VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

VILLAGE BOARD OF TRUSTEES

Monday, April 20, 2020 6:30 p.m.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting https://zoom.us/j/95110699360?pwd=eStwdFRneFRzZCsydDd0Z09HdmI0QT09
. You can also participate via phone by dialing 1 312 626 6799 *and use Meeting ID:951 1069 9360 # When asked for your Participant ID, just press #*

You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us

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
5. Discuss And Consider The Minutes Of The Regular Village Board Meeting On April 6, 2020.

   Documents:

   4-6-20 VB MINUTES.PDF

6. Presentations To The Board
   a. Presentation by Bob Power from Colonial Club
7. New Business
   a. Discuss and consider Bid Award for Vilas Road Creek Crossing.
   b. Discuss and consider Right-of-Way permit for Everstream.
   c. Discuss and consider UpNet renewal agreement.

   Documents:

   00094096 VILAS ROAD CREEK CROSSING MEMO.PDF
   BIKE PATH NOA LETTER PACKET_041420.PDF
   MEMO ON VILAS CREEK CROSSING.PDF
   MEMO ON EVERSTREAM FIBER RIGHT-OF-WAY PERMIT 4.20.20.PDF
   EVERSTREAM UTILITY REVIEW.MSA.PDF
   EVERSTREAMPLAN.1.PDF
   EVERSTREAMPLAN.2.PDF
   EVERSTREAMPLAN.3.BBEAST.PDF
   EVERSTREAM ROW PERMIT APP.PDF
   EVERSTREAMBOND.PDF
   MEMO FOR BOARD REGARDING UPNET AGREEMENT.PDF
   UPNET CONTRACT FINAL.PDF

8. Reports From Village Boards, Commissions & Committees

8.I. Plan Commission

a. Discuss and Consider Resolution 2020-02 Regarding the Consistency of The Village's Proposed Urban Service Area Amendment with The Village of Cottage Grove Comprehensive Plan.

Documents:

4-15-20 PLAN COMMISSION AGENDA.PDF
RES 2020-02_EXB.PDF
RES 2020-02_USAA_TID 10-NORTH GROVE.PDF
RES 2020-02_EXA.PDF

8.II. Parks, Recreation & Forestry Committee

a. Discuss and consider Proclamation for 2020 Arbor Day.

Documents:

ARBOR DAY PROCLAMATION 2020.PDF
PRFC 4.16.20 PACKET.PDF

8.III. Deer-Grove EMS Commission

Documents:

04-16-2020 DGEMS COMMISSION PACKET.PDF

9. Reports From Village Officers
   a. Stafford Rosenbaum
      i. Legal briefings/status updates
   b. COVID-19 update

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

    Documents:

    BILLS LIST 4-20-20.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.

VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, April 6, 2020

MINUTES

1. **Call to order**
   Village President John Williams called the Village Board of Trustees to order at 6:35 pm. this was a Zoom meeting.
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 and Sarah Valencia. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Village Treasurer Deb Winter, Parks, Recreation and Forestry Director Sean Brusegar, Chief Dan Layber, Lieutenant Matt Wagner, Village Engineer Kevin Lord and Village Attorneys Larry Konopacki and Rick Manthe.
3. **Pledge of Allegiance.**
4. **PUBLIC APPEARANCES –** *Public's opportunity to speak.*
   None.
5. **Discuss and Consider the Minutes of The Regular Village Board Meeting on March 16, 2020.**
   Motion by Allen to approve the minutes from March 16, 2020, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

6. Presentations to The Board

a. COVID-19 Update by Departments
i. President John Williams and Administrator Matt Giese
ii. Emergency Government Director- Matt Wagner
iii. Elections- Lisa Kalata
iv. Public Works- JJ Larson
v. Parks & Recreation - Sean Brusegar
The Village Board of Trustees were updated on all the COVID-19 steps that have been taken by the various departments to keep the Village running and safe.

7. Unfinished Business

a. Discuss and consider Development Agreement for Monona Grove School District regarding the new elementary school project off Buss Road.
Attorney Konopacki indicated that MSA did a safety analyses and safety would be as good as the full build out of Buss Road. **Motion** by Valencia to approve the development agreement for Monona Grove School District for a new elementary school off Buss Road as presented, seconded by Murphy. **Motion** carried with a voice vote of 6-1-0 with Allen voting No.

8. **New Business**

a. Discuss and consider Operator License application for licensing year July 2019-June 2020 for Helen McVay.
Motion by Valencia to approve the operator license for licensing year July 2019-June 2020 for Helen McVay, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider Sound Amplification Permit for Oakstone Recreational for May 2, 2020.
Motion by Valencia to approve the sound amplification permit for Oakstone Recreational for May 2, 2020, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

9. Reports from Village Boards, Commissions & Committees

9.I. Deer-Grove EMS Commission
Allen reported they had a virtual meeting on March 19th and discussed staffing concerns and gave the Chief the authority to make decisions as needed during COVID-19. The next meeting will be April 16th and will be a virtual meeting.

10. Reports from Village Officers

a. Stafford Rosenbaum
i. Legal briefings/status updates

DRAFT

Attorney Konopacki indicated that he spoke with Bob Power from Colonial Club to get the contract completed and the Village Board may be interested in getting a briefing from him on what the Colonial Club is doing to deal with COVID-19. Valencia asked if Lieutenant Wagner could reach out to Bob and see if he is available for a Village Board meeting, which Lieutenant Wagner indicated he would.

11. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Ratcliff to approve the Village portion of the vouchers in the amount of $454,595.35, seconded by Lennberg. The check sequence goes from check #46924 to check #47002 with check # 46930 and check # 46931 being voided. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence-Arbor Day

c. Upcoming community events-Election day

d. Future agenda items-

12. Closed Session: This Closed Session Is for Development Incentive Negotiations in TID #5 With Greywolf Regarding Comfort Suites Hotel Project.

The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion by Williams to enter into closed session at 7:39 pm pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, seconded by Russell. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Williams AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE.

13. Reconvene into Open Session and Possible Consideration of Closed Session Items

Motion by Williams to return to open session at 8:19 pm, seconded by Murphy. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Williams AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE. No action was taken in closed session.

14. Adjournment

Motion by Allen to adjourn at 8:20 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

Memo

To: Village of Cottage Grove

From: Kevin Lord, Village Engineer

Subject: Vilas Road Creek Crossing Bids

Date: April 14, 2020

Introduction

Bids were received for the Vilas Road Creek Crossing project extending the bike path along Vilas Road on April 1, 2020. The path is intended to connect Progress Drive with Weald Bridge Road. The Village received 6 bids on the project with the low bidder being R.G. Huston Company Inc. with a bid of memorandum presents information regarding the requirements for stormwater management for the $174,000.

Bid Review

The Village has a total of $110,000 that was budgeted for the Vilas Road Creek Crossing project based on previous information provided by MSA for the 2020 capital budget. The overall complete budget cost for the project is currently estimated as:

Engineering - $12,500
Construction - $174,000
Construction Services (Est. 6%) - $10,500
Total Cost - $197,000

In review of the bid results the two items that seem beyond what was anticipated prior to plan development is the extension of the concrete box culvert and the associated pedestrian railing. The box culvert was determined to have to be structurally designed for the approximate 8-foot extension and associated wingwalls to allow appropriate clear distance between the path and Vilas Road. These details were included in the design documents. Due to the proximity of the path to the proposed endwall, a pedestrian railing was included along the culvert and also included in the contract documents. These two bid items consist of just over $83,500 of the total bid price which is much more than discussed when the project was being planned. Based on the bid results, the bid estimate provided by the apparent low bidder is relative to the other bidders on these items and appears appropriate for the details included in the contract documents.

MSA Office Address
1702 Pankratz Street
Madison, WI 53704

P (608) 242-7779
TF (800) 446-0679
F (608) 242-5664

www.msa-ps.com

April 14, 2020

John Williams, Village President
Village of Cottage Grove
221 East Cottage Grove Road
Cottage Grove, WI 53527

Re: Vilas Road Bike Path
Village of Cottage Grove

Dear Mr. Williams:

Upon review of the bids received on April 1, 2020 for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the low responsive bidder listed below be accepted and award made at your next meeting.

R.G. Huston Co., Inc.
2561 Coffeytown Rd.
Cottage Grove, WI 53527 Bid Amount $174,000.00

Please execute the enclosed Notice of Award for the contract and email a copy back to klord@msa-ps.com or ldeuchars@msa-ps.com. After receiving the executed copies, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,

MSA Professional Services, Inc.

Kevin Lord
Team Leader

KL:ld
Enc.

NOTICE OF AWARD

Date: _____

Project: Vilas Road Bike Path	
Owner: Village of Cottage Grove	Owner's Contract No.:
Contract: Village of Cottage Grove - Vilas Road Bike Path	Engineer's Project No.: 00094096
Bidder: R.G. Huston Co., Inc.	
Bidder's Address: 2561 Coffeytown Rd.	
Cottage Grove, WI 53527	

You are notified that your Bid dated April 1, 2020 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for Vilas Road Bike Path

Base Bid

The Contract Price of your Contract is One Hundred Seventy-Four Thousand and 00/100 Dollars ($174,000.00).

_3_ copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

_3_ sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner [_3_] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Village of Cottage Grove
Owner

By:_____
Authorized Signature

_____
Title

Copy to Engineer

Cottage Grove Vilas Road Bike Path (#6880492)
Owner: Village of Cottage Grove
Solicitor: MSA Professional Services - Madison
04/01/2020 10:15 AM CDT
MSA Project #00094096

					R.G. Huston Company, Inc.		Badgerland Excavating Corp.		Homburg Contractors		Concrete Structures Inc		Joe Daniels Construction Co., Inc.		QSP Utility	
Section Title	**Line Item**	**Item Description**	**UofM**	**Quantity**	**Unit Price**	**Extension**	**Unit Price**	**Extension**	**Unit Price**	**Extension**	**Unit Price**	**Extension**	**Unit Price**	**Extension**	**Unit Price**	**Extension**
GENERAL																
	1	Mobilization/Bonds/Insurance	LS	1	$7,995.10	$7,995.10	$12,000.00	$12,000.00	$44,000.00	$44,000.00	$46,550.00	$46,550.00	$54,544.00	$54,544.00	$16,000.00	$16,000.00
	2	Traffic Control	LS	1	$2,500.00	$2,500.00	$2,000.00	$2,000.00	$1,000.00	$1,000.00	$2,000.00	$2,000.00	$10,500.00	$10,500.00	$2,800.00	$2,800.00
		Total Line Items #1-#2:				**$10,495.10**		**$14,000.00**		**$45,000.00**		**$48,550.00**		**$65,044.00**		**$18,800.00**
EROSION CONTROL																
	3	Inlet Protection, In-Grate	EA	3	$335.00	$1,005.00	$100.00	$300.00	$275.00	$825.00	$350.00	$1,050.00	$375.00	$1,125.00	$627.00	$1,881.00
	4	Silt Fence	LF	400	$3.50	$1,400.00	$3.00	$1,200.00	$3.00	$1,200.00	$3.00	$1,200.00	$4.10	$1,640.00	$2.95	$1,180.00
		Total Line Items #3-#4:				**$2,405.00**		**$1,500.00**		**$2,025.00**		**$2,250.00**		**$2,765.00**		**$3,061.00**
SITE PREPARATION																
	5	Utility Line Opening (U.L.O)	EA	2	$630.00	$1,260.00	$100.00	$200.00	$750.00	$1,500.00	$1,000.00	$2,000.00	$1,850.00	$3,700.00	$2,600.00	$5,200.00
	6	Removal & Reinstall Signage and Mailboxes	EA	4	$225.00	$900.00	$250.00	$1,000.00	$315.00	$1,260.00	$250.00	$1,000.00	$300.00	$1,200.00	$475.00	$1,900.00
	7	Relocate & Reinstall Existing Raised Planters	EA	1	$900.00	$900.00	$500.00	$500.00	$775.00	$775.00	$500.00	$500.00	$4,250.00	$4,250.00	$2,600.00	$2,600.00
	8	Guardrail, Removal and Disposal	LS	1	$950.00	$950.00	$800.00	$800.00	$1,250.00	$1,250.00	$1,000.00	$1,000.00	$2,850.00	$2,850.00	$900.00	$900.00
	9	Clearing & Grubbing	LS	1	$3,300.00	$3,300.00	$1,000.00	$1,000.00	$3,500.00	$3,500.00	$1,000.00	$1,000.00	$16,500.00	$16,500.00	$4,800.00	$4,800.00
	10	Wetland Stockpile and Restoration	SY	100	$25.40	$2,540.00	$8.00	$800.00	$12.00	$1,200.00	$2.00	$200.00	$225.00	$22,500.00	$160.00	$16,000.00
	11	Concrete Walk Removal	SF	410	$4.00	$1,640.00	$3.00	$1,230.00	$4.00	$1,640.00	$0.75	$307.50	$7.00	$2,870.00	$6.85	$2,808.50
	12	Temporary Water Diversion	LS	1	$11,860.00	$11,860.00	$5,500.00	$5,500.00	$21,000.00	$21,000.00	$20,000.00	$20,000.00	$12,000.00	$12,000.00	$18,000.00	$18,000.00
	13	Topsoil Stripping	SY	150	$4.95	$742.50	$5.00	$750.00	$3.00	$450.00	$2.00	$300.00	$60.00	$9,000.00	$33.33	$4,999.50
		Total Line Items #5-#13:				**$24,092.50**		**$11,780.00**		**$32,575.00**		**$26,307.50**		**$74,870.00**		**$57,208.00**
ROADWAY																
	14	Undercut	CY	10	$104.00	$1,040.00	$50.00	$500.00	$55.00	$550.00	$40.00	$400.00	$65.00	$650.00	$280.00	$2,800.00
	15	Trucked in Backfill	CY	150	$25.00	$3,750.00	$40.00	$6,000.00	$25.00	$3,750.00	$15.80	$2,370.00	$45.00	$6,750.00	$152.00	$22,800.00
	16	CABC	TN	600	$30.20	$18,120.00	$20.00	$12,000.00	$20.00	$12,000.00	$10.00	$6,000.00	$23.50	$14,100.00	$66.33	$39,798.00
	17	Extend 5' x 6' Box Culvert, w/Headwalls	LS	1	$68,655.00	$68,655.00	$105,000.00	$105,000.00	$65,000.00	$65,000.00	$106,500.00	$106,500.00	$48,793.00	$48,793.00	$92,800.00	$92,800.00
	18	Pedestrian Railing	LF	42	$360.00	$15,120.00	$350.00	$14,700.00	$596.00	$25,032.00	$400.00	$16,800.00	$396.88	$16,668.96	$633.33	$26,599.86
	19	Concrete Sidewalk, 4-Inch Thick	SF	95	$6.00	$570.00	$8.00	$760.00	$8.00	$760.00	$6.00	$570.00	$13.00	$1,235.00	$14.53	$1,380.35
	20	Concrete Sidewalk, 6-Inch Thick	SF	300	$7.00	$2,100.00	$9.00	$2,700.00	$7.50	$2,250.00	$7.00	$2,100.00	$15.00	$4,500.00	$14.33	$4,299.00
	21	Concrete Driveway Apron, 7-Inch Thick	SF	113	$8.00	$904.00	$10.00	$1,130.00	$8.00	$904.00	$8.00	$904.00	$16.00	$1,808.00	$50.00	$5,650.00
	22	Detectable Warning Field	SF	32	$50.00	$1,600.00	$55.00	$1,760.00	$45.00	$1,440.00	$50.00	$1,600.00	$85.00	$2,720.00	$103.15	$3,300.80
	23	Adjust Manhole Casting	EA	2	$400.00	$800.00	$300.00	$600.00	$325.00	$650.00	$750.00	$1,500.00	$750.00	$1,500.00	$5,400.00	$10,800.00
	24	Asphalt Pavement, 3-Inch Thick, 4 LT 58-28S	TN	120	$106.57	$12,788.40	$120.00	$14,400.00	$112.00	$13,440.00	$105.50	$12,660.00	$120.00	$14,400.00	$282.08	$33,849.60
		Total Line Items #14-#24:				**$125,447.40**		**$159,550.00**		**$125,776.00**		**$151,404.00**		**$113,124.96**		**$244,077.61**
RESTORATION																
	25	Topsoil, Seed, Fertilize and Erosion Matting	SY	1075	$10.00	$10,750.00	$10.00	$10,750.00	$10.00	$10,750.00	$7.90	$8,492.50	$8.25	$8,868.75	$12.91	$13,878.25
	26	Permanent Signage (R5-3)	SF	8	$55.00	$440.00	$60.00	$480.00	$45.00	$360.00	$50.00	$400.00	$210.00	$1,680.00	$78.15	$625.20
	27	Sign Poles	EA	2	$185.00	$370.00	$250.00	$500.00	$375.00	$750.00	$100.00	$200.00	$115.00	$230.00	$242.50	$485.00
		Total Line Items #25-#27				**$11,560.00**		**$11,730.00**		**$11,860.00**		**$9,092.50**		**$10,778.75**		**$14,988.45**
		Base Bid Total Items #1-#27:				**$174,000.00**		**$198,560.00**		**$217,236.00**		**$237,604.00**		**$266,582.71**		**$338,135.06**

PUBLIC WORKS STAFF REPORT

MEMO DATE:	April 14th, 2020
MEETING DATE:	April 20th, 2020
TO:	Village Board
FROM:	JJ Larson, Director of Public Works & Utilities
RE:	**Vilas Rd. Creek Crossing Project**

BACKGROUND

For years, the Financial Management Plan has called for completion of a project to add a multi-use path and creek crossing along Vilas Rd. from Weald Bridge to Progress Dr. The path has been planned for over a decade, as the basecourse of stone was installed years ago as development reached the area. There have been many iterations of this project in theory and discussion. But, ultimately last year, during budget planning, it was determined that he best course of action was to simply extend the culvert underneath Vilas and pave the path.

OVERVIEW

The determination by our Engineer last fall, ahead of budget discussions, was that this crossing could be completed for under $100,000 (the total of $110,000 in the budget also includes the addition of a crosswalk to Cottage Grove Rd; it has since been determined this can be handled using operating budget dollars and Village staff).

Ultimately, this project came in over budget, with the lowest bidder at $174,000 for construction.

STAFF RECOMMENDATION

This project has been planned for years, and I have heard from a number of elected officials and residents about the importance of completing this connection. While it would be completely understandable to postpone the project, given the higher than planned bid results, it wouldn't change the fact that our residents are still walking this area along Vilas Rd. in a less than ideal location.

The costs of this project are unlikely to come down in the future and it is not likely that there is a road expansion or other project where this connection could be incorporated as a part of larger scope. I would recommend approval.

PUBLIC WORKS STAFF REPORT

MEMO DATE:	April 16th, 2020
MEETING DATE:	April 20th, 2020
TO:	Village Board
FROM:	JJ Larson, Director of Public Works & Utilities
RE:	**Everstream Right-of-Way permit approval**

BACKGROUND
Everstream applied for a right-of-way (ROW) permit to install an underground fiber optic line all along CTH N/Main St. and along BB east of N. Given the scope of the project, we required an Engineer's Review, $50,000 bond and Board approval prior to issuance of this ROW permit.

OVERVIEW
Our Village Engineer's review included the stipulations that structures will be installed flush to the ground, structures are not placed in any paved areas, and that installed lines will maintain at least 4 feet of horizontal separation from Village utilities, among many other specific details called out in the comprehensive review. Everstream has agreed to comply with all of our Engineer's requirements.

Included in your packet is a copy of the plans and Village Engineer's review, as well as a copy of the other application materials provided by Everstream.

As you can see, although it is a long run of fiber optic, Village utilities are protected, the impact to the right-of-way will be minimal and no structures will be above ground level upon completion.

STAFF RECOMMENDATION
It is recommended that the Village Board authorize issuance of this ROW permit, with the additional requirements from the Village Engineer, to Everstream for fiber installation.

April 14, 2020

Sarah Noha
Mi-Tech Services Inc.
1345 North Road, Suite B
Green Bay, WI 54313

Re: Everstream Fiber Communication Cable

Dear Sarah:

MSA Professional Services, Inc. reviewed the documents received on March 16, 2020 for the Everstream Fiber Communication Cable to be placed within the right-of-way in the Village of Cottage Grove. It is understood the intent is to place the cable along the right-of-way throughout the Village limits along CTH N and along CTH BB from CTH N to the easterly Village limits. MSA has the following comments on the plans.

General Comments:

1. The fiber line will be installed with a minimum of 4 feet of horizontal separation or greater from Village Utilities.
2. The fiber optic line structures such as pull and test boxes will not be installed in Village pavements such as roadways, sidewalks and bike paths. Damages to these surfaces during or due to construction will require Village Engineer or Director of Public Works to mark the limits of replacement by the fiber optic company.
3. All structures will be flush with the ground.
4. Contractor shall use slurry backfill at hand holes or utility vaults when within 1:1 depth to distance from bike path or other hard surface improvements.
5. Comments regarding alignment is to prevent future costs to the fiber optic cable owner and delays to the Village for relocations related to planned projects.
6. Numerous water and sanitary utilities and services exist and are not shown. Contractor is responsible to maintain all services and repair anything disturbed during construction.

Plan Sheets CTH N North of CTH BB:

1. Sheets 2-4. A sanitary sewer line runs on the east side of CTH N between CTH BB and Oak Street. Verify horizontal separation of fiber optic.
2. Sheet 4. Parkview Street should be Oak Street. Verify depths of crossing of sewer and watermain on East Oak Street. Verify sewer lateral crossing and watermain crossing along the easterly right-of-way of CTH N north of Oak Street for first two lots.
3. Sheets 4-7. A new 10' wide bike path exists on the east side of CTH N from just north of Oak Street to Northlawn Drive and should be verified for vaults and equipment to remain outside of the path.
4. Sheet 5. Fiber line will cross the sanitary and watermain line on Parkview. Verify depths.

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5. Sheets 7-8. The Village is planning to extend the multi-use path on the east side of CTH N. The current plans show the path being widened in general towards CTH N from the existing sidewalk to avoid existing fiber optic utilities. Location of new fiber optic should anticipate this work and locate facilities accordingly. See attached proposed plans that are not final and could be subject to change.
6. Sheet 7. Verify crossing of watermain at Northlawn Drive. Verify depths of boring.
7. Sheet 8. Verify crossing of watermain between Northlawn Drive and School Road. Verify depths of boring.
8. Sheet 8. There is potentially up to three (3) crossings of the sanitary sewer and a watermain crossing near the intersection of CTH N and School Road. Verify depths of boring.
9. Sheet 9. Verify crossing of watermain of CTH N near the North side of Sheet 9. Verify depth of install and plowing.
10. Sheet 11. There is a sanitary main and watermain that will be crossed along Gaston Road. Verify depth of the boring.
11. Sheets 11-14. Verify location of sanitary interceptor on West side of CTH N and horizontal clearance.
12. Sheet 13. Verify watermain location and crossing of watermain service from water tower. Verify depth of install and plowing.
13. Sheet 14. Sanitary crossing north of roundabout for entrance ramps on north side of I94. Verify depth of fiber optic.
14. Sheet 15. Verify crossing of watermain along CTH TT. Verify depth of boring.
15. Sheets 16-20. The Village is working with developers on the north side of CTH T. Anticipate water and sewer extensions in this area and possible roadway widening and improvements. May be in best interest to move closer to the right-of-way to avoid potential conflicts with future development.

Plan Sheets CTH N South of CTH BB:

1. Sheets 2-4. Verify location of sanitary sewer for horizontal clearance. Sanitary appears to run along ditch on east side of CTH N.
2. Sheet 5. Verify crossing of watermain at East Reynolds Street and sanitary sewer north of East Reynolds Street. Verify depth of boring.
3. Sheet 6. Verify crossing of watermain at East Reynolds Street. Verify depth of boring.
4. Sheet 7. Verify location and depth of forcemain crossing south of the railroad tracks. Verify sanitary crossing on north side of railroad tracks south side of 114 S. Main Street building.
5. Sheet 7. Notes for a vault and duct with fiber optic cable inside that is located near CTH N and the fiber optic line is shown close to the right-of-way. Verify which is correct or if they both are.
6. Sheets 7-8. Verify location of sanitary for horizontal clearance. Sanitary appears to run within the easterly right-of-way of CTH N.
7. Sheet 10. Verify crossing of watermain at Taylor Street. Verify depth of boring.
8. Sheet 11. Verify crossing of sanitary main to school. Located near the north side of the school building.
9. Sheet 11. Verify crossing of watermain near the middle of the school parking lot. Verify depth of boring.

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Sarah Noha
Mi-Tech Services Inc.
April 14, 2020

Plan Sheets CTH BB (from CTH N to East):

1. Sheets 4-6. Verify watermain location for horizontal clearance.
2. Sheet 5. Verify watermain crossing in front of 251 Cottage Grove Road. Verify depth of fiber optic and plowing.

This is just an initial review based on the provided plans and GIS utility information and items should be verified in the field as the responsibility of the fiber optic Owner. Please contact us if you have questions.

Sincerely,

MSA Professional Services, Inc.

Kevin Lord, PE, PLS
Village Engineer

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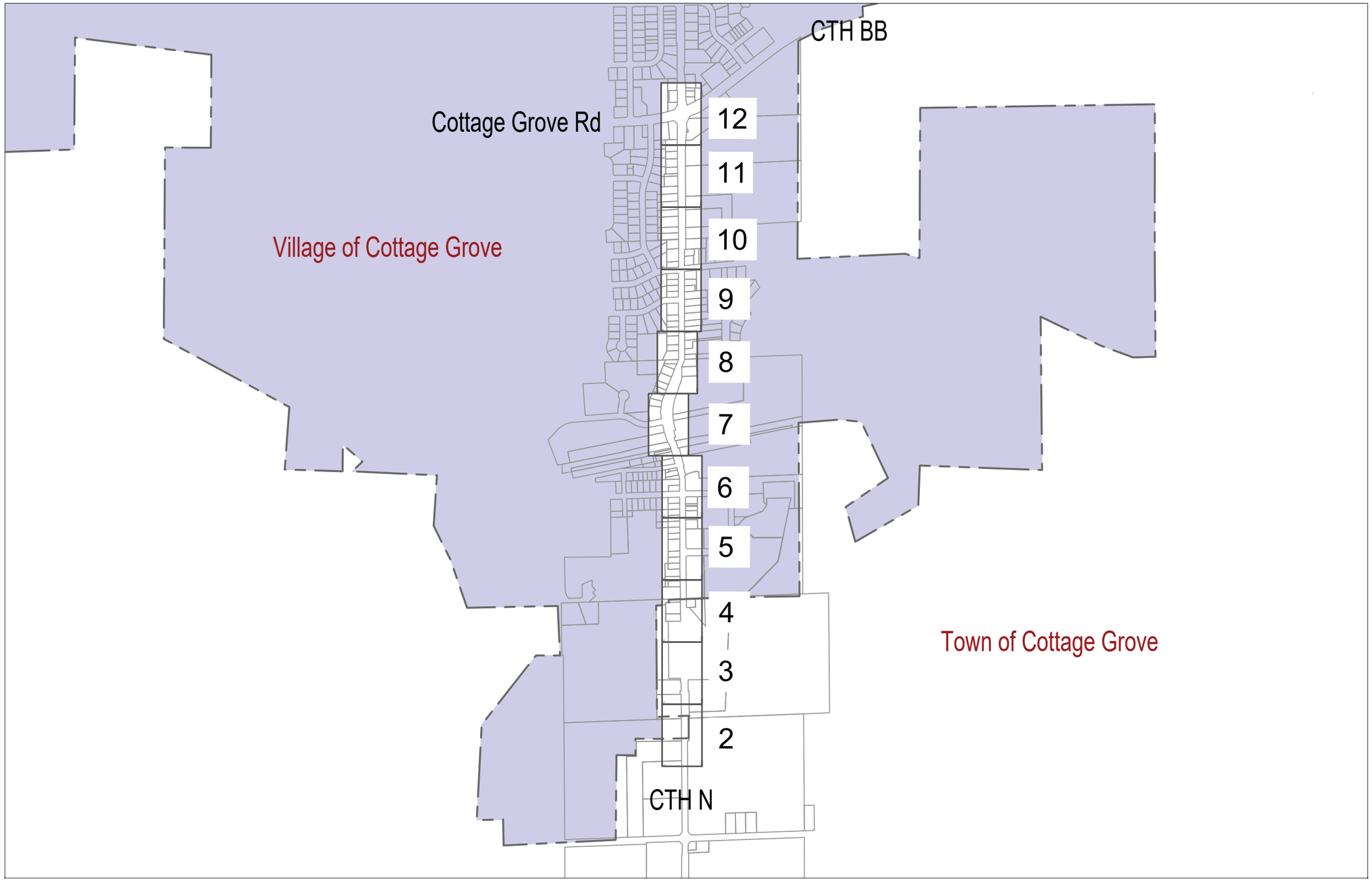

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DAYLIGHTING

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EVERSTREAM PROPOSES TO BURY (1) FIBER COMMUNICATION CABLE IN A 2" CONDUIT

FO **FIBER CABLE**

LEGEND
TB : TREE BORE(DIRECTIONAL BORE)
RB : ROAD BORE (DIRECTIONAL BORE)
T : TRENCH
HD : HAND DIG
P : PLOW

mi-TECH

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DRAWN BY: ONB

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DATE	DESCRIPTION	INITIAL

N

SCALE
HORIZONTAL: NTS
VERTICAL: NTS

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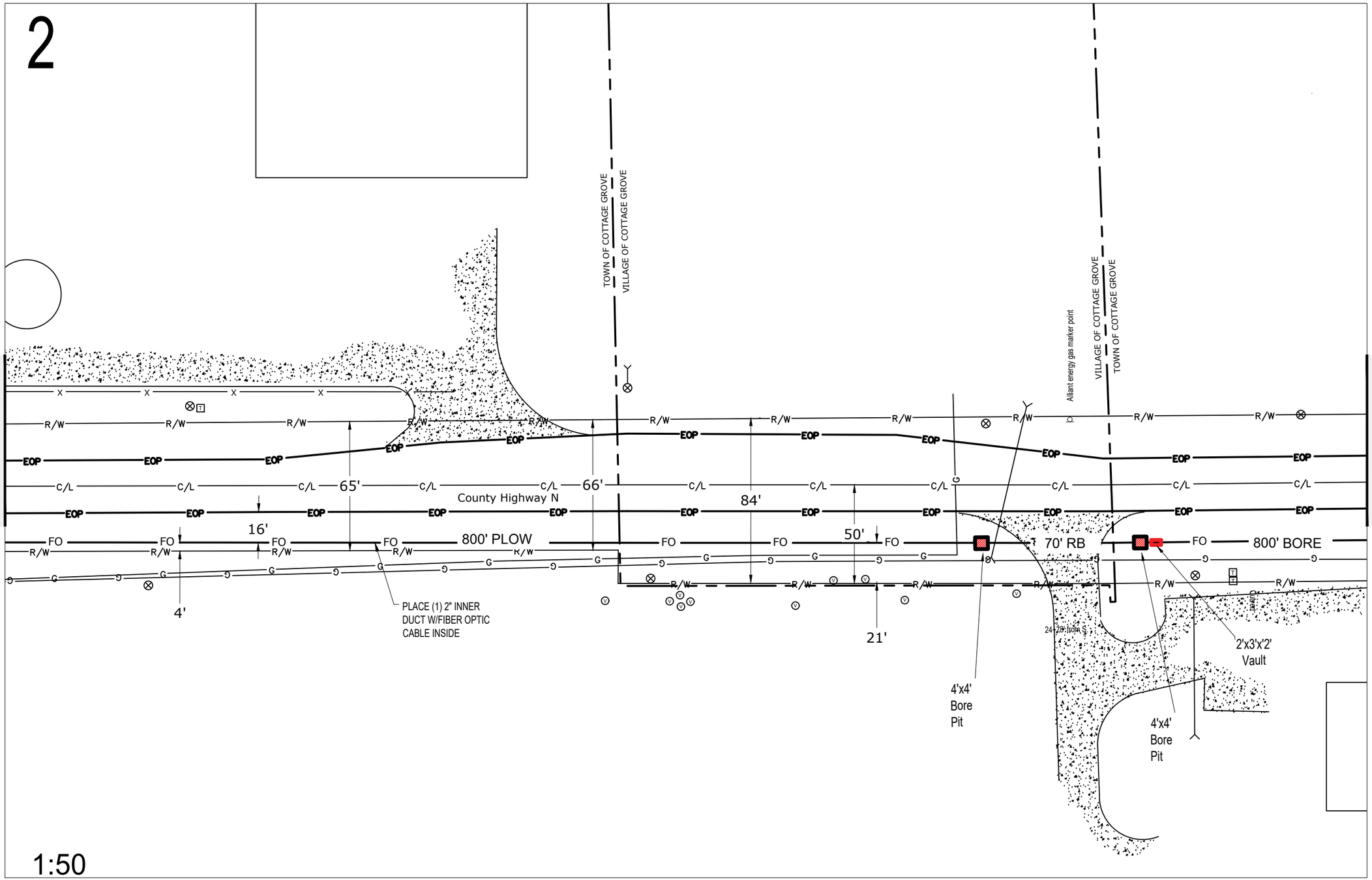
SHEET 1 OF 12

MDNEAST-5.1
FILE: Cottage Grove-CTH N Soutl



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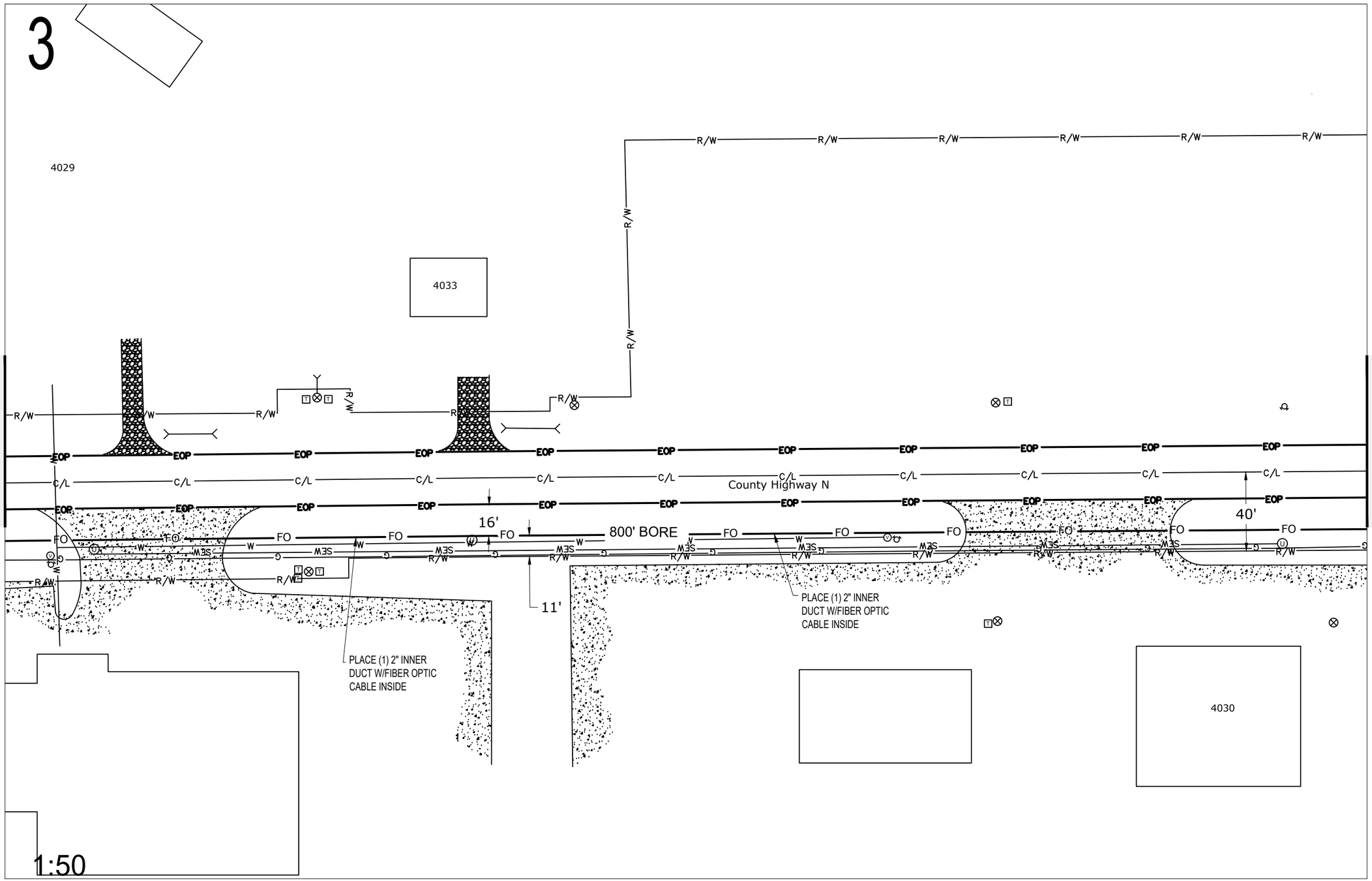
SHEET 2 OF 12
FILE: MDNEAST-5.1 Cottage Grove-CTH N South



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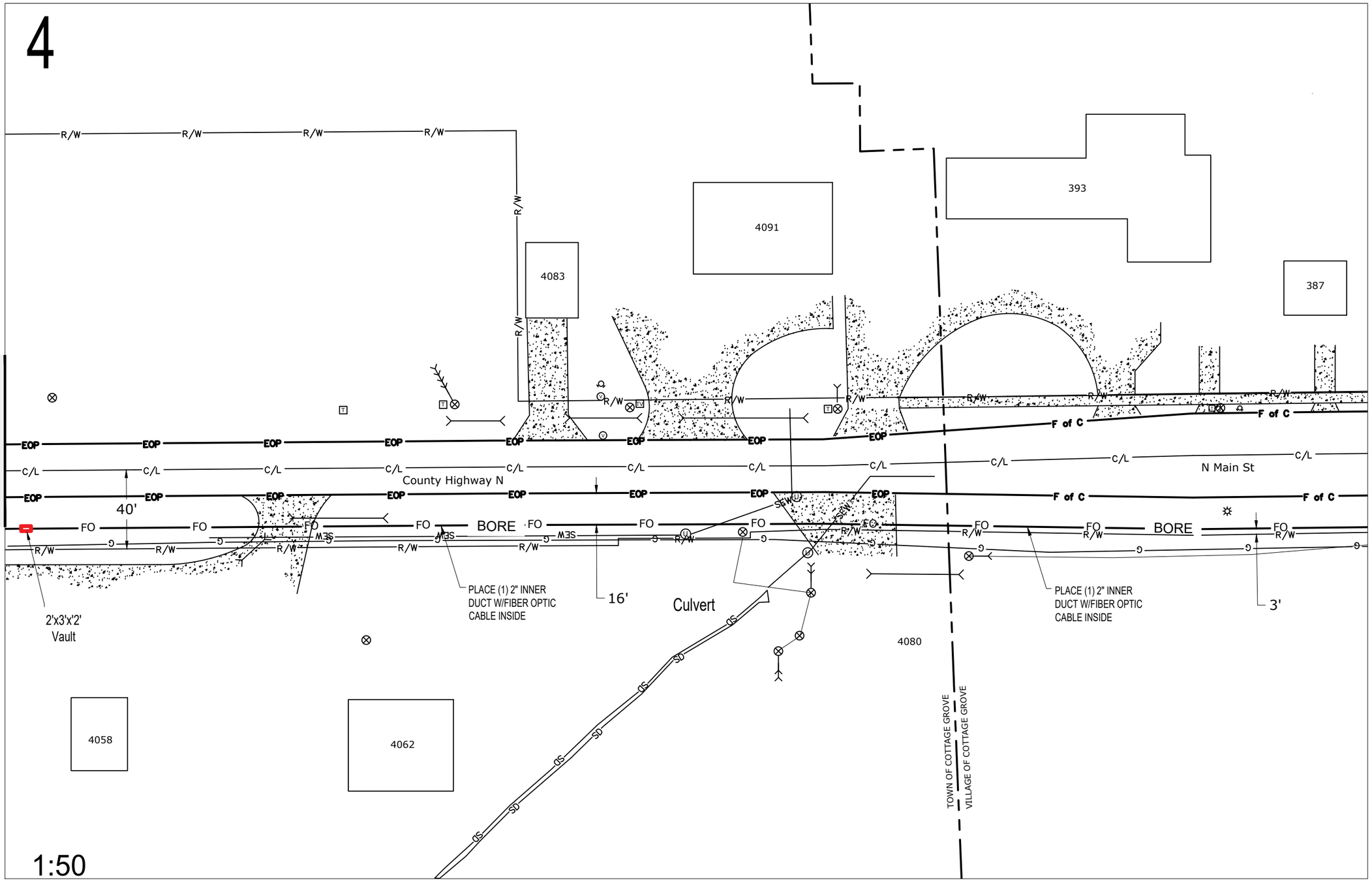

