

VILLAGE OF COTTAGE GROVE  
MEETING

NOTICE OF PUBLIC

VILLAGE BOARD OF TRUSTEES

Tuesday, September 8, 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/99354210293>. You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 993 5421 0293 # 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: [ikalata@village.cottage-grove.wi.us](mailto:ikalata@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 August 17, 2020.

Documents:

[8-17-20 VB MINUTES.PDF](#)

6. Presentations To The Board
  - a. 2020 Village Development Overview

Documents:

[VB\\_DEVPRES\\_2020.PDF](#)

7. New Business
  - a. Annual review of Village consultants/service providers: Building Inspection-General Engineering Company.
  - b. Annual review of Village consultants/service providers: Engineering-MSA Professional Services.
  - c. Discuss and consider authorizing staff to apply for grant opportunity from The Center of Tech and Civic Life for 2020 election expenses.<!--[endif]-->

Documents:

[9-8-20 CTCL GRANT MEMO.PDF](#)

8. Reports From Village Boards, Commissions & Committees
  - 8.1. Library Planning Committee
    - a. Discuss and consider final survey introduction video.

- b. Discuss and consider final survey questions.
- c. Discuss and consider timeline for survey availability and language for emails, website and Facebook pages for survey link/info.

Documents:

[8-19-20 AMENDED LIBRARY PLANNING PACKET.PDF](#)  
[9-2-20 LIBRARY PLANNING PACKET.PDF](#)  
[LPC MEMO AND SURVEY.PDF](#)

#### 8.II. Utility Commission

Documents:

[8.19.20 UTILITY PACKET.PDF](#)

#### 8.III. Flynn Hall Committee

Documents:

[08-19-2020 FLYNN HALL REVISED MEETING PACKET.PDF](#)

#### 8.IV. Deer-Grove EMS Commission

- a. Discuss and consider Medical Director agreement for Deer-Grove EMS Medical Services.
- b. Discuss 2021 DGEMS Budget proposals.

Documents:

[08-20-2020 DGEMS COMMISSION PACKET.PDF](#)  
[08-31-2020 SPECIAL DGEMS MEETING AGENDA \(003\).PDF](#)  
[MEP-DEER GROVE EMS MEDICAL DIRECTOR CONTRACT 2020.PDF](#)  
[2021 BUDGET PROPOSALS BOARDS- HANDOUTS.PDF](#)

#### 8.V. Parks, Recreation & Forestry Committee

- a. Discuss and consider allowing MGSC to reserve Northlawn park soccer field for skill training.

Documents:

[PRFC 8.20.20 PACKET.PDF](#)  
[MGSC NORTHLAWN USE MEMO.PDF](#)  
[MGSC COVID 19 REQUIREMENTS FOR RTP.PDF](#)  
[MGSC EMAIL.PDF](#)  
[MGSC MED WAIVER.PDF](#)  
[RETURN TO PLAY CHECKLIST REQUIREMENTS \(1\).PDF](#)

#### 8.VI. Finance & Personnel Committee

Documents:

[8-24-20 FINANCE PERSONNEL AGENDA.PDF](#)

#### 8.VII. Law Enforcement Committee

- a. Discuss recommendation from the Law Enforcement Committee to discuss the School Resource Officer role at GDS.

Documents:

[8-25-20 LEC PACKET.PDF](#)  
[SRO JUSTIFICATION.PDF](#)  
[SRO MONTHLY REPORT 2109-2020.PDF](#)  
[SRO JOB DESCRIPTION.PDF](#)

8.VIII. Ordinance Review Committee

Documents:

[8-26-20 ORDINANCE REVIEW PACKET.PDF](#)

8.IX. Public Works & Properties Committee

Documents:

[9.1.20 PW PACKET.PDF](#)

9. Reports From Village Officers

- a. John Williams
  - i. Nomination of Loreen Gage and Andrew McKinney to the Housing Task Force Committee.
- b. Stafford Rosenbaum
  - i. Legal briefings/status updates
- c. COVID-19 update
- d. Lisa Kalata
  - i. Update on Social Media/Website

