheck | Yelk Meinholz, Amy M | CPR Instructor Wage | 6.5 | 97.50 |
| | | | Yelk Meinholz, Amy M | Weekday Stipend | 5 | 90.00 |
| | | | | | | 187.50 |
| **TOTAL** | | | | | | **75,974.81** |

# Deer Grove EMS District
## Member expenses and reimbursements through payroll
### As of January 31, 2020

| Type | Date | Num | Name | Memo | Amount |
|---|---|---|---|---|---|
| **1512 · Member Personal Expenses Due** | | | | | |
| Total 1512 · Member Personal Expenses Due | | | | | |
| **Member Reimbursements Payable** | | | | | |
| Paycheck | 01/03/2020 | DD | Jensen, Andrew M | | 39.99 |
| Paycheck | 01/03/2020 | DD | Schlicht, Trevor A | | 450.00 |
| Paycheck | 01/17/2020 | DD | Cummings, Ross E | | 95.00 |
| Paycheck | 01/17/2020 | DD | Hartman, Michael D | | 52.73 |
| Paycheck | 01/17/2020 | DD | Lasko, Wendy J | | 200.00 |
| Paycheck | 01/31/2020 | DD | Cummings, Ross E | | 53.21 |
| Paycheck | 01/31/2020 | DD | Mickelson, Matthew A | | 450.00 |
| Total Member Reimbursements Payable | | | | | 1,340.93 |
| **TOTAL** | | | | | **1,340.93** |

# Deer Grove EMS District
## Deposit Detail
### January 2020

| Type | Date | Name | Memo | Account | Amount |
|---|---|---|---|---|---|
| **General Journal** | **01/31/2020** | **LifeQuest** | **Payment Received - Overpayment Returns - Jan** | **105 · Hometown Bank** | **66,164.06** |
| | | LifeQuest | Payment Received - Overpayment Returns - Jan | 1210 · Lifequest Receivables | -66,164.06 |
| TOTAL | | | | | -66,164.06 |
| **Deposit** | **01/29/2020** | | **Deposit** | **103 · Savings bank of Deerfield** | **124,688.06** |
| | | Charter Communications | Deposit | 770 · Communications | -44.05 |
| Payment | 01/02/2020 | Ian Stemper | | 1499 · Undeposited Funds | -250.00 |
| Payment | 01/07/2020 | Town of Cottage Grove | | 1499 · Undeposited Funds | -155.00 |
| Sales Receipt | 01/07/2020 | Town of Cottage Grove | | 1499 · Undeposited Funds | -39,931.51 |
| Payment | 01/11/2020 | Cottage Grove Police Dept. | | 1499 · Undeposited Funds | -252.99 |
| Sales Receipt | 01/18/2020 | Village of Deerfield | | 1499 · Undeposited Funds | -20,934.75 |
| Sales Receipt | 01/18/2020 | Village of Cottage Grove{c} | | 1499 · Undeposited Funds | -63,119.76 |
| TOTAL | | | | | -124,688.06 |
| **Deposit** | **01/31/2020** | | **Interest** | **103 · Savings bank of Deerfield** | **40.77** |
| | | | Interest | 640 · Interest Earned | -40.77 |
| TOTAL | | | | | -40.77 |
| **Deposit** | **01/31/2020** | | **Interest** | **101 · Operating Checking** | **1.31** |
| | | | Interest | 640 · Interest Earned | -1.31 |
| TOTAL | | | | | -1.31 |

Aging Summary Report

| 2018 | Billable Units | Current | 31-60 days | 61-90 days | 91-120 | 121-150 | 151-180 | Over 180 | Total | Write Offs | Deposit from Collections |
|---|---|---|---|---|---|---|---|---|---|---|---|
| January | 193 | 77,490.96 | 40,382.52 | 30,769.00 | 15,148.00 | 4,715.00 | 8,422.40 | 15,844.96 | 192,772.84 | | 40,563.24 |
| February | 228 | 110,117.64 | 40,368.00 | 23,290.26 | 20,148.17 | 9,211.40 | 2,302.80 | 22,784.56 | 228,222.83 | | 35,926.17 |
| March | 245 | 95,006.48 | 60,922.26 | 26,786.80 | 15,132.83 | 11,889.20 | 5,197.40 | 23,049.56 | 237,984.53 | | 40,942.37 |
| April | 222 | 72,228.95 | 53,100.88 | 39,572.38 | 14,691.00 | 11,422.20 | 3,308.20 | 23,501.76 | 217,825.37 | | 36,668.79 |
| May | 236 | 99,106.66 | 31,953.62 | 20,818.07 | 28,126.98 | 20,101.20 | | 21,024.56 | 221,131.09 | | 54,903.91 |
| June | 229 | 78,840.02 | 53,395.40 | 16,373.55 | 12,164.89 | 19,230.00 | | 27,150.96 | 207,154.82 | | 38,077.81 |
| July | 220 | 84,606.57 | 61,585.84 | 29,871.62 | 12,279.75 | 7,548.69 | 7,779.00 | 20,684.10 | 224,355.57 | | 37,155.27 |
| August | 228 | 80,439.00 | 45,447.53 | 40,351.17 | 24,722.24 | 4,254.32 | 8,860.40 | 27,653.10 | 231,727.76 | | 33,914.19 |
| September | 217 | 54,355.03 | 62,208.89 | 30,768.11 | 35,987.17 | 11,528.36 | | 26,696.70 | 221,544.26 | | 31,890.44 |
| October | 200 | 42,844.40 | 49,259.79 | 34,151.89 | 29,538.11 | 28,040.64 | | 23,102.42 | 206,937.25 | | 39,706.89 |
| November | 176 | 25,971.91 | 40,098.64 | 33,661.39 | 21,988.29 | 33,325.00 | | 23,353.30 | 178,398.53 | | 34,564.47 |
| December | 202 | 45,646.53 | 54,893.11 | 35,180.18 | 25,247.59 | 28,977.37 | | 29,158.70 | 219,103.48 | | 25,613.83 |
| | 2596 | | | | | | | | | 0.00 | 449,927.38 |

| 2019 | Billable Units | Current | 31-60 days | 61-90 days | 91-120 | 121-150 | 151-180 | Over 180 | Total | Write Offs | Deposit from Collections |
|---|---|---|---|---|---|---|---|---|---|---|---|
| January | 199 | 31,346.95 | 56,391.67 | 28,271.78 | 27,854.88 | 18,701.80 | | 36,609.10 | 199,176.18 | | 48,757.06 |
| February | 208 | 53,194.16 | 52,674.93 | 34,378.74 | 17,762.88 | 28,889.40 | | 32,683.30 | 219,583.41 | | 32,875.12 |
| March | 193 | 53,471.33 | 61,381.30 | 23,473.34 | 24,674.14 | 15,776.74 | | 17,319.70 | 196,096.55 | | 58,118.70 |
| April | 181 | 52,431.24 | 52,890.01 | 26,646.08 | 14,602.10 | 20,722.49 | | 20,270.70 | 187,562.62 | | 55,108.87 |
| May | 153 | 52,765.43 | 40,573.68 | 17,361.72 | 17,928.18 | 12,430.57 | | 11,381.90 | 152,441.48 | | 53,992.37 |
| June | 165 | 49,043.76 | 45,335.65 | 34,582.58 | 11,066.42 | 14,170.90 | | 13,686.57 | 167,885.88 | | 43,938.15 |
| July | 177 | 69,191.46 | 35,989.67 | 26,431.68 | 27,742.68 | 12,885.00 | | 10,086.20 | 182,326.69 | | 27,963.23 |
| August | 176 | 79,771.93 | 47,802.44 | 17,256.04 | 17,110.49 | 18,078.98 | | 11,910.10 | 191,929.98 | | 47,957.50 |
| September | 179 | 74,047.49 | 36,321.27 | 23,141.77 | 14,002.68 | 28,620.28 | | 10,595.10 | 186,728.59 | | 37,491.65 |
| October | 177 | 51,185.16 | 63,638.53 | 23,040.94 | 17,040.37 | 11,088.00 | | 18,296.78 | 184,289.78 | | 45,611.85 |
| November | 169 | 70,102.66 | 20,678.15 | 29,309.43 | 14,593.71 | 12,993.40 | | 17,940.88 | 165,618.23 | | 44,753.43 |
| December | 153 | 61,419.76 | 39,267.29 | 13,857.38 | 17,053.15 | 8,995.83 | | 19,419.98 | 160,013.39 | | 31,391.23 |
| | 2130 | | | | | | | | | 0.00 | 527,959.16 |

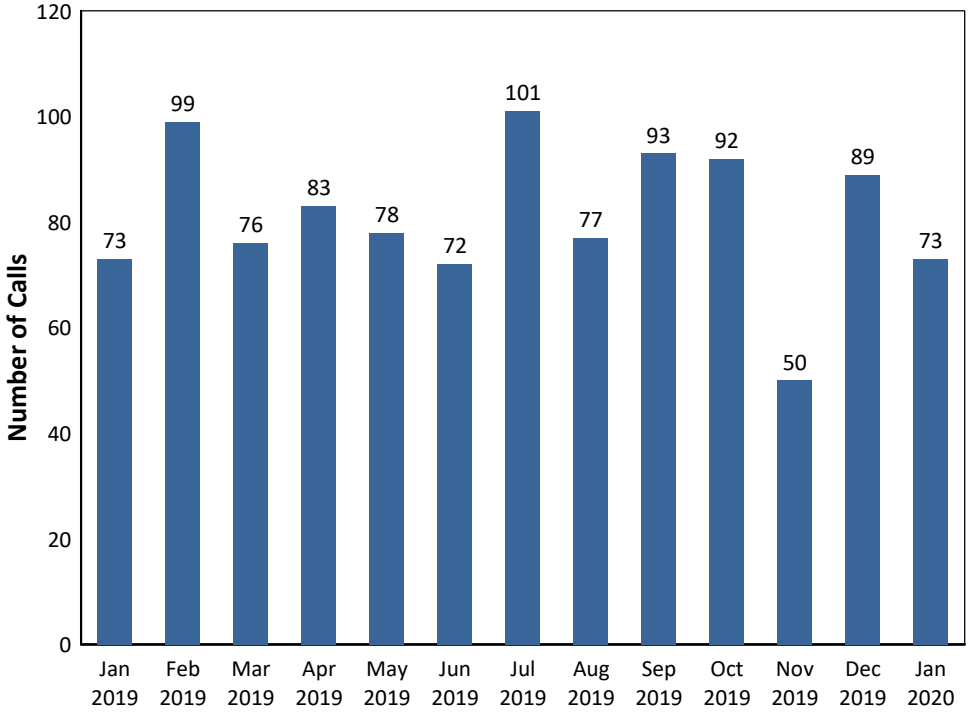
| 2020 | Billable Units | Current | 31-60 days | 61-90 days | 91-120 | 121-150 | 151-180 | Over 180 | Total | Write Offs | Deposit from Collections |
|---|---|---|---|---|---|---|---|---|---|---|---|
| January | 136 | 69,553.65 | 25,928.60 | 17,294.08 | 4,664.02 | 9,032.50 | | 11,891.90 | 138,364.75 | | 59,576.49 |
| February | | | | | | | | | | | |
| March | | | | | | | | | | | |
| April | | | | | | | | | | | |
| May | | | | | | | | | | | |
| June | | | | | | | | | | | |
| July | | | | | | | | | | | |
| August | | | | | | | | | | | |
| September | | | | | | | | | | | |
| October | | | | | | | | | | | |
| November | | | | | | | | | | | |
| December | | | | | | | | | | | |
| | 136 | | | | | | | | | 0.00 | 59,576.49 |

# Total Runs Entered

**Deer-Grove EMS District**

**January 2019 to January 2020**

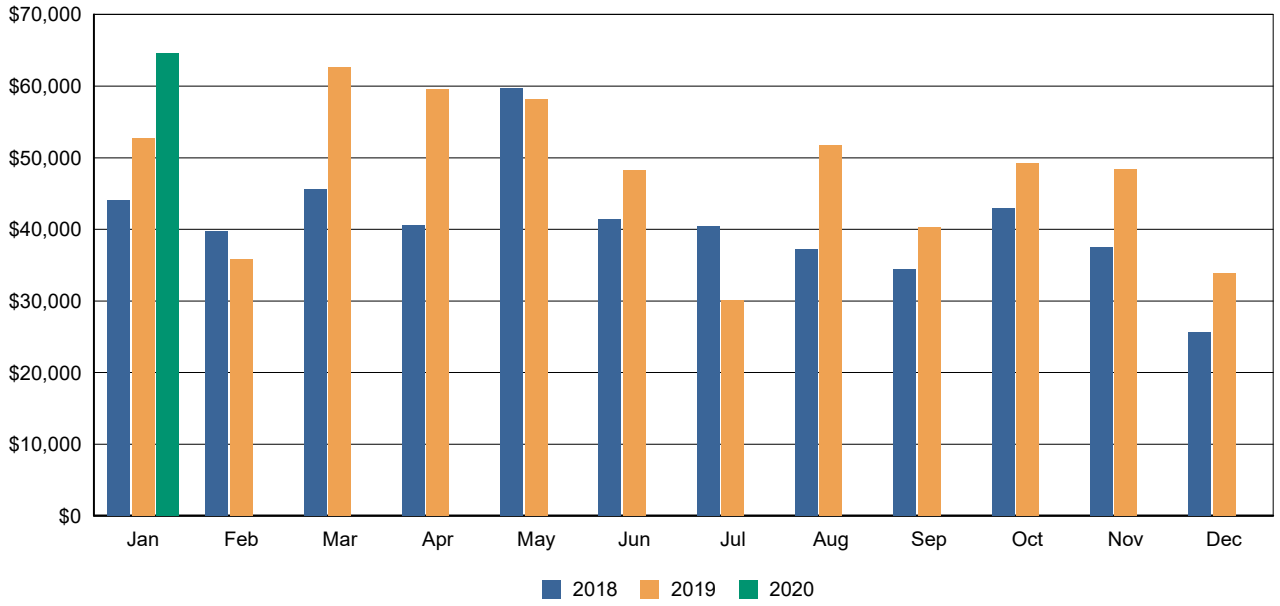
**These numbers are based on the Date Of Entry at LifeQuest Services of each individual run.**



# All Phases Gross Revenue

**Deer-Grove EMS District**

**January 2018 to January 2020**




| | 2018 | 2019 | 2020 |
|---|---|---|---|
| **January** | $44,000 | $52,789 | $64,581 |
| **February** | $39,682 | $35,874 | $0 |
| **March** | $45,580 | $62,603 | $0 |
| **April** | $40,624 | $59,518 | $0 |
| **May** | $59,762 | $58,122 | $0 |
| **June** | $41,489 | $48,182 | $0 |
| **July** | $40,426 | $30,114 | $0 |
| **August** | $37,271 | $51,774 | $0 |
| **September** | $34,504 | $40,318 | $0 |
| **October** | $42,987 | $49,181 | $0 |
| **November** | $37,564 | $48,473 | $0 |
| **December** | $25,614 | $33,842 | $0 |
| **Total Gross Revenue** | **$489,503** | **$570,790** | **$64,581** |

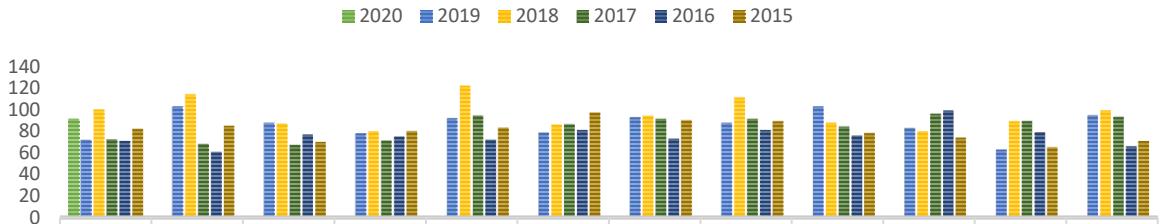
# Deer-Grove EMS

## STAFF REPORT
## JANUARY 2020

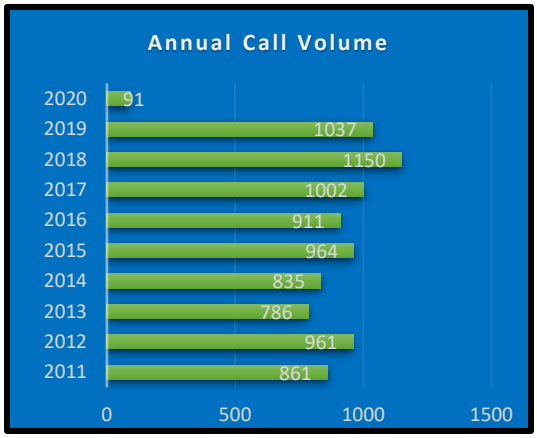
***MISSION:***

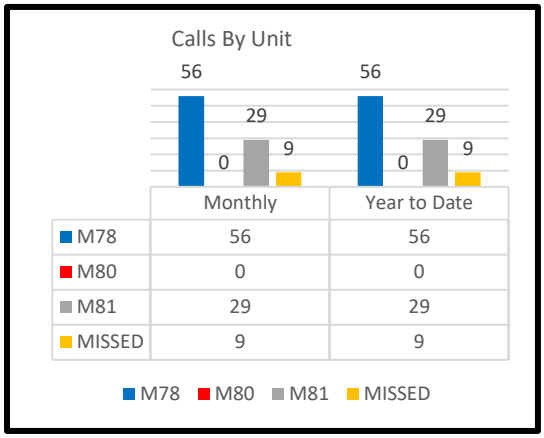
***Deer Grove EMS provides for the health and well-being of our communities with a team of professionals that are dedicated, knowledgeable and have a vested interest in our neighbors.***