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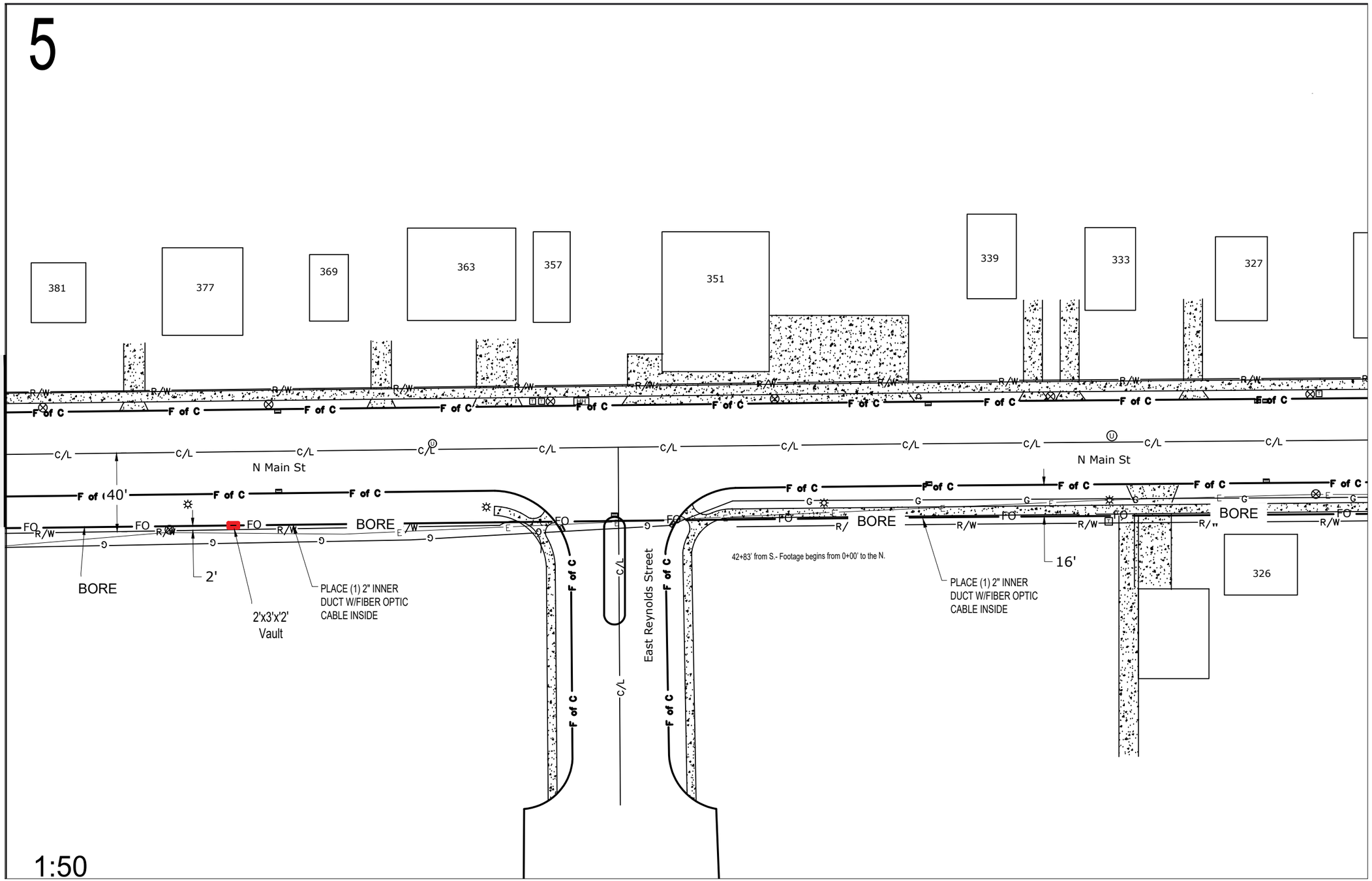

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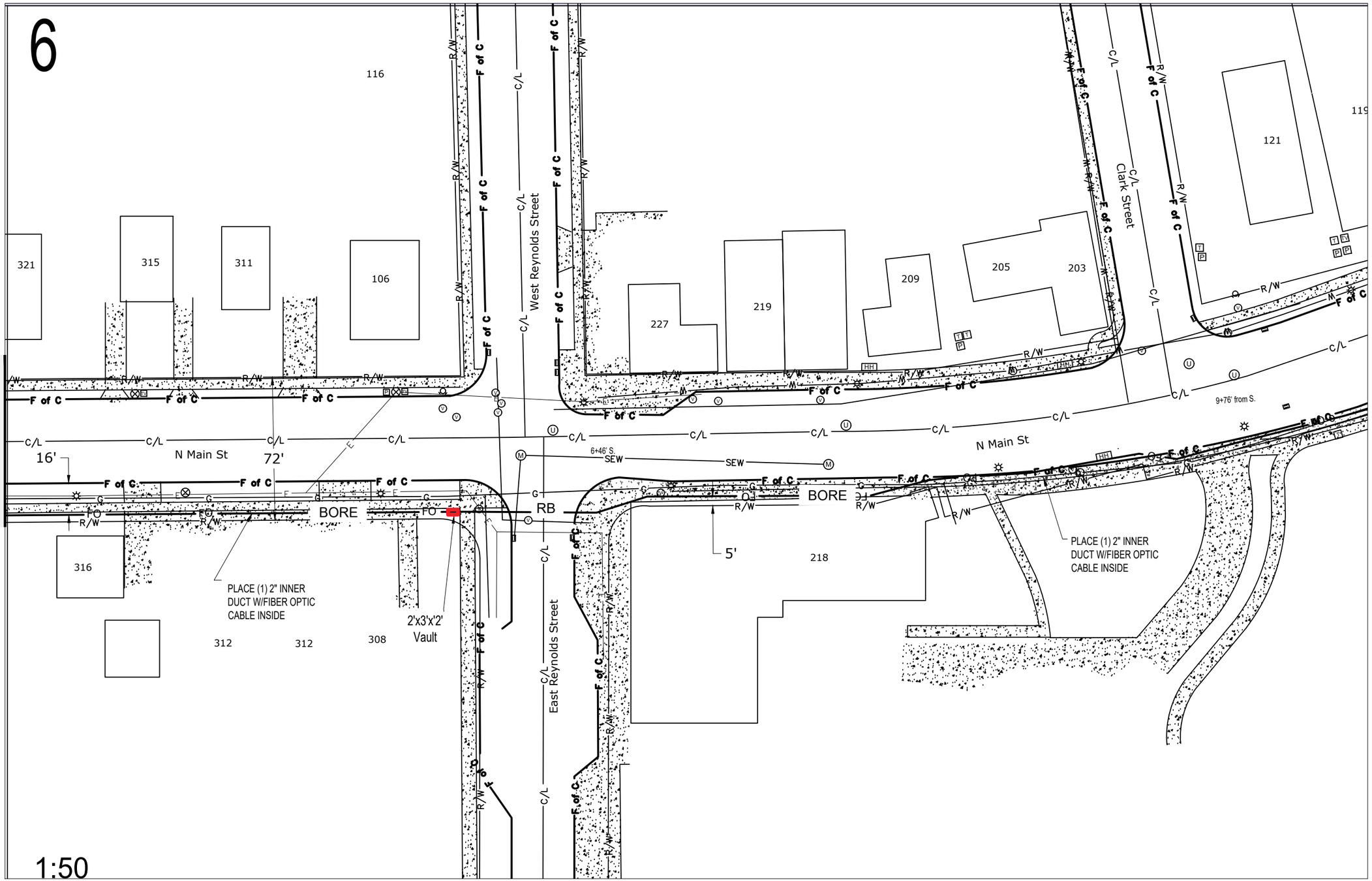

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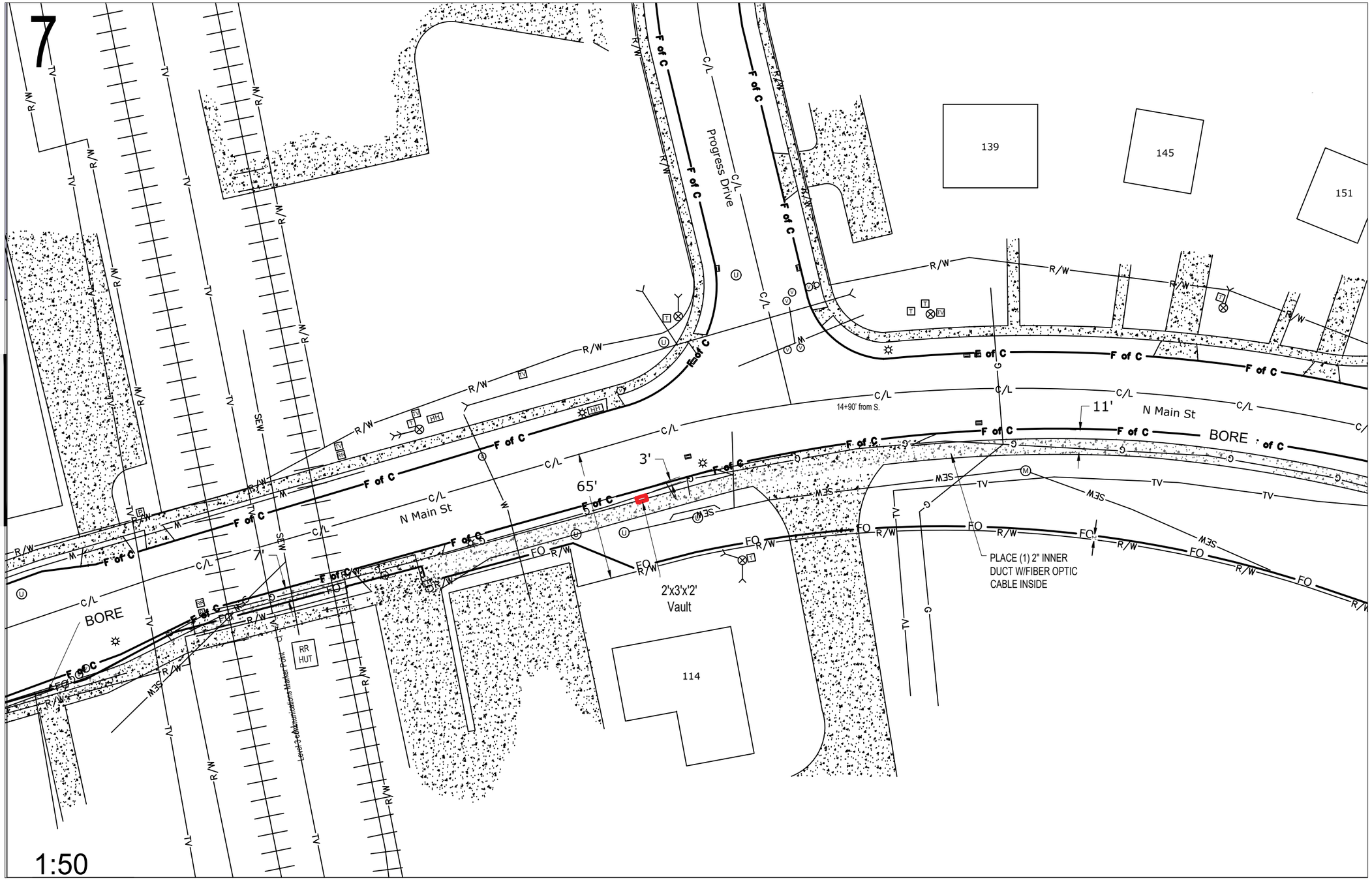

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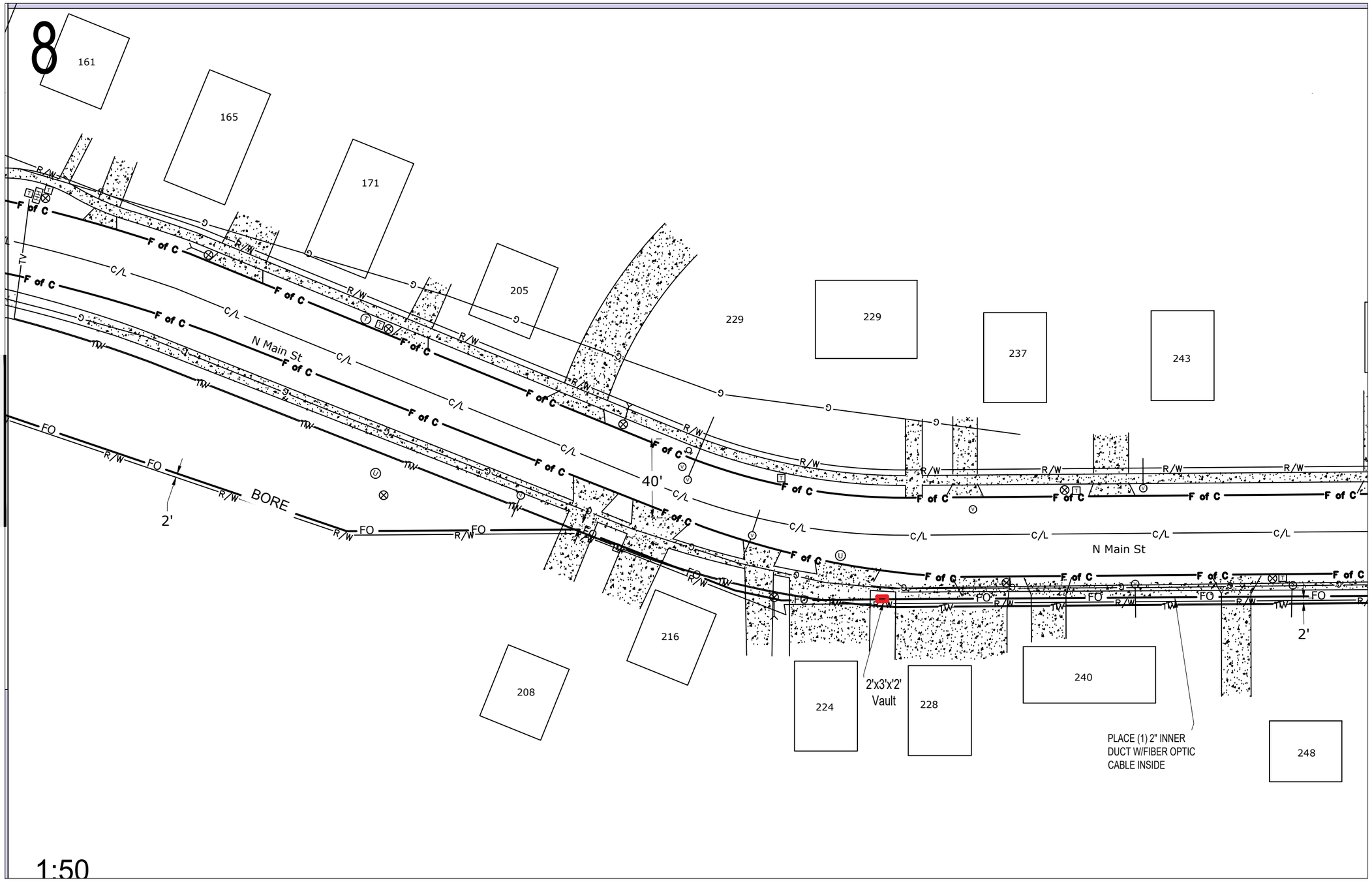

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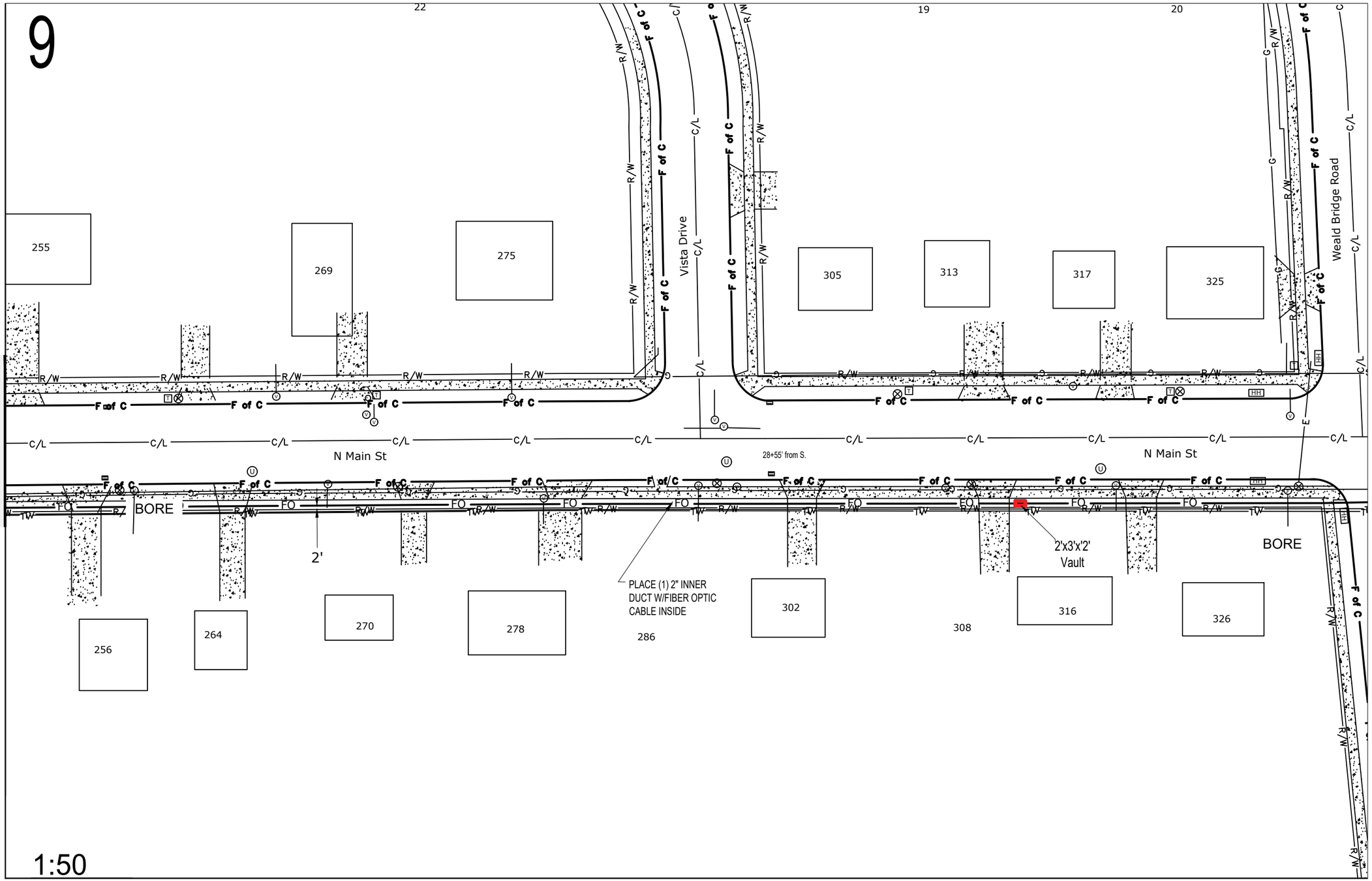

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SHEET 9 OF 12
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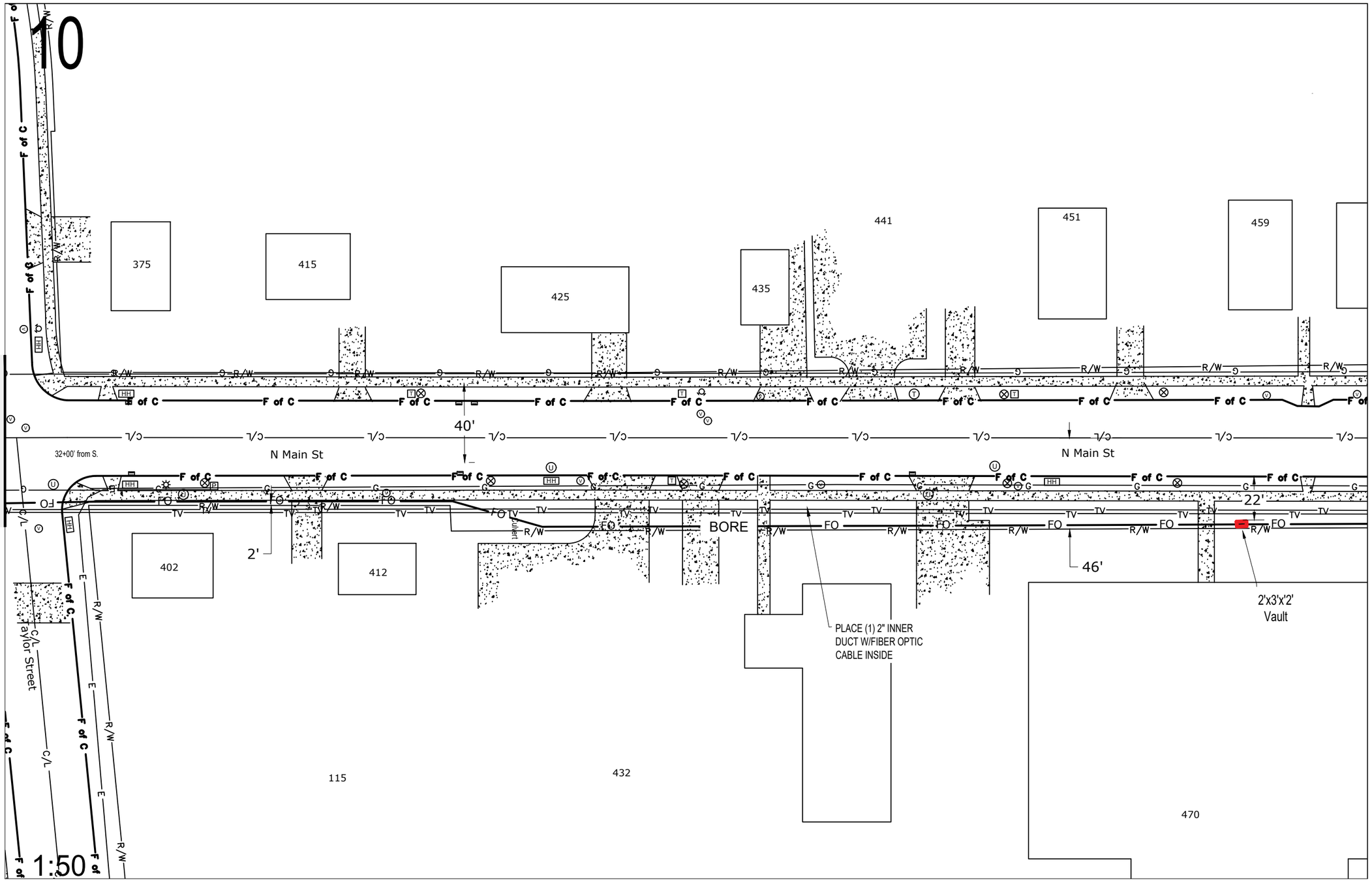

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FILE: MDNEAST-5.1 Cottage Grove-CTH N South

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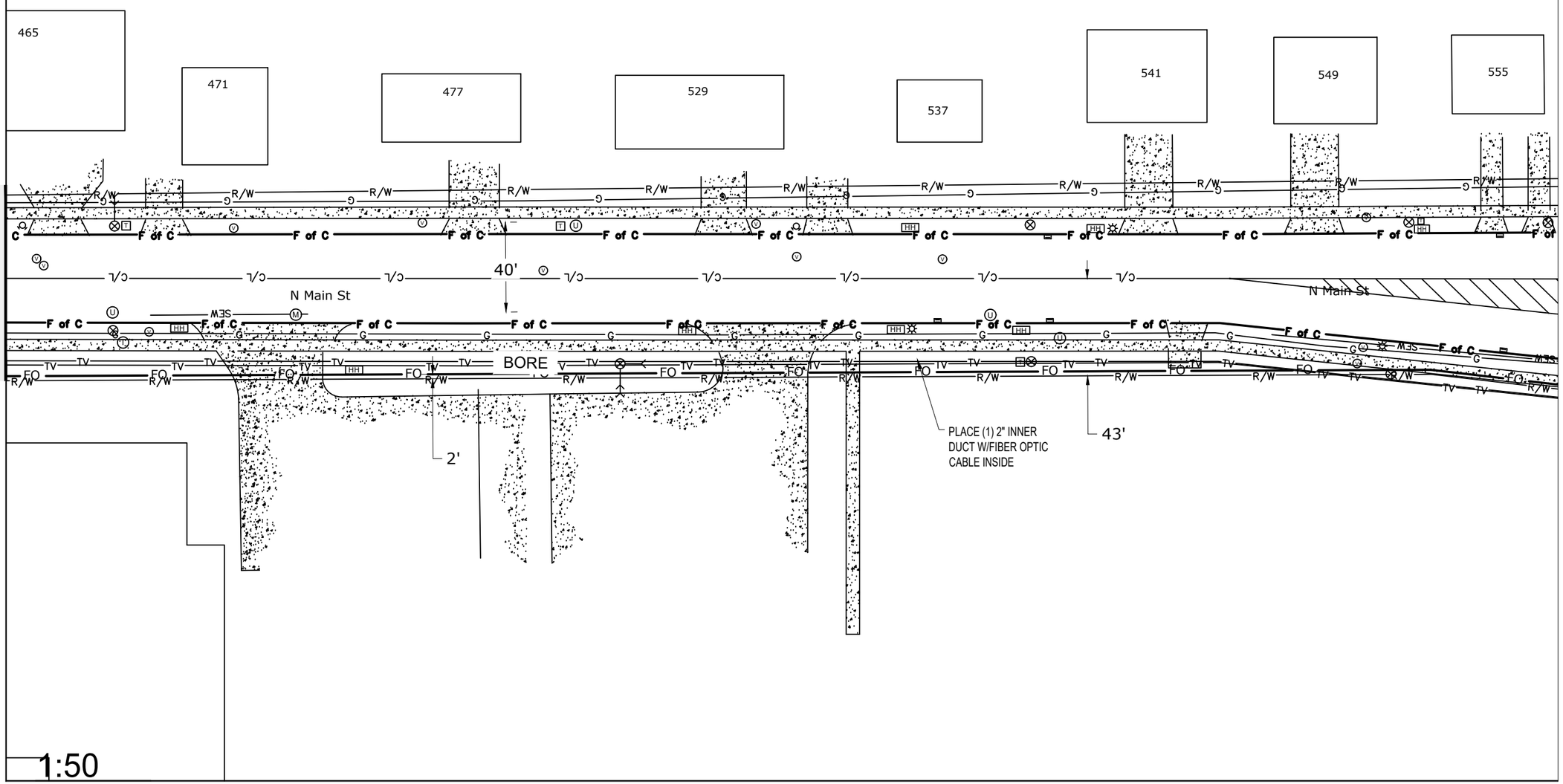

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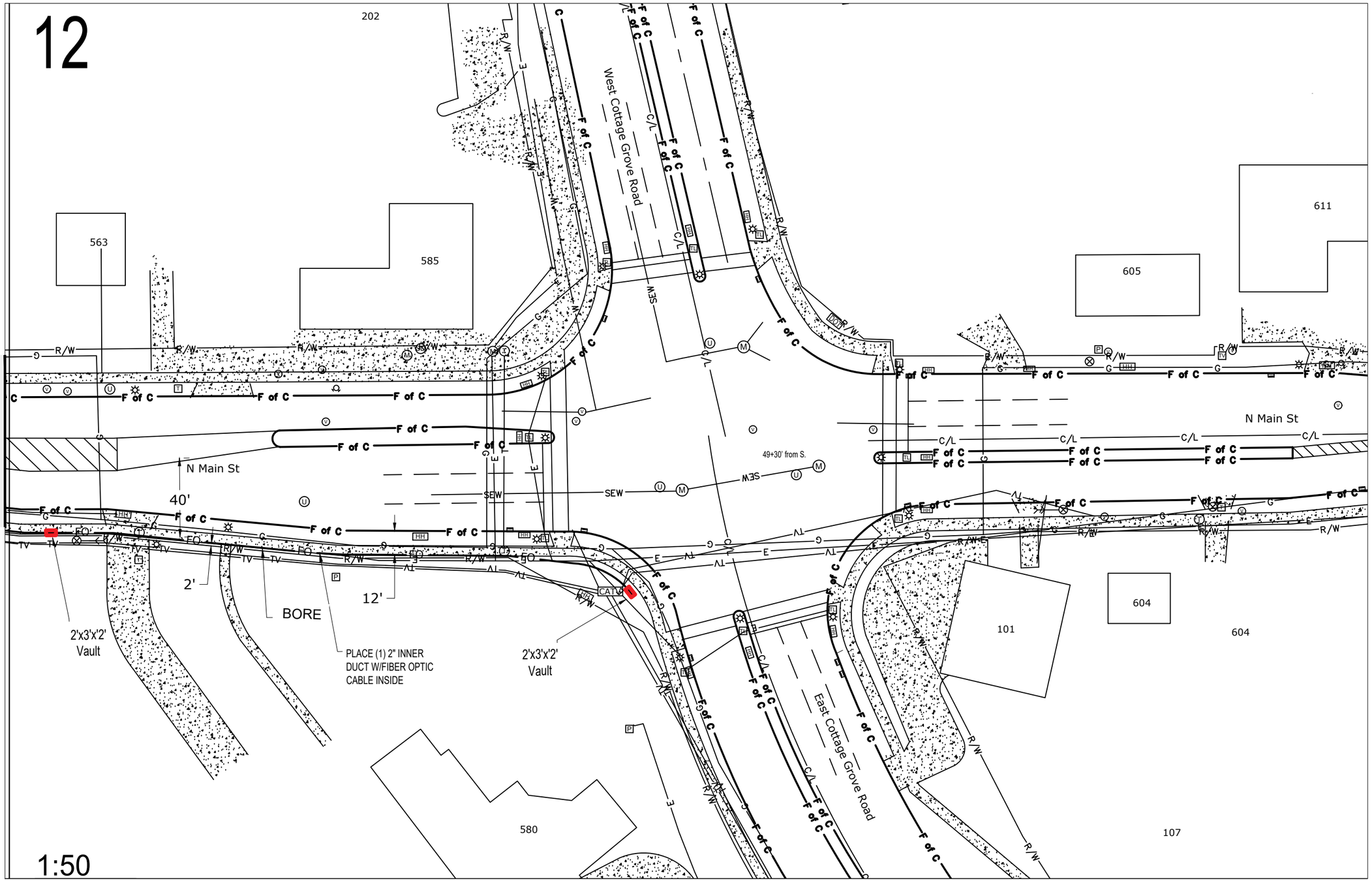

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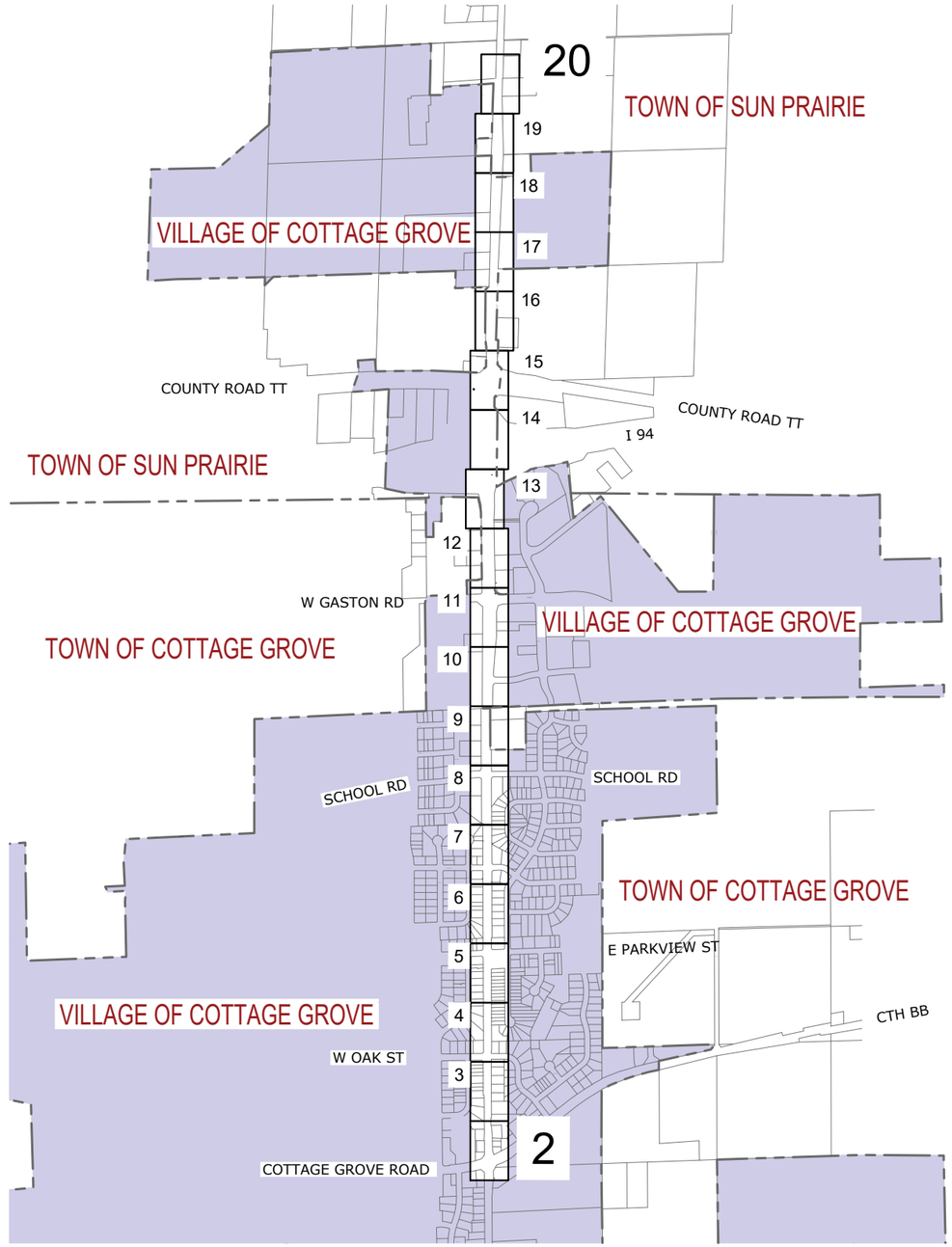

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CONSTRUCTION NOTE:
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EVERSTREAM PROPOSES TO BURY (1) FIBER COMMUNICATION CABLE IN A 2" CONDUIT

FO **FIBER CABLE**

LEGEND
TB : TREE BORE(DIRECTIONAL BORE)
RB : ROAD BORE (DIRECTIONAL BORE)
T : TRENCH
HD : HAND DIG
P : PLOW

mi-TECH

PROJECT LOCATION:

Village of Cottage Grove
Town of Cottage Grove
DANE COUNTY

everstream™
FASTER FIBER. BETTER BUSINESS.