Documents:

[LOREEN GAGE 9.4.20-HOUSING TASK FORCE.PDF](#)  
[ANDREW MCKINNEY 9.3.20-HOUSING TASK FORCE.PDF](#)  
[9-8-20 SOCIAL MEDIA.PDF](#)  
[2020 SUMMARY REPORT.PDF](#)  
[REPORT COTTAGE GROVE WI - AUGUST 2020.PDF](#)

10. Communications And Miscellaneous Business

- a. Consider approval of vouchers
- b. Correspondence
- c. Upcoming community events
- d. Future agenda items

Documents:

[BILLS LIST 9.8.20.PDF](#)

11. 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.

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

### 13. 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](tel:608-839-4704) at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

#### **Upcoming Meetings**

9/9 Utility Commission

9/14 CDA

9/15 Plan Commission

9/17 Parks & Recreation

9/17 Deer-Grove EMS

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES**

**Monday, August 17, 2020**

**MINUTES**

**1. Call to order**

Village President John Williams called the Village Board of Trustees to order at 6:30 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, Police Chief Dan Layber, Lieutenant Matt Wagner, Deer-Grove EMS Chief Eric Lang, and Village Attorney Larry Konopacki.

**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 July 20, 2020.**

**Motion** by Allen to approve the minutes, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

**6. Unfinished Business**

**a. Discuss Village Board's list of priorities.**

Giese explained the next priorities in the staff memo which included “Fiscal Responsibility #5 and Housing as #6”.

**7. New Business**

**a. Discuss and consider Sound Amplification permit BB Jacks.**

Valencia would like a starting date and ending date on the permit, Murphy would like it to be for 2020 and if they would like it for 2021, they would need to come back and reapply. Williams would also like the time of music to be from 6 pm to 9 pm, not 6 am to 9 pm as written on the permit. **Motion** by Williams to approve the sound amplification permit for BB Jacks with the conditions of the permit ending date as 12/31/2020 and the time of operation for music to be from 6 pm to 9 pm, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

**b. Discuss and consider procedure for nominations to committee appointments.**

Ratcliff explained the application was approved, but the process was not formalized, and she would like to see a consistent process for all applicants to follow before they are appointed to a committee. **Motion** by Murphy to ask all nominees to complete the application form to be considered unless accommodations are need and trustees to fill out after elected to office and have staff update the form when needed, seconded by Lennberg. **Motion** carried with a voice vote of 5-1-0 with Allen voting No.

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

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

Williams reported they discussed the Clark Street and Grove Street reconstruction along with the bike path project. They discussed the upgrades to Buss Road and County BB project.

**8.II. Library Planning Committee**

Ratcliff reported they discussed the survey questions and continue to work on the video for the intro to the survey.

**8.III. Community Development Authority**

Lennberg reported they discussed the RFP for the marketing project, and they discussed the signs in Commerce park and voted to remove the two explained in the staff report.

**a. Discuss and consider recommendation from CDA to remove the original Commerce Park signage.**

**Motion** by Allen to remove the signs in Commerce Park, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

**8.IV. Ad-Hoc Sustainability Committee**

Murphy reported they discussed the inventory of energy usage in the Village, they are working on a resolution to the board on goals and targets, they discussed the rain barrel project and are working on doing an annual report the next meeting is September 15<sup>th</sup>.

#### **8.V. Plan Commission**

Williams reported they discussed the amendment to the comprehensive plan and approved the amendment. They also discussed and approved the site plan for 1855 Saloon. They also heard a concept plan from Kevin Metcalf for a condo development by CVS. They also shared the Village Board priorities.

