VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

VILLAGE BOARD OF TRUSTEES

Monday, July 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/91829648381?pwd=dEh5UFpZVVhJTFdETG9BM2J4dkhLZz09. You can also participate via phone by dialing 1 312 626 6799 *and use Meeting ID 918 2964 8381 # 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 July 6, 2020.

   Documents:

   7-6-20 VB MINUTES.PDF
6. Presentations To The Board
   a.Review of the 2019 audit with Baker Tilly b. Presentation of development proposal from Greywolf regarding North Grove Corporate Park in TID #10.
7. Unfinished Business
   a. Discuss Village Board's list of priorities.

   Documents:

   2020 PRIORITIZATION PROCESS MEMO 5.PDF
8. New Business
   a. Discuss and consider sound amplification permit at Community Park on August 15, 2020.
   b. Discuss and consider alcohol license application for School Grounds Coffee House for alcohol license year July 2020- June 2021.

   <!--[endif]-->

   Documents:

   ALCOHOL LICENSE-SCHOOL GROUNDS.PDF
   SOUND AMP PERMIT_001.PDF
9. Reports From Village Boards, Commissions & Committees

   9.I. Public Works & Properties Committee

a.Discuss and consider approval of task order for the infiltration analysis of the vacant Commerce Park lots.

Documents:

7.7.20 PW PACKET.PDF
00094103 INFILTRATION INVESTIGATION COMMERCE PARK.PDF

9.II. Utility Commission

Documents:

7.8.20 UTILITY PACKET.PDF

9.III. Ad Hoc Glacial Drumlin Bike Path Committee

a. Discuss and consider recommending approval of the Relocation Order along Clark Street for the Glacial Drumlin Path project.

Documents:

7.9.20 BIKEPATHPACKET.PDF
94084_CLARK ST_PLAT_07102020.PDF
00094102_CLARK STREET_COTTAGE GROVE_RELOCATION ORDER.DOC

9.IV. Community Development Authority

Documents:

2020-07-13 CDA AGENDA.PDF

9.V. Ad-Hoc Sustainability Committee

Documents:

7-14-20 - AD HOC SUSTAINABILITY COMMITTE PACKET.PDF

9.VI. Plan Commission

a. Discuss and Consider Ordinance 07-2020 to Amend the Village of Cottage Grove Comprehensive Plan.

b. Discuss and Consider the Proposed Amendment of The Village of Cottage Grove Subdivision Ordinance to Extend the Timeline for Recording Certified Survey Maps.

Documents:

7-15-20 PLAN COMMISSION AGENDA.PDF
ORDINANCE 2020-07.PDF
ORDINANCE 2020-08_CSMDEADLINE_2020-07-20.PDF
CG_CSM-SUBDIVORD_2020-07-15.PDF

9.VII. Parks, Recreation & Forestry Committee

a. Discuss and consider Award of Bid for playground equipment at Willow Run park.

Documents:

7.16.20PARKS.PDF
WILLOW RUN PARK PLAYGROUND AWARD MEMO.PDF
LEE - WILLOW RUN PARK OPTION 4 - FINAL.PDF

9.VIII. Deer-Grove EMS Commission

Documents:

07-16-2020 DGEMS COMMISSION PACKET.PDF

10. Reports From Village Officers
    a. Stafford Rosenbaum
        i. Legal briefings/status updates
    b. COVID-19 update
    c. John Williams
        i. Discuss and consider nominations to Village Committees:
        Public Relations: Katy Schweitz and Kevin Greene
        Utilities: Jon Russell
        Zoning Board of Appeals: Kevin Greene

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

    Documents:

    BILLS LIST 7-20-20.PDF

12. Closed Session: This Closed Session Is For Negotiations For Development Incentive Negotiations In TID #10.

    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.

13. Closed Session: This Closed Session Is For Negotiations For Development Incentive And Land Sale Negotiations In TID #5

    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.

14. Reconvene Into Open Session And Possible Consideration Of Closed Session Items

15. 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, July 6, 2020

MINUTES

1. **Call to order**
   Village President John Williams called the Village Board of Trustees to order at 6:31 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, Sarah Valencia. Paul VanderVelde was absent and excused. 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, Village Engineer Kevin Lord, Chief Dan Layber, Lieutenant Matt Wagner 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 June 15, 2020.**
   Motion by Allen to approve the minutes from June 15, 2020 as presented, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.
6. **Unfinished Business**
   a. Discuss draft of the Village Board's list of priorities.
   Giese explained the spreadsheet in the packet and indicated that the top priorities will be incorporated in the budget process or goals of staff. The top six priorities will be discussed as last year at the next several board meetings starting with equity, inclusivity and race being the first priority.
   b. Discuss and consider Emergency Preparedness Plan.
   Lt. Wagner gave a brief overview of the updated plan that was emailed today, which will put the Village in compliance and staff is recommending going with the option A which would be having a Village only committee. **Motion** by Ratcliff to approve the Emergency Preparedness Plan, seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.
   c. Discuss and consider Ordinance 06-2020 Re: Chapter 36 Emergency Government.
   Attorney Manthe explained the revisions to the ordinance and the differences between option A and option B. Option A would have the committee as a Village only committee and Option B would continue to have a joint committee with the Town of Cottage Grove. **Motion** by Valencia to approve ordinance 06-2020 amending Chapter 36 Emergency Government with option A with the addition to section 36-3A appointing the position of Director of Emergency Government, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.
7. **New Business**
   a. Discuss and consider revised operator license application.
   Attorney Manthe explained the changes to the application due to the recent law changes. **Motion** by Ratcliff to approve the operator license application, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.
   b. Discuss and consider Resolution 2020-08 Re: Liquor License Approval Policy.
   Attorney Manthe explained the revisions to the liquor license approval policy. **Motion** by Murphy to approve resolution 2020-08 as presented, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.
   c. Discuss and consider Wisconsin Election Commission CARES Subgrant.
   Kalata explained the requirements of the WEC CARES subgrant. **Motion** by Ratcliff to approve the Wisconsin Election Commission CARES subgrant as presented, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.
   d. Annual review of Village consultants: Village Attorney Stafford Rosenbaum.
   Attorney Konopacki gave a brief review of the different legal items they have worked on in the last six months. They have the back log caught up and are working on current contracts. They also indicated that if board members have any requests for issues to be handled differently, they are open to feedback.

DRAFT

e. Discuss and consider Block Party Application for Deborah Trzinski-Becker at 208 Maria Ln.

Motion by Murphy to approve the block party application for Deborah Trzinski-Becker at 208 Maria Ln with the recommendation that they follow the Dane County Public Health Order guidelines, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Parks, Recreation & Forestry Committee

Murphy reported they discussed Music in the Grove, which the July dates has been cancelled and they will continue to monitor as they get closer to August for that date. The next meeting will be July 16th.

8.II. Deer-Grove EMS Commission

Allen reported the calls are down from last year, they discussed how they will get reimbursement for COVID-19 expenses from other municipalities, and they will be discussing the added responsibilities to the Medical Director at the next meeting. The next meeting date will be July 16th.

8.III. Law Enforcement Committee

Williams reported they were updated on COVID 19, the case in Minneapolis and the use of force policy, vandalism issue with a personal car in the parking lot of the Police Department, the SRO contract and how to help landlords with nuisance properties. They also discussed the monthly reports provided by Chief Layber.

8.IV. Joint Review Board

Williams reported that the it was a brief meeting to go over the taxing jurisdictions in the Tax Incremental Districts.

8.V. Library Planning Committee

Ratcliff reported they discussed the survey questions and tabled all the other items. The Cottage Grove Elementary Librarian will be at the next meeting which will be on July 13th.

9. Reports from Village Officers

a. Stafford Rosenbaum

i. Legal briefings/status updates

No report

b. COVID-19 update

Giese reported that the plexiglass is in place at Village Hall, and the vestibule is still being used as well.

Chief Layber reported they are operating as normal and all police officers have been tested for COVID 19.

Lieutenant Wagner reported that COVID 19 is still predominant in Dane County and the order has been amended, the percentage did go down today. However, Dane County is a hot spot for the age group of 18-29 and face masks are not mandated but highly recommended.

Larson reported that they have an employee who is waiting on test results and has talked with staff on using the precautions in place. He will keep everyone up to date on what is happening in the department.

Brusegar reported that they had one employee that was exposed third hand and has been tested and is negative.

c. Update from Village Clerk on recent Court of Appeals decision on absentee voting and upcoming August 11th Primary.

Kalata gave a brief background on the memo in the packet and indicated the court order has not been mandated yet but is anticipated it will be by July 22nd, so the current law is in place. Kalata also reported that they will be using the same voting process as they used in April for the August Primary with voting happening from outside Village Hall.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Allen to approve the Village portion of the vouchers in the amount of $478,080.58, seconded by Valencia. The check sequence goes from check #47262 to check #47350. **Motion** carried with a voice vote of 6-0-0.

b. Correspondence

Williams reported that he had a young person contact him about a flag design for the Village and he has referred him to the Community Development Authority.

c. Upcoming community events.

The fireworks on Friday were done well.

DRAFT

e. Future agenda items- Priorities, Plan Commission items and Baker Tilly will be there to review the audit.

11. Adjournment

Motion by Allen to adjourn at 8:27 p.m., seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

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

Staff Report

MEMO DATE:	**July 17, 2020**
TO:	Village Board
FROM:	Matt Giese – Village Administrator
RE:	**Village Board Prioritization Process**

OVERVIEW

The Board finalized the overall list of priorities at the last meeting. Staff was directed to compile any existing staff performance goals/objectives that may align with the Board's list of priorities. This process will aid the Board in understanding the work that staff is already doing, which will help Board members determine how much additional effort may be needed to satisfy specific priorities.

Staff was asked to begin this process with the priority "Equity, Inclusivity and Race", which ranked #4 in the Board's list. The plan is to cover two of the top priorities over the course of three meetings. The other priority to be discussed tonight is "Village Economy/Economic Development" (ranked #1).

STAFF GOALS/OBJECTIVES AS ASSIGNED DURING 2019 PERFORMANCE REVIEWS

--Staff goals/objectives that may align with "Equity, Inclusivity and Race"

Elections

- Offer evening and weekend absentee voting hours
- Implement Care Facility absentee voting at Aster Assisted Living
- Promote Express Vote to community to get more participation in voting on the equipment

Website Redesign

- Educate the public on website and uses

Willow Run Playground Replacement

- Meet with Park neighbors to design the new playground

Planning & public outreach for bike path project/Clark St rebuild

- Meet with neighbors and other interested stakeholders

ADA Transition Plan

- Ramps/crosswalks identified and planned
- In conjunction with large capital projects, road repaving, and with sidewalk work in areas.

Develop and Achieve Short and Long-Term Goals for the Police Department

- Develop 5-year strategic plans for the department which will enhance the service provided to our citizens
- Set priorities for completing projects such as accreditation, equipment maintenance and modernization

Operational Performance PD

- Recommend and implement law enforcement strategies to reduce crime and disorder
- Ensure staff receives necessary training to maintain and enhance their skills
- Ensure staff has necessary tools to perform law enforcement functions
- Maintain an active presence in the community, in the media and on social media to inform the public of items of mutual interest

Planning

- Research Housing Committees and participate in the creation and work of such a committee, as directed by the Village Board

--Staff goals/objectives that may align with "Village Economy/Economic Development"

Economic Development

- Work with consultants, staff, developers, CDA, and Village Board to accomplish the following TID 10 objectives:
  - Application to CARPC/WDNR for urban service area amendment
  - Based on Greywolf's Masterplan for the NGCP, prepare a phased development plan and financial proposal for funding public improvements in the new Park.
- Maintain a compendium of current and relevant marketing materials including the economic development page on the Village website and printable digital materials, and provide materials to broker community on at least an annual basis
- Receive site search RFP's from MADREP or other sources, and prepare responses in cases where the Village has an appropriate site
- Attend MADREP's quarterly 'Economic Development Pros' meetings
- Coordinate with Village's broker for the Commerce Park regarding inquiries related to the park
- Coordinate with brokers and property owners of other Village properties regarding inquiries that may be appropriate for various sites in the Village

- Maintain relationship with Executive Director of the Chamber of Commerce and provide updates on relevant economic development activity – attend Chamber events in rotation with other Village staff
- Work with CDA to prepare marketing/project plan
- Provide the Board at least monthly updates on development related activities
- Prepare an annual development presentation to the Board

Planning

- Work with applicants to facilitate review and approval procedures for projects as they arise
- As directed by the Village Board, work with the Village Administrator to engage with the City of Madison and/or the Town of Cottage Grove regarding a potential boundary agreement
- Coordinate public requests for Comprehensive Plan amendments, if any
- Periodically review planning and development related Village ordinances and prepare amendments as/if deemed appropriate
- Work with Public Works, Parks and Rec, and Village Engineer on trail projects as needed, including staffing Ad-Hoc Glacial Drumlin Bike Trail Committee
- Participate with project team to redesign the Village website
- Research Housing Committees and participate in the creation and work of such a committee, as directed by the Village Board
- Research Tourism Commissions and participate the creation and work of such a committee
- Perform tasks as needed as the Village's Census 2020 liaison

--The following is what Board members submitted for each of these priorities

---Equity, Inclusivity and Race: Establish an Ad Hoc Committee that works to organize community conversations, perhaps some are facilitated by professionals, on racial biases that exist within the community, and how we can address them. Invite other community stakeholders and organizations to participate/collaborate/partner.(HM) / / / Engagement and communication - Diversity and inclusion education for our community and facilitate a forum, training for board, staff, police and community. (MR) / / / Look for opportunities to promote and increase our community's diversity and inclusion. (JW) / / / Diversity and inclusion -To develop a long term plan that would promote diversity and inclusion within our community. (PV)

---Village's Economy/Economic Development: Encourage more business/retail growth, both existing and new (TA) / / / Support local businesses in recovering from COVID-19 pandemic (SV) / / / Encourage Business and Retail Growth: Pursue opportunities for economic growth that will build upon our desire to meet the needs of current and potential residents, enhancing the character of our community, provide quality local jobs within Cottage Grove and build our tax base. Pursue streetscape improvements with a beautification budget that will promote residents and visitors to spend more time on our main streets. (HM) / / / Residential growth - as it coincides with commercial and economic growth. We need workers of all incomes. Workers of all incomes in our community will entice different types of businesses to come to our community as we will have a base of workers available to them and they don't have to

try to get workers to come to our community from other communities. We need workers of all ages, races, genders. (MR) / / / Support existing businesses and accelerate commercial / retail development to provide citizens with more local options as well as improve our tax base ratio. Support residential development with more diverse options and increase our pace of development. Engage Chamber of Commerce and other key Stakeholders (e.g. Town of Cottage Grove) to market / promote existing businesses. Opportunities to activate TIDs 8, 9, and 10. (JW) / / / Growth and development: hire professional marketing firm and implement an aggressive marketing campaign with goal of seeing Cottage Grove chosen over other surrounding communities. (JL) / / / Business Growth - To provide more amenities that would attract people to Cottage Grove; To help support lowering taxes. (PV)

Questions to ask yourself:

- Are the current staff goals/objectives adequate to meet the Board's priority for this topic?
- Is there further direction you would like staff to pursue and to potentially address in up-coming goal setting during performance reviews?
- Is there anything you feel needs to be addressed in the short term?

August 3rd Board Meeting

Priorities to be discussed: Sustainability and Climate Change (ranked #2); and Village Library (#3)

August 17th Board Meeting

Priorities to be discussed: Fiscal Responsibility (ranked #5); and Housing (#6)

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. **Read instructions on page 3.)**

For the license period beginning: 07 01 2020 *(mm dd yyyy)* ending: 06 30 2021 *(mm dd yyyy)*

To the Governing Body of the: ☐ Town of ☑ Village of ☐ City of Cottage Grove

County of Dane Aldermanic Dist. No. (if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company ☑ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number 45601027033935-03	
FEIN Number 26-4376723	
TYPE OF LICENSE REQUESTED	**FEE**
☐ Class A beer	$
☑ Class B beer	$ 100.00
☑ Class C wine	$ 100.00
☐ Class A liquor	$
☐ Class A liquor (cider only)	$ N/A
☐ Class B liquor	$
☐ Reserve Class B liquor	$
☐ Class B (wine only) winery	$
Publication fee	$
TOTAL FEE	$

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Morrow	David	A	4667 Meadowlark St Cottage Grove 53527
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Cantley	Steve		2819 Mason St Madison 53705
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
Gaston School Gallery	4691 County Road N Cottage Grove 53527

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Morrow	David	A	4667 Meadowlark St Cottage Grove 53527

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Morrow	David	A	4667 Meadowlark St Cottage Grove 53527
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Cantley	Steve		2819 Mason St Madison 53705
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

1. Trade Name SchoolGrounds Coffee House Business Phone Number 6082289488
2. Address of Premises 4691 County Road N Post Office & Zip Code Cottage Grove 53527
3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? . . . . . Yes ☑ ☐ No
4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

5. Legal description (omit if street address is given on previous page): _____

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☑ No

   b. Are **charges** for **any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☑ No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☑ No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☑ Yes ☐ No

9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☑ Yes ☐ No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☑ Yes ☐ No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☑ No

12. Does the applicant owe municipal property taxes, assessments, or other fees? (**Note:** Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees). ☐ Yes ☑ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

Contact Person's Name (Last, First, M.I.)	Title / Member	Date
Morrow David A	Owner	01 July 2020
Signature	**Phone Number**	**Email Address**
[signature]	608 220 3434	dmorrow@mistyriverwoodwork.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date license granted
7/2/2020		
License number issued	**Date license issued**	**Signature of Clerk / Deputy Clerk**

Auxiliary Questionnaire
Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)	(first name)	(middle name)
Cantley	Steven	Craig

Home Address (street/route)	Post Office	City	State	Zip Code
2819 Mason St		Madison	WI	53705

Home Phone Number	Age	Date of Birth	Place of Birth
608-274-2193	55	Oct 24, 1964	Flint, MI

The *above named individual* provides the following information as a person who is *(check one)*:

- Applying for an alcohol beverage license as an **individual**
- A member of a **partnership** which is making application for an alcohol beverage license.

X Officer of Schoolgrounds Coffee Shop
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The *above named individual* provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 11 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? . . . . . Yes X No
   If yes, give law or ordinance violated, trial court, trial date and penalty imposed and/or date, description and status of charges pending. *(If more room is needed, continue on reverse side of this form.)*
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? . . . . . Yes X No
   If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? . . . . . Yes X No
   If yes, identify.
   (Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? . . . . . Yes X No
   If yes, identify.
   (Name of Wholesale Licensee or Permittee) *(Address By City and County)*
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
bb7 LLC	5407 Fen Oak Dr Madison 53718	10/2009	Present
Bit7	5407 Fen Oak Dr Madison 53718	3/2005	3/2007

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application, that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

[signature] Apr. 23, 2020
(Signature of Named Individual)

8/20/2021

Auxiliary Questionnaire
Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name *(please print)* (last name)	(first name)	(middle name)		
Monroe	David	A.		
Home Address *(street/route)*	Post Office	City	State	Zip Code
4667 Meadowlark St		Cottage Grove	WI	53527
Home Phone Number	Age	Date of Birth	Place of Birth	
608.220.3434	55	5/21/1964	Moline, IL	

The *above named individual* provides the following information as a person who is *(check one)*:

☐ Applying for an alcohol beverage license as an **individual**.

☒ A member of a **partnership** which is making application for an alcohol beverage license.

of

(Officer / Director / Member / Manager / Agent) *(Name of Corporation, Limited Liability Company or Nonprofit Organization)*

which is making application for an alcohol beverage license.

The *above named individual* provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 41 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
   If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. *(If more room is needed, continue on reverse side of this form.)*
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
   If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
   If yes, identify.
   (Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
   If yes, identify.
   (Name of Wholesale Licensee or Permittee) *(Address By City and County)*
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Self	4667 Meadowlark St Cottage Grove	1993	Present

Employer's Name	Employer's Address	Employed From	To

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

(Signature of Named Individual)

Alcohol Storage and Serving areas for Gaston School Gallery/Schoolgrounds Café

Long term/General alcohol storage at Schoolgrounds in located in the basement of the facility in the office area behind locked doors and/or in the sandwich station cooler on the main level of building.

For reference, there are two ways one can access the basement of the building: the first is the stairway inside the building on the main level on the east side of the building. The second is the back stairwell on the northwest side of the building. This is our direct, outside access and delivery stairwell. Description will be given for both access points and titled "Main Floor" and "Back Stairs" henceforth.

- Main floor: When one descends the stairs from the main level of the building, one turns around the corner to the left, past the bathroom on the left hand side and through the door between the storage area and the bakery/baking area. Once one passes through the door and into the bakery/baking area, one turns to the left and within 2-3 steps is our small office area with rack shelving that houses our alcohol. The long term storage alcohol is found on the first and second (lower) shelves of the racks on the left and right.
- Back stairs: As one descends the back stairwell and is entering the basement storage area, one would walk one of two ways, slight left past a row of refrigerator/freezers and then turn right or slight right past 2 freezers and shelving then past the sanitation area on the right. Either way, one faces the door to the bakery/baking area and can then follow the direction listed in the main floor access description.
- Main level: Once chilled, longer term alcohol storage will be in the sandwich station and related refrigeration units on the main level of the building behind the counter/register. The sandwich station cooler is located on the west wall/furthest access point from the entrance of the counter/register area. It is stainless steel and has a reach in area/flip top and doors below. Long term cooled storage of alcohol is located in the storage area below the reach in/flip top. Adjacent refrigeration units behind the main counter will also be used for temporary overflow and event capacity on an occasional basis as need arises.

Short term storage alcohol (wine and beer that we would serve for an event) is housed in several refrigerators or coolers as needed. These are located in the basement, main floor behind the register, the deck, future beer garden and the patio in front.

- Basement location: In the main storage area of the basement, there is a long row of refrigerators and freezers. Alcohol that is used during open hours, special events and private parties will be found in the following places: It will be located in the refrigerators on the left in that same row. One refrigerator is stainless steel and the other refrigerator has a glass front. Alcohol will go from locked area in bakery to refrigerators for open hours or event and returned to locked area when completed.
- Main floor: Alcohol served during business hours, for special events and private parties will be located behind the counter area in the cooler/sandwich station on the west wall of the building. It will either be in the reach in area on top or the refrigerated area below during open hours/events and long term storage of chilled items is in the coolers below the reach in area. Alcohol will go from locked area in bakery to refrigerators for open hours or event and returned to locked area when completed. Adjacent refrigeration units behind the main counter will also be used for temporary overflow and event capacity on an occasional basis as need arises.

- When the deck is open, there may be coolers/buckets of ice to keep alcohol cold for serving during open hours and events. These would be located on the west side of the deck near the access door from the building along the building's exterior wall north or south of the door. Alcohol will go from locked area in bakery to refrigerators for open hours or event and returned to locked area when completed. This storage will only be for the length of open hours/events that located there and then returned to our long term storage areas.
- Alcohol may also be stored during events in coolers in the beer garden on the south end of the building between the building and parking lot. Alcohol will go from locked area in bakery to refrigerators for open hours or event and returned to locked area when completed. This storage will only be for the length of open hours/events that located there and then returned to our long term storage areas.
- Alcohol may also be stored on the patio area located on the west side of the building just to the west side of the entrance ramp. Alcohol will go from locked area in bakery to refrigerators for open hours or event and returned to locked area when completed. This storage will only be for the length of open hours/events that located there and then returned to our long term storage areas.

Alcohol Serving Areas:

Alcohol will be served in the following areas of Schoolgrounds Café: For any area of alcohol service, the alcohol will be taken from the locked area in the bakery, transported to one of the designated listed below and returned to the locked area in bakery at end of day/event.

- Main level: During open hours and special events/private parties, alcohol will be served on the main level of the building. The main level includes the area between the west/ramp access door, the southeast door and the deck door on the east side.
- Mezzanine/2nd floor: During open hours and special events/private parties, alcohol will be served on the mezzanine/2nd floor level of the building which is located up the spiral staircase on the southeast side of the main floor
- Deck: During open hours and special events/private parties, alcohol will be served on the deck of the building which is located on the east side. Access point to the deck include a doorway from the main level of the building and a staircase from ground level on the north side of the deck.
- Beer Garden: A beer garden is planned for the front lawn area on the south side of the building under the maple tree between the parking lot and building. This area will be enclosed with a fence and alcohol will be served in this area during open hours, special events and private parties.
- Patio: The small patio that is built off the ramp access on the west side of the building will also be a place alcohol is served during open hours, special events and private parties.
- Alcohol may be transported or consumed between serving areas, i.e.) on sidewalk between deck and beer garden, on ramp between patio and main building or lawn in front of patio in the event of large crowds.

VILLAGE OF COTTAGE GROVE
SOUND AMPLIFICATION PERMIT

PERMIT DATE(S): 8-15-2020

NAME OF EVENT: Reception

I (WE) hereby, make application for a Sound Amplification Permit, subject to the Municipal Code of the Village of Cottage Grove. (If an organization, list the President, Chairperson, Party or Parties responsible for application.) **APPLICANT(S) INFORMATION**

Name: Kelsie Andrews
Address: 954 Rockefeller Ln, Madison
Phone: 513 543 7311
Email: andrews.kelsie2@gmail.com

Name: Austin Barlow
Address: 954 Rockefeller Ln, Madison
Phone: 615-719-5101
Email: barloa02@gmail.com

Other individual(s) having authority for the event: _____

OVERSIGHT OF THE EVENT

Person(s) responsible for conducting the proposed use of the permit (Must be 18 years of age):

Name: SAME
Address: _____
Phone Number: _____
Email: _____

Name: SAME
Address: _____
Phone Number: _____
Email: _____

Starting Time: 2 PM **Ending Time:** 8 PM

Location at which the sound amplification device(s) will be used: Community Park

The proposed use, described in detail, for which the sound amplification permit is requested: music and announcements at a reception

The proceeding information is correct to the best of my knowledge. I have received a copy of the Village of Cottage Grove Noise Ordinance (Section 219-1) and agree to abide by all the regulations and policies set forth for the use of the sound amplification permit. I acknowledge overall supervision of and responsibility for this event. By offering this permit, the Village of Cottage Grove does not accept any responsibilities, expressed or implied for any damage arising out of the use of this permit, and I acknowledge the Village of Cottage Grove has no responsibilities, expressed or implied for any damages arising out of, or connected in any way with the use of this permit.

I further agree to indemnify, save, and hold harmless the Village of Cottage Grove and each and every one of its elected and appointed officials, officers, employees, agents, representatives, successors, heirs, and assigns from and against any and all claims, damages, liability, expenses, costs, judgements, actions, demands, and responsibility of whatsoever kind or nature.

BY: Kelsie Andrews DATE: 7-7-2020
(Signature of Applicant)

APPROVED BY: _____ DATE: _____

Austin Barlow 7/7/2020

VILLAGE OF COTTAGE GROVE *NOTICE OF PUBLIC MEETING*

PUBLIC WORKS & PROPERTIES COMMITTEE

Tuesday, July 7, 2020 **6:00 PM**

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/93125346236. You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 931 2534 6236 # 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 the Director of Public Works & Utilities, JJ Larson at jlarson@village.cottage-grove.wi.us.

AGENDA

1) **Call Meeting to Order**

2) **Quorum and roll call**

3) **Public Appearances** – Public's opportunity to speak about any subject that is not a specific agenda item.

4) **Old Business**
   - **a.** Update on Stormwater Management Intern progress.
   - **b.** Update on Glacial Drumlin Bike Path project.
   - **c.** Update on Clark St. reconstruction project.
   - **d.** Update on the Buss Road/CTH BB project.

5) **New Business**
   - **a.** Discuss and consider adding No Parking signs on Corporate Ct.
   - **b.** Discuss and consider approval of task order for the infiltration analysis of the vacant Commerce Park lots.
   - **c.** Discuss potholes on Taylor Street.

6) **Engineer's report**

7) **Director's report**

8) **Approve the minutes of the June 2, 2020 Public Works & Properties Committee meeting.**

9) **Set tentative date for next meeting**

10) **Future Agenda Items**

11) **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

Engineer's Report | A Review of Projects in the Community

Village of Cottage Grove, WI

PREPARED BY: Kevin Lord PE/PLS
klord@msa-ps.com

DATE: July 2020 Report

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – MSA is working on the plan development for the site including a concept for the complete improvements of Buss Road in order to plan for overall stormwater and right-of-way needs. Future discussions will occur with respect to pedestrian crossings and site improvements within the corridor. The design is to be completed during the fall/winter of 2020 for 2021 construction.

5TH ADDITION TO WESTLAWN ESTATES – Concrete curb and gutter and sidewalk has mainly been completed. Contractor currently working on curb ramps and then will finish with street paving and restoration. The Contractor did make changes to the outfall in the southeast corner of the development based on recommendations from the Town Engineer.

COTTAGE GROVE COMMONS – Miscellaneous concrete and restoration work being completed to obtain occupancy for a portion of the site.

VILAS ROAD BIKE PATH CREEK CROSSING – Project is progressing. Pavement is planned for the first days of July followed by restoration.

VILAS ROAD SEWER AND WATER – Project is contracted and start dates have not been determined.

WEST PARKVIEW LRIP – Project is complete and LRIP request for funding was completed by JJ.

GLACIAL DRUMLIN PATH/CLARK STREET – MSA is working on plans for the grant funded portion in order to keep that portion of the project moving on the WisDOT timeline. MSA has been reviewing alternative routes near the intersection of Clark Street and Grove Street for the meeting on July 9th. Plans and exhibits will be created for the PIM in late July. MSA has looked at crossing alternatives for the crossing of CTH N. MSA is working to internally schedule the required test pits for stormwater evaluation of the site. Utility estimates have yet to be received and may be included with the project and will be discussed with Public Works.

MAIN STREET BIKE PATH PARC GRANT – MSA checked in with Dane County on the PARC Grant funding. Due to the current economic hardship of Covid 19, they said it was doubtful this will be included in next year's budget. They told me to check in later this summer as they start preparing budgets for next year.

QUARRY RIDGE ESTATES – MSA has been working on the necessary sidewalk pours with the Contractor and coordinating the relocation of a light pole.

CONSTRUCTION STANDARDS – MSA began working on completing some construction standards for the public infrastructure for Contractors in the Village. The final specifications will be shared with Public Works along with some finalizing questions specific to the Village.

NORTH SIDE BUSINESS PARK – MSA has been working with the Village on the USA amendment on the North side of the Interstate. Upon completion of a developer's agreement design requests may be necessary for utility extensions and roadway improvements along the County roads.

PROJECT UPDATE

MGSD UTILITY AND ROADWAY EXTENSIONS – MSA received information from the engineer of the school property including utility extensions and possible future roadway locations. MSA will review and report if anything is necessary for Public Works.

EROSION CONTROL CHECKS – MSA has provided erosion control checks following rainfalls on specific sites in the Village including Cottage Grove Commons and the Storage Buildings.

ITEM 7

Village of Cottage Grove

Department of Public Works

Director's Monthly Report to the Public Works & Properties Committee

July 7th, 2020

Vilas Rd. Creek Crossing

- RG Huston making good progress as of this writing grading was being done on path portion.

Street maintenance for 2020

- Street crack fill work completed
- Chipseal tentatively set for mid-July
- Patching work scheduled for July 17th and 20th
- Crack filling of bike paths was able to fit in the budget & will happen this summer as well
- Working on plan for 2021.

Sidewalk maintenance

- Saw cut work completed
- Removal and replacement over half completed as of this writing

Camera at Public Works Shop

- Camera and signage installed

Stormwater Intern position

- Began work June 1st
- Every outfall in the Village has been inspected
- Maintenance work being completed
- Education/Outreach/Information

ITEM 8

VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE MEETING MINUTES OF JUNE 2, 2020

1. **Call to Order at the Former Public Works Building.** The meeting was called to order at 6:02 p.m. by John Williams.