Lee Smet
OSP Manager
324 E WISCONSIN AVE
SUITE 730
MILWAUKEE, WI
(414) 721-1418

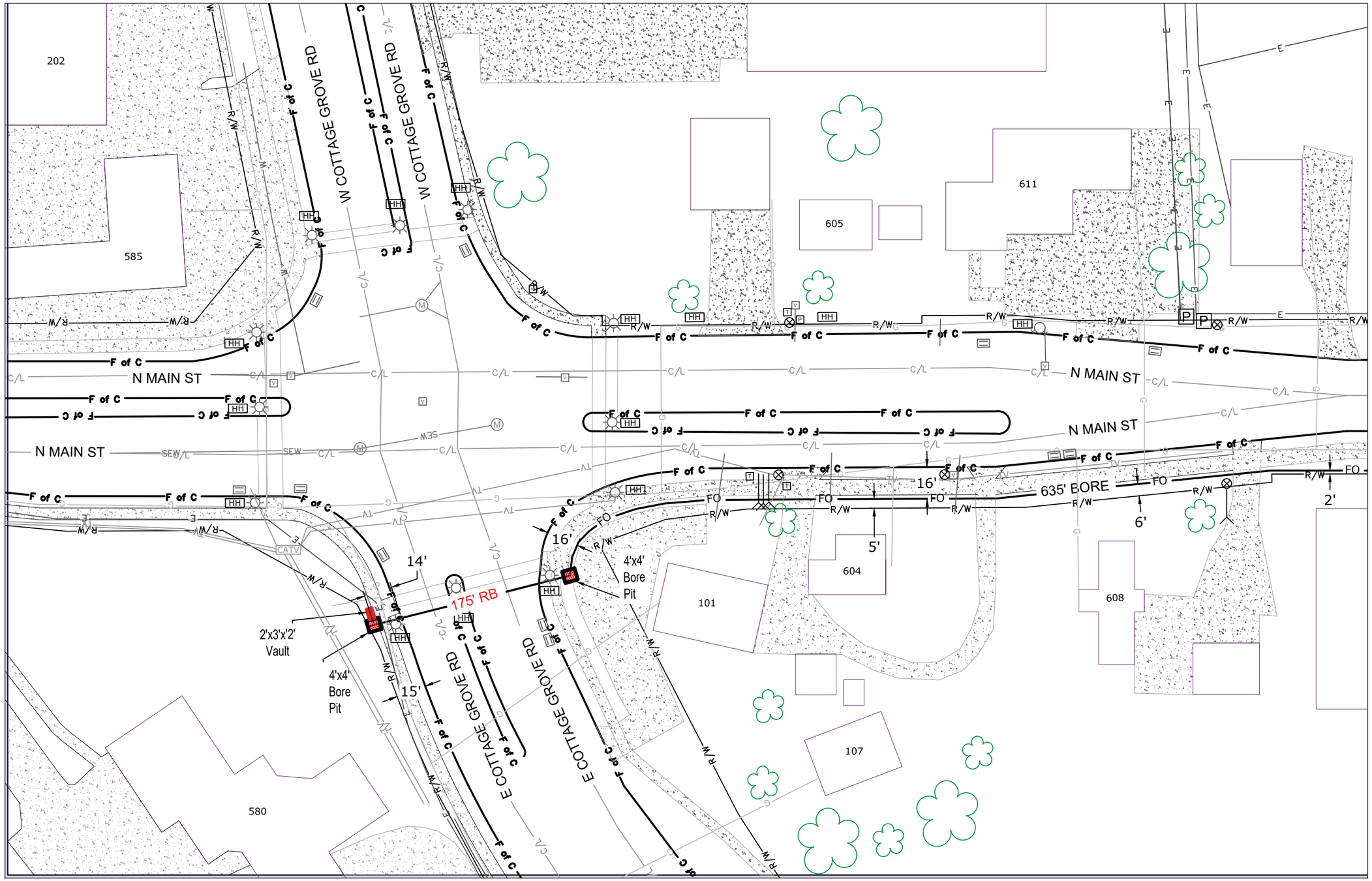
DATE: 1-1-2020
ENGINEER: GTK
DRAWN BY: ONB

REVISIONS

DATE	DESCRIPTION	INITIAL

N

SCALE
HORIZONTAL: NTS
VERTICAL: NTS
MP _____ TO MP _____
SHEET 1 OF 20
WNKELKML5.5
FILE: Cottage Grove CTH N North



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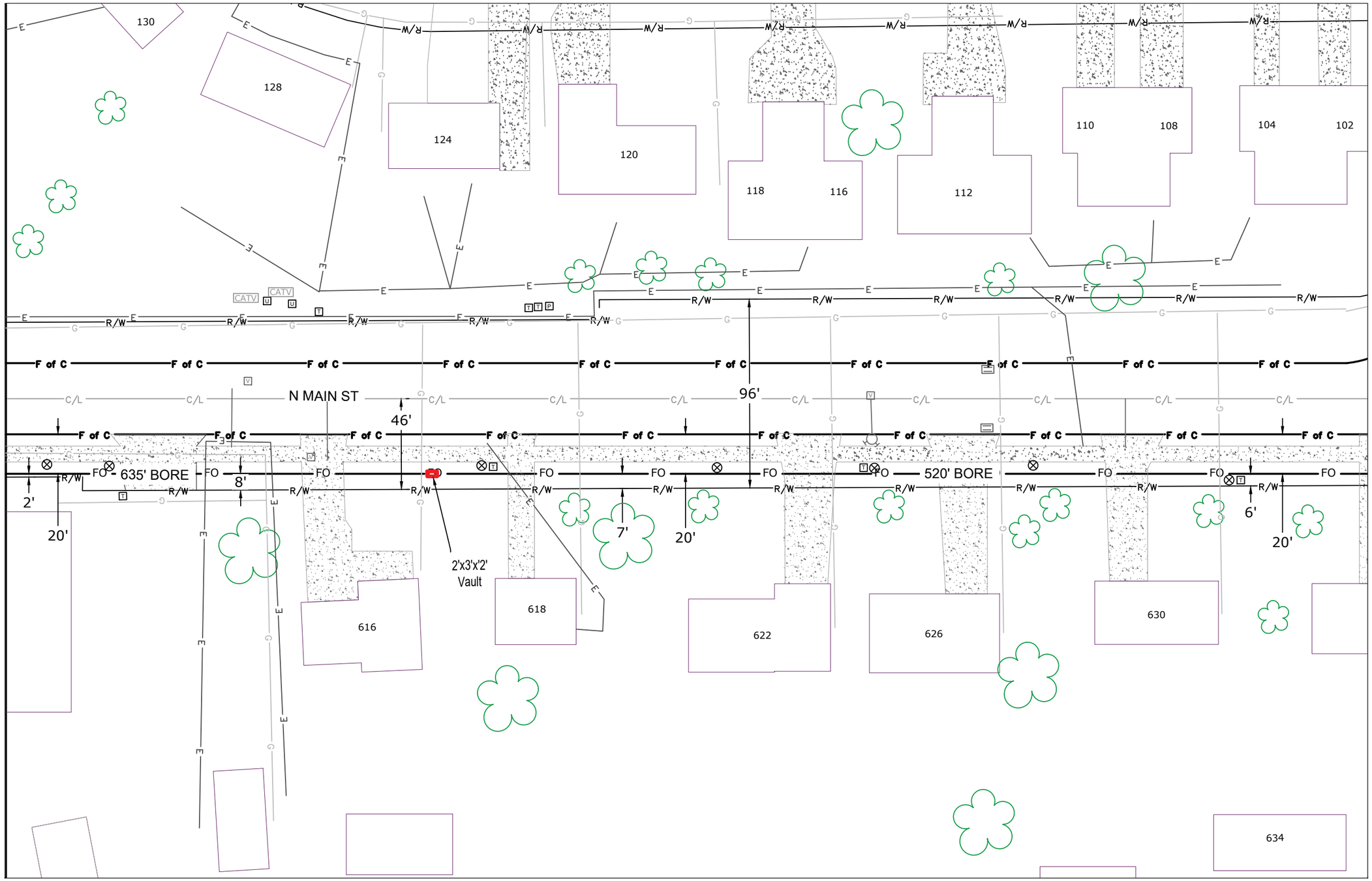
SCALE
HORIZONTAL: 1"=50'
VERTICAL: 1"=50'
MP ____ TO MP ____
SHEET 2 OF 20
WNKELKML5.5
FILE: Cottage Grove CTH N North



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SHEET 3 OF 20
WNKELKML5.5
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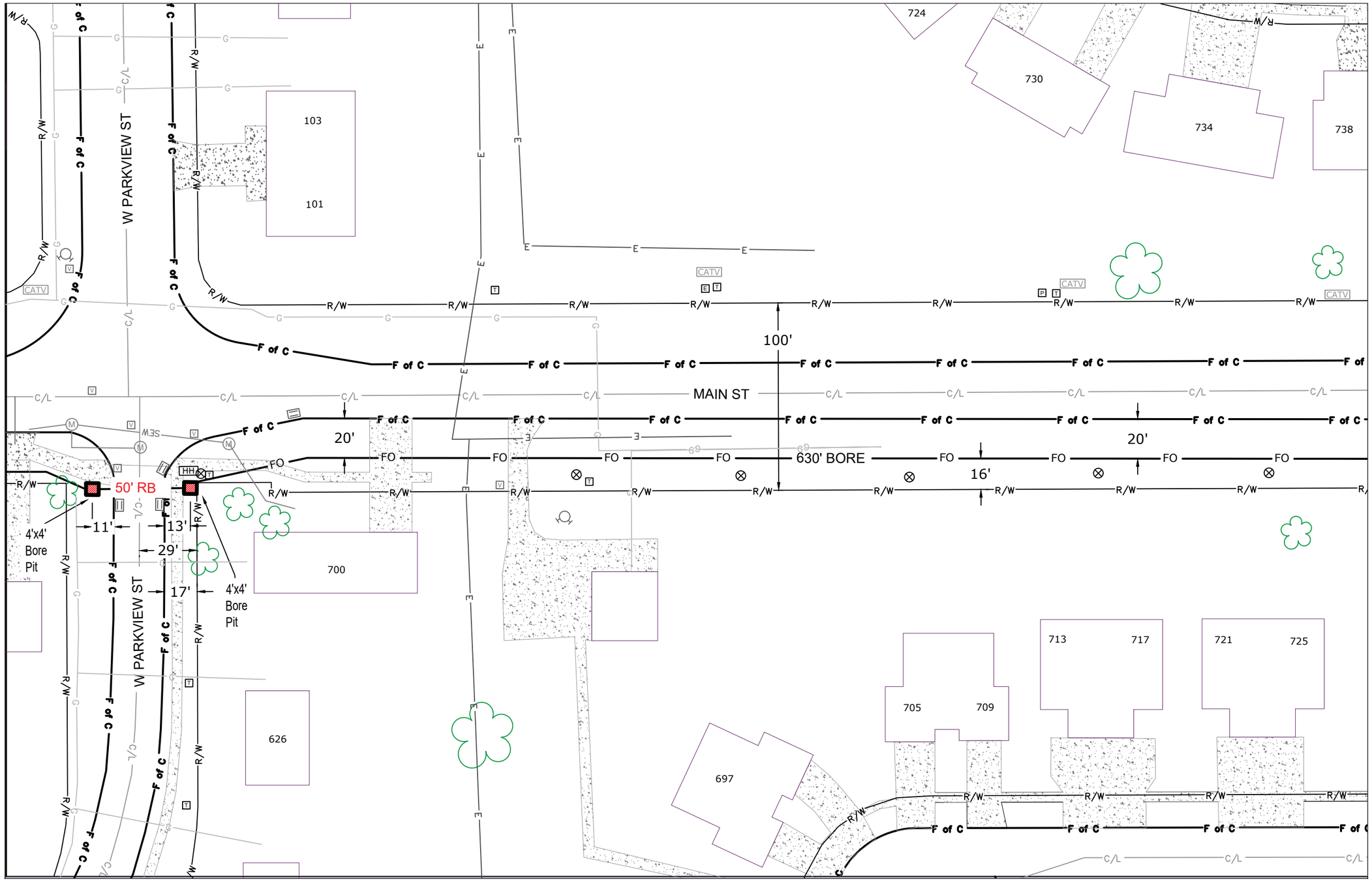

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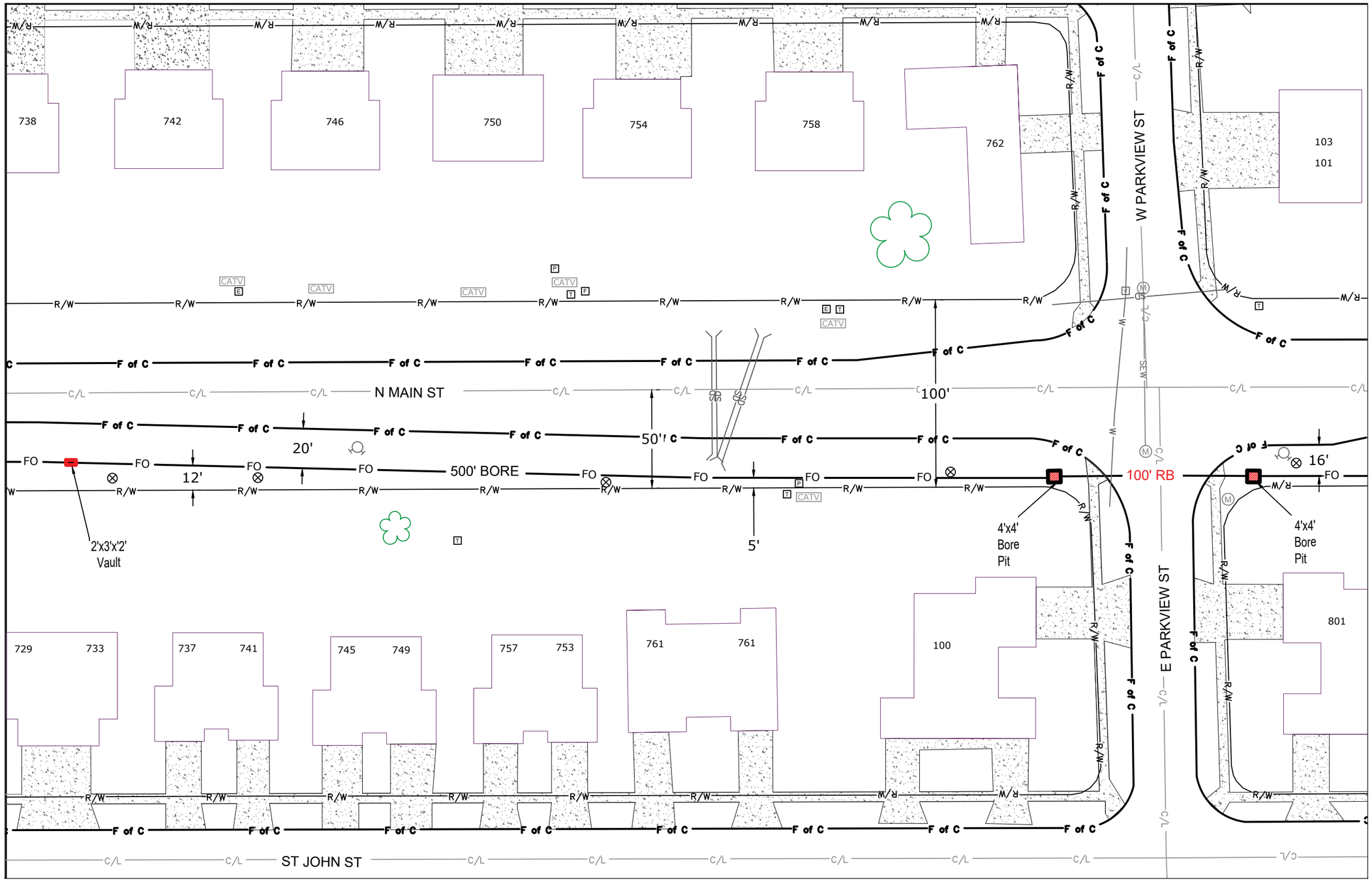

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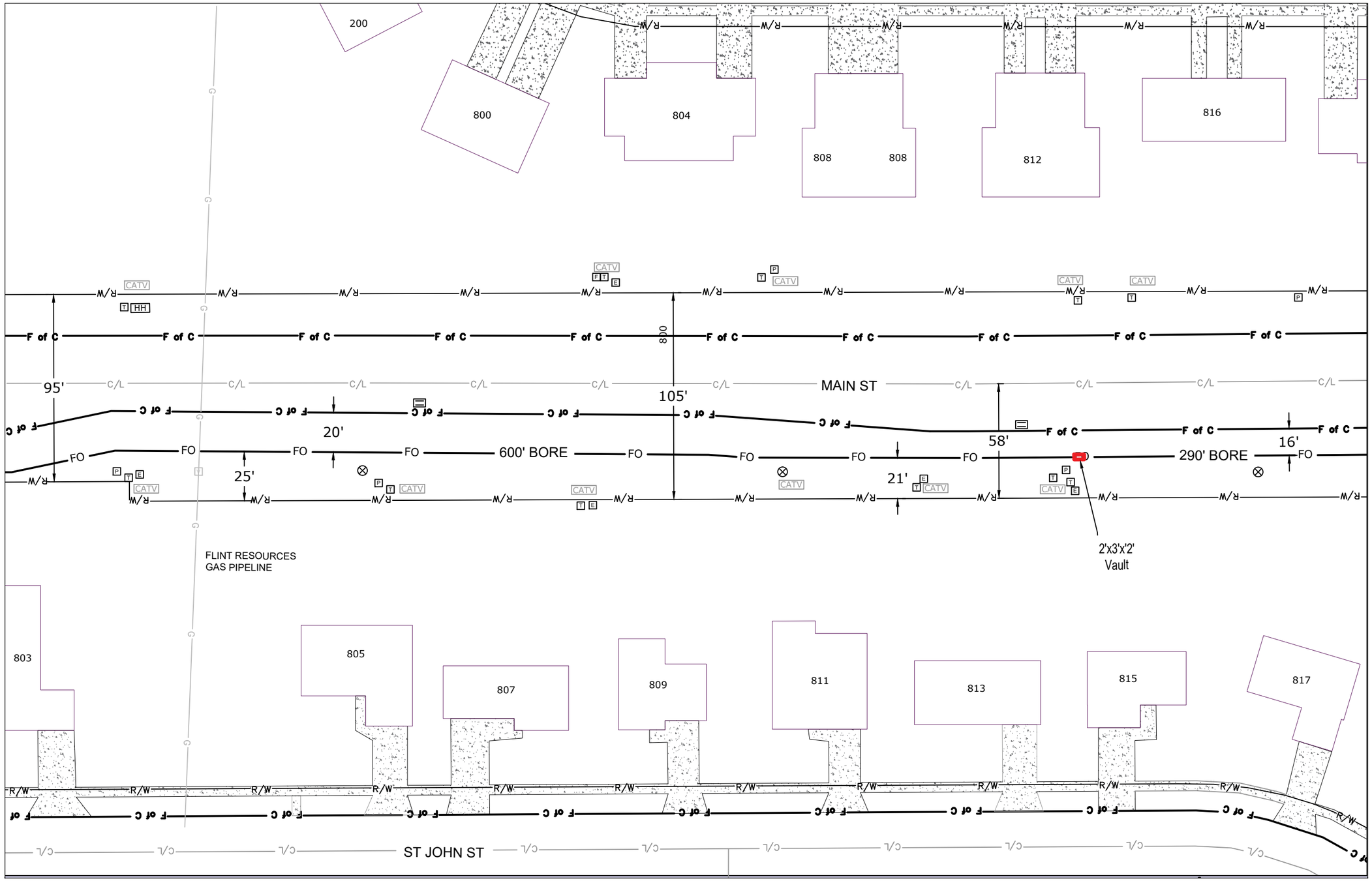

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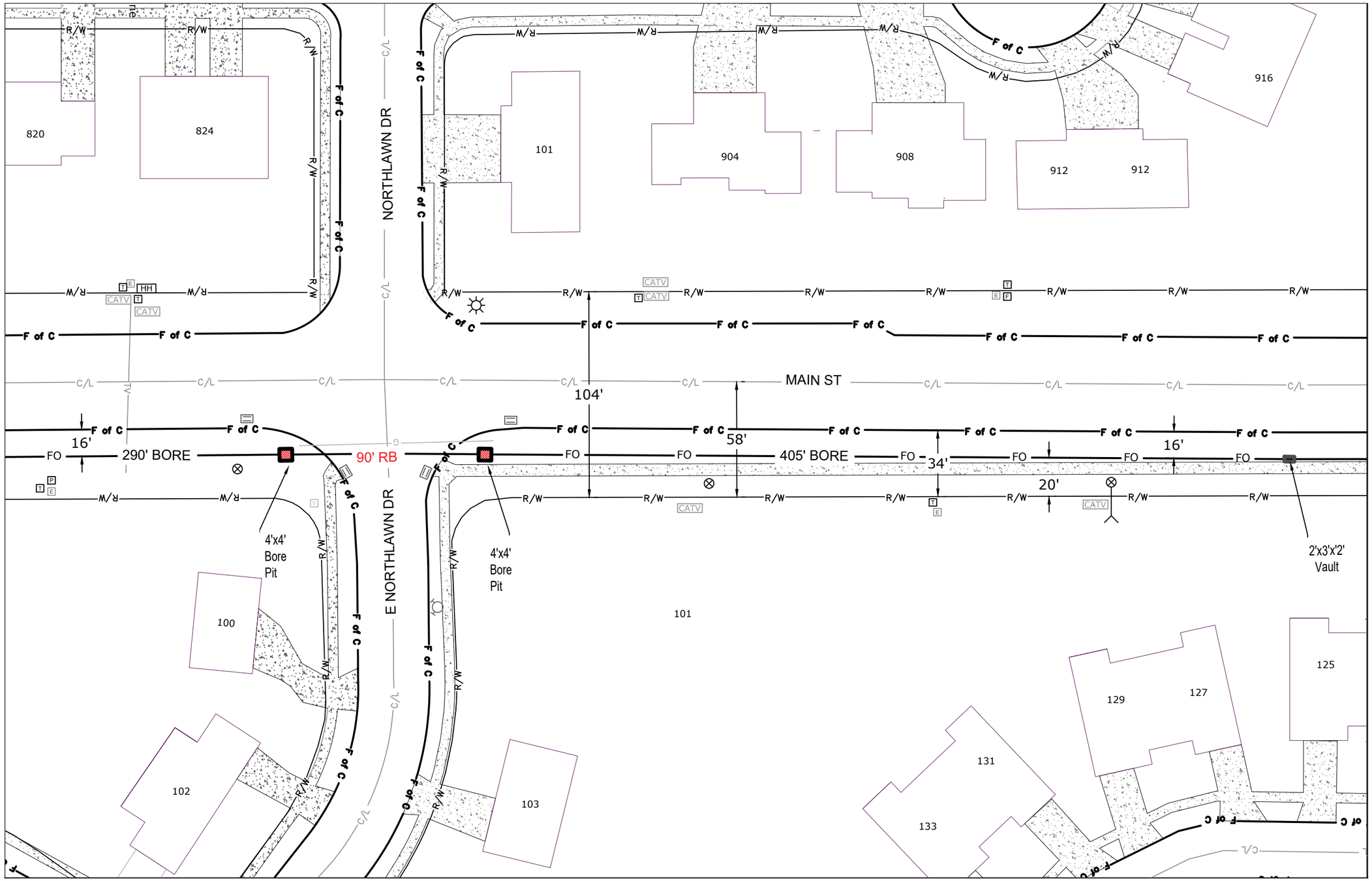

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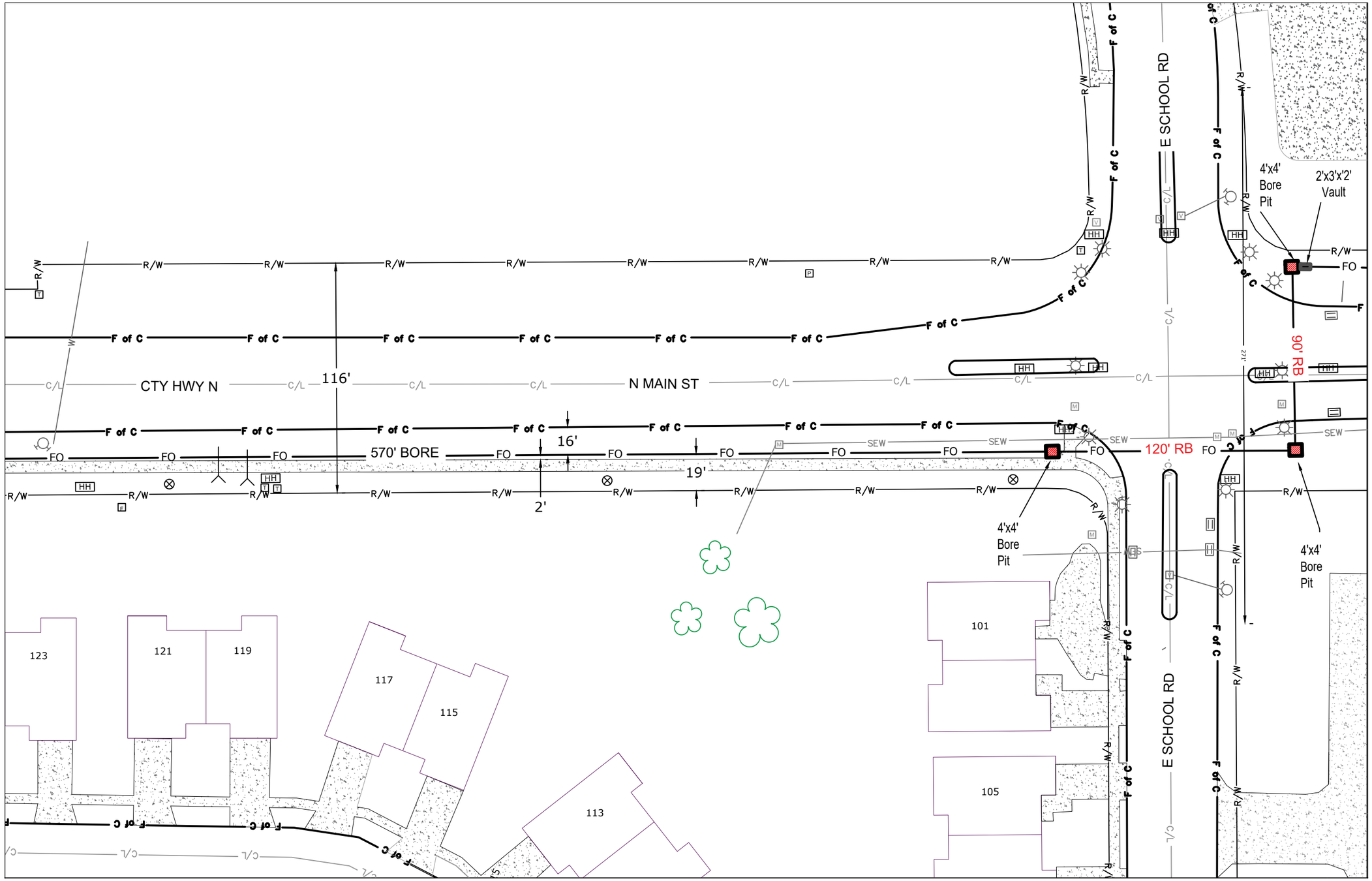

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SHEET 8 OF 20
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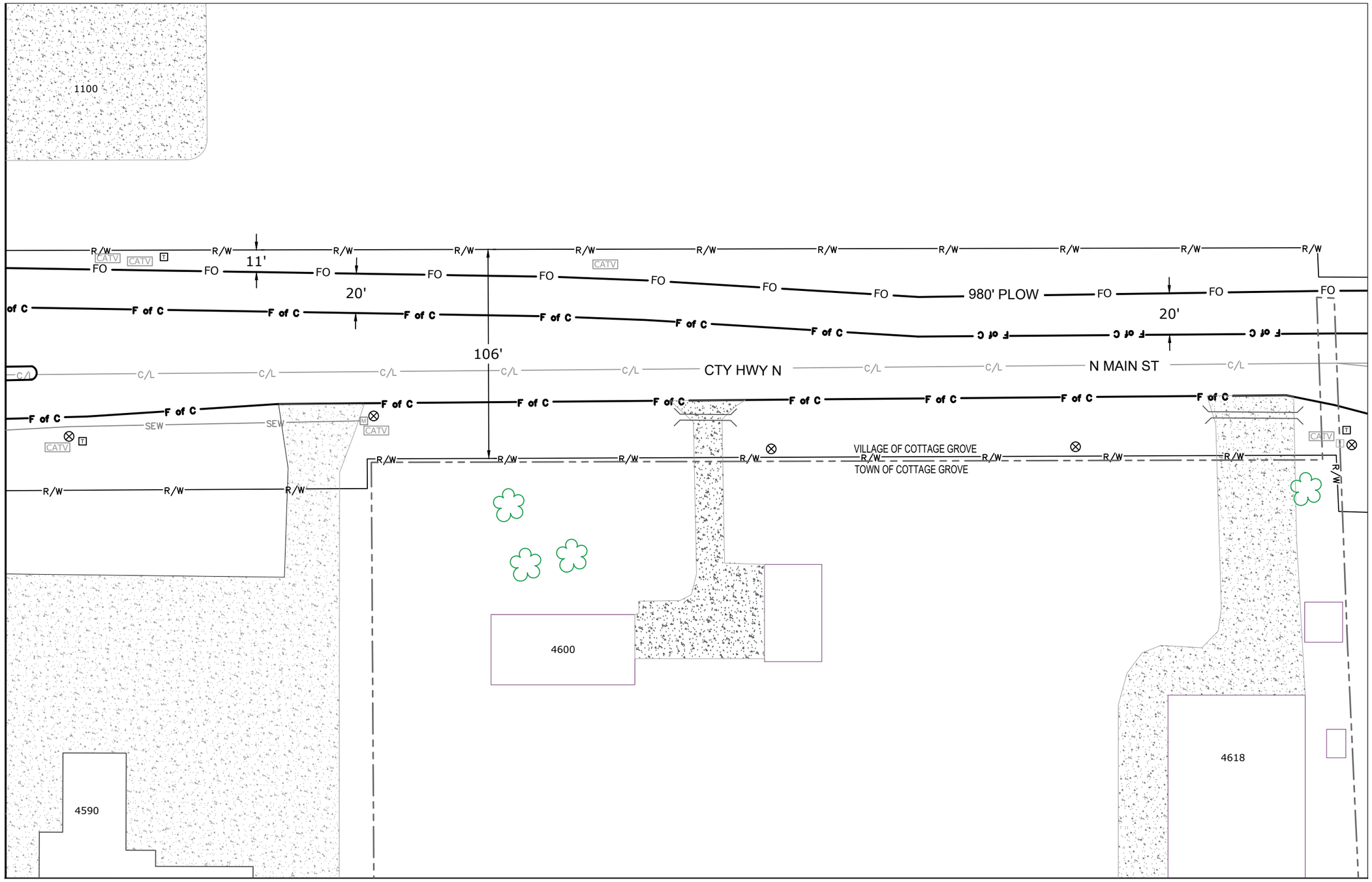

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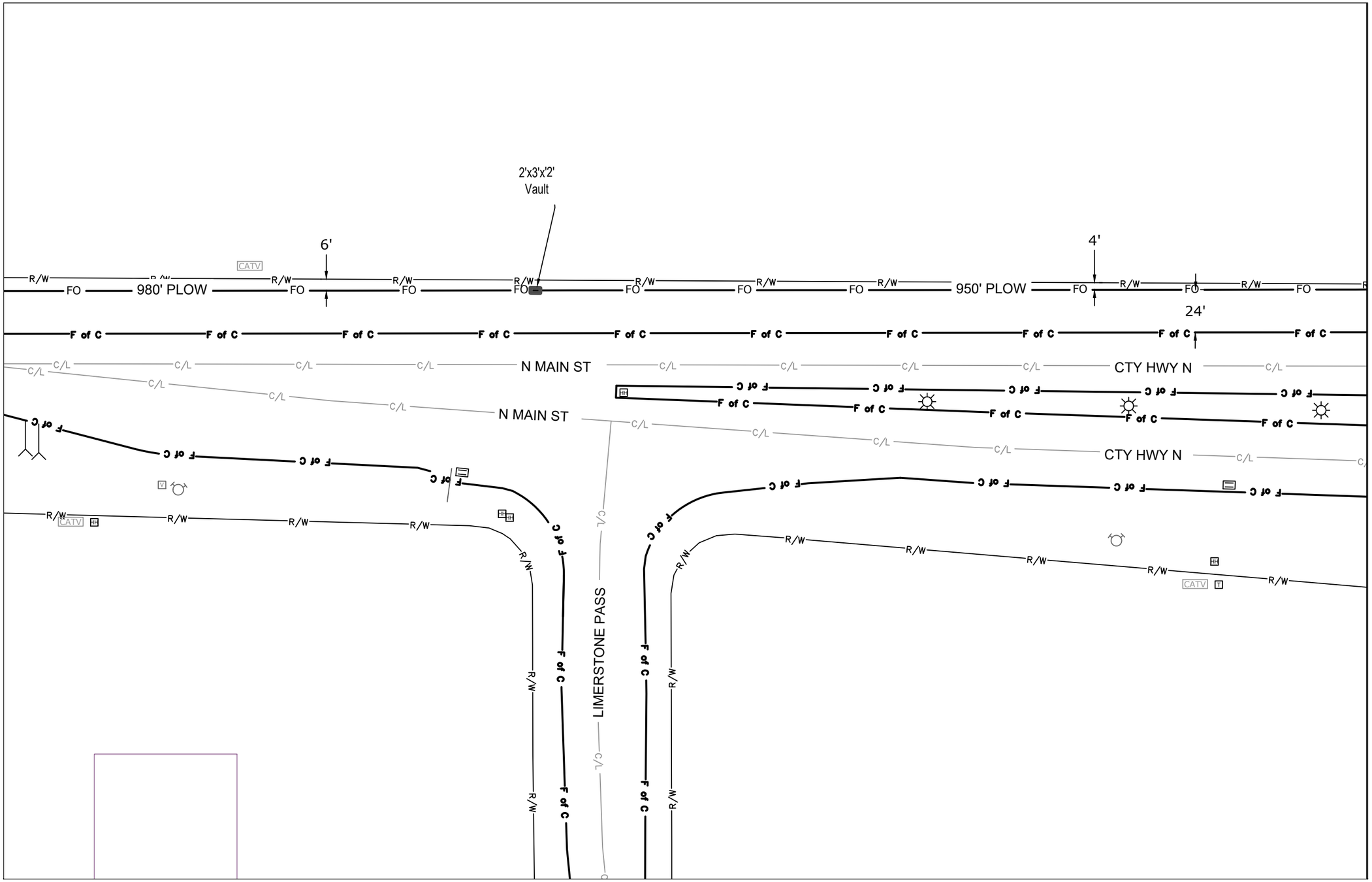
MP _____ TO MP _____
SHEET 9 OF 20
FILE: WNKELKML5.5 Cottage Grove CTH N North



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SHEET 10 OF 20
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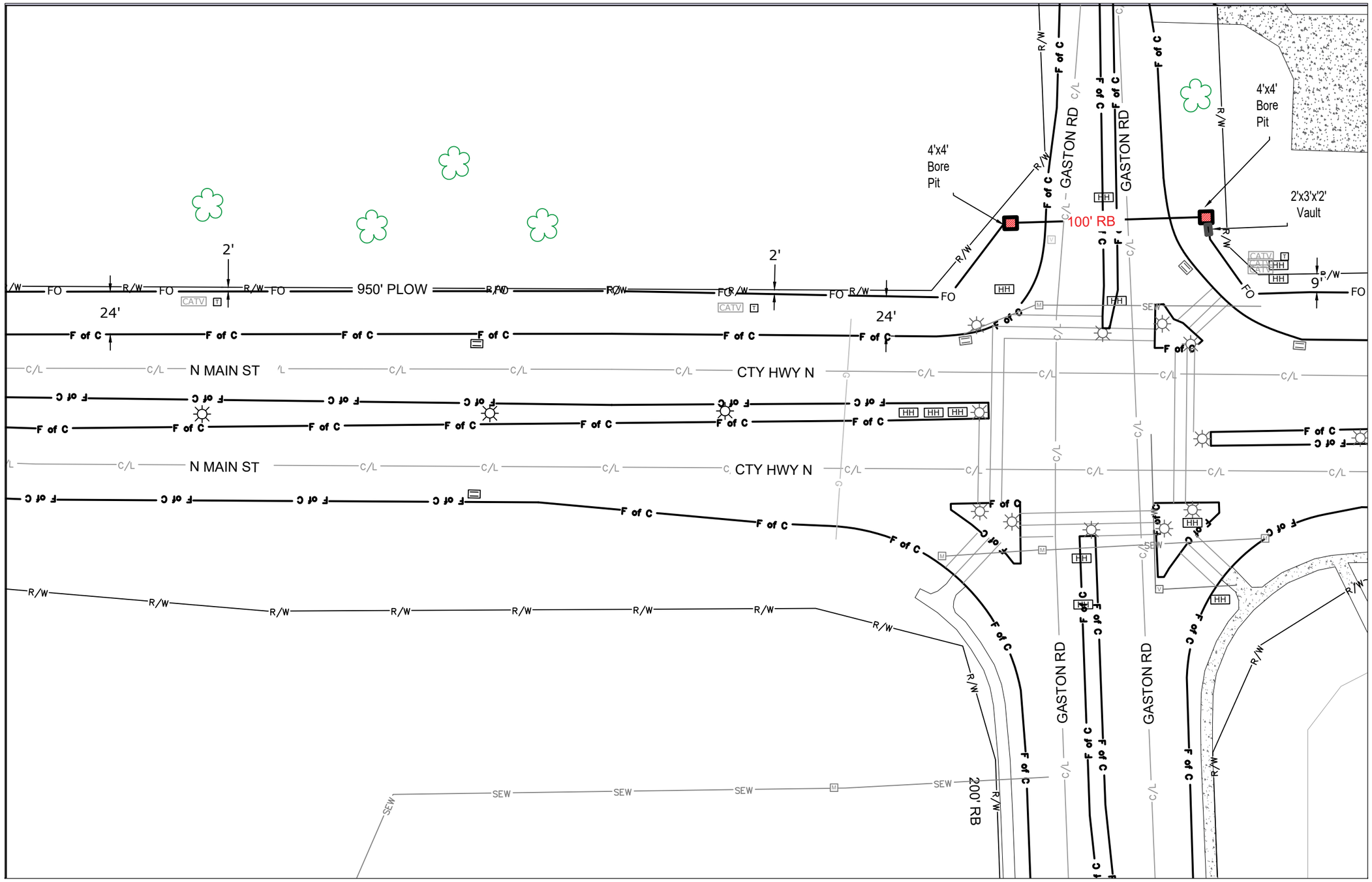

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MP _____ TO MP _____
SHEET 12 OF 20
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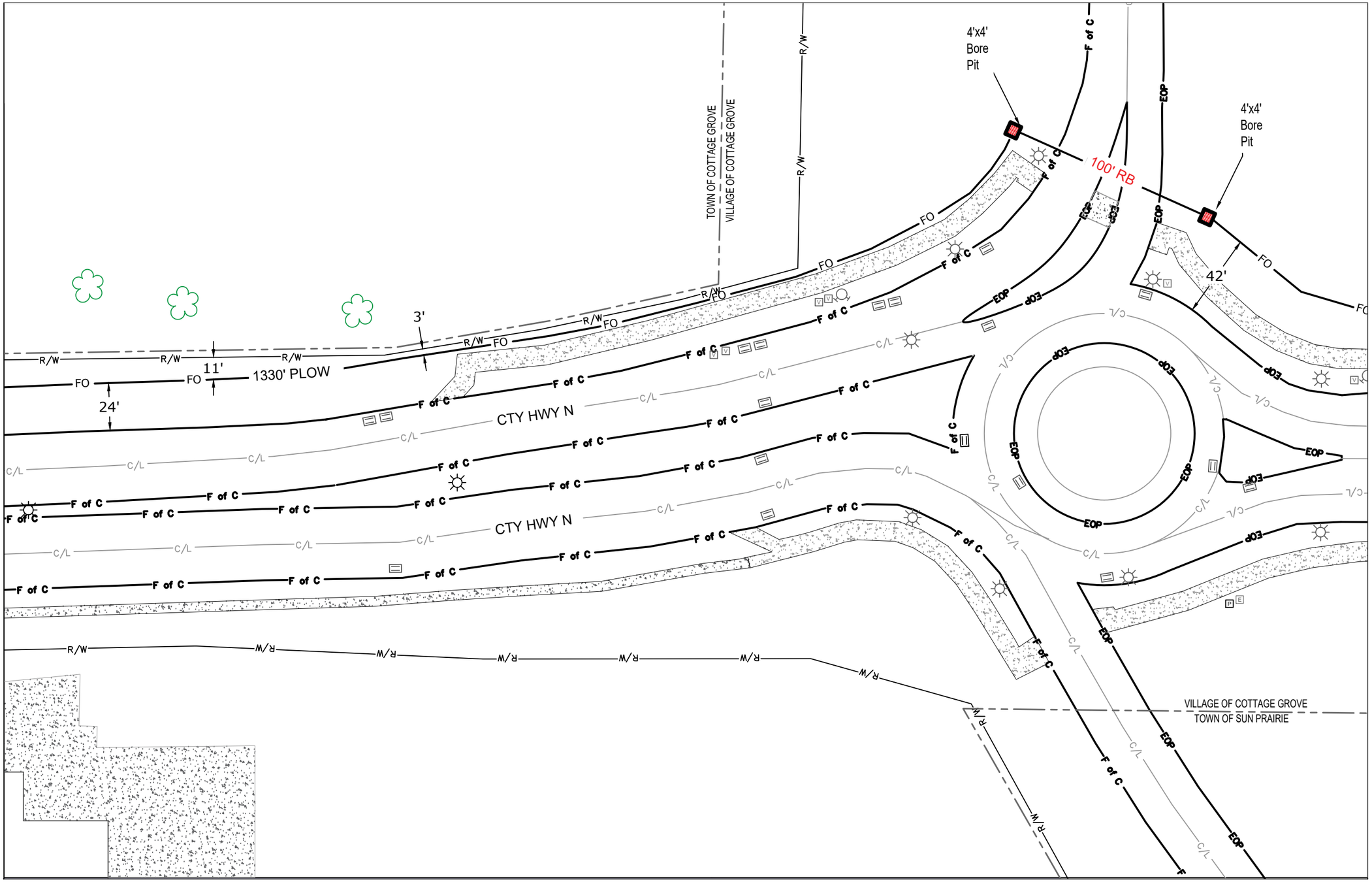