##### **a. Discuss and Consider Ordinance 09-2020 RE: Proposed Amendment of The Village of Cottage Grove Comprehensive Plan Regarding Parcels #0711-043-0006-0, #0711-043-0017-3, and #0711-043-0028-0.**

**Motion** by Ratcliff to approve Ordinance 09-2020 to amend the comprehensive plan regarding parcels #0711-043-0006-0, 0711-043-0017-3 and 0711-043-0028-0, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

##### **b. Discuss and Consider Site Plan Amendment for 1855 Saloon At 218 S. Main Street.**

**Motion** by Allen to approve the site plan amendment for 1855 Saloon at 218 S. Main Street with conditions in Staff report, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

#### **9. Reports from Village Officers**

##### **a. Stafford Rosenbaum**

###### **i. Legal briefings/status updates**

No report

##### **b. COVID-19 update**

Giese staff is staying health and following guidelines.

Kalata reported the election went smoothly and are planning for the November election and have already received the plexiglass partitions for the badger books.

Chief Layber reported that things are operating normal for the department.

Lieutenant Wagner reported they have reported \$14,770.35 in COVID related expenses.

Brusegar reported that everyone is health.

#### **10. Communications and Miscellaneous Business**

##### **a. Consider approval of vouchers.**

**Motion** by Lennberg to approve the Village portion of the vouchers in the amount of \$374,970.41 seconded by Murphy. The check sequence goes from check #47447 to check #47501. **Motion** carried with a voice vote of 6-0-0.

##### **b. Correspondence**

The board received emails on garbage and recycling, the housing task force

##### **c. Upcoming Community Events.**

Parks and Recreation will be having the Westlawn park planning open meeting on 8/20/20.

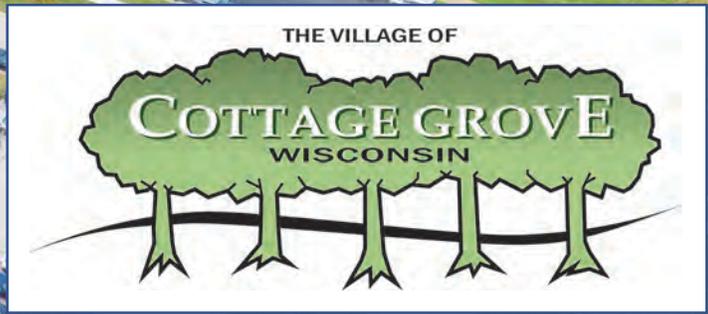
##### **d. Future agenda items-** Presentation on Development from Giese and Ruth, Consultant annual reviews.

#### **11. Adjournment**

**Motion** by Allen to adjourn at 7:35 p.m., seconded by Ratcliff. **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.**