2. **Determine that a quorum is present and that the agenda was properly posted.**
It was determined that a quorum was present and that the agenda had been properly posted. Committee members present were Andy Eberhardt, Mike Hackel, Larry Kieck, and John Williams (chair). Scott Schuerman was absent and excused. Also present were Public Works Director JJ Larson, Utility Clerk Kristen Krause, Village Engineer Kevin Lord of MSA and one member of the public.

3. **Public Appearances – Public's opportunity to speak to Committee Members about any item that is not a specific agenda item.**
None.

4. **Old Business**
   a. **Update on Glacial Drumlin Bike Path project.**
   Larson stated that the Ad Hoc Bike Path Committee would be meeting this week to discuss the next steps in the project, which include reaching out to the community and gathering input from residents, especially those that reside along the path. Lord stated that the Hazmat document had been signed by Larson and that the public involvement meeting is planned for July. This grant-required public involvement meeting could occur through various means such as a Zoom meeting, a pre-recorded message soliciting comments, in-person or through mailings. Committee members felt that this would be a good opportunity to get the community engaged in the project and possibly have the meeting held in-person (or through video) starting at the park and walking along the bike path. The meeting would promote the path as a connection to Madison. Lord has ordered documents to share at the public meeting. No formal action was taken.

   b. **Update on Clark Street reconstruction project.**
   The reconstruction project would involve rebuilding Clark Street from CTH N to the west, just short of Vilas Road and rebuilding Grove Street to the park entrance and grading and pulverizing the remainder of the street up the hill. Some initial cost estimates for this work are: approximately $1 million to urbanize Grove Street through the park entrance area and add parking on both sides; approximately $100,000 to pulverize and relay Grove Street from the park up the hill; and approximately $1 million for improvements on Clark Street from Bass Street west to the Village limits. Larson commented that the estimated costs presented are in line with the financial management plan. Lord will continue to work with Larson to update preliminary costs. Larson also contacted the Town of Cottage Grove about the possibility of working with them to complete the last, small stretch of Clark Street between the Village and Vilas Road. The grant-funded portion of the bike path along Clark Street will move forward as there are set deadlines and funding.

5. **New Business**
   a. **Discuss and consider Task Order Contract with MSA for work related to the Buss Road/CTH BB project.**
   The task order would include work on CTH BB from Damascus Trail to Buss Road, and on Buss Road from CTH BB up to the new school. Many entities will be involved in this project and the Village's portion is currently estimated at around 15% of the total cost. Lord explained that if the Shady Grove development does not move forward, the Village's cost portion may increase. Hackel is concerned about the upgrades on CTH BB if Shady Grove isn't a part of the funding for improvements. Williams explained that the Village is still awaiting an approved agreement from the Shady Grove developers. **Motion** by Hackel, seconded by Kieck, to approve the Task Order Contract with MSA for work related to the Buss Road/CTH BB project. Motion carried with a unanimous voice vote of 4-0-0.

b. Discuss and consider format for next month's meeting.
Larson explained that if the committee decides to go to in-person meetings, the only venue available for appropriate spacing would be Village Hall. After a brief discussion, committee members agreed that continuing Zoom meetings would be fine. Lord said the only reason an in-person meeting would be preferred is if plans needed to be reviewed. **Motion** by Hackel, seconded by Kieck, to approve continuing the monthly committee meetings via Zoom unless Williams, Larson or Lord have items that need to be shared and/or reviewed in person. Motion carried with a unanimous voice vote of 4-0-0.

6. Engineers Report

Buss Road/Cottage Grove Road Intersection Plan
MSA has prepared a task order outlining the proposed work for the design to be completed during the fall of 2020 for 2021 construction. MSA has completed a majority of the survey starting back in 2019 along CTH BB along with conceptual drawings.

5th Addition to Westlawn Estates
Reviewed the site with JJ following a rainfall and observed some flooding. Homburg is working with the homeowners affected to clean up and fix the problem. Working on roadway work as weather allows.

Cottage Grove Commons
Curb and gutter and the binder pavement have been installed. Sidewalk, the final asphalt, storm sewer improvements and restoration are being finished to finalize the public improvements.

Vilas Road Bike Path Creek Crossing
Project has begun and the Contractor has installed the stream diversion for the project. Recent wet weather had slowed the beginning of the project, but it is now underway.

Vilas Road Sewer and Water
The project is being contracted but start and end dates have not yet been determined.

Sanitary System Flows
The flow monitoring equipment will be taken out on June 1st. MSA will analyze the information with respect to the flows to determine pipe capacity and also with respect to I&I (inflow and infiltration) to determine specific sanitary sheds that should be targeted for future reviews of I&I.

West Parkview LRIP
Project is complete.

Glacial Drumlin Path/Clark Street
MSA is working on plans for the grant funded portion in order to keep that portion of the project moving on the Vis DOT timeline. MSA has been reviewing the environmental areas of the project and developing a public involvement plan for July. MSA has done preliminary cost estimates for the additional Village portions of the project and will be looking for feedback on timing and extents of these improvements. Utility estimates have yet to be received and may be included with the project and will discussed with Public Works. Larson has set up a meeting with the Bike Path committee for June 4th to discuss the public involvement plan and to provide and update on the project. Due to the funding, the project is on a tight timeframe to meet the planned bid letting but can be achieved if reviews are completed timely (which is a bit unknown considering the current situation).

Main Street Bike Path PARC Grant
MSA is awaiting the next round of PARC Grant funding in order to apply for the additional funds to extend the path from Northlawn Drive to the interstate.

Quarry Ridge Estates
MSA has been working on the necessary sidewalk pours with the Contractor.

Erosion Control Checks

MSA has provided erosion control checks following rainfalls on specific sites in the Village. The Madison Window Cleaners is waiting for grass establishment where the storage buildings and the school site are in different stages of construction.

Business Park Soil Report

The soil report is done and available for viewing. A lot of the soil was found to be in need of excavation before lots would be developed.

7. **Directors Report**

COVID-19

The Municipal Services Building (MSB) and Village Hall re-opened their doors to the public on May 27th. Capacity limits, social distancing, the use of plexiglass at the MSB and the vestibule window at Village Hall are being utilized.

Vilas Road Creek Crossing

R.G. Huston crews began work last week. Rain in the forecast has been slowing the progress a bit.

Street Maintenance for 2020

The street crack fill work has been completed. Chip seal and patching contracts are signed, and we are awaiting schedule confirmation. Currently working on getting pricing on crack fill for sections of the bike path, which will be covered by any leftover funds.

Sidewalk Maintenance

Saw-cut work was postponed due to rain but should be happening this week. Removal and replacement are set for early June as the schedule allows. Public Works staff will assist with the removal process.

Camera at Public Works Shop

A camera was installed last week at the Public Works Shop compost drop off site to help identify violators. New signage has also been installed at the compost site to clearly outline what is and isn't accepted at the site.

Stormwater Intern position

Intern began work on June 1st. With this position, we will be far ahead of where we were last year in regard to meeting stormwater reporting requirements. Updates from the intern will be shared with the committee.

8. **Approve the minutes of the May 5, 2020 Public Works & Properties Committee meeting.**

Motion by Kieck, seconded by Eberhardt, to approve the May 5, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 4-0-0.

9. **Set tentative date for next meeting.**

The next virtual Zoom meeting is tentatively scheduled for Tuesday, July 7, 2020 at 6:00 pm.

10. **Future Agenda Items**
    - Update on Glacial Drumlin Bike Path project.
    - Update on the Buss Rd/CTH BB project.
    - Discuss Taylor Street potholes.

11. **Adjournment**

Motion by Eberhardt, seconded by Kieck, to adjourn at 7:01 pm. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.
Approved on: __/ /20__

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.

Professional Services Agreement

This AGREEMENT (Agreement) is made today July 20, 2020 by and between VILLAGE OF COTTAGE GROVE, WISCONSIN (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: Village of Cottage Grove Interstate Commerce Park Infiltration Investigation

The scope of the work authorized is: **See Attachment A**

The schedule to perform the work is: Approximate Start Date: 7/20/2020
Approximate Completion Date: 9/1/2020

The estimated fee for the work is: $10,000

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

VILLAGE OF COTTAGE GROVE	**MSA PROFESSIONAL SERVICES, INC.**
_____	_____
John Williams	Kevin Lord, P.E., P.L.S.
Village President	Team Leader
Date:_____	Date: 7/9/2020
221 E Cottage Grove Road	1702 Pankratz Street
Cottage Grove, WI 53527	Madison, WI 53704
Phone: 608-839-4704	Phone: 608-242-7779

Village of Cottage Grove
Interstate Commerce Park Infiltration Investigation
MSA Project #00094103

Project Name: Interstate Commerce Park Infiltration Investigation
Cottage Grove, Dane County

Project Description
The Interstate Commerce Park was initially constructed in the early 2000's and included regional stormwater management ponds that are capable of providing peak discharge rate control and stormwater quality treatment in accordance with the regulatory standards at the time. Sometime later, the State of Wisconsin implemented Administrative Code NR151, which required additional stormwater management practices for infiltration. The County and Village were subsequently required to incorporate infiltration requirements into their ordinances. Because infiltration is not provided by the regional ponds serving the park, it needs to be provided on-site for each prospective development.

Current regulations do allow certain sites to be 'exempted' from on-site infiltration requirements if site conditions are not suitable (clayey soils, high groundwater, or shallow bedrock conditions). Many, but not all, of the currently developed sites within the commerce park have been found to be exempt from infiltration requirements. Because infiltration practices necessitate 'setting aside' a portion of the site to construct an infiltration BMP (or alternatively, require very expensive underground BMPs) this affects the overall attractiveness of the parcel from a development standpoint. In recent months, the Village has dealt with a number of challenges related to uncertainties with development potential because the suitability of current vacant lots for infiltration practices are not known.

In consultation with Village staff and WDNR regulatory professionals, MSA has developed a plan to pre-screen currently vacant sites in the Commerce Park to determine whether any sites can be conclusively shown to be exempt from infiltration so that the Village may market those sites as not needing on-site infiltration practices to meet Village, County, and State infiltration practices. This document presents the scope of work and cost estimate to complete an investigation of the infiltration potential for the currently remaining vacant properties in the Commerce Park.

Scope of Work

a.) Preliminary Infiltration Field Assessment
MSA will conduct an on-site visual analysis of soil textures using hand-auger techniques in accordance with WDNR technical standard 1002 Site Evaluation for Stormwater Infiltration. Up to 24 borings will be collected to a depth of no more than eight (8) feet. Borings will be spaced uniformly throughout the undeveloped parcels labeled A and H, as indicated on the attached map.

b.) Infiltration Suitability Mapping
MSA will prepare a map describing our opinion regarding the suitability of each site for implementing infiltration BMPs. This opinion will be based on soil texture data collected in activity (a) as well as through previously conducted geotechnical investigations.

MSA will provide a copy of the infiltration-suitability map to the WDNR (Eric Rortvedt, P.E.) for their review and concurrence, with a desired outcome being an agreement regarding which of the vacant lots are entirely unsuitable for infiltration, or which are suitable for infiltration – in whole or in part.

Those parcels found to be entirely unsuitable for infiltration will be classified as exempt from infiltration. Note however, that rain garden practices will still be required per the Commerce Park covenants (required rain gardens are comparatively small, and there is no performance standard identified in the coventants).

Those parcels found to be at least partially suitable for infiltration will need further investigation which can either be left to prospective developers or which can be further investigated by MSA in a follow-up study. The cost for such a study will be dependent on the area found suitable for infiltration and would be difficult to estimate prior to the completion of this current study.

c.) Final Documentation

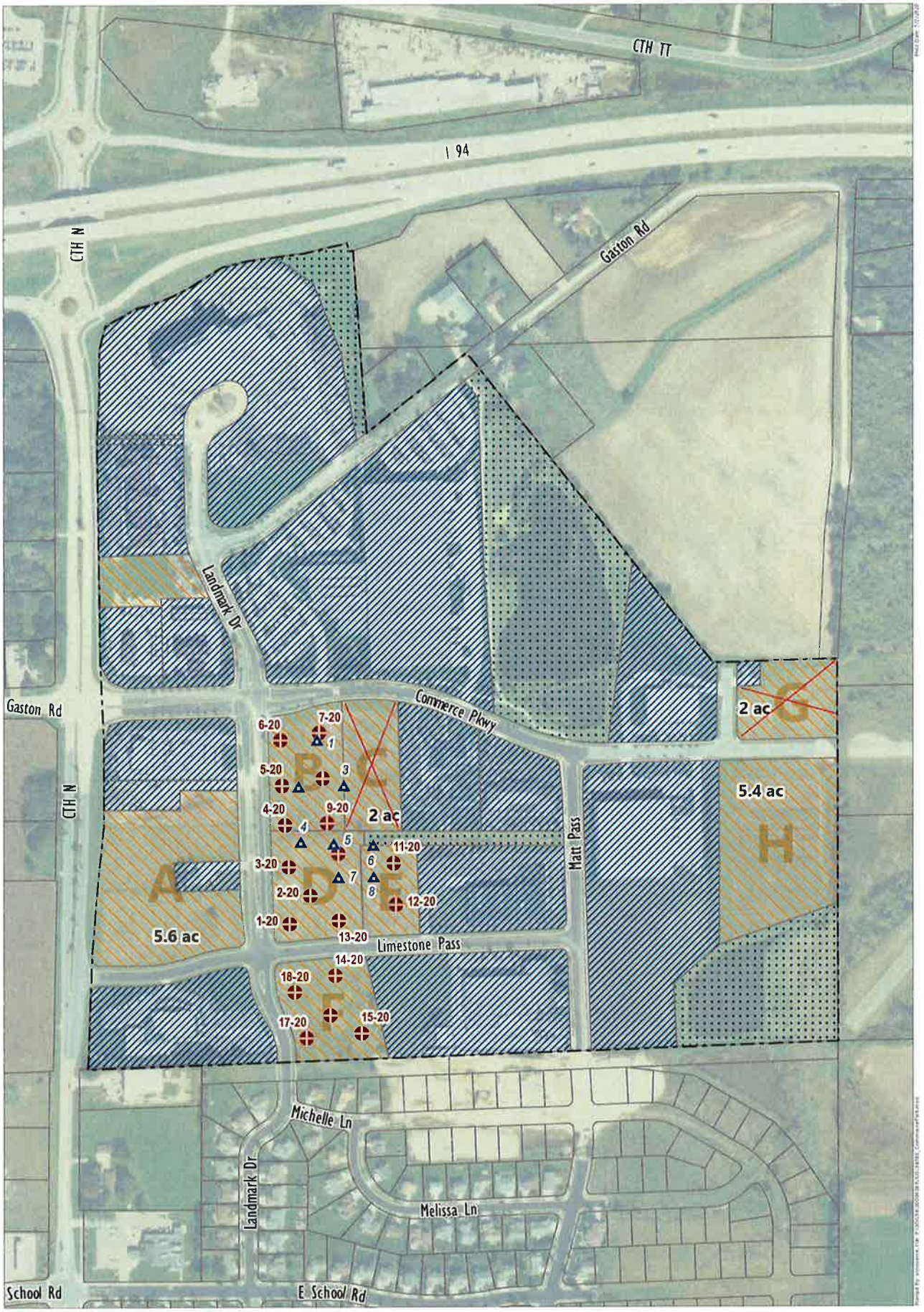
MSA will prepare a brief technical memorandum with supporting approvals, and a map documenting the undeveloped areas within the commerce park where infiltration practice will be required, and where they will not.

Engineering Cost

MSA will complete the activities in this scope of work for a fee of $10,000

Schedule

MSA will complete the activities in this scope of work prior to September 1, 2020.



MSA

Data Sources:
Aerial: NAIP (2018)
Parcels: Dane County (Feb 2020)
Road Names: Dane County

0 150 300 Feet

Commerce Park
Developed
Stormwater; Open Space
Vacant

Soil Borings
2015
2020

Soil Borings

Commerce Park

Village of Cottage Grove
Dane County, WI

MSA PROFESSIONAL SERVICES, INC. (MSA)
GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC)

1. **Scope and Fee.** The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required. The OWNER agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project

2. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Past due balances shall be subject to an interest charge at a rate of 12% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

3. **Costs and Schedules.** Costs and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

4. **Access to Site.** Owner shall furnish right-of-entry on the project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

5. **Location of Utilities.** Consultant shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Consultant in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to Consultant by others.

6. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not guarantee that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

7. **Construction.** This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.

8. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

9. **Construction Site Visits.** MSA shall make visits to the site at intervals appropriate to the various stages of construction as MSA deems necessary in order to observe, as an experienced and qualified design professional, the progress and quality of the various aspects of Contractor's work.

The purpose of MSA's visits to, and representation at the site, will be to enable MSA to better carry out the duties and responsibilities assigned to and undertaken by MSA during the Construction Phase, and in addition, by the exercise of MSA's efforts as an experienced and qualified design professional, to provide for OWNER a greater degree of confidence that the completed work of Contractor will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor. On the other hand, MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

10. **Termination.** This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

11. **Betterment.** If, due to MSA's error, any required or necessary item or component of the project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

12. **Hazardous Substances.** OWNER acknowledges and agrees that MSA has had no role in generating, treating, storing, or disposing of hazardous substances or materials which may be present at the project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

13. **Insurance.** MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

14. **Reuse of Documents.** Reuse of any documents and/or services pertaining to this project by the OWNER or extensions of this project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

15. **Indemnification.** To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, agents, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, agents, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

16. **Dispute Resolution.** OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in any state or federal court having jurisdiction.

17. **Exclusion of Special, Indirect, Consequential and Liquidated Damages.** Consultant shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the project or this contract.

18. **State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State of INSERT STATE.

19. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of INSERT STATE for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be, at MSA's option, Sauk County, Wisconsin, or any county in which MSA has an office.

20. **Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations. Inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.

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

UTILITY COMMISSION

Wednesday, July 8, 2020 **5:00 PM**

AGENDA

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/95542739179. You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 955 4273 9179 #. 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 the Director of Public Works & Utilities, JJ Larson at jlarson@village.cottage-grove.wi.us

1) **Call Meeting to Order**
2) **Quorum and roll call**
3) **Public Appearances** – Public's opportunity to speak about any subject that is not a specific agenda item.
4) **Old Business**
   - **a.** Update on water and sewer extension along Vilas Rd.
   - **b.** Update on lead and copper testing.
   - **c.** Update on MMSD charges and sampling.
5) **New Business**
   - **a.** Discuss and consider Utility Easement Agreement for 1002 Crysta Trl.
   - **b.** Discuss and consider writing off utility charges from 4/1/20 to 4/14/20 for account 2415.00.
   - **c.** Discuss utility connections for Vilas Rd.
6) **Engineer's report.**
7) **Director's report.**
8) **Approve vouchers for payment.**
9) **Approve the minutes of the June 10, 2020 Utility Commission meeting.**
10) **Set date for next meeting.**
11) **Future Agenda Items**
12) **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 5a

PUBLIC WORKS STAFF REPORT

MEMO DATE:	June 30th, 2020
MEETING DATE:	July 8th, 2020
TO:	Utility Commission
FROM:	JJ Larson, Director of Public Works & Utilities
RE:	**Easement Agreement**

BACKGROUND

The owners of 1002 Crysta Trl. were proactive in reaching out to private utility companies and the Village in preparing to put an addition on their home. There is an existing sanitary sewer main running through the backyards of this block of Crysta Trl. and this planned addition will encroach on the Village's easement for this sewer line.

OVERVIEW

This unique main and easement are likely be abandoned at some point in the future when the Village develops further. The main is made of PVC, relatively new, and it is unlikely to suffer the type of failure requiring excavation to repair. The property owners attended a Utility Commission meeting last year, at which time the Commission determined that granting permission would be acceptable given an agreement could be drafted and agreed to that protected the Village from any additional costs related to private property repairs and/or damage.

The property owners agreed to pay the associated costs to have our Attorney draft the agreement language.

Our Village Attorney drafted language that protects the Village from extra costs in the event a repair does become necessary. Also, the agreement will be filed with the Dane County Register of Deeds to run with the property, until such time that the Village abandons the sewer and easement.

STAFF RECOMMENDATION

I recommend approval of the Utility Easement Agreement for the property located at 1002 Crysta Trl.

ITEM 5a

Utility Easement Agreement

This agreement ("Agreement") between the Village of Cottage Grove ("Village"), a municipal corporation, and Kristine and Michael Kreuger ("Kreugers") is entered into this ___ day of _____, 2020.

In consideration of the mutual promises, obligations, and benefits provided hereunder, the receipt and adequacy of which are hereby acknowledged, the Village and the Kreugers agree as follows:

1. The Village grants the Kreugers permission to construct, at the Kreugers' expense, a deck and enclosed porch (the "Encroachments") that extend into the sanitary sewer utility easement located at 1002 Crysta Trail, Cottage Grove, WI 53527 (the "Easement").

2. The Village does not anticipate the need for and will make all reasonable efforts to avoid disturbance to the Encroachments in the future.

3. If the Village determines, in its sole discretion, that removal of the Encroachments is necessary for work to be performed in the Easement, the Encroachments shall be removed at the Kreugers' expense upon receipt of notice by the Kreugers from the Village, and such removal shall be completed by the date contained in the notice. If the Kreugers do not remove the Encroachments by the date specified in the notice, the Village may cause the Encroachments to be removed. Should the Village exercise its right to remove the Encroachments, the Kreugers shall reimburse the Village for the reasonable costs of removal. If the Kreugers do not reimburse the Village for removal costs upon request, the Village may collect these costs from the Kreugers as provided by law and may record a lien against the Kreugers' property for said costs until paid.

4. If the Village determines that removal of the Encroachments is necessary, as provided in paragraph 3, the Village will make all reasonable efforts to give the Kreugers a reasonable time frame within which to remove the Encroachments, unless the Village determines, in its sole discretion, that specific or exigent circumstances require otherwise.

5. The Kreugers release, covenant not to sue, discharge, and hold harmless the Village and its employees, agents, or representatives, of and from any and all claims, including all liabilities, actions, damages, costs or expenses of any kind arising out of or relating to placing the Encroachments in the Easement or removal of the Encroachments, whether conducted by the Kreugers or the Village. This release includes any claims based on the actions, omissions, or negligence of the Village and its employees, agents, or representatives. This release does not include any claims based on the intentional actions of the Village and its employees, agents, or representatives.

6. This Agreement shall run with the land and shall be binding upon the heirs, successors, transferees, and assigns of the Kreugers. The Village shall, at the Kreugers' expense, record this Agreement with the Dane County Register of Deeds. This agreement is voided if the Village abandons the Easement

The parties hereto have executed this Agreement as of the year and date first set forth above, and by so signing this Agreement, certify that they have been duly authorized to execute this Agreement.

Signature Page to Follow

VILLAGE:

VILLAGE OF COTTAGE GROVE
Dane County, Wisconsin

By_____
John Williams, Village President

ATTEST:

_____
Lisa Kalata, Village Clerk

KRISTINE KREUGER:

_____
Kristine Kreuger

MICHAEL KREUGER:

_____
Michael Kreuger

ITEM 5b

Village of Cottage Grove

Jun 29, 2020

210 Progress Drive Suite 2
Cottage Grove WI 53527
608-839-5813

Customer Number: 2415.00

FINAL BILLING
DUE DATE: 5/5/2020

Disconnect Date: Apr 15, 2020
Service Address:

Previous Date	Previous Reading	Current Date	Current Reading	Multiplier	Usage	Amount	
						102.65	Previous Balance
						102.65 -	Current Payments/Adjustments
03/31/2020	7,161	04/15/2020	7,197	.0100	0	.00	Water 1 Usage
						4.18	Water Fixed Charge
						.00	Sewer Usage Charge
						6.71	Sewer Fixed Charge
						5.54	Public Fire Protect
						.00	Water Penalty
						.00	Sewer Penalty

16.43 Balance Due

A penalty of 1% per month will be added to bills not paid within 20 days from date of issuance.

ITEM 6

Engineer's Report | A Review of Projects in the Community

Village of Cottage Grove, WI

PREPARED BY: Kevin Lord PE/PLS
klord@msa-ps.com

DATE: July 2020 Report

MGSD SITE PLAN – MSA received information from the engineer of the school property including utility extensions and possible future roadway locations on the northeast side of the site. MSA will review and report if anything is necessary for Utility Commission.

5TH ADDITION TO WESTLAWN ESTATES – Concrete curb and gutter and sidewalk has mainly been completed. Contractor currently working on curb ramps and then will finish with street paving and restoration. The Contractor did make changes to the outfall in the southeast corner of the development based on recommendations from the Town Engineer.

COTTAGE GROVE COMMONS – Miscellaneous concrete and restoration work being completed to obtain occupancy for a portion of the site.

VILAS ROAD SEWER AND WATER – Project has been awarded. Awaiting anticipated schedule from Contractor however have been told a July/August start timeframe.

SANITARY SYSTEM FLOWS – The flow monitoring equipment has been removed. MSA is analyzing the information with respect to flows to determine pipe capacity and also with respect to I&I (inflow and infiltration) to determine specific sanitary sheds that should be targeted for future reviews. MSA completed a preliminary report to the Village identifying that the farm interceptor is not an immediate need. (See Attached.)

GLACIAL DRUMLIN PATH/CLARK STREET – MSA will discuss water system utility extensions if Grove Street is included within the Village portion of the project. Costs are being prepared by the utilities to bury the overhead along Clark Street.

CONSTRUCTION STANDARDS – MSA began working on completing some construction standards for the public infrastructure for Contractors in the Village. The final specifications will be shared with the Utility Commission along with some finalizing questions specific to the Village.

NORTH SIDE BUSINESS PARK – MSA has been working with the Village on the USA amendment on the North side of the Interstate. Upon completion of a developer's agreement design requests may be necessary for utility extensions/lift station and roadway improvements along the County roads.

ITEM 7

Village of Cottage Grove

Department of Public Works
Director's Monthly Report to the Utility Commission
July 8th, 2020

AMI

- Some in-person training on software took place last week.
- Most issues have been worked out in the last month, of the dozen or so meters not reading initially, only a problem with one as of this writing.

MMSD charges up in Q1

- MMSD did additional testing for us on the influent line at the Vilas Rd. Lift Station
- Results showed the same increasing numbers (CBOD, TSS, TKN, TP)
- As of this writing, I have reached out to their team to see if they'd help with additional testing out in the system. Also, shared the data with MSA for any thoughts they may have.
- The Sewer Utility is healthy financially and can handle the increased treatment costs for this year, but as we get into budget discussions this will need to be addressed.

Lead & Copper testing

- DNR moved sampling timeframe back.
- Initial letters mailed to sampling sites last week.