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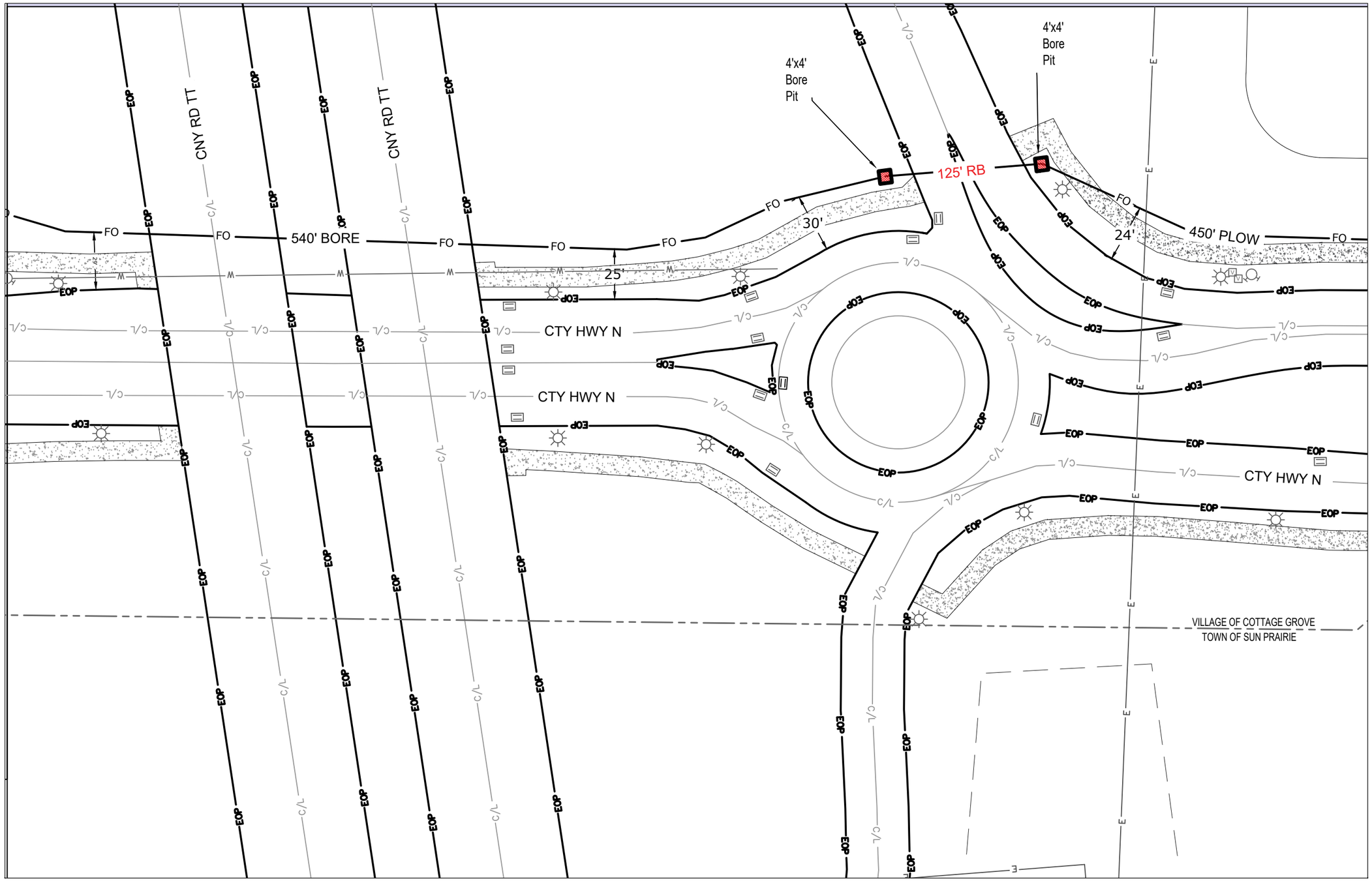

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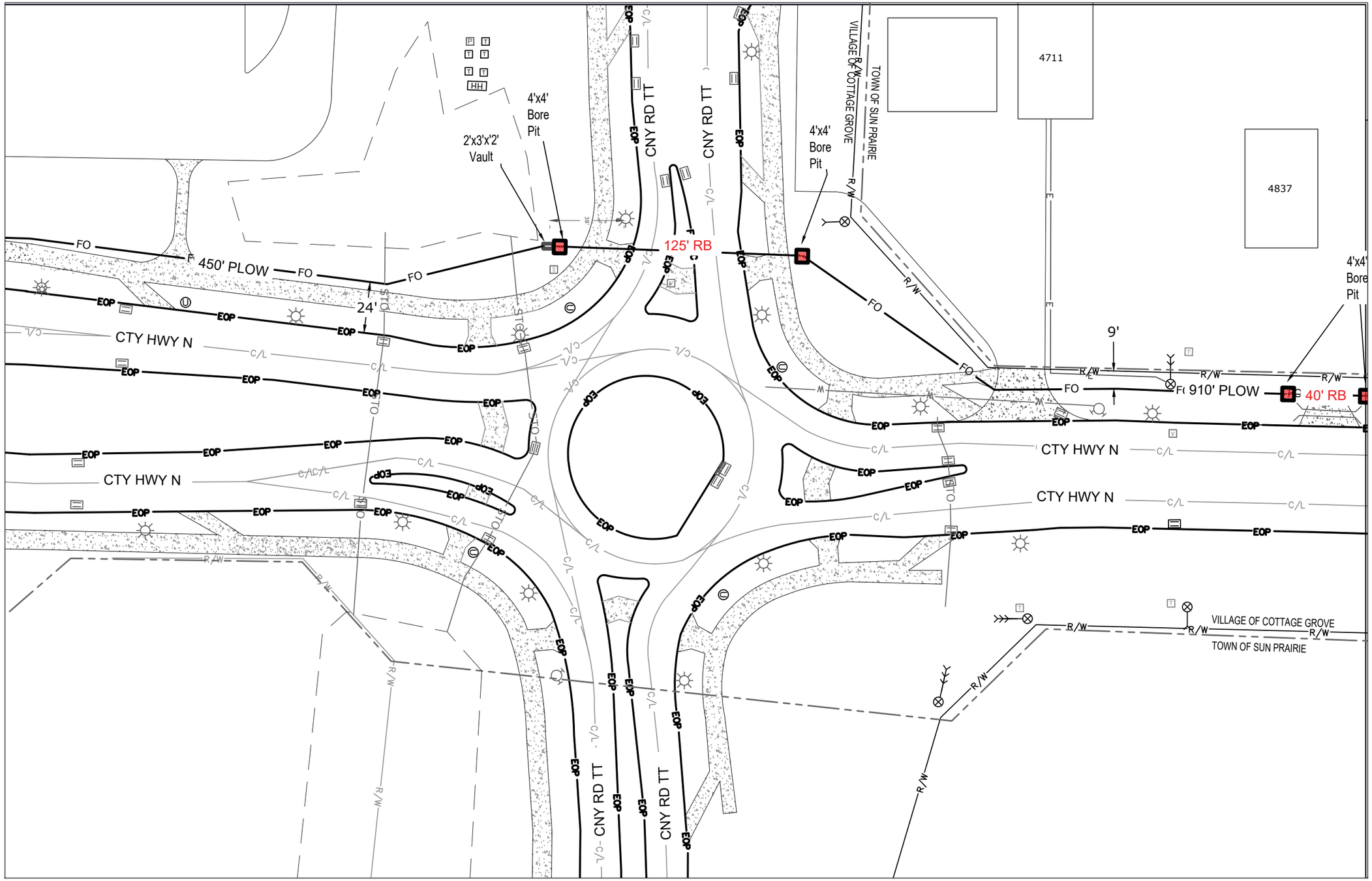

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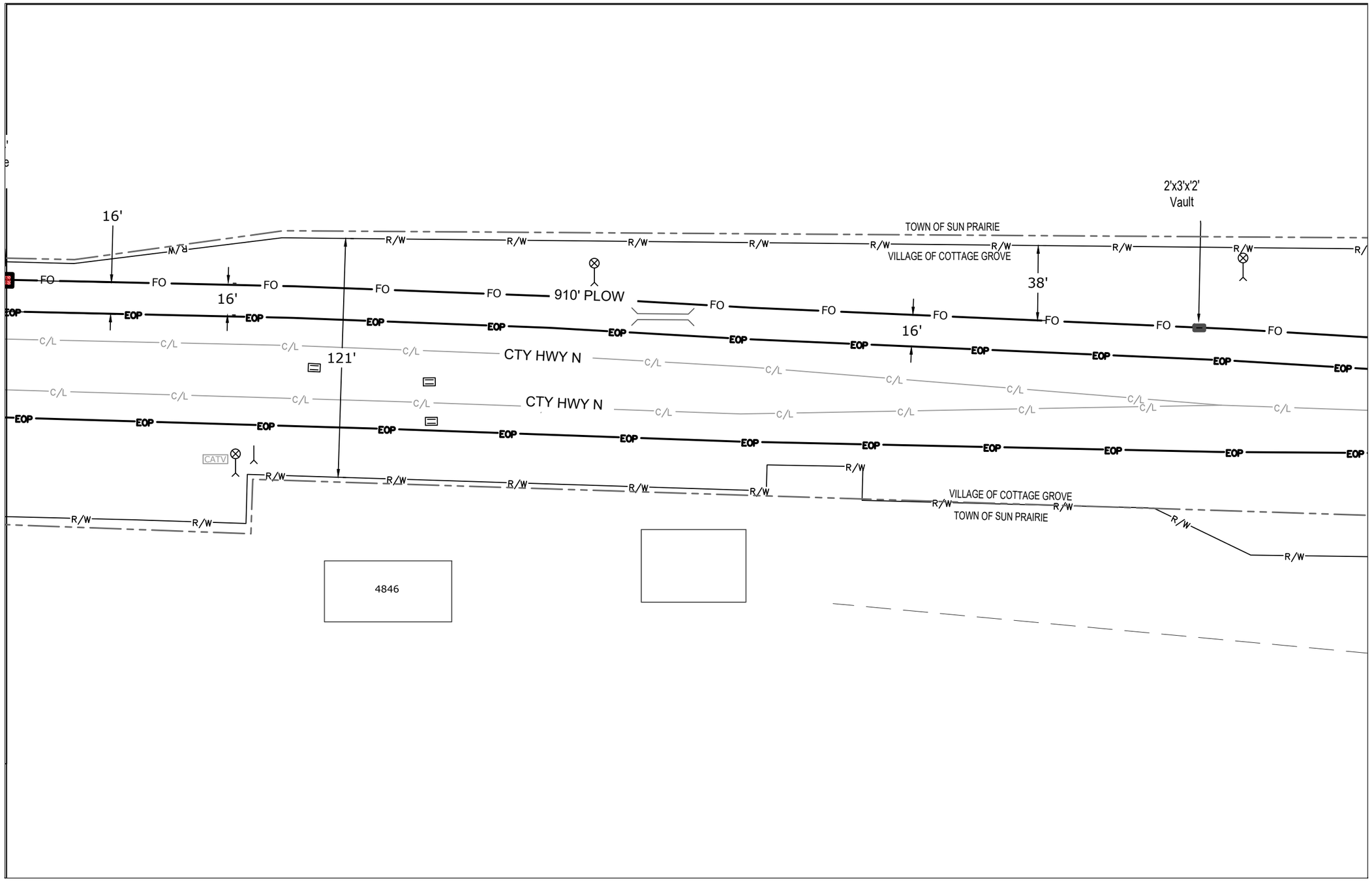
DRAWN BY: ONB

REVISIONS

DATE	DESCRIPTION	INITIAL

N

SCALE
HORIZONTAL: 1"=50'
VERTICAL: 1"=50'
MP _____ TO MP _____
SHEET 15 OF 20
FILE: WNKELKML5.5 Cottage Grove CTH N North



CONSTRUCTION NOTE:
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DAYLIGHTING

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EVERSTREAM PROPOSES TO BURY (1) FIBER COMMUNICATION CABLE IN A 2" CONDUIT

FO **FIBER CABLE**

LEGEND
TB : TREE BORE(DIRECTIONAL BORE)
RB : ROAD BORE (DIRECTIONAL BORE)
T : TRENCH
HD : HAND DIG
P : PLOW

mi-TECH

PROJECT LOCATION:

Town of Sun Prairie
Village of Cottage Grove
DANE COUNTY

everstream™
FASTER FIBER. BETTER BUSINESS.

Lee Smet
OSP Manager
324 E WISCONSIN AVE
SUITE 730
MILWAUKEE, WI
(414) 721-1418

DATE: 1-1-2020
ENGINEER: GTK
DRAWN BY: ONB

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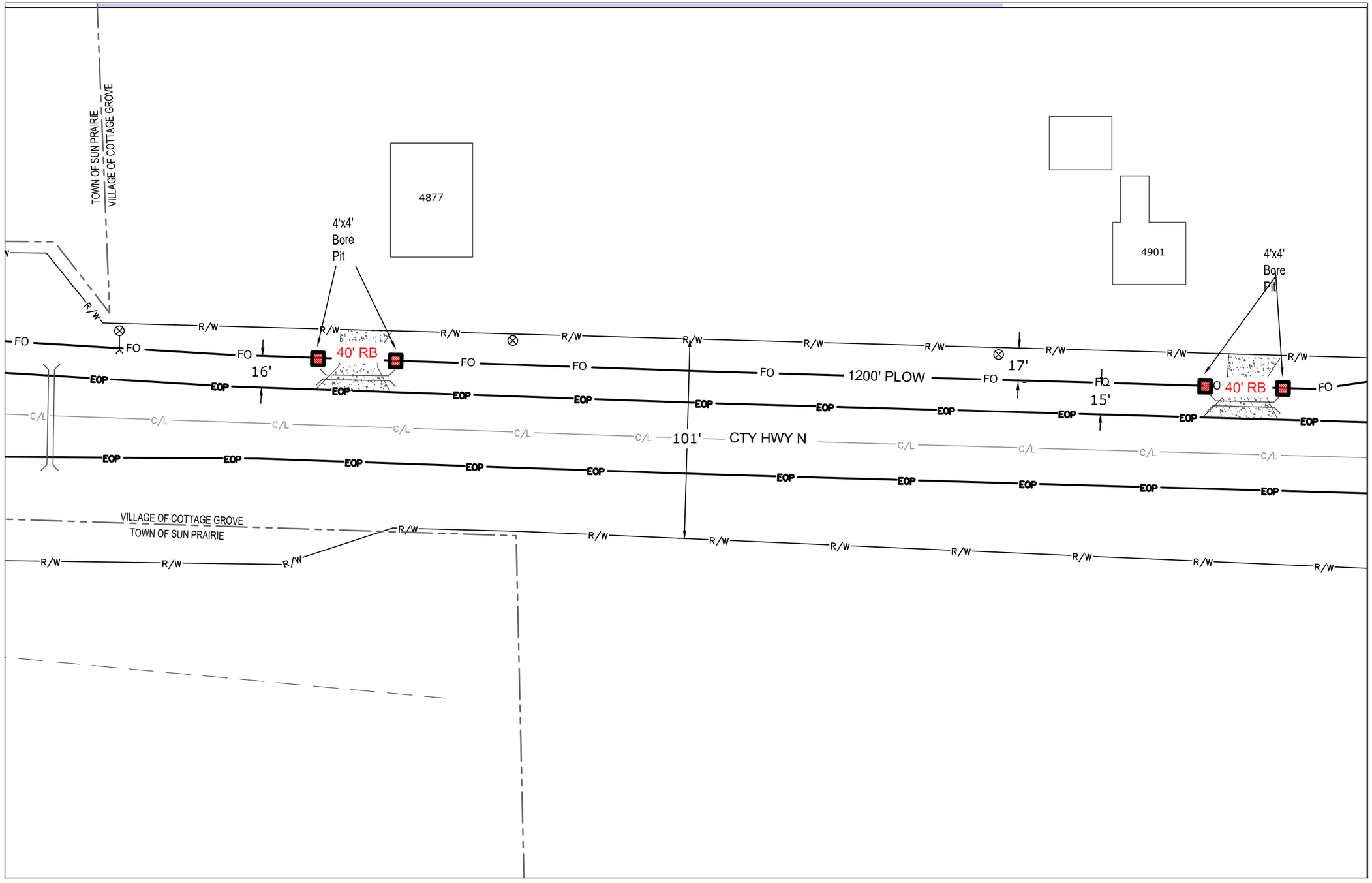

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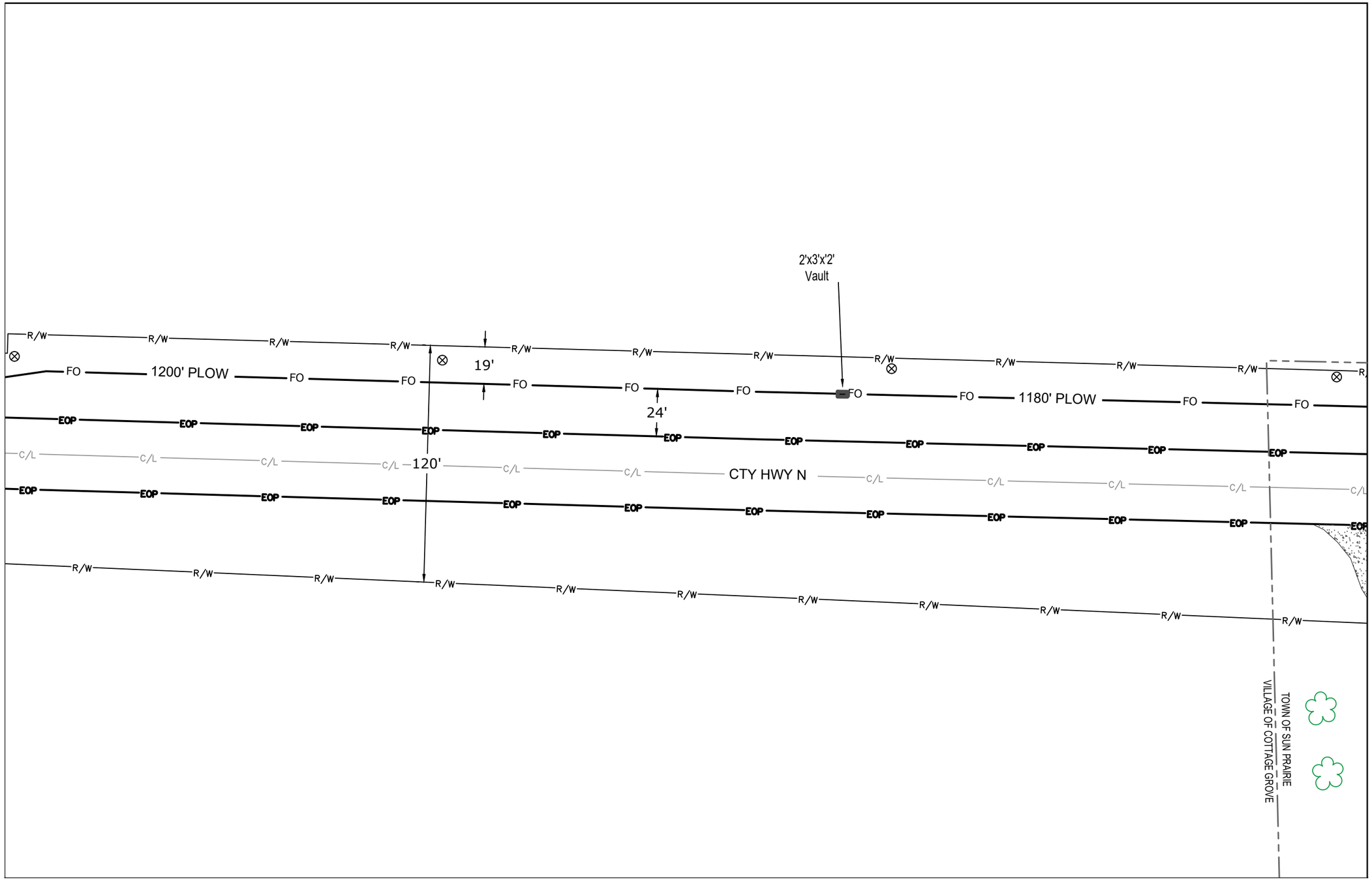

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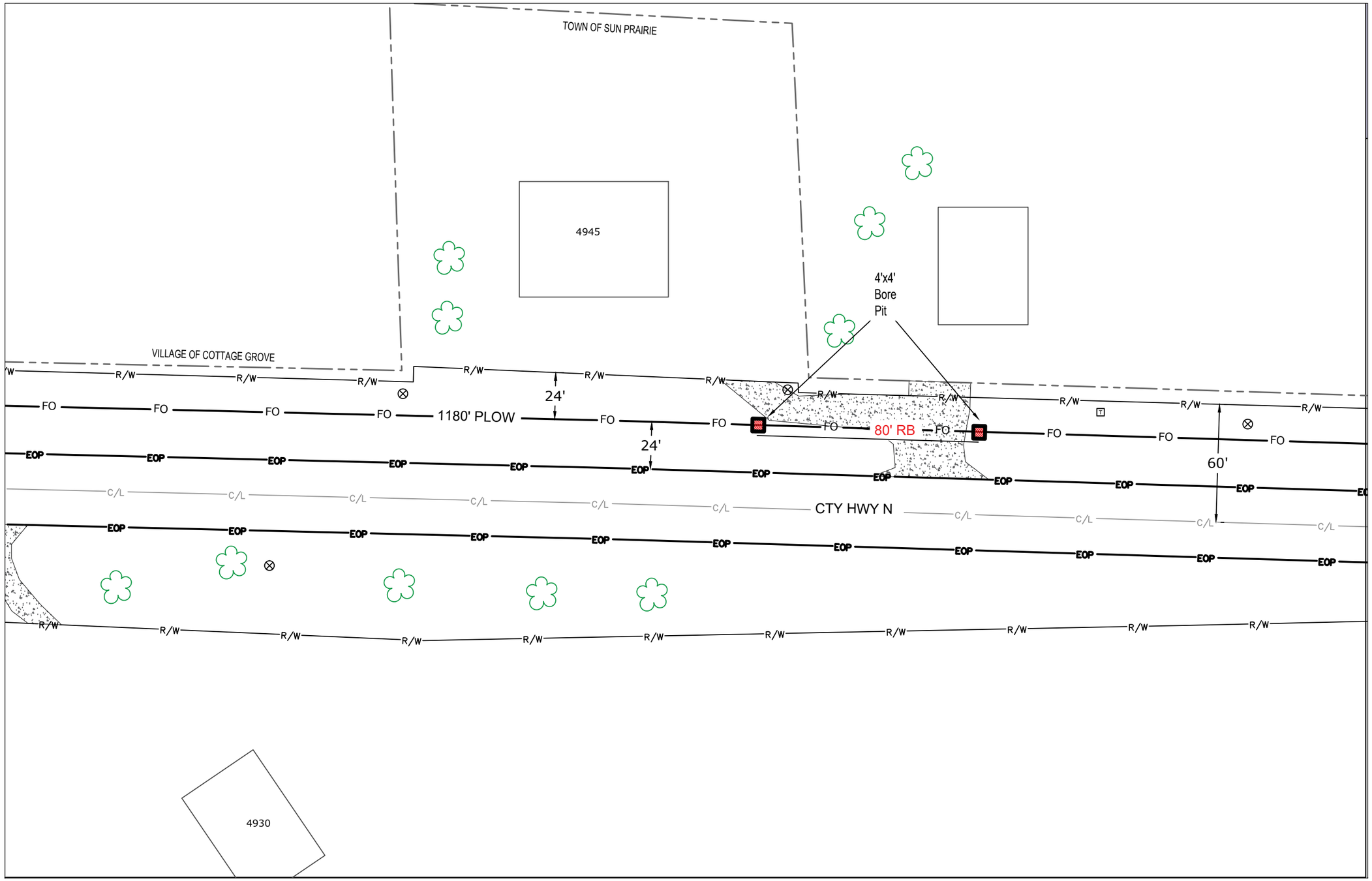

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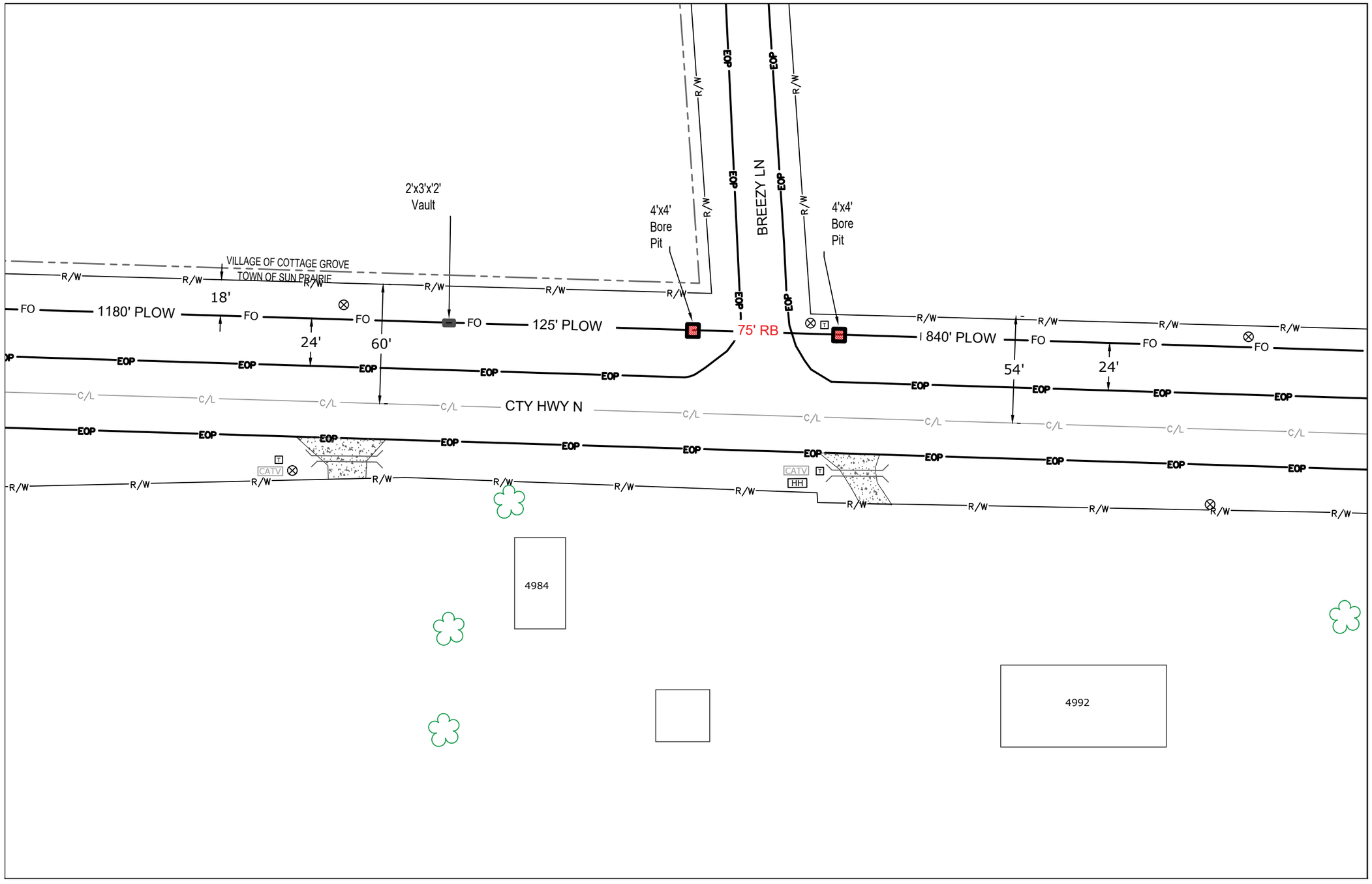

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SHEET 20 OF 20
WNKELKML5.5
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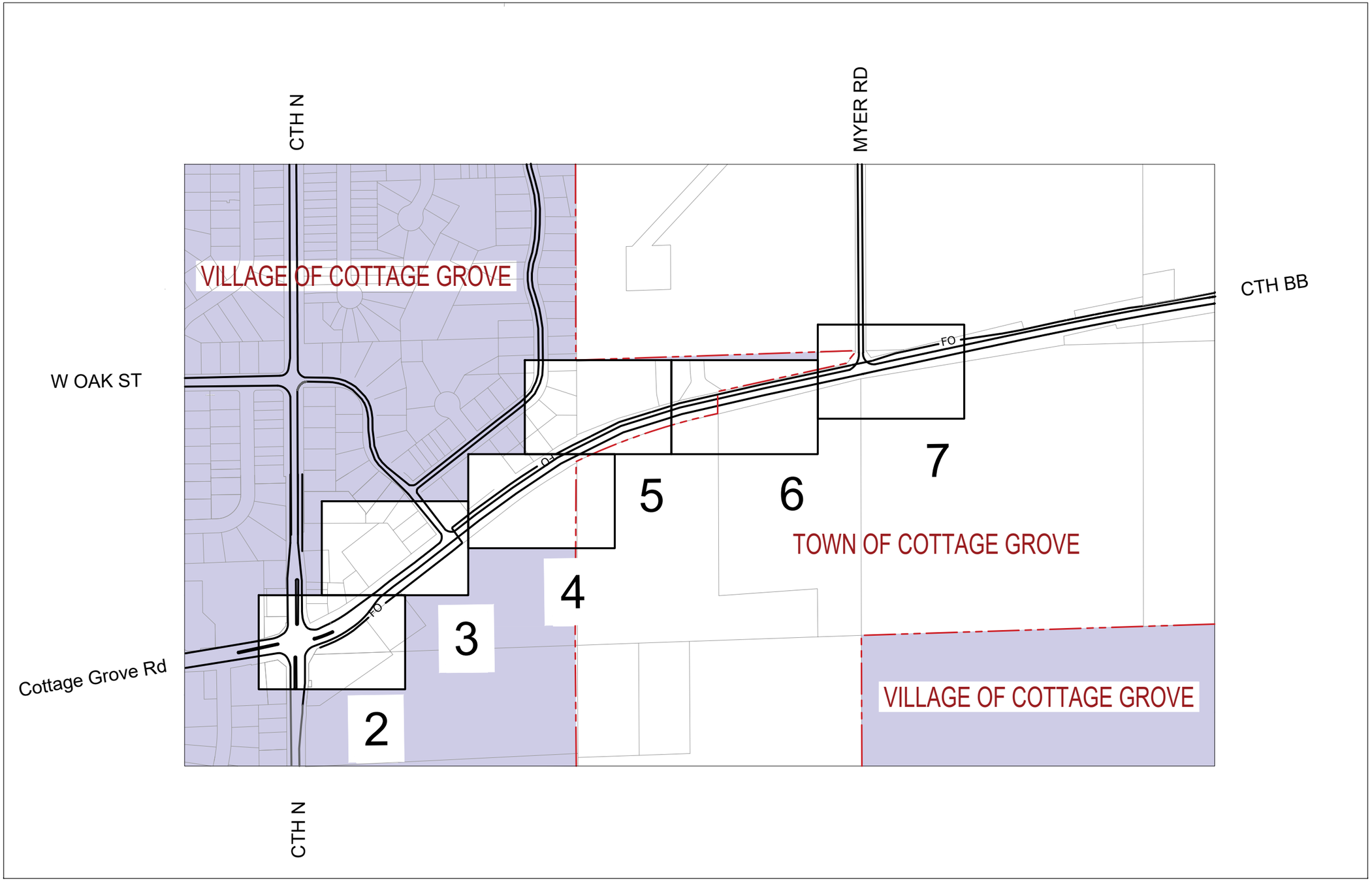

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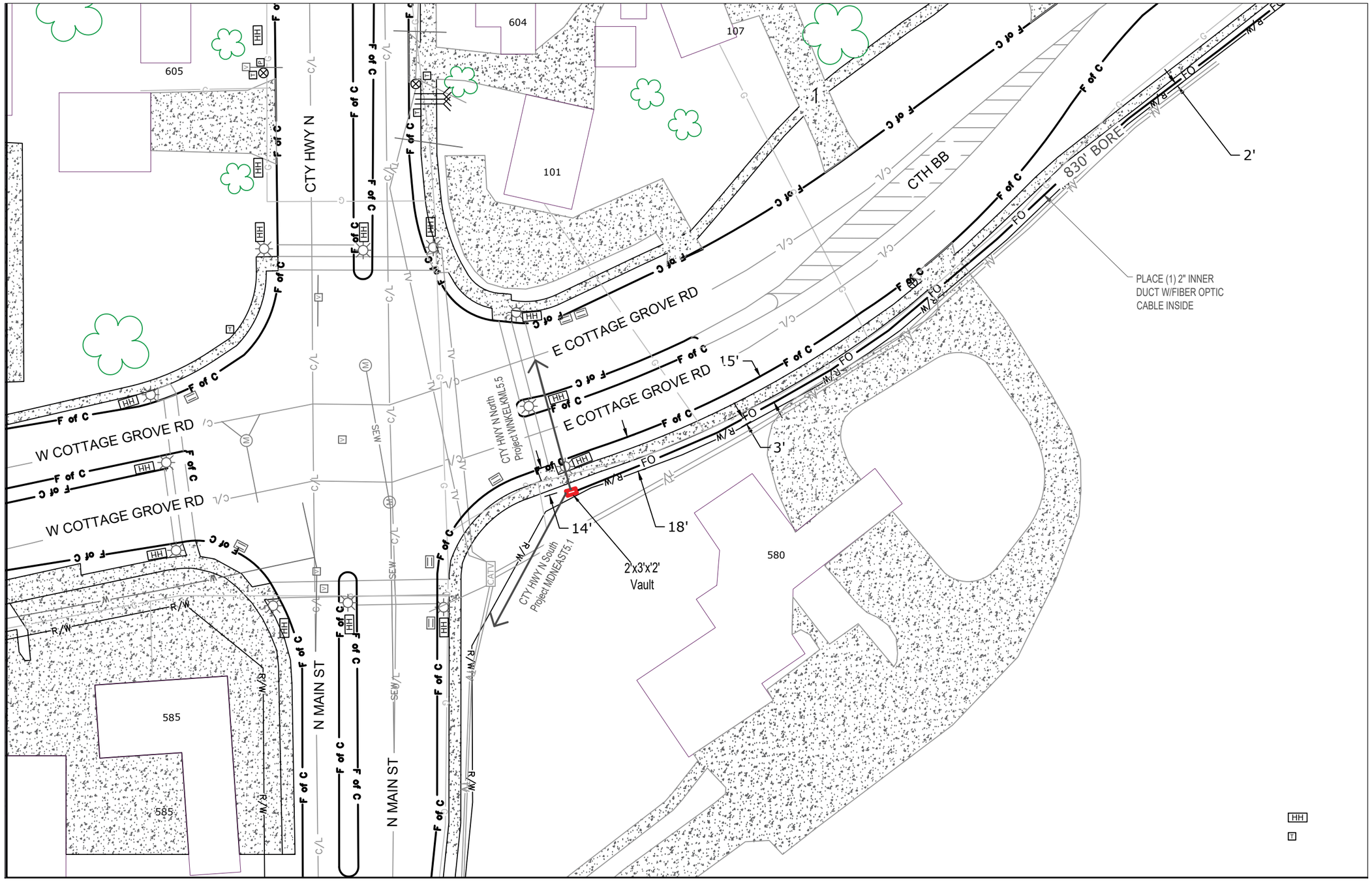
DATE	DESCRIPTION	INITIAL

N

SCALE
HORIZONTAL: NTS
VERTICAL: NTS
MP _____ TO MP _____
SHEET 1 OF 7
WNKELKML5.7
FILE: Cottage Grove CTH BB East



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SHEET 2 OF 7
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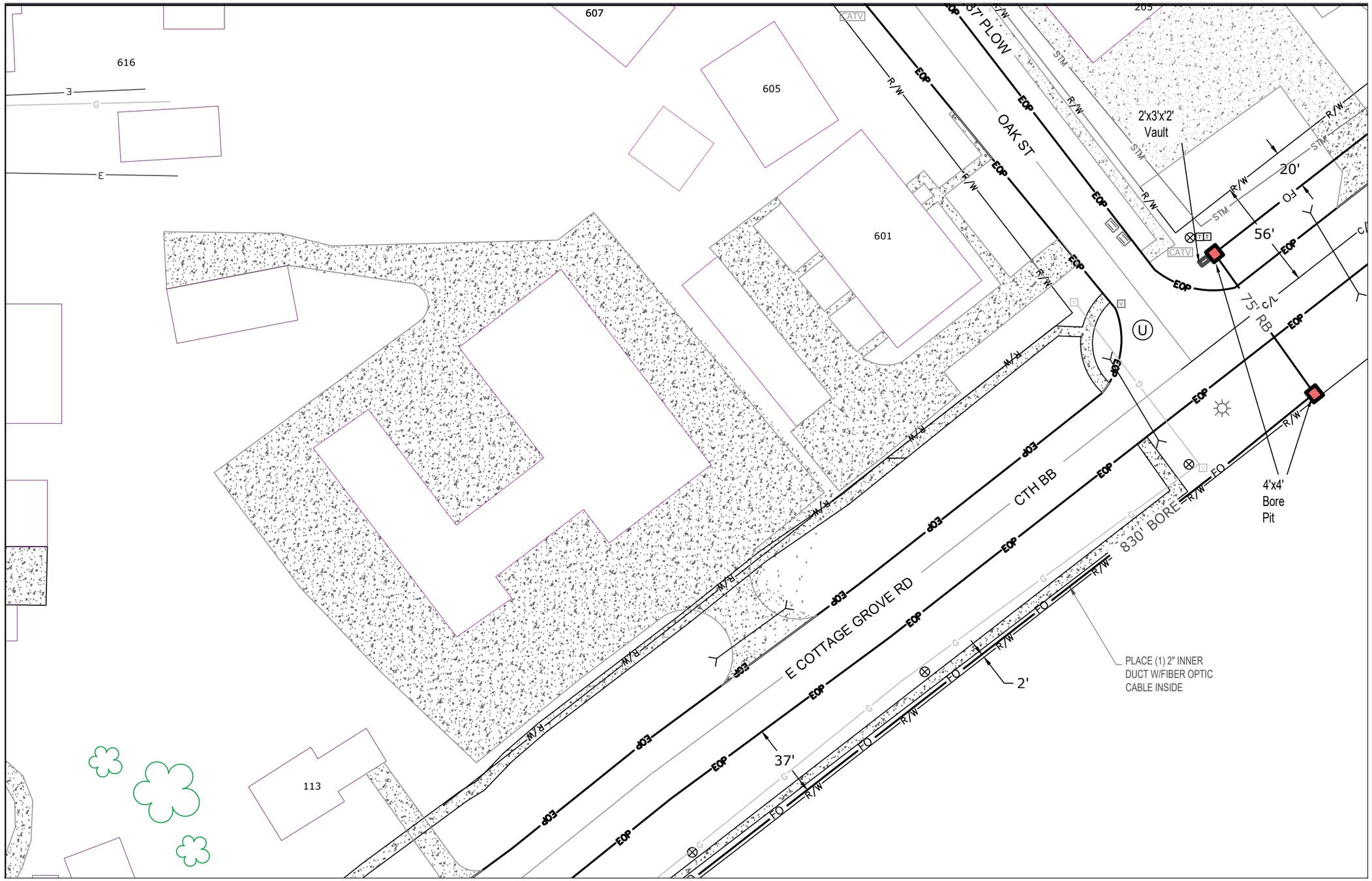

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SHEET 3 OF 7

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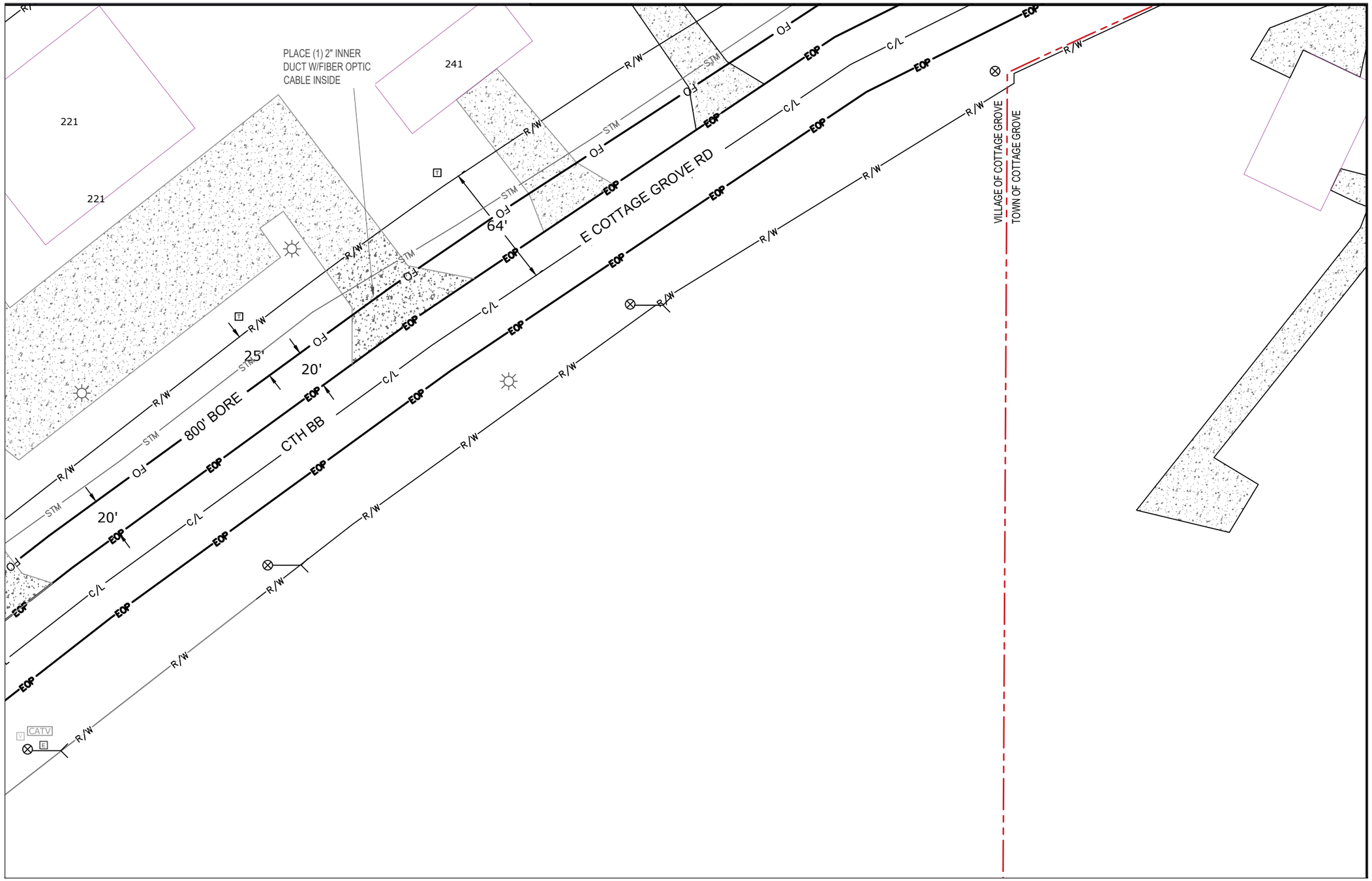