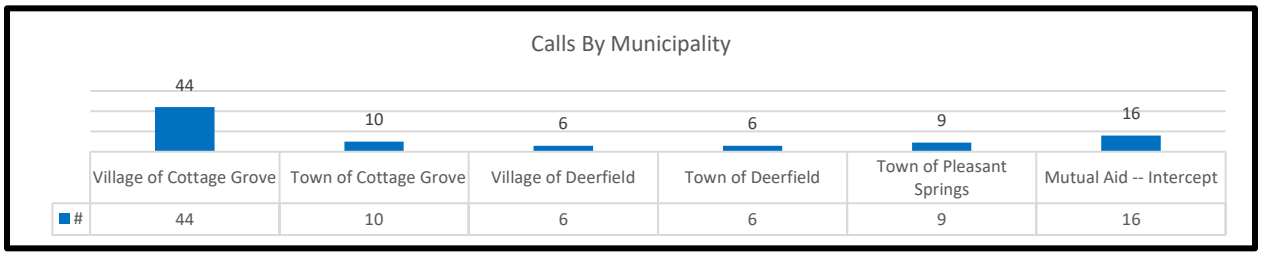
### MONTHLY CALL VOLUMES

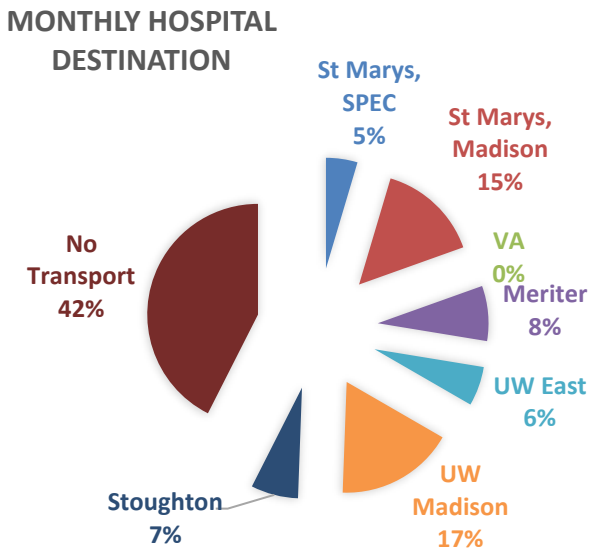



| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2020 | 91 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2019 | 72 | 103 | 88 | 78 | 92 | 79 | 93 | 88 | 103 | 83 | 63 | 95 |
| 2018 | 100 | 114 | 87 | 80 | 122 | 86 | 94 | 111 | 88 | 80 | 89 | 99 |
| 2017 | 72 | 68 | 67 | 71 | 94 | 86 | 91 | 91 | 84 | 96 | 89 | 93 |
| 2016 | 71 | 61 | 77 | 75 | 72 | 81 | 73 | 81 | 76 | 99 | 79 | 66 |
| 2015 | 82 | 85 | 70 | 80 | 83 | 97 | 90 | 89 | 78 | 74 | 65 | 71 |



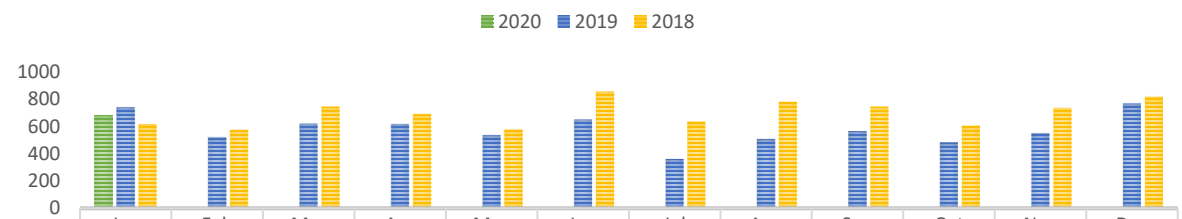






| Top 10 Provider Impressions |
|---|
| Repeated falls |
| Syncope - Syncopal Episode (or Near) |
| CV - Chest Pain - Presumed Cardiac |
| Other general symptoms and signs |
| Pain - Not Elsewhere Mentioned Sudden Onset |
| Respiratory - Acute Onset Distress |
| Abuse of Alcohol |
| CV - Cardiac Arrest |
| GI/GU - Nausea (With Vomiting) |
| Infectious - Influenza (Flu Like Symptoms) |

## Membership Notes:

Full-Time, Volunteer, LTE and Part-time membership unchanged.
New recruits are progressing through initial orientation.
Leave of absence:
E. Severson has completed all aspects of re-orientation and L. Schultz is beginning the re-orientation process.




| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2020 | 678 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2019 | 740 | 520 | 620 | 617 | 536 | 651 | 361 | 508 | 565 | 483 | 552 | 767 |
| 2018 | 617 | 575 | 744 | 689 | 577 | 854 | 636 | 780 | 745 | 606 | 735 | 816 |

## Vehicle Maintenance Notes:

M78 and M80 had rear door latch work completed by Rennert's
M80 returned from TruckStar and was placed back into service
M81 had preventive maintenance completed
M78 had a house battery fail- replacement was covered under warranty by O'Reilly's
M80 would not start on first attempt to place in service; both batteries were original and found to be weak = replaced both

| 2017 RAM DEMERS (78): | | | | | | | |
|---|---|---|---|---|---|---|---|
| Starting Mileage: | 44,753 | Ending Mileage: | 46,500 | Starting Hours: | 2063 | Ending Hours: | 2163 |
| **2017 RAM DEMERS (80)** | | | | | | | |
| Starting Mileage: | 61,922 | Ending Mileage: | 63,049 | Starting Hours: | 2919 | Ending Hours: | 2986 |
| **2009 Ford Horton (81):** | | | | | | | |
| Starting Mileage: | 148,926 | Ending Mileage: | 150,008 | Starting Hours: | 8122 | Ending Hours: | 8200 |
| **2013 Ford Interceptor (Car 79):** | | | | | | | |
| | | Starting Mileage: | 42,522 | Starting Hours: | 43,179 | | |

## Deputy Chief's Report

Training Division Report:

- All but 2 active members completed annual skills competency evaluations. A plan is being devised to assure the remaining 2 individuals are able to complete the training as soon as possible. January training covered the 2020 protocols, a review of OB emergencies, the new Oxylator and neonatal transport. Staff are required to successfully pass a protocol exam before taking shifts in February.
- Paramedic LTE Lex Martin attended the National EMS Instructor Course; she has also recently affiliated with our training center as an instructor. Ross Cummings, Seth Sanders, Danny Sefcik and Lex Martin attended a Difficult Airway Course.

Training Center:

1 CPR class was held in January. Several classes are in the works for this spring, including; CGPD, DVFD, and CG Parks and Rec.

Upcoming training sessions:

Substance Abuse and Dementia – Feb 21
EMS Management and Leadership Workshop – Feb 28/29 – Rice Lake
High Performance CPR T-T-T – March 4 – Madison
Wisconsin Stroke Coalition Meeting – March 10 – Wisc. Dells
Wisconsin Paramedic Seminar – April 1/2/3 – Oshkosh

Public Relations/Special Events:

DGEMS participated in a mock medical emergency at the Deerfield High School involving teaching staff and the medical response team. This event not only provides a learning environment for the school staff, but also the DGEMS staff.

Upcoming events:

Triad Senior Session on Safety – May 19
Cottage Grove Memory Café Presentation – May
Parkinson's Half Marathon – Apr 18
Deerfield High School Career Day – Apr 22
Ragnar Relay – May 16
Rugby HS Tournament – June 6
Hot2Trot Run – June 20
Rugby Midwest RCT – June 27/28

## Chief's Report

- Attended the EMS Day at the Capitol event, which brought together members of EMS and Fire Departments from throughout the State. The primary focus was to have a discussion with our legislators regarding topics important to EMS. The event is sponsored by the WI EMS Association, Professional Ambulance Association of WI, and the WI Fire Chief's Association. Please see attached documents.
- DGEMS hosted the Dane County EMS Association. This brought leaders of EMS agencies throughout the county here to discuss EMS operations and ways to collaborate to improve the EMS services in the county.
- Conducted an Officer's meeting, with the purpose to review the prior year and discuss successes/near misses/failures. Used the meeting as an opportunity to set priorities for the coming year
- In preparation for the establishment of additional member support options within our department, met with Lieutenant Kevin Konopacki of Sun Prairie Police Department and Lieutenant Rob Kunze of Fitchburg Fire Department. LT Konopacki provided information regarding the establishment of a public safety chaplain program. LT Kunze, who is the leader of the FFD peer support team, provided information about their peer support operations.
- Chief and Deputy Chief attended the 2020 Emergency Management Discussion hosted by Dane County Emergency Management. DCEM gave an overview of their role in a large-scale emergency. They also presented a listing of the equipment and supplies they have in preparation for any disaster. Finally, they reviewed the response to the large-scale emergencies they helped to manage in 2019.
- Due to an LTE shift call-off and lack of a volunteer to work the shift, we needed to use the involuntary/forced overtime procedure created last year. One of the Full-time staff members was unfortunately forced to work a shift.
- Attended the Dane County Fire/EMS radio protocol committee meeting. This protocol has not been updated since 2012. The document sets forth the procedures for use of the radio system in Dane County. Of special note to DGEMS, a resource classification was created for Car79. When the protocol is adopted, ParamedicCar79 will be used when the vehicle is on duty with a paramedic. This will pave the way for the Car to become a computer dispatch selectable resource.

# January Quick Stats

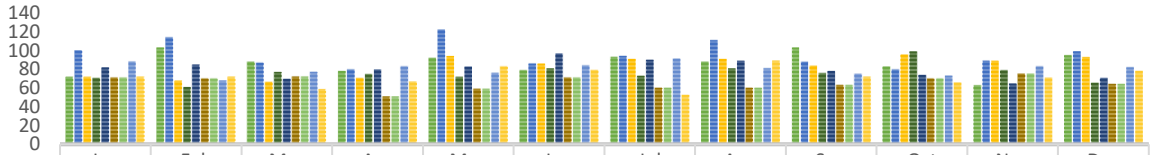
| Date | Amb 1 | Amb 2 / FR | Reason Used | Ending Miles | Driver |
|---|---|---|---|---|---|
| **1** | 24 | 0 | EMERGENCY CALL | 42591 | Eric Lang |
| **2** | 24 | 0 | Meeting - Out of District | 42649 | Eric Lang |
| **3** | 24 | 24 | EMERGENCY CALL | 42730 | Eric Lang |
| **4** | 24 | 12 | Meeting - Out of District | 42863 | Lisa Antoniewicz |
| **5** | 24 | 0 | Meeting - In District | 42891 | Eric Lang |
| **6** | 24 | 12 | EMERGENCY CALL | 42902 | Eric Lang |
| **7** | 24 | 12 | EMERGENCY CALL | 42972 | Eric Lang |
| **8** | 24 | 12 | Meeting - In District | 43033 | Eric Lang |
| **9** | 24 | 0 | Meeting - Out of District | 43098 | Eric Lang |
| **10** | 24 | 12 | Maintenance | 43179 | Eric Lang |
| **11** | 24 | 24 | | | |
| **12** | 24 | 12 | Car 79 Responded to 14 incidents in January 2020 | | |
| **13** | 24 | 0 | | | |
| **14** | 24 | 12 | | | |
| **15** | 24 | 18 | | | |
| **16** | 24 | 13 | | | |
| **17** | 24 | 0 | | | |
| **18** | 24 | 0 | | | |
| **19** | 24 | 23 | | | |
| **20** | 24 | 12 | | | |
| **21** | 24 | 0 | | | |
| **22** | 24 | 23 | | | |
| **23** | 24 | 13 | | | |
| **24** | 24 | 24 | | | |
| **25** | 24 | 0 | | | |
| **26** | 24 | 24 | | | |
| **27** | 24 | 14 | | | |
| **28** | 24 | 12 | | | |
| **29** | 24 | 0 | | | |
| **30** | 24 | 13 | | | |
| **31** | 24 | 10 | | | |
| **Total** | 744 | 321 | | | |
| **1065 hours of coverage total** | | | | | |
| **Total of 143% coverage** | | | | | |

# Deer-Grove EMS

## 2019 REVIEW

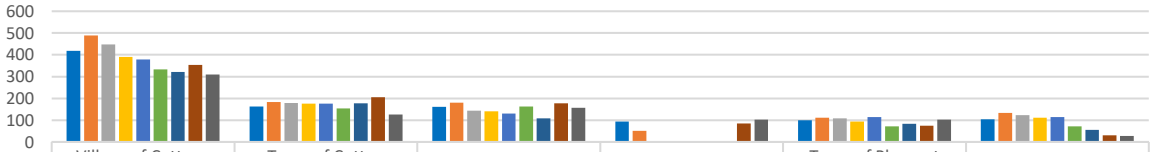
***MISSION STATEMENT: Deer Grove EMS provides for the health and well-being of our communities with a team of professionals that are dedicated, knowledgeable and have a vested interest in our neighbors.***

### MONTHLY CALL VOLUMES



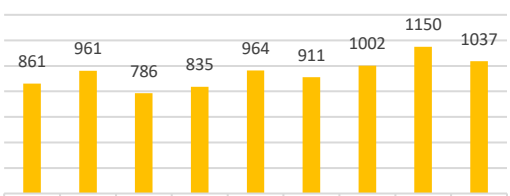

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2019 | 72 | 103 | 88 | 78 | 92 | 79 | 93 | 88 | 103 | 83 | 63 | 95 |
| 2018 | 100 | 114 | 87 | 80 | 122 | 86 | 94 | 111 | 88 | 80 | 89 | 99 |
| 2017 | 72 | 68 | 67 | 71 | 94 | 86 | 91 | 91 | 84 | 96 | 89 | 93 |
| 2016 | 71 | 61 | 77 | 75 | 72 | 81 | 73 | 81 | 76 | 99 | 79 | 66 |
| 2015 | 82 | 85 | 70 | 80 | 83 | 97 | 90 | 89 | 78 | 74 | 65 | 71 |
| 2014 | 71 | 70 | 72 | 51 | 59 | 71 | 60 | 60 | 63 | 70 | 75 | 64 |
| 2013 | 71 | 70 | 72 | 51 | 59 | 71 | 60 | 60 | 63 | 70 | 75 | 64 |
| 2012 | 88 | 68 | 77 | 83 | 76 | 84 | 91 | 81 | 75 | 73 | 83 | 82 |
| 2011 | 72 | 72 | 59 | 67 | 83 | 79 | 53 | 89 | 72 | 66 | 71 | 78 |

### Calls By Municipality



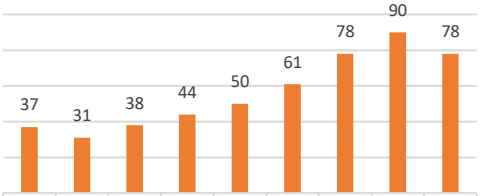

| | Village of Cottage Grove | Town of Cottage Grove | Village of Deerfield | Town of Deerfield | Town of Pleasant Springs | Mutual Aid -- Intercept |
|---|---|---|---|---|---|---|
| 2019 | 418 | 162 | 161 | 93 | 99 | 104 |
| 2018 | 489 | 184 | 180 | 51 | 112 | 134 |
| 2017 | 448 | 179 | 143 | 0 | 109 | 123 |
| 2016 | 390 | 176 | 140 | 0 | 93 | 112 |
| 2015 | 378 | 176 | 131 | 0 | 114 | 114 |
| 2014 | 333 | 154 | 162 | 0 | 71 | 71 |
| 2013 | 321 | 177 | 108 | 0 | 83 | 56 |
| 2012 | 354 | 205 | 177 | 85 | 74 | 31 |
| 2011 | 309 | 126 | 157 | 103 | 102 | 27 |

### Annual Call Volume



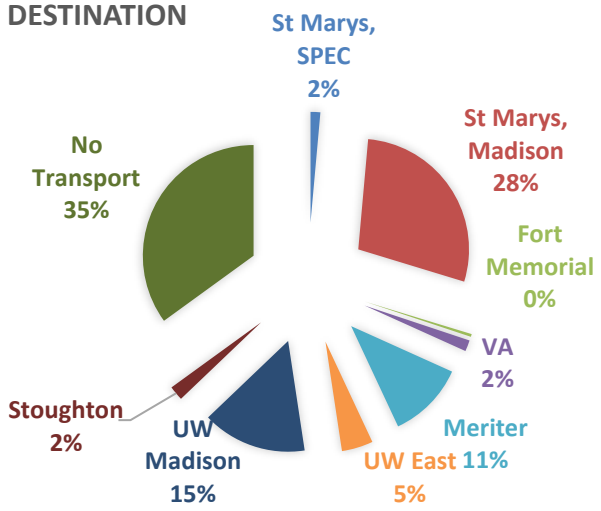

| | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|---|---|---|---|---|---|---|---|---|---|
| # | 861 | 961 | 786 | 835 | 964 | 911 | 1002 | 1150 | 1037 |