**2020 DEVELOPMENT OVERVIEW**

# **TID 5 DEVELOPMENT OVERVIEW**



## **Now Open:**

- **MADISON WINDOW CLEANING**

## **Opening Soon:**

- **DON MAGUEY MEXICAN RESTAURANT**

## **Under Construction:**

- **COMFORT SUITES**
- **COTTAGE GROVE COMMONS**

## **In Approval Process:**

- **GLEN GROVE APARTMENTS (MOVIN' OUT)**
- **DOLPHIN SWIM ACADEMY**

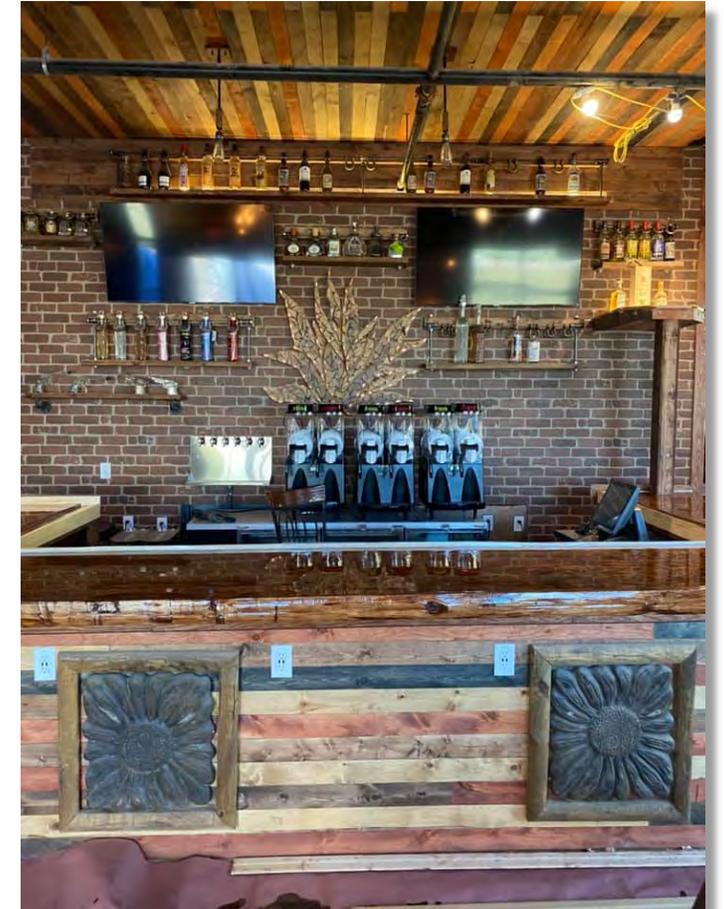






# **GREYWOLF BUILDING - DON MAGUEY MEXICAN RESTAURANT**

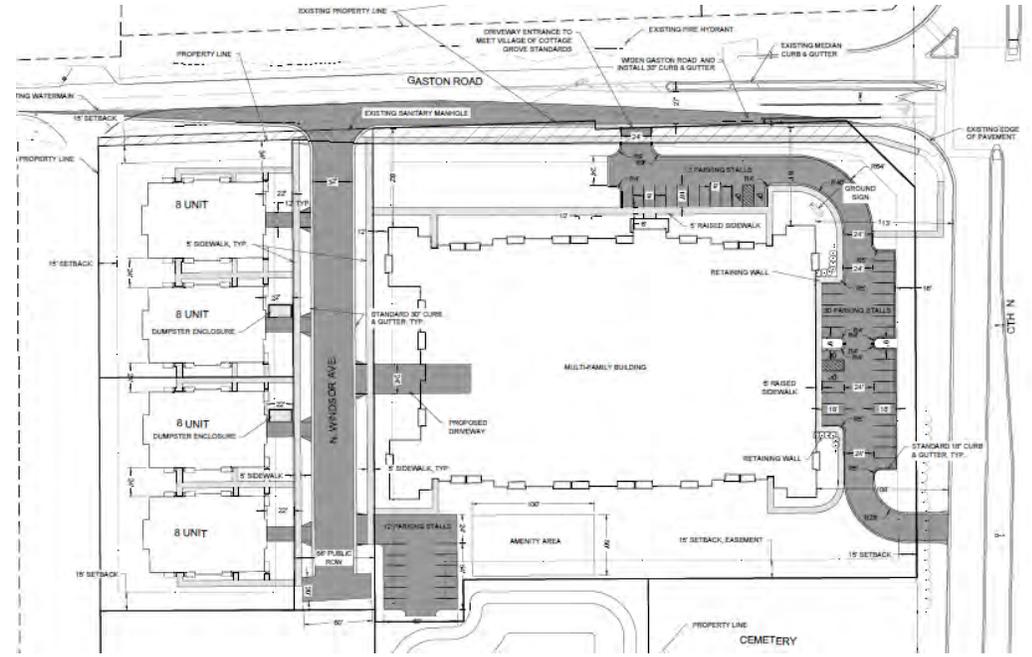
- **Opening in September 2020**





# COTTAGE GROVE COMMONS

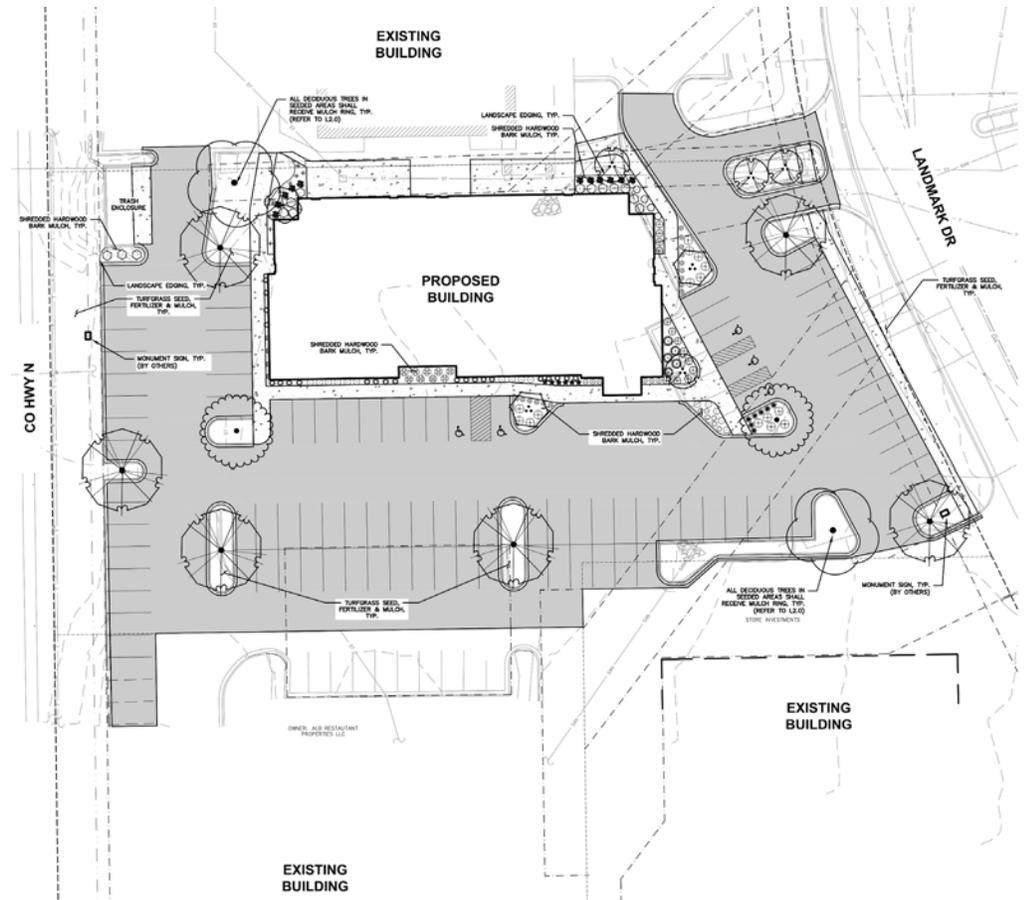
- 106 luxury apartment units in mixed-use building on SW corner of Hwy N & Gaston Rd. w/8,000 sq. ft. retail/
- Interior parking garage surrounded by units on all sides
- 32 condo units in four 8-unit buildings
- Project currently under construction
- Guaranteed value min. \$23 million





# COMFORT SUITES

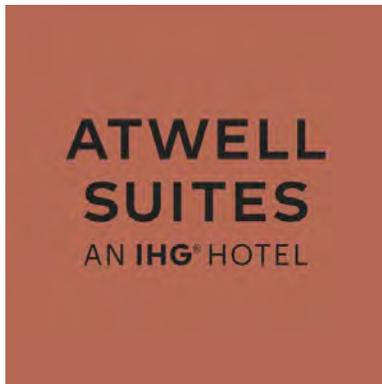
- **Planned Unit Development Approved – May 2020**
- **Groundbreaking – Aug. 2020**
- **Opening expected in fall 2021**
- **82 room hotel with indoor pool and fitness room**
- **Guaranteed value min. \$5.25 million**