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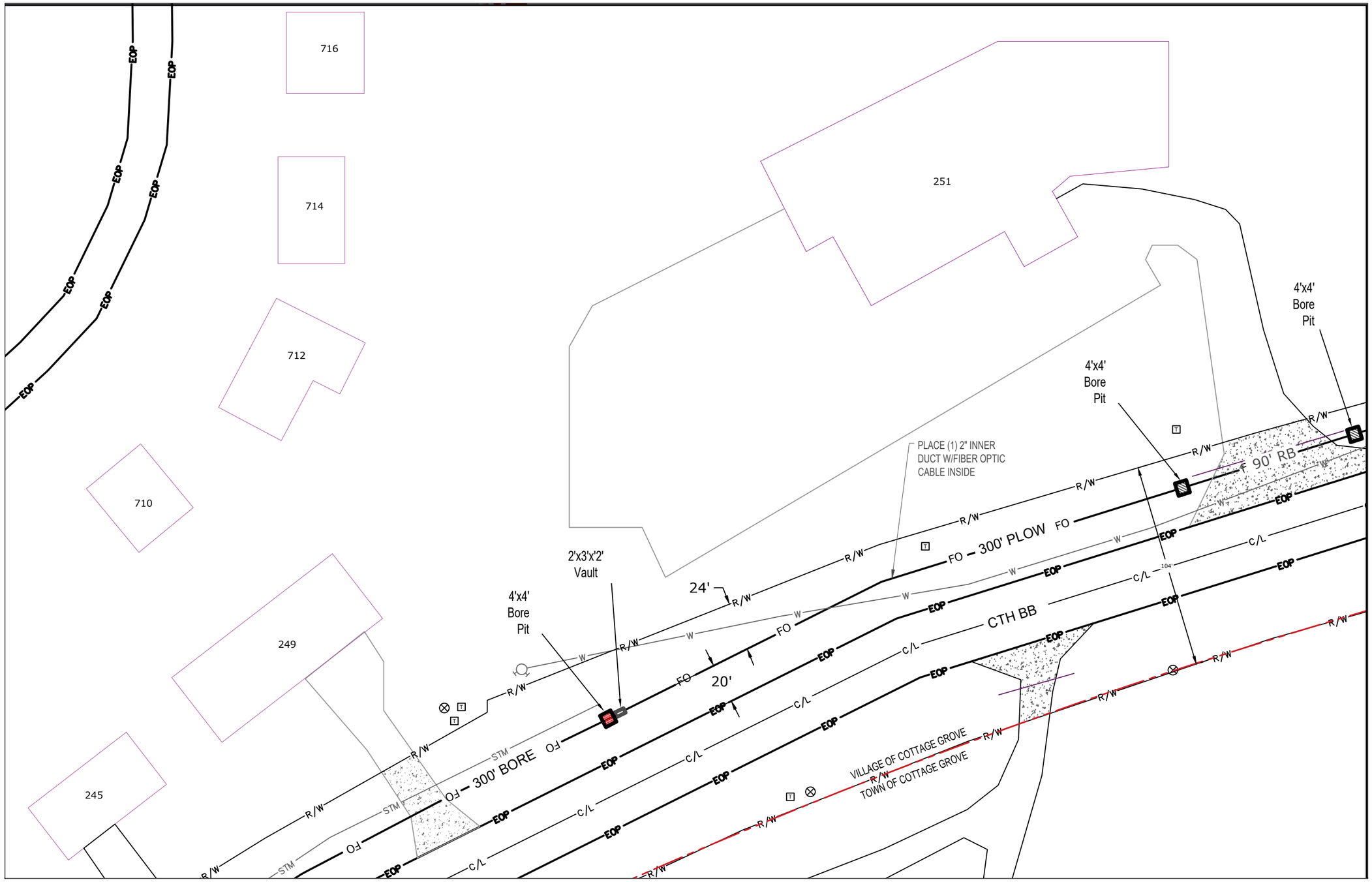
SHEET 4 OF 7
FILE: WNKELKMIL5.7 Cottage Grove CTH BB East



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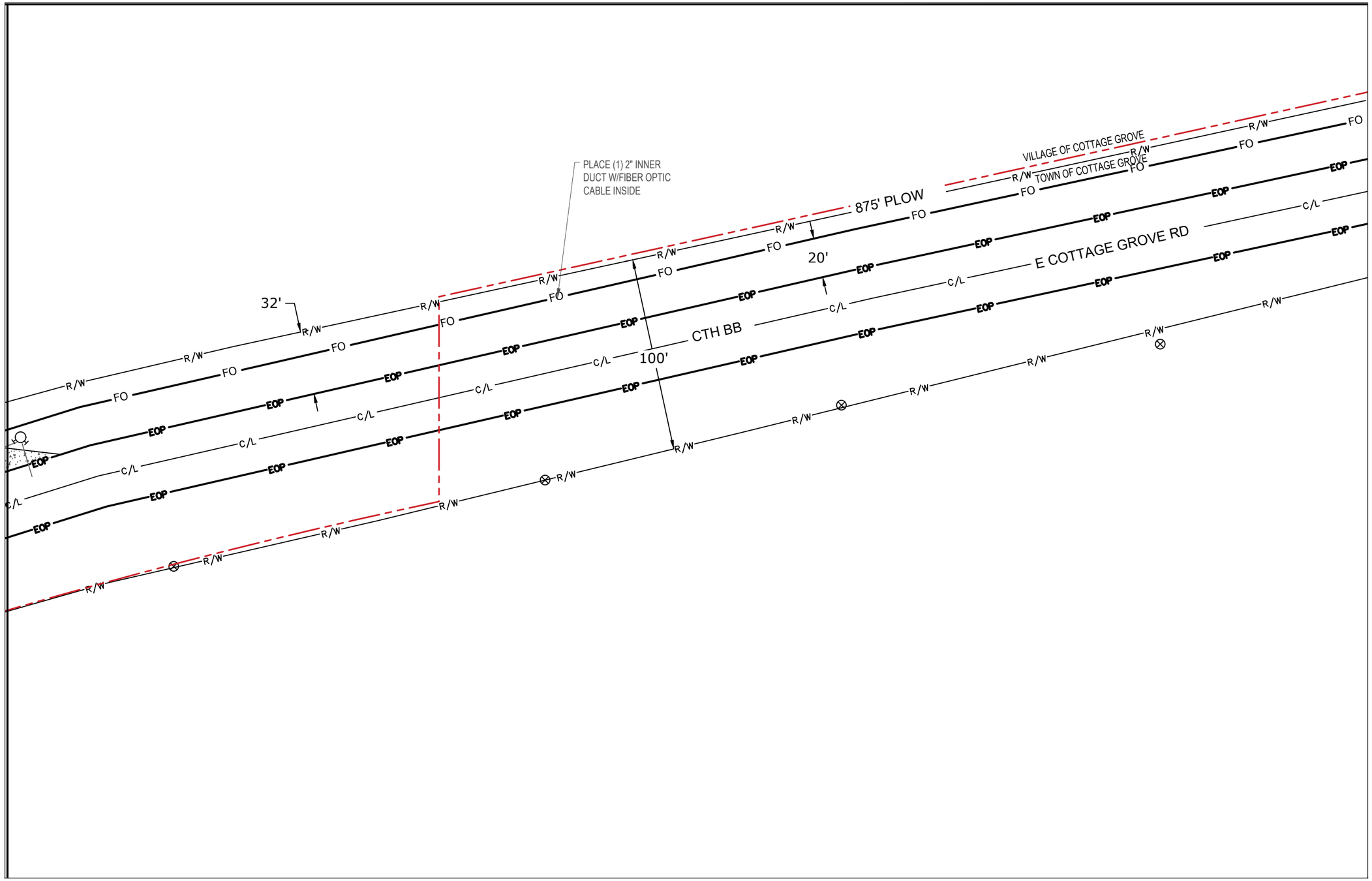

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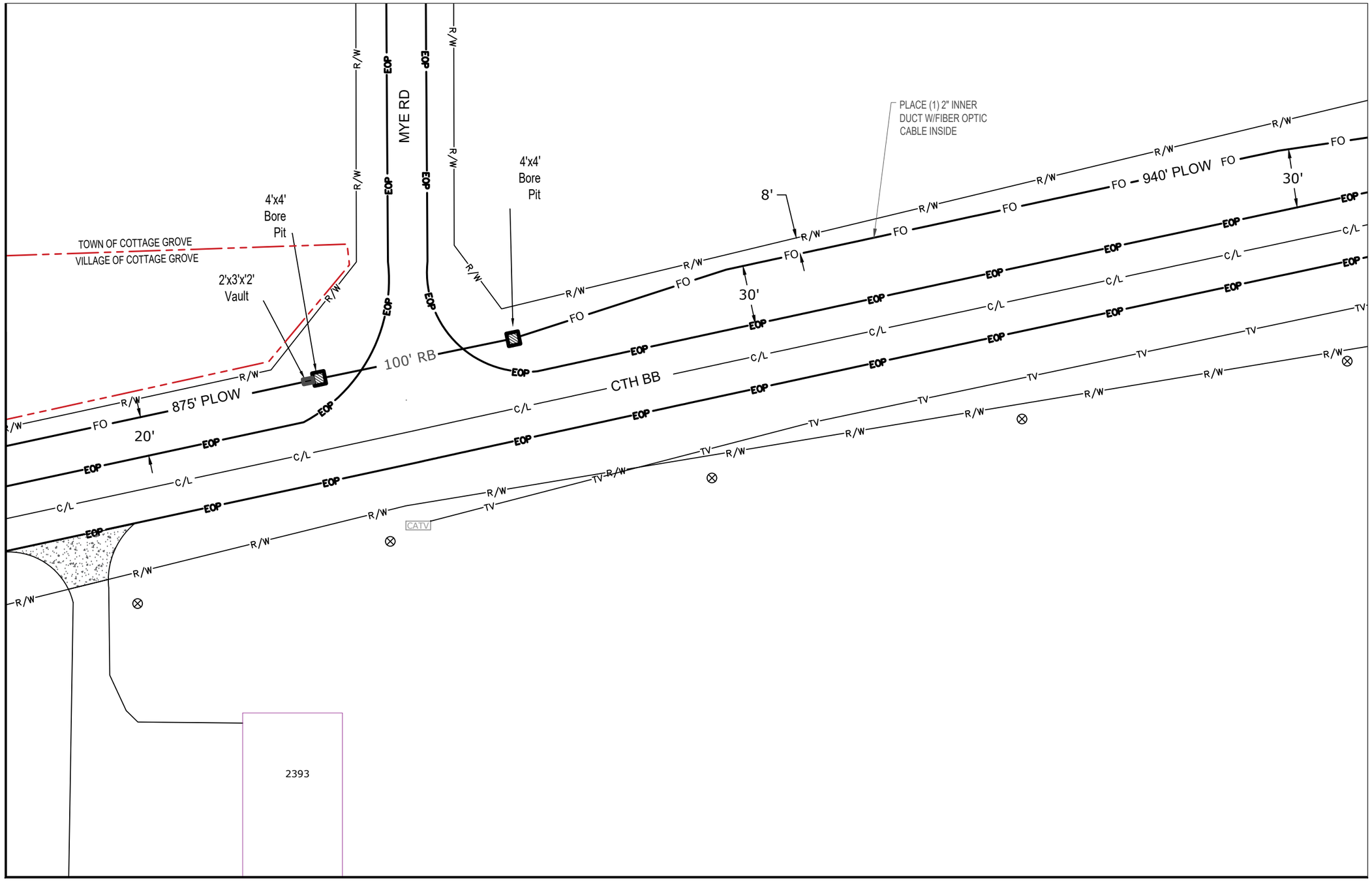

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SHEET 7 OF 7
FILE: WNKELKMIL5.7 Cottage Grove CTH BB East

VILLAGE OF COTTAGE GROVE, DANE COUNTY, WISCONSIN
PERMIT TO CONSTRUCT, MAINTAIN OR REPAIR FACILITY
WITHIN A STREET RIGHT – OF – WAY OR PUBLIC LANDS

Date: 02-25-2020

Request by Applicant

Name of Facility Owner: Everstream
Address: 324 E Wisconsin Ave
Milw WI 53202
Contact: Abigail Stein
Owner's Phone: 414-409-9310
Mobile Phone: 262-825-2363
Fax Number:
mritchie@mi-tech.us Mike Ritchie

Name of Agent: Everstream
Address: 6484 Ronald Reagan Ave
Madison WI 53704
Contact: Lee Smet
Applicant's Phone:
Mobile Phone: 414-721-1418
Fax Number:
lsmet@everstream.net

Work to be performed in the following area:
Highway/Street Name: N Main from north, Cottage Grove Rd (extending east),N Main south out of village T7R11 S4
Estimated Start Date: 4-1-2020 Estimated Completion Date: 12-30-2020
Type of Installation: New Fiber inside of 2" duct
Will structure(s) (ie. pedestal, pole, vault) be placed in the ROW or easement area? Yes No
If yes to structure(s) is information and details of each type of structure attached? Yes No
Plans prepared by: Mi-Tech Services
Attachment Description: Yes - North ring
Agents Subcontractor(s): TBD Contact:
Address:
Phone: Mobile Phone: Fax: Email:
Estimated Restoration Date:

The applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on the reverse side hereof, any special provisions listed below or attached hereto, and any and all plans, details or notes attached hereto and made a part thereof.

Printed Name: ~~Lee Smet~~ Joel Bojarski Title: ~~Outside Plant Mgr~~ Date:
Authorized Applicant/Representative or Project Manager Director of Field Services
Signature: Joel Bojarski

PERMIT APPROVAL BY VILLAGE OF COTTAGE GROVE

Engineering Review Required: (Yes) No
Engineering Review Cost*: $2,000.00
Bond Required*: (Yes) No Amount: $50,000.00 Bond Expires:
Land Disturbance Permit Required: Yes (No)
The foregoing application is hereby approved and permit issued by the Village of Cottage Grove subject to full compliance by the Applicant with all provisions and conditions stated herein **and** on the reverse side hereof and all attachments hereto.
Other Special Provisions:
Printed Name: Title: Date:
Village Approval
Signature:

*Engineering review costs and bond requirements will vary depending on the size, complexity and scope of the planned work.

PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE

Pursuant to Wisconsin Statutes and State Highway Maintenance Manual, this permit is granted to allow performance of the specific work described herein. The following standard provisions and any included special provisions shall govern:

1. The permitted facilities shall, if necessary, be altered at the expense of the **APPLICANT** to permit alteration, improvement, or maintenance of the highway as may hereafter be ordered. The entire cost of constructing and maintaining the permitted facilities shall be the obligation of the **APPLICANT.**
2. No open cutting for a crossing will be allowed where the pavement is too narrow to maintain one-way traffic at all times, unless the **Village of Cottage Grove** has granted permission for a detour. Wherever the pavement is opened the spoil shall be hauled away and the trench shall be backfilled with sand or gravel and compacted in layers. The degree of compaction shall be to 95% Maximum Dry Density per modified proctor (ASTM D1557). The pavement removed for a road crossing shall be replaced as per **Village of Cottage Grove** specifications.
3. The Applicant shall provide all necessary signs, flagmen, and lights required according to the "Manual on Uniform Traffic Control Devices." **APPLICANT** agrees to keep the place where such work or excavation is made properly guarded by day and lighted by night. When a detour is allowed, local newspapers shall be notified by the **APPLICANT** in advance of the work being started.
4. All disturbed areas shall be returned to their present condition or better, subject to the satisfaction of the **Village of Cottage Grove** or its representative(s), and all work associated with this permit shall be completed within twenty (20) calendar days of the closing of the excavation. Access to all private drives and public street intersections shall be maintained and all disturbed areas completely restored. Any surface settlement within 3 years of completion shall be warrantied and restored by applicant.
5. Damage to any **VILLAGE** infrastructure (ie: pipes, structures) within 3 years shall be warrantied and repaired by the **APPLICANT.** Failure to perform repairs will result in the **Village** performing the work and all associated costs will be drawn from the **APPLICANTS** bond.
6. Any trenching, tunneling, or excavating shall be performed in accordance with the requirements of OSHA and the Wisconsin Department of Safety and Professional Services, and any applicable local regulations. The **VILLAGE** is not responsible for any of the **APPLICANTS** safety procedures.
7. A copy of this approval, along with any plans and special provisions, shall be available on the job site.
8. **APPLICANT** agrees to comply with Chapter 163 of the Village General Ordinances, Erosion, Sediment and Water Runoff Control.
9. Upon completion of the work the **APPLICANT** shall file a written notice with the **Village of Cottage Grove.**
10. This permit does not exempt the **APPLICANT** from any State, County or Local Agency permits or approval processes.

INDEMNIFICATION

APPLICANT shall indemnify, hold harmless and defend the **VILLAGE OF COTTAGE GROVE,** its boards, commissions, agencies, officers, employees and representatives against any liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which the **Village of Cottage Grove,** its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of **APPLICANT** engaging in the activities authorized by the Permit or which arise out of or are connected with, or are claimed to arise out of or be connected with any of the work done by the **APPLICANT** and or its sub-contractor(s), or the construction or maintenance of facilities by the **APPLICANT,** pursuant to the Permit, on, under or over highway right-of-way, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of the **Village of Cottage Grove,** its agencies, boards, commissions, officers, employees or representatives. Without limiting the generality of the foregoing, the liability, damage, loss, expense, claims, demands, and actions indemnified against shall include all liability, damage, loss, expense, claims, demands, and actions for damage to any property, lines or facilities placed by or on behalf of the **APPLICANT** pursuant to the Permit, for any loss of data, information, or material; for trademark, copyright, or patent infringement; for unfair competition or infringement of any other so-called "intangible" property right; for defamation, false arrest, malicious prosecution or any other infringement of personal or property rights of any kind whatever. **APPLICANT** shall at its own expense investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands, and actions. The obligation of **APPLICANT** under this paragraph shall survive the expiration or termination of the Permit.

INSURANCE

1. **APPLICANT** agrees to maintain comprehensive public liability, contractual and property damage insurance, with **the Village of Cottage Grove** as a named additional insured for a period of three (3) years from the date of completion of work hereunder, in an amount no less than $1,000,000 per claim occurrence from a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Commissioner, such insurance shall be evidenced by a certificate of insurance showing the **Village of Cottage Grove** as a named additional insured and shall provide thirty (30) days written notice to the Village upon cancellation or material change in the policy with the renewal certificates provided to the **Village of Cottage Grove** for three (3) years from the date of completion of work hereunder.
2. In case of any sublet of work under the Permit, **APPLICANT** shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of the **APPLICANT.**

BONDING

The **Village of Cottage Grove** reserves the right to require a bond for all permitted work. A separate bond will be required for each permit filed with the **Village of Cottage Grove.** Bonds will be required to be held for three (3) years.

WAIVER

The parties do hereby expressly agree that the **Village of Cottage Grove,** acting at its sole option, may or may not waive any and all requirements contained in the above paragraphs, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by the **Village of Cottage Grove** or its representative(s) taking into account the nature of the work and other factors relevant to the **Village of Cottage Grove** exposure, if any, under the Permit.

everstream®
FASTER FIBER. BETTER BUSINESS.®

324 E Wisconsin Avenue, Suite 730
Milwaukee, WI 53202
everstream.net

March 18, 2020

JJ Larson
Director of Public Works/Utilities
Village of Cottage Grove
210 Progress Drive, Suite 2
Cottage Grove, WI 53527

Mr. Larson:

Please find enclosed the stamped, signed, and original bond form and power of attorney for the Village of Cottage Grove.

Bond# 6789373
Carrier: Cincinnati Insurance Company
Amount: $50k

Please contact me with and questions, comments, or concerns.

Sincerely,

Abigail Stein
Permit Coordinator

Bond No: 6789373

The Cincinnati Insurance Company

License and Permit Bond

KNOW ALL MEN BY THESE PRESENTS, that

Everstream GLC Holding Company LLC

located at 324 E WISCONSIN AVE STE 730, MILWAUKEE, WI 53202-4300,

as Principal; and The Cincinnati Insurance Company, as Surety, are held and firmly bound

unto Village of Cottage Grove, Public Works & Utilities

located at 221 E COTTAGE GROVE RD, COTTAGE GROVE, WI 53527-9619,

as Obligee, in the full and just sum of

Fifty Thousand and No/100 ($50,000.00) Dollars to be paid to said Obligee its successors and assigns for the payment thereof well and truly to be made we jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns firmly by these presents.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH, that

WHEREAS, the said Principal is an applicant for a Fiber Internet Installation license, and

WHEREAS, the said Principal will conform in all respects to the ordinances and building codes of the said Obligee while performing Fiber Internet Installation work, and

WHEREAS, the effective date of this bond is March 12, 20 20.

NOW, THEREFORE, if the license shall be issued to the said Principal who shall conform to the ordinances and codes, including all amendments thereto, of the said Obligee, then this obligation shall be void, otherwise, the same shall remain in full force and effect until:

DEFINITE TERM ending March 12, 20 21 unless renewed by Continuation Certificate.

IT IS HEREBY AGREED AND UNDERSTOOD, that

(1) Regardless of the number of years this bond shall remain in force and the number of annual premiums paid thereafter, the aggregate liability of the Surety hereunder is limited to the penal sum of this bond and any payment or payments made shall reduce the amount of the bond to the extent of such payment or payments.

(2) The Surety reserves the right to cancel this bond by giving thirty (30) days written notice to the obligee and on the effective date of such thirty (30) day cancellation notice, the Surety is discharged and relieved of any liability, it being understood and agreed, however, that the said principal and said Surety will be liable for any loss accruing up to the effective date of said thirty (30) day cancellation notice, in no event, however, in excess of the penalty of the bond.

SIGNED, SEALED AND DELIVERED this 12th day of March, 20 20.

Principal: Everstream GLC Holding Company LLC

By:

JOEL BOJARSKI, DIRECTOR FIELD SERVICES

Printed name and title

Surety: The Cincinnati Insurance Company

By:

Attorney-in-Fact: Jeremy Bryant

Power of Attorney must be attached to the bond to be valid

S-2500 - DEFINITE

THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY 6789373

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

Jeremy Bryant

of Cleveland, OH its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Any such obligations in the United States,

Forty Million and No/100 Dollars ($40,000,000.00).

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 1st day of April, 2007.

The Cincinnati Insurance Company CORPORATE SEAL OHIO

THE CINCINNATI INSURANCE COMPANY

Thomas H. Kelly

Vice President

STATE OF OHIO)
COUNTY OF BUTLER) ss:

On this 1st day of April, 2007, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.

NOTARIAL SEAL STATE OF OHIO

Mark J. Huller

MARK J. HULLER, Attorney at Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio.
this 12th day of March 2020

Gregory J. Schlemm

Secretary

The Cincinnati Insurance Company CORPORATE SEAL OHIO

BN-1005 (3/02)

THE CINCINNATI INSURANCE COMPANIES

CINCIBOND®
Surety Made Simple®

Correspondence

Bond No.: 6789373

Principal: Everstream GLC Holding Company LLC

Bond Description: $50,000.00 License & Permit Bond (S-2500)- Definite

Obligee: Village of Cottage Grove

Agency: Britton-Gallagher & Associates 34708

Correspondence:

03/12/2020 jbryant04 Public Note New Business
Village of Cottage Grove - New Fiber Installation - North Ring

StaffordRosenbaum LLP
Attorneys

To Village of Cottage Grove Board of Trustees

From Rick Manthe

Date April 17, 2020

Re UpNet Agreement

We have reviewed and revised the Wireless Services Agreement (Agreement) with UpNet that was set to expire. The essential terms of the Agreement are unchanged from the previous version approved two years ago by the Village of Cottage Grove (Village). UpNet will provide an internet connection to the Village Hall and Municipal Services Building. In exchange, the Village will continue to allow UpNet to place its radios on the Gaston Circle water tower.

Additionally, the contract has beneficial terms that protect the Village. UpNet is liable for any and all damage to Village property or injuries to persons. Placement of additional radios on the tower will require a separate agreement authorizing UpNet to use additional tower space. Like the previous agreement, UpNet must maintain minimum insurance requirements. The term of the Agreement is two years. If approved, it will automatically renew for successive two year terms unless either party decides to renegotiate or terminate the Agreement.

UpNet has agreed to the revised Agreement. Given that the essential terms remained unchanged, and this Agreement provides additional protections to the Village, we recommend that the Village approve the Agreement.

Wireless Service Agreement and Tower Lease

This Wireless Services Agreement and Tower Lease Agreement (Agreement) is between the Village of Cottage Grove (Village), a Wisconsin municipal corporation, and UpNet WI, LLC (UpNet), a Limited Liability Company organized under the laws of the State of Wisconsin, and shall have an effective date of _____, 2020.

Subject to the terms and conditions set forth herein, UpNet agrees to provide, maintain, and operate, at no cost to the Village, a 50 mbps upload and download internet connection for the Village Hall (221 E. Cottage Grove Road, Cottage Grove, Wisconsin) and the Village Municipal Services Building (210 Progress Drive, Cottage Grove, Wisconsin).

In exchange, the Village will provide space for UpNet's existing radios on the Gaston Circle water tower.

In consideration of the terms and conditions set forth herein, the parties agree as follows:

1. UpNet Obligations

    a. UpNet will provide the following at no charge to the Village during the term of this contract a minimum 50 mbps download and 50 mbps upload speed internet connection to the Village Hall and Village Municipal Services Building.

    b. UpNet shall be responsible for repairing any damage to Village property resulting from any services or activities performed relating to installation, maintenance, or removal of equipment, or for any other activities UpNet performs under this Agreement that result in damage to Village property.

    c. UpNet shall be liable for any bodily injury resulting from the installation, maintenance, or removal of any equipment, or for any other activities UpNet performs under this Agreement.

2. Village Obligations

    a. Village will provide tower space for UpNet's existing radio(s) on the Gaston Circle water tower. UpNet shall be allowed to use space on the water tower currently in use by UpNet. Any additional space shall require a written amendment to this agreement. No written amendment shall be required for removal and replacement of radios so long as replacement radios use the same or less total space on the water tower currently in use by UpNet on the effective date of this agreement.

b. Village shall provide UpNet, its agents, employees, or other representatives access to Village property to inspect, repair, replace, or maintain UpNet's equipment. UpNet must provide notice to the Village's Director of Public Works at least 24 hours prior to entering or accessing Village property.

c. In the event of an emergency, UpNet shall be allowed access to Village property without 24 hours prior notice, however, UpNet shall provide notice to the Public Works Director or his designee within 24 hours of accessing Village property.

3. Term

a. The term of this Agreement shall be two (2) years, commencing on _____, 2020, and expiring on _____, 2022.

b. This Agreement shall automatically renew for two (2) years unless either party provides the other party written notice at least sixty (60) days prior to the expiration date of the Agreement of intent to let the Agreement expire or to renegotiate the Agreement.

c. In the event the Agreement expires, UpNet shall remove all of its equipment from Village property, and shall return the Village property to its original condition, subject to the approval of the Village Public Works Director.

4. Insurance

a. UpNet shall carry during the Term of this Agreement, and any subsequent term, the following insurance with customary coverages and exclusions:

i. Bodily Injury. Five Hundred Thousand Dollars ($500,000) for injury to any person, and One Million Dollars ($1,000,000) for all injuries sustained by more than one person in any one occurrence.

ii. Property Damage. One Million Dollars ($1,000,000) per damage as the result of any one accident.

b. UpNet shall increase the amount of insurance coverage during the term of this Agreement to reflect economic conditions and to comply with industry standards for maintaining adequate coverage. UpNet shall, upon the Village's request, furnish to the Village Certificates of Insurance certifying that UpNet has the above described insurance and the Village is named as an additional insured.

5. Miscellaneous Terms

    a. This Agreement shall be governed and construed by the laws of the State of Wisconsin.

    b. In the event that any provision of this Agreement is determined by a court to be invalid or unenforceable, the remainder of the Agreement shall not be affected and shall remain in full force and effect.

    c. The parties acknowledge and hereby state that they have not created and do not intend to create by this Agreement a joint venture of partnership relationship between them.

    d. This Agreement may not be assigned, changed, or amended except by a written document agreed to and executed by both parties.

    e. Both parties have had the opportunity to review the Agreement and agree this instrument sets forth their understandings of the terms and conditions.

6. Notice

    a. Any notice to the parties shall be delivered to:

    Village: Lisa Kalata
    Village of Cottage Grove Clerk
    221 E Cottage Grove Road
    Cottage Grove, WI 53527

    UpNet WI, LLC:

The parties have read, understand, have the authority to enter into, and agree to be bound by the terms of this Agreement.

UPNET WI LLC

_____ By:_____
Date

VILLAGE OF COTTAGE GROVE

_____ By:_____
Date Village President John Williams

_____ Attest:_____
Date Village Clerk Lisa Kalata

Village of Cottage Grove Notice of Public Meeting

PLAN COMMISSION

Wednesday, April 15, 2020 6:30 P.M.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting https://zoom.us/j/526520399?pwd=dWVjQlRVc0d3MCtEOFVSVVVxalNuZz09 . *You can also participate via phone by dialing* 1 312 626 6799 *and use Meeting ID:* 526 520 399 # *When asked for your Participant ID, just press #*

You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us

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 from The Plan Commission Meeting of March 11, 2020.
Documents: 3-11-2020 PLAN COMMISSION MINUTES.PDF

6. Discuss and Consider Resolution 2020-02 Regarding the Consistency of The Village's Proposed Urban Service Area Amendment with The Village of Cottage Grove Comprehensive Plan.
Documents:

1. RES 2020-02_USAA_TID 10-NORTH GROVE.PDF
2. RES 2020-02_EXA.PDF
3. RES 2020-02_EXB.PDF

7. Discuss Request from Tim Olson To Amend the Village of Cottage Grove Comprehensive Plan to Change Parcels 0711-174-8500-3 And 0711-174-9002-4 Totaling 72 Acres From 'Future Development Area' To 'Planned Neighborhood.' For Feedback Only – No Formal Action Will Be Taken.
Documents: CG_CPA-OLSON_2020-04-09.PDF

8. Discuss Comprehensive Plan Future Land Use Designation of Lots 86, 87, And 88 Of Northlawn Estates 1st Addition. For Feedback Only – No Formal Action Will Be Taken.
Documents: CG_CPA-NLAWNPROP_2020-04-09.PDF

9. Discuss Potential Zoning Ordinance Amendments Related to Conditional Use Permits. For Feedback Only – No Formal Action Will Be Taken.
Documents: CG_CUPORD_2020-04-15.PDF

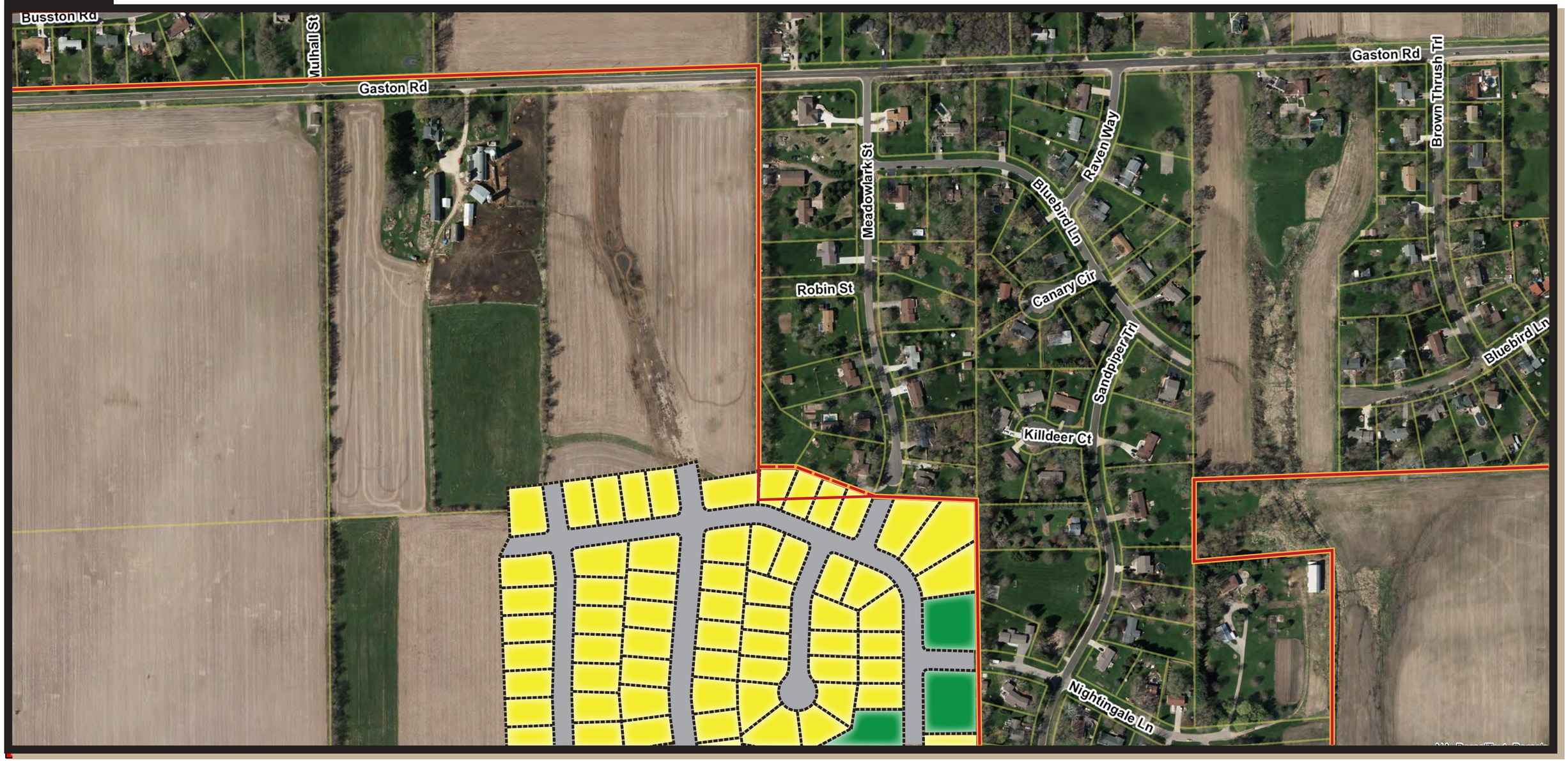
10. Discuss Invitation from The City of Madison To Discuss A Potential Boundary Agreement Between the City of Madison, Village Of Cottage Grove, And Town Of Cottage Grove.
Documents:

1. CG_BNDAGR_2020-04-09.PDF
2. DRAFT_IGA_030520.PDF

11. Future Agenda Items

12. Adjournment

This agenda has been prepared by Staff and approved by the Village President as Chair of the Plan Commission 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.



LEGEND

- Parcel Boundary
- Existing Urban Service Area Boundary
- Proposed Urban Service Area Boundary
- Village of Cottage Grove Municipal Boundary

LAND USE

- Single-Family Residential
- Environmental Corridor
- Right of Way

SCALE: 1" = 300'

N

DRAFT: March 30, 2020

Map prepared by Village of Cottage Grove; Sources: Dane County LIO and Village of Cottage Grove

RESOLUTION 2020-02

A RESOLUTION FINDING THAT THE PROPOSED NORTH GROVE URBAN SERVICE AREA EXPANSION IS CONSISTENT WITH THE VILLAGE OF COTTAGE GROVE COMPREHENSIVE PLAN

WHEREAS, municipal sanitary sewer service in the Cottage Grove area may be extended only within the Cottage Grove Urban Service Area, as administered by the Capital Area Regional Planning Commission (CARPC) and the Wisconsin Department of Natural Resources; and

WHEREAS, the properties, as depicted on the attached Exhibit A, are owned by multiple property owners and the may desire to develop the property with the full range of municipal services, including sewer and water, that are provided by the Village of Cottage Grove; and

WHEREAS, the properties, as depicted on the attached Exhibit A, are designated as Planned Office/Industrial on the Village of Cottage Grove Comprehensive Plan's Future Land Use Map, and the property is proposed for office/industrial park development that is consistent with such designation in the Comprehensive Plan; and

WHEREAS, the properties, as depicted on the attached Exhibit B, are designated as Single-Family Residential on the Village of Cottage Grove

Comprehensive Plan's Future Land Use Map, and the property is already platted for such use; and

WHEREAS, the Capital Area Regional Planning Commission requires a resolution from the Plan Commission of the sponsoring municipality of any Urban Service Area Amendment application that includes a finding that the proposed amendment is consistent with the municipality's Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Cottage Grove Board of Trustees finds the proposed amendment to be consistent with the Village's Comprehensive Plan.

Approved this 20th day of April, 2020.