### Annual Calls Missed

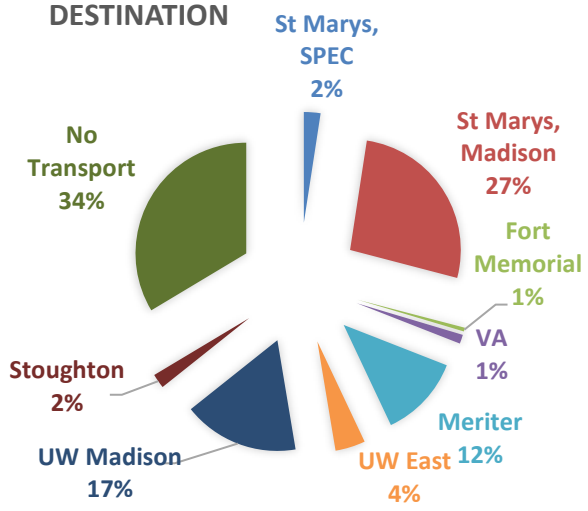



| | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|---|---|---|---|---|---|---|---|---|---|
| # | 37 | 31 | 38 | 44 | 50 | 61 | 78 | 90 | 78 |

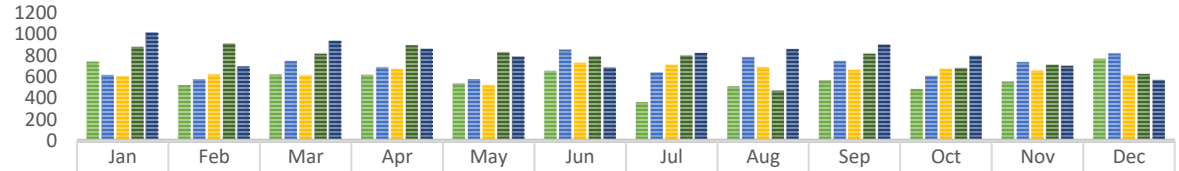
## 2019 HOSPITAL DESTINATION




## 2015-2019 HOSPITAL DESTINATION

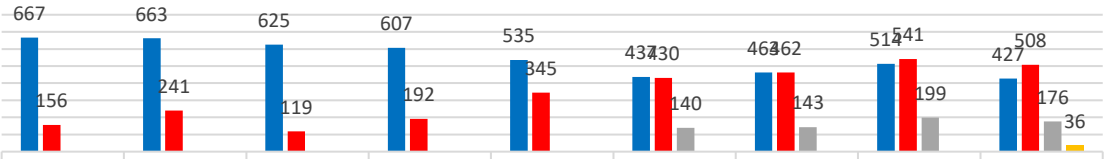



## MONTHLY VOLUNTEER HOURS




| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2019 | 740 | 520 | 620 | 617 | 536 | 651 | 361 | 508 | 565 | 483 | 552 | 767 |
| 2018 | 617 | 575 | 744 | 689 | 577 | 854 | 636 | 780 | 745 | 606 | 735 | 816 |
| 2017 | 600 | 618 | 611 | 666 | 518 | 726 | 707 | 684 | 662 | 670 | 656 | 611 |
| 2016 | 876 | 906 | 815 | 893 | 825 | 786 | 797 | 469 | 814 | 679 | 710 | 624 |
| 2015 | 1014 | 696 | 938 | 862 | 789 | 688 | 823 | 858 | 900 | 797 | 703 | 572 |

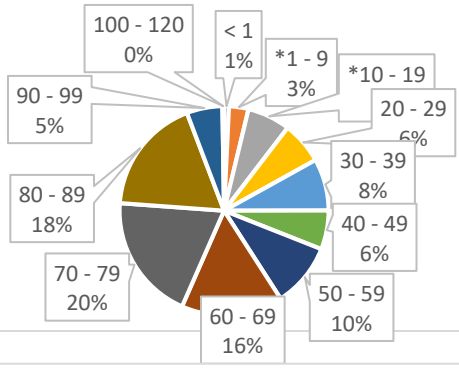
## Calls By Unit




| | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|---|---|---|---|---|---|---|---|---|---|
| M78 | 667 | 663 | 625 | 607 | 535 | 437 | 463 | 514 | 427 |
| M80 | 156 | 241 | 119 | 192 | 345 | 430 | 462 | 541 | 508 |
| C79 | | | | | | 140 | 143 | 199 | 176 |
| M81 | | | | | | | | | 36 |

M78 M80 C79 M81

## Runs by Patient Age



| 2019 Average Run Times | |
|---|---|
| **Chute:** | 1.96 min |
| **To Scene:** | 8.05 min |
| **At Scene:** | 19.38 min |
| **To Destination:** | 23.45 min |
| **Back In Service:** | 20.87 min |
| ***Total*** | 1 hr 38.71 min |
| Total call time = Dispatch to Back in District | |
| Average Transport Mileage: | 14.63 |
| Maximum Transport Mileage: | 27 |

| 2015-2019 Average Run Times | |
|---|---|
| **Chute:** | 2.0 min |
| **To Scene:** | 8.06 min |
| **At Scene:** | 19.59 min |
| **To Destination:** | 22.57 min |
| **Back In Service:** | 21.85 min |
| ***Total*** | 1 hr 39.07 min |
| Total call time = Dispatch to Back in District | |
| Average Transport Mileage: | 13.62 |
| Maximum Transport Mileage: | 36 |

## 2019 HIGHLIGHTS

Grants Earned:
Alliant Energy Foundation Hometown Safety Grant - $1000.00
Deerfield Community Development Trust Fund Grant - $750.00
Assistance to Firefighters Grant - $91,619.04

Special Event Coverage Provided for these events:
Parkinson's Run/Half Marathon
Deerfield Fireman's Festival
Tame the Flame Run
Cottage Grove Fireman's Festival
Hot2Trot 5k
ARCA Menards Series 200 at Madison International Speedway
Madison Rugby United- WI High School Tournament
Bike MS- Toyota Best Dam Bike Tour
Ragnar Relay
The Ride- A cycling Fundraiser for Cancer Research
Madison Rugby United- Midwest Regional Cup Tournament
Luke Bryan Country Tour

Operational Events:
Began offering AFLAC as an additional benefit to staff members
Attended the month Memory Café gatherings at Hope Lutheran Church
Became the first EMS agency in WI to provide CPR feedback capability to pediatric patients
With the help of LifeQuest, began accepting credit/debit card payments
Held a CPR, AED and PulsePoint event at the Deerfield Coffeehouse
Initiated an EMS Visitor Program, with the help and guidance of the WI Alzheimer's Institute
Had a booth at the Aster Senior Health Expo
Established a collaborative response with Marshall EMS
Provided CPR, Stop-the-Bleed, and Narcan use education to the entire staff of the Deerfield School District
Hired four new LTE staff members and brought on five new volunteer members
Became an American Heart Association Training Site affiliated with the UW- Emergency Education Center
Assisted in the development of a new pre-hospital protocol set
Researched and applied for interfacility transfer status with the WI EMS Office

# DEER GROVE EMS DISTRICT
## Annual Executive Summary Report
### January 1, 2019 to December 31, 2019

**Revenue Summary**

| 2019 | | | |
|---|---|---|---|
| **Month** | **Charges** | **Gross Rev.** | **Service Rev.** |
| January '19 | $90,520.89 | $52,788.96 | $48,757.06 |
| February '19 | $91,673.65 | $35,874.26 | $32,875.12 |
| March '19 | $100,872.52 | $62,603.42 | $58,118.70 |
| April '19 | $97,135.58 | $59,518.41 | $55,108.87 |
| May '19 | $75,292.83 | $58,121.96 | $53,992.60 |
| June '19 | $89,613.02 | $48,181.81 | $44,307.48 |
| July '19 | $88,893.27 | $30,114.01 | $28,020.59 |
| August '19 | $117,822.69 | $51,773.71 | $47,983.37 |
| September '19 | $81,951.57 | $40,317.78 | $37,647.63 |
| October '19 | $103,604.81 | $49,180.61 | $45,625.04 |
| November '19 | $84,269.75 | $48,472.96 | $44,790.59 |
| December '19 | $76,488.26 | $33,841.82 | $31,136.46 |
| **2019 Total** | **$1,098,138.84** | **$570,789.71** | **$528,363.51** |
| **Grand Totals** | **$1,098,138.84** | **$570,789.71** | **$528,363.51** |

**Credits and charges are based on date posted in account**

**Revenue Collected By Phase Summary**

| Phase | Charges | Gross Revenue | Percentage Collected By Phase | Service Revenue |
|---|---|---|---|---|
| Phase 1 | $919,658.32 | $524,486.53 | 91.89% | $490,394.90 |
| Phase 2 | $19,842.52 | $14,909.90 | 2.61% | $12,226.12 |
| Phase 3 | $158,638.00 | $31,393.28 | 5.50% | $25,742.49 |
| **Grand Totals** | **$1,098,138.84** | **$570,789.71** | **100.00%** | **$528,363.51** |

**Credits and charges are based on date posted in account**

**Interest And Fees Summary**

| 2019 | | | | | | |
|---|---|---|---|---|---|---|
| | Interest | | | Convenience Fees | | |
| **Month** | **Charged** | **Paid** | **Adjusted** | **Charged** | **Paid** | **Adjusted** |
| January '19 | $1,346.49 | $1.04 | $0.00 | $0.00 | $0.00 | $0.00 |
| February '19 | $1,208.05 | $159.39 | $0.00 | $0.00 | $0.00 | $0.00 |
| March '19 | $1,240.61 | $133.80 | $0.00 | $0.00 | $0.00 | $0.00 |
| April '19 | $1,256.59 | $358.56 | $0.00 | $0.00 | $0.00 | $0.00 |
| May '19 | $1,484.31 | $27.23 | $0.00 | $19.00 | $19.00 | $0.00 |
| June '19 | $1,183.51 | $309.23 | $0.00 | $40.00 | $40.00 | $0.00 |
| July '19 | $1,489.93 | $0.35 | $0.00 | $0.00 | $0.00 | $0.00 |
| August '19 | $1,342.46 | $248.68 | $0.00 | $99.09 | $99.09 | $0.00 |
| September '19 | $1,333.37 | $21.74 | $0.00 | $0.00 | $0.00 | $0.00 |
| October '19 | $1,593.60 | $62.61 | $0.00 | $0.00 | $0.00 | $0.00 |
| November '19 | $1,339.84 | $7.83 | $0.00 | $54.13 | $54.13 | $0.00 |
| December '19 | $1,292.99 | $2.89 | $0.00 | $8.21 | $8.21 | $0.00 |
| **2019 Total** | **$16,111.75** | **$1,333.35** | **$0.00** | **$220.43** | **$220.43** | **$0.00** |
| **Grand Totals** | **$16,111.75** | **$1,333.35** | **$0.00** | **$220.43** | **$220.43** | **$0.00** |

# DEER GROVE EMS DISTRICT
## Annual Executive Summary Report
### January 1, 2019 to December 31, 2019

**Collection Rates**

**2019**

| Group/Payor Type | Charges | Cash Credits | Rate 1 | Adjustments Mandatory | Rate 2 | Adjustments | Rate 3 |
|---|---|---|---|---|---|---|---|
| **Commercial Insurance** | | | | | | | |
| Commercial Insurance | $318,190.60 | $273,951.01 | 86.10% | $7,597.65 | 88.20% | $47,753.64 | >100% |
| Hospice | $9,376.10 | $3,007.17 | 32.07% | $4,962.63 | 68.14% | $4,962.63 | 85.00% |
| **Commercial Insurance Total** | **$327,566.70** | **$276,958.18** | **84.55%** | **$12,560.28** | **87.92%** | **$52,716.27** | **>100%** |
| **Medicaid Fee for Service** | | | | | | | |
| Medicaid Fee for Service | $23,235.20 | $3,987.72 | 17.16% | $18,113.68 | 77.86% | $22,235.68 | >100% |
| **Medicaid Managed Care** | | | | | | | |
| Medicaid Managed Care | $71,629.10 | $16,065.77 | 22.43% | $59,893.60 | >100% | $63,712.10 | >100% |
| **Medicare Fee for Service** | | | | | | | |
| Medicare Fee for Service | $367,660.60 | $132,927.33 | 36.15% | $232,396.46 | 98.27% | $248,127.05 | >100% |
| **Medicare Managed Care** | | | | | | | |
| Medicare Managed Care | $146,674.00 | $50,027.26 | 34.11% | $97,227.22 | >100% | $114,517.97 | >100% |
| **Other** | | | | | | | |
| Other | $0.00 | $0.00 | 0.00% | $0.00 | 0.00% | $0.00 | 0.00% |
| Refund Payor | $0.00 | $0.00 | 0.00% | $0.00 | 0.00% | $0.00 | 0.00% |
| **Other Total** | **$0.00** | **$0.00** | **0.00%** | **$0.00** | **0.00%** | **$0.00** | **0.00%** |
| **Private** | | | | | | | |
| Attorneys | $0.00 | $0.00 | 0.00% | $0.00 | 0.00% | $0.00 | 0.00% |
| Collections | $16,111.75 | $46,303.18 | >100% | $13,926.18 | >100% | $13,926.18 | >100% |
| Contract - Hospital, Intercept | $15,992.00 | $3,882.85 | 24.28% | $12,109.15 | 100.00% | $12,109.15 | 100.00% |
| Private (patient self-pay) | $88,950.40 | $21,530.75 | 24.21% | $1,975.57 | 24.76% | $87,597.87 | >100% |
| **Private Total** | **$121,054.15** | **$71,716.78** | **59.24%** | **$28,010.90** | **77.08%** | **$113,633.20** | **>100%** |
| **TRICARE** | | | | | | | |
| TRICARE | $4,441.80 | $907.81 | 20.44% | $1,774.79 | 34.04% | $1,774.79 | 60.39% |
| **Veteran's Health Administratio** | | | | | | | |
| Veteran's Health Administratio | $24,292.60 | $5,655.21 | 23.28% | $10,519.89 | 41.06% | $12,271.59 | 73.80% |
| **Workers Compensation** | | | | | | | |
| Workers Compensation | $11,472.80 | $12,543.65 | >100% | $1,056.15 | >100% | $1,456.29 | >100% |
| **2019 Total** | **$1,098,026.95** | **$570,789.71** | **51.98%** | **$461,552.97** | **89.68%** | **$630,444.94** | **>100%** |
| **Grand Totals** | **$1,098,026.95** | **$570,789.71** | **51.98%** | **$461,552.97** | **89.68%** | **$630,444.94** | **>100%** |

**Rate 1 = (Cash Credits/Charges) x 100**

**Rate 2 = ((Cash Credits)/(Charges - Adjustments Mandatory)) x 100**

**Rate 3 = ((Cash Credits + Adjustments)/(Charges)) x 100**

***Collection rates showing >100% or < -100% represent credits applied to accounts with dates of service outside the parameters of this report***

***Credits and charges are based on date posted in account***

# DEER GROVE EMS DISTRICT
## Annual Executive Summary Report
### January 1, 2019 to December 31, 2019

**Payor Mix**

| 2019 | | |
|---|---|---|
| **Group/Category** | **Calls** | **Percentage** |
| **Commercial Insurance** | | |
| Commercial Insurance | 209 | 28.02% |
| Hospice | 7 | 0.93% |
| **Commercial Insurance Total** | **216** | **28.95%** |
| **Medicaid Fee for Servic** | | |
| Medicaid Fee for Service | 17 | 2.27% |
| **Medicaid Managed Care** | | |
| Medicaid Managed Care | 50 | 6.70% |
| **Medicare Fee for Servic** | | |
| Medicare Fee for Service | 244 | 32.73% |
| **Medicare Managed Care** | | |
| Medicare Managed Care | 105 | 14.06% |
| **Other** | | |
| Refund Payor | 0 | 0.00% |
| **Private** | | |
| Attorneys | 0 | 0.00% |
| Private (patient self-pay) | 79 | 10.58% |
| Contract - Hospital, Intercept | 10 | 1.32% |
| **Private Total** | **89** | **11.90%** |
| **TRICARE** | | |
| TRICARE | 3 | 0.39% |
| **Veteran's Health Admini** | | |
| Veteran's Health Administratio | 14 | 1.87% |
| **Workers Compensation** | | |
| Workers Compensation | 8 | 1.06% |
| **2019 Totals** | **746** | **99.93%** |
| **Grand Totals** | **746** | **100.00%** |

**Includes only billable calls with dates of service within the date range shown above**

REVISION DATE: 10-2009

# Orientation Program

**Purpose:** To create a structured system to help new members become accustomed to the Deer-Grove EMS District. The program will show all aspects of the DGEMS operations and will ensure each new member has the opportunity to learn the Policies and Procedures of the department.

**Policy:** The Deer-Grove EMS District will provide initial orientation training and will monitor new staff member performances during the twelve-month Orientation Period.