# ATWELL SUITES

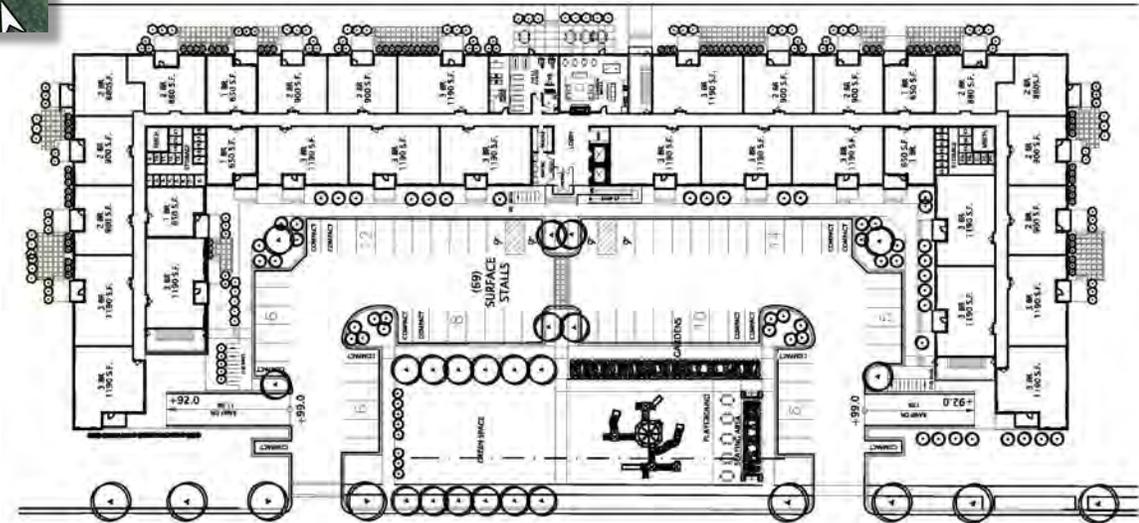
- **Planned Unit Development Approved – June 2020**
- **Initial site grading is underway**
- **Opening expected in fall 2021**
- **97 room hotel with food and bar service and expanded work areas**
- **New IHG brand – first in area**
- **Village’s first major project north of I-94**
- **Developer agreement pending**