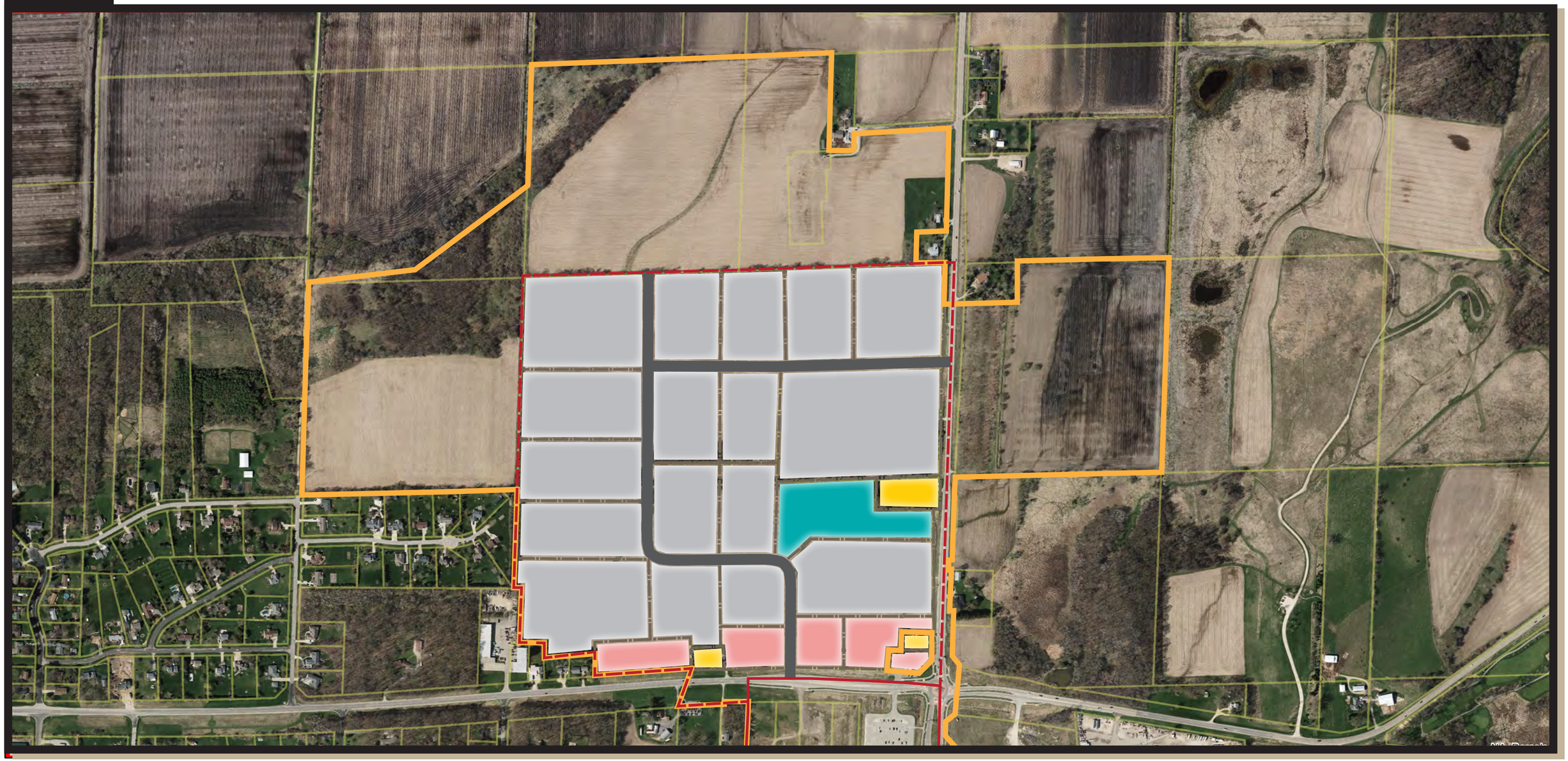
_____

Signed – John Williams, Village President

Attest: _____

Village Clerk Lisa Kalata

Village of Cottage Grove 2020 Urban Service Area Amendment



LEGEND

- Parcels
- Existing Urban Service Area Boundary
- Proposed Urban Service Area Boundary
- Village of Cottage Grove Municipal Boundary

PROPOSED LAND USES

- Light Industrial/Office
- Commercial/Office
- Exg. Single-Family Residential
- Stormwater Management Facility

SCALE: 1" = 600'

N

DRAFT: March 30, 2020

Map prepared by Village of Cottage Grove; Sources: Dane County LIO and Village of Cottage Grove

PROCLAMATION

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, trees are a renewable source of paper, wood for homes, fuel for fires and other countless wood products; and

WHEREAS, the Village desires to continue to recognize the benefits of trees in the community and to continue its tree planting program;

NOW, THEREFORE, I, John Williams, President of the Village of Cottage Grove, do hereby recognize that on April 24, 2020 the Village of Cottage Grove Forester and community will celebrate this day as

Arbor Day

in the Village of Cottage Grove, and I urge all citizens to support efforts to care for our trees and woodlands and to support our Village's community forestry program; and

FURTHER, I urge all citizens to plant trees to promote the well-being of present and future generations.

Signed in the Village of Cottage Grove,
Dane County, Wisconsin, this 20th day of
April, 2020.

_____

John Willliams, Village President

VILLAGE OF COTTAGE GROVE *NOTICE OF PUBLIC MEETING*

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Thursday, April 16, 2020 6:30 P.M

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please joing the meeting from your computer, tablet or smartphone by visiting https://zoom.us/j/677976126 You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 677 976 126# When asked for your Participant ID, just press #

You may also choose to participate by providing public comment prior to the meeting vial email to the Director of Parks, Recreation & Forestry Sean Brusegar sbrusegar@village.cottage-grove.wi.us

AGENDA

1. Call to order.
2. Roll call and confirm that the meeting was properly posted.
3. **Public appearances**: Public's opportunity to speak.
4. Discuss and consider the Village of Cottage Grove Parks & Recreation Department absorbing electrical and water fees for the Miracle Field.
5. Update on Bakken Park shelter and splash pad.
6. COVID-19 Parks & Recreation Update
7. Approve the minutes of the February 20, 2020 meeting.
8. Future Agenda Items
9. 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

Miracle Field Electrical Usage

Lights

Pole ID	Fixture QTY	Luminaire Type	Load (kW)	Hours of Operation (Per Season)	Wisconsin Average kW Cost
A1-A2	10	TLC-LED and TLC BT	10.51	135	$ 0.14

Total Electrical Usage Per Season (kW)

1418.85

Total Electrical Cost Per Season

$ 198.64

Scoreboard

Pole ID	Fixture QTY	Luminaire Type	Load (kW)	Hours of Operation (Per Season)*	Wisconsin Average kW Cost
NA	NA	Daktronics Model # MS2025 Red/Amber Digits	0.08	180	$ 0.14

Total Electrical Usage Per Season (kW)

14.4

Total Electrical Cost Per Season

$ 2.02

*Assumed 90 games per year at 2 hours per game

ITEM 7

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Meeting Minutes for Thursday, February 20, 2020

1. **Call to order meeting at Municipal Services Building.** The meeting was called to order by Heidi Murphy at 6:30 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), Jay Kiefer, Kevin Laufenberg and Jennifer Pickel. Penny Aguilera was absent and excused. Also present were Parks, Recreation and Forestry Director Sean Brusegar and Village President John Williams.

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

4. **Discuss 5TH Addition to Westlawn Master Plan.**
   Next month, there will be a neighborhood meeting at Village Hall to get input from the public. A survey is also available online to gather public input. The survey will be open until midnight on March 13.

5. **Discuss and consider purchase of a new Parks Maintenance vehicle with savings from CIP purchases.**
   Brusegar stated that purchasing a new Parks vehicle would add to the Parks fleet, which currently only has one vehicle at its disposal. Since the equipment purchased under the Capital Plan came in less than was expected, Brusegar explained that the savings would allow for the purchase of a new Parks vehicle. **Motion** by Pickel, seconded by Kiefer, to recommend approving the purchase of a new Parks Maintenance truck with the savings from the CIP purchases. Motion carried with a unanimous voice vote of 4-0-0.

6. **Discuss vaping laws in public places/parks.**
   The committee discussed the new laws and suggested asking Police Chief Dan Layber about enforcement plausibility. No formal action was taken.

7. **Discuss pickle ball court at Community Park.**
   Brusegar went over the estimated costs for creating a pickle ball court at Community Park. After looking over the estimates, the committee discussed the possibility of removing the court lights, which would help keep the costs down.

8. **Update on Willow Run Park residents meeting.**
   Brusegar stated that only two (2) residents attended the meeting. An improvement item that they would like to see at the park is a zip line. Ultimately, residents will be able to look at designs and pick the playground that they like best.

9. **Discuss and consider Miracle Field lease.**
   The new Village Attorney is currently working on the lease for the Miracle Field. The Miracle Field group plans to break ground this summer. There will be a fundraiser on March 7 from 12-7 pm at Oakstone Recreation to benefit the Miracle Field. The fundraiser includes a silent auction, 50/50 raffle and

volleyball. **Motion** by Pickel, seconded by Laufenberg, to table this agenda item. Motion carried with a unanimous vote of 4-0-0.

10. Update on Bakken Park bids.
Brusegar gave an update on the bid opening which is now complete.

11. Update on Bakken Park shelter and splash pad.
Brusegar gave updates on the shelter and splash pad.

12. Parks and Recreation Director's Report.
In Recreation news, the recent GDS Glass Fusion class had 13 participants, which is 3 more than last session. Youth Volleyball reported slightly lower numbers than last year, with 22 enrolled in 3rd/4th grade and 21 enrolled in the traveling 5th/6th grade. The Coding and Maker Club has a max of 20 kids registered yet again. This class consistently maxes out. 2nd Grade Basketball is up by 1 this year, with 27 kids participating. The GDS Afterschool Drama Club has 21 participants, and new this year, the production will be performed at the Monona Grove High School Auditorium. 59 kids are registered for the first year of Silver Eagle Youth Softball Camps for 8u-14u taught by the high school varsity coach. Also new this year, was the Milwaukee Bucks trip on Martin Luther King Jr Day. We had 34 attendees with the original expectation of only 20. Due to its popularity, this trip will be scheduled again next year.

The Village of Cottage Grove Spring/Summer Community Guide came out today. Registration also opened today, as well. On Saturday, April 4, the Optimist Club along with Parks & Rec, will host the annual Easter Egg Hunt at Northlawn Park at 10am. The Baker's Battle will occur on Saturday, April 25 from 10am-12pm at the Drumlin Residences. People can sign up bakers or come as a taste tester. This fundraiser will benefit the Optimist Club Snack Pack Program.

13. Approve the minutes of the January 16, 2020 meeting.
Motion by Kiefer, seconded by Laufenberg, to approve the minutes from the January 16, 2020 meeting as presented. Motion carried with a voice vote of 3-0-1 with Pickel abstaining.

14. Future Agenda Items

- Discuss 5th Addition to Westlawn master plan and open house.
- Update on Bakken Park shelter and splashpad.
- Discuss vaping laws in public areas/parks and changes to occur.
- Discuss pickleball court in Community Park.
- The next PRFC meeting is scheduled for **Thursday, March 19, 2020 at 6:30 pm**.

15. Adjournment.
Motion by Pickel, seconded by Laufenberg, to adjourn the meeting at 7:35 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Jennifer Pickel, Parks, Recreation and Forestry Committee Member.
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.

DEER-GROVE EMS COMMISSION MEETING
Cottage Grove Emergency Services Building
4030 County Road N, Cottage Grove, WI 53527
Thursday, April 16, 2020
6:30 P.M.

Meeting will be broadcasted via GoToMeeting. Login information:
https://global.gotomeeting.com/join/562795221

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (646) 749-3112
- One-touch: tel:+16467493112,,562795221#

Access Code: 562-795-221

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/562795221

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 February/March 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 Draft 2019 Financial Statements as presented by Johnson Block and Company.
10. Update on COVID-19 (Coronavirus) response.
11. Discuss and consider Emergency Responder Paid Sick Leave.
12. Discuss and consider Return to Work SOP.
13. Discuss and consider N95 Reuse SOP.
14. Discuss and consider Uniform Cleaning-Decontamination SOP.
15. Discuss and consider Memorandum of Understanding Regarding Requesting EMS Provider Assistance.
16. Discuss and consider Madison Area Technical College EMS Clinical and Field Internship Affiliation Agreement.
17. Discuss and consider VividTrac Video Laryngoscopy SOP.
18. Discuss and consider Oxylator HD SOP.
19. Agenda items for next commission meeting.
20. Adjournment.

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

By: Troy Allen, Commission Chairperson Submitted April 10, 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
COTTAGE GROVE EMERGENCY SERVICES BUILDING
THURSDAY, MARCH 19, 2020
Minutes

Present: In Person: Kris Hampton, Remote: Troy Allen, Greg Frutiger, Kristi Williams, Sarah Valencia and Don Kositzke.

Also present: In Person: Chief Eric Lang and Office Manager Mandy Cysiewski, Remote: Jerry McMullen

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

Public Appearances: None.

Discuss and consider COVID-19 (Coronavirus) preparedness: Chief Lang stated the biggest issue he sees is staffing and having appropriate staffing as well as other agencies potentially needing staffing as well. Williams asked if staff is ok with plan? Chief Lang stated he has discussed it with the staff. If another department needs one of our staff, it's volunteer basis. They also understand we may need to bring in staff from outside the organization. Kositzke asked how a distinction will be made between people who get exposed on or off duty? Chief Lang stated that is a sentence within the plan which could be removed. It is possible legislation will be passed changing what DGEMS decides. Hampton asked if hospitals are notifying us? Chief Lang stated yes, but no positives yet. Hampton questioned if Attorney Barker has seen this? Chief Lang stated he has not. Kositzke stated he is ok with the language as is, just impossible to tell someone they were exposed at or outside of work. Frutiger stated one way to know is if someone else in their home has it. Valencia stated hospitals have a plan to alert EMS agencies of positives. She asked if chief had been informed of this plan? Chief Lang stated yes, but is also hoping we could get negative too. Chief Lang stated we will have to ask about negatives, and the hospitals will only reach out for positives. Valencia questioned if the DGEMS Commissions needs to approve the entire document? Chief Lang stated time sensitive decisions most important which is the first bullet point. Valencia questioned if time sensitive is just staffing, or other things? Chief Lang stated the most important is staffing citing other decisions can be made at meetings. Motion by Valencia/Williams to approve the first bullet point only of the COVID-19 Operations Plan. Motion carried 6-0.

Set next commission meeting date and location: The next meeting will be held on Thursday, April 16, 2020 at the Cottage Grove Emergency Services Building with a potential remote call in option beginning at 6:30 P.M.

Agenda items for next commission meeting: COVID Update and everything from previous meeting,

Adjournment: Motion by Valencia/Hampton to adjourn. Motion carried 6-0. The meeting ended at 6:54 P.M.

Submitted by Mandy Cysiewski

DRAFT

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

	Jan - Mar 20	3/12th of Annual Budget	Budget	$ Over Budget	% of Budget	Jan - Mar 19
Ordinary Income/Expense						
Income						
230 · Training Center Income	285.00	625.00	2,500.00	-2,215.00	11.4%	625.00
300 · Special Event Fee	0.00	500.00	2,000.00	-2,000.00	0.0%	0.00
4999 · Uncategorized Income	429.25	0.00				102.66
610 · Town/Villages Assesments	514,448.91	130,154.30	520,617.20	-6,168.29	98.82%	519,772.55
620 · Ambulance Run Fees	134,850.32	137,500.00	550,000.00	-415,149.68	24.52%	170,477.49
630 · Contracted Revenue	49,956.40	16,603.20	66,412.80	-16,456.40	75.22%	49,133.73
640 · Interest Earned	142.48	125.00	500.00	-357.52	28.5%	131.63
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%	5,458.86
Total Income	700,112.36	285,507.50	1,142,030.00	-441,917.64	61.3%	770,740.76
Gross Profit	700,112.36	285,507.50	1,142,030.00	-441,917.64	61.3%	770,740.76
Expense						
6140 · Credit Card Fees	213.35	0.00	0.00	213.35	100.0%	0.00
720 · Wages	108,313.90	126,637.50	506,550.00	-398,236.10	21.38%	100,309.43
721 · Health Insurance	43,261.20	34,280.00	137,120.00	-93,858.80	31.55%	35,588.79
722 · Workmans Comp	5,028.00	6,947.50	27,790.00	-22,762.00	18.09%	0.00
723 · Retirement Plan	14,671.22	14,675.00	58,700.00	-44,028.78	24.99%	13,440.71
724 · Employers FICA Expense	10,613.63	11,185.00	44,740.00	-34,126.37	23.72%	10,285.33
725 · Staff Continuing Education	922.00	2,250.00	9,000.00	-8,078.00	10.24%	2,170.01
726 · Travel/Mileage Reimbursement	0.00	125.00	500.00	-500.00	0.0%	30.00
728 · Medical Director Fee	1,500.00	1,500.00	6,000.00	-4,500.00	25.0%	1,500.00
734 · Overtime	29,267.23	28,315.00	113,260.00	-83,992.77	25.84%	31,949.92
735 · EMT Stipend	3,708.00	6,250.00	25,000.00	-21,292.00	14.83%	3,870.00
736 · LifeQuest Billing	11,858.23	11,375.00	45,500.00	-33,641.77	26.06%	12,014.76
740 · Office Equipment (expense)	277.11	407.50	1,630.00	-1,352.89	17.0%	221.13
742 · Office Supplies	284.74	500.00	2,000.00	-1,715.26	14.24%	411.75
770 · Communications	1,267.91	1,500.00	6,000.00	-4,732.09	21.13%	1,899.33
775 · IT expenses	2,210.00	1,712.50	6,850.00	-4,640.00	32.26%	1,584.48
790 · Publicity and Advertising	0.00	500.00	2,000.00	-2,000.00	0.0%	0.00
791 · Training Center Expense	436.48	500.00	2,000.00	-1,563.52	21.82%	287.50
810 · EMT Recognition	443.82	625.00	2,500.00	-2,056.18	17.75%	-131.25
820 · EMT Continuing Education	0.00	1,250.00	5,000.00	-5,000.00	0.0%	240.00
825 · Chief Continuing Education	312.08	375.00	1,500.00	-1,187.92	20.81%	250.00
829 · Vehicle Maintenance	2,940.54	2,595.00	10,380.00	-7,439.46	28.33%	9,131.09
831 · Fuel	3,097.58	3,500.00	14,000.00	-10,902.42	22.13%	3,542.44
840 · Equipment/Non-Disposable	4,074.20	4,200.00	16,800.00	-12,725.80	24.25%	773.75
842 · Equipment Maintenance	2,879.89	900.00	3,600.00	-720.11	80.0%	2,598.69
845 · Capital Purchase	11,654.16	0.00	0.00	11,654.16	100.0%	26,226.26
850 · Medical Supplies	10,679.86	11,275.00	45,100.00	-34,420.14	23.68%	10,568.61
852 · Training Medical Supplies	0.00	250.00	1,000.00	-1,000.00	0.0%	0.00
860 · Clothing	4,427.07	3,225.00	12,900.00	-8,472.93	34.32%	936.76
870 · Insurance	2,107.00	2,150.00	8,600.00	-6,493.00	24.5%	2,097.00
871 · Group Life Insurance	236.03	175.00	700.00	-463.97	33.72%	183.87
872 · Unemployment Insurance	0.00	1,000.00	4,000.00	-4,000.00	0.0%	50.00
878 · Community Medic Program	50.00	77.50	310.00	-260.00	16.13%	50.00
879 · Health Maintenance & Safety	836.00	625.00	2,500.00	-1,664.00	33.44%	907.40
880 · Legal Fees	1,944.00	1,250.00	5,000.00	-3,056.00	38.88%	104.00
881 · Accounting Fees	7,500.00	2,000.00	8,000.00	-500.00	93.75%	3,350.00
885 · Overdue Run Fees	19,476.11	0.00	0.00	19,476.11	100.0%	42,217.78
898 · Building and Grounds	1,081.36	875.00	3,500.00	-2,418.64	30.9%	1,645.21
899 · Miscellaneous Expenses	49.95	500.00	2,000.00	-1,950.05	2.5%	255.60
Total Expense	307,622.65	285,507.50	1,142,030.00	-834,407.35	26.94%	320,560.35
Net Ordinary Income	392,489.71	0.00	0.00	392,489.71	100.0%	450,180.41

Deer Grove EMS District
Balance Sheet
As of March 31, 2020

		Mar 31, 20
ASSETS		
Current Assets		
Checking/Savings		698,480.93
Accounts Receivable		
1200 · Accounts Receivable		1,255.13
1210 · Lifequest Receivables		133,962.66
Total Accounts Receivable		135,217.79
Other Current Assets		995.00
Total Current Assets		834,693.72
Fixed Assets		519,234.78
Other Assets		
112 · Allowance for Doubtful Accounts		-78,376.75
Total Other Assets		-78,376.75
TOTAL ASSETS		**1,275,551.75**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		12,467.77
Credit Cards		
301 · One Card		88.40
Total Credit Cards		88.40
Other Current Liabilities		
Lifequest Deposit Adjustments		0.12
Payroll Liabilities		11,065.15
231 · Deferred Run Revenue		63,554.06
232 · Town/Village Pre-payments		6,168.29
Total Other Current Liabilities		80,787.62
Total Current Liabilities		93,343.79
Total Liabilities		93,343.79
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		392,989.71
Total Equity		1,182,207.96
TOTAL LIABILITIES & EQUITY		**1,275,551.75**

Deer Grove EMS District
Bill Payment Detail
March 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	EFT	Liability Check	03/03/2020	EFTTPS	39-1293690	101 · Operating Checking	-5,653.28	
					39-1293690	224 · FICA/Fed Payable	2,147.00	-2,147.00
					39-1293690	2242 · FICA/Fed Payable-ER	1,420.85	-1,420.85
					39-1293690	2241 · FICA/Fed Payable-EE	1,420.85	-1,420.85
					39-1293690	2242 · FICA/Fed Payable-ER	332.29	-332.29
					39-1293690	2241 · FICA/Fed Payable-EE	332.29	-332.29
TOTAL							5,653.28	-5,653.28
	EFT	Liability Check	03/13/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,093.64	
					036-0000519180-02	225 · State Withholding	1,093.64	-1,093.64
TOTAL							1,093.64	-1,093.64
	20923	Liability Check	03/10/2020	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
					2832-GL	Supplemental	16.00	-16.00
TOTAL							140.38	-140.38
	EFT	Liability Check	03/13/2020	Bank of Deerfield		101 · Operating Checking	-16,119.55	
						Direct Deposit Liability	15,419.55	-15,419.55
						Direct Deposit Liability	700.00	-700.00
TOTAL							16,119.55	-16,119.55
	20933	Liability Check	03/13/2020	Fire Fighters Local 311		101 · Operating Checking	-220.33	
						Local 311 Dues	220.33	-220.33
TOTAL							220.33	-220.33
	EFT	Liability Check	03/13/2020	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	03/17/2020	EFTTPS	39-1293690	101 · Operating Checking	-5,753.86	
					39-1293690	224 · FICA/Fed Payable	2,178.00	-2,178.00
					39-1293690	2242 · FICA/Fed Payable-ER	1,449.05	-1,449.05

Deer Grove EMS District
Bill Payment Detail
March 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
					39-1293690	2241 · FICA/Fed Payable-EE	1,449.05	-1,449.05
					39-1293690	2242 · FICA/Fed Payable-ER	338.88	-338.88
					39-1293690	2241 · FICA/Fed Payable-EE	338.88	-338.88
TOTAL							5,753.86	-5,753.86
	20924	Bill Pmt -Check	03/10/2020	Deerfield Fire Department	St 2 Shared phone/internet	101 · Operating Checking	-129.97	
	2	Bill	02/21/2020		St 2 Shared phone/internet	770 · Communications	129.97	-129.97
TOTAL							129.97	-129.97
	20925	Bill Pmt -Check	03/10/2020	Johnson Block and Company, Inc.	2019 Audit Progress Billing	101 · Operating Checking	-5,800.00	
	471531	Bill	03/03/2020		2019 Audit Progress Billing	881 · Accounting Fees	5,800.00	-5,800.00
TOTAL							5,800.00	-5,800.00
	20926	Bill Pmt -Check	03/10/2020	Landmark Services Cooperative	Feb Fuel	101 · Operating Checking	-563.96	
		Bill	02/28/2020		Feb Fuel	831 · Fuel	563.96	-563.96
TOTAL							563.96	-563.96
	20927	Bill Pmt -Check	03/10/2020	Life Line Billing Systems, LLC	Annual Leaders Subscription	101 · Operating Checking	-499.00	
	51418	Bill	02/21/2020		Annual Leaders Subscription	736 · LifeQuest Billing	499.00	-499.00
TOTAL							499.00	-499.00
	20928	Bill Pmt -Check	03/10/2020	New Glarus Motors	M78 Oil/Filter Change	101 · Operating Checking	-316.69	
	01819	Bill	03/03/2020		M78 Oil/Filter Change	829 · Vehicle Maintenance	316.69	-316.69
TOTAL							316.69	-316.69
	20929	Bill Pmt -Check	03/10/2020	Rennert's Fire Equipment Service, Inc.	M80 latches	101 · Operating Checking	-259.50	
	41727	Bill	02/01/2020		M80 latches	829 · Vehicle Maintenance	259.50	-259.50
TOTAL							259.50	-259.50
	20930	Bill Pmt -Check	03/10/2020	US Bank		101 · Operating Checking	-2,853.57	
		Bill	02/26/2020			One Card - Office Use Only	1,755.05	-1,755.05
		Bill	02/26/2020			One Card - Eric Lang	607.96	-607.96
		Bill	02/26/2020			One Card - Mandy Cysiewski	490.56	-490.56
TOTAL							2,853.57	-2,853.57
	20931	Bill Pmt -Check	03/10/2020	WEX Bank	Feb Fuel	101 · Operating Checking	-319.17	
	64100185	Bill	02/29/2020		Feb Fuel	831 · Fuel	319.17	-319.17
TOTAL							319.17	-319.17

Deer Grove EMS District
Bill Payment Detail
March 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	20932	Bill Pmt -Check	03/10/2020	Wil-Kil Pest Control	St 1 and 2 bed bug check	101 · Operating Checking	-250.00	
	3863356	Bill	03/06/2020		St 1 and 2 bed bug check	898 · Building and Grounds	250.00	-250.00
TOTAL							250.00	-250.00
	EFT	Liability Check	03/24/2020	Employee Trust Funds	5300000	101 · Operating Checking	-11,778.38	
					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
	20934	Liability Check	03/24/2020	Delta Dental		101 · Operating Checking	-136.24	
						224 · FICA/Fed Payable	136.24	-136.24
TOTAL							136.24	-136.24
	EFT	Liability Check	03/27/2020	Bank of Deerfield		101 · Operating Checking	-16,348.76	
						Direct Deposit Liability	15,648.76	-15,648.76
						Direct Deposit Liability	700.00	-700.00
TOTAL							16,348.76	-16,348.76
	EFT	Liability Check	03/30/2020	Employee Trust Funds	5300000	101 · Operating Checking	-8,133.25	
					5300000	2272 · Employer Share WRS	5,164.14	-5,164.14
					5300000	2271 · Employee Share WRS	2,969.11	-2,969.11
TOTAL							8,133.25	-8,133.25
	20946	Liability Check	03/27/2020	Fire Fighters Local 311		101 · Operating Checking	-232.41	
						Local 311 Dues	232.41	-232.41
TOTAL							232.41	-232.41
	20935	Bill Pmt -Check	03/24/2020	Ace Hardware	Paint Accessories/key	101 · Operating Checking	-11.79	
		Bill	03/15/2020		Paint Accessories/key	898 · Building and Grounds	11.79	-11.79
TOTAL							11.79	-11.79
	20936	Bill Pmt -Check	03/24/2020	Bound Tree Medical, LLC	O2 hose	101 · Operating Checking	-58.00	
	83541371	Bill	03/13/2020		O2 hose	850 · Medical Supplies	58.00	-58.00
TOTAL							58.00	-58.00
	20937	Bill Pmt -Check	03/24/2020	Ferno-Washington Inc.	Trauma Bags	101 · Operating Checking	-999.86	

Deer Grove EMS District
Bill Payment Detail
March 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	863089	Bill	03/16/2020	Cottage Grove Police Dept.	Trauma Bags	840 · Equipment/Non-Disposable		
							999.86	-999.86
TOTAL							999.86	-999.86
	20938	Bill Pmt -Check	03/24/2020	Forward Pharmacy	Misc meds	101 · Operating Checking	-122.22	
		Bill	03/01/2020		Misc meds	850 · Medical Supplies	122.22	-122.22
TOTAL							122.22	-122.22
	20939	Bill Pmt -Check	03/24/2020	Jackson Lewis P.C.	Interfacility/MATC internship review	101 · Operating Checking		
							-510.00	
	7508525	Bill	03/17/2020		Interfacility/MATC internship review	880 · Legal Fees		
							510.00	-510.00
TOTAL							510.00	-510.00
	20940	Bill Pmt -Check	03/24/2020	Life-Assist, Inc.		101 · Operating Checking	-974.91	
	979875	Bill	03/09/2020		Misc Medical Supplies	850 · Medical Supplies	619.22	-619.22
	982417	Bill	03/16/2020		Blanket/Atropine/BP gauge	850 · Medical Supplies	355.69	-355.69
TOTAL							974.91	-974.91
		Bill Pmt -Check	03/24/2020	MATC	QuickBooks generated zero amount transaction for bill payment stub	101 · Operating Checking		
							0.00	
	PS-048	Bill	03/15/2018	MATC		201 · Accounts Payable	-30.00	0.00
TOTAL							-30.00	0.00
	20941	Bill Pmt -Check	03/24/2020	Piggly Wiggly	DCEMS Meeting meal	101 · Operating Checking	-23.30	
		Bill	03/01/2020		DCEMS Meeting meal	810 · EMT Recognition	23.30	-23.30
TOTAL							23.30	-23.30
	20942	Bill Pmt -Check	03/24/2020	Pomp's Tire Service, Inc.	M80 maintenance	101 · Operating Checking	-837.00	
	80210436	Bill	03/12/2020		M80 maintenance	829 · Vehicle Maintenance	837.00	-837.00
TOTAL							837.00	-837.00
	20943	Bill Pmt -Check	03/24/2020	Society Insurance		101 · Operating Checking	-1,676.00	
		Bill	03/12/2020			722 · Workmans Comp	1,676.00	-1,676.00
TOTAL							1,676.00	-1,676.00
	20944	Bill Pmt -Check	03/24/2020	Verizon Wireless		101 · Operating Checking	-355.36	
	9848081121	Bill	02/10/2020		Car 79 Jet pack	770 · Communications	30.03	-30.03

Deer Grove EMS District
Bill Payment Detail
March 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
					M81 Jet pack	770 · Communications	30.03	-30.03
					M80 phone	770 · Communications	0.91	-0.91
					M81 phone	770 · Communications	1.25	-1.25
					M78 phone	770 · Communications	0.91	-0.91
					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
	9850168389	Bill	03/10/2020		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	0.91	-0.91
					M78 phone	770 · Communications	1.05	-1.05
					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							355.36	-355.36
	20945	Bill Pmt -Check	03/24/2020	ZOLL Medical Corporation	Final Monitor Payment	101 · Operating Checking	-11,654.16	
	2730299	Bill	03/23/2020		Final Monitor Payment	845 · Capital Purchase	11,654.16	-11,654.16
TOTAL							11,654.16	-11,654.16
	EFT	Liability Check	03/27/2020	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	03/30/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking		
							-1,050.41	
					036-0000519180-02	225 · State Withholding	1,050.41	-1,050.41
TOTAL							1,050.41	-1,050.41
	EFT	Liability Check	03/31/2020	EFTTPS	39-1293690	101 · Operating Checking	-5,773.60	
					39-1293690	224 · FICA/Fed Payable	2,185.00	-2,185.00
					39-1293690	2242 · FICA/Fed Payable-ER	1,454.20	-1,454.20
					39-1293690	2241 · FICA/Fed Payable-EE	1,454.20	-1,454.20
					39-1293690	2242 · FICA/Fed Payable-ER	340.10	-340.10
					39-1293690	2241 · FICA/Fed Payable-EE	340.10	-340.10
TOTAL							5,773.60	-5,773.60
	EFT	Liability Check	03/31/2020	Aflac	MCY18	101 · Operating Checking	-246.76	

Deer Grove EMS District
Bill Payment Detail
March 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
					MCY18	Aflac	246.76	-246.76
TOTAL							246.76	-246.76
		Bill Pmt -CCard	03/08/2020	Charter Communications	Station 1 phone and internet	One Card - Office Use Only	-155.89	
	0000443030120	Bill	03/01/2020		Mar Shared Internet Services	770 · Communications	69.99	-69.99
					Mar phone/fax	770 · Communications	85.90	-85.90
TOTAL							155.89	-155.89
		Bill Pmt -CCard	03/08/2020	Jackson Lewis P.C.	Legal Fees	One Card - Office Use Only	-1,434.00	
	7493559	Bill	02/21/2020		Legal Fees	880 · Legal Fees	1,434.00	-1,434.00
TOTAL							1,434.00	-1,434.00
		Bill Pmt -CCard	03/09/2020	Bound Tree Medical, LLC	Hand wipes	One Card - Office Use Only	-8.09	
	83532097	Bill	03/06/2020		Hand wipes	850 · Medical Supplies	8.09	-8.09
TOTAL							8.09	-8.09
		Bill Pmt -CCard	03/10/2020	Bound Tree Medical, LLC	Alcohol	One Card - Office Use Only	-51.16	
	83533478	Bill	03/09/2020		Alcohol	850 · Medical Supplies	51.16	-51.16
TOTAL							51.16	-51.16
		Bill Pmt -CCard	03/13/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-663.05	
	83537537	Bill	03/11/2020		Sodium Bicarb	850 · Medical Supplies	161.90	-161.90
	83537538	Bill	03/11/2020		Misc Medical Supplies	850 · Medical Supplies	501.15	-501.15
TOTAL							663.05	-663.05
		Bill Pmt -CCard	03/16/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-329.32	
	83539405	Bill	03/12/2020		Hose	850 · Medical Supplies	283.96	-283.96
	83541370	Bill	03/13/2020		Job shirts	860 · Clothing	45.36	-45.36
TOTAL							329.32	-329.32
		Bill Pmt -CCard	03/25/2020	Airgas USA, LLC	O2	One Card - Office Use Only	-60.51	
	9968648049	Bill	02/29/2020		O2	850 · Medical Supplies	60.51	-60.51
TOTAL							60.51	-60.51
		Bill Pmt -CCard	03/25/2020	Gordon Flesch	February Copies	One Card - Office Use Only	-27.89	
	IN12884132	Bill	03/17/2020		February Copies	740 · Office Equipment (expense)		
							27.89	-27.89
TOTAL							27.89	-27.89

Deer Grove EMS District
Bill Payment Detail
March 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
		Bill Pmt -CCard	03/23/2020	Bound Tree Medical, LLC	Tracheal Dilator	One Card - Office Use Only	-23.29	
	83548789	Bill	03/19/2020		Tracheal Dilator	850 · Medical Supplies	23.29	-23.29
TOTAL							23.29	-23.29

Deer Grove EMS District
Credit Card Purchases
March 2020

Date	Source Name	Memo	Split	Amount
301 · One Card				
One Card - Eric Lang				
03/01/2020	Intoxicated Leadership	Intoxicated Leadership course	825 · Chief Continuing Educa...	53.08
03/06/2020	CVS Pharmacy	Isopropyl Alcohol	898 · Building and Grounds	22.72
03/11/2020	FedEx		770 · Communications	37.95
03/18/2020	EBay	Digital Ear Thermometers	840 · Equipment/Non-Dispos...	159.98
03/18/2020	Embroidery Professionals	Logo/Name printing	860 · Clothing	210.00
03/23/2020	Menards	Misc Supplies	840 · Equipment/Non-Dispos...	82.01
Total One Card - Eric Lang				565.74
One Card - Lisa Antoniewicz				
03/03/2020	Intoxicated Leadership	Intoxicated Leadership course - Jerry	810 · EMT Recognition	53.08
Total One Card - Lisa Antoniewicz				53.08
One Card - Mandy Cysiewski				
03/01/2020	Quill	Laminating Sheets	742 · Office Supplies	27.99
03/01/2020	Quill	Blank W-2s	742 · Office Supplies	30.58
03/10/2020	Amazon.com		-SPLIT-	39.73
03/11/2020	Amazon.com	Flashlight battery	840 · Equipment/Non-Dispos...	24.44
03/12/2020	Quality Biomedical	Pump Repair	842 · Equipment Maintenance	281.20
03/12/2020	Amazon.com		-SPLIT-	73.98
03/13/2020	USPS	Commission Packet mailing	742 · Office Supplies	9.00
03/18/2020	Amazon.com		-SPLIT-	237.58
03/23/2020	Amazon.com	Binoculars	840 · Equipment/Non-Dispos...	37.99
03/24/2020	Cramer Decker	Replacement Bags	840 · Equipment/Non-Dispos...	800.00
03/24/2020	Amazon.com	Ear thermometer covers	850 · Medical Supplies	44.85
03/25/2020	Amazon.com	Safety Glasses	840 · Equipment/Non-Dispos...	59.16
03/25/2020	Amazon.com	Rain Coats	840 · Equipment/Non-Dispos...	50.91
Total One Card - Mandy Cysiewski				1,717.41
Total 301 · One Card				2,336.23
TOTAL				**2,336.23**

Deer Grove EMS District
Payroll Transaction Detail
March 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
03/13/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	64	1,374.08
			Anders, Devon C	Overtime Hourly Rate	8	257.68
						1,631.76
03/27/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	31	665.57
			Anders, Devon C	Sick Hourly Rate	27	579.69
			Anders, Devon C	Vacation Hourly Rate	22	472.34
			Anders, Devon C	Vacation OT Hourly Rate	16	515.36
						2,232.96
03/13/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	57.25	1,579.53
			Antoniewicz, Lisa M	Overtime Hourly Rate	24	993.36
			Antoniewicz, Lisa M	Regular Hourly Rate	15.75	434.54
			Antoniewicz, Lisa M	Overtime Hourly Rate	17	703.63
			Antoniewicz, Lisa M	Overtime Hourly Rate	3.75	155.21
			Antoniewicz, Lisa M	Regular Hourly Rate	7	193.13
						4,059.40
03/27/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	53.25	1,469.17
			Antoniewicz, Lisa M	Regular Hourly Rate	5.5	151.75
			Antoniewicz, Lisa M	Overtime Hourly Rate	4	165.56
			Antoniewicz, Lisa M	Overtime Hourly Rate	4	165.56
			Antoniewicz, Lisa M	Regular Hourly Rate	21.25	586.29
			Antoniewicz, Lisa M	Overtime Hourly Rate	5	206.95
			Antoniewicz, Lisa M	Overtime Hourly Rate	3	124.17
						2,869.45
03/13/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	57	1,264.26
			Belden, Elliott H	Regular Hourly Rate	10	221.80
			Belden, Elliott H	Overtime Hourly Rate	15	499.05
						1,985.11
03/27/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	80	1,774.40
			Belden, Elliott H	Overtime Hourly Rate	20	665.40
						2,439.80
03/13/2020	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	2	34.00
						34.00
03/13/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	56	1,202.32
			Cummings, Ross E	Overtime Hourly Rate	16	515.36
			Cummings, Ross E	Regular Hourly Rate	8	171.76
						1,889.44

Deer Grove EMS District
Payroll Transaction Detail
March 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
03/27/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	80	1,717.60
			Cummings, Ross E	Overtime Hourly Rate	16	515.36
						2,232.96
03/13/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	8	136.00
			Curry, Clairissa K	Regular Hourly Rate	2	34.00
						170.00
03/27/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	32	544.00
						544.00
03/13/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32	576.00
			Cysiewski, Mandy J	Training Attendance Stipend	1	18.00
						594.00
03/27/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	30.25	544.50
			Cysiewski, Mandy J	Regular Hourly Rate	1.75	31.50
						576.00
03/13/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	12	204.00
						204.00
03/27/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	24	408.00
						408.00
03/13/2020	DD	Paycheck	Einstein, Justin D	Weekend Stipend	4	72.00
						72.00
03/13/2020	DD	Paycheck	Ennis, Jamie L	Training Attendance Stipend	1	18.00
						18.00
03/13/2020	DD	Paycheck	Fedorowicz, Samantha E	Weekday Stipend	4	72.00
						72.00
03/13/2020	DD	Paycheck	Furger, Jenna J	Weekday Stipend	5	90.00
						90.00
03/13/2020	DD	Paycheck	Griffin, Elisabeth A	Training Attendance Stipend	1	18.00
						18.00

Deer Grove EMS District
Payroll Transaction Detail
March 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
03/13/2020	DD	Paycheck	Hartman, Michael D	Weekday Stipend	3	54.00
			Hartman, Michael D	Training Attendance Stipend	1	18.00
						72.00
03/13/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
03/27/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
03/13/2020	DD	Paycheck	Lasko, Wendy J	Overtime Hourly Rate	8	253.60
			Lasko, Wendy J	Regular Hourly Rate	80	1,690.40
			Lasko, Wendy J	Overtime Hourly Rate	8.45	267.87
						2,211.87
03/27/2020	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	64	1,352.32
			Lasko, Wendy J	Overtime Hourly Rate	10	317.00
						1,669.32
03/13/2020	DD	Paycheck	Luebke, Joshua R	Training Attendance Stipend	1	18.00
			Luebke, Joshua R	Weekday Stipend	2	36.00
						54.00
03/13/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	4	68.00
						68.00
03/13/2020	DD	Paycheck	McMullen, Jeremy B	CPR Instructor Wage	7	105.00
			McMullen, Jeremy B	Weekday Stipend	19	342.00
			McMullen, Jeremy B	Weekend Stipend	28	504.00
			McMullen, Jeremy B	Training Attendance Stipend	1	18.00
						969.00
03/13/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	78	1,518.66
			Mickelson, Matthew A	Overtime Hourly Rate	17	496.57
			Mickelson, Matthew A	Regular Hourly Rate	2	38.94
						2,054.17
03/27/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,557.60
			Mickelson, Matthew A	Overtime Hourly Rate	61	1,781.81
						3,339.41