**Procedure:**

**I. Standards.**

a. The Orientation Program is designed to help all members become familiar with all operating procedures, patient care protocols, and policies of the Deer-Grove EMS District and runs concurrent with the twelve (12) month Orientation Period.

b. As part of the Orientation Program, all members will receive information about the requirements of the position, compensation and benefits, policies, and other relevant information regarding both employment and patient care.

c. During the Orientation Program, new members are expected to attend all mandatory and other scheduled training sessions. Training sessions may include such topics as patient care, HIPAA and patient privacy, legal compliance, and other relevant patient care and employment related topics.

d. The orientation program and process will be completed in phases with corresponding responsibility level.

- Observer/Orientation Status: All new members will begin the orientation program in this status. The orientation program will begin with four (4)-twelve (12) hour shifts, where the new member will work with experienced members to work through the assignments in the 'DGEMS New Member Orientation Form' packet
- EMT3 Status: A new member enters this status after initial orientation hours are completed and will remain until the benchmarks set in the New Member Orientation Log are completed.
- EMT2 Status: The member transitions to this level when they show full operational knowledge and can run a call or patient care scenario as the senior partner.
- EMT1 Status: This final level is achieved when the member shows the ability and willingness to be in charge of an incident. This status may be attained in the first year, but is not required to maintain membership in good standing.

e. Members are encouraged to ask questions about their employment or the policies of the Deer-Grove EMS District during any of the Orientation Program. Even after the Orientation Program and Orientation Period ends, members are encouraged to voice their concerns and pose questions to their supervisor or other member of management.

f. At the conclusion of the Orientation Program you will meet with your supervisor to determine if your membership will be continued beyond the Orientation Period.

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g. Successful completion of the Orientation Period and completion of all Orientation Program training does not guarantee permanent membership or alter in any way the at-will employment relationship for employees.

REVISION DATE: 02-2020

# Orientation Program

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f. At the conclusion of the Orientation Program you will meet with your supervisor to determine if your membership will be continued beyond the Orientation Period.
g. Successful completion of the Orientation Period and completion of all Orientation Program training does not guarantee permanent membership or alter in any way the at-will employment relationship for members.

# DEER-GROVE EMS

## STANDARD OPERATING PROCEDURES

| TITLE: VEHICLE ACCIDENT | | |
|---|---|---|
| Original Issue: 03/17/2011 | Revision Date: | Number: 5.3 |

| | |
|---|---|
| Prepared By: Chief Erschen | Approved By: DGEMS District Commission |
| Revised By: Chief Lang | |

**Purpose**

To establish a standard procedure to follow when a department-owned vehicle is involved in an accident/crash.

**Procedures**

The member (s) involved in the collision must promptly report the accident, as soon as possible following the collision.

1. Accident Reporting:

   All accidents must be reported in the following manner:

   a. Contact the Dane County Communications Center to advise of the collision.
      i. Request an incident number if not assigned to a call for service
      ii. If responding to an incident, have another unit respond in place of the vehicle in the collision
      iii. If transporting a patient, request another unit to complete the patient care transport
      iv. Take the vehicle out of service until operability can be determined.

   b. Request law enforcement for all crash incidents

   c. Request additional medical assistance if necessary.

   d. If vehicle is inoperable, request towing services for the DGEMS vehicle, which should be towed to nearest appropriate collision repair facility. Report the accident, via phone call or radio, to the immediate Officer In Charge at once.
      i. The supervisor will the prepare and email their initial report on the event, as detailed below.
      ii. The member(s) involved will be required to also write an incident report describing the circumstances of the event.,

   e. Provide to the other person(s) involved name, address, and other information needed to follow up.

   f. DO NOT discuss the accident with anyone other than fellow members involved, the supervisor, and Police. DO NOT admit liability or indicate that DGEMS will take responsibility or will pay any bills.

   g. An individual involved in an accident required to be reported by State law may be subject to post accident drug and/or alcohol testing pursuant to the District's Alcohol and Substance Abuse & Testing Policy.

2. OIC Initial report of the event

   a. Must be completed immediately following the collision and submitted to the Chief for review.

   b. Report should include circumstances involved in collision, i.e. road conditions, lighting conditions, driving mode of DGEMS vehicle, type/composition of roadway, person operating DGEMS vehicle, and position of other DGEMS personnel in the vehicle

   c. Photographs should be taken of the surroundings, any vehicles involved, and all damage to vehicles or property.

3. Initial Accident Review:

   The Chief or designee will review all vehicle accidents/crashes involving DGEMS vehicles. This review shall be in accordance with the review procedure and criteria identified in this policy to determine preventable or non-preventable incidents. In the absence of extenuating circumstances

**Deleted:** This policy is intended to create a uniform standard governing the privilege of operating DGEMS vehicles within the scope of our department. In addition, it is to assure a high level of professionalism and awareness of safety while operating DGEMS vehicles. This standard e

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**Commented [JM2]:** "...should report accidents as soon as possible." Maybe? This policy isn't about breakdowns or malfunctions, it is an accident policy.

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**Deleted:** <#> If towing is necessary, contact towing service and they will have the vehicle towed. Give the service center the contact information of the Vehicle Maintenance Officer and/or Chief to coordinate repairs.¶

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**Moved up [1]:** Contact the dispatch center to take the

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**Deleted:** The supervisor will contact the Chief as s ... [2]

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**Deleted:** and/or on duty personnel

such as a major accident or where an outside agency is investigating the matter, this process should be accomplished within five working days of the incident.

4. Accident Review Determination:
The Chief or designee will make a final determination within 14 days after the date of receiving the written findings of the incident. This is intended to ensure consistency regarding the application of the review criteria.

5. Review Procedure and corrective action:
The goal of DGEMS is to have all information available and accessible for consideration in the review process. This will include, but is not limited to:
   a. The Police report
   b. Supervisor report
   c. Supplemental reports
   d. Narrative statement by the driver
   e. Any visual information (map of incident, pictures, etc.)

- Any determinations, as a result of the review, will be provided to the member in writing and will indicate if the accident was preventable or non-preventable, based upon the definitions and criteria developed by the National Safety Council and described below.
- The Chief will determine any appropriate disciplinary action based upon the driver's work history, circumstances of the accident/crash, and any similar incidents.
  a. If determined necessary, progressive disciplinary action will be applied.
  b. Possible actions taken, but not limited to are as follows: driving privileges for DGEMS may be revoked, remediation of driving classes can be applied, and if deemed necessary termination from the organization.

6. Review Criteria:
The National Safety Council guide, while designated to assist in determining the preventability of accidents, does not list every factor that may be involved in each accident. Yet, it does cover the most common aspects of principle causes of accidents, and as such serves as a general guide when reviewing accident/crashes.

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**Deleted:** <#>Policy Compliance: ¶
<#>Failure to comply with DGEMS policy, loss of driving privileges, or fraudulent report of vehicle use may result in disciplinary action. DGEMS will, on an annual basis, review driving records of all members that are required to drive in the course of duties in service to the DGEMS district.¶
<#>¶
<#>Complaints: ¶
<#>Complaints received regarding driving practices in either private or department vehicles shall be forwarded to the Chief of the Department.¶
<#>¶
<#>A copy of this policy will be placed in each vehicle for reference when needed.

| Page 1: [1] Deleted | Eric Lang | 12/30/2019 4:10:00 PM |
|---|---|---|

When another vehicle or property is involved contact the local Police department where the accident has taken place; advise that it involves DGEMS equipment. Provide all information requested by Police.

a.

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|---|---|---|

The supervisor will contact the Chief as soon as a proper assessment can be given.

b.

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|---|---|---|

and an initial Police Report will be made available to the Chief within no more than three days of the incident.

i.

# DEER-GROVE EMS

## STANDARD OPERATING PROCEDURES

| TITLE: VEHICLE ACCIDENT | | |
|---|---|---|
| **Original Issue: 03/17/2011** | **Revision Date:** | **Number: 5.3** |

| | |
|---|---|
| **Prepared By: Chief Erschen** | **Approved By: DGEMS District Commission** |
| **Revised By: Chief Lang** | |

## Purpose

To establish a standard procedure to follow when a department-owned vehicle is involved in an accident/crash.

## Procedures

The member(s) involved in the collision must promptly report the accident. as soon as possible following the collision.

1. Accident Reporting:
   All accidents must be reported in the following manner:
   a. Contact the Dane County Communications Center to advise of the collision. Request an incident number if not assigned to a call for service
      i. If responding to an incident, have another unit respond in place of the vehicle in the collision
      ii. If transporting a patient, request another unit to complete the patient care transport
      iii. Take the vehicle out of service until operability can be determined.
   b. Request law enforcement for all crash incidents
   c. Request additional medical assistance if necessary.
   d. If the DGEMS vehicle is inoperable, request towing service and the vehicle be towed to nearest appropriate collision repair facility.
   e. Report the accident, via phone call or radio, to the immediate Officer-In-Charge (OIC) at once.
      i. The member(s) involved will be required to write an incident report describing the circumstances of the event.
      ii. The OIC will the prepare and email their own initial report on the event, as detailed below.
   f. Provide to the other person(s) involved name, address, and other information needed to follow up.
   g. DO NOT discuss the accident with anyone other than fellow members involved, the OIC, and Police. DO NOT admit liability or indicate that DGEMS will take responsibility or will pay any bills.
   h. An individual involved in an accident required to be reported by State law may be subject to post accident drug and/or alcohol testing pursuant to the District's Alcohol and Substance Abuse & Testing Policy.

2. OIC Initial report of the event:
   a. Must be completed following the collision and submitted to the Chief for review. Initial report should be completed in a timely manner, but management of the event is the primary concern.
   b. Report should include circumstances involved in collision, i.e. road conditions, lighting conditions, driving mode of DGEMS vehicle, type/composition of roadway, person operating DGEMS vehicle, and position of other DGEMS personnel in the vehicle. These items may not be directly witness by the OIC, therefore the OIC will ensure the staff's incident report includes the desired details.
   c. Photographs should be taken of the surroundings, any vehicles involved, and all damage to vehicles or property.

3. Initial Accident Review:

The Chief or designee will review all vehicle accidents/crashes involving DGEMS vehicles. This review shall be in accordance with the review procedure and criteria identified in this policy to determine preventable or non-preventable incidents. In the absence of extenuating circumstances such as a major accident or where an outside agency is investigating the matter, this process should be accomplished within five working days of the incident.

4. Accident Review Determination:
The Chief or designee will make a final determination within 14 days after the date of receiving the written findings of the incident. This is intended to ensure consistency regarding the application of the review criteria.

5. Review Procedure and corrective action:
The goal of DGEMS is to have all information available and accessible for consideration in the review process. This will include, but is not limited to:
    a. The Police report
    b. OIC Initial report
    c. Member-completed Incident report
    d. Supplemental reports
    e. Any visual information (map of incident, pictures, etc.)

- Any determinations, as a result of the review, will be provided to the member in writing and will indicate if the accident was preventable or non-preventable, based upon the definitions and criteria developed by the National Safety Council and described below.
- The Chief will determine any appropriate disciplinary action based upon the driver's work history, circumstances of the accident/crash, and any similar incidents.
    a. If determined necessary, progressive disciplinary action will be applied.
    b. Possible actions taken, but not limited to are as follows: driving privileges for DGEMS may be revoked, remediation of driving classes can be applied, and if deemed necessary termination from the organization.

6. Review Criteria:
The National Safety Council guide, while designated to assist in determining the preventability of accidents, does not list every factor that may be involved in each accident. Yet, it does cover the most common aspects of principle causes of accidents, and as such serves as a general guide when reviewing accident/crashes.

# VILLAGE OF COTTAGE GROVE LAW ENFORCEMENT COMMITTEE

## NOTICE OF PUBLIC MEETING

## TUESDAY, FEBRUARY 25, 2020, 5:30 p.m., COTTAGE GROVE POLICE DEPARTMENT

## MUNICIPAL BUILDING SUITE 1, 210 PROGRESS DRIVE, COTTAGE GROVE, WI 53527

## AGENDA

1. Call meeting to order

2. Determine quorum present, and meeting properly posted

3. Discuss/consider approval of minutes of previous meeting(s)

4. New Business:
   a. Update on fitness/wellness plan.
   b. Update on recent vandalism.
   c. Update on success of food pantry/parking ticket program.

5. Chief's Report.
   a. Police Department Activity Report
   b. Detective Report
   c. K9 Report
   d. SRO Report

6. Future agenda items and next meeting date

7. Adjournment

**ALL AGENDA ITEMS ARE SUBJECT TO ACTION**

John Williams, Chairperson
Village of Cottage Grove
Law Enforcement Committee

It is possible that members of and a possible quorum of members of other governmental bodies may be in attendance at the above-stated meeting to gather information; no action will be taken by any other governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. If you require an interpreter, materials in alternative formats, or other accommodations to access this service, activity or program, contact the Cottage Grove Village Hall at 839-4704, at least 24 hours prior to this meeting.

# VILLAGE OF COTTAGE GROVE LAW ENFORCEMENT COMMITTEE
Municipal Building Suite 1, 210 Progress Drive, Cottage Grove, WI 53527
28 January 2020
Draft - Meeting Minutes

1. Call to Order

   The January 28, 2020 regular meeting of the Village of Cottage Grove Law Enforcement was called to order at 5:30 p.m. by Village President John Williams

2. Determination of quorum and that the agenda was properly posted

   It was determined that there was a quorum of members present and that the agenda properly posted. Committee members present were: Police Chief Dan Layber, Members Ron Mabie and Kishia Peters, Trustees Jon Russell and Sarah Valencia and Village President John Williams. Also in attendance, was Lieutenant Matthew Wagner.

3. Discuss and consider the approval of the previous meeting minutes

   Motion by Valencia to approve minutes from 26 November 2019 meeting seconded by Mabie. Motion carried with a voice vote of 5-0-0.

4. New Business

   a. Discuss and consider 2020 COPS grant application and applying for one position: Chief Layber walked through the program and that the Village had applied in the past without being awarded the grant. The officer needs to be outside any planned positions and not replace a future planned position. If granted, the position is funded up to 75% for the first three years and the needs to be maintained for the fourth year. Motion by Valencia to apply for the 2020 grant application for one officer and second by Peters. Motion passed carried with a voice vote of 5-0-0.

5. Chief's Report

   a. Police Department Activity Report: Chief Layber highlighted a few items in the report, but noted nothing really pressing from the data reports. The budget is in good shape with expenses (outside labor, benefits, etc.) came in around $111K compared to budget $136K. Chief shared that the food pantry in lieu of paying $25 for Village parking ticket for the holiday season which was just wrapping up was successful. We had large four loads of food delivered to our local panty and Channel 27 News were looking to do a follow-up to their December 5th news story on this program.

   b. Detective Report: Chief Layber walked through the report.

c. K9 Report: Chief Layber relayed the activities of our K9 unit in the Village and mutual aid outside the Village.

d. SRO Report: Chief Layber shared a few highlights from SRO's report. The committee suggested that the SRO report be issued in the packet as a pdf to ensure student name redactions.

6. Future agenda items and next meeting date:

- Usual agenda items as well as update on the wellness program.
- Next meeting scheduled for 25th February at 5:30 p.m.

7. Adjournment

Motion to adjure 6:05 p.m. by Valencia and second by Mabie and carried voice vote 5-0-0.