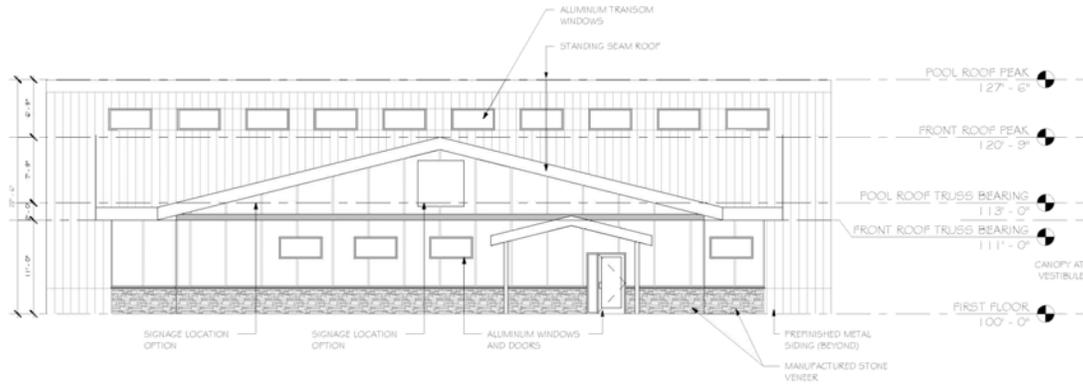
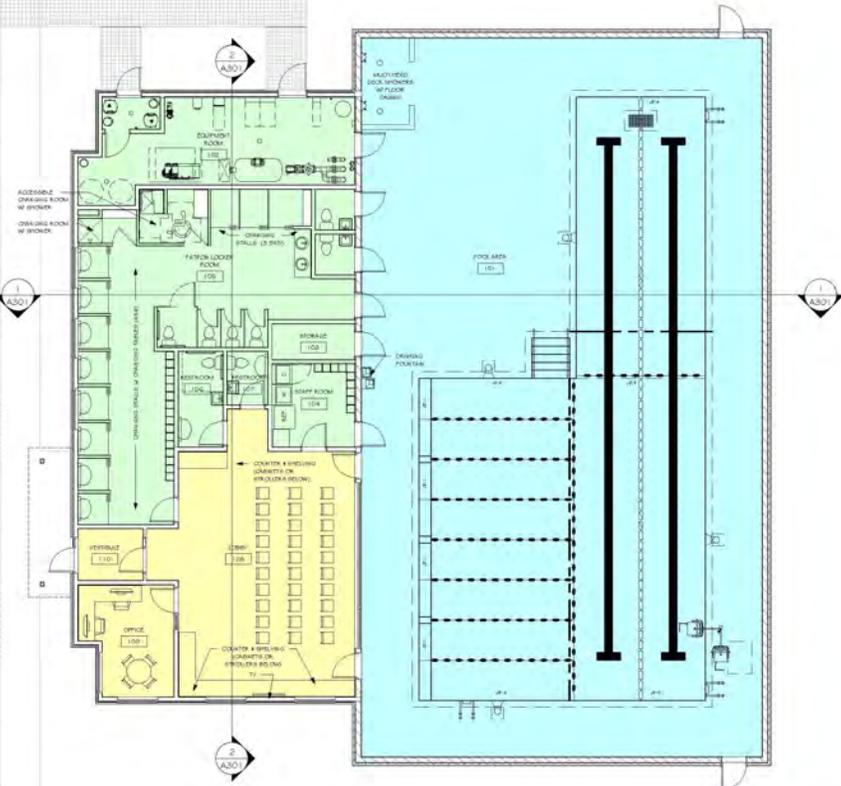
## **GLEN GROVE APARTMENTS**

- **100 apartment units include 1, 2, and 3 bedroom units proposed by Movin' Out**
- **Amenities include a fitness center, underground parking, playground, and garden beds for tenant use**
- **Project uses WHEDA tax credits to ensure affordable rents – units set aside for families including a person with a disability**
- **Project currently in approval process**
- **Developer agreement pending project approval**

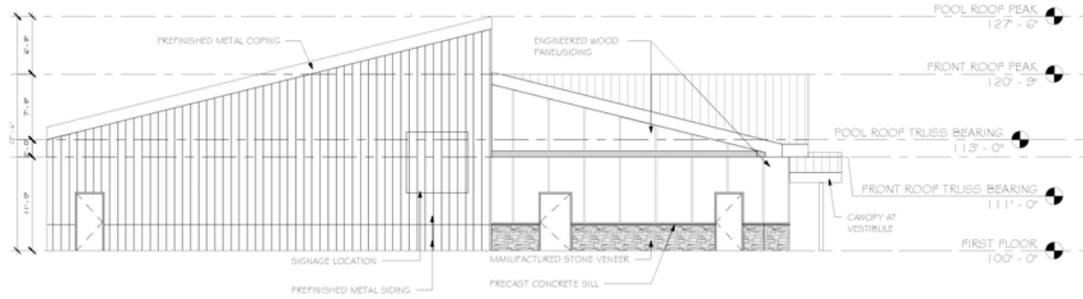


# DOLPHIN SWIM ACADEMY

- Includes 2,000 sq. ft. pool with two 8' wide, 25 yard long lanes with lockers and viewing area
- Project currently in approval process
- Developer agreement pending approval