Deer Grove EMS District
Payroll Transaction Detail
March 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
03/13/2020	DD	Paycheck	Miles, Thomas E	Weekday Stipend	2	36.00
			Miles, Thomas E	Weekend Stipend	2	36.00
			Miles, Thomas E	Training Attendance Stipend	1	18.00
						90.00
03/27/2020	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	24	408.00
						408.00
03/13/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	52	1,116.44
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
			Sanders, Seth C	Regular Hourly Rate	3	64.41
			Sanders, Seth C	Vacation Hourly Rate	12	257.64
						1,696.17
03/27/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	1,374.08
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
			Sanders, Seth C	Vacation Hourly Rate	16	343.52
			Sanders, Seth C	Vacation OT Hourly Rate	8	257.68
						2,232.96
03/13/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	80	1,637.60
			Schlicht, Trevor A	Overtime Hourly Rate	15	460.65
						2,098.25
03/27/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	65	1,330.55
			Schlicht, Trevor A	Overtime Hourly Rate	8	245.68
						1,576.23
03/13/2020	DD	Paycheck	Schultz, Lisa M	Training Attendance Stipend	1	18.00
						18.00
03/27/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	20.5	348.50
						348.50
03/13/2020	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
03/13/2020	DD	Paycheck	Wargo, Thomas V	Weekday Stipend	1	18.00
						18.00

Deer Grove EMS District
Payroll Transaction Detail
March 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
03/13/2020	DD	Paycheck	Yelk Meinholz, Amy M	Weekday Stipend	4	72.00
			Yelk Meinholz, Amy M	Weekend Stipend	1	18.00
			Yelk Meinholz, Amy M	Training Attendance Stipend	1	18.00
						108.00
TOTAL						**48,211.22**

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

Type	Date	Num	Name	Memo	Amount
1512 · Member Personal Expenses Due					
Total 1512 · Member Personal Expenses Due					
Member Reimbursements Payable					
Paycheck	03/27/2020	DD	Lasko, Wendy J		200.00
Paycheck	03/27/2020	DD	Mickelson, Matthew A		35.85
Paycheck	03/27/2020	DD	Sanders, Seth C		122.49
Total Member Reimbursements Payable					358.34
TOTAL					**358.34**

Deer Grove EMS District
Deposit Detail
March 2020

Type	Date	Name	Memo	Account	Amount
General Journal	**03/31/2020**	**LifeQuest**	**Payment Received - Overpayment Returns - Mar**	**105 · Hometown Bank**	**41,495.00**
		LifeQuest	Payment Received - Overpayment Returns - Mar	1210 · Lifequest Receivables	-41,495.00
TOTAL					-41,495.00
Deposit	**03/30/2020**		**Deposit**	**103 · Savings bank of Deerfield**	**441,058.76**
		League of Wisconsin Municipalities	Deposit	999 · Insurance Reimbursement	-500.00
Sales Receipt	03/06/2020	Town of Pleasant Springs		1499 · Undeposited Funds	-16,456.40
Payment	03/06/2020	Deerfield Fire Dept.		1499 · Undeposited Funds	-14.47
Payment	03/14/2020	Township of Deerfield		1499 · Undeposited Funds	-33,500.00
Sales Receipt	03/27/2020	Village of Deerfield		1499 · Undeposited Funds	-62,804.24
Sales Receipt	03/27/2020	Town of Cottage Grove		1499 · Undeposited Funds	-119,794.51
Sales Receipt	03/27/2020	Village of Cottage Grove{c}		1499 · Undeposited Funds	-207,864.14
Payment	03/27/2020	Deerfield Fire Dept.		1499 · Undeposited Funds	-125.00
TOTAL					-441,058.76
Deposit	**03/31/2020**		**Interest**	**103 · Savings bank of Deerfield**	**48.43**
			Interest	640 · Interest Earned	-48.43
TOTAL					-48.43
Deposit	**03/31/2020**		**Interest**	**101 · Operating Checking**	**1.32**
			Interest	640 · Interest Earned	-1.32
TOTAL					-1.32

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

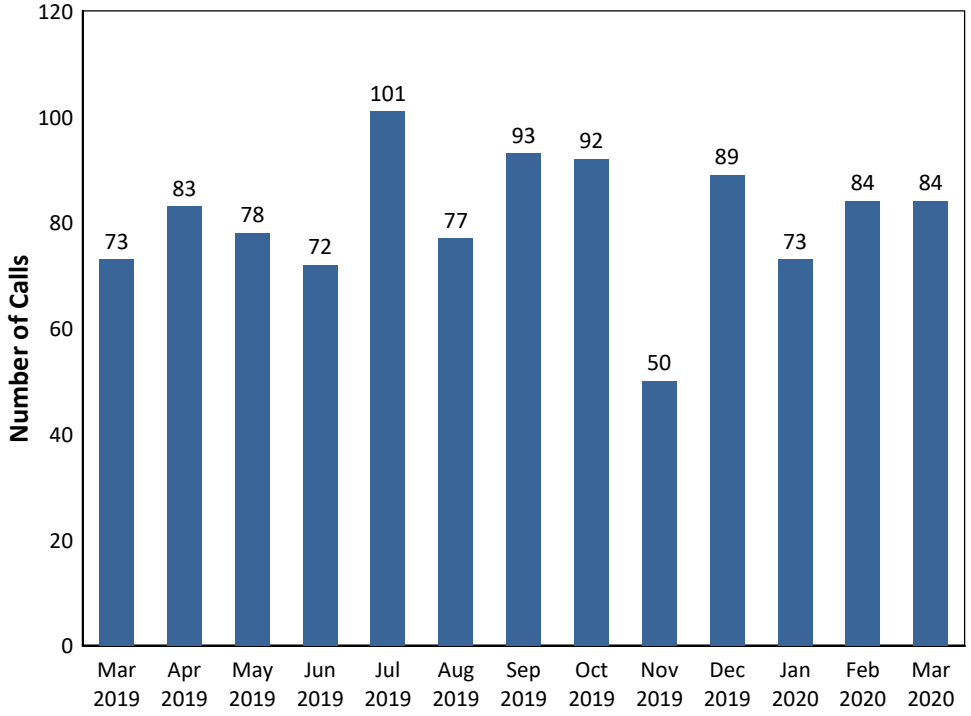
2020	Billable Units	Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Deposit from Collections
January	136	69,553.65	25,928.60	17,294.08	4,664.02	9,032.50		11,891.90	138,364.75		59,576.49
February	142	73,178.63	34,980.89	20,277.10	8,794.14	4,121.05		12,619.95	153,971.76		32,226.95
March	134	52,221.77	41,585.77	12,039.52	14,988.30	2,799.60		10,327.70	133,962.66		38,048.92
April											
May											
June											
July											
August											
September											
October											
November											
December											
	412									0.00	129,852.36

Total Runs Entered

Deer-Grove EMS District

March 2019 to March 2020

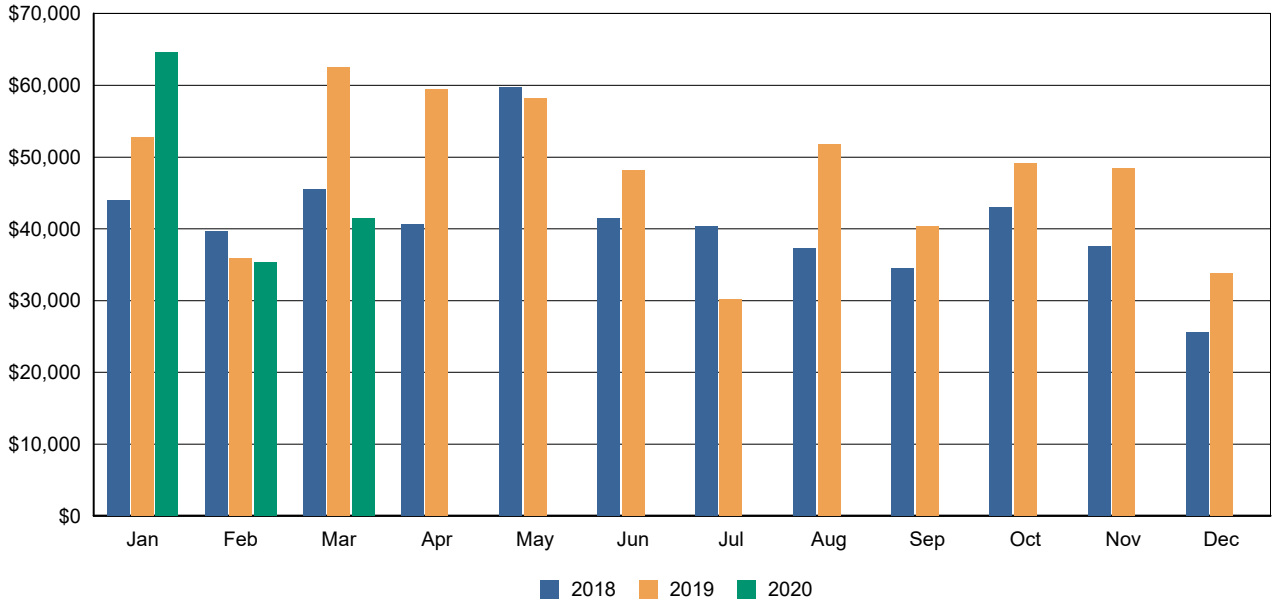
These numbers are based on the Date Of Entry at LifeQuest Services of each individual run.



All Phases Gross Revenue

Deer-Grove EMS District

January 2018 to March 2020



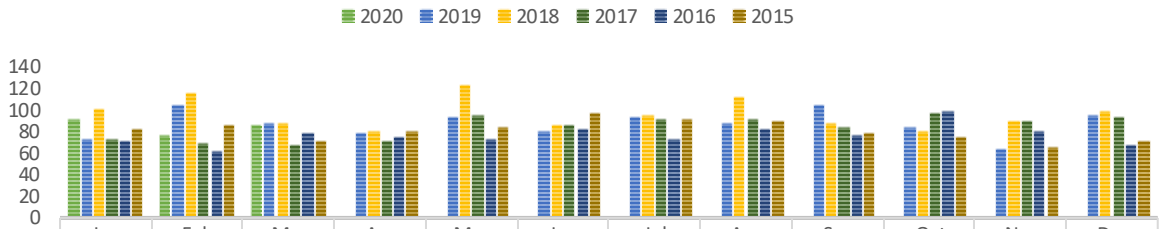
	2018	2019	2020
January	$44,000	$52,789	$64,581
February	$39,682	$35,874	$35,349
March	$45,580	$62,603	$41,495
April	$40,624	$59,518	$0
May	$59,762	$58,122	$0
June	$41,489	$48,182	$0
July	$40,426	$30,114	$0
August	$37,271	$51,774	$0
September	$34,504	$40,318	$0
October	$42,987	$49,181	$0
November	$37,564	$48,473	$0
December	$25,614	$33,842	$0
Total Gross Revenue	**$489,503**	**$570,790**	**$141,425**

Deer-Grove EMS

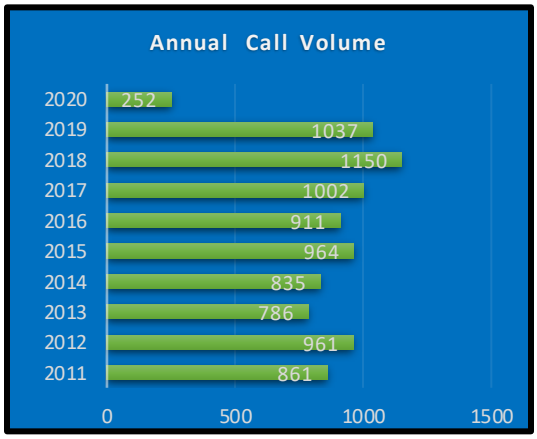
STAFF REPORT
MARCH 2020

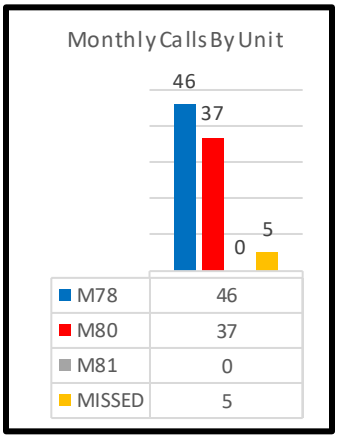
MISSION:
Deer Grove EMS provides for the health and well-being of our communities with a team of professionals that are dedicated, knowledgeable and have a vested interest in our neighbors.

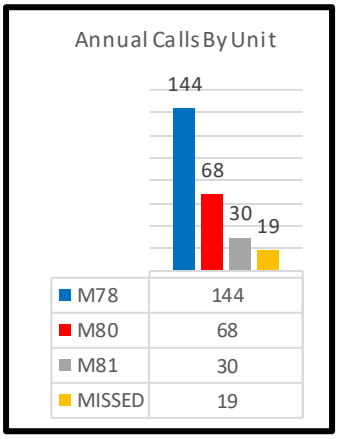
MONTHLY CALL VOLUMES

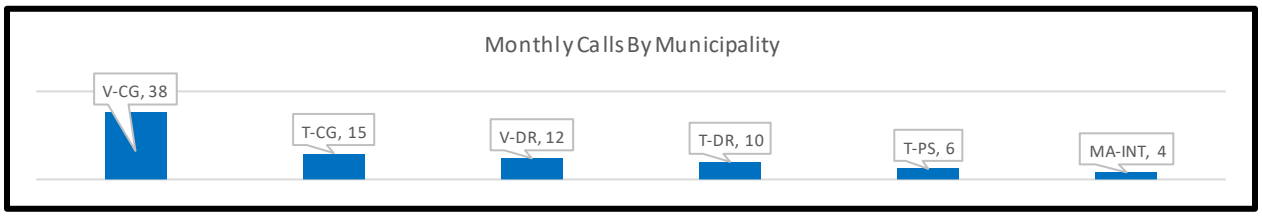


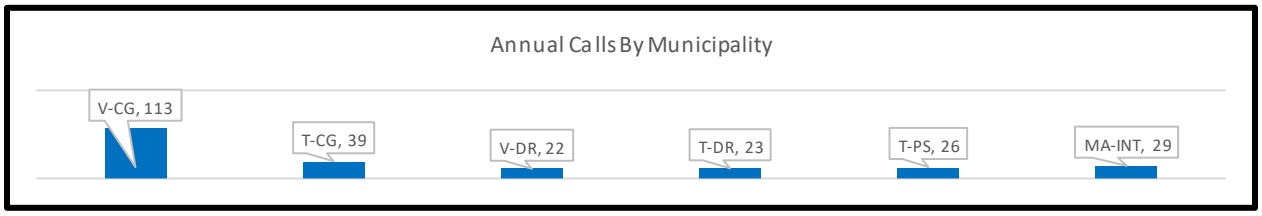
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	91	76	85	0	0	0	0	0	0	0	0	0
2019	72	103	88	78	92	79	93	88	103	83	63	95
2018	100	114	87	80	122	86	94	111	88	80	89	99
2017	72	68	67	71	94	86	91	91	84	96	89	93
2016	71	61	77	75	72	81	73	81	76	99	79	66
2015	82	85	70	80	83	97	90	89	78	74	65	71

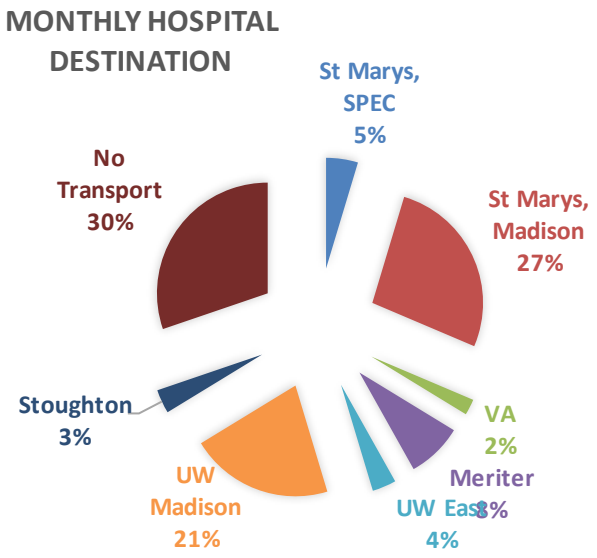








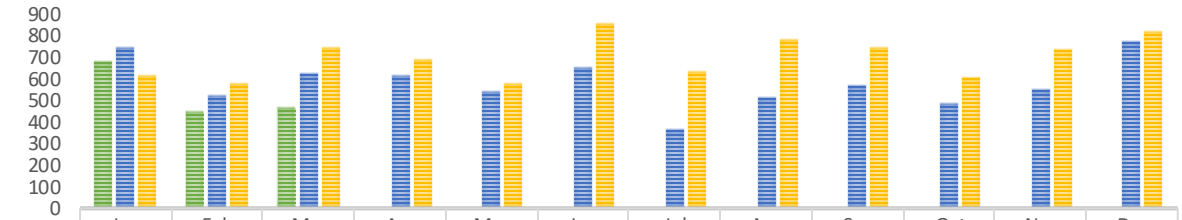




Top 10 Provider Impressions
Behavioral - Anxiety (F41.9)
Injury - Head without L.O.C. (S06.0X0A)
Neuro - Seizure (G40.909)
Syncope - Syncopal Episode (or Near) (R55)
Weakness (R53.1)
Fever (R50.9)
Injury - Hip (S79.91)
Injury - Not Otherwise Listed (T14.90)
Other general symptoms and signs (R68.8)
Pain - Extremity (Non-traumatic) (M79.609)

Membership Notes:

Full-Time, Volunteer, LTE and Part-time membership unchanged.
New recruits are progressing through initial orientation. One has completed and moved to EMT3 status.
Two volunteer members have moved to EMT2 Status. Volunteer K. Berggren placed herself on maternity leave
Leave of absence- L. Schultz is beginning the re-orientation process.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	678	449	463	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 had a stone chip in the windshield repaired.
M80 has damage to wrap from a tree branch, estimate has been received and repair is in process.

2017 RAM DEMERS (78):							
Starting Mileage:	47,679	Ending Mileage:	49,120	Starting Hours:	2212	Ending Hours:	2280
2017 RAM DEMERS (80)							
Starting Mileage:	64,450	Ending Mileage:	66,321	Starting Hours:	3061	Ending Hours:	3148
2009 Ford Horton (81):							
Starting Mileage:	150,132	Ending Mileage:	150,154	Starting Hours:	8207	Ending Hours:	8211.5
2013 Ford Interceptor (Car 79):							
		Starting Mileage:	43,625	Ending Mileage:	44,600		

Deputy Chief's Report

Training Report:
The membership met virtually for training in March due to the COVID-19 Pandemic. Dr. Stier covered shock states. Next month we will be renewing CPR certification (virtually). All CPR Instructors will also have their certifications renewed.

Chief Lang & D.C. Antoniewicz attended the Wisconsin Stroke Coalition meeting, as well as a leadership seminar with Lt. McMullen also in attendance.

D.C. Antoniewicz and Matt Mickelson attended a Dane County Training Director round table meeting on 3/18 via Go-To-Meeting.

Upcoming training sessions:
Wisconsin Paramedic Seminar – April 1/2/3 – Oshkosh - Canceled
Madison International Speedway Training – April 18 – Oregon – Likely to be canceled
ImageTrend Virtual Conference – Apr 8/9
Case Reviews – Apr 16 – SSM Madison
Autism Training – June 22 – Deerfield
UW Emergency Care and Trauma Symposium – Jun 22/23 – Wisc Dells

Training Center:
No classes were taught in March. Classes are postponed until the COVID-19 situation changes.

Public Relations/Special Events:
Most public events were either canceled or postponed.

Upcoming events:
Boy Scouts Station & Ambulance Tour – Mar 19 – canceled
Dane County Cardiac Arrest Survivor Banquet – Mar 21 - postponed
Parkinson's Half Marathon – Apr 18 - canceled
Deerfield High School Career Day – Apr 22 - canceled
Ragnar Relay – May 16 - canceled
Triad Senior Session on Safety – May 19 - canceled
Cottage Grove Memory Café Presentation – May 27 - postponed
Deerfield Festival – May 29/30/31
Ironman 70.3 – June 14
Cottage Grove Festival – June 18/19/20/21
Rugby HS Tournament – June 6
Hot2Trot Run – June 20
Rugby Midwest RCT – June 27/28
ARCA Race – Aug 7

Chief's Report

- Due to the COVID-19 pandemic, we have limited access to our stations and cancelled all public events where direct interaction is needed.
- We have initiated a "Morning Briefing" to ensure the on-coming crews maintain awareness of everything COVID-related.
- We continued to work through new and creative ways to handle our access to needed supplies like disinfecting solutions.
- We reached out to the Cottage Grove Chamber of Commerce, and school districts for protective equipment-type supplies. The Deerfield and Monona-Grove were able to provide surgical masks and needed disinfecting supplies.
- Our PPE stocking is an excellent, we are well-positioned compared to other agencies around us.
- With help of the Deer-Grove EMS Association and WI funding assistance program dollars, we purchased Bullard positive air purifying respirators as a permanent solution to surgical and N95 mask supplies. They should arrive in roughly two months.
- Dane County EMS Chiefs and Public safety departments are web-meeting on Tuesdays and Thursdays.
- DGEMS has been working closely with all ALS agency in the county to improve preparedness and response capability. This includes helping with interfacility transfers when necessary.

March Quick Stats

Date	Amb 1	Amb 2 / FR	Reason Used	Ending Miles	Driver
1	24	0	EMERGENCY CALL	43625	Trevor Schlicht
2	24	0	Meeting - Out of District	43744	Eric Lang
3	24	0	Meeting - Out of District	43787	Eric Lang
4	24	0	Meeting - Out of District	43813	Eric Lang
5	24	0	Meeting - Out of District	43885	Eric Lang
6	24	0	Meeting - Out of District	44046	Lisa Antoniewicz
7	24	7	Meeting - Out of District	44046	Lisa Antoniewicz
8	24	7			
9	24	0			
10	24	24			
11	24	12			
12	24	13			
13	24	8			
14	24	10			
15	24	23			
16	24	12			
17	24	12			
18	24	0			
19	24	13			
20	24	24			
21	24	0			
22	24	0			
23	24	12			
24	24	12			
25	24	6			
26	24	0			
27	24	24			
28	24	0			
29	24	0			
30	24	23			
31	24	13			
Total	744	255			
999 hours of coverage total					
Total of 134% coverage					

Car 79 Responded to 3 incidents in March 2020

DGEMS-MAEMS Collaborative Response

2020 Responses

DGEMS Response Area		MAEMS Response Area	
2020	0	2020	1
March	0	March	0
MAR Missed	0	MAR Missed	0
YTD Missed	4	YTD Missed	3

DEER-GROVE EMS

STANDARD OPERATING PROCEDURES

EMERGENCY RESPONDER PAID SICK LEAVE		
Original Issue: 04/02/2020	**Prepared By: Chief Lang**	**Covid-19**

Purpose:
Establish the parameters for Emergency Responder Paid Sick Leave (ERPSL). ERPSL is a department-paid leave in addition to the sick leave provision of the collective bargaining agreement between the Deer-Grove EMS (DGEMS) District and represented Local 311 employees, and the sick leave provisions of the DGEMS Handbook.

Effective Date:
April 1, 2020; to end at same time as Families First Coronavirus Response Act (FFCRA), currently through December 31, 2020.

Eligible Employees:
Full-time bargaining unit employees; Non-represented full-time regularly scheduled employees; and Non-represented part-time regularly scheduled employees.

Eligibility Components:
ERPSL may be used due to any of the following five (5) reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19 (the Safer-at-Home order is not a qualifying quarantine or isolation order);
2. The employee has been advised by a health care provider to self-quarantine because of COVID-19
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); or
5. The employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19

Length of Leave, Pay, and Benefits:
Represented full-time employees: The EPRSL allotment will be no more the ninety-six (96) total hours, which represents the maximum scheduled time in a two-week period.

Non-represented full-time regularly scheduled employees: The EPRSL allotment is eighty (80) hours.

Non-represented part-time regularly scheduled employees: The EPRSL allotment is equivalent to double of their regularly scheduled, weekly hours. As an example, a sixteen (16) hour per work week employee will have an allotment of thirty-two (32) hours.

Leave can be used intermittently and has no cash value or accrual beyond this crisis.

Documentation and Forms Needed:
Employees who use ERPSL may be required to provide documentation including quarantine or isolation orders, or doctor's recommendations.

If reasons (1) thru (4) are used for ERPSL use, the employee must meet the return to work guidelines set forth in the Return to Work Following Exposure to COVID-19 Infection Policy.

In order to return to work, the employee may be required to obtain a completed Fit for Duty form.

Unused Leave:
Emergency Responder Paid Sick Leave not used by December 31, 2020 will be lost and is not allowed for carryover, nor has any cash value.

DEER-GROVE EMS

STANDARD OPERATING PROCEDURES

RETURN TO WORK FOLLOWING EXPOSURE TO COVID-19 INFECTION		
Original Issue: 03/26/2020	**Prepared By: Chief Lang**	**Covid-19**

Purpose:
Establish guidelines for return to the workforce. Individual cases may require review and specific modification of this plan if there are special circumstances. (An exposure indicates that the individual/staff member was not wearing full PPE.)

1. Guidance for essential service personnel who may have come into close contact with a known or presumed positive patient, but who are asymptomatic:
   - Essential service personnel may return to work, regardless of known or presumed exposure, unless symptoms develop.
   - Essential service personnel should be monitoring their symptoms daily.
   - If symptoms develop, then they should be removed from work immediately, and seek a test.
   - If the individual's test comes back negative, the staff member may return immediately.

2. Symptomatic individual during the 7 days following possible exposure. Individual tests negative for COVID-19 during symptoms.
   - The staff member's illness is not caused by COVID-19.
   - The staff member may return to work after 7 days or following resolution of their symptoms, whichever is longest.
   - Approval to return must be confirmed with the Chief of EMS or designee and Medical Director.

3. Symptomatic individual during the 7 days following exposure. Individual tests positive for COVID-19 during symptoms. The individual must meet all three criteria.
   - 7 days from the onset of symptoms -AND-
   - 72 hours fever free -AND-
   - Reduction in significance of respiratory symptoms

4. Symptomatic individual with no test (presumptive positive). The individual must meet all three criteria. (This category may be used for staff members showing sign or symptoms presumptive of COVID-19. If on-duty these staff members must be sent home using COVID-19 Emergency Responder Paid Sick Leave.)
   - 7 days from the onset of symptoms -AND-
   - 72 hours fever free -AND-
   - Reduction in significance of respiratory symptoms

The decision to discontinue isolation and return to work for employees with COVID-19 will be made on a case-by-case basis in consultation with clinicians, public health officials and the Chief of EMS or designee.

Unless otherwise guided by current department PPE policies, a member returning to work and still showing respiratory symptoms must wear a surgical mask while on duty.

In order to return to work, the staff member may be required to obtain a completed Fit for Duty form.

Commented [LA1]: I think wearing a mask would be in order if symptoms are not 100% resolved?

Commented [JM2R1]:

Commented [JM3]: https://apnews.com/fab319a90ead9aae057f7fab059c2ccb

DEER-GROVE EMS

STANDARD OPERATING PROCEDURES

N95 RESPIRATOR RE-USE MEMBER PROCESS		
Original Issue: 04/07/2020	**Prepared By: Chief Lang**	**Covid-19**

Purpose:
Establish guidelines and standard procedure for re-use of N95 masks.

Policy:
Primary PPE for each member is a surgical mask on all calls for service and N95 respirator will be used when performing any aerosolizing-type procedure.
N95 masks may be re-used and sanitized up to five times using the following procedure and under the following conditions:

- The N95 respirator was not used during aerosol generating procedures.
- The N95 respirator is not contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.
- The N95 respirator shows no obvious signs of degradation. Signs may include the fabric of the mask fraying or separating into layers, the elastic strap losing elasticity, etc.
- Consider use of a cleanable face shield (preferred) over an N95 respirator and/or other steps (e.g., masking patients, use of engineering controls), when feasible to reduce surface contamination of the respirator.

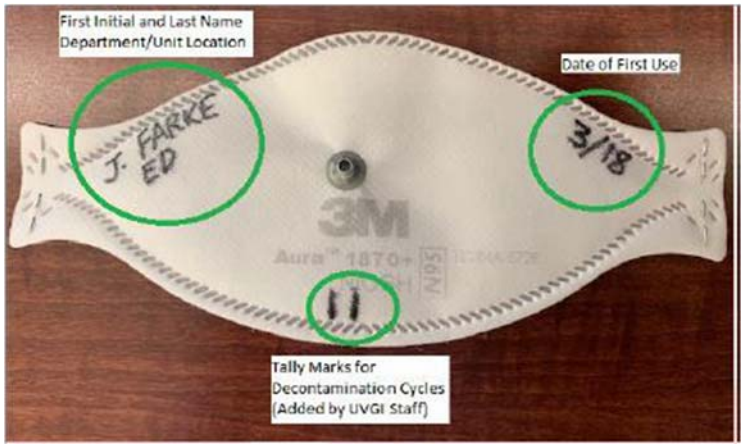
Discard an N95 respirator if any of the following apply:

- Use during aerosol generating procedures
- Contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.
- Any obvious signs of degradation of the mask are observed. Signs may include the fabric of the mask fraying or separating into layers, the elastic strap losing elasticity, etc.

N95 Use and Re-Use Procedure:
Active members are issued one (1) new N-95 respirator mask on their first duty shift after this policy is enacted. As needed due to use on DGEMS calls for service, additional masks may be issued. These masks will be reused by the member, as outlined below.

1. Members will immediately use pen or permanent marker to put his/her name on the N95 respirator, as shown in Figure 1, below.
   a. This step will be repeated immediately any time a member is issued a new mask.
2. After patient care is transferred to the Emergency Department staff, using proper technique the member will doff (remove) his/her N95 respirator and:
   a. Place it in a clean brown paper sack with the outward side facing down and the strings inside of the mask.
   b. Fold over the top of the sack and when back at the station, place it in the labeled tub in the ambulance bay.
3. Respirators will be sanitized with a UV-C generating light, per SOP COVID-19 N95 Respirator Sanitization Process.
4. After sanitizing, the masks will be examined to ensure that the fabric, strap, etc. are intact.
   a. If it is not, the mask will be discarded and replaced with a new N95 respirator
   b. If it is, the mask will be marked to show the number of sanitizing evolutions it has been through, as shown in Figure 1, below.
   c. Masks that are sanitized will be placed in a clean, white paper sack and returned to your mailbox or gear locker
5. If a new respirator is required at any time, it must be requested from the Chief or designee.

FIGURE 1


First Initial and Last Name
Department/Unit Location
J. FARKE
ED
Date of First Use
3/18
3M
Aura 1870+
N95
II
Tally Marks for
Decontamination Cycles
(Added by UVGI Staff)

DEER-GROVE EMS

STANDARD OPERATING PROCEDURES

TITLE: UNIFORM CLEANING & DECONTAMINATION		
Original Issue: 03/27/2020	**Revision Date:**	**Number: 5.15**

Prepared By: Chief Lang	

Purpose:

To give Deer-Grove EMS staff a standard procedure to complete when needing to clean or decontaminate launderable uniform items after having a possible encounter with blood, bodily fluids, or a contagious organism.

Policy:

All members must maintain spare clean work uniforms while on duty, so potentially contaminated uniforms can be exchanged upon return to the station. Uniforms worn while engaged in the treatment or transportation of known or potentially infectious patients should be laundered after each encounter.

Procedure:

General Uniform Laundering Procedures

1. Avoid agitating or shaking uniforms to prevent aerosolizing potentially contaminated lint particles.
2. Launder items as appropriate in accordance with the manufacturer's instructions.
3. Use laundry detergent according to manufacturer recommendations.
   a. Note using too much laundry detergent can trap potentially infectious particles.
   b. If possible, launder items using the warmest appropriate water setting.
4. Completely dry items on the highest recommended heat setting.
5. White shop towels/rags can be laundered using bleach according to manufacturer recommendations.
   a. Note: gel bleach is recommended to reduce risk of splashing.
6. Wash or sanitize hands after placing items in washing machine and after transferring items to the dryer.
7. Washer & dryer surfaces in contact with hands and laundry should be cleaned and disinfected regularly.

Contaminated Uniforms/Coats

1. Contaminated uniforms known to be or visibly contaminated with blood or other potentially infectious material will be cleaned at a DGEMS facility.
   a. Use gloves and face shields/goggles when laundering linens or uniforms contaminated with blood or other potentially infectious materials.
   b. Either placed contaminated uniform items in a clear bag for laundering or place directly into the washing machine per general guidelines above. (Note: Do not use red biohazard bag for linen unless intended for permanent disposal.)
   c. Clean washer and dryer handles and surfaces according to proper cleaning and disinfection procedures after contact with items or contaminated hands/gloves.
   d. Doff PPE according to doffing procedures.
   e. Wash or sanitize hands.
2. While generally not recommended, uniforms not visibly contaminated with blood or other potentially infectious materials may be laundered normally at home. Use the following recommendations:
   a. Remove uniforms before leaving the workplace.
   b. Place uniform in bag to prevent contact with other items such as clothing, duffle bags etc. DO NOT transport uniforms from the workplace in red biohazard bags.
   c. Use General Uniform Laundering Procedures above.

MEMORANDUM OF UNDERSTANDING
REGARDING REQUESTING EMS PROVIDER ASSISTANCE

This Memorandum of Understanding MOU is entered into between _____, and the _____, and is effective as of the date executed by the parties.

W I T N E S S E T H:

WHEREAS, The purpose of this Agreement is to establish the terms and conditions by which either party may request or receive assistance from the other party when the requesting party does not have sufficient certified EMS personnel to respond during the state of emergency;

WHEREAS, on March 12, 2020, the Govenor of Wisconsin declared a health emergency in response to the COVID 19 Coronavirus pursuant to Wis. Stat. s. 323.10.

WHEREAS the parties are EMS agencies located with Dane County and employ EMS providers licensed by the State of Wisconsin;

WHEREAS the Wisconsin Department of Health Services has approved a cross-credentialing agreement for EMS providers between Dane County EMS agencies; or local credentialing agreements have been completed through e-Licensing;

WHEREAS the parties are authorized to enter into this MOU pursuant to section 66.0301, Wisconsin Statutes;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself the undersigned do agree as follows:

1. Term
This Agreement is effective upon the day and date of the last signature affixed hereto. This Agreement shall remain in full force and effect for the duration of the declared state of emergency. The Agreement may be terminated, without cause, by either party upon thirty (30) days written notice, which shall be delivered to the other party by hand or by certified mail sent to the address listed herein.

2. Request for local assistance
When either party is under imminent threat of a shortage of licensed EMS personnel, it may request aid from the other party to provide EMS providers. Recipient shall not request assistance unless resources available within the stricken area are deemed inadequate.

3. Providing Assistance.
No party is required to provide assistance under this Agreement unless it determines that it has sufficient resources to do so. The parties agree that when an authorized representative of the Recipient contacts an authorized representative of the Provider, the Provider will assess its local resources to determine the availability of requested personnel, including the feasibility of deploying the same. Provider agrees to communicate information about the availability of resources to the Recipient as promptly as possible.

4. Rights and Privileges: Personnel rendering assistance under the terms of this Agreement shall have the same powers, duties, rights, privileges and immunities incidental to their regular employment or position with the Provider.

5. Supervision and Control

The parties agree that the Providers personnel will be under the operational control of the Recipient and working under the Recipient's approved medical protocol. Direct supervision and control of personnel shall remain with the Provider-designated supervisory personnel and Recipient shall advise Provider's supervisory personnel of the work tasks to be assigned to Provider's personnel. While deployed under the terms of this Agreement, the responsibilities of the Provider's supervisory personnel shall include: maintaining daily time records.

6. Recall of Personnel

The parties agree that the Providers personnel and other resources shall remain subject to recall at any time. Provider shall give Recipient at least twenty-four hours advance notification of its intent to withdraw personnel or resources. If such notice is not practicable, Provider shall give Recipient the most immediate and earliest possible notice of the recall.

7. Reimbursement

Unless otherwise agreed upon by Recipient and Provider, the terms and conditions governing reimbursement for assistance provided under this Agreement shall be in accordance with the following provisions:

Personnel: During the period of assistance, the Provider shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. The Provider will keep accurate personnel time records. Recipient shall be responsible to promptly reimburse Provider for all pay and allowable expenses.

Payment: Provider shall provide the Recipient with all reimbursable expenses as soon as practicable after the expenses are incurred, but no later than 30 days following the period of assistance.

8. Insurance

Each party shall be responsible for its own actions or omissions and those of its employees. Unless otherwise agreed upon by Recipient and Provider, it is agreed that each party shall be individually responsible for providing general liability, workers compensation coverage and automobile liability coverage for itself and its employees.

9. Indemnification

Each party to this Agreement shall assume the risk of any liability arising from its own actions or omissions or the actions or omissions of its employees and agents at all times. Neither party agrees to insure, defend, or indemnify the other.

10. Third Party Beneficiary Rights

The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in the Agreement shall operate only between and among the parties to this Agreement, and shall insure solely to the benefit of such parties. The provisions

of this Agreement are only intended to assist the parties in determining and performing their obligations under this Agreement.

11. Applicable Law
In the event that the construction, interpretation, and enforcement of this Agreement are subject to adjudication in a court of law, the construction, interpretation, and enforcement of the terms of the Agreement, and each party's duties and responsibilities there under, shall be governed by the laws of the State of Wisconsin.

12. Entirety Of Agreement
This Agreement between the parties supersedes all prior negotiations, representations, and agreements, whether written or oral.

13. Amendments
Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties shall be incorporated by written instrument, executed, and signed by all parties with the same process utilized for the original Agreement.

14. Signatures
In witness whereof, the parties to this Agreement through their duly authorized officials or representatives, hereby execute this Agreement on the dates set out below, and in doing so certify that each has read, understood, and agreed to the terms and conditions of this Agreement as set forth herein and has the authority to enter into this legally binding contractual agreement. The effective date of this Agreement is the date of the signature.

_____ Dated: _____

_____
Printed Name and EMS Agency

_____ Dated: _____

_____
Printed Name and EMS Agency

_____ Dated: _____

_____
Printed Name and EMS Agency

_____ Dated: _____

_____
Printed Name and EMS Agency

Madison Area Technical College

School of Human & Protective Services

EMS Clinical & Field Internship Affiliation Agreement

This agreement dated the_____day of_____, 20____ by and between MADISON AREA TECHNICAL COLLEGE, a technical college established under Chapter 38, Wisconsin State Statutes, with an address of 1701 Wright Street, Madison, WI 53704 (hereinafter called "the College") and

_____, located at _____
(hereinafter called "the Cooperating Agency")

WHEREAS, the College maintains programs of education in Emergency Medical Services (EMS) and is desirous of providing its students enrolled therein with practical experience relating to the course of study as part of such students' curriculum; and

WHEREAS, the Cooperating Agency is desirous to collaborate with the College in providing such experience to the College's EMS students, pursuant to the terms and conditions hereof;

THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

I. Both parties agree that:
   A. They shall establish a channel of communication for the purpose of continuing feedback. Both parties shall designate an individual to act as a conduit for the facilitation of said communication.
   B. They shall provide evidence of non-discriminating with respect to race, religion, sex, creed, disability, or natural origin by ongoing practice. An existing policy shall constitute prima-facie evidence of compliance with this provision.
   C. Either party shall have the right, at its sole and unreviewable discretion, to dismiss a participant from the clinical or field rotation portion of the EMS training program.
   D. Students shall not be used in lieu of professional or nonprofessional staff.
   E. They will require students and faculty to exercise confidentiality with regard to all patient and staff information gained during clinical experience.
   F. The Cooperating Agency retains responsibility for the care and welfare of their patients under the organization's normal management structure.
   G. The College EMS Program Director or designee reserves the right to participate and/or monitor students in clinical/field experiences.
   H. The purpose of the cooperation between the College and the Cooperating Agency is to provide the students with a real-world environment in which to further their education and provide the students beneficial learning.
   I. Students participating in the program will not be entitled to paid or other employment with the Cooperating Agency at the conclusion of the program.