MINUTES - Submitted by
John Williams
Village of Cottage Grove Law Enforcement Committee meeting held on 28Jan2020

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

# CALLS FOR SERVICE SUMMARY

| 2020 Village | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TOTAL | 1250 | | | | | | | | | | | |
| NUMBER OF DAYS PER MONTH | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 | 31 | 30 | 31 |
| CALLS PER DAY | 40.3 | | | | | | | | | | | |
| CALLS PER SHIFT | 13.4 | | | | | | | | | | | |

| 2019 Village | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TOTAL | 1300 | 1110 | 1190 | 1069 | 1026 | 1189 | 1022 | 1029 | 883 | 955 | 888 | 879 |
| NUMBER OF DAYS PER MONTH | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 | 31 | 30 | 31 |
| CALLS PER DAY | 41.9 | 39.6 | 38.4 | 35.6 | 33.1 | 39.6 | 33 | 33.2 | 29.4 | 30.8 | 29.6 | 28.3 |
| CALLS PER SHIFT | 14 | 13.2 | 12.8 | 11.9 | 11 | 13.2 | 11 | 11.1 | 9.8 | 10.3 | 9.9 | 9.4 |

| 2018 Village | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TOTAL | 1429 | 1370 | 1178 | 1074 | 959 | 1105 | 1137 | 1205 | 1185 | 1198 | 1043 | 1105 |
| NUMBER OF DAYS PER MONTH | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 | 31 | 30 | 31 |
| CALLS PER DAY | 46 | 48.9 | 38 | 35.8 | 30.9 | 36.8 | 36.7 | 38.9 | 39.5 | 38.7 | 35 | 35.7 |
| CALLS PER SHIFT | 15.3 | 16.3 | 12.7 | 11.9 | 10.3 | 12.3 | 12.2 | 13 | 13.2 | 12.9 | 11.7 | 11.9 |

| 2017 Village | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TOTAL | 986 | 873 | 1029 | 717 | 812 | 825 | 738 | 682 | 804 | 794 | 723 | 845 |
| NUMBER OF DAYS PER MONTH | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 | 31 | 30 | 31 |
| CALLS PER DAY | 31.81 | 31.18 | 33.19 | 23.9 | 26.2 | 27.5 | 23.8 | 22 | 26.8 | 25.6 | 24.1 | 27.3 |
| CALLS PER SHIFT | 10.6 | 10.4 | 11.1 | 8 | 8.7 | 9.1 | 7.9 | 7.3 | 9 | 8.5 | 8 | 9.1 |

| 2016 Village | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TOTAL | 911 | 977 | 1033 | 1034 | 806 | 867 | 839 | 1206 | 911 | 907 | 748 | 961 |
| NUMBER OF DAYS PER MONTH | 31 | 29 | 31 | 30 | 31 | 30 | 31 | 31 | 30 | 31 | 30 | 31 |
| CALLS PER DAY | 29.39 | 33.69 | 33.32 | 34.47 | 26.00 | 28.90 | 27.06 | 38.90 | 30.37 | 29.26 | 24.93 | 31.00 |
| CALLS PER SHIFT | 9.8 | 11.2 | 11.1 | 11.5 | 8.7 | 9.6 | 9.0 | 13.0 | 10.1 | 9.8 | 8.3 | 10.3 |

| 2015 Village | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TOTAL | 760 | 597 | 580 | 584 | 803 | 796 | 776 | 1098 | 1002 | 921 | 925 | 1005 |
| NUMBER OF DAYS PER MONTH | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 | 31 | 30 | 31 |
| CALLS PER DAY | 24.52 | 21.32 | 18.71 | 19.47 | 25.90 | 26.53 | 25.03 | 35.42 | 33.40 | 29.71 | 30.83 | 32.42 |
| CALLS PER SHIFT | 8.2 | 7.1 | 6.2 | 6.5 | 8.6 | 8.8 | 8.3 | 11.8 | 11.1 | 9.9 | 10.3 | 10.8 |

| 2014 Town & Village | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TOTAL | 581 | 509 | 569 | 585 | 760 | 694 | 693 | 709 | 654 | 613 | 684 | 547 |
| NUMBER OF DAYS PER MONTH | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 | 31 | 30 | 31 |
| CALLS PER DAY | 18.74 | 18.18 | 18.35 | 19.50 | 24.52 | 23.13 | 22.35 | 22.87 | 21.80 | 19.77 | 22.80 | 17.65 |
| CALLS PER SHIFT | 6.2 | 6.1 | 6.1 | 6.5 | 8.2 | 7.7 | 7.5 | 7.6 | 7.3 | 6.6 | 7.6 | 5.9 |

# COTTAGE GROVE 2020 DEPARTMENT BUD(
## MONTHLY EXPENDITURES

| | | Expenditure | | Remaining | Invoice |
|---|---|---|---|---|---|
| ***100-52100-210 PROFESSIONAL SERVICES*** | | | | | |
| | **Budgeted Amount** | | **$** | **12,000.00** | |
| | | | $ | 12,000.00 | |
| ***100-52100-214 DATA PROCESSING*** | | | | | |
| | **Budgeted Amount** | | **$** | **40,000.00** | |
| Deer Creek Technologies | | $ 297.00 | $ | 39,703.00 | 2020-110 |
| WI DOJ | | $ 318.00 | $ | 39,385.00 | 455TIME-7813 |
| US Cellular | | $ 223.59 | $ | 39,161.41 | 352430725 |
| Power DMS | | $ 1,166.62 | $ | 37,994.79 | 32802 |
| ***100-52100-225 TELEPHONE*** | | | | | |
| | **Budgeted Amount** | | **$** | **5,000.00** | |
| Frontier | | $ 70.88 | $ | 4,929.12 | 01/01/20 |
| US Cellular | | $ 404.68 | $ | 4,524.44 | 353770261 |
| Frontier | | $ 70.65 | $ | 4,453.79 | 02/01/20 |
| ***100-52100-240 REPAIR/MAIN EQUIP*** | | | | | |
| | **Budgeted Amount** | | **$** | **2,300.00** | |
| | | | $ | 2,300.00 | |
| ***100-52100-310 OFFICE SUPPLIES*** | | | | | |
| | **Budgeted Amount** | | **$** | **4,000.00** | |
| Complete Office | | $ 60.64 | $ | 3,939.36 | MC |
| Complete Office | | $ 115.64 | $ | 3,823.72 | MC |
| Amazon | | $ 63.28 | $ | 3,760.44 | MC |
| Amazon | | $ 103.59 | $ | 3,656.85 | MC |
| Amazon | | $ (118.16) | $ | 3,775.01 | MC |
| ***100-52100-311 POSTAGE*** | | | | | |
| | **Budgeted Amount** | | **$** | **600.00** | |
| Post Office | | $ 24.65 | $ | 575.35 | MC |
| Post Office | | $ 7.10 | $ | 568.25 | MC |
| ***100-52100-320 PUBLICATIONS/DUES*** | | | | | |
| | **Budgeted Amount** | | **$** | **1,500.00** | |
| Chamber of Commerce | | $ 110.00 | $ | 1,390.00 | 12/31/2019 |
| WI CPA | | $ 80.00 | $ | 1,310.00 | 12/30/2019 |
| DCCPA | | $ 80.00 | $ | 1,230.00 | 2020-CGPD |
| IACP | | $ 190.00 | $ | 1,040.00 | 94383 |

***100-52100-330 TRAINING***

| | | | | | |
|---|---|---|---|---|---|
| | **Budgeted Amount** | | **$** | **11,000.00** | |
| WICPA | $ | 200.00 | $ | 10,800.00 | 3967 |
| PayPal | $ | 275.00 | $ | 10,525.00 | MC |
| Kalahari | $ | 82.00 | $ | 10,443.00 | MC |

***100-52100-340 OPERATING SUPPLIES***

| | | | | | |
|---|---|---|---|---|---|
| | **Budgeted Amount** | | **$** | **20,000.00** | |
| Engraving & Trophy Specialists, Inc. | $ | 75.00 | $ | 19,925.00 | 59785 |
| Deer Grove EMS | $ | 154.04 | $ | 19,770.96 | 20201 |
| Unity Point Health | $ | 37.97 | $ | 19,732.99 | 1/27/2020 |
| Ace Hardware | $ | 13.99 | $ | 19,719.00 | 2/7/2020 |
| Deerfield Pistol Center | $ | 1,725.80 | $ | 17,993.20 | MC |
| Eleven | $ | 59.92 | $ | 17,933.28 | MC |
| Amazon | $ | 13.07 | $ | 17,920.21 | MC |
| Amazon | $ | 195.70 | $ | 17,724.51 | MC |

***100-52100-342 UNIFORMS***

| | | | | | |
|---|---|---|---|---|---|
| | **Budgeted Amount** | | **$** | **10,000.00** | |
| Deerfield Pistol Center | $ | 138.90 | $ | 9,861.10 | 54034 |
| Galls | $ | 57.65 | $ | 9,803.45 | MC |

***100-52100-380 VEHICLE REPAIR***

| | | | | | |
|---|---|---|---|---|---|
| | **Budgeted Amount** | | **$** | **10,000.00** | |
| Meineke | $ | 40.65 | $ | 9,959.35 | 28065 |
| Meineke | $ | 40.65 | $ | 9,918.70 | 28068 |
| Kayser | $ | 182.13 | $ | 9,736.57 | 631059 |
| Meineke | $ | 37.44 | $ | 9,699.13 | 27037 |

***100-52100-385 MOTOR FUEL***

| | | | | | |
|---|---|---|---|---|---|
| | **Budgeted Amount** | | **$** | **14,000.00** | |
| Landmark | $ | 1,338.35 | $ | 12,661.65 | 01/31/2020 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Year to Date** | | **Expenditures** | | **Budgeted** | | **Difference** |
| | $ | 7,936.42 | $ | 130,400.00 | $ | 122,463.58 |

GET

| Description | Month |
| --- | --- |
| Deer Creek Annual | Jan |
| Time System Access | Jan |
| Modem Account | Jan |
| Start-up Fees | Jan |
| Emergency Line/Fax Machine | Jan |
| Cell Phones | Jan |
| Emergency Line/Fax Machine | Feb |
| Office Supplies | Jan |
| Office Supplies | Jan |
| Office Supplies | Jan |
| Office Supplies | Jan |
| Office Supplies | Jan |
| Postage for Return | Jan |
| Certified Mail | Jan |
| Chamber Dues | Dec |
| Wagner Membership | Dec |
| Chief/LT Dues | Jan |
| Chief Dues | Jan |

| | |
|---|---|
| Chief Conference | Jan |
| Anderson | Jan |
| Anderson | Jan |
| | |
| Jude Wolf Award | Jan |
| Defibrillator Pads | Jan |
| Blood Draw; Case #20-36070 | Jan |
| Flashlight Battery | Feb |
| Glock & Ammo | Jan |
| Evidence | Jan |
| Amazon Prime | Jan |
| Unknown | Jan |
| | |
| Matte | Jan |
| Layber | Jan |
| | |
| Squad 162 | Jan |
| Squad 14 | Jan |
| K9 Squad | Jan |
| Squad 161 | Feb |
| | |
| January Fuel | Jan |
| | |
| | 6% |

# 2020 Revenues:

| | | | | | |
|---|---|---|---|---|---|
| ***General Fund: Fines & Forfeitures*** | | $ 175.00 | | 6134 | Jan |
| ***Parking Violations*** | | $ 50.00 | | 6260 | Jan |
| | | $ 200.00 | | 6596 | Jan |
| | | $ 125.00 | | 6658 | Jan |
| | | $ 25.00 | | 6697 | Jan |
| | | $ 75.00 | | 6675 | Jan |
| | | $ 300.00 | | 6764 | Feb |
| | | $ 100.00 | | 6773 | Feb |
| | **Total:** | | **$ 1,050.00** | | |
| ***General Fund: Public Charges SVCS*** | | | | | |
| | **Total:** | | **$ -** | | |
| ***Police Dept Fund: Police Training*** | | | | | |
| | **Total:** | | **$ -** | | |
| ***Police Dept Fund: Other Earning*** | | $ 20.00 | | 6135 | Jan |
| ***Gen Gov*** | | $ 15.00 | | 6659 | Jan |
| | | $ 25.00 | | 6597 | Jan |
| | | $ 5.00 | | 6765 | Feb |
| | **Total:** | | **$ 65.00** | | |
| ***Police Dept Fund: Police Training*** | | $ 146.32 | | 4633 | Feb |
| ***Intergov Aid/State*** | | | | | |
| | **Total:** | | **$ 146.32** | | |
| ***Police Dept Fund: Patronage Dividend*** | | | | | |
| | **Total:** | | **$ -** | | |
| ***Police Dept Fund: Misc. - Donations*** | | | | | |
| | **Total:** | | | | |
| | **TOTALS:** | **$ 1,261.32** | **$ 1,261.32** | | |

# Incident Activity Report

Cottage Grove
Police Department
Official Case Report
**Do Not Re-Release**

**Print Date/Time:** 02/19/2020 12:13
**Login ID:** cgcms
**Layer:** All
**Areas:** All

**From Date:** 01/01/2020 00:01
**To Date:** 01/31/2020 23:59

Village of Cottage Grove Police Department
**ORI Number:** WI0131900
**Incident Type:** All

| Hour | SUNDAY | | MONDAY | | TUESDAY | | WEDNESDAY | | THURSDAY | | FRIDAY | | SATURDAY | | TOTAL | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | INCIDENTS | % | INCIDENTS | % | INCIDENTS | % | INCIDENTS | % | INCIDENTS | % | INCIDENTS | % | INCIDENTS | % | INCIDENTS | % |
| 24 | 11 | 0.9 | 10 | 0.8 | 9 | 0.7 | 12 | 1.0 | 17 | 1.4 | 13 | 1.0 | 13 | 1.0 | 85 | 6.8 |
| 1 | 11 | 0.9 | 8 | 0.6 | 8 | 0.6 | 5 | 0.4 | 8 | 0.6 | 6 | 0.5 | 17 | 1.4 | 63 | 5.0 |
| 2 | 2 | 0.2 | 7 | 0.6 | 10 | 0.8 | 4 | 0.3 | 7 | 0.6 | 8 | 0.6 | 26 | 2.1 | 64 | 5.1 |
| 3 | 4 | 0.3 | 7 | 0.6 | 3 | 0.2 | 4 | 0.3 | 7 | 0.6 | 9 | 0.7 | 9 | 0.7 | 43 | 3.4 |
| 4 | 17 | 1.4 | 2 | 0.2 | 2 | 0.2 | 4 | 0.3 | 7 | 0.6 | 4 | 0.3 | 11 | 0.9 | 47 | 3.8 |
| 5 | 3 | 0.2 | 0 | 0.0 | 1 | 0.1 | 5 | 0.4 | 0 | 0.0 | 0 | 0.0 | 1 | 0.1 | 10 | 0.8 |
| 6 | 5 | 0.4 | 0 | 0.0 | 0 | 0.0 | 2 | 0.2 | 5 | 0.4 | 1 | 0.1 | 2 | 0.2 | 15 | 1.2 |
| 7 | 5 | 0.4 | 5 | 0.4 | 1 | 0.1 | 13 | 1.0 | 5 | 0.4 | 10 | 0.8 | 7 | 0.6 | 46 | 3.7 |
| 8 | 11 | 0.9 | 4 | 0.3 | 3 | 0.2 | 4 | 0.3 | 4 | 0.3 | 1 | 0.1 | 3 | 0.2 | 30 | 2.4 |
| 9 | 6 | 0.5 | 4 | 0.3 | 3 | 0.2 | 6 | 0.5 | 4 | 0.3 | 4 | 0.3 | 2 | 0.2 | 29 | 2.3 |
| 10 | 6 | 0.5 | 13 | 1.0 | 8 | 0.6 | 13 | 1.0 | 7 | 0.6 | 4 | 0.3 | 6 | 0.5 | 57 | 4.6 |
| 11 | 4 | 0.3 | 8 | 0.6 | 8 | 0.6 | 5 | 0.4 | 9 | 0.7 | 7 | 0.6 | 3 | 0.2 | 44 | 3.5 |
| 12 | 3 | 0.2 | 12 | 1.0 | 9 | 0.7 | 12 | 1.0 | 3 | 0.2 | 9 | 0.7 | 2 | 0.2 | 50 | 4.0 |
| 13 | 4 | 0.3 | 6 | 0.5 | 5 | 0.4 | 4 | 0.3 | 8 | 0.6 | 5 | 0.4 | 1 | 0.1 | 33 | 2.6 |
| 14 | 5 | 0.4 | 7 | 0.6 | 3 | 0.2 | 12 | 1.0 | 6 | 0.5 | 3 | 0.2 | 5 | 0.4 | 41 | 3.3 |
| 15 | 9 | 0.7 | 12 | 1.0 | 8 | 0.6 | 18 | 1.4 | 17 | 1.4 | 12 | 1.0 | 9 | 0.7 | 85 | 6.8 |
| 16 | 14 | 1.1 | 9 | 0.7 | 10 | 0.8 | 11 | 0.9 | 14 | 1.1 | 13 | 1.0 | 10 | 0.8 | 81 | 6.5 |
| 17 | 12 | 1.0 | 2 | 0.2 | 5 | 0.4 | 9 | 0.7 | 10 | 0.8 | 6 | 0.5 | 8 | 0.6 | 52 | 4.2 |
| 18 | 3 | 0.2 | 8 | 0.6 | 5 | 0.4 | 12 | 1.0 | 10 | 0.8 | 12 | 1.0 | 5 | 0.4 | 55 | 4.4 |
| 19 | 10 | 0.8 | 11 | 0.9 | 10 | 0.8 | 8 | 0.6 | 9 | 0.7 | 9 | 0.7 | 13 | 1.0 | 70 | 5.6 |
| 20 | 9 | 0.7 | 7 | 0.6 | 9 | 0.7 | 7 | 0.6 | 10 | 0.8 | 20 | 1.6 | 11 | 0.9 | 73 | 5.8 |
| 21 | 4 | 0.3 | 5 | 0.4 | 3 | 0.2 | 2 | 0.2 | 4 | 0.3 | 6 | 0.5 | 10 | 0.8 | 34 | 2.7 |
| 22 | 5 | 0.4 | 7 | 0.6 | 6 | 0.5 | 5 | 0.4 | 7 | 0.6 | 11 | 0.9 | 12 | 1.0 | 53 | 4.2 |
| 23 | 18 | 1.4 | 12 | 1.0 | 7 | 0.6 | 13 | 1.0 | 13 | 1.0 | 14 | 1.1 | 13 | 1.0 | 90 | 7.2 |
| **Totals:** | **181** | **14.5** | **166** | **13.3** | **136** | **10.9** | **190** | **15.2** | **191** | **15.3** | **187** | **15.0** | **199** | **15.9** | **1250** | **100.00** |