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.
[Report].GL Account and Title = "60000000000"-"60199999999"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
600-39508								
99	MSA PROFESSIONAL SERVICE	99-061620	WATER UTILITY - ENGINEERIN	06/16/2020	2,893.55	2,893.55	06/16/2020	
Total 600-39508:					2,893.55	2,893.55		
600-60630-210								
6373	WI STATE LABORATORY OF HY	635951	FLUORIDE	06/16/2020	26.00	26.00	06/16/2020	
Total 600-60630-210:					26.00	26.00		
600-60651-340								
99	MSA PROFESSIONAL SERVICE	99-061620	WATER UTILITY - GIS MAPPING	06/16/2020	225.00	225.00	06/16/2020	
Total 600-60651-340:					225.00	225.00		
600-60652-340								
99	MSA PROFESSIONAL SERVICE	99-061620	WATER UTILITY - GIS MAPPING	06/16/2020	37.50	37.50	06/16/2020	
Total 600-60652-340:					37.50	37.50		
600-60653-340								
99	MSA PROFESSIONAL SERVICE	99-061620	WATER UTILITY - GIS MAPPING	06/16/2020	15.00	15.00	06/16/2020	
Total 600-60653-340:					15.00	15.00		
600-60654-340								
99	MSA PROFESSIONAL SERVICE	99-061620	WATER UTILITY - GIS MAPPING	06/16/2020	22.50	22.50	06/16/2020	
Total 600-60654-340:					22.50	22.50		
600-60902-311								
111	POSTMASTER	111-052920	POSTAGE - WATER & SEWER BI	06/16/2020	49.74	49.74	06/16/2020	
6410	QUADIENT	INV57626487	METER RENTAL	06/16/2020	8.53	8.53	06/16/2020	
Total 600-60902-311:					58.27	58.27		
600-60920-225								
2421	CHARTER COMMUNICATIONS	57023060120	BUSINESS TV @ MUNICIPAL SE	06/16/2020	2.69	2.69	06/16/2020	
594	US CELLULAR	37533395	CELL PHONE CHARGES - PUBL	06/16/2020	30.78	30.78	06/16/2020	
594	US CELLULAR	37533395	TABLET DATA CHARGES	06/16/2020	45.74	45.74	06/16/2020	
Total 600-60920-225:					79.21	79.21		
600-60920-320								
6458	WISCONSIN RURAL WATER AS	W1920	MEMBERSHIP RENEWAL	06/16/2020	22.50	22.50	06/16/2020	
Total 600-60920-320:					22.50	22.50		
600-60920-340								
1462	ALSCO	IMIL1573708	MATS AT MUNICIPAL SERVICES	06/16/2020	10.71	10.71	06/16/2020	
1462	ALSCO	IMIL1573709	MATS & UNIFORMS	06/16/2020	12.92	12.92	06/16/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1462	ALSCO	IMIL1573710	MATS AT VILLAGE HALL	06/16/2020	7.99	7.99	06/16/2020	
1462	ALSCO	IMIL1575949	MATS AT MUNICIPAL SERVICES	06/16/2020	10.71	10.71	06/16/2020	
1462	ALSCO	IMIL1575950	MATS & UNIFORMS	06/16/2020	12.92	12.92	06/16/2020	
1462	ALSCO	IMIL1575951	MATS AT VILLAGE HALL	06/16/2020	7.99	7.99	06/16/2020	
2421	CHARTER COMMUNICATIONS	17282060520	MONTHLY BASIC BUSINESS TV	06/16/2020	33.15	33.15	06/16/2020	
2421	CHARTER COMMUNICATIONS	73715060520	MONTHLY PHONE CHARGE - 6/	06/16/2020	29.53	29.53	06/16/2020	
930	COMPUTER MAGIC INC	5000	SERVICE AGREEMENT - COTTA	06/16/2020	184.89	184.89	06/16/2020	
626	DIGGERS HOTLINE INC	200 5 13551	DUPLICATE/COPY EMAILS & PR	06/16/2020	296.10	296.10	06/16/2020	
5	GFC LEASING CO	I00587421	LEASE #M107469 & M111367 - 6/	06/16/2020	55.25	55.25	06/16/2020	
12	QUILL CORP	4599347	CHAIRMAT	06/16/2020	18.00	18.00	06/16/2020	
12	QUILL CORP	7374540	LABELS, HIGHLIGHTERS, CARD	06/16/2020	24.36	24.36	06/16/2020	
4987	TOTAL WATER TREATMENT SY	862810	BOTTLED WATER - MAY 2020 -	06/16/2020	1.70	1.70	06/16/2020	
	Total 600-60920-340:				706.22	706.22		
600-60923-210								
15	BAKER TILLY VIRCHOW KRAUS	BT1629280	PROF SERVICES - AUDIT	06/16/2020	854.00	854.00	06/16/2020	
6454	HYDROCORP	0057383-IN	CROSS CONNECTION CONTRO	06/16/2020	1,147.00	1,147.00	06/16/2020	
99	MSA PROFESSIONAL SERVICE	99-061620	WATER UTILITY - GENERAL EN	06/16/2020	25.00	25.00	06/16/2020	
	Total 600-60923-210:				2,026.00	2,026.00		
600-60924-510								
1062	BAER INSURANCE SERVICES L	3357	LIABILITY - 3RD QUARTER 2020	06/16/2020	1,880.02	1,880.02	06/16/2020	
	Total 600-60924-510:				1,880.02	1,880.02		
600-60925-511								
1062	BAER INSURANCE SERVICES L	3357	WORKERS COMP - 3RD QUART	06/16/2020	1,042.72	1,042.72	06/16/2020	
	Total 600-60925-511:				1,042.72	1,042.72		
600-60933-385								
3	LANDMARK SERVICES COOPE	03-061620PW	PW FUELS - MAY 2020	06/16/2020	283.51	283.51	06/16/2020	
4458	O'REILLY AUTO PARTS	4331-336558	FUEL	06/16/2020	11.19	11.19	06/16/2020	
	Total 600-60933-385:				294.70	294.70		
600-60935-340								
3912	FRONTIER	3912-061620	608-839-1603 FAX & SCADA SY	06/16/2020	55.30	55.30	06/16/2020	
2813	POMP'S TIRE SERVICE INC	80215406	FLAT REPAIR	06/16/2020	5.30	5.30	06/16/2020	
4447	REINDERS INC	1832234-00	RIM & VALVE STEM	06/16/2020	31.78	31.78	06/16/2020	
371	RG HUSTON COMPANY INC	44154	TOPSOIL	06/16/2020	64.32	64.32	06/16/2020	
	Total 600-60935-340:				156.70	156.70		
601-60827-340								
99	MSA PROFESSIONAL SERVICE	99-061620	SEWER UTILITY - GIS MAPPING	06/16/2020	75.00	75.00	06/16/2020	
	Total 601-60827-340:				75.00	75.00		
601-60828-385								
3	LANDMARK SERVICES COOPE	03-061620PW	PW FUELS - MAY 2020	06/16/2020	283.51	283.51	06/16/2020	
4458	O'REILLY AUTO PARTS	4331-336558	FUEL	06/16/2020	11.19	11.19	06/16/2020	
	Total 601-60828-385:				294.70	294.70		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
601-60831-240								
99	MSA PROFESSIONAL SERVICE	99-061620	SEWER UTILITY - GIS MAPPING	06/16/2020	225.00	225.00	06/16/2020	
Total 601-60831-240:					225.00	225.00		
601-60831-350								
99	MSA PROFESSIONAL SERVICE	99-061620	SEWER UTILITY - GIS MAPPING	06/16/2020	112.50	112.50	06/16/2020	
Total 601-60831-350:					112.50	112.50		
601-60832-340								
3912	FRONTIER	3912-061620	608-839-1603 FAX & SCADA SY	06/16/2020	55.30	55.30	06/16/2020	
99	MSA PROFESSIONAL SERVICE	99-061620	SEWER UTILITY - GIS MAPPING	06/16/2020	37.50	37.50	06/16/2020	
Total 601-60832-340:					92.80	92.80		
601-60834-340								
2813	POMP'S TIRE SERVICE INC	80215406	FLAT REPAIR	06/16/2020	5.30	5.30	06/16/2020	
4447	REINDERS INC	1832234-00	RIM & VALVE STEM	06/16/2020	31.77	31.77	06/16/2020	
371	RG HUSTON COMPANY INC	44154	TOPSOIL	06/16/2020	64.32	64.32	06/16/2020	
Total 601-60834-340:					101.39	101.39		
601-60840-311								
111	POSTMASTER	111-052920	POSTAGE - WATER & SEWER BI	06/16/2020	49.73	49.73	06/16/2020	
6410	QUADIENT	INV57626487	METER RENTAL	06/16/2020	8.52	8.52	06/16/2020	
Total 601-60840-311:					58.25	58.25		
601-60850-225								
2421	CHARTER COMMUNICATIONS	57023060120	BUSINESS TV @ MUNICIPAL SE	06/16/2020	2.69	2.69	06/16/2020	
594	US CELLULAR	37533395	CELL PHONE CHARGES - PUBL	06/16/2020	30.78	30.78	06/16/2020	
594	US CELLULAR	37533395	TABLET DATA CHARGES	06/16/2020	45.74	45.74	06/16/2020	
Total 601-60850-225:					79.21	79.21		
601-60850-320								
6458	WISCONSIN RURAL WATER AS	W1920	MEMBERSHIP RENEWAL	06/16/2020	22.50	22.50	06/16/2020	
Total 601-60850-320:					22.50	22.50		
601-60850-340								
1462	ALSCO	IMIL1573708	MATS AT MUNICIPAL SERVICES	06/16/2020	10.71	10.71	06/16/2020	
1462	ALSCO	IMIL1573709	MATS & UNIFORMS	06/16/2020	12.92	12.92	06/16/2020	
1462	ALSCO	IMIL1573710	MATS AT VILLAGE HALL	06/16/2020	7.99	7.99	06/16/2020	
1462	ALSCO	IMIL1575949	MATS AT MUNICIPAL SERVICES	06/16/2020	10.71	10.71	06/16/2020	
1462	ALSCO	IMIL1575950	MATS & UNIFORMS	06/16/2020	12.92	12.92	06/16/2020	
1462	ALSCO	IMIL1575951	MATS AT VILLAGE HALL	06/16/2020	7.99	7.99	06/16/2020	
2421	CHARTER COMMUNICATIONS	17282060520	MONTHLY BASIC BUSINESS TV	06/16/2020	33.15	33.15	06/16/2020	
2421	CHARTER COMMUNICATIONS	73715060520	MONTHLY PHONE CHARGE - 6/	06/16/2020	29.53	29.53	06/16/2020	
930	COMPUTER MAGIC INC	5000	SERVICE AGREEMENT - COTTA	06/16/2020	184.89	184.89	06/16/2020	
626	DIGGERS HOTLINE INC	200 5 13551	DUPLICATE/COPY EMAILS & PR	06/16/2020	296.10	296.10	06/16/2020	
5	GFC LEASING CO	I00587421	LEASE #M107469 & M111367 - 6/	06/16/2020	55.25	55.25	06/16/2020	
12	QUILL CORP	4599347	CHAIRMAT	06/16/2020	18.00	18.00	06/16/2020	
12	QUILL CORP	7374540	LABELS, HIGHLIGHTERS, CARD	06/16/2020	24.36	24.36	06/16/2020	
4987	TOTAL WATER TREATMENT SY	862810	BOTTLED WATER - MAY 2020 -	06/16/2020	1.70	1.70	06/16/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 601-60850-340:					706.22	706.22		
601-60852-210								
15	BAKER TILLY VIRCHOW KRAUS	BT1629280	PROF SERVICES - AUDIT	06/16/2020	854.00	854.00	06/16/2020	
99	MSA PROFESSIONAL SERVICE	99-061620	SEWER UTILITY - GENERAL EN	06/16/2020	25.00	25.00	06/16/2020	
99	MSA PROFESSIONAL SERVICE	99-061620	COLLECTION SYSTEM FLOW M	06/16/2020	3,340.50	3,340.50	06/16/2020	
Total 601-60852-210:					4,219.50	4,219.50		
601-60853-510								
1062	BAER INSURANCE SERVICES L	3357	LIABILITY - 3RD QUARTER 2020	06/16/2020	4,488.93	4,488.93	06/16/2020	
Total 601-60853-510:					4,488.93	4,488.93		
601-60853-511								
1062	BAER INSURANCE SERVICES L	3357	WORKERS COMP - 3RD QUART	06/16/2020	861.12	861.12	06/16/2020	
Total 601-60853-511:					861.12	861.12		
Grand Totals:					20,823.01	20,823.01		

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above $0.00 included.

Paid and unpaid invoices included.

[Report].GL Account and Title = "60000000000"-"60199999999"

ITEM 9

VILLAGE OF COTTAGE GROVE UTILITY COMMISSION

MEETING MINUTES OF JUNE 10, 2020

1. **Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:03 p.m. This meeting was held on Zoom.

2. **Determine that a quorum was present and that the agenda was properly posted**. Roll call was taken, and it was determined that a quorum was present and that the agenda had been properly posted. Present were Charlie Rogers (chair), Bruce Halverson, Heidi Murphy, Mike Hackel, Village Engineer Kevin Lord, Public Works Director JJ Larson and one (1) member of the public. Absent and excused was Joanna Williams.

3. **Public Appearances – Public's opportunity to speak about any subject that is not a specific agenda item**. None.
4. **Old Business**
   a. **Update on water and sewer extension along Vilas Rd.**
   Lord gave an update on the status of the project. Contracts are signed, contractor is looking at a July or August start on that project. They have 90 days to substantial completion so it will be a fall completion.
   b. **Update on lead and copper testing.**
   Larson said the plan is to begin reaching out to residents in July to get the samples collected.
   c. **Update on MMSD charges and sampling.**
   Larson stated that first quarter costs for sewage treatment were up significantly and that MMSD staff reported it was due to higher numbers of solids, phosphorus, and other measurables in the wastewater samples. There was an issue with a pump in the wet well at Vilas being out of service for a period of time, the pump is located right where the sampler pulls for testing, Larson stated his theory is that is impacting the sample results because there is no obvious change in what's going to the system. MMSD staff will be installing a sampler in another location to see if the issue is related to the wet well sampler location or there is something changing in our wastewater.
5. **New Business**
   a. **Discuss and consider 2019 Compliance Maintenance Annual Report (CMAR).**
   Larson presented the report and explained that it's an annual report to the DNR on our Sanitary Sewer Utility's financials and maintenance activities. **Motion** by Murphy, seconded by Hackel to approve the 2019 Compliance Maintenance Annual Report. Motion carried with a unanimous voice vote 4-0-0.
   b. **Discuss and consider the continuation of PSN fee absorption for online utility bill payments.**
   Larson explained how the Utility opted to absorb the online payment fees when the Safer at Home order was issued; in order to encourage customers to pay online versus mailing or dropping off payments. Larson discussed how utilities are now allowed under PSC rules to absorb the fees for online bill payment outside of a rate case. In the packet was a summary of the cost so far and an estimate for costs moving forward to continue to absorb these fees. Larson stated that in order for a Utility to capture that revenue it does have to be a part of a full rate case, but that the Utility's operating budget would easily absorb the fees for the next year and that the plan had been to seek a full rate case at some point in 2021 at which time these costs could be accounted for in the rates. **Motion** by Hackel,

seconded by Halverson, to continue absorbing fees for online payment. Motion carried with a unanimous voice vote of 4-0-0.

6. **Engineer's report.**

MGSD Site Plan – MSA was working with the Village on verifying the public utility extensions required for the school district property for the Developers Agreement that was recently signed and approved. Nothing new on the development portion northeast of the school site.

Miracle Field – MSA was working with the site engineer to verify the site utilities in order for the Village to maintain these in the future. Engineer working on revising the site plan to allow the water extension at a later time.

5th Addition to Westlawn Estates – Utility work was completed and progress is being made on the roadway work. MSA is working with MMSD on deed restrictions for future phases at this time.

Cottage Grove Commons – Public utility work completed and also working on roadway work as weather permits.

Vilas Road Sewer and Water – Project has been awarded. Awaiting anticipated schedule from Contractor.

Sanitary System Flows – The flow monitoring equipment has been taken out of the system as of June 1st. MSA will analyze the information with respect to flows to determine pipe capacity and also with respect to I&I (inflow and infiltration) to determine specific sanitary sheds that should be targeted for future reviews. MSA completed a preliminary report to the Village identifying that the Farm Interceptor is not an immediate need.

Glacial Drumlin Path/Clark Street – MSA will discuss water system utility extensions if Grove Street is included within the Village portion of the project. Costs are being prepared by the utilities to bury the overhead along Clark Street.

7. **Director's report.**

COVID-19
Still no two in a vehicle and staff staying with same vehicle as much as possible. The Municipal Services Building re-opened with limited capacity and plexiglass at the counter.

AMI
Final in-person training still on hold.

MMSD charges up in Q1
Possible aberration in their test results; or the Village wastewater composition is changing. Larson reached out to their Collection System Team to discuss and troubleshoot. MMSD staff got back to Larson and will be doing some increased and varied sampling in the coming weeks.

Lead & Copper
DNR moved sampling timeframe back; will be mailing letters to approved sites.

Vilas Water/Sewer

Agreement reached between Village and land-owners, contract awarded, no word as of this writing on timing of construction.

8. **Approve vouchers for payment. Motion** by Rogers, seconded by Halverson, to approve payment of the vouchers in the amount of $69,182.56. Motion carried by a unanimous voice vote of 4-0-0.

9. **Approve the minutes of the May 13, 2020 Utility Commission meeting. Motion** by Hackel, seconded by Murphy, to approve the minutes of the May 13, 2020 meeting as presented. Motion carried by a unanimous voice vote of 4-0-0.

10. **Set date for next meeting.** The next meeting of the Utility Commission will be held on Wednesday, July 8, 2020 at 5:00 p.m.

11. **Future Agenda Items**

    - Sanitary system flows
    - Services along Vilas Rd.
    - MMSD charges
    - Lead and copper testing
    - UCMR results

12. **Adjournment. Motion** by Rogers, seconded by Hackel, to adjourn the meeting at 5:30 p.m. Motion approved by unanimous voice vote, 4-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on: _____/_____/_____

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

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

AD HOC GLACIAL DRUMLIN BIKE PATH COMMITTEE

Thursday, July 9, 2020 **4:30pm**

This meeting will take place in the Village-owned lot on Clark St. at the intersection with Bass St. (near Lion's Shelter).

You may also choose to participate by providing public comment prior to the meeting via email to the Director of Public Works & Utilities, JJ Larson at jlarson@village.cottage-grove.wi.us.

AGENDA

1) **Call Meeting to Order**
2) **Quorum and roll call**
3) **Public Appearances** – Public's opportunity to speak about any subject that is not a specific agenda item.
4) **Approve the minutes of the June 4, 2020 meeting**
5) **Old Business**
   a. Discuss plan for Public Involvement meeting
   b. Discuss timeline and next steps
6) **New Business**
   a. Discuss and consider recommending approval of the Relocation Order along Clark Street for the Glacial Drumlin Path project
   b. Discuss and consider bike path route
7) **Set tentative date and format for next 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

VILLAGE OF COTTAGE GROVE *NOTICE OF PUBLIC MEETING*

AD HOC GLACIAL DRUMLIN BIKE PATH COMMITTEE

Thursday, June 4, 2020 **4:30pm**

Due to the COVID-19 pandemic, this meeting took place virtually via Zoom.

MINUTES

1) **Call Meeting to Order**

Larson called the meeting to order at 4:30pm. Sarah Valencia was nominated and unanimously selected as Chair.

2) **Quorum and roll call**

Present were Sarah Valencia, Melissa Ratcliff, Charlie Rogers, Jay Kiefer, Chris Nelson, Village Engineer Kevin Lord, Director of Public Works JJ Larson, Director of Parks, and Recreation & Forestry Sean Brusegar.

3) **Public Appearances** – Public's opportunity to speak about any subject that is not a specific agenda item. None

4) **Old Business**

a. Overview of project history.

Larson gave an overview of the project history; the planned Village project is a small piece of a larger picture to make the connection between the Village and the City of Madison with an off-road bike path. The connection will ultimately require projects by the City of Madison, Dane County, DNR, and the Village. This Committee was formed to guide the Village's portion making the connection between the trailhead of the Glacial Drumlin Trail west to Vilas Rd. where it will ultimately connect to the Dane County portion. Larson explained that given the importance of the connection to the overall east-west State Trail System, the Village scored very well and was awarded TAP grant funding through the DOT.

Village Engineer, Kevin Lord, presented the preliminary plan showing the proposed route of the path addition as well as potential improvements to Clark St. and Grove St. that the Village is planning to do as concurrent projects.

Questions were asked about the proposed path running along the west side of Grove St. before entering into the park. Rogers and Nelson recalled discussion of that path staying on the east side of Grove and crossing into the park south of the home there. There was discussion about keeping the path along Clark St. past the property and then turning it south into the park. Lord said he would discuss these potential options with the team at MSA and bring it back for the next meeting.

5) **New Business**

a. Discuss Public Involvement Plan.

Village Engineer, Kevin Lord discussed the required public involvement for a project with DOT funding. The Committee discussed options and it was decided that a plan would be formulated to have the public meeting near the project location, outside, weather permitting. And that a virtual meeting would be the backup plan. This meeting will be held on Thursday, July 30th at 6pm utilizing the Village parking lot on Clark St. and/or the Lions Park Shelter.

b. Discussion of project timeline and next steps.

Lord discussed the steps required of the grant-funded project; timing of environmental document submission, 30, 60 & 90% plans, throughout the summer and fall. Final plans are due in January of 2021, with project letting set for March of 2021 and construction in the summer.

6) **Set tentative date and format for next meeting**

The next meeting will be held on Thursday, July 9th at 4:30 pm. In the Village parking lot along Clark St.

7) **Future Agenda Items**

Determine final route of the path.

8) **Adjournment**

Motion by Rogers, seconded by Ratcliff to adjourn at 5:30pm

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on:

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 69

RELOCATION ORDER

LPA1708 08/2011 (Replaces LPA3006)

Project	Road name	Highway	County
00094102	VILLAGE OF COTTAGE GROVE, CLARK STREET (VILAS ROAD - CTH N)	LOCAL STREET	DANE
Right of way plat date XX/XX/XXXX	Plat sheet number(s) 1 - 2	Previously approved Relocation Order date N/A	

Description of termini of project:

Beginning at a point APPROXIMATELY 1229 feet south of and 688 feet west of the N 1/4 corner of Section 16, T-7-N, R-11-E, Village of Cottage Grove, Dane County, Wisconsin, thence easterly to a point APPROXIMATELY 1173 feet south of and 78 feet west of the N 1/4 corner of Section 16, T-7-N, R-11-E, Village of Cottage Grove, Dane County, Wisconsin as shown on the right-of-way plat or a copy thereof marked:

VILLAGE OF COTTAGE GROVE, CLARK STREET
(VILAS ROAD - CTH N)
LOCAL STREET DANE COUNTY

The same being sheets 1 - 2 of said plat.

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the highway designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Section 61.34(3), (3m) and 61.36, Wisconsin Statutes, the Village of Cottage Grove orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: Village of Cottage Grove
3. This order supersedes and amends any previous order issued by the: Village of Cottage Grove

Village President Date

CONVENTIONAL SYMBOLS

SECTION LINE
QUARTER LINE
SIXTEENTH LINE
NEW REFERENCE LINE
NEW R/W LINE
EXISTING R/W LINE
PROPERTY LINE
LOT, TIE, AND OTHER MINOR LINES
SLOPE INTERCEPT
CORPORATE LIMITS
UNDERGROUND FACILITY (COMMUNICATIONS, ELECTRIC, ETC.)
FEE ACQUISITION AREA (EXISTING OWNER OR OWNER)
TEMP. LIMITED EASEMENT AREA
EASEMENT AREA (HIGHWAY, PERMANENT LIMITED, OR RESTRICTED DEVELOPMENT)
TRANSMISSION STRUCTURES
BUILDING
BUILDING (TO BE REMOVED)
BRIDGE

PARCEL NUMBER (25)
SECTION CORNER
NOTATION FOR COMBUSTABLE FLUIDS
NOTATION FOR HIGH VOLTAGE TRANSMISSION LINES
UTILITY NUMBER (40)
R/W MONUMENT
NON-MONUMENTED R/W POINT
FOUND IRON PIN
VALVE (GAS, WATER, ETC.)
SIGN
OFF PREMISE SIGN
PARALLEL OFFSETS

ACCESS CONTROLLED BY ACQUISITION
NO ACCESS (BY STATUTORY AUTHORITY)
ACCESS RESTRICTED (BY PREVIOUS PROJECT OR CONTROL)
NO ACCESS (NEW HIGHWAY)
NATIONAL GEODETIC SURVEY MONUMENT
SIXTEENTH CORNER MONUMENT

CONVENTIONAL UTILITY SYMBOLS

WATER
GAS
TELEPHONE
OVERHEAD TRANSMISSION LINES (ELECTRIC)
CABLE TELEVISION
FIBER OPTIC
SANITARY SEWER
STORM SEWER
POWER POLE
TELEPHONE POLE
TELEPHONE PEDESTAL
ELECTRIC TOWER

CURVE DATA ABBREVIATIONS

LONG CHORD	LCH
LONG CHORD BEARING	LCB
RADIUS	R
DEGREE OF CURVE	D
CENTRAL ANGLE	Δ/DELTA
LENGTH OF CURVE	L
TANGENT	T
DIRECTION AHEAD	DA
DIRECTION BACK	DB

CONVENTIONAL ABBREVIATIONS

ACCESS RIGHTS	AR	OUTLOT	OL
ACRES	AC	PAGE	P
AHEAD	AH	POINT OF TANGENCY	PT
ALUMINUM	ALUM	PROPERTY LINE	PL
AND OTHERS	ET AL	RECORDED AS	(RDS)
BACK	BK	REEL / IMAGE	R/I
BLOCK	BLK	REFERENCE LINE	R/L
CENTERLINE	C/L	PERMANENT LIMITED EASEMENT	PLE
CERTIFIED SURVEY MAP	CSM	POINT OF BEGINNING	POB
CONCRETE	CONC	POINT OF CONVATURE	PC
COUNTY	CO	POINT OF COMPOUND CURVE	PCC
COUNTY TRUNK HIGHWAY	CTH	POINT OF INTERSECTION	PI
DISTANCE	DIST	REMAINING	REM
CORNER	COR	RESTRICTIVE DEVELOPMENT EASEMENT	RDE
DOCUMENT NUMBER	DOC	RIGHT	RT
EASEMENT	EASE	RIGHT OF WAY	R/W
EXISTING	EX	SECTION	SEC
GAS VALVE	GV	SEPTIC VENT	SEPV
GRID NORTH	GN	SQUARE FEET	SF
HIGHWAY EASEMENT	HE	STATE TRUNK HIGHWAY	STH
IDENTIFICATION	ID	STATION	STA
LAND CONTRACT	LC	TELEPHONE PEDESTAL	TP
LEFT	LT	TEMPORARY LIMITED EASEMENT	TLE
MONUMENT	MON	TRANSPORTATION PROJECT PLAT	TPP
NATIONAL GEODETIC SURVEY	NGS	UNITED STATES HIGHWAY	USH
NUMBER	NO	VOLUME	V

NOTES:

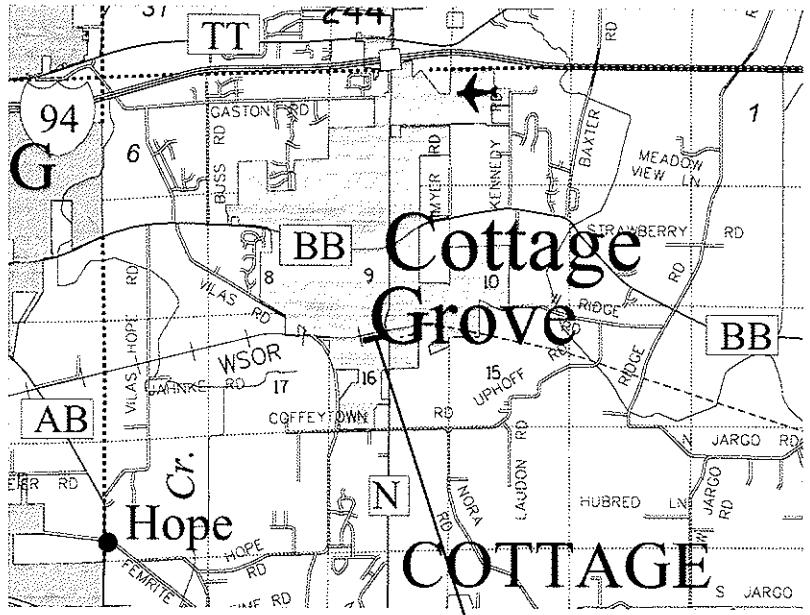
POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COORDINATE REFERENCE SYSTEM COORDINATES (WISCRS), DANE COUNTY, NAD83 (2011) IN US SURVEY FEET. VALUES SHOWN ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES MAY BE USED AS GROUND DISTANCES.

RIGHT-OF-WAY MONUMENTS ARE TYPE 2 (TYPICALLY 3/4"X24" IRON REBAR) AND ARE PLACED PRIOR TO OR AT THE TIME OF LAND TITLE TRANSFER.

RIGHT-OF-WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE HIGHWAY LANDS REFERENCED TO THE U.S. PUBLIC LAND SURVEY SYSTEM OR OTHER "SURVEYS" OF PUBLIC RECORD

FILE NAME: [illegible] PLATS OF SURVEYS AS SHOWN.

R-10-E R-11-E



LAYOUT
SCALE 0 1 MILE

TOTAL NET LENGTH OF CENTERLINE = 0.116 MI

R/W PROJECT NUMBER	SHEET NUMBER	TOTAL SHEETS
00094102		
R/W PROJECT NUMBER 00094102	1	2

PLAT OF RIGHT OF WAY REQUIRED FOR

VILLAGE OF COTTAGE GROVE, CLARK STREET

(VILAS ROAD - CTH N)

LOCAL STREET	DANE COUNTY

ORIGINAL PLAT PREPARED BY

MSA

ENGINEERING | ARCHITECTURE | SURVEYING
FUNDING | PLANNING | ENVIRONMENTAL

1702 Pankratz Street, Madison, WI 53704
608-242-7779 1-800-446-0679 www.msa-ps.com

© MSA Professional Services, Inc.

(DATE) (Professional Land Surveyor)

CAUTION:
THIS PLAT IS FOR ILLUSTRATIVE PURPOSES ONLY. DEEDS MUST BE CHECKED TO DETERMINE PROPERTY BOUNDARIES.

PROJECT LOCATION

REVISION DATE	VILLAGE OF COTTAGE GROVE
	APPROVED FOR THE VILLAGE
	DATE _____ (Signature)

PLOT DATE : 6/30/2020 10:43 AM PLOT BY : BRAD TISDALE PLOT NAME :

SCHEDULE OF LANDS & INTERESTS REQUIRED

OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE VILLAGE.

PARCEL NUMBER	OWNER(S)	INTEREST REQUIRED	R/W SQ FT REQUIRED			TLE* SQ FT
			NEW	EXISTING	TOTAL	
1	LANDMARK SERVICES COOPERATIVE	TLE	--	--	--	2645
2	TANYA L WITHERS	TLE	--	--	--	477
3	JEFFREY ALLAN RIMINGTON	TLE	--	--	--	1546
4	YP MADISON LLC	TLE	--	--	--	158
5	RICHARD WOLLIN	TLE	--	--	--	94
6	BRITTAN NOELLE AND JOSEPH KENNETH KARL BUETTNER	TLE	--	--	--	515
7	BERNARD A. AND ELIZABETH J. ALBERT	TLE	--	--	--	175
8	ANDREW OLSON	TLE	--	--	--	184
9	JOSEPH G. AND MELISSA C. MCCLOSKEY	TLE	--	--	--	184
10	GINA HERMAN	TLE	--	--	--	184
11	JODI R MURRAY	TLE	--	--	--	184
12	WILLIAM AND STEPHANEY SALISBURY	TLE	--	--	--	252

*ALL TLEs ARE FOR GRADING PURPOSES

UTILITY INTERESTS REQUIRED

UTILITY NUMBER	OWNER(S)	PARCEL AFFECTED	INTEREST REQUIRED	EASEMENT AFFECTING
80	ALLIANT ENERGY	1	RELEASE OF RIGHTS	NO EASEMENT OF RECORD
81	FRONTIER	1	RELEASE OF RIGHTS	NO EASEMENT OF RECORD

TLE POINT	STATION	OFFSET
T1	22+10.59	28.00' LT
T2	22+64.00	28.00' LT
T3	22+64.00	19.49' LT
T4	24+00.00	18.00' LT
T5	24+00.00	25.00' LT
T6	24+60.00	25.00' LT
T7	24+60.00	18.00' LT
T8	25+98.64	18.00' LT
T9	25+97.99	25.00' LT
T10	26+25.00	27.00' LT

TLE POINT	STATION	OFFSET
T11	26+25.00	18.50' LT
T12	26+61.00	18.50' LT
T13	26+61.00	23.00' LT
T14	26+95.00	23.00' LT
T15	26+95.00	50.00' LT
T16	27+10.00	50.00' LT
T17	27+12.00	25.00' LT
T18	27+40.00	25.00' LT
T19	27+40.00	20.00' LT
T20	28+22.26	20.00' LT

TLE POINT	STATION	OFFSET
T21	27+70.00	35.06' RT
T22	27+70.00	40.00' RT
T23	27+34.00	40.00' RT
T24	27+34.00	36.00' RT
T25	26+99.00	36.00' RT
T26	26+99.00	43.00' RT
T27	26+65.00	43.00' RT
T28	26+40.00	37.00' RT
T29	25+96.38	40.00' RT
T30	22+59.71	38.37' RT

LINE	BEARING	DISTANCE
100-101	N78°55'43"E	7.44'
103-104	S14°34'07"E	14.31'
104-105	S14°34'07"E	35.42'
107-108	S87°19'01"W	48.00'
108-109	N10°36'01"W	28.81'
109-100	N10°36'01"W	20.69'

RW POINT	STATION	OFFSET
100	22+10.59	20.69 LT
101	22+18.03	20.76' LT
102	25+98.25	13.00' LT
103	28+22.79	14.25' LT
104	28+24.12	0.00' LT
105	28+27.39	35.21' RT
106	26+01.32	36.50' RT
107	22+60.07	34.89' RT
108	22+10.59	28.81' RT
109	22+10.59	0.00' RT

NOTE:
CLARK STREET RIGHT-OF-WAY BASED ON CLARK'S ADDITION AND PLATS OF SURVEYS AS SHOWN.

CLARK STREET ALIGNMENT INFORMATION

DA = N79°23'59"E

PI = STA 22+68.60
Y = 483,449.868
X = 869,308.705
Δ = 08°39'15"
T = 29.24'
L = 58.38'
R = 386.47'
LC = 58.32'
CB = N83°43'37"E
PC = STA 22+38.76
PT = STA 22+97.14

DA = N88°03'15"E

PI = STA 26+15.37
Y = 483,461.667
X = 870,389.087
Δ = 07°19'29"
T = 5.63'
L = 11.25'
R = 88.00'
LC = 11.24'
CB = N84°23'30"E
PC = STA 26+09.74
PT = STA 26+20.99

DA = N80°43'45"E

VILLAGE OF COTTAGE GROVE

CLARK STREET

CTH N (S. MAIN STREET)

BASS STREET

TALARCZYK PLAT OF SURVEY 07/14/2003

ZIEHR PLAT OF SURVEY 11/02/2009

BIRRENKOTT PLAT OF SURVEY 02/01/1994

SARKO PLAT OF SURVEY 05/06/1994

LOT 1 CSM #10090 V.59, PG.68 DOC #3340818

LOT 1, BLOCK 2 CLARK'S ADDITION

LOT 2, BLOCK 2 CLARK'S ADDITION

LOT 3, BLOCK 2 CLARK'S ADDITION

LOT 4, BLOCK 2 CLARK'S ADDITION

BLOCK 1 CLARK'S ADDITION

LOT 1 LOT 2 LOT 3 LOT 4 LOT 5 LOT 6 LOT 7 LOT 8 LOT 9 LOT 10

BUILDING

EXISTING R/W

SLOPE INTERCEPT

N88°03'15"E 382.88'

S88°03'15"W 337.85'

S80°56'32"W 230.62'

N80°56'32"E 222.77'

N89°58'43"E 78.77'

1" IP - N80°56'32"E, 0.56' OF #102

1" IP - S88°03'15"W, 4.95' OF #106

FOUND ALUMINUM MON Y = 484,667.904 X = 870,473.451

FOUND CHISELED "X" N08°18'06"W, 1.1' OF #105

FOUND SURVEY SPIKE Y = 482,013.248 X = 870,474.447

BEGIN RELOCATION ORDER STA.22+10.59
Y = 483,439.308
X = 869,785.380
APPROXIMATELY 1229 FEET SOUTH OF AND 688 FEET WEST OF THE N 1/4 SECTION 16, T7N, R11E, VILLAGE OF COTTAGE GROVE, WI.

END RELOCATION ORDER STA.28+24.12
Y = 483,495.298
X = 870,395.121
APPROXIMATELY 1373 FEET SOUTH OF AND 78 FEET WEST OF THE N 1/4 SECTION 16, T7N, R11E, VILLAGE OF COTTAGE GROVE, WI.