The College and Cooperating Agency agree that:

II. The College Shall:

A. Assume full responsibility for planning and execution of the educational phase of the EMS training program.

B. Be responsible for the planning, implementation and administration of the curriculum.

C. Maintain, at no cost to the Cooperating Agency, general and professional liability insurance covering the College as an entity and each of its employees, students and agents against general and professional liability claims, in the minimum amount of one million dollars ($1,000,000) per occurrence. Evidence of such insurance will be provided to the Cooperating Agency upon request.

D. Identify students by name to the Cooperating Agency prior to the scheduled clinical or field rotations.

E. Ensure that each student will have had appropriate training in blood borne pathogens and infection control according to OSHA standards, prior to beginning contact with patients. Students will be advised as to the value of maintaining current elective immunization status and will be required to demonstrate evidence of current mandatory immunization status, including a history of communicable diseases, proof of all updated immunizations, and current TB test as required by the College for participation in the EMS Programs. The College agrees to have on file, a completed physical exam for each student prior to the student beginning the clinical or field experience.

F. Provide preceptor orientation materials to the Cooperating Agency, as well as provide guidelines for preceptor selection. The College shall have the right to select and approve all individual preceptors.

G. Provide each student participating in the program with the Cooperating Agency with educational credit for their participation.

III. The Cooperating Agency Shall:

A. Designate a lead person for the responsibility of coordinating and directing the students' clinical or field experience. This individual shall be involved in the planning with the College's EMS Program Director or their approved designee(s).

B. Ensure that all preceptors related to the training and directing of students strictly adhere to section 110.51 of the Wisconsin Statutes.

C. Provide the EMS Training Program administrative department with a current list of designated preceptors.

D. Make available, as feasible, clinical or field resources and related experiences of the educational program of students of the EMS training program. This will be done in coordination with other programs requiring coming clinical resources.

E. Provide a thorough orientation to the Cooperating Agency's clinical and/or field environment.

F. Review and become familiar with the clinical/field evaluation forms and guidelines for the clinical or field experience.

G. Agree that neither the presence of students, preceptors, clinical instructors, nor any

provision of this Agreement shall be interpreted to limit or shift the Cooperating Agency's responsibility, if any, for the care and welfare of its clients/employees.

H. Carry the usual general liability insurance.
I. Providing preceptors who agree to fairly evaluate each student during the clinical or field experience.
J. Not be responsible for the lost or damaged property of the student.
K. Provide students with a training environment similar to that which would be given in an educational environment.
L. Provide no compensation to the students.
M. Accommodate the students' academic commitments and academic calendars.

IV. Each Party agrees that students enrolled in the EMS Program are not employees of either party hereto and that the students shall be personally responsible for any medical/hospital expenses which may arise out of their participation in the EMS Program.

V. During the term of this agreement and thereafter, Cooperating Agency and College, and their employees and students shall hold information in the strictest confidence except as otherwise required by this Agreement by applicable law and to the extent such confidentiality is permitted by law. Such information includes but is not limited to patient records and peer review and utilization review documents; the terms of this Agreement; and the finances, earnings, volume of business, systems, practices, plans, contracts, and similar information of each party.

VI. Each Party, including but not limited to situations involving joint liability, shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, offices and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including its own defense. It is not the intent of the Parties to impose liability beyond that imposed by State Statutes. The obligations of a Party under this paragraph shall survive the expiration or termination of this Agreement.

VII. This agreement shall be in effect from the date of full execution and shall continue for a term of three (3) years. This agreement may be terminated in writing by either party, however if terminated by the Cooperating Agency, the effective date of termination shall match with the end of the current school term as to not interfere with the students' clinical/practicum experience and programming absent compelling exigent circumstances requiring immediate action by the Cooperating Agency

Madison Area Technical College

School of Human & Protective Services

EMS Clinical & Field Internship Affiliation Agreement

Signature Page

MADISON AREA TECHNICAL COLLEGE	_____
	Cooperating Agency (Name of Agency)
_____	_____
Signature	**Signature**
_____	_____
Name	**Name**
_____	_____
Title	**Title**
_____	_____
Date	**Date**
_____	_____
Signature	**Signature**
_____	_____
Name	**Name**
EMS Program Director	_____
Title	**Title**
_____	_____
Date	**Date**

4850-2887-5704, v. 1

Deer-Grove EMS Internship Guidelines

As a student enrolled at Madison Area Technical College and a participant in Madison Area Technical College's EMS program, you have been [chosen for/assigned to/selected for] a field/clinical internship assignment with Deer-Grove EMS.

By virtue of your assignment to Deer-Grove EMS for your field/clinical internship, you certify that you have been informed of, have had the chance to discuss, and understand that:

- Deer-Grove EMS is a public entity serving the certain towns and villages in Dane County, Wisconsin.

- As part of your course of study in Madison Area Technical College's EMS program, the College requires you to participate in a clinical and field internship. Madison Area Technical College and Deer-Grove EMS have entered into an agreement by which Deer-Grove EMS agrees to provide Madison Area Technical College EMS students the opportunity to participate in this clinical and field internship ("the Internship"). This is a volunteer internship only and you are not, however, an employee of Deer-Grove EMS.

- Though you may receive certain materials from Deer-Grove EMS, **you will not be compensated by Deer-Grove EMS for your participation in the Internship**.

- The purpose of the Internship is to provide you real-world training and experience to further the classroom training you are receiving through Madison Area Technical College's EMS program.

- It is Deer-Grove EMS's understanding and expectation that you will receive academic credit from Madison Area Technical College for your participation in the Internship.

- The Internship's duration will be determined based upon Madison Area Technical College's academic calendar, and your own education and performance during the Internship. Deer-Grove EMS may terminate your placement with Deer-Grove EMS at any time for any reason it chooses.

- Your Internship will involve working alongside and in cooperation with Deer-Grove EMS's full-time employees and volunteers, not in place of them. While you learn certain clinical and field skills, you may assist Deer-Grove EMS's full-time employees and volunteers in providing care to patients. At all times, you remain at the direction of Deer-Grove EMS's command structure as well as your Madison Area Technical College instructors.

- Your participation in the Internship does not guarantee or even suggest that you will receive a paid position with Deer-Grove EMS at the conclusion of the Internship or any point thereafter. Deer-Grove EMS makes no representation at all about the chance of subsequent employment with Deer-Grove EMS.

Deleted: such as a department uniform,

Deleted: Deer-Grove EMS has structured the Internship based upon educational guidelines and expectations provided by Madison Area Technical College.

Deleted: <#>Deer-Grove EMS will structure your Internship experience around your academic commitments and calendar at Madison Area Technical College. You must inform Deer-Grove EMS of any academic obligations and your academic calendar, so that your Internship can be structured accordingly. If your Internship conflicts or interferes whatsoever with your academic obligations, you must notify Deer-Grove EMS immediately so that it can rectify the situation.¶

Deleted: be limited to that time in which it provides you beneficial learning opportunities. This duration will

Deleted: Internship

- As a condition of the Internship, you must adhere to all applicable Deer-Grove EMS policies, procedures, and conduct guidelines.

By signing below, you acknowledge that you have reviewed the above disclosure and guidelines and have received a copy.

_____
Signature

_____
Printed Name

_____
Date

4841-7323-7688, v. 1

DEER-GROVE EMS

WAIVER OF LIABIABILITY

BEFORE SIGNING THIS WAIVER OF LIABILITY, READ THIS ENTIRE DOCUMENT VERY CAREFULLY. IF AN ACCIDENT WERE TO OCCUR, BY SIGNING THIS WAIVER OF LIABILITY YOU WOULD BE GIVING UP LEGAL RIGHTS THAT YOU MIGHT OTHERWISE HAVE. IF YOU DO NOT UNDERSTAND ANYTHING IN THIS DOCUMENT, OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS DOCUMENT, DO NOT SIGN THIS DOCUMENT AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. IF YOU DO NOT WISH TO WAIVE LIABILITY. PLEASE CONTACT DEER-GROVE EMS DISTRICT TO DISCUSS ALTERNATIVE

By signing this Waiver of Liability, I understand that any Paramedic Field Internship activity with the Deer-Grove Emergency Medical Services District has inherent risks associated with it. These risks could include serious bodily injury, permanent disability, and even death. Injuries could occur as a result of contingencies such as: vehicle accidents, patient misconduct, slips and falls, lifting injuries, pathogen/infectious disease exposure, including bloodborne and airborne pathogens, and psychological stress. There might be other personal risks associated with the Paramedic Field Internship activity which could result in severe social and economic losses whether or not known or readily foreseeable at this time, and which might result not only from my own act or omission, but also from the negligent acts or inactions of others, or the condition of the premises or equipment used.

By signing this Waiver of Liability, I fully accept all such risks of any injury, damage or loss regardless of severity caused by the negligent acts or inactions of myself or others that may be sustained and all responsibility for losses, costs and damages incurred in any and all Paramedic Field Internship activities connected with or associated with my Paramedic Field Internship activities with the Deer-Grove Emergency Medical Services District. I accept these risks that may arise during my Paramedic Field Internship activities regardless of whether they are caused by the negligent acts or inactions of myself, Deer-Grove Emergency Medical Services District, its officers, employees and agents, or any other person.

By signing this Waiver of Liability, I agree to waive, relinquish, discharge and release the Deer-Grove Emergency Medical Services District, Cottage Grove, WI, its officers, employees and agents from (1) all claims of injury, damage, or loss; and (2) any subrogation rights, that may accrue arising out of, connected with, or in any way associated with the Paramedic Field Internship activities with the Deer-Grove Emergency Medical Services District. This waiver <u>does not apply</u> to the activities or actions of the parties outside of the Paramedic Field Internship program.

I have read this Waiver of Liability thoroughly and fully understand it and enter into it on behalf of myself, my heirs, next of kin, assigns, and personal representatives. No one has made to me any representations, statements, or inducements that change or modify anything written in this agreement.

_____ _____

Print Name of Participant Participant Signature

_____

Address

_____ _____ _____

City, State, Zip Phone Number Date

This Paramedic Field Internship was authorized by:

_____ _____

On behalf of Deer-Grove EMS Date

4830-8271-8648, v. 1

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
ALLIANT ENERGY/WP&L					
31	ALLIANT ENERGY/WP&L	31-042120	0420288389 - 230 PROGESS DR	100-51700-221	145.74
31	ALLIANT ENERGY/WP&L	31-042120	0420288389 - 230 PROGESS DR	600-60920-221	12.86
31	ALLIANT ENERGY/WP&L	31-042120	0420288389 - 230 PROGESS DR	601-60850-221	12.86
31	ALLIANT ENERGY/WP&L	31-042120	0470910000 - 240 PROGESS DR	100-51700-221	435.96
31	ALLIANT ENERGY/WP&L	31-042120	0470910000 - 240 PROGESS DR	600-60920-221	38.47
31	ALLIANT ENERGY/WP&L	31-042120	0470910000 - 240 PROGESS DR	601-60850-221	38.47
31	ALLIANT ENERGY/WP&L	31-042120	0627540000 - LANDMARK DR STREET LIGHTS	100-53420-221	402.28
31	ALLIANT ENERGY/WP&L	31-042120	0648330000 - FORRESTON DR SUMP PUMP	100-53440-340	41.18
31	ALLIANT ENERGY/WP&L	31-042120	1162130000 - GROVE ST MIDWAY	100-55200-221	18.99
31	ALLIANT ENERGY/WP&L	31-042120	1366250000 - 200 PROGESS DR	100-51700-221	1,725.07
31	ALLIANT ENERGY/WP&L	31-042120	1366250000 - 200 PROGESS DR	600-60920-221	152.21
31	ALLIANT ENERGY/WP&L	31-042120	1366250000 - 200 PROGESS DR	601-60850-221	152.21
31	ALLIANT ENERGY/WP&L	31-042120	1441950000 - 125 N MAIN ST LIGHT/SIGN	100-53420-221	79.02
31	ALLIANT ENERGY/WP&L	31-042120	1670310000 - 1507 LANDMARK DR WELL #4	600-60620-221	2,194.91
31	ALLIANT ENERGY/WP&L	31-042120	1922710000 - COMMUNITY PARK BATTING CAGE	100-55200-221	16.89
31	ALLIANT ENERGY/WP&L	31-042120	1960850000 - DONNA ST WELL #2	600-60620-221	1,643.47
31	ALLIANT ENERGY/WP&L	31-042120	2222530000 - 4195 VILAS RD LOT LIGHTS	601-60821-221	42.30
31	ALLIANT ENERGY/WP&L	31-042120	2320700000 - 704 N MAIN ST WELL #3	600-60620-221	37.18
31	ALLIANT ENERGY/WP&L	31-042120	2620600000 - 540 N MAIN ST LIGHTS	100-53420-221	55.56
31	ALLIANT ENERGY/WP&L	31-042120	3017850000 - NORTHLAWN PARK	100-55200-221	28.99
31	ALLIANT ENERGY/WP&L	31-042120	3143950000 - HWY N TOWER	600-60620-221	76.70
31	ALLIANT ENERGY/WP&L	31-042120	3245730000 - COMMUNITY PARK/LORI LN	100-55200-221	23.70
31	ALLIANT ENERGY/WP&L	31-042120	3655740000 - LIONS SHELTER	100-55200-221	31.06
31	ALLIANT ENERGY/WP&L	31-042120	3917900000 - 220 GROVE ST	600-60620-221	22.09
31	ALLIANT ENERGY/WP&L	31-042120	4153410000 - 110 S MAIN ST	601-60821-221	1,210.13
31	ALLIANT ENERGY/WP&L	31-042120	4668230000 - TRILLIUM TRL LIFT STATION	601-60821-221	71.07
31	ALLIANT ENERGY/WP&L	31-042120	5097830000 - MAIN ST TRAFFIC & STREET LIGHTS	100-53420-221	65.06
31	ALLIANT ENERGY/WP&L	31-042120	5163650000 - RG HUSTON PARK	100-55200-221	26.46
31	ALLIANT ENERGY/WP&L	31-042120	5282160000 - HWY N STOP LIGHT	100-53400-221	76.38
31	ALLIANT ENERGY/WP&L	31-042120	5656440000 - OLDE TOWN STREET LIGHTS	407-57351-820	101.20
31	ALLIANT ENERGY/WP&L	31-042120	5909800000 - 220 PROGRESS DR	100-51700-221	181.26
31	ALLIANT ENERGY/WP&L	31-042120	5909800000 - 220 PROGRESS DR	600-60920-221	15.99
31	ALLIANT ENERGY/WP&L	31-042120	5909800000 - 220 PROGRESS DR	601-60850-221	15.99
31	ALLIANT ENERGY/WP&L	31-042120	6101720000 - 4720 GASTON CIR WATER TOWER	600-60620-221	208.10
31	ALLIANT ENERGY/WP&L	31-042120	6345350000 - W REYNOLDS ST SHED	100-55200-221	28.64
31	ALLIANT ENERGY/WP&L	31-042120	6397100000 - 4062 HWY N TRAFFIC LIGHTS	100-53400-221	17.16
31	ALLIANT ENERGY/WP&L	31-042120	7255110000 - 221 E COTTAGE GROVE RD	100-51600-221	262.37
31	ALLIANT ENERGY/WP&L	31-042120	7255110000 - 221 E COTTAGE GROVE RD	600-60920-221	87.45
31	ALLIANT ENERGY/WP&L	31-042120	7255110000 - 221 E COTTAGE GROVE RD	601-60850-221	87.45
31	ALLIANT ENERGY/WP&L	31-042120	7541940000 - 704 N MAIN ST WELL #3	600-60620-221	1,062.99
31	ALLIANT ENERGY/WP&L	31-042120	8469260000 - 225 BONNIE RD	100-53200-221	141.50
31	ALLIANT ENERGY/WP&L	31-042120	8469260000 - 225 BONNIE RD	600-60920-221	47.17
31	ALLIANT ENERGY/WP&L	31-042120	8469260000 - 225 BONNIE RD	601-60850-221	47.17
31	ALLIANT ENERGY/WP&L	31-042120	9204600000 - COMMERCE PKWY LIFT STATION	601-60821-221	218.41
31	ALLIANT ENERGY/WP&L	31-042120	9615510000 - 801 DAMASCUS TRL TRAFFIC LIGHT	100-53400-221	31.26
31	ALLIANT ENERGY/WP&L	31-042120	9816850000 - HWY N STREET & TRAFFIC LIGHTS	100-53420-221	235.23
31	ALLIANT ENERGY/WP&L	31-042120	9829150000 - 1000 DAMASCUS TRL PRV STATION	600-60620-221	95.21
31	ALLIANT ENERGY/WP&L	31-042120	9892110000 - DUBLIN CIRCLE SHELTER	100-55200-221	22.44
	Total ALLIANT ENERGY/WP&L:				11,784.26
ATLAS BUSINESS SOLUTIONS INC					
4313	ATLAS BUSINESS SOLUTIONS INC	INV308214	SCHEDULE ANYWHERE - YEARLY CHARGE	100-52100-214	540.00
	Total ATLAS BUSINESS SOLUTIONS INC:				540.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
AXLEY BRYNELSON LLP					
366	AXLEY BRYNELSON LLP	442769	PERSONNEL MATTERS	100-51300-210	264.00
Total AXLEY BRYNELSON LLP:					264.00
CARD SERVICE CENTER					
30	CARD SERVICE CENTER	30-042120PD	OFFICE SUPPLIES	100-52100-310	141.01
30	CARD SERVICE CENTER	30-042120PD	SUPPLIES	100-52100-340	582.03
30	CARD SERVICE CENTER	30-042120PD	TRAINING AND TRAVEL	100-52100-330	1,244.00
30	CARD SERVICE CENTER	30-042120PD	UNIFORMS	100-52100-342	7.33
30	CARD SERVICE CENTER	30-042120PD	DATA PROCESSING	100-52100-214	31.64
30	CARD SERVICE CENTER	30-042120PD	VEHICLE REPAIR	100-52100-380	2,094.98
30	CARD SERVICE CENTER	30-042120PD	WORKOUT ROOM - FITNESS	410-57501-810	4.89
30	CARD SERVICE CENTER	30-042120PD	REFUND - TRAINING AND TRAVEL	100-52100-330	133.45-
30	CARD SERVICE CENTER	30-042120PD	REFUND - SUPPLIES	100-52100-340	6.32-
30	CARD SERVICE CENTER	30-042120PR	FLEET FARM - SUPPLIES FOR NEW TRUCK	100-55200-350	193.47
30	CARD SERVICE CENTER	30-042120PR	LAPTOP CORD	100-51520-700	17.93
30	CARD SERVICE CENTER	30-042120PR	10X10 TENTS FOR ELECTION DAY	100-51520-700	396.66
30	CARD SERVICE CENTER	30-042120PR	AMAZON - NEW TRUCK SUPPLIES	410-57501-810	1,422.42
30	CARD SERVICE CENTER	30-042120PR	COMPUTER CABLES TO PLUG LAPTOPS INTO MO	100-51520-700	33.35
30	CARD SERVICE CENTER	30-042120PR	GARAGE DOOR OPENERS - OLD SHOP	100-53200-340	113.58
30	CARD SERVICE CENTER	30-042120PR	GARAGE DOOR OPENERS - OLD SHOP	600-60935-340	37.86
30	CARD SERVICE CENTER	30-042120PR	GARAGE DOOR OPENERS - OLD SHOP	601-60834-340	37.86
30	CARD SERVICE CENTER	30-042120PR	OFFICE DOCUMENT TEMPLATE	100-55310-340	39.99
30	CARD SERVICE CENTER	30-042120PR	BLACK BEAR - LUNCH MEETING	100-55310-340	35.85
30	CARD SERVICE CENTER	30-042120PR	NO TOUCH MSB TRASH CANS	100-51520-700	186.92
30	CARD SERVICE CENTER	30-042120PW	SHOP SUPPIES	100-53300-340	85.40
30	CARD SERVICE CENTER	30-042120PW	SHOP SUPPIES	600-60935-340	28.47
30	CARD SERVICE CENTER	30-042120PW	SHOP SUPPIES	601-60834-340	28.47
30	CARD SERVICE CENTER	30-042120PW	FILTER KIT	100-53300-340	44.12
30	CARD SERVICE CENTER	30-042120PW	FILTER KIT	600-60935-340	14.70
30	CARD SERVICE CENTER	30-042120PW	FILTER KIT	601-60834-340	14.70
30	CARD SERVICE CENTER	30-042120PW	ANNUAL CONFERENCE REGISTRATION - VIKEN	100-53100-330	68.37
30	CARD SERVICE CENTER	30-042120PW	ANNUAL CONFERENCE REGISTRATION - VIKEN	600-60920-330	68.37
30	CARD SERVICE CENTER	30-042120PW	ANNUAL CONFERENCE REGISTRATION - VIKEN	601-60850-330	68.36
30	CARD SERVICE CENTER	30-042120PW	DNR WATER LICENSE RENEWAL - VIKEN	600-60902-340	45.79
30	CARD SERVICE CENTER	30-042120PW	DNR WATER LICENSE RENEWAL - LARSON	600-60902-340	45.79
30	CARD SERVICE CENTER	30-042120PW	OFFICE SUPPLIES	100-53100-340	106.56
30	CARD SERVICE CENTER	30-042120PW	OFFICE SUPPLIES	600-60920-340	35.52
30	CARD SERVICE CENTER	30-042120PW	OFFICE SUPPLIES	601-60850-340	35.52
30	CARD SERVICE CENTER	30-042120PW	OIL	100-53300-340	287.10
30	CARD SERVICE CENTER	30-042120PW	OIL	600-60935-340	95.70
30	CARD SERVICE CENTER	30-042120PW	OIL	601-60834-340	95.70
30	CARD SERVICE CENTER	30-042120PW	REFUND - APWA SPRING CONFERENCE CANCELE	100-53100-330	83.34-
30	CARD SERVICE CENTER	30-042120PW	REFUND - APWA SPRING CONFERENCE CANCELE	600-60920-330	83.33-
30	CARD SERVICE CENTER	30-042120PW	REFUND - APWA SPRING CONFERENCE CANCELE	601-60850-330	83.33-
30	CARD SERVICE CENTER	30-042120VH	BACKGROUND CHECKS FOR NEW OPERATORS LI	100-51420-340	21.00
30	CARD SERVICE CENTER	30-042120VH	BACKGROUND CHECKS FOR SOLICITORS PERMIT	100-51420-340	21.00
30	CARD SERVICE CENTER	30-042120VH	DELUXE HOSTING LINUX RENEWAL	405-57700-820	186.05
30	CARD SERVICE CENTER	30-042120VH	POSTAGE MACHINE INK CARTRIDGES	100-51520-700	146.53
30	CARD SERVICE CENTER	30-042120VH	HAND SANITIZER BOTTLES FOR ELECTION	100-51520-700	59.04
Total CARD SERVICE CENTER:					7,834.26
CARTER, JULIE					
6559	CARTER, JULIE	6559-042120	REFUND REQUEST - LEARN TO RIDE CANCELED	100-46727-000	25.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
	Total CARTER, JULIE:				25.00
CHARTER COMMUNICATIONS					
2421	CHARTER COMMUNICATIONS	17282040520	MONTHLY BASIC BUSINESS TV & INTERNET - 4/5/2	100-51600-350	99.44
2421	CHARTER COMMUNICATIONS	17282040520	MONTHLY BASIC BUSINESS TV & INTERNET - 4/5/2	600-60920-340	33.15
2421	CHARTER COMMUNICATIONS	17282040520	MONTHLY BASIC BUSINESS TV & INTERNET - 4/5/2	601-60850-340	33.15
2421	CHARTER COMMUNICATIONS	5419404620	INTERNET AND TV @ MUNICIPAL SERVICES BUILD	100-51700-225	156.75
2421	CHARTER COMMUNICATIONS	5419404620	INTERNET AND TV @ MUNICIPAL SERVICES BUILD	600-60920-225	13.83
2421	CHARTER COMMUNICATIONS	5419404620	INTERNET AND TV @ MUNICIPAL SERVICES BUILD	601-60850-225	13.83
2421	CHARTER COMMUNICATIONS	57023040120	BUSINESS TV @ MUNICIPAL SERVICES BUILIDING	100-51700-225	30.51
2421	CHARTER COMMUNICATIONS	57023040120	BUSINESS TV @ MUNICIPAL SERVICES BUILIDING	600-60920-225	2.69
2421	CHARTER COMMUNICATIONS	57023040120	BUSINESS TV @ MUNICIPAL SERVICES BUILIDING	601-60850-225	2.69
2421	CHARTER COMMUNICATIONS	58542041020	PHONE @ MUNICIPAL SERVICES BLDG	100-51700-225	206.21
2421	CHARTER COMMUNICATIONS	58542041020	PHONE @ MUNICIPAL SERVICES BLDG	600-60920-225	18.20
2421	CHARTER COMMUNICATIONS	58542041020	PHONE @ MUNICIPAL SERVICES BLDG	601-60850-225	18.20
2421	CHARTER COMMUNICATIONS	73715040520	MONTHLY PHONE CHARGE - 4/5/2020-5/4/2020	100-51600-350	88.61
2421	CHARTER COMMUNICATIONS	73715040520	MONTHLY PHONE CHARGE - 4/5/2020-5/4/2020	600-60920-340	29.53
2421	CHARTER COMMUNICATIONS	73715040520	MONTHLY PHONE CHARGE - 4/5/2020-5/4/2020	601-60850-340	29.53
	Total CHARTER COMMUNICATIONS:				776.32
CITI CARDS					
5700	CITI CARDS	5700-042120	ZOOM - STANDARD PRO MONTHLY CHARGE	100-55310-340	15.81
	Total CITI CARDS:				15.81
CNA SURETY					
4312	CNA SURETY	4312-042120	BOND FOR POLICE CHIEF DANIEL LAYBER	100-52100-510	100.00
	Total CNA SURETY:				100.00
CONNEY SAFETY PRODUCTS					
244	CONNEY SAFETY PRODUCTS	05846649	GLOVES	100-53300-340	46.08
244	CONNEY SAFETY PRODUCTS	05846649	GLOVES	600-60600-340	15.36
244	CONNEY SAFETY PRODUCTS	05846649	GLOVES	601-60827-340	15.36
244	CONNEY SAFETY PRODUCTS	05846855	SAFETY GLASSES	100-53300-340	9.90
244	CONNEY SAFETY PRODUCTS	05846855	SAFETY GLASSES	600-60600-340	3.30
244	CONNEY SAFETY PRODUCTS	05846855	SAFETY GLASSES	601-60827-340	3.30
244	CONNEY SAFETY PRODUCTS	5841461	SAFETY EQUIPMENT	100-53300-340	191.20
244	CONNEY SAFETY PRODUCTS	5841461	SAFETY EQUIPMENT	600-60600-340	63.74
244	CONNEY SAFETY PRODUCTS	5841461	SAFETY EQUIPMENT	601-60827-340	63.74
	Total CONNEY SAFETY PRODUCTS:				411.98
CORE & MAIN LP					
1463	CORE & MAIN LP	M137166	AMI PROJECT	600-34600	7,500.00
1463	CORE & MAIN LP	M137166	ANNUAL FEE AMI	600-60902-340	13,390.00
	Total CORE & MAIN LP:				20,890.00
CRYSTAL CLEANERS INC					
5220	CRYSTAL CLEANERS INC	22264	CLEANING AT MSB - MARCH 2020	100-51700-210	234.00
5220	CRYSTAL CLEANERS INC	22264	CLEANING AT MSB - MARCH 2020	600-60935-340	45.50
5220	CRYSTAL CLEANERS INC	22264	CLEANING AT MSB - MARCH 2020	601-60834-340	45.50
5220	CRYSTAL CLEANERS INC	22265	CLEANING AT MSB PD - MARCH 2020	100-51700-210	388.00
5220	CRYSTAL CLEANERS INC	22266	CLEANING AT VILLAGE HALL - MARCH 2020	100-51700-210	128.40

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
5220	CRYSTAL CLEANERS INC	22266	CLEANING AT VILLAGE HALL - MARCH 2020	600-60935-340	42.80
5220	CRYSTAL CLEANERS INC	22266	CLEANING AT VILLAGE HALL - MARCH 2020	601-60834-340	42.80
	Total CRYSTAL CLEANERS INC:				927.00
DANE CO TREASURER					
254	DANE CO TREASURER	2015	ANNUAL MAMSWaP MEMBERSHIP	100-53440-820	4,185.00
	Total DANE CO TREASURER:				4,185.00
DANE COUNTY CIRCUIT COURT					
6558	DANE COUNTY CIRCUIT COURT	6558-042120	PAYMENT MADE IN ERROR TO VILLAGE	100-23300	175.30
	Total DANE COUNTY CIRCUIT COURT:				175.30
DANE COUNTY LANDFILL					
5615	DANE COUNTY LANDFILL	5615-042120	CUSTOMER #822 - STREET SWEEPING	100-53620-340	1,177.12
	Total DANE COUNTY LANDFILL:				1,177.12
DEERFIELD PISTOL CENTER					
5760	DEERFIELD PISTOL CENTER	59269	UNIFORM - JEFFORDS	100-52100-342	101.90
	Total DEERFIELD PISTOL CENTER:				101.90
DETROIT SALT COMPANY					
6136	DETROIT SALT COMPANY	SI20-07090	ROAD SALT	100-53300-370	9,994.22
	Total DETROIT SALT COMPANY:				9,994.22
DVORAK PUMPING LLC					
245	DVORAK PUMPING LLC	11940	MSB CATCH BASINS	100-51700-340	382.50
245	DVORAK PUMPING LLC	11940	MSB CATCH BASINS	600-60935-340	33.75
245	DVORAK PUMPING LLC	11940	MSB CATCH BASINS	601-60834-340	33.75
	Total DVORAK PUMPING LLC:				450.00
EXPEDITERS INC, THE					
2186	EXPEDITERS INC, THE	2560	SEWER TELEVISING	601-60831-240	9,326.70
	Total EXPEDITERS INC, THE:				9,326.70
FRONTIER					
3912	FRONTIER	3912-042120	608-839-8064 CLERK OF COURTS	100-51200-340	53.86
3912	FRONTIER	3912-042120	608-839-1603 FAX & SCADA SYSTEM	100-53100-225	82.95
3912	FRONTIER	3912-042120	608-839-1603 FAX & SCADA SYSTEM	100-55310-225	82.95
3912	FRONTIER	3912-042120	608-839-1603 FAX & SCADA SYSTEM	600-60935-340	55.30
3912	FRONTIER	3912-042120	608-839-1603 FAX & SCADA SYSTEM	601-60832-340	55.30
3912	FRONTIER	3912-042120	608-839-4588 EMERGENCY PHONE & FAX	100-52100-225	70.19
	Total FRONTIER:				400.55
GENERAL ENGINEERING COMPANY					
6535	GENERAL ENGINEERING COMPANY	6535-042120	MAR BUILDING INSPECTIONS	100-52400-210	725.00
6535	GENERAL ENGINEERING COMPANY	6535-042120	MAR PLUMBLING INSPECTIONS	100-52430-125	350.00
6535	GENERAL ENGINEERING COMPANY	6535-042120	MAR ELECTRICAL INSPECTIONS	100-52420-125	400.00
6535	GENERAL ENGINEERING COMPANY	6535-042120	MAR HVAC INSPECTIONS	100-52450-125	1,000.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
6535	GENERAL ENGINEERING COMPANY	6535-042120	MARCH FENCE PERMIT	100-44490-000	25.00
	Total GENERAL ENGINEERING COMPANY:				2,500.00
HAWKINS INC					
6121	HAWKINS INC	4699086	WATER TREATMENT CHEMICALS	600-60630-340	757.06
	Total HAWKINS INC:				757.06
JX ENTERPRISES INC					
1834	JX ENTERPRISES INC	1384692P	LETTERING FOR TRUCKS	100-53300-340	234.42
1834	JX ENTERPRISES INC	1384692P	LETTERING FOR TRUCKS	600-60935-340	78.14
1834	JX ENTERPRISES INC	1384692P	LETTERING FOR TRUCKS	601-60834-340	78.14
	Total JX ENTERPRISES INC:				390.70
KESSENICHS LTD					
191	KESSENICHS LTD	12111	HAND SANITIZER	100-51520-700	174.16
	Total KESSENICHS LTD:				174.16
LAUFENBERG LAWN CARE LLC					
5350	LAUFENBERG LAWN CARE LLC	5350-042120B	FERTILIZER FOR BAKKEN PARK	100-55200-360	250.00
5350	LAUFENBERG LAWN CARE LLC	5350-042120C	FERTILIZER FOR COMMUNITY PARK	100-55200-360	120.00
5350	LAUFENBERG LAWN CARE LLC	5350-042120F	FERTILIZER FOR FIREMANS PARK	100-55200-360	200.00
5350	LAUFENBERG LAWN CARE LLC	5350-042120H	FERTILIZER FOR RG HUSTON PARK	100-55200-360	250.00
5350	LAUFENBERG LAWN CARE LLC	5350-042120N	FERTILIZER FOR NORTHLAWN PARK	100-55200-360	350.00
5350	LAUFENBERG LAWN CARE LLC	5350-042120VH	FERTILIZER FOR VILLAGE HALL	100-51600-340	30.00
5350	LAUFENBERG LAWN CARE LLC	5350-042120VH	FERTILIZER FOR VILLAGE HALL	600-60935-340	10.00
5350	LAUFENBERG LAWN CARE LLC	5350-042120VH	FERTILIZER FOR VILLAGE HALL	601-60834-340	10.00
	Total LAUFENBERG LAWN CARE LLC:				1,220.00
MADISON ROCK & SAND LLC					
1631	MADISON ROCK & SAND LLC	23613	COMPOST DISPOSAL	100-53620-340	297.90
	Total MADISON ROCK & SAND LLC:				297.90
MEINEKE COTTAGE GROVE #2474					
5772	MEINEKE COTTAGE GROVE #2474	29162	OIL CHANGE - SQUAD 162	100-52100-380	40.65
5772	MEINEKE COTTAGE GROVE #2474	29164	OIL CHANGE - SQUAD 18	100-52100-380	39.69
	Total MEINEKE COTTAGE GROVE #2474:				80.34
MID-AMERICAN RESEARCH CHEMICAL					
5137	MID-AMERICAN RESEARCH CHEMIC	0686803-IN	PARKS MAINTENANCE SUPPLIES	100-55200-350	1,525.56
	Total MID-AMERICAN RESEARCH CHEMICAL:				1,525.56
PELLITTERI WASTE SYSTEMS					
2506	PELLITTERI WASTE SYSTEMS	1106649	DATA SHRED	100-51520-340	46.52
2506	PELLITTERI WASTE SYSTEMS	1106649	DATA SHRED	600-60920-340	15.50
2506	PELLITTERI WASTE SYSTEMS	1106649	DATA SHRED	601-60850-340	15.50
	Total PELLITTERI WASTE SYSTEMS:				77.52

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
PESCHEL, SAMANTHA					
6561	PESCHEL, SAMANTHA	6561-042120	REFUND OF OVERPAYMENT ON UTILITY ACCT#97	001-11105	211.40
	Total PESCHEL, SAMANTHA:				211.40
QUADIENT					
6410	QUADIENT	6410-042120	POSTAGE	100-51520-700	1,036.99
	Total QUADIENT:				1,036.99
QUILL CORP					
12	QUILL CORP	5910254	ELECTION ABSENTEE BALLOT LABELS	100-51520-700	134.95
	Total QUILL CORP:				134.95
RAGNAR EVENTS LLC					
6398	RAGNAR EVENTS LLC	6398-042120	PARK SHELTER SECURITY DEPOSIT REFUND	100-23160	100.00
6398	RAGNAR EVENTS LLC	6398-042120	PARK SHELTER RENTAL FEE REFUND	100-46710-000	75.00
	Total RAGNAR EVENTS LLC:				175.00
ROBERT J NICKLES INC					
5592	ROBERT J NICKLES INC	5038	COMMERCE PARK LIGHTS	405-57530-820	1,544.28
	Total ROBERT J NICKLES INC:				1,544.28
SAFE STEP LLC					
5366	SAFE STEP LLC	3382	EMERGENCY REPAIRS ON SIDEWALK AT VILLAGE	100-51520-700	335.00
	Total SAFE STEP LLC:				335.00
SECURIAN FINANCIAL GROUP INC					
10	SECURIAN FINANCIAL GROUP INC	10-042120	LIFE INS PREMIUMS - MAY 2020	100-21530	942.93
	Total SECURIAN FINANCIAL GROUP INC:				942.93
STAFFORD ROSENBAUM LLP					
4428	STAFFORD ROSENBAUM LLP	1235472	GENERAL	100-51300-210	8,484.00
4428	STAFFORD ROSENBAUM LLP	1235473	DUE FROM MG SCHOOLS	210-13840	4,100.50
4428	STAFFORD ROSENBAUM LLP	1235474	DUE FROM GREYWOLF HOTEL	210-13895	2,979.00
4428	STAFFORD ROSENBAUM LLP	1235475	GENERAL - MIRACLE LEAGUE	100-51300-210	1,224.00
4428	STAFFORD ROSENBAUM LLP	1235476	DUE FROM HOMBURGS - 5TH ADD TO WESTLAW	210-13809	1,152.50
4428	STAFFORD ROSENBAUM LLP	1235477	DUE FROM SHADY GROVE	210-13874	408.00
	Total STAFFORD ROSENBAUM LLP:				18,348.00
STOUGHTON LUMBER CO INC					
5116	STOUGHTON LUMBER CO INC	958441	TENT RENTAL FOR SPRING PRIMARY	100-51520-700	493.30
	Total STOUGHTON LUMBER CO INC:				493.30
SUPERIOR CHEMICAL CORP					
11	SUPERIOR CHEMICAL CORP	257711	BIO SLIDE ASPHALT RELEASE AGENT	100-53300-340	90.26
11	SUPERIOR CHEMICAL CORP	257711	BIO SLIDE ASPHALT RELEASE AGENT	600-60935-340	30.08
11	SUPERIOR CHEMICAL CORP	257711	BIO SLIDE ASPHALT RELEASE AGENT	601-60834-340	30.08

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
	Total SUPERIOR CHEMICAL CORP:				150.42
TOWN OF COTTAGE GROVE					
5088	TOWN OF COTTAGE GROVE	5088-042120	GOV PAY PAYMENT MADE TO VILLAGE FOR TOWN	100-23300	50.00
	Total TOWN OF COTTAGE GROVE:				50.00
UNITYPOINT HEALTH HOSPITALS					
5657	UNITYPOINT HEALTH HOSPITALS	5657-042120	BLOOD DRAW: CASE 20-94250	100-52100-340	37.97
	Total UNITYPOINT HEALTH HOSPITALS:				37.97
UTILITY SALES AND SERVICE					
5925	UTILITY SALES AND SERVICE	0070040-IN	ANNUAL INSPECTION ON BUCKET TRUCK	100-53300-380	832.74
	Total UTILITY SALES AND SERVICE:				832.74
VIKEN, TOM					
2726	VIKEN, TOM	2726-042120	APRIL BUILDING INSPECTIONS	100-52400-210	11,000.00
2726	VIKEN, TOM	2726-042120	APRIL PLUMBING INSPECTIONS	100-52430-125	4,015.44
2726	VIKEN, TOM	2726-042120	APRIL ELECTRICAL INSPECTIONS	100-52420-125	3,106.88
2726	VIKEN, TOM	2726-042120	APRIL HVAC INSPECTIONS	100-52450-125	2,555.28
2726	VIKEN, TOM	2726-042120	EROSION CONTROL	100-52400-210	2,078.00
2726	VIKEN, TOM	2726-042120	PLAN REVIEW	100-52400-210	1,460.16
	Total VIKEN, TOM:				24,215.76
WI DEPT OF JUSTICE - TIME					
639	WI DEPT OF JUSTICE - TIME	455TIME-00000085	TIME SYSTEM ACCESS - QTRLY CHARGE	100-52100-214	318.00
	Total WI DEPT OF JUSTICE - TIME:				318.00
	Grand Totals:				125,229.40

Village - $ 85,196.89
Water & Sewer- $ 40,032.51

Total Invoices- $125,229.40