# Incident Breakdown By Month Report

Cottage Grove
Police Department
Official Case Report
**Do Not Re-Release**

**Print Date/Time:** 02/19/2020 12:14
**Login ID:** cgcms
**Year:** 2020

Village of Cottage Grove Police Department
**ORI Number:** WI0131900
**Incident Type:** All

| Incident Type | January | | February | | March | | April | | May | | June | | July | | August | | September | | October | | November | | December | | Yearly |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | Totals |
| 911 Abandoned | 3 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 3 |
| 911 Call Playing | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| 911 Call Question | 1 | 20.0 | 4 | 80.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 5 |
| 911 Call Silent | 1 | 50.0 | 1 | 50.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| 911 Call | 12 | 70.6 | 5 | 29.4 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 17 |
| 911 Disconnect | 3 | 75.0 | 1 | 25.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 4 |
| Accident Hit and | 0 | 0.0 | 2 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| Accident Private | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Accident Property | 8 | 72.7 | 3 | 27.3 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 11 |
| Accident Unknown | 3 | 60.0 | 2 | 40.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 5 |
| Accident w/Injuries | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Alarm | 4 | 57.1 | 3 | 42.9 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 7 |
| Animal Found | 0 | 0.0 | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Animal Stray | 2 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| Annoying/Obscene | 1 | 50.0 | 1 | 50.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| Assist Citizen | 38 | 60.3 | 25 | 39.7 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 63 |
| Assist Citizen | 1 | 50.0 | 1 | 50.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| Assist Community | 1 | 25.0 | 3 | 75.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 4 |
| Assist EMS/Fire | 36 | 73.5 | 13 | 26.5 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 49 |
| Assist K9 | 4 | 50.0 | 4 | 50.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 8 |
| Assist Police | 19 | 79.2 | 5 | 20.8 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 24 |
| Assist Translate | 0 | 0.0 | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| ATL Person | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Attempted Suicide | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Battery | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Check Person | 14 | 66.7 | 7 | 33.3 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 21 |

# Incident Breakdown By Month Report

Cottage Grove
Police Department
Official Case Report
**Do Not Re-Release**

**Print Date/Time:** 02/19/2020 12:14
**Login ID:** cgcms
**Year:** 2020

Village of Cottage Grove Police Department
**ORI Number:** WI0131900
**Incident Type:** All

| Incident Type | January # | January % | February # | February % | March # | March % | April # | April % | May # | May % | June # | June % | July # | July % | August # | August % | September # | September % | October # | October % | November # | November % | December # | December % | Yearly Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Check Property | 337 | 62.5 | 202 | 37.5 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 539 |
| Check Property | 29 | 65.9 | 15 | 34.1 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 44 |
| Child Abuse | 2 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| Civil Dispute | 2 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| Damage to | 1 | 33.3 | 2 | 66.7 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 3 |
| Damage to | 0 | 0.0 | 2 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| Death | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Disturbance | 2 | 66.7 | 1 | 33.3 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 3 |
| Disturbance | 1 | 50.0 | 1 | 50.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| Domestic | 4 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 4 |
| Drug | 6 | 54.5 | 5 | 45.5 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 11 |
| Follow-Up | 19 | 76.0 | 6 | 24.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 25 |
| Foot Patrol | 3 | 50.0 | 3 | 50.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 6 |
| Found Person | 0 | 0.0 | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Fraud | 3 | 75.0 | 1 | 25.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 4 |
| Information | 12 | 66.7 | 6 | 33.3 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 18 |
| Intoxicated Person | 2 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| Juvenile Arrest | 1 | 50.0 | 1 | 50.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| Landlord Tenant | 0 | 0.0 | 2 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| Liquor Law/Bar | 4 | 80.0 | 1 | 20.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 5 |
| Local Ordinance | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Missing Adult | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Missing | 0 | 0.0 | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Neighbor Trouble | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Noise Complaint | 0 | 0.0 | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| OMVWI | 4 | 66.7 | 2 | 33.3 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 6 |

# Incident Breakdown By Month Report

Cottage Grove
Police Department
Official Case Report
**Do Not Re-Release**

**Print Date/Time:** 02/19/2020 12:14
**Login ID:** cgcms
**Year:** 2020

Village of Cottage Grove Police Department
**ORI Number:** WI0131900
**Incident Type:** All

| Incident Type | January | | February | | March | | April | | May | | June | | July | | August | | September | | October | | November | | December | | Yearly |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | Totals |
| Parking Complaint | 218 | 75.7 | 70 | 24.3 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 288 |
| Phone | 12 | 42.9 | 16 | 57.1 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 28 |
| PNB/AED | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Preserve the | 0 | 0.0 | 4 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 4 |
| Property Found | 7 | 63.6 | 4 | 36.4 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 11 |
| Repo | 2 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| Safety Hazard | 8 | 61.5 | 5 | 38.5 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 13 |
| Sex Offense | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Sexual Assault of | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Special Event | 0 | 0.0 | 2 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| ST-Assist Citizen | 4 | 33.3 | 8 | 66.7 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 12 |
| ST-Assist Citizen | 0 | 0.0 | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Stalking Complaint | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Stolen Auto | 3 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 3 |
| Stolen Other | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Suspicious Person | 3 | 75.0 | 1 | 25.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 4 |
| Suspicious Vehicle | 17 | 81.0 | 4 | 19.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 21 |
| Test 911 Call | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Theft | 6 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 6 |
| Theft from Auto | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| Theft Retail | 0 | 0.0 | 2 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 2 |
| Threats Complaint | 7 | 87.5 | 1 | 12.5 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 8 |
| Traffic Arrest | 132 | 66.0 | 68 | 34.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 200 |
| Traffic | 14 | 87.5 | 2 | 12.5 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 16 |
| Traffic Stop | 217 | 65.2 | 116 | 34.8 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 333 |
| Trespass | 0 | 0.0 | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |

# Incident Breakdown By Month Report

Cottage Grove
Police Department
Official Case Report
**Do Not Re-Release**

**Print Date/Time:** 02/19/2020 12:14
**Login ID:** cgcms
**Year:** 2020

Village of Cottage Grove Police Department
**ORI Number:** WI0131900
**Incident Type:** All

| Incident Type | January | | February | | March | | April | | May | | June | | July | | August | | September | | October | | November | | December | | Yearly |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | Totals |
| Violation of Court | 0 | 0.0 | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 |
| **Total:** | 1250 | 66.1 | 641 | 33.9 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1891 |

# DETECTIVE ANDERSON MONTHLY REPORT

## January 2020

**CASES WOKRED-**

- 19-305882, Child Pornography case
- 18-343047, 1st degree Reckless Homicide, follow up continuing, case going to trial, several follow up duties left to conduct
- 19-388523, Sex offense case, River Falls PD assisting with interview (waiting on info)
- 19-456788, Death Investigation/Drug Investigation, follow up continuing
- Assist DCI with Invasion privacy/attempted child pornography case, Madison East High School Teacher
- 20-43033, Threats complaint from Prison inmate

**OTHER CASES ASSISTED AND OTHER JOBS CONDUCTED BY DETECTIVE**

- Numerous background checks for parks and rec
- Assist Patrol with harassment complaint
- Assist Patrol with Sexual Assault to Child case
- Monthly and Yearly report completed from 2019
- Assist Patrol with Child abuse case ( will re-interview suspect in case)
- Assist with Death Investigation (natural causes)
- Assist Task force with drug investigation info

- Several open records request for video and photos
- CIB?NCIC evidential purge
- Policy and Procedure review and sign off
- Assist Patrol with Alleged child abuse case
- Assist with Terrorist threats case off duty
- Testified in 2 courts hearings
- Accreditation
- Assist with OWI warrant paperwork and evidence
- Assist Patrol with Stalking case

**TRAININGS/MEETINGS:**

**Department/Instructor Meeting**

- On a daily basis I complete evidence intake which includes checking in evidence through LERMS system, making sure the packaging is correct, and placed in the correct area. Review any Patrol Officers reports that are being sent to the DA office for review, court officer duties which include making sure intake sheets are filled out correct and sent, sign complaints, and also bring up juvenile referrals to the DA Office, and sign petitions when needed. I also review Patrol logs, respond to any emails, deercreek info, and dictate and review reports of my own. I assist front clerical staff with any questions, walk –in's, or issues they may have. Also assist with any computer issues where computer magic is contacted. I burn videos and save into evidence requested by Patrol Officers. I also keep in contact with DA office on cases I am currently working, social network with other Detectives, and submit evidence to the crime lab.

**School Resource Officer**
**Monthly Report of Activities**
**December 23, 2019 – January 23, 2020**

**Prepared by Officer Jessica Helgeland**

**All juvenile names have been redacted**

# Week 14 / December 23rd - December 27th 2019

## WINTER BREAK!!!!

# Week 15 / December 30th - January 3rd 2020

**December 30 - January 1 -**

- **WINTER BREAK...STILL!!!**

**January 2 -**

- First day back from break for staff and students
- A teacher was injured during gym class by an equipment malfunction. I assisted the school nurse as necessary and it was determined that no EMS was required.
- [redacted] (7th) and [redacted] (7th) were on their scheduled break and usually they meet with Mr. Peters. Mr. Peters was gone so I sat with them and we played a card game.
- I saw [redacted] (5th) out in the lunchroom during the time when he should be with Mr. Peters. I asked him what he was doing and he said that Mr. Peters was in a meeting and he could not be in the room by himself. I told him that I would sit with him as he was preventing the 7th graders from eating their lunch. We went to Mr. Peter's room and he wanted to play a card game so we did.

**January 3 -**

- I again was summoned by [redacted] (7th) to play cards with him during his break time. We played for a while before he went to lunch.
- I was asked to get [redacted] (6th) from underneath the grand staircase. It was his lunch period and he was sitting under the stairs and would not listen to teachers directions to go upstairs. I found him and he came upstairs with me and sat in the lunchroom.
- I received a message from a parent which stated that her child had emailed her and said that there was a kid in class who was threatening to shoot up the school. The student was identified who was making the statements, [redacted] (8th). I talked to him and warned him against any further conduct of this nature and informed him of the consequences that he could face.

# Week 16 / January 6th - January 10th 2020

**January 6 -**

- I attended a meeting at the high school which was a continuation of the MG School District After Hours Emergency Action Plans for sporting events. Another meeting has been scheduled for the 13th.

- I was asked to review video surveillance of an incident that occurred during 5th grade gym class. I was able to find the incident and informed the gym teacher who was taking care of it.

- I met with Detective Anderson and Officer Arndt in regards to an incident that occurred in the community that involves some of the students from the district. This case is ongoing.

**January 7 -**

- I had a meeting with the Principal and Assistant Principal where we talked about our upcoming safety drills and sent an email to the staff reminding them of the procedures during an incident and our plans for the year on the safety drills.

- I attended a meeting at the district office in regards to the Reunification Site planning updates. Some issues from some businesses have come up which the attorneys are working on the new language.

- I sat in for Mr. Peters while he was in a meeting and sat with [redacted] (5th) during his break time. He wanted to play a card game so we played cards until he was able to get his lunch.

- I was contacted by patrol and asked to contact the Homeless Coordinator for the district due to some circumstances that a district family was in. I contacted her and she had already been in contact with the family.

- I was asked to sit with [redacted] (7th) for a break. He was displaying some of his pre-physical behaviors and needed a safe place. He sat with me for a while in my office before his teacher came and got him.

**January 8 -**

- I had lunch with [redacted] (9th) at Monona Grove High School. She had wanted to have another lunch with me after the last lunch we had together. She is still doing very well and it was great seeing her in a better place.

**January 9 & 10 -**

- I attended a Drug Impairment for Educational Professionals training in Oregon. This was a great drug ID refresher and things that should be watched for.

# Week 17 / January 13th - January 17th 2020

**January 13 -**

- I was asked to cover for Mr. Langer's 5th grade class while he attended a "Fix It" meeting with [redacted] (5th). On Thursday, [redacted] had hit Mr. Langer across the face with his lunch box

after Mr. Langer was trying to lead him back to an area to correct some behavior. [redacted] was unable to accept any responsibility for his actions and continued his day in the Community Room.

- [redacted] (7th) was in and out of the office all morning. He stopped in to say hello to me and I told him that he really needed to stay in class

- [redacted] (6th) was in the office because he was sent to the office and did not have his work completed. He was not following directions and was trying to tell people what he thought was right and what he thought was wrong and what should and shouldn't happen. I told him to stop with his behavior and do what it was that he was told to do and that it was not up to him.

- I was asked to help with [redacted] (7th) who was kicking the door in his classroom. He is one of our special education students who can become physical with staff. Before I got to the classroom I was told that he was calmed down.

- [redacted] (6th) was in the front office and was making noises. He was told once by office staff to sit down prior. I told him to sit down and stop making noises as people were working and we knew that he was in the office.

- I met with Officer Wunsch and the AD from the high school and we continued our work on the After Hours Emergency Action Plans for sporting events.

- I was asked to help with [redacted] (7th) who was kicking and hitting Mr. Mayta. Once he saw me he walked away to his locker and started hitting his locker. I yelled at him to stop and he did. He walked back to my office with me and sat with me until the end of the day. He is one of our special education students who can become physical with staff.

**January 14 -**

- During the morning drop off I was asked to go outside to see if I could get [redacted] (8th) to come inside. He has been off of his medication and it has really taken a toll on his mental health and wellbeing. He refused to come inside. His mother stated that he does have a doctor's appointment tomorrow for them to discuss further medications and a course of care.

- I attended the monthly SRO meeting at the Ferris Center with other area SRO's

- Officer Wunsch came back to GDS and we both met and compared two different reunification protocols to see which would be a better fit for our school district

**January 15 -**

- [redacted] (7th) was not following directions and was pulling stuff off of the walls. He was brought to my office where he sat until he was ready to go back to class. He is one of our special education students who frequently displays this type of behavior.

- 2020-19350 - A parent called the school and was saying that she was going to come to the school and pick up her daughter. There has been an ongoing custody battle between the parents. The student was contacted to see if she wanted to go with her mother and the student said that she did not want to leave with her mother and that she wanted to stay in school. I looked at the custody paperwork and saw that the parents have equal placement and custody and that exchanges occur

on Sundays. I told the mother that if she showed up to the school and caused a disturbance or refused to leave when asked, she would be arrested and that any issues involving child custody needed to be in a court document that she would have to get from the family court. She was very upset but she did not come to the school.

**January 16 -**

- I was asked to review the video surveillance footage of the 7th grade boy's bathroom for someone who had placed a jacket in the toilet. The student who the jacket belonged to and the student who took it into the bathroom were both identified. The student who placed the jacket in the toilet was given school consequences.

- 2020-3737 - I went to the Cottage Grove Elementary School and interviewed [redacted] (2nd) in regards to a possible child abuse claim. A supplemental report was completed.

- [redacted] (8th) came to my office to see me. She said that she had a break in her class and wanted to come and see me. We talked about the basketball season so far and how it was going. She stayed for a little while before heading back to class.

- I was asked to get [redacted] (6th) out of his gym class. His behavior and language was unacceptable in class. He willingly came with me and talked with the Principal about what happened.

**January 17 -**

- I started my day at Winnequah Elementary School where a presentation was given by the Wisconsin Emergency Government regarding the STEP program (Student Tools for Emergency Preparedness). The Governor was also in attendance.

- I was given information that two students of the middle school who were attended MG21 were possibly high on Marijuana as they had a strong odor of Marijuana on their clothing. The students were sent home and the parents were contacted.

- I was given information that [redacted] (8th) was sent home because he appeared to be under the influence of a drug.

- I was asked to have [redacted] (6th) sit with me in my office until he could go to the Community Room for his in school suspension. He sat with me and we talked about his coping strategies when he was feeling upset and some more things that he could do when someone was upsetting him.

# Week 18 / January 20th - January 24th 2020

**January 20 -**

- No school for staff or students

**January 21 -**

- I was asked to check the surveillance footage for the person(s) responsible for throwing milk all over the boy's bathroom in the cafeteria. I was not able to identify anyone entering the bathroom with a milk carton. There has been a number of incidents in the cafeteria bathrooms and now a supervisor is outside of the bathrooms to try to prevent these incidents.

- 2020-27772 - I was advised that a student had shared an inappropriate picture that he had received from another student via SnapChat and several other people saw it. All parties were talked to and all parents were notified. It was decided that no criminal charges would be pursued at this time.

- I attended a meeting at the district office to discuss the placement of the surveillance cameras at the new elementary school.

- I attended another meeting with the high school athletic director and Officer Wunsch to finalize the emergency action plans for after school events.

**January 22 -**

- I worked on the 6th grade powerpoint presentation for the internet safety portion that I teach. This class will be taught next week in Mr. Sonn's health class.

- [redacted] (7th) was taking his break in Mr. Peters room and he asked if I could come and sit with him. He wanted to play a game so I beat him twice playing Jenga!

**January 23 -**

- [redacted] (5th) was sent in from outside due to him not following directions during their sledding time. He was very upset and crying but he did listen to his teacher without causing any further issues.

- The end of the quarter assemblies were held for all grade levels. Students were recognized for their hard work and accomplishments. They also played the human version of Hungry Hungry Hippos which they enjoyed.

- During 8th grade lunch, [redacted] (8th) and [redacted] (8th) were in my office for a quiet space. I sat and talked with them until the end of their lunch.