N 1/4 OF SECTION 16 TO CENTER OF SECTION 16 S00°01'17"E 2651.66'

S00°01'17"E 1172.58'

EXISTING R/W

R/W PROJECT NUMBER 00094102	SHEET NUMBER	TOTAL SHEETS		
R/W PROJECT NUMBER 00094102	2	2		

PLAT OF RIGHT OF WAY REQUIRED FOR

VILLAGE OF COTTAGE GROVE, CLARK STREET (VILAS ROAD - CTH N)

LOCAL STREET	DANE COUNTY

DATE 06/29/2020	HWY: LOCAL STREET	STATE R/W PROJECT NUMBER 00094102	PLAT SHEET 4.02
GRID FACTOR	COUNTY: DANE	CONSTRUCTION PROJECT NUMBER 00094102	PS&E SHEET

FILE NAME: 94094_CLARK ST_PLAT.DWG
LAYOUT NAME: Detail
PLOT DATE: 7/1/2020 8:03 AM
PLOT BY: BRAD TISDALE
PLOT NAME:
PLOT SCALE: ##########

CONVENTIONAL SYMBOLS

SECTION LINE
QUARTER LINE
SIXTEENTH LINE
NEW REFERENCE LINE
NEW R/W LINE
EXISTING R/W LINE
PROPERTY LINE
LOT, TIE, AND OTHER MINOR LINES
SLOPE INTERCEPT
CORPORATE LIMITS
UNDERGROUND FACILITY (COMMUNICATIONS, ELECTRIC, ETC)
FEE ACQUISITION AREA (HATCHING VARIES BY OWNER)
TEMP. LIMITED EASEMENT AREA
EASEMENT AREA (HIGHWAY, PERMANENT LIMITED, OR RESTRICTED DEVELOPMENT)
TRANSMISSION STRUCTURES
BUILDING
BUILDING (TO BE REMOVED)
BRIDGE

PARCEL NUMBER 25
UTILITY NUMBER 40
SECTION CORNER
NOTATION FOR COMBUSTABLE FLUIDS
NOTATION FOR HIGH VOLTAGE TRANSMISSION LINES
R/W MONUMENT
NON-MONUMENTED R/W POINT
FOUND IRON PIN IP
VALVE (GAS, WATER, ETC.) (TYPE)
SIGN
OFF-PREMISE SIGN #1-25

ACCESS CONTROLLED BY ACQUISITION
NO ACCESS (BY STATUTORY AUTHORITY)
ACCESS RESTRICTED (BY PREVIOUS PROJECT OR CONTROL)
NO ACCESS (NEW HIGHWAY)
NATIONAL GEODETIC SURVEY MONUMENT
SIXTEENTH CORNER MONUMENT
PARALLEL OFFSETS

CONVENTIONAL UTILITY SYMBOLS

	NON COMPENSABLE	COMPENSABLE
WATER	W	
GAS	G	
TELEPHONE	T	
OVERHEAD TRANSMISSION LINES	OH	
ELECTRIC	E	
CABLE TELEVISION	TV	
FIBER OPTIC	FO	
SANITARY SEWER	SAN	
STORM SEWER	SS	
POWER POLE		
TELEPHONE POLE		
TELEPHONE PEDESTAL		
ELECTRIC TOWER		

CURVE DATA ABBREVIATIONS

LONG CHORD	LCH
LONG CHORD BEARING	LCB
RADIUS	R
DEGREE OF CURVE	D
CENTRAL ANGLE	Δ/DELTA
LENGTH OF CURVE	L
TANGENT	T
DIRECTION AHEAD	DA
DIRECTION BACK	DB

CONVENTIONAL ABBREVIATIONS

ACCESS RIGHTS	AR	OUTLOT	OL
ACRES	AC	PAGE	P
AHEAD	AH	POINT OF TANGENCY	PT
ALUMINUM	ALUM	PROPERTY LINE	PL
AND OTHERS	ET AL	RECORDED AS	(100')
BACK	BK	REEL / IMAGE	R/I
BLOCK	BLK	REFERENCE LINE	R/L
CENTERLINE	C/L	PERMANENT LIMITED EASEMENT	PLE
CERTIFIED SURVEY MAP	CSM	POINT OF BEGINNING	POB
CONCRETE	CONC	POINT OF CURVATURE	PC
COUNTY	CO	POINT OF COMPOUND CURVE	PCC
COUNTY TRUNK HIGHWAY	CTH	POINT OF INTERSECTION	PI
DISTANCE	DIST	REMAINING	REM
CORNER	COR	RESTRICTIVE DEVELOPMENT EASEMENT	RDE
DOCUMENT NUMBER	DOC	RIGHT	RT
EASEMENT	EASE	RIGHT OF WAY	R/W
EXISTING	EX	SECTION	SEC
GAS VALVE	GV	SEPTIC VENT	SEPV
GRID NORTH	GN	SQUARE FEET	SF
HIGHWAY EASEMENT	HE	STATE TRUNK HIGHWAY	STH
IDENTIFICATION	ID	STATION	STA
LAND CONTRACT	LC	TELEPHONE PEDESTAL	TP
LEFT	LT	TEMPORARY LIMITED EASEMENT	TLE
MONUMENT	MON	TRANSPORTATION PROJECT PLAT	TPP
NATIONAL GEODETIC SURVEY	NGS	UNITED STATES HIGHWAY	USH
NUMBER	NO	VOLUME	V

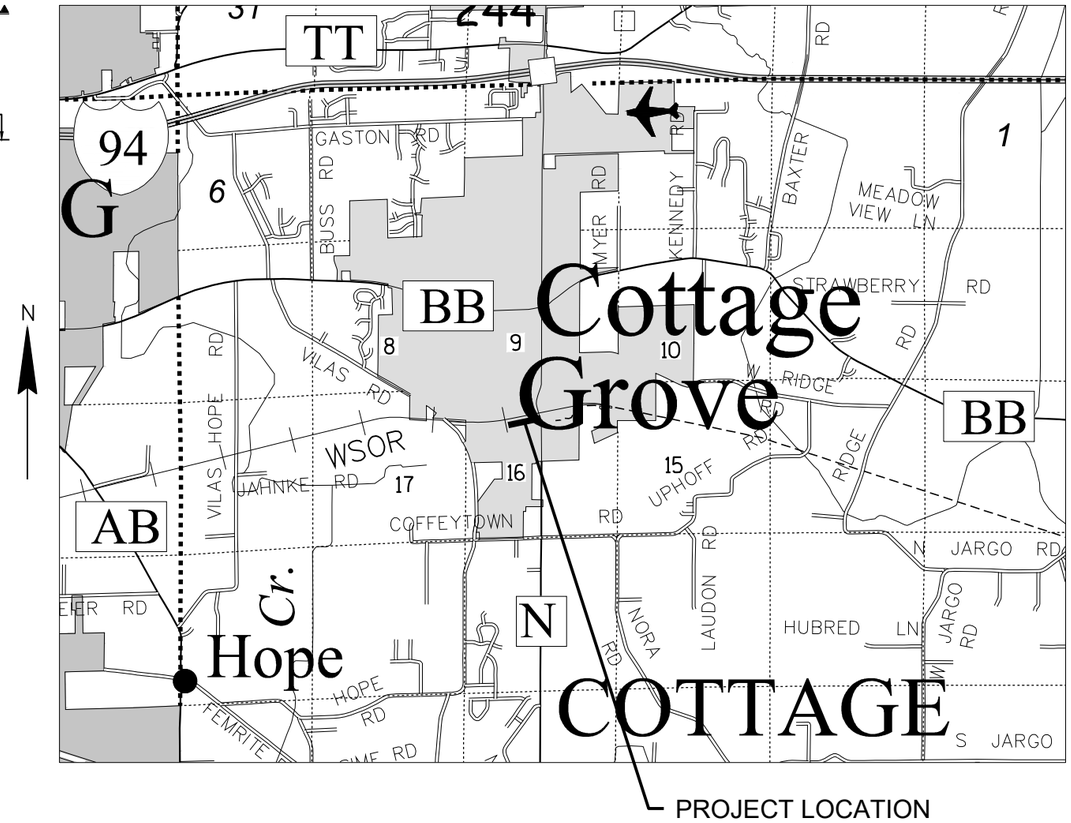
NOTES:

POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COORDINATE REFERENCE SYSTEM COORDINATES (WISCRS), DANE COUNTY, NAD83 (2011) IN US SURVEY FEET. VALUES SHOWN ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES MAY BE USED AS GROUND DISTANCES.

RIGHT-OF-WAY MONUMENTS ARE TYPE 2 (TYPICALLY 3/4"X24" IRON REBAR) AND ARE PLACED PRIOR TO OR AT THE TIME OF LAND TITLE TRANSFER.

RIGHT-OF-WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE HIGHWAY LANDS REFERENCED TO THE U.S. PUBLIC LAND SURVEY SYSTEM OR OTHER "SURVEYS" OF PUBLIC RECORD.

R-10-E | R-11-E



T-8-N

T-7-N

LAYOUT
SCALE 0 1 MILE

TOTAL NET LENGTH OF CENTERLINE = 0.116 MI

R/W PROJECT NUMBER	SHEET NUMBER	TOTAL SHEETS
00094102		
00094102	1	2

PLAT OF RIGHT OF WAY REQUIRED FOR

VILLAGE OF COTTAGE GROVE, CLARK STREET

(VILAS ROAD - CTH N)

LOCAL STREET | DANE COUNTY

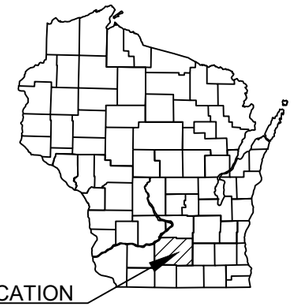
ORIGINAL PLAT PREPARED BY

MSA
ENGINEERING | ARCHITECTURE | SURVEYING
FUNDING | PLANNING | ENVIRONMENTAL
1702 Pankratz Street, Madison, WI 53704
608-242-7779 1-800-446-0679 www.msa-ps.com

© MSA Professional Services, Inc.

(DATE) (Professional Land Surveyor)

CAUTION:
THIS PLAT IS FOR ILLUSTRATIVE PURPOSES ONLY. DEEDS MUST BE CHECKED TO DETERMINE PROPERTY BOUNDARIES.



PROJECT LOCATION

REVISION DATE	VILLAGE OF COTTAGE GROVE
	APPROVED FOR THE VILLAGE
	DATE: _____ (Signature)

MARK STREET RIGHT-OF-WAY BASED ON CLARK STREET ADDITION AND PLATS OF SURVEYS AS SHOWN.

R/W PROJECT NUMBER 00094102	SHEET NUMBER	TOTAL SHEETS
R/W PROJECT NUMBER 00094102	2	2

PLAT OF RIGHT OF WAY REQUIRED FOR

VILLAGE OF COTTAGE GROVE, CLARK STREET (VILAS ROAD - CTH N)

LOCAL STREET	DANE COUNTY

SCHEDULE OF LANDS & INTERESTS REQUIRED

OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE VILLAGE.

PARCEL NUMBER	OWNER(S)	INTEREST REQUIRED	R/W SQ FT REQUIRED			TLE* SQ FT
			NEW	EXISTING	TOTAL	
1	LANDMARK SERVICES COOPERATIVE	TLE	--	--	--	2645
2	TAIYA L WITHERS	TLE	--	--	--	477
3	JEFFREY ALAN RIMINGTON	TLE	--	--	--	1546
4	VP MADISON LLC	TLE	--	--	--	158
5	RICHARD WOLLIN	TLE	--	--	--	94
6	BRITTAN NOELLE AND JOSEPH KENNETH KARL BUETTNER	TLE	--	--	--	513
7	BERNARD A. AND ELIZABETH J. ALBERT	TLE	--	--	--	175
8	ANDREW OLSON	TLE	--	--	--	184
9	JOSEPH G. AND MELISSA C. McCLOSKEY	TLE	--	--	--	184
10	GINA HEIMAN	TLE	--	--	--	184
11	JODI R MURRAY	TLE	--	--	--	184
12	WILLIAM AND STEPHANEY SAINSBURY	TLE	--	--	--	252

*ALL TLEs ARE FOR GRADING PURPOSES

UTILITY INTERESTS REQUIRED

UTILITY NUMBER	OWNER(S)	PARCEL AFFECTED	INTEREST REQUIRED	EASEMENT AFFECTING
80	ALLIANT ENERGY	3	RELEASE OF RIGHTS	DOCUMENT #4545081
81	FRONTIER	3	RELEASE OF RIGHTS	DOCUMENT #4545081

TLE POINT	STATION	OFFSET
T1	22+10.59	28.00' LT
T2	22+64.00	28.00' LT
T3	22+64.00	19.49' LT
T4	24+00.00	18.00' LT
T5	24+00.00	25.00' LT
T6	24+60.00	25.00' LT
T7	24+60.00	18.00' LT
T8	25+98.54	18.00' LT
T9	25+97.99	25.00' LT
T10	26+25.00	27.00' LT

TLE POINT	STATION	OFFSET
T11	26+25.00	18.50' LT
T12	26+61.00	18.50' LT
T13	26+61.00	23.00' LT
T14	26+95.00	23.00' LT
T15	26+95.00	50.00' LT
T16	27+10.00	50.00' LT
T17	27+12.00	25.00' LT
T18	27+40.00	25.00' LT
T19	27+40.00	20.00' LT
T20	28+22.26	20.00' LT

TLE POINT	STATION	OFFSET
T21	27+70.00	35.06' RT
T22	27+70.00	40.00' RT
T23	27+34.00	40.00' RT
T24	27+34.00	36.00' RT
T25	26+99.00	36.00' RT
T26	26+99.00	43.00' RT
T27	26+65.00	43.00' RT
T28	26+40.00	37.00' RT
T29	25+96.38	40.00' RT
T30	22+59.71	38.37' RT

LINE	BEARING	DISTANCE
100-101	N78°55'43"E	7.44'
103-104	S14°34'07"E	14.31'
104-105	S14°34'07"E	35.42'
107-108	S87°19'01"W	48.00'
108-109	N10°36'01"W	28.81'
109-100	N10°36'01"W	20.69'

RW POINT	STATION	OFFSET
100	22+10.59	20.69 LT
101	22+18.03	20.76' LT
102	25+98.25	13.00' LT
103	28+22.79	14.25' LT
104	28+24.12	0.00' LT
105	28+27.39	35.27' RT
106	26+01.32	36.50' RT
107	22+60.07	34.89' RT
108	22+10.59	28.81' RT
109	22+10.59	0.00' RT

NOTE:

CLARK STREET RIGHT-OF-WAY BASED ON CLARK'S ADDITION AND PLATS OF SURVEYS AS SHOWN.

CLARK STREET ALIGNMENT INFORMATION

DA = N79°23'59"E

PI = STA 22+68.00
Y = 483,449.868
X = 869,308.705
Δ = 08°39'15"
T = 29.24'
L = 58.38'
R = 386.47'
LC = 58.32'
CB = N83°43'37"E
PC = STA 22+38.76
PT = STA 22+97.14

DA = N88°03'15"E

PI = STA 26+15.37
Y = 483,461.667
X = 870,189.087
Δ = 07°19'29"
T = 5.63'
L = 11.25'
R = 88.00'
LC = 11.24'
CB = N84°23'30"E
PC = STA 26+09.74
PT = STA 26+20.99

DA = N80°43'45"E

BEGIN RELOCATION ORDER STA.22+10.59
Y = 483,439.308
X = 869,785.380
APPROXIMATELY 1229 FEET SOUTH OF AND 688 FEET WEST OF THE N 1/4 SECTION 16, T7N, R11E, VILLAGE OF COTTAGE GROVE, WI.

END RELOCATION ORDER STA.28+24.12
Y = 483,495.298
X = 870,395.121
APPROXIMATELY 1173 FEET SOUTH OF AND 78 FEET WEST OF THE N 1/4 SECTION 16, T7N, R11E, VILLAGE OF COTTAGE GROVE, WI.

FOUND ALUMINUM MON
Y = 484,667.904
X = 870,473.451

FOUND SURVEY SPIKE
Y = 482,013.248
X = 870,474.447

FOUND CHISELED "X" N08°18'06"W, 1.17' OF #105

FOUND CHISELED "X" N89°58'43"E, 0.56' OF #102

6' VILLAGE OF COTTAGE GROVE UTILITY EASEMENT DOCUMENT NO. 4545081

8' INGRESS/EGRESS EASEMENT PER DOCUMENT NO. 954481, 1739212 AND 1865542.

SLOPE INTERCEPT

N 1/4 OF SECTION 16 TO CENTER OF SECTION 16 S00°01'17"E 2654.66'

EP: 28+75.44 S00°01'17"E 1172.58'

VILLAGE OF COTTAGE GROVE

CTH N (S. MAIN STREET)

EXISTING R/W

PL

OH

Z

LOT 1 CSM #10090 V.59, PG.68 DOC #3340818

LOT 1, BLOCK 2 CLARK'S ADDITION

LOT 2, BLOCK 2 CLARK'S ADDITION

LOT 3, BLOCK 2 CLARK'S ADDITION

LOT 4, BLOCK 2 CLARK'S ADDITION

ZIEHR PLAT OF SURVEY 11/02/2009

TALARCZYK PLAT OF SURVEY 07/14/2003

BIRRENKOTT PLAT OF SURVEY 02/01/1994

SARKO PLAT OF SURVEY 05/06/1994

BLOCK 1 CLARK'S ADDITION

LOT 1

LOT 2

LOT 3

LOT 4

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9

LOT 10

LOT 11

BUILDING

CLARK STREET

BASS STREET 48'

NE-NW OF

N88°03'15"E 382.88'

S88°03'15"W 337.85'

S80°56'32"W 230.62'

N80°56'32"E 222.77'

N89°58'43"E 78.77'

1" IP - N80°56'32"E, 0.56' OF #102

1" IP - S88°03'15"W, 4.95' OF #106

3/4" IB

1 1/4" IB

1" IP

REVISION DATE	DATE 06/29/2020	SCALE, FEET 0 25 50	HWY: LOCAL STREET	STATE R/W PROJECT NUMBER 00094102	PLAT SHEET 4.02	
	GRID FACTOR		COUNTY: DANE	CONSTRUCTION PROJECT NUMBER 00094102	PS&E SHEET	E

FILE NAME : 94084_CLARK ST_PLAT.DWG
LAYOUT NAME - Detail

PLOT DATE : 7/10/2020 10:54 AM PLOT BY : BRAD TISDALE PLOT NAME : PLOT SCALE : ##########

WISDOT/CADDS SHEET 75

RELOCATION ORDER

LPA1708 08/2011 (Replaces LPA3006)

Project	Road name	Highway	County
00094102	VILLAGE OF COTTAGE GROVE, CLARK STREET (VILAS ROAD - CTH N)	LOCAL STREET	DANE
Right of way plat date XX/XX/XXXX	Plat sheet number(s) 1 - 2	Previously approved Relocation Order date N/A	

Description of termini of project:

Beginning at a point APPROXIMATELY 1229 feet south of and 688 feet west of the N 1/4 corner of Section 16, T-7-N, R-11-E, Village of Cottage Grove, Dane County, Wisconsin, thence easterly to a point APPROXIMATELY 1173 feet south of and 78 feet west of the N 1/4 corner of Section 16, T-7-N, R-11-E, Village of Cottage Grove, Dane County, Wisconsin as shown on the right-of-way plat or a copy thereof marked:

VILLAGE OF COTTAGE GROVE, CLARK STREET
(VILAS ROAD - CTH N)
LOCAL STREET DANE COUNTY

The same being sheets 1 - 2 of said plat.

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the highway designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Section 61.34(3), (3m) and 61.36, Wisconsin Statutes, the Village of Cottage Grove orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: Village of Cottage Grove
3. This order supersedes and amends any previous order issued by the: Village of Cottage Grove

Village President Date

Village of Cottage Grove Notice of Public Meeting

COMMUNITY DEVELOPMENT AUTHORITY

Monday, July 13, 2020 5:30 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/91351618492?pwd=bm53L0lEUm8wQ1Y1T2FzaEFRVXhHdz09.

You can also participate via phone by dialing 1 312 626 6799 *and use Meeting ID:* 913 5161 8492 # *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. PUBLIC APPEARANCES- Public's opportunity to speak about any subject that is not a specific agenda item.

4. Discuss and Consider Approval of Minutes Of The March 9, 2020 CDA Meeting.
   Documents: 3-9-2020 CDA MINUTES.PDF

5. Discuss Status Of TID 10 Urban Service Area Amendment.
   Documents: CG_CDA_USAMEMO_2020-07-08.PDF

6. Development Overview.
   Documents: CDA_MARKETING_2020-07-08.PDF

7. Development overview.

8. Future agenda items

9. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Community Development Authority 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 **Notice of Public Meeting**

AD-HOC SUSTAINABILITY COMMITTEE

Tuesday, July 14th **6:00 p.m.**

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, table or smartphone by visiting, http://zoom.us/j/96042800654https://zoom.us/j/91607526115?pwd=N2NhMlBOTEU4dVBZM2xQc2NoRC9MUT09.

You can also participate via phone by dialing, 1-312-626-6799, *and use Meeting ID:* 916 0752 6115. *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. **Quorum**: determination of quorum and that agenda was properly posted
3. **Public Appearances**: public's opportunity to speak about any subject that is not a specific agenda item
4. **Discuss and consider the minutes from June 9th, 2020.**
5. **Project Updates & Next Steps:**
    a. Current Sustainability Projects - Heidi, John and J.J.
    b. Building Energy Inventory – Catie Malcheski & J.J. Larson
    c. Sustainability Website/Facebook Posts – Nick Hess & Jenny Rogers
6. **Future Agenda Items**
    a. Consider a Sustainability Goal for Cottage Grove – Nick
    b. Developing a Comprehensive Sustainability Plan for Cottage Grove - Nick
    c. Canopy Program - Heidi
    d. Free Standing Charging Station - Jenny
    e. Prospect of Cottage Grove Joining Alliant Energy's Second Nature Program - Nick
7. **Adjournment**

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 government 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
DRAFT Minutes Ad-Hoc Sustainability Committee
Tuesday, June 9, 2020

1. **Call to Order:** Nicholas Hess called the meeting to order at 6:08. This was a Zoom meeting.

2. **Quorum**: It was determined that there was a quorum and that agenda was properly posted. Committee members present were Nicholas Hess, John Williams, Heidi Murphy, Catie Malcheski and Jenny Rogers. Staff present were Public Works Director JJ Larson.

3. **Public Appearances**: public's opportunity to speak about any subject that is not a specific agenda item. No members of the public present.

4. **Discuss and consider the minutes from March 10, 2020**.

   Motion to approve minutes as presented by Williams, seconded by Murphy. **Motion** carried with a voice vote 5-0-0.

5. **Discuss and consider future committee meetings utilizing zoom or in-person meeting.**

   Motion to continue zoom calls for Ad Hoc Sustainability Committee until further notice and to watch re-opening phases for guidance by Williams, seconded by Malcheski. **Motion** carried with a voice vote 5-0-0.

6. **Vision Statement**: Discussed formulation of this committee's vision statement

   Inspire to develop Cottage Grove as a forward thinking, sustainable and ecologically mindful community for residents to enjoy tomorrow and beyond.

   Motion to approve vision statement as presented above by Williams, seconded by Malcheski. **Motion** carried with a voice vote 5-0-0.

7. **Mission Statement**: Discussed formulation of this committee's mission statement

   To educate and enhance the Village of Cottage Grove for a future sustainable community.

   Motion to approve mission statement as presented above by Murphy, seconded by Williams. **Motion** carried with a voice vote 5-0-0.

8. **Introduction of Actionable List Spreadsheet**:

   The spreadsheet from the packet was presented as a reference and guide for future meetings. Members can submit email request to Nicholas Hess for items to add to this sheet and then will be included for discussion at meetings. The sheet will be used to develop goals, measure progress in meeting those goals, measure and quantify completed items. Each meeting we could take up and assign 2-3 items for research. We will add categories such as education and parks. John Williams will work to gather information about items already in progress or completed this year.

   Example for today is update on the solar panels for the Municipal Services Building. A roofing maintenance company will be back again this summer to give an assessment about roof longevity. More information needs to be gathered to present a plan for solar panels and to create a benchmark

energy inventory for all Village owned properties so progress can be measured over time. JJ Larson will work with Catie Malcheski on gathering that information for next meeting.

9. **Website/Social Media Presence**:

The Ad Hoc Sustainability Committee discussed adding a sustainability page linked to the main Village of Cottage Grove website. It would include information and resources related to sustainability and energy conservation. The Committee also discussed implementing a hashtag for committee members/residents to post examples of themselves and others helping the community become more sustainable. It was noted that staff is currently working on an update of the website.

Motion to have staff work with the Committee to develop a Sustainability page on the Village website by Murphy, seconded by Williams. **Motion** carried with a voice vote 5-0-0.

10. **Adjournment**

Motion to adjourn by Murphy at 6:52 pm, seconded by Williams. **Motion** carried with a voice vote 5-0-0.

Village of Cottage Grove Notice of Public Meeting

PLAN COMMISSION

Wednesday, July 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/93566219672?pwd=bXZ1cWsvR0cxWGw4cE9FNDN6bXNpQT09.

You can also participate via phone by dialing 1 312 626 6799 *and use Meeting ID:* 935 6621 9672# *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 June 10, 2020.
Documents: 6-10-2020 PLAN COMMISSION MINUTES.PDF

6. PUBLIC HEARING: Opportunity for Public to Provide Input Regarding the Proposed Amendment of The Village of Cottage Grove Comprehensive Plan.
Documents: CG_PUBHRGDRAFT_2020-07-08.PDF

7. Discuss and Consider the Proposed Amendment of The Village of Cottage Grove Comprehensive Plan.

8. PUBLIC HEARING: Opportunity for Public to Provide Input Regarding the Proposed Amendment of The Village of Cottage Grove Subdivision Ordinance To Extend The Timeline For Recording Certified Survey Maps.
Documents: CG_CSM-SUBDIVORD_2020-07-15.PDF

9. Discuss and Consider the Proposed Amendment of The Village of Cottage Grove Subdivision Ordinance to Extend the Timeline for Recording Certified Survey Maps.

10. Presentation By 1855 Saloon Regarding Concept for Site Plan Amendment At 218 S. Main Street. For Feedback Only – No Action Will Be Taken.
Documents:

1. CG_1855-SITEPLANAMEND_2020-07-08.PDF
2. 1855 CONCEPT PLAN EXHIBIT.PDF

11. Review Background Information Related to Potential Boundary Agreement with The Town of Sun Prairie.

12. Review Current Status of Boundary Agreement Discussions with The City of Madison And Town of Cottage Grove.

13. Discuss Amendment of Village Of Cottage Grove Zoning Ordinance Related To Conditional Uses.
Documents: CG_CUPORD_2020-07-15.PDF

14. Future Agenda Items

15. 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.

ORDINANCE 07-2020

AN ORDINANCE TO ADOPT THE AMENDMENTS TO THE

VILLAGE OF COTTAGE GROVE COMPREHENSIVE PLAN

The Village Board of the Village of Cottage Grove, Wisconsin does ordain as follows:

SECTION 1. The Village of Cottage Grove is authorized to prepare and adopt a comprehensive plan as defined in sections 66.1001(1) and 66.1001(2) of the Wisconsin Statutes.

SECTION 2. The Village has adopted and followed written procedures designed to foster public participation in every state of the preparation of a comprehensive plan as required by section 66.1001(4)(a) of the Wisconsin Statutes.

SECTION 3. The Plan Commission of the Village of Cottage Grove, by a majority vote of the entire commission recorded in its official minutes, has adopted a resolution recommending to the Village Board the adoption of the document entitled *Village of Cottage Grove Comprehensive Plan* containing all of the elements specified in section 66.1001(2) of the Wisconsin Statutes.

SECTON 4. The Village of Cottage Grove has held at least one public hearing on this amendment, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes and per its adopted public participation procedures.

SECTION 5. The Village Board of the Village of Cottage Grove, Wisconsin does, by enactment of this ordinance, formally adopt the changes identified as Exhibit A pursuant to section 66.1001(4)(c) of the Wisconsin Statutes.

SECTION 6. This ordinance shall take effect upon passage by a majority vote of the members of the Village Board and publication/posting as required by law.

Adopted this July 20, 2020.

_____

John Williams, Village President

Attest:

_____

Lisa Kalata, Village Clerk

EXHIBIT A

MEMO DATE: July 16, 2020
MTG. DATE: **JULY 20, 2020**

TO: Village of Cottage Grove Board of Trustees

CC: Matt Giese – Village Administrator
Lisa Kalata – Village Clerk
Larry Konopacki – Village Attorney
Kevin Lord – Village Engineer

FROM: Erin Ruth, AICP – Village Planning Director

RE: **Comprehensive Plan Amendment**

PROPOSED AMENDMENTS

Planned Neighborhood #6

The text under the heading for Planned Neighborhood #6 on page 5-25 shall be amended to read as follows:

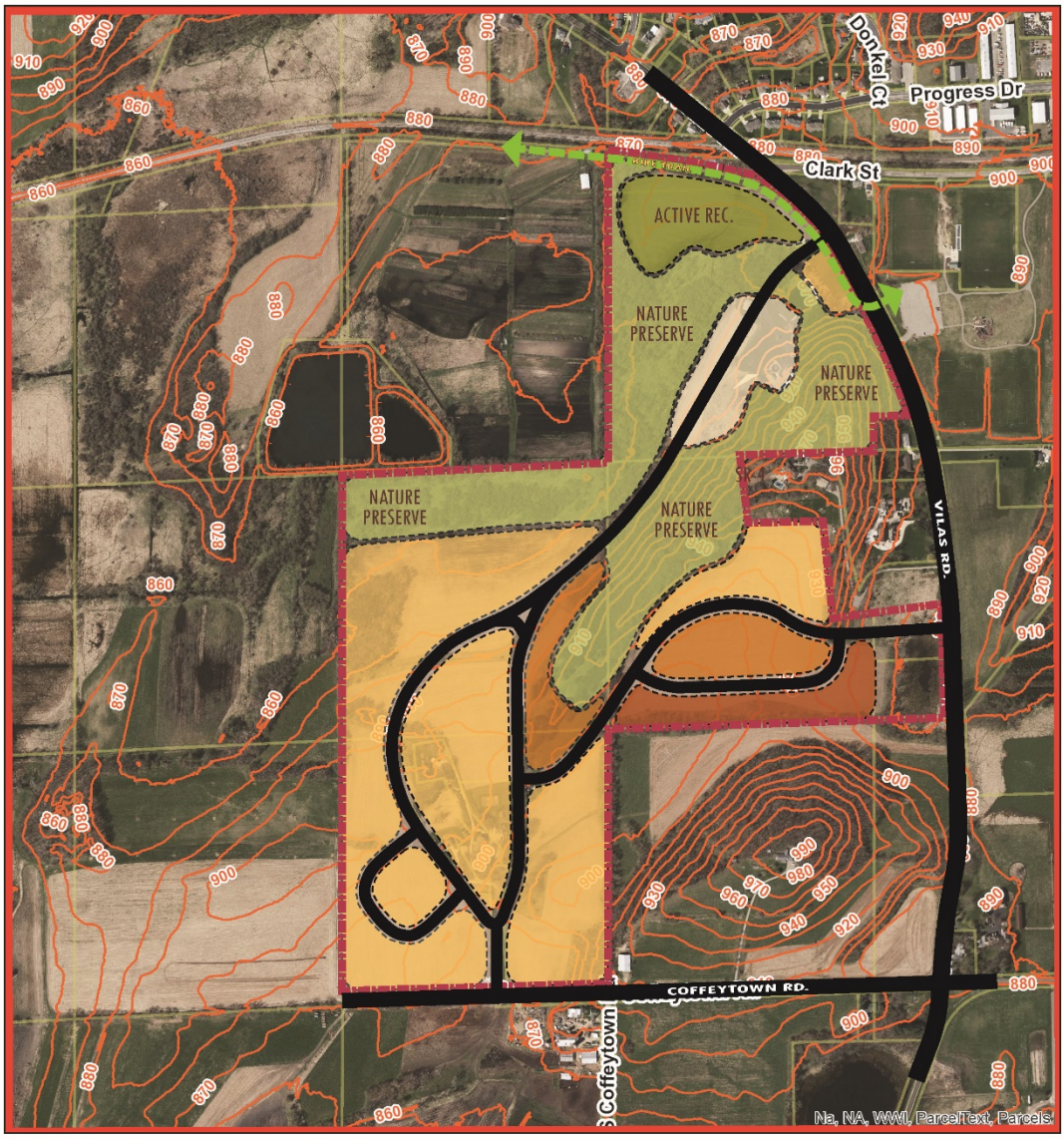
The multi-family portion of this neighborhood should be located near Vilas Road. The number of units should not exceed 10% of the total units in the neighborhood. These would likely be comprised of townhomes or small multiplexes in this neighborhood. A small number of duplexes may be incorporated into the single-family areas, not to exceed 10% of the total number of units.

A variety of single-family residential lot sizes are proposed throughout the neighborhood, with smaller lots near the multi-family area and larger lots in the northern portion of the neighborhood. This mix may be achieved through the application of SR-4 and SR-6 zoning or by developing the neighborhood as a Planned Unit Development. A Planned Unit Development may consider lots smaller than those allowed by SR-6 zoning in exchange for open preservation and amenities.

The Glacial Drumlin Trail shall be accommodated through this development as needed and treated as a design feature. A neighborhood bike/pedestrian trail should link the Glacial Drumlin Trail to Coffeytown Road through the neighborhood. The use of the active recreation area in the north end of the neighborhood should be coordinated with the Parks Department.
The neighborhood features large areas of wetlands, woodlands, and steep slopes. These areas should generally be protected and used as a design feature.

The road network shown is a suggestion and may be altered following more extensive design and engineering work. The final alignment should include no less than the three neighborhood access points shown (two on Vilas and one on Coffeytown Road). Any necessary public improvements to Coffeytown Road should be coordinated with the Town of Cottage Grove as they have a Transfer of Development Rights (TDR) receiving area shown on their Comprehensive Plan immediately to the west of this neighborhood that would also make use of Coffeytown Road.

Also, the map of Planned Neighborhood #6 shall be replaced with the following (next page):



LEGEND

- LARGE LOT SINGLE-FAMILY RES.
- STANDARD LOT SINGLE-FAMILY RES.
- SMALL LOT SINGLE-FAMILY RES.
- MULTI-FAMILY RES.
- NATURE PRESERVE
- ACTIVE RECREATION

0 435 870 1,740 Feet

N

ORDINANCE 08-2020
AMENDING CHAPTER 274
VILLAGE OF COTTAGE GROVE MUNICIPAL CODE

The Village Board for the Village of Cottage Grove, Dane County Wisconsin, does hereby ordain as follows:

SECTION I. – BACKGROUND RATIONALE

The Village of Cottage Grove intends to alleviate confusion about the deadline for recording approved Certified Survey Maps (CSM). Currently the Village Subdivision Ordinance requires a CSM to be recorded within 30 days of Village Board approval while Wisconsin Statute requires recording within 12 months.

The Village Plan Commission felt the 30 day deadline was unnecessarily burdensome on land dividers and voted 7-0 to amend the Village Subdivision Ordinance as follows to align with Wisconsin Statute.

SECTION II. – CURRENT LANGUAGE

Section 274-22(E) currently reads:

> "The Subdivder or Land Divider shall record the map with the County Register of Deeds within 30 days of its approval by the Village Board."

Section 274-22(E) shall be amended to read as follows:

> "The Subdivder or Land Divider shall record the map with the County Register of Deeds within ~~30 days of its approval by the Village Board~~ the deadlines established by the applicable Wisconsin Statutes."

SECTION III. - CONFLICT AND SEVERABILITY

SECTIONS 1-10 and 1-11 of the MUNICIPAL CODE OF THE VILLAGE OF COTTAGE GROVE shall apply to this ordinance.

SECTION IV. - EFFECTIVE DATE

This ordinance shall take effect upon compliance with the publication/posting requirements of the Wisconsin Statutes.

Adopted this 20th day of July, 2020.

BY ORDER OF THE VILLAGE BOARD
VILLAGE OF COTTAGE GROVE

_____

John Williams, Village President

Attest:

_____

Lisa Kalata, Village Clerk

PLANNING STAFF REPORT

MEMO DATE: July 8, 2020
MTG. DATE: **JULY 15, 2020**

TO: Village of Cottage Grove Plan Commission

CC: Village of Cottage Grove Board of Trustees
Matt Giese – Village Administrator
Lisa Kalata – Village Clerk
Larry Konopacki – Village Attorney
Kevin Lord – Village Engineer

FROM: Erin Ruth, AICP – Village Planning Director

RE: **Subdivision Ordinance Amendment Related to CSM Recording Deadlines**

BACKGROUND

The Village recently received an inquiry from Homburg Equipment regarding deadlines for recording a certified survey map. The Homburgs had three CSMs in Coyle South approved last April, but they had not recorded the document.

There were two applicable deadlines,12 months in the Wisconsin Statutes and 30 days in the Village Subdivision Ordinance, both of which had passed. The Village Board renewed its approval so those CSMs could be recorded.

OVERVIEW

In staff's opinion, the 30-day deadline in the Village Ordinance seems unnecessarily strict given the 12-month deadline in the Wisconsin Statute per Wis. Stat. 236.34(2). Therefore, staff recommends amending the Subdivision Ordinance as follows:

274-22(E) – Recordation. The Subdivider or Land Divider shall record the map with the County Register of Deeds within ~~30 days of its approval by the Village Board~~ the deadlines established by the applicable Wisconsin Statutes.

STAFF RECOMMENDATION

Staff recommends approval of the proposed amendment.

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

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Thursday, July 16, 2020 **5:00 P.M – NOTE TIME CHANGE**

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/95850725031
You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 958 5072 5031# 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. Miracle Field update with Bill Schultz.
5. Discuss and consider a new Bakken Park sign.
6. Discuss and consider The Ride cycling event using Community Park as a rest stop on September 27th , 2020.
7. Discuss and consider awarding Willow Run Playground contract.
8. Discuss and consider programming and shelter reservations.
9. Update on Bakken Park shelter and splash pad.
10. COVID-19 Parks & Recreation Update
11. Discuss and consider August Music In The Grove events.
12. Approve the minutes of the June 18, 2020 meeting.
13. Future Agenda Items
14. 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.

Parks, Recreation & Forestry STAFF REPORT

MEMO DATE: July 16, 2020
MTG. DATE: July 16, 2020

TO: Village of Cottage Grove Board of Trustees
CC: Matt Giese
FROM: Sean Brusegar, CPRP Director of Parks, Recreation & Forestry

RE: Willow Run Park Playground Replacement Project Award

OVERVIEW: Request for proposals for replacement of the Willow Run playground structure were sent out to 6 playground companies. All proposals were evaluated by some neighbors of Willow Run Park. Although every proposal was good, the group selected the playground that will be supplied by BCI Burke and installed by Lee Recreation. BCI Burke is a Wisconsin based company and Lee Recreation is a Cambridge based installer. Most of the playgrounds in the Village are BCI Burke. Their product is outstanding, and their customer service is exceptional. The overall cost of the product is $80,000. $77,000 for the play structure. $3,000 for the concrete. The concrete will be done by a local contractor, K&R Concrete, Inc. The play structure includes something that the Village does not have. A 75' zipline.

Per the 2020 Financial Management Plan, the Park Development Fund will be used to purchase the playground.

STAFF RECOMMENDATION:

Staff recommends selecting BCI Burke as the playground supplier and Lee Recreation as the playground installer.

On July 16, 2020, the Parks, Recreation & Forestry Committee voted 5-0-0 to Approve Lee Recreation to install the playground equipment at Willow Run Park as presented.

LEE RECREATION, LLC
Providing Fun Across Wisconsin Since 1995
info@leerecreation.com • 260 W. Main Street • Cambridge, WI 53523

Burke
PLAY THAT MOVES YOU.

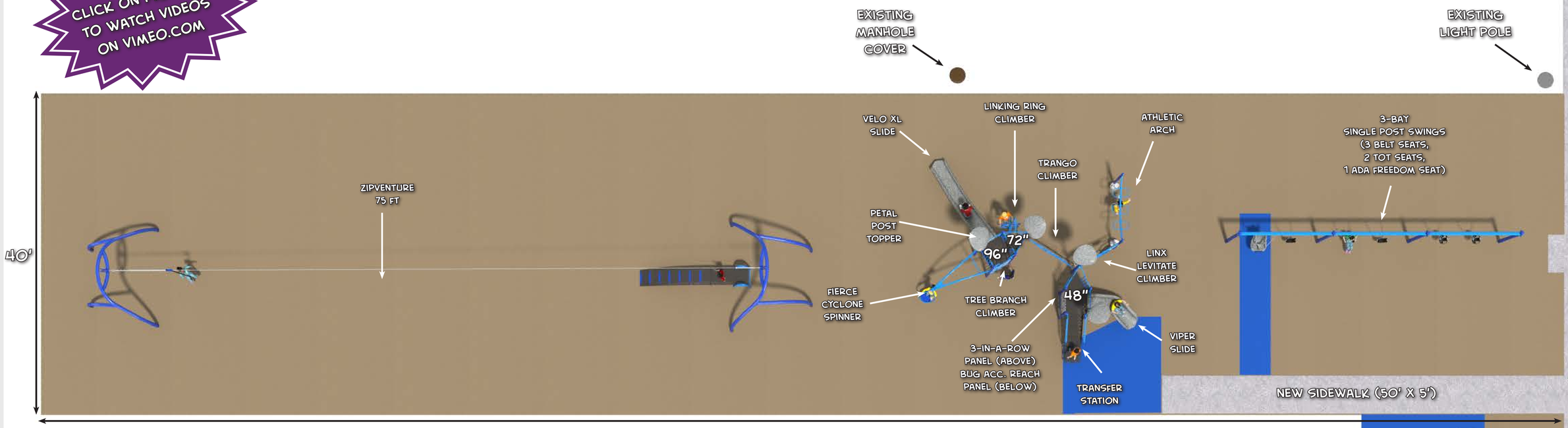
WILLOW RUN PARK - OPTION #4

PROPOSAL #142-130552-3

LEE RECREATION, LLC
Providing Fun Across Wisconsin Since 1995
info@leerecreation.com • 260 W. Main Street • Cambridge, WI 53523

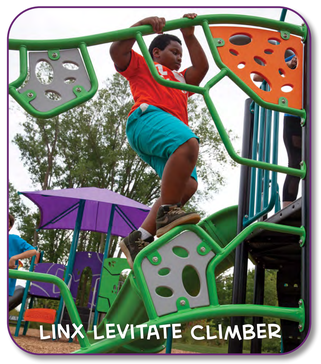
MADE IN WISCONSIN
FREE DESIGN SERVICES: 800-775-8937

CLICK ON PICTURES TO WATCH VIDEOS ON VIMEO.COM



ZIPVENTURE

ATHLETIC ARCH


LINX LEVITATE CLIMBER

VELO XL SLIDE

USE ZONE:
AGE RANGE: 2-5 & 5-12
FALL HEIGHT: 11'-11"
OF ACTIVE PLAY EVENTS: 26
COLORS: BLUE, SKY, AND GRANITE

SYNERGY DOORWAY

3-IN-A-ROW PANEL

LUGE DOUBLE SLIDE

PROPOSAL # 142-130552-3

WILLOW RUN PARK

Burke®
PLAY THAT MOVES YOU.

Burke

SERIES: Basics, Synergy

SITE PLAN

DRAWN BY: Kay Garcia

Willow Run Park

403 E Parkview Street

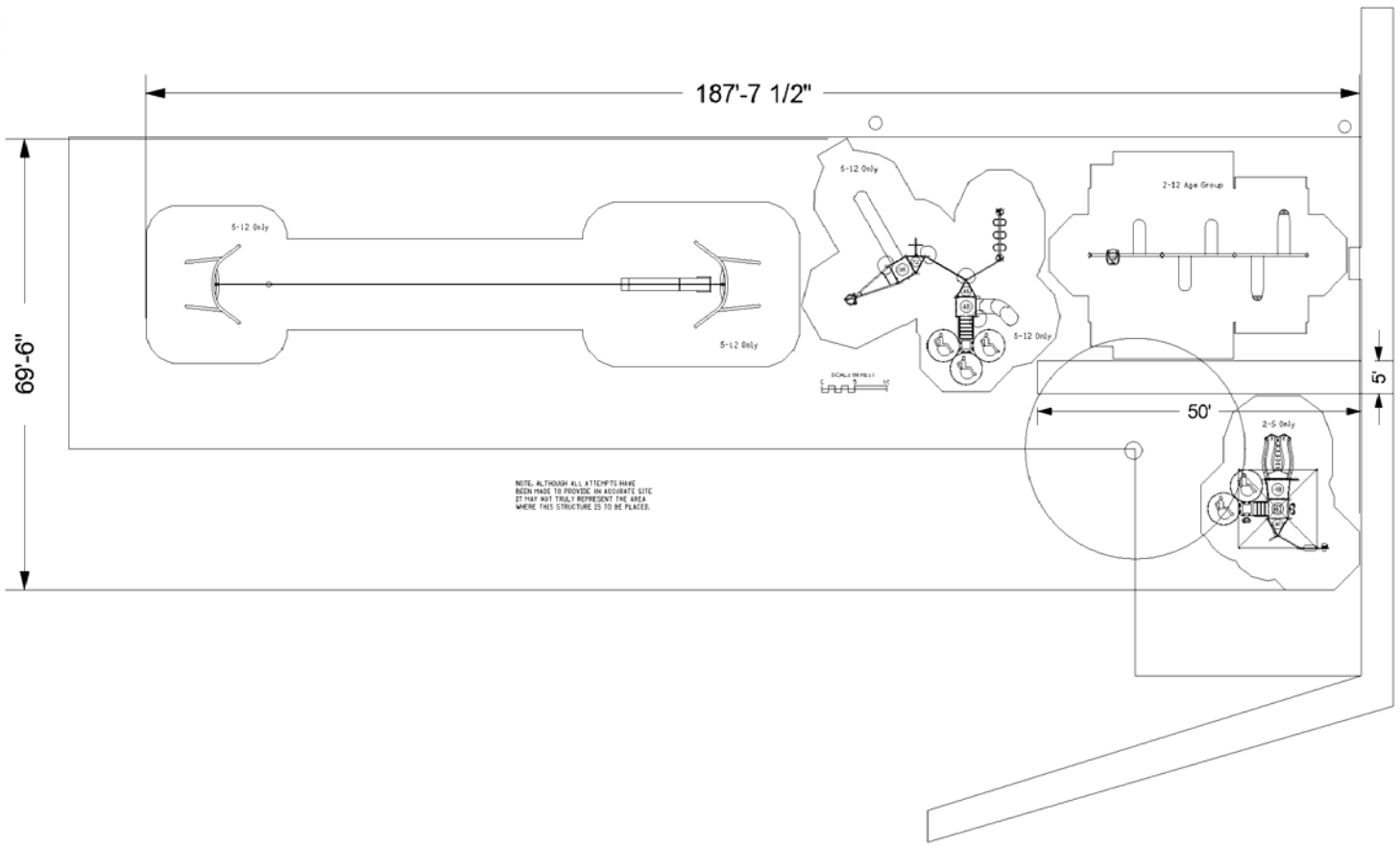
Cottage Grove, WI 53527

July 15, 2020

Lee Recreation, LLC

142-130552-3

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220



NOTE: ALTHOUGH ALL ATTEMPTS HAVE BEEN MADE TO PROVIDE AN ACCURATE SITE IT MAY NOT TRULY REPRESENT THE AREA WHERE THIS STRUCTURE IS TO BE PLACED.

INFORMATION

MINIMUM FALL ZONE SURFACED WITH RESILIENT MATERIAL AREA

4627 SQ.FT.

PERIMETER

655 FT.

STRUCTURE SIZE

69' 6" x 187' 7"

STRUCTURE IS DESIGNED FOR CHILDREN AGES:

- ☐ 6-23 MONTH OLDS
- ☒ 2-5 YEAR OLDS
- ☒ 5-12 YEAR OLDS
- ☐ 13 + YEAR OLDS

NSF Registered to ISO 9001 NSF Registered to ISO 14001

INTERNATIONAL PLAY EQUIPMENT MANUFACTURERS ASSOCIATION PUBLIC PLAY EQUIPMENT IPEMA CERTIFIED TO ASTM F1487

To verify product certification, visit www.ipema.org

The play components identified in this plan are IPEMA certified. The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit www.ipema.org

The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)

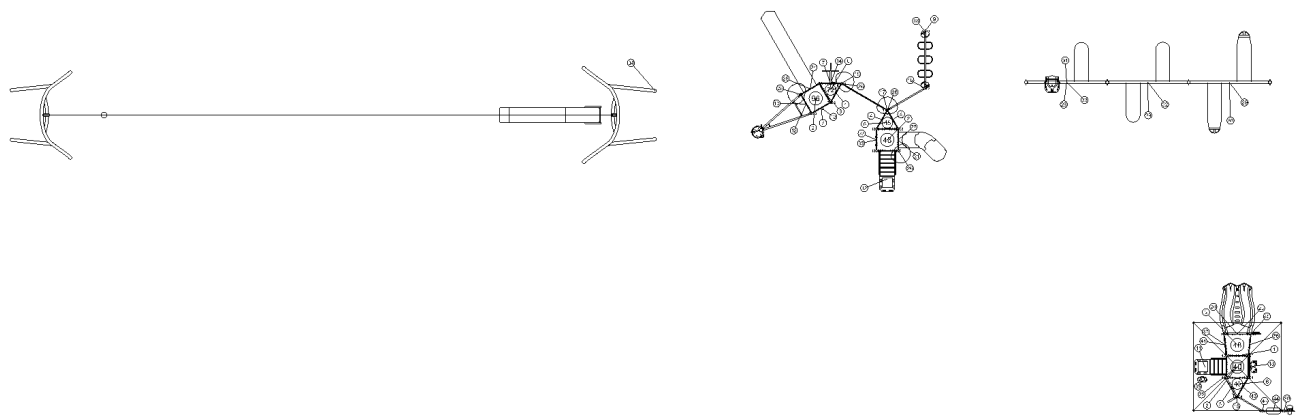
NUMBER OF PLAY EVENTS:	27	
NUMBER OF ELEVATED PLAY EVENTS:	11	
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP:	PROVIDED: 0	REQ'D: 0
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM:	PROVIDED: 6	
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:		REQ'D: 6
NUMBER OF GROUND LEVEL PLAY EVENTS:	PROVIDED: 16	REQ'D: 4
NUMBER OF TYPES OF GROUND LEVEL PLAY EVENTS:	PROVIDED: 8	REQ'D: 3

WARNING!

ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH AND AROUND THIS EQUIPMENT.

FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for Public Playground Safety.

PLATFORM HEIGHTS ARE IN INCHES ABOVE RESILIENT MATERIAL.



ITEM	COMP.	DESCRIPTION
1	290-0101	8" CLOSURE PLATE
2	290-0102	SQUARE PLATFORM
3	290-0103	TRAPEZOID PLATFORM
4	290-0104	OFFSET ENCLOSURE
5	290-0105	IMAGINATION DISCOVER OFFSE
6	290-0106	TRIANGLE PLATFORM
7	290-0110	CLIMBER ENCLOSURE
8	290-0118	24" TRANSITION CLIMBER
9	390-0111	ATHLETIC ARCH OH
10	390-0125	FIERCE CYCLONE SPINNER
11	390-0148	TRANSFER STATION, HANDRAIL
12	390-0149	TRANSFER STATION, HANDRAIL
13	390-0162	TREE BRANCH CLIMBER 96"
14	390-0176	LINKING RING CLIMBER 56"-72"
15	390-0199	VERTO CLIMBER 1
16	390-0206	LEAF CLIMBER 40"-48" IMAGINAT
17	390-0224	LINX LEVITATE CLIMBER
18	390-0225	SYNERGY LAUNCH PAD
19	390-0227	TRANGO CLIMBER, POST TO PO
20	490-0101	IMAGINATION DISCOVER DOUBL
21	490-0115	VIPER R 48-56
22	490-0125	12' X 12' SHADEPLAY CANOPY
23	490-0137	LUGE SLIDE 48"-56"
24	490-0141	SLIDE SIT DOWN BAR
25	490-0143	VELO XL SLIDE 88"-96"
26	490-0145	PETAL POST TOPPER
27	490-0149	VIPER SLIDE SIT DOWN BAR
28	550-0093	SINGLE POST SWING ASSEMBLY
29	550-0094	SINGLE POST SWING ADD-ON 5"
30	550-0100	TOT SEAT, 7' & 8' PAIR, STD CHA
31	550-0111	BELT SEAT, 8' SINGLE, STD CHA
32	550-0112	BELT SEAT, 8' PAIR, STD CHAIN
33	550-0171	FREEDOM SWING SEAT, 8' BEAM
34	550-0190	ZIPVENTURE 75 FT
35	580-1364	LIL NOVO BEAN STEP
36	590-0090	SHAPES PANEL, 2-5 ABOVE PLAT
37	590-0094	BUG PANEL, ACCESSIBLE REACH
38	590-0112	3-IN-A-ROW PANEL, ABOVE PLAT
39	590-0122	DRUM CRESCENT PANEL
40	590-0140	SPINNER CRESCENT PANEL
41	590-0158	ABC PANEL 2-SIDED 2-5, ABOVE
42	590-0395	PIPE WALL
43	590-0398	PIPE WALL 2-5
44	590-0400	SYNERGY COUNTER
45	590-0401	SYNERGY DOORWAY

Burke

SERIES: Basics, Synergy

COMPONENT PLAN

DRAWN BY: Kay Garcia

Willow Run Park

403 E Parkview Street

Cottage Grove, WI 53527

July 15, 2020

Lee Recreation, LLC

142-130552-3

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220

LEE RECREATION, LLC
PROVIDING FUN ACROSS WISCONSIN SINCE 1995

Office (800) 775-8937
Fax (608) 423-7655

260 W. Main Street
Cambridge, WI 53523

info@leerecreation.com
www.leerecreation.com

QUOTATION

DATE: July 16, 2020

TO: Village of Cottage Grove Parks, Recreation & Forestry
ATTN: Sean Brusegar
sbrusegar@village.cottage-grove.wi.us

FROM: Megan Lee Cunningham
RE: Playground Equipment Purchase/Install
Willow Run Park
Revised Proposal - #142-130552-3

BURKE – "Play That Moves You"
Proposal # 142-130552-3 $77,000.00

Proposal Includes 2 Modular Playstructures
One designed for ages 5-12 years
One designed for ages 2-5 years
Swing Assembly – 3 Bay with 3 Belt Seats, 2 Infant/Tot Swing Seats & 1-Freedom Inclusive Swing Seat
75′ ZipVenture Zip Line
Assembly/Installation of all Equipment
490 sq. ft. Playbound™ Poured-in-Place Surfacing – See drawing
Engineered Wood Fiber Surfacing for Fall Zone

- TERMS: Net 30
- Site Preparation is the responsibility of the customer
- Lead-Time: 6 Weeks Upon Receipt of Order
- Quote effective: Until 9-30-2020

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

Meeting will be broadcasted via GoToMeeting. Login information:
https://global.gotomeeting.com/join/432199293

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

United States: +1 (872) 240-3412
- One-touch: tel:+18722403412,,432199293#

Access Code: 432-199-293

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/432199293

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 May 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. Update on COVID-19 (Coronavirus) response.
10. Discuss and consider current and future impacts of COVID-19.
11. Discuss and consider service medical direction.
12. Update on recent large purchases; LUCAS devices, PAPRs and CPR Mannequin.
13. Agenda items for next commission meeting.
14. Adjournment.

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

By: Greg Frutiger, Commission Chairperson Submitted July 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, JUNE 18, 2020
Minutes

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

Also present: In Person: Chief Eric Lang, Remote: Office Manager Mandy Cysiewski, Lt. Jerry McMullen, Deputy Chief Lisa Antoniewicz and Paramedic Matt Mickelson.

Frutiger called the meeting to order at 6:36 p.m.

Public Appearances: None.

Approval of minutes from previous meeting(s): Motion by Williams/Allen to approve minutes from the May 21, 2020 as written. Motion carried 6-0.

Discuss and consider approval of May Financial Reports: Motion by Hampton/Williams to approve the May financial reports as presented. Motion carried 6-0.

Discuss and consider approval of Bills for Budgeted/Approved Expenses: Motion by Frutiger/Valencia to approve payment of bills as presented. Motion carried 6-0.

Discuss and consider approval of Write Offs and Aging of Accounts: Motion by Williams/Allen to approve the aging of accounts as presented. Motion carried 6-0.

Staff Report: There were 81 calls in May, including 7 missed calls. This is down from 92 calls in the same month last year. Volunteers provided 614 hours in May, up from 592 hours in the previous month and up from 536 hours during May 2019. In addition to what is in the written report, the following was discussed:

- Chief Lang stated M78 had a coolant leak in the Demers conversion similar to a leak repaired in M80. The repair was completed and was covered by Pomasl, who will then be reimbursed by Demers under their extended vehicle warranty.
- M80 hit another deer at the end of May. Chief Lang stated an upgraded bumper had been ordered for M78 so instead it was diverted to M80. M80 has already been repaired and returned to service.
- High performance CPR is a Dane County-wide initiative to provide the highest quality CPR to all those in cardiac arrest. Chief Lang stated the new Lucas devices will be used within this concept, with training to limit the pause in chest compression while it is being placed.

Correspondence: Chief Lang showed a Facebook post from a family member of a patient recently transported by Lt McMullen. Chief Lang also showed artwork provided by local Girl Scouts when they dropped off cookies at the station.

Update on COVID-19 (Coronavirus) response: Chief Lang gave the following updates:

- There has been no recommended PPE usage change.
- PAPR devices should arrive anytime, and Chief Lang is hoping for a July 1 deployment.
- Some hospitals, such as St Mary's Madison and Sun Prairie Emergency Center have returned to normal operations. Meriter is the only ER with COVID-specific entrances.
- Each of our buildings have been opened for more department activities but is still closed to the public. This will allow for an in-person session in June.

Discuss and consider funding arrangement for monies allocated under the "Routes to Recover Grants" program using CARES Act dollars and administered by the State of Wisconsin: Chief Lang stated this came about during a discussion with Cottage Grove Police Department Matt Wagner, who is handling the Village of Cottage Grove's Grant application. The communities are allocated the specified amount of funding through the

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granting program, and Lt Wagner asked if the Deer-Grove EMS Commission had a recommendation on how the expenses should be dispersed. Chief Lang stated Deer Grove EMS is applying for all possible funding sources to recover funds for lost revenue and extra expenses. Allen asked how much Deer Grove has spent in relation to lost revenue. Officer Manager Cysiewski reported additional expenses of around $40k, $2,300 in lost revenue for special events and CPR courses and $6,100 in additional staffing expenses. Motion by Wieczorek/Hampton to use the attached percentages to allocate the appropriate expense to each community for their applications to the Routes to Recovery Granting process. Motion carried 6-0.

Discuss and consider process for evaluation and selection of medical direction:

Chief Lang stated Dr. Stier has been the medical director since August 2011 which is considered a long time. Chief Lang stated there should be a defined contract time period. He also would like to see the medical director doing ride alongs with crews from time to time as well as QA review for major calls, including trauma and those with serious intervention. Chief Lang would like to see what other groups could offer to us. Hampton asked about cost of a new medical director. Chief Lang stated it will not be less than we are paying right now, and he guesses we'll double what we're paying right now with a potential to pay $12-33k. Hampton questioned if Dr. Stier is willing to fill role. Chief Lang stated he spoke with him and he is not willing to step up to this role, but he will remain on as our medical director until DGEMS can find a suitable replacement. Frutiger stated having the doctor more involved can protect Deer Grove and he thinks we need someone more involved. Gary asked if there are issues with not fulfilling what's in the current agreement. Chief Lang stated the current agreement calls for 7 total hours per month, which is subdivided into three different categories. Dr Stier has not completed a monthly allocation of hours in quite some, so it is unclear how many hour DGEMS has not received. Chief Lang wants to talk to other two groups and come back at the next meeting with an answer and someone to start 1/1/2021. Wieczorek stated due to the pandemic DGEMS may need more advice/assistance from a medical director. Commission members agreed Chief Lang can do due diligence in reaching out to Madison Emergency Physicians and UW ALS Consortium. Chief Lang stated the doctors within both organizations are EMS doctors.

Discuss and consider return to in-person meetings: Commission members agreed to meeting in person in Cottage Grove or somewhere with sufficient space for social distancing, but it is a personal decision as the virtual option will remain. The public must be virtual. Frutiger will also look into locations in Deerfield with sufficient space for social distancing.

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

Agenda items for next commission meeting: COVID Update, Update on medical direction, budget impact of reduced calls and events.

Adjournment: Motion by Hampton/Williams to adjourn. Motion carried 6-0. The meeting ended at 7:13 P.M.