- [redacted] (7th) was taking his break in Mr. Peters room and again asked if I could play games with him. We played Jenga again and I beat him two games to one! He was happy to win one game.

| Vendor | Vendor Name | Invoice Number | Description | GL Account Number | Net Invoice Amount |
|---|---|---|---|---|---|
| **ACE HARDWARE OF COTTAGE GROVE** | | | | | |
| 2688 | ACE HARDWARE OF COTTAGE GRO | 2688-030320 | SHOP SUPPLIES | 100-53300-340 | 151.90 |
| 2688 | ACE HARDWARE OF COTTAGE GRO | 2688-030320 | SHOP SUPPLIES | 600-60935-340 | 50.64 |
| 2688 | ACE HARDWARE OF COTTAGE GRO | 2688-030320 | SHOP SUPPLIES | 601-60834-340 | 50.64 |
| 2688 | ACE HARDWARE OF COTTAGE GRO | 2688-030320 | WATER SUPPLIES | 600-60935-340 | 14.99 |
| 2688 | ACE HARDWARE OF COTTAGE GRO | 2688-030320 | MSB LIGHTS & SUPPLIES | 100-51700-340 | 43.79 |
| 2688 | ACE HARDWARE OF COTTAGE GRO | 2688-030320 | MSB LIGHTS & SUPPLIES | 600-60935-340 | 3.86 |
| 2688 | ACE HARDWARE OF COTTAGE GRO | 2688-030320 | MSB LIGHTS & SUPPLIES | 601-60834-340 | 3.86 |
| 2688 | ACE HARDWARE OF COTTAGE GRO | 2688-030320A | PD - FLASHLIGHT BATTERY | 100-52100-340 | 13.99 |
| | Total ACE HARDWARE OF COTTAGE GROVE: | | | | 333.67 |
| **AFLAC** | | | | | |
| 880 | AFLAC | 520624 | AFLAC PREMIUM - FEBRUARY 2020 | 100-21536 | 544.72 |
| 880 | AFLAC | 520624 | AFLAC PREMIUM - FEBRUARY 2020 | 100-52100-156 | 167.70 |
| | Total AFLAC: | | | | 712.42 |
| **ALLIANT ENERGY/WP&L** | | | | | |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 0420288389 230 PROGRESS DR | 100-51700-221 | 304.05 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 0420288389 230 PROGRESS DR | 600-60920-221 | 26.83 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 0420288389 230 PROGRESS DR | 601-60850-221 | 26.83 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 0470910000 - 240 PROGESS DR | 100-51700-221 | 559.45 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 0470910000 - 240 PROGESS DR | 600-60920-221 | 49.36 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 0470910000 - 240 PROGESS DR | 601-60850-221 | 49.36 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 0627540000 - LANDMARK DR STREET LIGHTS | 100-53420-221 | 500.83 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 0648330000 - FORRESTON DR SUMP PUMP | 100-53440-340 | 23.82 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 1162130000 - GROVE ST MIDWAY | 100-55200-221 | 18.99 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 1366250000 - 200 PROGESS DR | 100-51700-221 | 2,212.83 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 1366250000 - 200 PROGESS DR | 600-60920-221 | 195.25 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 1366250000 - 200 PROGESS DR | 601-60850-221 | 195.25 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 1441950000 - 125 N MAIN ST LIGHT/SIGN | 100-53420-221 | 85.12 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 1670310000 - 1507 LANDMARK DR WELL #4 | 600-60620-221 | 2,344.68 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 1922710000 - COMMUNITY PARK BATTING CAGE | 100-55200-221 | 17.00 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 1960850000 - DONNA ST WELL #2 | 600-60620-221 | 1,714.46 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 2222530000 - 4195 VILAS RD LOT LIGHTS | 601-60821-221 | 42.30 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 2320700000 - 704 N MAIN ST WELL #3 | 600-60620-221 | 62.72 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 2620600000 - 540 N MAIN ST LIGHTS | 100-53420-221 | 62.45 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 3017850000 - NORTHLAWN PARK | 100-55200-221 | 29.57 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 3143950000 - HWY N TOWER | 600-60620-221 | 95.33 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 3245730000 - COMMUNITY PARK/LORI LN | 100-55200-221 | 23.82 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 3655740000 - LIONS SHELTER | 100-55200-221 | 31.40 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 3917900000 - 220 GROVE ST | 600-60620-221 | 23.13 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 4153410000 - 110 S MAIN ST | 601-60821-221 | 1,246.18 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 4668230000 - TRILLIUM TRL LIFT STATION | 601-60821-221 | 70.38 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 5067730000 - 4195 VILAS RD LIFT STATION | 601-60821-221 | 2,397.65 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 5097830000 - MAIN ST TRAFFIC & STREET LIGHTS | 100-53420-221 | 79.13 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 5163650000 - RG HUSTON PARK | 100-55200-221 | 28.42 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 5282160000 - HWY N STOP LIGHT | 100-53400-221 | 85.19 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 5656440000 - OLDE TOWN STREET LIGHTS | 407-57351-820 | 108.04 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 5909800000 - 220 PROGRESS DR | 100-51700-221 | 448.66 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 5909800000 - 220 PROGRESS DR | 600-60920-221 | 39.59 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 5909800000 - 220 PROGRESS DR | 601-60850-221 | 39.59 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 6101720000 - 4720 GASTON CIR WATER TOWER | 600-60620-221 | 245.76 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 6345350000 - W REYNOLDS ST SHED | 100-55200-221 | 30.72 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 6397100000 - 4062 HWY N TRAFFIC LIGHTS | 100-53400-221 | 18.06 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 7255110000 - 221 E COTTAGE GROVE RD | 100-51600-221 | 347.37 |

| Vendor | Vendor Name | Invoice Number | Description | GL Account Number | Net Invoice Amount |
|---|---|---|---|---|---|
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 7255110000 - 221 E COTTAGE GROVE RD | 600-60920-221 | 115.79 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 7255110000 - 221 E COTTAGE GROVE RD | 601-60850-221 | 115.79 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 7541940000 - 704 N MAIN ST WELL #3 | 600-60620-221 | 996.03 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 8469260000 - 225 BONNIE RD | 100-53200-221 | 344.79 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 8469260000 - 225 BONNIE RD | 600-60920-221 | 114.93 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 8469260000 - 225 BONNIE RD | 601-60850-221 | 114.93 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 9204600000 - COMMERCE PKWY LIFT STATION | 601-60821-221 | 262.25 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 9615510000 - 801 DAMASCUS TRL TRAFFIC LIGHT | 100-53400-221 | 34.49 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 9745820000 FIREMANS PARK | 100-55200-221 | 37.39 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 9816850000 HWY N STREET & TRAFFIC LIGHTS | 100-53420-221 | 292.93 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 9829150000 - 1000 DAMASCUS TRL PRV STATION | 600-60620-221 | 180.34 |
| 31 | ALLIANT ENERGY/WP&L | 31-030320 | 9892110000 DUBLIN CIR SHELTER | 100-55200-221 | 22.78 |
| | Total ALLIANT ENERGY/WP&L: | | | | 16,512.01 |
| **ALSCO** | | | | | |
| 1462 | ALSCO | IMIL1539949 | MATS AT MUNICIPAL SERVICES BLDG | 100-51700-210 | 32.15 |
| 1462 | ALSCO | IMIL1539949 | MATS AT MUNICIPAL SERVICES BLDG | 600-60920-340 | 10.71 |
| 1462 | ALSCO | IMIL1539949 | MATS AT MUNICIPAL SERVICES BLDG | 601-60850-340 | 10.71 |
| 1462 | ALSCO | IMIL1539950 | MATS | 100-51700-210 | 20.25 |
| 1462 | ALSCO | IMIL1539950 | UNIFORMS | 100-53200-340 | 33.96 |
| 1462 | ALSCO | IMIL1539950 | MATS & UNIFORMS | 600-60920-340 | 13.11 |
| 1462 | ALSCO | IMIL1539950 | MATS & UNIFORMS | 601-60850-340 | 13.11 |
| 1462 | ALSCO | IMIL1539951 | MATS AT VILLAGE HALL | 100-51600-210 | 23.39 |
| 1462 | ALSCO | IMIL1539951 | MATS AT VILLAGE HALL | 600-60920-340 | 7.80 |
| 1462 | ALSCO | IMIL1539951 | MATS AT VILLAGE HALL | 601-60850-340 | 7.79 |
| 1462 | ALSCO | IMIL1542377 | MATS AT MUNICIPAL SERVICES BLDG | 100-51700-210 | 32.15 |
| 1462 | ALSCO | IMIL1542377 | MATS AT MUNICIPAL SERVICES BLDG | 600-60920-340 | 10.71 |
| 1462 | ALSCO | IMIL1542377 | MATS AT MUNICIPAL SERVICES BLDG | 601-60850-340 | 10.71 |
| 1462 | ALSCO | IMIL1542378 | MATS | 100-51700-210 | 20.24 |
| 1462 | ALSCO | IMIL1542378 | UNIFORMS | 100-53200-340 | 31.87 |
| 1462 | ALSCO | IMIL1542378 | MATS & UNIFORMS | 601-60850-340 | 12.41 |
| 1462 | ALSCO | IMIL1542378 | MATS & UNIFORMS | 600-60920-340 | 12.41 |
| 1462 | ALSCO | IMIL1542379 | MATS AT VILLAGE HALL | 100-51600-210 | 23.39 |
| 1462 | ALSCO | IMIL1542379 | MATS AT VILLAGE HALL | 600-60920-340 | 7.80 |
| 1462 | ALSCO | IMIL1542379 | MATS AT VILLAGE HALL | 601-60850-340 | 7.79 |
| | Total ALSCO: | | | | 342.46 |
| **ASSOC APPRAISAL CONSULTANT INC** | | | | | |
| 90 | ASSOC APPRAISAL CONSULTANT IN | 147047 | PROF SERVICES - MARCH 2020 | 100-51530-210 | 1,250.00 |
| 90 | ASSOC APPRAISAL CONSULTANT IN | 147047 | INTERNET POSTING | 100-51530-210 | 37.77 |
| 90 | ASSOC APPRAISAL CONSULTANT IN | 147047 | REVALUATION PROGRAM | 410-57500-810 | 5,887.63 |
| | Total ASSOC APPRAISAL CONSULTANT INC: | | | | 7,175.40 |
| **BALLWEG, MATTHEW** | | | | | |
| 6495 | BALLWEG, MATTHEW | 6495-030320 | LUNCH REIMBURSEMENT FOR MATT AND JAKE AT | 100-53100-330 | 48.74 |
| 6495 | BALLWEG, MATTHEW | 6495-030320 | LUNCH REIMBURSEMENT FOR MATT AND JAKE AT | 600-60920-330 | 16.24 |
| 6495 | BALLWEG, MATTHEW | 6495-030320 | LUNCH REIMBURSEMENT FOR MATT AND JAKE AT | 601-60850-330 | 16.24 |
| 6495 | BALLWEG, MATTHEW | 6495-030320A | CDL PAYMENT REIMBURSEMENT | 100-53300-340 | 17.74 |
| 6495 | BALLWEG, MATTHEW | 6495-030320A | CDL PAYMENT REIMBURSEMENT | 600-60920-340 | 5.92 |
| 6495 | BALLWEG, MATTHEW | 6495-030320A | CDL PAYMENT REIMBURSEMENT | 601-60850-340 | 5.92 |
| 6495 | BALLWEG, MATTHEW | 6495-030320A | LUNCH FOR MATT AND JAKE AT TRAINING - 2/18 & | 100-53100-330 | 43.93 |
| 6495 | BALLWEG, MATTHEW | 6495-030320A | LUNCH FOR MATT AND JAKE AT TRAINING - 2/18 & | 600-60920-330 | 14.65 |
| 6495 | BALLWEG, MATTHEW | 6495-030320A | LUNCH FOR MATT AND JAKE AT TRAINING - 2/18 & | 601-60850-330 | 14.65 |

| Vendor | Vendor Name | Invoice Number | Description | GL Account Number | Net Invoice Amount |
|---|---|---|---|---|---|
| | Total BALLWEG, MATTHEW: | | | | 184.03 |
| **BEAR GRAPHICS INC** | | | | | |
| 5737 | BEAR GRAPHICS INC | 841242 | ABSENTEE ENVELOPES | 100-51440-340 | 364.12 |
| | Total BEAR GRAPHICS INC: | | | | 364.12 |
| **BLAIR, TODD** | | | | | |
| 6537 | BLAIR, TODD | 6537-030320 | 2/22 - BASKETBALL REFEREE - 4 GAMES | 100-55310-342 | 100.00 |
| | Total BLAIR, TODD: | | | | 100.00 |
| **BOLL, NANCY** | | | | | |
| 6536 | BOLL, NANCY | 6536-030320 | ELECTION TRAINING PAYCHECK DUE TO ACCOUN | 100-21100 | 22.16 |
| | Total BOLL, NANCY: | | | | 22.16 |
| **BRENNAN, ANA** | | | | | |
| 6538 | BRENNAN, ANA | 6538-030320 | 2/16 - VOLLEYBALL 3.75 HOURS | 100-55310-349 | 30.00 |
| | Total BRENNAN, ANA: | | | | 30.00 |
| **BRUSEGAR, BRADY T** | | | | | |
| 5373 | BRUSEGAR, BRADY T | 5373-030320 | 2/22 - BASKETBALL REFEREE - 3 GAMES | 100-55310-342 | 75.00 |
| | Total BRUSEGAR, BRADY T: | | | | 75.00 |
| **BRUSEGAR, COLE J** | | | | | |
| 5215 | BRUSEGAR, COLE J | 5215-030320 | 2/22 - BASKETBALL REFEREE - 3 GAMES | 100-55310-342 | 75.00 |
| | Total BRUSEGAR, COLE J: | | | | 75.00 |
| **BURKE TRUCK & EQUIPMENT** | | | | | |
| 2 | BURKE TRUCK & EQUIPMENT | 26592 | PLOW REPAIR PARTS | 100-53300-340 | 379.52 |
| 2 | BURKE TRUCK & EQUIPMENT | 26592 | PLOW REPAIR PARTS | 600-60935-340 | 126.50 |
| 2 | BURKE TRUCK & EQUIPMENT | 26592 | PLOW REPAIR PARTS | 601-60834-340 | 126.50 |
| | Total BURKE TRUCK & EQUIPMENT: | | | | 632.52 |
| **CAPITAL NEWSPAPERS** | | | | | |
| 4818 | CAPITAL NEWSPAPERS | 1688955 | PLANNING | 100-56300-340 | 287.90 |
| 4818 | CAPITAL NEWSPAPERS | 1689166 | PLANNING | 100-56300-340 | 71.61 |
| 4818 | CAPITAL NEWSPAPERS | 1691111 | ELECTIONS | 100-51440-340 | 51.21 |
| 4818 | CAPITAL NEWSPAPERS | 4691778 | ELECTIONS | 100-51440-340 | 91.85 |
| | Total CAPITAL NEWSPAPERS: | | | | 502.57 |
| **CHARTER COMMUNICATIONS** | | | | | |
| 2421 | CHARTER COMMUNICATIONS | 58542021020 | PHONE @ MUNICIPAL SERVICES BLDG | 100-51700-225 | 190.38 |
| 2421 | CHARTER COMMUNICATIONS | 58542021020 | PHONE @ MUNICIPAL SERVICES BLDG | 600-60920-225 | 16.80 |
| 2421 | CHARTER COMMUNICATIONS | 58542021020 | PHONE @ MUNICIPAL SERVICES BLDG | 601-60850-225 | 16.80 |
| | Total CHARTER COMMUNICATIONS: | | | | 223.98 |
| **CITI CARDS** | | | | | |
| 5700 | CITI CARDS | 5700-030320 | BACKGROUND CHECKS | 100-55310-342 | 14.00 |