Submitted by Mandy Cysiewski

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

	Jan - Jun 20	6/12th Annual Budget	Budget	$ Over Budget	% of Budget	Jan - Jun 19
Ordinary Income/Expense						
Income						
230 · Training Center Income	285.00	1,250.00	2,500.00	-2,215.00	11.4%	3,533.00
300 · Special Event Fee	0.00	1,000.00	2,000.00	-2,000.00	0.0%	4,620.00
4999 · Uncategorized Income	9,896.33	0.00	0.00	0.00	0.0%	2,190.81
610 · Town/Villages Assesments	520,617.20	260,308.60	520,617.20	0.00	100.0%	519,772.55
620 · Ambulance Run Fees	306,734.35	275,000.00	550,000.00	-243,265.65	55.77%	319,230.79
625 · Misc Government Revenue	8,018.86	0.00	0.00	8,018.86	100.0%	0.00
630 · Contracted Revenue	49,956.40	33,206.40	66,412.80	-16,456.40	75.22%	49,289.98
640 · Interest Earned	417.76	250.00	500.00	-82.24	83.55%	412.06
693 · Donations	0.00	0.00	0.00	0.00	0.0%	25,038.84
694 · Proceeds from sale of equip.	0.00	0.00	0.00	0.00	0.0%	943.86
999 · Insurance Reimbursement	2,615.85	0.00	0.00	2,615.85	100.0%	5,458.86
Total Income	898,541.75	571,015.00	1,142,030.00	-243,488.25	78.68%	930,490.75
Gross Profit	898,541.75	571,015.00	1,142,030.00	-243,488.25	78.68%	930,490.75
Expense						
6140 · Credit Card Fees	267.73	0.00	0.00	0.00	0.0%	68.80
720 · Wages	219,559.66	253,275.00	506,550.00	-286,990.34	43.34%	205,022.93
721 · Health Insurance	72,102.00	68,560.00	137,120.00	-65,018.00	52.58%	62,265.72
722 · Workmans Comp	11,409.25	13,895.00	27,790.00	-16,380.75	41.06%	0.00
723 · Retirement Plan	30,240.61	29,350.00	58,700.00	-28,459.39	51.52%	27,401.60
724 · Employers FICA Expense	21,737.13	22,370.00	44,740.00	-23,002.87	48.59%	21,042.02
725 · Staff Continuing Education	922.00	4,500.00	9,000.00	-8,078.00	10.24%	2,687.01
726 · Travel/Mileage Reimbursement	0.00	250.00	500.00	-500.00	0.0%	30.00
728 · Medical Director Fee	3,000.00	3,000.00	6,000.00	-3,000.00	50.0%	3,000.00
729 · COVID-19 Leave	1,954.92	0.00	0.00	1,954.92	100.0%	0.00
734 · Overtime	58,689.44	56,630.00	113,260.00	-54,570.56	51.82%	63,814.92
735 · EMT Stipend	9,144.00	12,500.00	25,000.00	-15,856.00	36.58%	9,594.00
736 · LifeQuest Billing	21,832.54	22,750.00	45,500.00	-23,667.46	47.98%	24,430.99
740 · Office Equipment (expense)	496.37	815.00	1,630.00	-1,133.63	30.45%	419.12
742 · Office Supplies	467.25	1,000.00	2,000.00	-1,532.75	23.36%	978.13
770 · Communications	2,387.20	3,000.00	6,000.00	-3,612.80	39.79%	3,190.31
775 · IT expenses	2,324.98	3,425.00	6,850.00	-4,525.02	33.94%	2,130.48
790 · Publicity and Advertising	0.00	1,000.00	2,000.00	-2,000.00	0.0%	1,478.12
791 · Training Center Expense	733.27	1,000.00	2,000.00	-1,266.73	36.66%	746.26
810 · EMT Recognition	563.56	1,250.00	2,500.00	-1,936.44	22.54%	-33.46
820 · EMT Continuing Education	0.00	2,500.00	5,000.00	-5,000.00	0.0%	240.00
825 · Chief Continuing Education	312.08	750.00	1,500.00	-1,187.92	20.81%	853.76
829 · Vehicle Maintenance	10,008.39	5,190.00	10,380.00	-371.61	96.42%	9,224.98
831 · Fuel	5,394.87	7,000.00	14,000.00	-8,605.13	38.54%	7,066.29
840 · Equipment/Non-Disposable	6,755.04	8,400.00	16,800.00	-10,044.96	40.21%	2,518.85
842 · Equipment Maintenance	2,879.89	1,800.00	3,600.00	-720.11	80.0%	2,598.69
845 · Capital Purchase	61,685.36	0.00	0.00	61,685.36	100.0%	42,749.35
850 · Medical Supplies	19,540.51	22,550.00	45,100.00	-25,559.49	43.33%	17,454.69
852 · Training Medical Supplies	0.00	500.00	1,000.00	-1,000.00	0.0%	0.00
860 · Clothing	9,057.04	6,450.00	12,900.00	-3,842.96	70.21%	1,998.39
870 · Insurance	4,214.00	4,300.00	8,600.00	-4,386.00	49.0%	4,142.00
871 · Group Life Insurance	405.97	350.00	700.00	-294.03	58.0%	320.02
872 · Unemployment Insurance	0.00	2,000.00	4,000.00	-4,000.00	0.0%	50.00
878 · Community Medic Program	50.00	155.00	310.00	-260.00	16.13%	50.00
879 · Health Maintenance & Safety	1,010.98	1,250.00	2,500.00	-1,489.02	40.44%	995.20
880 · Legal Fees	5,064.00	2,500.00	5,000.00	64.00	101.28%	884.00
881 · Accounting Fees	7,900.00	4,000.00	8,000.00	-100.00	98.75%	8,000.00
885 · Overdue Run Fees	37,210.70	0.00				53,657.33
898 · Building and Grounds	2,263.52	1,750.00	3,500.00	-1,236.48	64.67%	2,698.27
899 · Miscellaneous Expenses	49.95	1,000.00	2,000.00	-1,950.05	2.5%	255.60
Total Expense	631,634.21	571,015.00	1,142,030.00	-510,395.79	55.31%	584,024.37
Net Ordinary Income	266,907.54	0.00	0.00	266,907.54	100.0%	346,466.38

Deer Grove EMS District
Balance Sheet
As of June 30, 2020

	Jun 30, 20	
ASSETS		
Current Assets		
Checking/Savings		545,298.86
Accounts Receivable		
1200 · Accounts Receivable		281.27
1210 · Lifequest Receivables		161,468.63
Total Accounts Receivable		161,749.90
Other Current Assets		995.00
Total Current Assets		708,043.76
Fixed Assets		519,234.78
Other Assets		
112 · Allowance for Doubtful Accounts		-47,399.60
Total Other Assets		-47,399.60
TOTAL ASSETS		**1,179,878.94**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		20,281.87
Credit Cards		
301 · One Card		341.20
Total Credit Cards		341.20
Other Current Liabilities		
Lifequest Deposit Adjustments		0.12
Payroll Liabilities		8,598.75
231 · Deferred Run Revenue		24,194.69
Total Other Current Liabilities		32,793.56
Total Current Liabilities		53,416.63
Total Liabilities		53,416.63
Equity		
1110 · Retained Earnings		122,192.89
380 · Fund Balance-Unrestricted		199,670.23
381 · Fund Balance-Restricted (FAP)		
Aids & Training	8,527.82	
EMT Basic Training	9,928.91	
Total 381 · Fund Balance-Restricted (FAP)		18,456.73
383 · Investment in Fixed Asset		519,234.92
Net Income		266,907.54
Total Equity		1,126,462.31
TOTAL LIABILITIES & EQUITY		**1,179,878.94**

Deer Grove EMS District
Bill Payment Detail
June 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	EFT	Liability Check	06/05/2020	Bank of Deerfield		101 · Operating Checking	-15,839.90	
						Direct Deposit Liability	15,139.90	-15,139.90
						Direct Deposit Liability	700.00	-700.00
TOTAL							15,839.90	-15,839.90
	20999	Liability Check	06/05/2020	Fire Fighters Local 311		101 · Operating Checking	-238.57	
						Local 311 Dues	238.57	-238.57
TOTAL							238.57	-238.57
	EFT	Liability Check	06/05/2020	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	06/12/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,074.72	
					036-0000519180-02	225 · State Withholding	1,074.72	-1,074.72
TOTAL							1,074.72	-1,074.72
	EFT	Liability Check	06/09/2020	EFTTPS		101 · Operating Checking	-5,935.10	
						224 · FICA/Fed Payable	2,340.00	-2,340.00
						2242 · FICA/Fed Payable-ER	1,456.82	-1,456.82
						2241 · FICA/Fed Payable-EE	1,456.82	-1,456.82
						2242 · FICA/Fed Payable-ER	340.73	-340.73
						2241 · FICA/Fed Payable-EE	340.73	-340.73
TOTAL							5,935.10	-5,935.10
	20991	Bill Pmt -Check	06/03/2020	Landmark Services Cooperative	May Fuel	101 · Operating Checking	-461.04	
		Bill	05/31/2020		May Fuel	831 · Fuel	461.04	-461.04
TOTAL							461.04	-461.04
	20992	Bill Pmt -Check	06/03/2020	Life-Assist, Inc.	Pulse Oximeter	101 · Operating Checking	-123.60	
	1005088	Bill	05/27/2020		Pulse Oximeter	850 · Medical Supplies	123.60	-123.60
TOTAL							123.60	-123.60

Deer Grove EMS District
Bill Payment Detail
June 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	20993	Bill Pmt -Check	06/03/2020	O'Reilly Auto Parts	Antifreeze	101 · Operating Checking	-59.97	
	4331-335030	Bill	05/25/2020		Antifreeze	829 · Vehicle Maintenance	59.97	-59.97
TOTAL							59.97	-59.97
	20994	Bill Pmt -Check	06/03/2020	Society Insurance	Work Comp	101 · Operating Checking	-4,705.25	
		Bill	05/27/2020		Work Comp	722 · Workmans Comp	4,705.25	-4,705.25
TOTAL							4,705.25	-4,705.25
	20995	Bill Pmt -Check	06/03/2020	Stryker Medical	LUCAS battery charger	101 · Operating Checking	-1,012.70	
	3031932M	Bill	06/20/2020		LUCAS battery charger	840 · Equipment/Non-Disposable	1,012.70	-1,012.70
TOTAL							1,012.70	-1,012.70
	20996	Bill Pmt -Check	06/03/2020	US Bank		101 · Operating Checking	-2,539.54	
		Bill	06/03/2020			One Card - Eric Lang	361.56	-361.56
		Bill	06/03/2020			One Card - Mandy Cysiewski	353.19	-353.19
		Bill	06/03/2020			One Card - Office Use Only	1,824.79	-1,824.79
TOTAL							2,539.54	-2,539.54
	20997	Bill Pmt -Check	06/03/2020	WEX Bank	May Fuel	101 · Operating Checking	-236.11	
	65810767	Bill	05/31/2020		May Fuel	831 · Fuel	236.11	-236.11
TOTAL							236.11	-236.11
	20998	Bill Pmt -Check	06/03/2020	ZOLL Medical Corporation	CPR Pads	101 · Operating Checking	-241.24	
	3070428	Bill	05/14/2020		CPR Pads	850 · Medical Supplies	241.24	-241.24
TOTAL							241.24	-241.24
	21000	Liability Check	06/15/2020	Minnesota Life Insurance Company	2832-GL	101 · Operating Checking	-167.46	
					2832-GL	Additional	70.32	-70.32
					2832-GL	Basic	66.02	-66.02
					2832-GL	Spouse/Dependent	10.50	-10.50
					2832-GL	Supplemental	20.62	-20.62
TOTAL							167.46	-167.46
	EFT	Liability Check	06/19/2020	Bank of Deerfield		101 · Operating Checking	-18,516.57	

Deer Grove EMS District
Bill Payment Detail
June 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
						Direct Deposit Liability	17,816.57	-17,816.57
						Direct Deposit Liability	700.00	-700.00
TOTAL							18,516.57	-18,516.57
	21007	Liability Check	06/19/2020	Fire Fighters Local 311		101 · Operating Checking	-230.69	
						Local 311 Dues	230.69	-230.69
TOTAL							230.69	-230.69
	EFT	Liability Check	06/19/2020	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	06/23/2020	EFTTPS		101 · Operating Checking	-6,362.04	
						224 · FICA/Fed Payable	2,332.00	-2,332.00
						2242 · FICA/Fed Payable-ER	1,633.13	-1,633.13
						2241 · FICA/Fed Payable-EE	1,633.13	-1,633.13
						2242 · FICA/Fed Payable-ER	381.89	-381.89
						2241 · FICA/Fed Payable-EE	381.89	-381.89
TOTAL							6,362.04	-6,362.04
	EFT	Liability Check	06/29/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,149.23	
					036-0000519180-02	225 · State Withholding	1,149.23	-1,149.23
TOTAL							1,149.23	-1,149.23
	EFT	Liability Check	06/23/2020	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
	EFT	Liability Check	06/29/2020	Employee Trust Funds	5300000	101 · Operating Checking	-8,050.10	
					5300000	2272 · Employer Share WRS	5,111.34	-5,111.34
					5300000	2271 · Employee Share WRS	2,938.76	-2,938.76
TOTAL							8,050.10	-8,050.10
	21001	Bill Pmt -Check	06/15/2020	Conway Shield	Fogger	101 · Operating Checking	-465.50	

Deer Grove EMS District
Bill Payment Detail
June 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	0458692-IN	Bill	05/29/2020		Fogger	840 · Equipment/Non-Disposable	465.50	-465.50
TOTAL							465.50	-465.50
	21002	Bill Pmt -Check	06/15/2020	Forward Pharmacy	Thermometers	101 · Operating Checking	-247.00	
		Bill	05/31/2020		Thermometers	850 · Medical Supplies	247.00	-247.00
TOTAL							247.00	-247.00
	21003	Bill Pmt -Check	06/15/2020	Life-Assist, Inc.	Atropine	101 · Operating Checking	-33.66	
	1008766	Bill	06/09/2020		Atropine	850 · Medical Supplies	33.66	-33.66
TOTAL							33.66	-33.66
	21004	Bill Pmt -Check	06/15/2020	Piggly Wiggly	EMS Week Supplies	101 · Operating Checking	-102.03	
		Bill	06/01/2020		EMS Week Supplies	810 · EMT Recognition	102.03	-102.03
TOTAL							102.03	-102.03
	21005	Bill Pmt -Check	06/15/2020	Pomasl Fire Equipment	M80 Bumper	101 · Operating Checking	-1,720.00	
	81707	Bill	05/29/2020		M80 Bumper	829 · Vehicle Maintenance	1,720.00	-1,720.00
TOTAL							1,720.00	-1,720.00
	21006	Bill Pmt -Check	06/15/2020	Truckstar Collision Center	M80 Repairs	101 · Operating Checking	-1,623.85	
	15714	Bill	06/09/2020		M80 Repairs	829 · Vehicle Maintenance	1,623.85	-1,623.85
TOTAL							1,623.85	-1,623.85
	EFT	Liability Check	06/30/2020	Aflac	MCY18	101 · Operating Checking	-246.76	
					MCY18	Aflac	246.76	-246.76
TOTAL							246.76	-246.76
	EFT	Liability Check	06/02/2020	Aflac	MCY18	101 · Operating Checking	-246.76	
					MCY18	Aflac	246.76	-246.76
TOTAL							246.76	-246.76
	21008	Liability Check	06/29/2020	Delta Dental		101 · Operating Checking	-136.24	
						224 · FICA/Fed Payable	136.24	-136.24
TOTAL							136.24	-136.24

Deer Grove EMS District
Bill Payment Detail
June 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	21009	Bill Pmt -Check	06/29/2020	Ace Hardware	Key	101 · Operating Checking	-2.49	
		Bill	06/15/2020		Key	829 · Vehicle Maintenance	2.49	-2.49
TOTAL							2.49	-2.49
	21010	Bill Pmt -Check	06/29/2020	AED Superstore	Sim Pad Plus	101 · Operating Checking	-1,665.00	
	1610003	Bill	06/15/2020		Sim Pad Plus	845 · Capital Purchase	1,665.00	-1,665.00
TOTAL							1,665.00	-1,665.00
	21011	Bill Pmt -Check	06/29/2020	Badger Truck and Auto Group of New Glarus	M78 Maintenance	101 · Operating Checking	-470.46	
	02344	Bill	06/15/2020		M78 Maintenance	829 · Vehicle Maintenance	470.46	-470.46
TOTAL							470.46	-470.46
	21012	Bill Pmt -Check	06/29/2020	Life-Assist, Inc.		101 · Operating Checking	-1,339.84	
	1008277	Bill	06/08/2020		Naloxone	850 · Medical Supplies	386.18	-386.18
	1009393	Bill	06/11/2020		CPAP Masks	850 · Medical Supplies	335.00	-335.00
	1011565	Bill	06/19/2020		Misc Medical Supplies	850 · Medical Supplies	618.66	-618.66
TOTAL							1,339.84	-1,339.84
	21013	Bill Pmt -Check	06/29/2020	McKesson	Meds	101 · Operating Checking	-273.88	
	7432309	Bill	06/12/2020		Meds	850 · Medical Supplies	273.88	-273.88
TOTAL							273.88	-273.88
	21014	Bill Pmt -Check	06/29/2020	Pomp's Tire Service, Inc.	M78 tires	101 · Operating Checking	-1,540.60	
	80217555	Bill	06/25/2020		M78 tires	829 · Vehicle Maintenance	1,540.60	-1,540.60
TOTAL							1,540.60	-1,540.60
	21015	Bill Pmt -Check	06/29/2020	TDS	Station 1 phone/internet	101 · Operating Checking	-156.56	
		Bill	06/22/2020		June Internet	770 · Communications	59.00	-59.00
					July Internet	770 · Communications	59.00	-59.00
					June/July Phone	770 · Communications	38.56	-38.56
TOTAL							156.56	-156.56
	21016	Bill Pmt -Check	06/29/2020	US Bank		101 · Operating Checking	-2,686.19	
		Bill	06/27/2020			One Card - Office Use Only	1,242.72	-1,242.72

Deer Grove EMS District
Bill Payment Detail
June 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
		Bill	06/27/2020			One Card - Lisa Antoniewicz	16.76	-16.76
		Bill	06/27/2020			One Card - Eric Lang	219.83	-219.83
		Bill	06/27/2020			One Card - Mandy Cysiewski	1,206.88	-1,206.88
TOTAL							2,686.19	-2,686.19
	21017	Bill Pmt -Check	06/29/2020	ZOLL Medical Corporation		101 · Operating Checking	-537.33	
	3085638	Bill	06/11/2020		CPR Eletrodes	850 · Medical Supplies	240.54	-240.54
	3087092	Bill	06/15/2020		Demo Electrodes	791 · Training Center Expense	296.79	-296.79
TOTAL							537.33	-537.33
		Bill Pmt -CCard	06/09/2020	GFC Leasing WI	Copier Lease	One Card - Office Use Only	-48.30	
	I00585565	Bill	05/21/2020		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL							48.30	-48.30
		Bill Pmt -CCard	06/09/2020	Jackson Lewis P.C.		One Card - Office Use Only	-96.00	
	7545911	Bill	05/14/2020			880 · Legal Fees	96.00	-96.00
TOTAL							96.00	-96.00
		Bill Pmt -CCard	06/15/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-919.27	
	83648259	Bill	06/03/2020		Misc Medical Supplies	850 · Medical Supplies	315.16	-315.16
	83649945	Bill	06/04/2020		Misc Medical Supplies	850 · Medical Supplies	396.15	-396.15
	83654559	Bill	06/09/2020		BP Cuffs	850 · Medical Supplies	131.96	-131.96
	83659100	Bill	06/12/2020		Disposable Washcloths	850 · Medical Supplies	38.00	-38.00
	83659099	Bill	06/12/2020		Disposable Washcloths	850 · Medical Supplies	38.00	-38.00
TOTAL							919.27	-919.27
		Bill Pmt -CCard	06/15/2020	Airgas USA, LLC	O2	One Card - Office Use Only	-65.43	
	9970967817	Bill	05/31/2020		O2	850 · Medical Supplies	65.43	-65.43
TOTAL							65.43	-65.43
		Bill Pmt -CCard	06/15/2020	Gordon Flesch	May Copies	One Card - Office Use Only	-27.11	
	IN12958952	Bill	06/07/2020		May Copies	740 · Office Equipment (expense)	27.11	-27.11
TOTAL							27.11	-27.11
		Bill Pmt -CCard	06/25/2020	Jackson Lewis P.C.	May Legal Fees	One Card - Office Use Only	-162.00	

Deer Grove EMS District
Bill Payment Detail
June 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	7564438	Bill	06/15/2020		May Legal fees	880 · Legal Fees	162.00	-162.00
TOTAL							162.00	-162.00
		Bill Pmt -CCard	06/25/2020	Verizon Wireless		One Card - Office Use Only	-179.20	
	9856358331	Bill	06/10/2020		Car 79 Jet pack	770 · Communications	30.03	-30.03
					M81 Jet pack	770 · Communications	30.03	-30.03
					M80 phone	770 · Communications	0.91	-0.91
					M81 phone	770 · Communications	1.59	-1.59
					M78 phone	770 · Communications	1.90	-1.90
					C79 phone	770 · Communications	1.11	-1.11
					M80 cradlepoint	770 · Communications	30.03	-30.03
					Chief	770 · Communications	53.57	-53.57
					M78 cradlepoint	770 · Communications	30.03	-30.03
TOTAL							179.20	-179.20
		Bill Pmt -CCard	06/17/2020	Bound Tree Medical, LLC	Probe covers	One Card - Office Use Only	-11.85	
	83660276	Bill	06/15/2020		Probe covers	850 · Medical Supplies	11.85	-11.85
TOTAL							11.85	-11.85

Deer Grove EMS District
Credit Card Purchases
June 2020

Date	Source Name	Memo	Split	Amount
301 · One Card				
One Card - Eric Lang				
06/01/2020	Walmart	Lunchbag	898 · Building and Grounds	4.14
06/15/2020	Menards	LED Lights	898 · Building and Grounds	95.88
06/15/2020	EBay	Metronomes	840 · Equipment/Non-Dispos...	75.00
06/22/2020	Costco	Dish soap/Dishwasher Detergent/Plates	-SPLIT-	44.81
Total One Card - Eric Lang				219.83
One Card - Lisa Antoniewicz				
06/22/2020	Costco	Swifer	898 · Building and Grounds	16.76
Total One Card - Lisa Antoniewicz				16.76
One Card - Mandy Cysiewski				
06/01/2020	Amazon.com	Skull Caps	860 · Clothing	14.99
06/01/2020	Amazon.com	Paper Towel	-SPLIT-	245.46
06/01/2020	Amazon.com	Toilet Paper	-SPLIT-	167.94
06/03/2020	Amazon.com	Mops heads	898 · Building and Grounds	19.99
06/04/2020	Amazon.com	Drug reference guides	840 · Equipment/Non-Dispos...	80.90
06/08/2020	Esuturescom	IO Needles	850 · Medical Supplies	457.00
06/11/2020	Amazon.com	Flares kit	829 · Vehicle Maintenance	57.98
06/15/2020	USPS	Commission packets	742 · Office Supplies	5.80
06/22/2020	Mercury Medical	CPAP Masks	201 · Accounts Payable	156.82
Total One Card - Mandy Cysiewski				1,206.88
Total 301 · One Card				1,443.47
TOTAL				**1,443.47**

Deer Grove EMS District
Payroll Transaction Detail
June 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
06/05/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	40	858.80
			Anders, Devon C	Overtime Hourly Rate	10	322.10
			Anders, Devon C	National Pd Leave FMLA		515.28
						1,696.18
06/19/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	20	429.40
			Anders, Devon C	Overtime Hourly Rate	16	515.36
			Anders, Devon C	Vacation Hourly Rate	36	772.92
			Anders, Devon C	National Pd Leave FMLA		515.28
						2,232.96
06/05/2020	DD	Paycheck	Antoniewicz, Lisa M	Vacation Hourly Rate	18	496.62
			Antoniewicz, Lisa M	Regular Hourly Rate	26	717.34
			Antoniewicz, Lisa M	Overtime Hourly Rate	18	745.02
			Antoniewicz, Lisa M	Holiday Hourly Rate	24	1,022.16
			Antoniewicz, Lisa M	Regular Hourly Rate	11	303.49
			Antoniewicz, Lisa M	National Pd Leave FMLA		482.88
						3,767.51
06/19/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	54	1,489.86
			Antoniewicz, Lisa M	Regular Hourly Rate	26	717.34
			Antoniewicz, Lisa M	Overtime Hourly Rate	13	538.07
						2,745.27
06/05/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	48	1,064.64
			Belden, Elliott H	Vacation Hourly Rate	16	354.88
			Belden, Elliott H	Vacation OT Hourly Rate	8	266.16
						1,685.68
06/19/2020	DD	Paycheck	Belden, Elliott H	Vacation Hourly Rate	40	887.20
			Belden, Elliott H	Vacation OT Hourly Rate	8	266.16
			Belden, Elliott H	Regular Hourly Rate	40	887.20
			Belden, Elliott H	Overtime Hourly Rate	8	266.16
						2,306.72
06/19/2020	DD	Paycheck	Bell, Cristalyne J	Training Attendance Stipend	1	18.00
			Bell, Cristalyne J	Weekday Stipend	6	108.00
			Bell, Cristalyne J	Weekend Stipend	2	36.00
						162.00
06/19/2020	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	36.5	620.50
						620.50

Deer Grove EMS District
Payroll Transaction Detail
June 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
06/05/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	78	1,674.66
			Cummings, Ross E	Overtime Hourly Rate	32	1,030.72
			Cummings, Ross E	Regular Hourly Rate	2	42.94
						2,748.32
06/19/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	64	1,374.08
			Cummings, Ross E	Overtime Hourly Rate	20	644.20
			Cummings, Ross E	Vacation Hourly Rate	16	343.52
			Cummings, Ross E	Vacation OT Hourly Rate	8	257.68
						2,619.48
06/19/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	24	408.00
						408.00
06/05/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	23.75	427.50
			Cysiewski, Mandy J	Holiday Hourly Rate	3.2	57.60
			Cysiewski, Mandy J	Vacation Hourly Rate	5.05	90.90
						576.00
06/19/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32	576.00
			Cysiewski, Mandy J	Training Attendance Stipend	1	18.00
						594.00
06/05/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	19	323.00
						323.00
06/19/2020	DD	Paycheck	Einstein, Justin D	Weekday Stipend	2	36.00
			Einstein, Justin D	Holiday Stipend	4	72.00
			Einstein, Justin D	Training Attendance Stipend	1	18.00
						126.00
06/19/2020	DD	Paycheck	Ennis, Jamie L	Weekday Stipend	2	36.00
						36.00
06/19/2020	DD	Paycheck	Fedorowicz, Samantha E	Weekday Stipend	4	72.00
			Fedorowicz, Samantha E	Training Attendance Stipend	1	18.00
						90.00
06/19/2020	DD	Paycheck	Furger, Jenna J	Weekday Stipend	3	54.00
						54.00

Deer Grove EMS District
Payroll Transaction Detail
June 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
06/19/2020	DD	Paycheck	Griffin, Elisabeth A	Weekday Stipend	6	108.00
			Griffin, Elisabeth A	Weekend Stipend	2	36.00
						144.00
06/19/2020	DD	Paycheck	Hartman, Michael D	Weekday Stipend	3	54.00
						54.00
06/05/2020	DD	Paycheck	Lang, Eric A	Salary	72	2,942.31
			Lang, Eric A	Holiday Salary	8	326.92
						3,269.23
06/19/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
06/05/2020	DD	Paycheck	Lasko, Wendy J	Overtime Hourly Rate	10	332.70
			Lasko, Wendy J	Regular Hourly Rate	56	1,242.08
			Lasko, Wendy J	Overtime Hourly Rate	8	266.16
			Lasko, Wendy J	Holiday Hourly Rate	24	892.32
						2,733.26
06/19/2020	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	64	1,419.52
			Lasko, Wendy J	Overtime Hourly Rate	8	266.16
						1,685.68
06/05/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	1.5	25.50
						25.50
06/19/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	23	391.00
						391.00
06/19/2020	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	22	396.00
			McMullen, Jeremy B	Weekend Stipend	28	504.00
			McMullen, Jeremy B	Holiday Stipend	4	72.00
			McMullen, Jeremy B	Training Attendance Stipend	1	18.00
						990.00
06/05/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,557.60
			Mickelson, Matthew A	Overtime Hourly Rate	28	817.88
						2,375.48

Deer Grove EMS District
Payroll Transaction Detail
June 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
06/19/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,557.60
			Mickelson, Matthew A	Overtime Hourly Rate	52	1,518.92
						3,076.52
06/19/2020	DD	Paycheck	Miles, Thomas E	Weekday Stipend	2	36.00
			Miles, Thomas E	Weekend Stipend	4	72.00
			Miles, Thomas E	Training Attendance Stipend	1	18.00
						126.00
06/05/2020	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	27	459.00
						459.00
06/19/2020	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	12	204.00
						204.00
06/05/2020	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	26	442.00
			Salov, Courtney A	Regular Hourly Rate	0.5	8.50
						450.50
06/05/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	76	1,631.72
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
						1,889.40
06/19/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	80	1,717.60
			Sanders, Seth C	Overtime Hourly Rate	16	515.36
						2,232.96
06/05/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	70	1,432.90
			Schlicht, Trevor A	Overtime Hourly Rate	18	552.78
			Schlicht, Trevor A	Vacation Hourly Rate	10	204.70
						2,190.38
06/19/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	40	818.80
			Schlicht, Trevor A	Overtime Hourly Rate	8	245.68
			Schlicht, Trevor A	Vacation Hourly Rate	24	491.28
						1,555.76
06/19/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	37	629.00
						629.00

Deer Grove EMS District
Payroll Transaction Detail
June 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
06/19/2020	DD	Paycheck	Severson, Erik L	Weekday Stipend	3	54.00
			Severson, Erik L	Training Attendance Stipend	1	18.00
						72.00
06/19/2020	DD	Paycheck	Smithback, Melissa A	Training Attendance Stipend	1	18.00
						18.00
06/19/2020	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
06/19/2020	DD	Paycheck	Yelk Meinholz, Amy M	Weekend Stipend	4	72.00
			Yelk Meinholz, Amy M	Training Attendance Stipend	1	18.00
						90.00
TOTAL						**51,222.52**

Deer Grove EMS District
Deposit Detail
June 2020

Type	Date	Name	Memo	Account	Amount
General Journal	**06/30/2020**	**LifeQuest**	**Payment Received - Overpayment Returns - Jun**	**105 · Hometown Bank**	**45,865.59**
		LifeQuest	Payment Received - Overpayment Returns - Jun	1210 · Lifequest Receivables	-45,865.59
TOTAL					-45,865.59
Deposit	**06/29/2020**		**Deposit**	**103 · Savings bank of Deerfield**	**3,167.85**
		League of Wisconsin Municipalities	M80 Repairs	829 · Vehicle Maintenance	-2,115.85
		League of Wisconsin Municipalities	Insurance Dividend	4999 · Uncategorized Income	-324.00
		Truckstar Collision Center	M80 overpayment	829 · Vehicle Maintenance	-728.00
TOTAL					-3,167.85
Deposit	**06/30/2020**		**Interest**	**103 · Savings bank of Deerfield**	**71.94**
			Interest	640 · Interest Earned	-71.94
TOTAL					-71.94
Deposit	**06/30/2020**		**Interest**	**101 · Operating Checking**	**1.00**
			Interest	640 · Interest Earned	-1.00
TOTAL					-1.00

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	134	55,925.08	32,793.27	18,757.47	8,853.60	9,774.70		5,770.10	131,874.22		37,289.94
May	144	54,908.13	61,216.75	18,435.19	10,877.50	5,876.30		5,770.10	157,083.97		37,218.29
June	147	72,651.35	38,759.43	31,168.25	11,719.20	2,861.70		4,308.70	161,468.63		42,106.55
July											
August											
September											
October											
November											
December											
	837									0.00	246,467.14

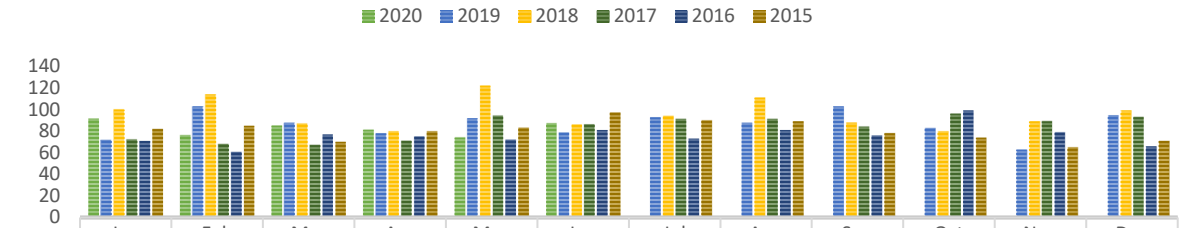
Deer-Grove EMS

STAFF REPORT
MAY 2020

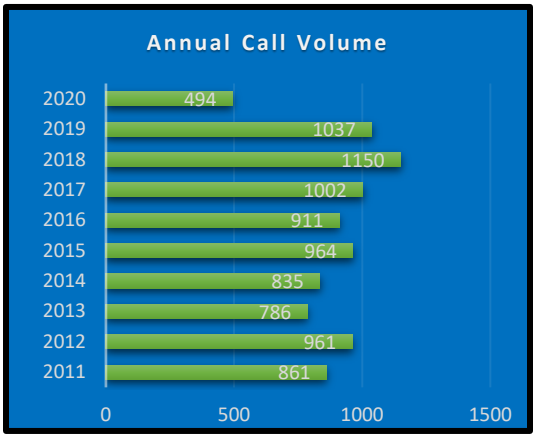
MISSION:

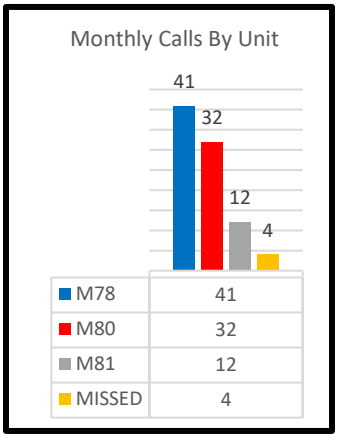
Deer Grove EMS provides for the health and well-being of our communities with a team of professionals that are dedicated, knowledgeable and have a vested interest in our neighbors.

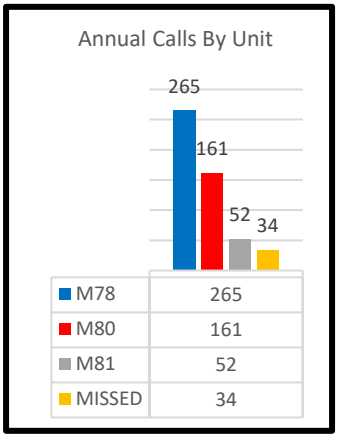
MONTHLY CALL VOLUMES

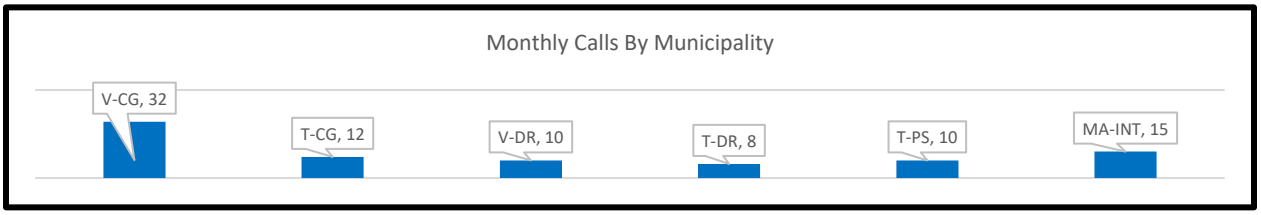


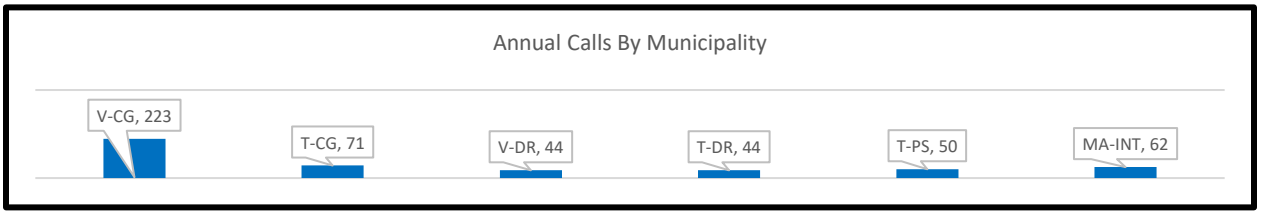
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	91	76	85	81	74	87	0	0	0	0	0	0
2019	72	103	88	78	92	79	93	88	103	83	63	95
2018	100	114	87	80	122	86	94	111	88	80	89	99
2017	72	68	67	71	94	86	91	91	84	96	89	93
2016	71	61	77	75	72	81	73	81	76	99	79	66
2015	82	85	70	80	83	97	90	89	78	74	65	71

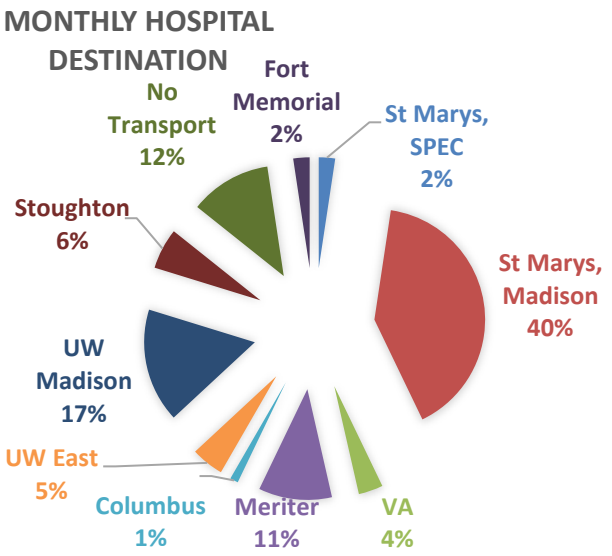




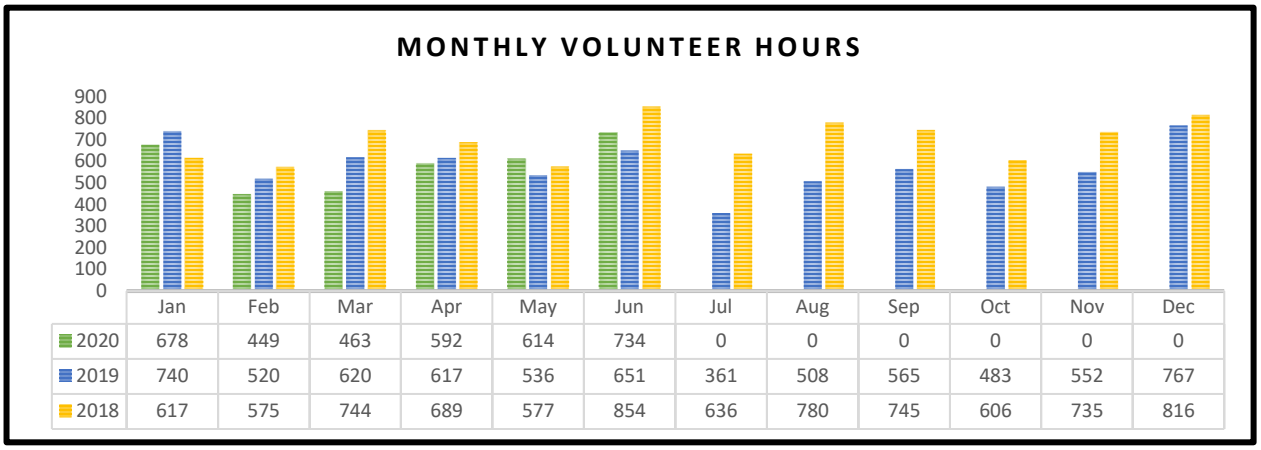








Top 10 Provider Impressions
CV - Chest Pain - Presumed Cardiac
History of falling
Endocrine - Hypoglycemia - Diabetic
Injury - Ankle
Respiratory - Acute Onset Distress
Weakness
Abuse of Alcohol - Intoxication
Abuse of Narcotic (i.e. Heroin)
Bleeding or Hematoma Post Procedure/Medical Device
CV - Cardiac Arrest



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	678	449	463	592	614	734	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

Membership Roster:

Full-Time

Anders, Devon	Paramedic
Antoniewicz, Lisa	RN, CCEMT-P
Belden, Elliott	Paramedic
Cummings, Ross	CCEMT-P
Lang, Eric	Paramedic
Lasko, Wendy	RN, EMT-P
Mickelson, Matthew	RN, EMT-P
Sanders, Seth	Paramedic
Schlicht, Trevor	Paramedic

Limited-Term

*Adler, Bryan	Paramedic
Campbell, Erin	Paramedic
Curry, Clairissa	Paramedic
Dostalek, Jeffrey	Paramedic
*Frye, Brandyn	Paramedic
Jensen, Andrew	Paramedic
*Lillegard, Micah	CCEMT-P
Martin, Alexa	RN, EMT-P
Regali, Trevor	Paramedic
Salov, Courtney	Paramedic
Sefcik, Daniel	Paramedic

Volunteer

Bell, Cristalyne	EMT
Berggren, Kathryn	Paramedic
Bischel, Bryce T	AEMT
*Cushing, Daniel P	EMT
Cysiewski, Mandy**	EMT
Einstein, Justin	Paramedic
Ennis, Jamie	Paramedic
Fedorowicz, Samantha	AEMT
Furger, Jenna	EMT
Griffin, Elisabeth	AEMT
Hartman, Michael	AEMT
Luebke, Joshua	AEMT
McMullen, Jeremy	Paramedic
Miles, Thomas	RN, EMT
*Schultz, Lisa	RN
Severson, Erik	EMT
Smithback, Melissa	EMT
Wargo, Thomas	RN, EMT
Yelk-Meinholz, Amy	Paramedic

*= Currently on Leave of Absence
**= Part-Time Office/Accounts Manager

Vehicle Maintenance Notes:

- M78 was taken to Badger Motors for running rough at idle and an activated 'service engine soon' light
  - Random misfire found in several cylinders and fuel filter was found to be clogged
  - Code was cleared and routine PM completed, it has run normally since
- M78 had a new set of tires installed.
  - We only needed to purchase four tires, as we still had the two from the M80 take-off
  - A front-end alignment was also completed

Vehicle	Beginning Mileage	Ending Mileage	Beginning Hours	Ending Hours
M78	51,843	53,327	2396	2461
M80	69,269	70,818	3282	3351
M81	150,859	151,384	8263	8292
C79	45,455	45,970		

Deputy Chief's Report

Training Report:
The membership met in person for June training to cover the skills component of high-performance CPR.
July training will be largely conducted while on shift and anyone unable to complete the training while on shift will attend on the usual training time on July 27th. July training will be skill competencies.

Upcoming training sessions:
Autism Training – Jan 25 – Deerfield

Training Center:
No classes were taught in June due to the pandemic.
Hydrite Chemical has tentatively scheduled First Aid/CPR classes for August (Hybrid format).

Public Relations/Special Events:
Nearly all in person public events were either canceled or postponed. We continue to participate in small community birthday/graduation parades when requested.

Upcoming events:
ARCA Race – Aug 7
The Ride - Sept 27

Chief's Report

- All invoices related to the Plymovent system have been submitted to FEMA and payments have been received.
  - Payment to the Town of Cottage Grove to cover exhaust modification to the fire trucks will be made.
  - The system used was less expensive than proposed in the grant application. Because of this, there were funds available to purchase a high-fidelity CPR mannequin and operating system
- Participated in a meeting with the WI EMS Office. They are proposing state-wide EMS protocol.
  - These would not be mandatory, but would an easy pre-approved option for agencies choosing to use them
  - There were no sample documents available
- The work on the health data exchange (HDE) is mostly complete.
  - Data is flowing in a bi-directional fashion for all patients we transport to St. Mary's facilities
  - We only need to fine tune the outcomes data portions of this process and set a format giving the staff the most valuable data/information
- In cooperation with Dane County Emergency Management, the Cottage Grove Emergency Services Building was the host for a COVID-19 drive-thru testing site.
  - This event specifically targeted those in public safety throughout the area.
  - A total of 35 individuals were tested
  - More pop-up testing sites will be conducted throughout the county and DGEMS Members will assist with those
- Because of the projected arrival of the Bullard PAPR devices, our Exposure Control and Respiratory Protection Plans both needed to be reviewed. This document is rather large and is currently in the review process
  - Created a PAPR competency and medical questionnaire, all as part of OSHA requirements
  - Created SOP 8.3 Bullard Powered Air Purifying Respirator Use
- We have welcomed our first paramedic student from Madison College as part of their field internship experience
  - The student will complete the field experience with those to volunteer to be preceptors

- Current large projects Chief Lang has in progress:
  - Department structure review with possible reorganization and addition of officer positions
  - Establish a defined and comprehensive field training officer program
  - Investigation of possible new patient care report writing software
  - Replacement, heavy duty bumper for M78 (deer and cow proof aren't options in this market)

June Quick Stats

Date	Amb 1	Amb 2	First Responder
1	24	0	0
2	24	12	0
3	24	7	6
4	24	8	13
5	24	0	0
6	24	12	0
7	24	0	0
8	24	7	5
9	24	7	1
10	24	12	0
11	24	10	3
12	24	0	24
13	24	0	0
14	24	0	0
15	24	6	6
16	24	0	12
17	24	9	0
18	24	12	0
19	24	0	24
20	24	0	0
21	24	9	1
22	24	0	0
23	24	12	0
24	24	0	12
25	24	0	0
26	24	22	2
27	24	12	12
28	24	23	0
29	24	0	0
30	24	10	2
Total	720	190	123
1033 hours of coverage total			
Total of 143% coverage			

Reason Used	Ending Miles	Driver
EMERGENCY CALL	45475	Eric Lang
Meeting - Out of District	45558	Elliott Belden
Meeting - Out of District	45613	Eric Lang
Meeting - Out of District	45678	Eric Lang
EMERGENCY CALL	45709	Jeremy McMullen
EMERGENCY CALL	45729	Eric Lang
Meeting - Out of District	45773	Eric Lang
Meeting - Out of District	45798	Eric Lang
Meeting - Out of District	45821	Eric Lang
EMERGENCY CALL	45857	Eric Lang
Meeting - Out of District	45908	Eric Lang
Meeting - Out of District	45970	Eric Lang

Car 79 Responded to 5 incidents in June 2020

DGEMS-MAEMS Collaborative Response

2020 Responses

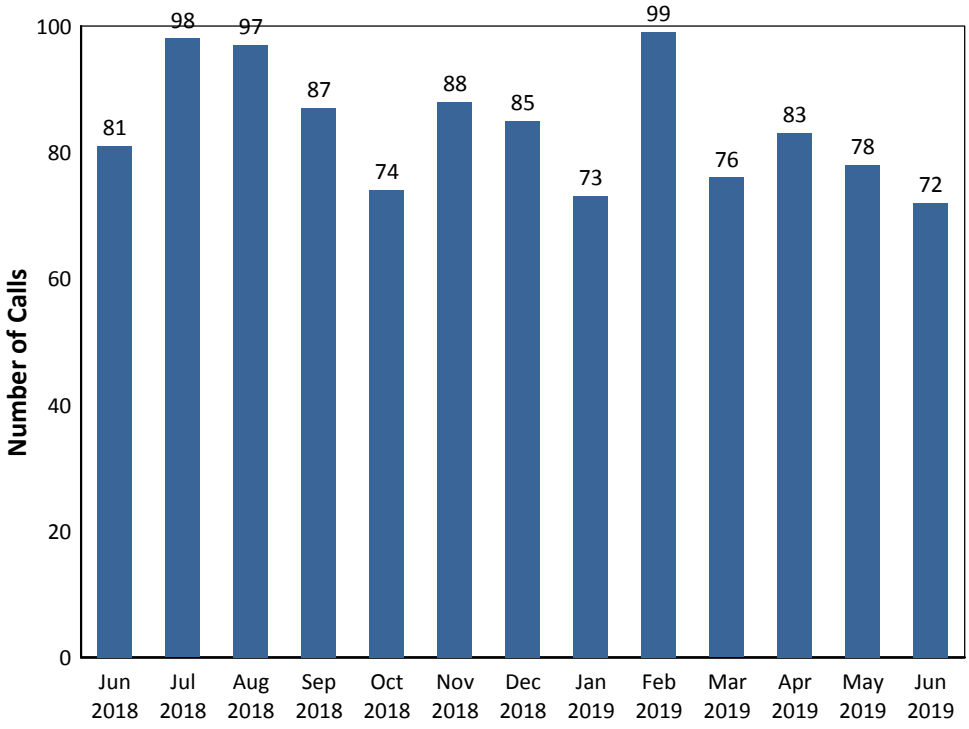
DGEMS Response Area		MAEMS Response Area	
Competed 2020	0	Completed 2020	1
June	0	June	0
June Missed	1	May Missed	0
YTD Missed	10	YTD Missed	6

Total Runs Entered

Deer-Grove EMS Distric

June 2018 to June 2019

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



Total Runs Entered

Deer-Grove EMS District

June 2019 to June 2020

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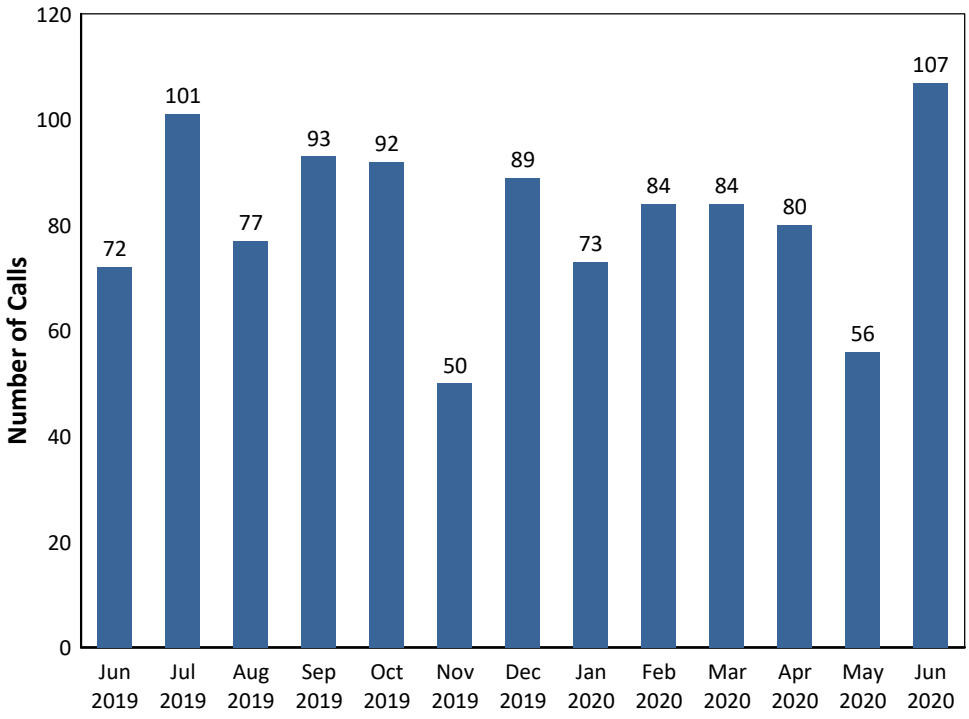

Deer Grove Base Rate Audit

	2014	2015	2016	2017	2018	2019	2020 Thru June
Charge Description							
Mileage - Resident	7444.5	8583.5	7977.3	7226	8343.2	8065.4	3925.7
Mileage - Non Resident	235.8	0	561.6	1930.9	2195.2	2266.7	917
No Charges Applied	161	205	214	248	226	239	97
On Scene Care ALS - Resident	5	13	19	11	5	14	7
On Scene Care ALS - Non-Resident	0	0	0	5	5	4	3
On Scene Care BLS	68	74	49	63	109	80	44
BLS Non Emergency Base Rate - Resident	2	0	0	0	0	0	0
BLS Non Emergency Base Rate - Non-Resident	0	0	0	0	0	0	0
BLS Emergency Base Rate - Resident	61	77	98	116	190	123	72
BLS Emergency Base Rate - Non-Resident	1	0	14	37	51	32	16
ALS1 Non Emergency Base Rate - Resident	2	0	1	0	0	0	0
ALS1 Non Emergency Base Rate - Non-Resident	0	0	0	0	0	0	0
ALS1 Emergency Base Rate - Resident	408	460	402	335	334	352	180
ALS1 Emergency Base Rate - Non-Resident	18	0	32	103	91	120	50
ALS2 Emergency Base Rate - Resident	34	53	33	35	19	30	10
ALS2 Emergency Base Rate - Non-Resident	3	0	5	15	9	13	4
Total:	**763**	**882**	**867**	**968**	**1039**	**1007**	**483**

Payor Mix	2014	2015	2016	2017	2018	2019	2020 Thru June
Commercial	27.57%	29.37%	25.98%	20.55%	17.16%	29.96%	23.55%
Medicaid	6.58%	7.22%	8.94%	6.56%	4.63%	8.77%	9.68%
Medicare	35.62%	30.26%	33.33%	36.35%	42.81%	49.37%	48.93%
Private Pay	30.22%	33.11%	31.74%	36.54%	35.39%	11.90%	17.80%

Total Charges	$ 737,471.86	$ 848,701.91	$ 837,793.66	$ 915,712.55	$ 1,078,943.16	$ 1,098,138.84	$ 555,791.28
Total Cash Credits	$ 416,335.67	$ 499,986.54	$ 454,621.50	$ 420,003.98	$ 489,502.92	$ 570,789.71	$ 268,068.41

Deer Gove EMS District

Year Over Year Revenue Review

	2015	2016	2017	2018	2019	Jan-June 2020
January	$45,920.65	$37,056.38	$33,631.31	$44,000.29	$52,788.96	$64,581.41
February	$37,405.83	$36,467.25	$27,818.98	$39,681.63	$35,874.26	$35,348.53
March	$34,568.13	$38,972.61	$33,938.43	$45,579.55	$62,603.42	$41,495.00
April	$31,973.45	$23,167.95	$32,627.92	$40,624.12	$59,518.41	$40,565.15
May	$38,974.96	$38,464.67	$40,983.50	$59,761.98	$58,121.96	$40,784.60
June	$35,396.39	$44,525.86	$30,942.49	$41,489.19	$48,181.81	$45,293.72
July	$46,576.01	$50,571.25	$34,201.96	$40,426.31	$30,114.01	
August	$51,404.43	$51,150.20	$36,229.01	$37,270.91	$51,773.71	
September	$52,125.27	$21,185.08	$34,167.22	$34,503.96	$40,317.78	
October	$41,356.72	$29,070.77	$42,676.97	$42,987.36	$49,180.61	
November	$39,409.98	$45,444.02	$33,611.10	$37,563.79	$48,472.96	
December	$44,874.72	$38,545.46	$39,175.09	$25,613.83	$33,841.82	
Totals	***$499,986.54***	***$454,621.50***	***$420,003.98***	***$489,502.92***	***$570,789.71***	***$268,068.41***

Cerry Schrader of LifeQuest on 06/05/2020:

Hi Chief,

I performed the attached Base Rate Audit, not only identifying what kind of calls have been generated over the years, but also talking a look at the change in payor mix, since that tends to have an impact on revenue. The most notable change is in your Commercial and Private Pay buckets.

I also show that you are down approximately 60 runs so far this year, which will definitely impact revenue. I don't have a perfect way of predicting final numbers, however if I were to take an educated guess, I would predict your end of year revenue to be around $535,000.

Cerry Schrader of LifeQuest on 07/08/2020:

I pulled a report that shows the first half of the year, year over year, and it appears what the issue is, is not necessarily the number of runs billed out, but the bucket they are currently in. Please see the attached report, and refer to the second page. Last year at this time, you had 109 calls billed to commercial insurance, but this year 86, therefore 23 less calls to the "highest" payor, Medicaid, the lowest payor has 14 more calls this year over last, and private pay has 20 calls more than last year. This could simply be a timing issue, slowed down by COVID, but it is part of the picture.

Also, with respect to TRIP payments, the Department of Revenue extended the filing time this year due to COVID, which is also extending your timeframe of collecting TRIP funds, due to the slower process of individuals filing claims. None of these are definitely the total answers, but certainly each are part of the answer of slower recovery.

Category Group Mix

Category Group	Charges	Cash Credits	Rate 1	Mandatory Adjustments	Rate 2	Man.Adj. % Charges	Charge Variance	Charge% Variance	Cash Credits Variance	Cash Credits % Variance	Man.Adj. % Variance
2020											
Commercial	$0	$0	0.0%	$0	0.0%	0.0%	$0	0.0%	$0	0.0%	0.0%
Commercial Insurance	$134,973	$121,810	90.2%	$10,086	97.5%	7.5%	($34,400)	(20.3%)	($34,761)	(22.2%)	163.6%
TRICARE	$1,558	$927	59.5%	$2,158	(154.5%)	138.5%	$100	6.8%	$452	95.0%	119.6%
Workers Compensation	$4,296	$3,851	89.7%	$478	100.9%	11.1%	($4,030)	(48.4%)	($3,648)	(48.6%)	(41.6%)
Medicare	$0	$0	0.0%	$0	0.0%	0.0%	$0	0.0%	$0	0.0%	0.0%
Medicare Fee for Service	$189,579	$61,762	32.6%	$121,148	90.3%	63.9%	$14,478	8.3%	($4,182)	(6.3%)	8.2%
Medicare Managed Care	$72,729	$22,099	30.4%	$46,527	84.3%	64.0%	($4,160)	(5.4%)	($5,581)	(20.2%)	(11.4%)
Veteran's Health Administratio	$18,521	$3,342	18.0%	$5,778	26.2%	31.2%	$6,837	58.5%	($1,109)	(24.9%)	(9.7%)
Medicaid	$0	$0	0.0%	$0	0.0%	0.0%	$0	0.0%	$0	0.0%	0.0%
Medicaid Fee for Service	$16,501	$3,672	22.3%	$13,341	116.2%	80.8%	$7,529	83.9%	$2,220	152.9%	103.8%
Medicaid Managed Care	$32,733	$5,136	15.7%	$27,292	94.4%	83.4%	$3,641	12.5%	($2,076)	(28.8%)	26.3%
Private/Other	$86,056	$45,470	52.8%	$8,763	58.8%	10.2%	$23,205	36.9%	($336)	(0.7%)	(51.8%)
SubTotal	**$556,947**	**$268,068**	**48.1%**	**$235,571**	**83.4%**	**42.3%**	**$13,200**	**2.4%**	**($49,020)**	**(15.5%)**	**5.7%**
2019											
Commercial Insurance	$169,373	$156,571	92.4%	$3,826	94.6%	2.3%	$169,373	0.0%	$156,571	0.0%	0.0%
Commercial	$0	$0	0.0%	$0	0.0%	0.0%	($116,009)	(100.0%)	($116,798)	(100.0%)	(100.0%)
TRICARE	$1,459	$476	32.6%	$983	100.0%	67.4%	$1,459	0.0%	$476	0.0%	0.0%
Workers Compensation	$8,326	$7,500	90.1%	$819	99.9%	9.8%	$8,326	0.0%	$7,500	0.0%	0.0%
Medicare	$0	$0	0.0%	$0	0.0%	0.0%	($329,252)	(100.0%)	($111,973)	(100.0%)	(100.0%)
Medicare Fee for Service	$175,101	$65,943	37.7%	$111,967	104.4%	63.9%	$175,101	0.0%	$65,943	0.0%	0.0%
Medicare Managed Care	$76,888	$27,679	36.0%	$52,536	113.7%	68.3%	$76,888	0.0%	$27,679	0.0%	0.0%
Veteran's Health Administratio	$11,685	$4,451	38.1%	$6,400	84.2%	54.8%	$11,685	0.0%	$4,451	0.0%	0.0%
Medicaid	$0	$0	0.0%	$0	0.0%	0.0%	($28,079)	(100.0%)	($4,824)	(100.0%)	(100.0%)
Medicaid Fee for Service	$8,972	$1,452	16.2%	$6,544	59.8%	72.9%	$8,972	0.0%	$1,452	0.0%	0.0%
Medicaid Managed Care	$29,092	$7,212	24.8%	$21,608	96.4%	74.3%	$29,092	0.0%	$7,212	0.0%	0.0%
Private/Other	$62,851	$45,805	72.9%	$18,198	102.6%	29.0%	($25,638)	(29.0%)	$6,287	15.9%	59.5%
SubTotal	**$543,747**	**$317,089**	**58.3%**	**$222,881**	**98.8%**	**41.0%**	**($18,081)**	**(3.2%)**	**$43,974**	**16.1%**	**(7.0%)**

Run Count

December - 2003 is when the First Charge was Entered at LQ

Billable Runs by Level of Service

	Not On Scene Care Only			On Scene Care Only			
	Total	GY	GY %	Total	ALS	BLS	Unknown
2020	323	1	0.31%	54	10	44	0
2019	310	3	0.97%	44	9	35	0

Run Count

December - 2003 is when the First Charge was Entered at LQ

Billable Runs by Payor Category

	Total Runs	Total Billable Runs	Commercial Insurance	Medicaid	Medicaid Managed Care	Medicaid Fee for Service	Medicare	Medicare Managed Care	Medicare Fee for Servicet	Workers Comp.	Veterans Health Admin	TRICARE	Private (Self Pay)
2020	484	377	86	0	25	14	0	50	123	3	12	1	63
2019	481	354	109	0	19	6	0	51	113	6	6	1	43

Gross Revenue By Phase

Phase	Gross Revenue	Variance	%Variance
2020			
1	$234,076	($54,159)	(18.8%)
2	$13,183	$6,542	98.5%
3	$20,810	($1,403)	(6.3%)
SubTotal	**$268,068**	**($49,020)**	**(15.5%)**
2019			
1	$288,235	$39,177	15.7%
2	$6,641	$2,473	59.3%
3	$22,213	$2,325	11.7%
SubTotal	**$317,089**	**$43,974**	**16.1%**

Charges = ANY call that has a charge applies to it in the month range for the year
Credits = ANY call that has a credit applied to it in the month range for the year
Adjustments = Credits with a Report Category of Adjustments
Cash Credits = Credits - Adjustments
Mandatory Adjustments = Adjustments that have a Credit Code ID of 8, 9, 16, 8*, IO, 190, 466, 486, 778, 804, 958, 518, 1126, 794a, 1218, FIRE, CVA, IHMO, 223, or 1277.
Rate 1 = (Cash Credits/Charges)*100
Rate 2 = ((Cash Credits)/(Charges-Mandatory Adjustments))*100
Total Runs = all calls logged into LifeQuest billing software within the date range.
Billable Runs = Runs that have a total charge greater than zero.
Billable GY Runs = Billable Runs not considered medically necessary (GY).
Total GY % = (Billable GY run / Billable runs)*100
On Scene Care Only = runs that are On Scene Care Only (A0998) with a total charge greater than Zero

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
ADVANCED DISPOSAL					
3820	ADVANCED DISPOSAL	A20000520343	GARBAGE COLLECTION - JUNE 2020	100-53620-295	21,530.23
3820	ADVANCED DISPOSAL	A20000520343	RECYCLING COLLECTION - JUNE 2020	100-53620-296	9,223.97
	Total ADVANCED DISPOSAL:				30,754.20
AFLAC					
880	AFLAC	599706	AFLAC PREMIUM - JULY 2020	100-21536	544.72
880	AFLAC	599706	AFLAC PREMIUM - JULY 2020	100-52100-156	167.70
	Total AFLAC:				712.42
ALERE TOXICOLOGY SERVICES INC					
2972	ALERE TOXICOLOGY SERVICES INC	L254417	EMPLOYEE RANDOM DRUG SCREEN	100-53100-340	64.33
	Total ALERE TOXICOLOGY SERVICES INC:				64.33
ALLIANT ENERGY/WP&L					
31	ALLIANT ENERGY/WP&L	31-072120	2225830000 - STREET LIGHTS	100-53420-221	6,668.56
31	ALLIANT ENERGY/WP&L	31-072120A	0420288389 - 230 PROGESS DR	100-51700-221	130.14
31	ALLIANT ENERGY/WP&L	31-072120A	0420288389 - 230 PROGESS DR	600-60920-221	11.48
31	ALLIANT ENERGY/WP&L	31-072120A	0420288389 - 230 PROGESS DR	601-60850-221	11.48
31	ALLIANT ENERGY/WP&L	31-072120A	0470910000 - 240 PROGRESS DR	100-51700-221	233.30
31	ALLIANT ENERGY/WP&L	31-072120A	0470910000 - 240 PROGRESS DR	600-60920-221	20.59
31	ALLIANT ENERGY/WP&L	31-072120A	0470910000 - 240 PROGRESS DR	601-60850-221	20.59
31	ALLIANT ENERGY/WP&L	31-072120A	0627540000 - LANDMARK DR STREET LIGHTS	100-53420-221	338.03
31	ALLIANT ENERGY/WP&L	31-072120A	0648330000 - FORRESTON DR SUMP PUMP	100-53440-340	38.66
31	ALLIANT ENERGY/WP&L	31-072120A	1162130000 - GROVE ST MIDWAY	100-55200-221	18.99
31	ALLIANT ENERGY/WP&L	31-072120A	1366250000 - 200 PROGRESS DR	100-51700-221	1,344.65
31	ALLIANT ENERGY/WP&L	31-072120A	1366250000 - 200 PROGRESS DR	600-60920-221	118.65
31	ALLIANT ENERGY/WP&L	31-072120A	1366250000 - 200 PROGRESS DR	601-60850-221	118.65
31	ALLIANT ENERGY/WP&L	31-072120A	1441950000 - 125 N MAIN ST LIGHT/SIGN	100-53420-221	69.36
31	ALLIANT ENERGY/WP&L	31-072120A	1670310000 - 1507 LANDMARK DR WELL #4	600-60620-221	1,953.92
31	ALLIANT ENERGY/WP&L	31-072120A	1922710000 - COMMUNITY PARK BATTING CAGE	100-55200-221	16.77
31	ALLIANT ENERGY/WP&L	31-072120A	1960850000 - DONNA ST WELL #2	600-60620-221	1,811.29
31	ALLIANT ENERGY/WP&L	31-072120A	2222530000 - 4195 VILAS RD LOT LIGHTS	601-60821-221	42.30
31	ALLIANT ENERGY/WP&L	31-072120A	2320700000 - 704 N MAIN ST WELL #3	600-60620-221	16.07
31	ALLIANT ENERGY/WP&L	31-072120A	2620600000 - 540 N MAIN ST LIGHTS	100-53420-221	47.27
31	ALLIANT ENERGY/WP&L	31-072120A	3017850000 - NORTHLAWN PARK	100-55200-221	31.63
31	ALLIANT ENERGY/WP&L	31-072120A	3143950000 - HWY N TOWER	600-60620-221	65.21
31	ALLIANT ENERGY/WP&L	31-072120A	3245730000 - COMMUNITY PARK/LORI LN	100-55200-221	23.47
31	ALLIANT ENERGY/WP&L	31-072120A	3655740000 - LIONS SHELTER	100-55200-221	30.37
31	ALLIANT ENERGY/WP&L	31-072120A	3917900000 - 220 GROVE ST	600-60620-221	21.52
31	ALLIANT ENERGY/WP&L	31-072120A	4153410000 - 110 S MAIN ST	601-60821-221	1,104.36
31	ALLIANT ENERGY/WP&L	31-072120A	4668230000 - TRILLIUM TRL LIFT STATION	601-60821-221	64.17
31	ALLIANT ENERGY/WP&L	31-072120A	5067730000 - 4195 VILAS RD LIFT STATION	601-60821-221	1,396.20
31	ALLIANT ENERGY/WP&L	31-072120A	5097830000 - MAIN ST TRAFFIC & STREET LIGHTS	100-53420-221	54.28
31	ALLIANT ENERGY/WP&L	31-072120A	5163650000 - RG HUSTON PARK	100-55200-221	23.82
31	ALLIANT ENERGY/WP&L	31-072120A	5282160000 - HWY N STOP LIGHT	100-53400-221	64.57
31	ALLIANT ENERGY/WP&L	31-072120A	5656440000 - OLDE TOWN STREET LIGHTS	407-57351-820	77.67
31	ALLIANT ENERGY/WP&L	31-072120A	5909800000 - 220 PROGRESS DR	100-51700-221	60.42
31	ALLIANT ENERGY/WP&L	31-072120A	5909800000 - 220 PROGRESS DR	600-60920-221	5.33
31	ALLIANT ENERGY/WP&L	31-072120A	5909800000 - 220 PROGRESS DR	601-60850-221	5.33
31	ALLIANT ENERGY/WP&L	31-072120A	6101720000 - 4720 GASTON CIR WATER TOWER	600-60620-221	139.62
31	ALLIANT ENERGY/WP&L	31-072120A	6345350000 - W REYNOLDS ST SHED	100-55200-221	20.84
31	ALLIANT ENERGY/WP&L	31-072120A	6397100000 - 4062 HWY N TRAFFIC LIGHTS	100-53400-221	17.46
31	ALLIANT ENERGY/WP&L	31-072120A	7255110000 - 221 E COTTAGE GROVE RD	100-51600-221	226.20