| Vendor | Vendor Name | Invoice Number | Description | GL Account Number | Net Invoice Amount |
|---|---|---|---|---|---|
| 5700 | CITI CARDS | 5700-030320 | DEVIL'S HEAD SKI TRIP | 100-55310-344 | 775.00 |
| 5700 | CITI CARDS | 5700-030320 | JANUARY CASCADE SKI TRIP | 100-55310-344 | 1,970.00 |
| 5700 | CITI CARDS | 5700-030320 | FEBRUARY CASCADE SKI TRIP | 100-55310-344 | 1,340.00 |
| 5700 | CITI CARDS | 5700-030320 | BUCKS TRIP RENEWAL | 100-55310-344 | 200.00 |
| 5700 | CITI CARDS | 5700-030320 | DRAMA CLUB SUPPLIES | 100-55310-344 | 203.75 |
| 5700 | CITI CARDS | 5700-030320 | DESK STORAGE ORGANIZER | 100-55310-340 | 15.69 |
| 5700 | CITI CARDS | 5700-030320 | WHISTLES | 100-55310-349 | 31.18 |
| 5700 | CITI CARDS | 5700-030320 | CODING AND MAKER CLUB SUPPLIES | 100-55310-344 | 95.96 |
| 5700 | CITI CARDS | 5700-030320 | COMPUTER MONITOR STANDS | 100-55310-340 | 36.28 |
| 5700 | CITI CARDS | 5700-030320 | VOLLEYBALL | 100-55310-349 | 64.86 |
| 5700 | CITI CARDS | 5700-030320 | COMMAND LARGE HOOK | 100-55310-340 | 7.98 |
| 5700 | CITI CARDS | 5700-030320 | CASE FOR TABLE/METERS | 600-34600 | 58.99 |
| 5700 | CITI CARDS | 5700-030320 | AMAZON REFUND | 100-55310-344 | 44.94- |
| | Total CITI CARDS: | | | | 4,768.75 |
| **DEER-GROVE EMS** | | | | | |
| 251 | DEER-GROVE EMS | 251-030320 | 2020 DEER-GROVE ASSESSMENT - REMAINING 75 | 100-52500-210 | 207,864.14 |
| | Total DEER-GROVE EMS: | | | | 207,864.14 |
| **DELTA DENTAL OF WISCONSIN** | | | | | |
| 94 | DELTA DENTAL OF WISCONSIN | 1408512 | DENTAL PREMIUM - MARCH 2020 | 100-21532 | 3,753.69 |
| | Total DELTA DENTAL OF WISCONSIN: | | | | 3,753.69 |
| **DEPT OF NATURAL RESOURCES** | | | | | |
| 5224 | DEPT OF NATURAL RESOURCES | 5224-030320 | DNR WATER LICNESE TEST FEE - JAKE KIENBAUM | 600-60920-330 | 50.00 |
| 5224 | DEPT OF NATURAL RESOURCES | 5224-030320-1 | DNR WATER LICNESE TEST FEE - MATT BALLWEG | 600-60920-330 | 50.00 |
| | Total DEPT OF NATURAL RESOURCES: | | | | 100.00 |
| **DIESEL FORWARD** | | | | | |
| 5223 | DIESEL FORWARD | SRI-007269 | PLOW TRUCK REPAIR | 100-53300-340 | 329.10 |
| 5223 | DIESEL FORWARD | SRI-007269 | PLOW TRUCK REPAIR | 600-60935-340 | 109.70 |
| 5223 | DIESEL FORWARD | SRI-007269 | PLOW TRUCK REPAIR | 601-60834-340 | 109.70 |
| | Total DIESEL FORWARD: | | | | 548.50 |
| **ENVIRONMENTAL SYSTEMS RESEARCH** | | | | | |
| 5653 | ENVIRONMENTAL SYSTEMS RESEA | 93786340 | ANNUAL GIS | 100-53100-240 | 1,908.60 |
| 5653 | ENVIRONMENTAL SYSTEMS RESEA | 93786340 | ANNUAL GIS | 600-60920-240 | 408.99 |
| 5653 | ENVIRONMENTAL SYSTEMS RESEA | 93786340 | ANNUAL GIS | 601-60850-240 | 408.99 |
| | Total ENVIRONMENTAL SYSTEMS RESEARCH: | | | | 2,726.58 |
| **FRONTIER** | | | | | |
| 3912 | FRONTIER | 3912-030320 | 608-839-4698 VILLAGE HALL FAX | 100-51600-225 | 41.95 |
| 3912 | FRONTIER | 3912-030320 | 608-839-4698 VILLAGE HALL FAX | 600-60920-225 | 13.99 |
| 3912 | FRONTIER | 3912-030320 | 608-839-4698 VILLAGE HALL FAX | 601-60850-225 | 13.99 |
| | Total FRONTIER: | | | | 69.93 |
| **FULL COMPASS SYSTEMS LTD** | | | | | |
| 6516 | FULL COMPASS SYSTEMS LTD | INC01062233 | 16-CHANNEL DIGITAL WIRELESS SYSTEM | 410-57320-225 | 1,084.58 |

| Vendor | Vendor Name | Invoice Number | Description | GL Account Number | Net Invoice Amount |
|---|---|---|---|---|---|
| Total FULL COMPASS SYSTEMS LTD: | | | | | 1,084.58 |
| **GORDON FLESCH CO** | | | | | |
| 212 | GORDON FLESCH CO | IN12867095 | CONTRACT COPY CHARGES - 1/15/20-2/15/20 | 100-51420-340 | 73.07 |
| 212 | GORDON FLESCH CO | IN12867095 | CONTRACT COPY CHARGES - 1/15/20-2/15/20 | 100-55310-340 | 73.07 |
| 212 | GORDON FLESCH CO | IN12867095 | CONTRACT COPY CHARGES - 1/15/20-2/15/20 | 100-53100-340 | 73.07 |
| 212 | GORDON FLESCH CO | IN12867095 | CONTRACT COPY CHARGES - 1/15/20-2/15/20 | 600-60920-340 | 36.53 |
| 212 | GORDON FLESCH CO | IN12867095 | CONTRACT COPY CHARGES - 1/15/20-2/15/20 | 601-60850-340 | 36.53 |
| 212 | GORDON FLESCH CO | IN12867096 | CONTRACT COPY CHARGES - 1/15/20-2/15/20 | 100-52100-340 | 12.07 |
| Total GORDON FLESCH CO: | | | | | 304.34 |
| **INKWORKS INC** | | | | | |
| 5590 | INKWORKS INC | 29660 | 2020 COTTAGE GROVE GUIDE BOOKLET OVERVIE | 100-55310-340 | 62.75 |
| Total INKWORKS INC: | | | | | 62.75 |
| **INSIGHT FS** | | | | | |
| 5729 | INSIGHT FS | 5729-030320 | TRAINING CLASS - TIMM TAYLOR | 100-55200-330 | 15.00 |
| Total INSIGHT FS: | | | | | 15.00 |
| **JACKSON, MAURICE** | | | | | |
| 6330 | JACKSON, MAURICE | 6330-030320 | 2/22 - BASKETBALL REFEREE - 4 GAMES | 100-55310-342 | 100.00 |
| Total JACKSON, MAURICE: | | | | | 100.00 |
| **JX TRUCK CENTER - MADISON** | | | | | |
| 6490 | JX TRUCK CENTER - MADISON | 6490-030320 | DOWN PAYMENT ON DUMP TRUCK | 410-57501-810 | 700.00 |
| 6490 | JX TRUCK CENTER - MADISON | 6490-030320 | DOWN PAYMENT ON DUMP TRUCK | 600-37300 | 150.00 |
| 6490 | JX TRUCK CENTER - MADISON | 6490-030320 | DOWN PAYMENT ON DUMP TRUCK | 601-37300 | 150.00 |
| Total JX TRUCK CENTER - MADISON: | | | | | 1,000.00 |
| **KIENBAUM, JACOB** | | | | | |
| 6465 | KIENBAUM, JACOB | 6465-030320 | LUNCH FOR JAKE AND MATT AT TRAINING - 2/12 & | 100-53100-330 | 48.54 |
| 6465 | KIENBAUM, JACOB | 6465-030320 | LUNCH FOR JAKE AND MATT AT TRAINING - 2/12 & | 600-60920-330 | 16.18 |
| 6465 | KIENBAUM, JACOB | 6465-030320 | LUNCH FOR JAKE AND MATT AT TRAINING - 2/12 & | 601-60850-330 | 16.18 |
| Total KIENBAUM, JACOB: | | | | | 80.90 |
| **LANDMARK SERVICES COOPERATIVE** | | | | | |
| 3 | LANDMARK SERVICES COOPERATIV | 03-030320PD | POLICE DEPT FUEL - JANUARY 2020 | 100-52100-385 | 1,338.35 |
| 3 | LANDMARK SERVICES COOPERATIV | 03-030320PW | PW FUEL - JANUARY 2020 | 100-53300-385 | 3,052.94 |
| 3 | LANDMARK SERVICES COOPERATIV | 03-030320PW | PW FUEL - JANUARY 2020 | 600-60933-385 | 1,017.65 |
| 3 | LANDMARK SERVICES COOPERATIV | 03-030320PW | PW FUEL - JANUARY 2020 | 601-60828-385 | 1,017.65 |
| 3 | LANDMARK SERVICES COOPERATIV | 03-030320PW | PARKS FUEL - JANUARY 2020 | 100-55200-385 | 78.55 |
| Total LANDMARK SERVICES COOPERATIVE: | | | | | 6,505.14 |
| **LW ALLEN LLC** | | | | | |
| 294 | LW ALLEN LLC | 102157 | VILAS PUMP #1 REPAIR | 601-60832-340 | 2,506.06 |
| 294 | LW ALLEN LLC | 102177 | HOUR METER - S.MAIN LIFT STATION | 601-60832-340 | 126.00 |
| Total LW ALLEN LLC: | | | | | 2,632.06 |

| Vendor | Vendor Name | Invoice Number | Description | GL Account Number | Net Invoice Amount |
|---|---|---|---|---|---|
| MAEDER, ANN | | | | | |
| 5579 | MAEDER, ANN | 5579-030320 | 1/31 - SKI AND SNOWBOARD CLUB - 7 HOURS | 100-55310-344 | 140.00 |
| 5579 | MAEDER, ANN | 5579-030320 | 2/7 = SKI AND SNOWBOARD CLUB - 6.75 HOURS | 100-55310-344 | 135.00 |
| | Total MAEDER, ANN: | | | | 275.00 |
| OFFICE DEPOT BUSINESS CREDIT | | | | | |
| 743 | OFFICE DEPOT BUSINESS CREDIT | 743-030320 | COURT OFFICE SUPPLIES | 100-51200-340 | 149.30 |
| | Total OFFICE DEPOT BUSINESS CREDIT: | | | | 149.30 |
| ON-TIME TEES | | | | | |
| 5658 | ON-TIME TEES | 113225 | T-SHIRTS FOR BUCKS TRIP | 100-55310-344 | 94.56 |
| | Total ON-TIME TEES: | | | | 94.56 |
| O'REILLY AUTO PARTS | | | | | |
| 4458 | O'REILLY AUTO PARTS | 4331-026686 | SHOP SUPPLIES | 100-53300-340 | 16.79 |
| 4458 | O'REILLY AUTO PARTS | 4331-026686 | SHOP SUPPLIES | 600-60935-340 | 5.60 |
| 4458 | O'REILLY AUTO PARTS | 4331-026686 | SHOP SUPPLIES | 601-60834-340 | 5.60 |
| 4458 | O'REILLY AUTO PARTS | 4331-326582 | LAMP | 100-53300-385 | 14.61 |
| 4458 | O'REILLY AUTO PARTS | 4331-326582 | LAMP | 600-60933-385 | 4.87 |
| 4458 | O'REILLY AUTO PARTS | 4331-326582 | LAMP | 601-60828-385 | 4.87 |
| | Total O'REILLY AUTO PARTS: | | | | 52.34 |
| PARAGON DEVELOPMENT SYSTEMS INC | | | | | |
| 6380 | PARAGON DEVELOPMENT SYSTEM | 15005260 | THREE BADGER BOOKS (ELECTRONIC POLL BOO | 410-57320-225 | 5,595.00 |
| | Total PARAGON DEVELOPMENT SYSTEMS INC: | | | | 5,595.00 |
| PIGGLY WIGGLY | | | | | |
| 382 | PIGGLY WIGGLY | 382-030320 | SPONGE SCRUB W/REFILL | 100-55310-340 | 2.99 |
| | Total PIGGLY WIGGLY: | | | | 2.99 |
| POSTMASTER | | | | | |
| 111 | POSTMASTER | 111-022520 | POSTAGE - WATER & SEWER BILLS | 600-60902-311 | 45.50 |
| 111 | POSTMASTER | 111-022520 | POSTAGE - WATER & SEWER BILLS | 601-60840-311 | 45.50 |
| | Total POSTMASTER: | | | | 91.00 |
| PROTECTION TECHNOLOGIES | | | | | |
| 5170 | PROTECTION TECHNOLOGIES | 21452 | INSTALL VI CLIENTS FOR TWO PC'S | 100-52100-214 | 480.00 |
| | Total PROTECTION TECHNOLOGIES: | | | | 480.00 |
| QUILL CORP | | | | | |
| 12 | QUILL CORP | 4772149 | TONER AND ENVELOPES | 100-55310-340 | 325.78 |
| 12 | QUILL CORP | 4772149 | TONER AND ENVELOPES | 600-60920-340 | 108.59 |
| 12 | QUILL CORP | 4772149 | TONER AND ENVELOPES | 601-60850-340 | 108.59 |
| 12 | QUILL CORP | 4772149 | ELECTION MAILING LABELS | 100-51440-340 | 134.95 |
| 12 | QUILL CORP | 4923963 | HAND SOAP REFILLS FOR VILLAGE HALL | 100-51600-340 | 59.99 |
| | Total QUILL CORP: | | | | 737.90 |

| Vendor | Vendor Name | Invoice Number | Description | GL Account Number | Net Invoice Amount |
|---|---|---|---|---|---|
| REVOLUTION CHEER & TUMBLING | | | | | |
| 5939 | REVOLUTION CHEER & TUMBLING | TCFEB20 | FEBRUARY CHEER AND TUMBLING CLASSES | 100-55310-344 | 4,745.00 |
| | Total REVOLUTION CHEER & TUMBLING: | | | | 4,745.00 |
| RG HUSTON COMPANY INC | | | | | |
| 371 | RG HUSTON COMPANY INC | 371-030320 | REFUND OF ESCROW HELP FOR CSM | 100-53110-210 | 250.00 |
| | Total RG HUSTON COMPANY INC: | | | | 250.00 |
| STAFFORD ROSENBAUM LLP | | | | | |
| 4428 | STAFFORD ROSENBAUM LLP | 1233877 | GENERAL | 100-51300-210 | 2,996.00 |
| 4428 | STAFFORD ROSENBAUM LLP | 1233877 | GENERAL - VILLAGE BOARD | 100-51300-210 | 367.50 |
| 4428 | STAFFORD ROSENBAUM LLP | 1233877 | DUE FROM GREYWOLF HOTEL | 210-13895 | 105.00 |
| 4428 | STAFFORD ROSENBAUM LLP | 1233878 | DUE FROM GREYWOLF HOTEL | 210-13895 | 840.00 |
| 4428 | STAFFORD ROSENBAUM LLP | 1233879 | MUNICIPAL COURT | 100-51200-210 | 82.50 |
| | Total STAFFORD ROSENBAUM LLP: | | | | 4,391.00 |
| SUPERIOR CHEMICAL CORP | | | | | |
| 11 | SUPERIOR CHEMICAL CORP | 253265 | SOAP FOR PW BUILDINGS | 100-53300-340 | 128.70 |
| 11 | SUPERIOR CHEMICAL CORP | 253265 | SOAP FOR PW BUILDINGS | 600-60935-340 | 42.90 |
| 11 | SUPERIOR CHEMICAL CORP | 253265 | SOAP FOR PW BUILDINGS | 601-60834-340 | 42.90 |
| | Total SUPERIOR CHEMICAL CORP: | | | | 214.50 |
| TOWN OF COTTAGE GROVE | | | | | |
| 92 | TOWN OF COTTAGE GROVE | 2020003 | SHARED SERVICES - JANUARY 2020 | 100-52200-340 | 13,815.84 |
| 92 | TOWN OF COTTAGE GROVE | 2020003 | SHARED SERVICES - JANUARY 2020 | 100-52210-221 | 1,123.97 |
| 92 | TOWN OF COTTAGE GROVE | 2020003 | SHARED SERVICES - JANUARY 2020 | 100-52210-340 | 2,775.13 |
| 92 | TOWN OF COTTAGE GROVE | 2020003 | SHARED SERVICES - JANUARY 2020 | 100-52300-340 | 24.42 |
| 92 | TOWN OF COTTAGE GROVE | 2020003 | SHARED SERVICES - JANUARY 2020 | 100-53630-210 | 2,726.31 |
| | Total TOWN OF COTTAGE GROVE: | | | | 20,465.67 |
| US CELLULAR | | | | | |
| 594 | US CELLULAR | 357782483 | POLICE DEPT MODEM | 100-52100-214 | 241.59 |
| 594 | US CELLULAR | 853355715 | AMI AT WATER TOWER | 600-60902-340 | 46.75 |
| | Total US CELLULAR: | | | | 288.34 |
| VAUGHAN, CARTER | | | | | |
| 6118 | VAUGHAN, CARTER | 6118-030320 | 2/22 - BASKETBALL REFEREE - 6 GAMES X $15 | 100-55310-342 | 90.00 |
| | Total VAUGHAN, CARTER: | | | | 90.00 |
| VAUGHAN, MASON | | | | | |
| 6006 | VAUGHAN, MASON | 6006-030320 | 2/22 - BASKETBALL REFEREE - 6 GAMES X $15 | 100-55310-342 | 90.00 |
| | Total VAUGHAN, MASON: | | | | 90.00 |
| VIKEN, TOM | | | | | |
| 2726 | VIKEN, TOM | 2726-030320 | FEBRUARY BUILDING INSPECTIONS | 100-52400-210 | 250.00 |
| | Total VIKEN, TOM: | | | | 250.00 |

| Vendor | Vendor Name | Invoice Number | Description | GL Account Number | Net Invoice Amount |
|---|---|---|---|---|---|
| WI MUNICIPAL COURT CLERKS ASSOCIATION | | | | | |
| 894 | WI MUNICIPAL COURT CLERKS ASS | 894-030320 | 2020 DUES FOR CYNDI PECK | 100-51200-335 | 45.00 |
| Total WI MUNICIPAL COURT CLERKS ASSOCIATION: | | | | | 45.00 |
| **WI MUNICIPAL JUDGES ASSOCIATION** | | | | | |
| 19 | WI MUNICIPAL JUDGES ASSOCIATIO | 19-030320 | JUDGE MARK HEPFINGER 2020 DUES | 100-51200-335 | 100.00 |
| Total WI MUNICIPAL JUDGES ASSOCIATION: | | | | | 100.00 |
| **WI SUPREME COURT** | | | | | |
| 597 | WI SUPREME COURT | 13-0112-2020 | ANNUAL CONTINUING JUDICIAL EDUCATION | 100-51200-330 | 700.00 |
| Total WI SUPREME COURT: | | | | | 700.00 |
| Grand Totals: | | | | | 298,009.30 |

Village - $ 279,876.52
Water & Sewer- $ 18,132.78

Total Invoices- $ 298,009.30