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
31	ALLIANT ENERGY/WP&L	31-072120A	7255110000 - 221 E COTTAGE GROVE RD	600-60920-221	75.40
31	ALLIANT ENERGY/WP&L	31-072120A	7255110000 - 221 E COTTAGE GROVE RD	601-60850-221	75.40
31	ALLIANT ENERGY/WP&L	31-072120A	7541940000 - 704 N MAIN ST WELL #3	600-60620-221	1,062.24
31	ALLIANT ENERGY/WP&L	31-072120A	8469260000 - 225 BONNIE RD	100-53200-221	59.60
31	ALLIANT ENERGY/WP&L	31-072120A	8469260000 - 225 BONNIE RD	600-60920-221	19.87
31	ALLIANT ENERGY/WP&L	31-072120A	8469260000 - 225 BONNIE RD	601-60850-221	19.87
31	ALLIANT ENERGY/WP&L	31-072120A	9204600000 - COMMERCE PKWY LIFT STATION	601-60821-221	146.48
31	ALLIANT ENERGY/WP&L	31-072120A	9615510000 - 801 DAMASCUS TRL TRAFFIC LIGHT	100-53400-221	21.75
31	ALLIANT ENERGY/WP&L	31-072120A	9816850000 - HWY N STREET & TRAFFIC LIGHTS	100-53420-221	192.35
31	ALLIANT ENERGY/WP&L	31-072120A	9829150000 - 1000 DAMASCUS TRL PRV STATION	600-60620-221	43.86
31	ALLIANT ENERGY/WP&L	31-072120A	9829110000 - DUBLIN CIR SHELTER	100-55200-221	21.64
	Total ALLIANT ENERGY/WP&L:				18,201.68
ALSCO					
1462	ALSCO	IMIL1585014	MATS AT MUNICIPAL SERVICES BLDG	100-51700-210	32.15
1462	ALSCO	IMIL1585014	MATS AT MUNICIPAL SERVICES BLDG	600-60920-340	10.71
1462	ALSCO	IMIL1585014	MATS AT MUNICIPAL SERVICES BLDG	601-60850-340	10.71
1462	ALSCO	IMIL1585015	MATS	100-51700-210	20.57
1462	ALSCO	IMIL1585015	UNIFORMS	100-53200-340	33.29
1462	ALSCO	IMIL1585015	MATS & UNIFORMS	600-60920-340	12.92
1462	ALSCO	IMIL1585015	MATS & UNIFORMS	601-60850-340	12.92
1462	ALSCO	IMIL1585016	MATS AT VILLAGE HALL	100-51600-210	23.99
1462	ALSCO	IMIL1585016	MATS AT VILLAGE HALL	600-60920-340	7.99
1462	ALSCO	IMIL1585016	MATS AT VILLAGE HALL	601-60850-340	7.99
1462	ALSCO	IMIL1587443	MATS AT MUNICIPAL SERVICES BLDG	100-51700-210	32.15
1462	ALSCO	IMIL1587443	MATS AT MUNICIPAL SERVICES BLDG	600-60920-340	10.71
1462	ALSCO	IMIL1587443	MATS AT MUNICIPAL SERVICES BLDG	601-60850-340	10.71
1462	ALSCO	IMIL1587444	MATS	100-51700-210	20.57
1462	ALSCO	IMIL1587444	UNIFORMS	100-53200-340	34.34
1462	ALSCO	IMIL1587444	MATS & UNIFORMS	601-60850-340	13.27
1462	ALSCO	IMIL1587444	MATS & UNIFORMS	600-60920-340	13.27
1462	ALSCO	IMIL1587445	MATS AT VILLAGE HALL	100-51600-210	23.99
1462	ALSCO	IMIL1587445	MATS AT VILLAGE HALL	600-60920-340	7.99
1462	ALSCO	IMIL1587445	MATS AT VILLAGE HALL	601-60850-340	7.99
	Total ALSCO:				348.23
BAKER TILLY VIRCHOW KRAUSE LLP					
15	BAKER TILLY VIRCHOW KRAUSE LL	BT1646934	PROF SERVICES - AUDIT	100-51520-210	2,160.00
15	BAKER TILLY VIRCHOW KRAUSE LL	BT1646934	PROF SERVICES - AUDIT	601-60852-210	586.00
15	BAKER TILLY VIRCHOW KRAUSE LL	BT1646934	PROF SERVICES - AUDIT	600-60923-210	586.00
15	BAKER TILLY VIRCHOW KRAUSE LL	BT1646934	TID #5	405-57120-820	280.00
15	BAKER TILLY VIRCHOW KRAUSE LL	BT1646934	TID #6	405-57120-820	280.00
15	BAKER TILLY VIRCHOW KRAUSE LL	BT1646934	TID #7	407-57120-820	280.00
	Total BAKER TILLY VIRCHOW KRAUSE LLP:				4,172.00
BAKER, KAREN					
6608	BAKER, KAREN	6608-072120	REFUND REQUEST - T-BALL CANCELLED	100-46720-100	45.00
	Total BAKER, KAREN:				45.00
BLUESTEM FORESTRY CONSULTING INC					
6512	BLUESTEM FORESTRY CONSULTIN	154	50% PAYMENT - COMPLETION OF TREE INVENTO	202-56110-210	9,297.50

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
	Total BLUESTEM FORESTRY CONSULTING INC:				9,297.50
BOBCAT OF MADISON INC					
754	BOBCAT OF MADISON INC	01-87015	OIL FILTERS	100-53300-340	24.48
754	BOBCAT OF MADISON INC	01-87015	OIL FILTERS	600-60935-340	8.16
754	BOBCAT OF MADISON INC	01-87015	OIL FILTERS	601-60834-340	8.16
	Total BOBCAT OF MADISON INC:				40.80
CARD SERVICE CENTER					
30	CARD SERVICE CENTER	30-072120PD	AMAZON PRIME MONTHLY CHARGE	100-52100-340	13.05
	Total CARD SERVICE CENTER:				13.05
CGC INC					
6481	CGC INC	56178	PROFESSIONAL SERVICES FOR COTTAGE GROVE	210-13898	431.00
	Total CGC INC:				431.00
CHARTER COMMUNICATIONS					
2421	CHARTER COMMUNICATIONS	17282070520	MONTHLY BASIC BUSINESS TV & INTERNET - 7/5/2	100-51600-350	96.98
2421	CHARTER COMMUNICATIONS	17282070520	MONTHLY BASIC BUSINESS TV & INTERNET - 7/5/2	600-60920-340	32.32
2421	CHARTER COMMUNICATIONS	17282070520	MONTHLY BASIC BUSINESS TV & INTERNET - 7/5/2	601-60850-340	32.32
2421	CHARTER COMMUNICATIONS	54194070620	INTERNET AND TV @ MUNICIPAL SERVICES BUILD	100-51700-225	152.78
2421	CHARTER COMMUNICATIONS	54194070620	INTERNET AND TV @ MUNICIPAL SERVICES BUILD	600-60920-225	13.48
2421	CHARTER COMMUNICATIONS	54194070620	INTERNET AND TV @ MUNICIPAL SERVICES BUILD	601-60850-225	13.48
2421	CHARTER COMMUNICATIONS	57023070120	BUSINESS TV @ MUNICIPAL SERVICES BUILIDING	100-51700-225	30.51
2421	CHARTER COMMUNICATIONS	57023070120	BUSINESS TV @ MUNICIPAL SERVICES BUILIDING	600-60920-225	2.69
2421	CHARTER COMMUNICATIONS	57023070120	BUSINESS TV @ MUNICIPAL SERVICES BUILIDING	601-60850-225	2.69
2421	CHARTER COMMUNICATIONS	73715070520	MONTHLY PHONE CHARGE - 7/5/20-8/4/20	100-51600-350	89.50
2421	CHARTER COMMUNICATIONS	73715070520	MONTHLY PHONE CHARGE - 7/5/20-8/4/20	600-60920-340	29.84
2421	CHARTER COMMUNICATIONS	73715070520	MONTHLY PHONE CHARGE - 7/5/20-8/4/20	601-60850-340	29.84
	Total CHARTER COMMUNICATIONS:				526.43
CITI CARDS					
5700	CITI CARDS	5700-072120	ANNUAL MEMBERSHIP FEE	100-55310-340	126.60
	Total CITI CARDS:				126.60
COMPUTER MAGIC INC					
930	COMPUTER MAGIC INC	5116	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	100-51100-340	39.10
930	COMPUTER MAGIC INC	5116	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	100-51420-214	250.24
930	COMPUTER MAGIC INC	5116	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	100-52100-214	226.78
930	COMPUTER MAGIC INC	5116	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	100-55310-340	86.02
930	COMPUTER MAGIC INC	5116	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	100-53100-340	86.02
930	COMPUTER MAGIC INC	5116	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	600-60920-340	46.92
930	COMPUTER MAGIC INC	5116	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	601-60850-340	46.92
930	COMPUTER MAGIC INC	5122	LAPTOP AND DOCKING STATION FOR UTILITY CLE	410-57320-225	846.49
	Total COMPUTER MAGIC INC:				1,628.49
CORE & MAIN LP					
1463	CORE & MAIN LP	M463357	METER	600-34600	1,269.50
1463	CORE & MAIN LP	M545096	REPAIR KIT/PARTS FOR BACKFLOW PREVENTION	600-60654-340	96.06
1463	CORE & MAIN LP	M546631	METER	600-34600	1,900.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
1463	CORE & MAIN LP	M591906	BLUE MARKING PAINT	600-60652-340	96.00
1463	CORE & MAIN LP	M591906	GREEN MARKING PAINT	601-60831-340	192.00
	Total CORE & MAIN LP:				3,553.56
CRYSTAL CLEANERS INC					
5220	CRYSTAL CLEANERS INC	22458	CLEANING AT MSB - MAY 2020	100-51700-210	187.20
5220	CRYSTAL CLEANERS INC	22458	CLEANING AT MSB - MAY 2020	600-60935-340	36.40
5220	CRYSTAL CLEANERS INC	22458	CLEANING AT MSB - MAY 2020	601-60834-340	36.40
5220	CRYSTAL CLEANERS INC	22459	CLEANING AT MSB PD - MAY 2020	100-51700-210	310.40
5220	CRYSTAL CLEANERS INC	22460	CLEANING AT VILLAGE HALL - MAY 2020	100-51600-210	294.00
5220	CRYSTAL CLEANERS INC	22504	CLEANING AT MSB - JUNE 2020	100-51700-210	234.00
5220	CRYSTAL CLEANERS INC	22504	CLEANING AT MSB - JUNE 2020	600-60935-340	45.50
5220	CRYSTAL CLEANERS INC	22504	CLEANING AT MSB - JUNE 2020	601-60834-340	45.50
5220	CRYSTAL CLEANERS INC	22505	CLEANING AT MSB PD - JUNE 2020	100-51700-210	388.00
5220	CRYSTAL CLEANERS INC	22506	CLEANING AT VILLAGE HALL - JUNE 2020	100-51600-210	320.00
	Total CRYSTAL CLEANERS INC:				1,897.40
DANE CO TREASURER					
195	DANE CO TREASURER	195-072120	JUNE 2020 FINES & FORFEITURES	100-24300	747.60
	Total DANE CO TREASURER:				747.60
DANE COUNTY LANDFILL					
5615	DANE COUNTY LANDFILL	5615-072120	CUSTOMER #822 - STREET SWEEPING	100-53620-340	161.56
	Total DANE COUNTY LANDFILL:				161.56
DECKER SUPPLY CO INC					
6445	DECKER SUPPLY CO INC	911010	SIGNS	100-53400-370	223.60
6445	DECKER SUPPLY CO INC	911034	BRACKETS FOR TC-400 SIGN	100-52100-810	200.00
	Total DECKER SUPPLY CO INC:				423.60
DEERFIELD PISTOL CENTER					
5760	DEERFIELD PISTOL CENTER	61091	GLOCK, TRIGGER GUARD, & BADGE WALLET - JEF	100-52100-342	393.90
	Total DEERFIELD PISTOL CENTER:				393.90
DEPT OF ADMINISTRATION					
2139	DEPT OF ADMINISTRATION	2139-072120	JUNE 2020 FINES & FORFEITURES	100-24200	1,471.30
	Total DEPT OF ADMINISTRATION:				1,471.30
DIGGERS HOTLINE INC					
626	DIGGERS HOTLINE INC	200 6 13551	DUPLICATE/COPY EMAILS & PREPAID FAX FEES F	600-60920-340	223.65
626	DIGGERS HOTLINE INC	200 6 13551	DUPLICATE/COPY EMAILS & PREPAID FAX FEES F	601-60850-340	223.65
	Total DIGGERS HOTLINE INC:				447.30
DIVISION OF UNEMPLOYMENT INSURANCE					
6576	DIVISION OF UNEMPLOYMENT INSU	6576-072120	RECREATION INSTRUCTORS	100-55310-345	408.11
	Total DIVISION OF UNEMPLOYMENT INSURANCE:				408.11

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
ENGINE GENERATOR SPECIALTIES (EGS)					
6605	ENGINE GENERATOR SPECIALTIES (	812936	TROUBLESHOOT REPAIR MSB GENERATOR	100-51700-340	1,649.09
6605	ENGINE GENERATOR SPECIALTIES (	812936	TROUBLESHOOT REPAIR MSB GENERATOR	600-60935-340	145.51
6605	ENGINE GENERATOR SPECIALTIES (	812936	TROUBLESHOOT REPAIR MSB GENERATOR	601-60834-340	145.51
Total ENGINE GENERATOR SPECIALTIES (EGS):					1,940.11
FRONTIER					
3912	FRONTIER	3912-072120	608-839-8064 CLERK OF COURTS	100-51200-340	54.86
3912	FRONTIER	3912-072120	608-839-1603 FAX & SCADA SYSTEM	100-53100-225	83.92
3912	FRONTIER	3912-072120	608-839-1603 FAX & SCADA SYSTEM	100-55310-225	83.93
3912	FRONTIER	3912-072120	608-839-1603 FAX & SCADA SYSTEM	600-60935-340	55.95
3912	FRONTIER	3912-072120	608-839-1603 FAX & SCADA SYSTEM	601-60832-340	55.95
3912	FRONTIER	3912-072120	608-839-4588 EMERGENCY PHONE & FAX	100-52100-225	71.23
Total FRONTIER:					405.84
FULL COMPASS SYSTEMS LTD					
6516	FULL COMPASS SYSTEMS LTD	INC01785466	ATEM MINI - PUBLIC RELATIONS DEPARTMENT	100-51250-340	278.48
Total FULL COMPASS SYSTEMS LTD:					278.48
GENERAL ENGINEERING COMPANY					
6535	GENERAL ENGINEERING COMPANY	6535-070720	MAY BUILIDING INSPECTIONS	100-52400-210	12,479.34
6535	GENERAL ENGINEERING COMPANY	6535-070720	MAY PLUMBING INSPECTIONS	100-52430-125	2,339.34
6535	GENERAL ENGINEERING COMPANY	6535-070720	MAY ELECTRICAL INSPECTIONS	100-52420-125	3,245.34
6535	GENERAL ENGINEERING COMPANY	6535-070720	MAY HVAC INSPECTIONS	100-52450-125	1,900.34
6535	GENERAL ENGINEERING COMPANY	6535-070720	MAY FENCE PERMITS	100-52400-210	100.00
6535	GENERAL ENGINEERING COMPANY	6535-070720	MAY EROSION CONTROL	100-52400-210	646.00
6535	GENERAL ENGINEERING COMPANY	6535-070720	MAY PLAN REVIEW	100-52400-210	450.00
6535	GENERAL ENGINEERING COMPANY	6535-072120	JUNE BUILDING INSPECTIONS	100-52400-210	1,794.78
6535	GENERAL ENGINEERING COMPANY	6535-072120	JUNE PLUMBING INSPECTIONS	100-52430-125	969.78
6535	GENERAL ENGINEERING COMPANY	6535-072120	JUNE ELECTRICAL INSPECTIONS	100-52420-125	969.78
6535	GENERAL ENGINEERING COMPANY	6535-072120	JUNE HVAC INSPECTIONS	100-52450-125	1,569.78
6535	GENERAL ENGINEERING COMPANY	6535-072120	JUNE FENCE PERMITS	100-52400-210	75.00
6535	GENERAL ENGINEERING COMPANY	6535-072120	JUNE EROSION CONTROL	100-52400-210	225.00
6535	GENERAL ENGINEERING COMPANY	6535-072120	JUNE PLAN REVIEW	100-52400-210	450.00
Total GENERAL ENGINEERING COMPANY:					27,214.48
INSIGHT FS					
5729	INSIGHT FS	50014491	HERBICIDE	100-55200-360	262.50
Total INSIGHT FS:					262.50
JX TRUCK CENTER - MADISON					
6490	JX TRUCK CENTER - MADISON	1310538T	PETERBILT CHASSIS FOR NEW DUMP TRUCK	410-57501-810	96,458.00
Total JX TRUCK CENTER - MADISON:					96,458.00
KAYSER AUTOMOTIVE GROUP					
5238	KAYSER AUTOMOTIVE GROUP	647447	K9 SQUAD MAINTENANCE	100-52100-240	182.85
Total KAYSER AUTOMOTIVE GROUP:					182.85
LANDMARK SERVICES COOPERATIVE					
3	LANDMARK SERVICES COOPERATIV	03-072120PD	POLICE DEPT FUEL - JUNE 2020	100-52100-385	993.70

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
3	LANDMARK SERVICES COOPERATIV	03-072120PW	PW FUEL - JUNE 2020	100-53300-385	1,209.96
3	LANDMARK SERVICES COOPERATIV	03-072120PW	PW FUEL - JUNE 2020	600-60933-385	403.32
3	LANDMARK SERVICES COOPERATIV	03-072120PW	PW FUEL - JUNE 2020	601-60828-385	403.32
3	LANDMARK SERVICES COOPERATIV	03-072120PW	PARKS FUEL - JUNE 2020	100-55200-385	236.68
	Total LANDMARK SERVICES COOPERATIVE:				3,246.98
MADISON ROCK & SAND LLC					
1631	MADISON ROCK & SAND LLC	23885	COMPOST DISPOSAL	100-53620-340	198.40
1631	MADISON ROCK & SAND LLC	23944	COMPOST DISPOSAL	100-53620-340	131.60
	Total MADISON ROCK & SAND LLC:				330.00
MSA PROFESSIONAL SERVICES INC					
99	MSA PROFESSIONAL SERVICES INC	99-070720	DUE FROM HOMBURG - WESTLAWN 5TH ADD	210-13809	1,776.60
99	MSA PROFESSIONAL SERVICES INC	99-070720	DUE FROM AJ REGALI	210-13880	250.63
99	MSA PROFESSIONAL SERVICES INC	99-070720	DUE FROM HUSTONS - HOTEL	210-13803	595.00
99	MSA PROFESSIONAL SERVICES INC	99-070720	DUE FROM MG SCHOOL DISTRICT	210-13840	838.13
99	MSA PROFESSIONAL SERVICES INC	99-070720	DUE FROM GREYWOLF HOTEL	210-13895	445.00
99	MSA PROFESSIONAL SERVICES INC	99-070720	DUE FROM COTTAGE GROVE COMMONS	210-13898	2,714.69
99	MSA PROFESSIONAL SERVICES INC	99-070720	DUE FROM A&M MANAGEMENT	210-13888	2,056.70
99	MSA PROFESSIONAL SERVICES INC	99-070720	DUE FROM FARRIS AUTO	210-13843	425.00
99	MSA PROFESSIONAL SERVICES INC	99-070720	GENERAL ENGINEERING	100-53110-210	200.00
99	MSA PROFESSIONAL SERVICES INC	99-070720	GENERAL ENGINEERING - CONSTRUCTION SPECI	100-53110-210	903.75
99	MSA PROFESSIONAL SERVICES INC	99-070720	GENERAL ENGINEERING - WESTLAWN 22 ACRE P	410-57503-810	2,250.00
99	MSA PROFESSIONAL SERVICES INC	99-070720	COTTAGE GROVE - BAKKEN PARK IMPROVEMENT	205-55201-820	2,960.25
99	MSA PROFESSIONAL SERVICES INC	99-070720	GENERAL ENGINEERING - COTTAGE GROVE ROA	410-57330-821	861.88
99	MSA PROFESSIONAL SERVICES INC	99-070720	GENERAL ENGINEERING - LRIP PARKVIEW ST	410-57331-820	100.00
99	MSA PROFESSIONAL SERVICES INC	99-070720	GENERAL - BB URBANIZATION	410-57340-820	890.75
99	MSA PROFESSIONAL SERVICES INC	99-070720	GENERAL - BB/BUSS RD IMPROVEMENTS/SIGNAL	410-57341-820	140.00
99	MSA PROFESSIONAL SERVICES INC	99-070720	GENERAL - TEMPORARY BUSS RD IMPROVEMENT	410-57342-820	1,010.00
99	MSA PROFESSIONAL SERVICES INC	99-070720	GENERAL - FINAL BUSS RD BUILDOUT	410-57343-820	806.95
99	MSA PROFESSIONAL SERVICES INC	99-070720	TID #5 - GENERAL ENGINEERING	405-57120-820	455.00
99	MSA PROFESSIONAL SERVICES INC	99-070720	TID #10 - USA AMENDMENT	510-57700-000	1,620.00
99	MSA PROFESSIONAL SERVICES INC	99-070720	CLARK ST ACQUISITION	410-57331-820	4,300.00
99	MSA PROFESSIONAL SERVICES INC	99-070720	GLACIAL DRUMLIN PATH IMPROVEMENT (TAP)	410-57331-820	2,255.00
99	MSA PROFESSIONAL SERVICES INC	99-070720	WATER UTILITY ENGINEERING - GENERAL	600-60923-210	904.50
99	MSA PROFESSIONAL SERVICES INC	99-070720	WATER UTILITY ENGINEERING - FOR VILAS RD IN	600-39508	4,574.24
99	MSA PROFESSIONAL SERVICES INC	99-070720	WATER UTILITY - GIS MAPPING	600-60651-340	337.50
99	MSA PROFESSIONAL SERVICES INC	99-070720	WATER UTILITY - GIS MAPPING	600-60652-340	56.25
99	MSA PROFESSIONAL SERVICES INC	99-070720	WATER UTILITY - GIS MAPPING	600-60653-340	22.50
99	MSA PROFESSIONAL SERVICES INC	99-070720	WATER UTILITY - GIS MAPPING	600-60654-340	33.75
99	MSA PROFESSIONAL SERVICES INC	99-070720	SEWER UTILITY - GENERAL ENGINEERING	601-60852-210	2,677.75
99	MSA PROFESSIONAL SERVICES INC	99-070720	SEWER UTILITY - GIS MAPPING	601-60827-340	112.50
99	MSA PROFESSIONAL SERVICES INC	99-070720	SEWER UTILITY - GIS MAPPING	601-60831-240	337.50
99	MSA PROFESSIONAL SERVICES INC	99-070720	SEWER UTILITY - GIS MAPPING	601-60831-350	168.75
99	MSA PROFESSIONAL SERVICES INC	99-070720	SEWER UTILITY - GIS MAPPING	601-60832-340	56.25
	Total MSA PROFESSIONAL SERVICES INC:				37,136.82
PELLITTERI WASTE SYSTEMS					
2506	PELLITTERI WASTE SYSTEMS	1261894	DATA SHRED - PD	100-52100-340	38.76
	Total PELLITTERI WASTE SYSTEMS:				38.76
PETERSON, MARY					
6606	PETERSON, MARY	6606-072120	PARK SHELTER SECURITY DEPOSIT REFUND - EV	100-23160	100.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
6606	PETERSON, MARY	6606-072120	PARK SHELTER RENTAL FEE REFUND - EVENT CA	100-46710-000	75.00
	Total PETERSON, MARY:				175.00
PIGGLY WIGGLY					
382	PIGGLY WIGGLY	382-072120	ICE FOR WATER SAMPLING	600-60630-210	3.87
382	PIGGLY WIGGLY	382-072120	DRINKING WATER FOR EAB TREATMENTS	202-56110-340	3.96
	Total PIGGLY WIGGLY:				7.83
QUADIENT					
6410	QUADIENT	6410-072120	POSTAGE	100-51440-311	1,508.00
	Total QUADIENT:				1,508.00
REINDERS INC					
4447	REINDERS INC	1839079-00	SHOP SUPPLIES	100-53300-340	1.24
4447	REINDERS INC	1839079-00	SHOP SUPPLIES	600-60935-340	.41
4447	REINDERS INC	1839079-00	SHOP SUPPLIES	601-60834-340	.41
	Total REINDERS INC:				2.06
SCHREINER, JEFF					
6607	SCHREINER, JEFF	6607-072120	PARK SHELTER SECUIRTY DEPOSIT REFUND - EV	100-23160	100.00
6607	SCHREINER, JEFF	6607-072120	PARK SHELTER RENTAL FEE REFUND - CANCELLA	100-46710-000	75.00
	Total SCHREINER, JEFF:				175.00
SECURIAN FINANCIAL GROUP INC					
10	SECURIAN FINANCIAL GROUP INC	10-072120	LIFE INS PREMIUMS - AUGUST 2020	100-21530	1,005.60
	Total SECURIAN FINANCIAL GROUP INC:				1,005.60
SUPERIOR CHEMICAL CORP					
11	SUPERIOR CHEMICAL CORP	270566	WET WELL TREATMENT CHEMICALS	601-60827-340	1,017.64
	Total SUPERIOR CHEMICAL CORP:				1,017.64
TACTICAL SOLUTIONS					
4927	TACTICAL SOLUTIONS	7954	RADAR CERTIFICATIONS	100-52100-340	423.00
	Total TACTICAL SOLUTIONS:				423.00
TRIPKE, DIANA					
6611	TRIPKE, DIANA	6611-072120	REFUND OF OVERPAYMENT ON UTILITY ACCOUN	001-11105	190.14
	Total TRIPKE, DIANA:				190.14
US CELLULAR					
594	US CELLULAR	380362336	CELL PHONE CHARGES - PUBLIC WORKS	100-53100-225	68.41
594	US CELLULAR	380362336	CELL PHONE CHARGES - PUBLIC WORKS	600-60920-225	22.80
594	US CELLULAR	380362336	CELL PHONE CHARGES - PUBLIC WORKS	601-60850-225	22.80
594	US CELLULAR	380362336	CELL PHONE CHARGES - PARKS	100-55200-225	195.97
594	US CELLULAR	380362336	TABLET DATA CHARGES	601-60850-225	45.74
594	US CELLULAR	380362336	TABLET DATA CHARGES	600-60920-225	45.74
594	US CELLULAR	380362336	TABLET FOR INTERN	100-53100-225	284.78
594	US CELLULAR	380362336	TABLET FOR INTERN	100-53100-340	284.78

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
594	US CELLULAR	380626137	CELL PHONE CHARGES - POLICE DEPT	100-52100-225	378.64
	Total US CELLULAR:				1,349.66
US POSTAL SERVICE					
2942	US POSTAL SERVICE	2942-072120	PREPOSTAGE ENVELOPES FOR VILLAGE COURT	100-51200-340	661.05
	Total US POSTAL SERVICE:				661.05
VOIANCE LANGUAGE SERVICES LLC					
6539	VOIANCE LANGUAGE SERVICES LL	1131535	LANGUAGE LINE	100-52100-340	25.00
	Total VOIANCE LANGUAGE SERVICES LLC:				25.00
VORTEX USA INC					
6609	VORTEX USA INC	DEP01	BAKKEN PARK PROJECT	410-57330-821	53,977.30
	Total VORTEX USA INC:				53,977.30
WI DEPT OF JUSTICE - TIME					
639	WI DEPT OF JUSTICE - TIME	455TIME-00000089	TIME ACCESS AND SUPPORT	100-52100-214	318.00
	Total WI DEPT OF JUSTICE - TIME:				318.00
WINTER, EMILY					
6575	WINTER, EMILY	6575-072120	POLL WORKER WAGES FOR AUGUST PRIMARY - 6	100-51440-125	52.00
	Total WINTER, EMILY:				52.00
WOLLIN, KRISTEN					
6610	WOLLIN, KRISTEN	6610-072120	PARK SHELTER SECURITY DEPOSIT REFUND	100-23160	100.00
	Total WOLLIN, KRISTEN:				100.00
ZORN COMPRESSOR & EQUIPMENT INC					
6452	ZORN COMPRESSOR & EQUIPMENT	321230-00	MSB AIR COMPRESSOR	100-51700-340	775.28
6452	ZORN COMPRESSOR & EQUIPMENT	321230-00	MSB AIR COMPRESSOR	600-60935-340	68.41
6452	ZORN COMPRESSOR & EQUIPMENT	321230-00	MSB AIR COMPRESSOR	601-60834-340	68.41
	Total ZORN COMPRESSOR & EQUIPMENT INC:				912.10
	Grand Totals:				305,260.26

Village - $ 279,372.44
Water & Sewer - $ 25,887.82

Total Invoices - $ 305,260.26