1 WEST EXTERIOR ELEVATION  
SCALE: 1/8" = 1'-0"

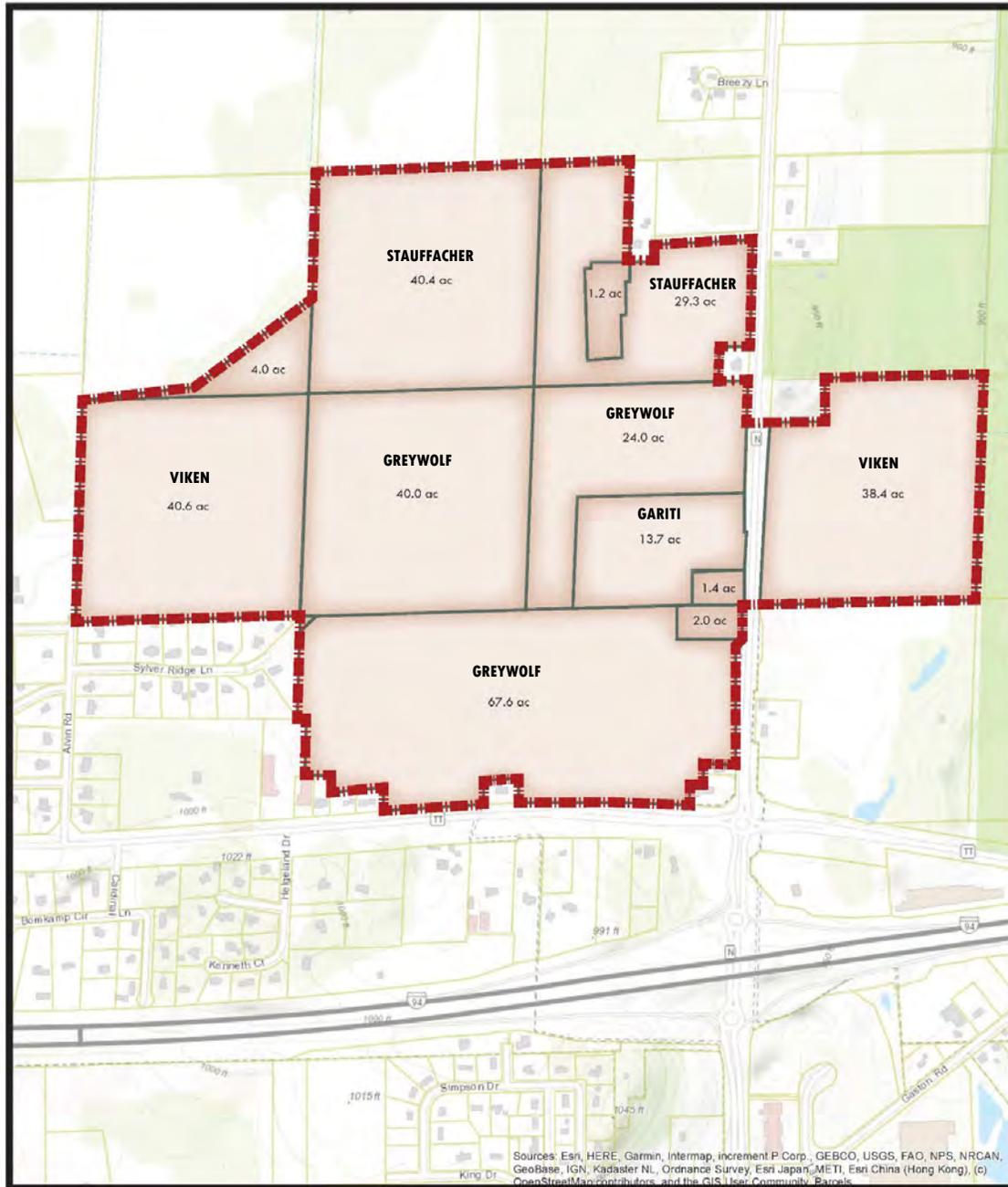


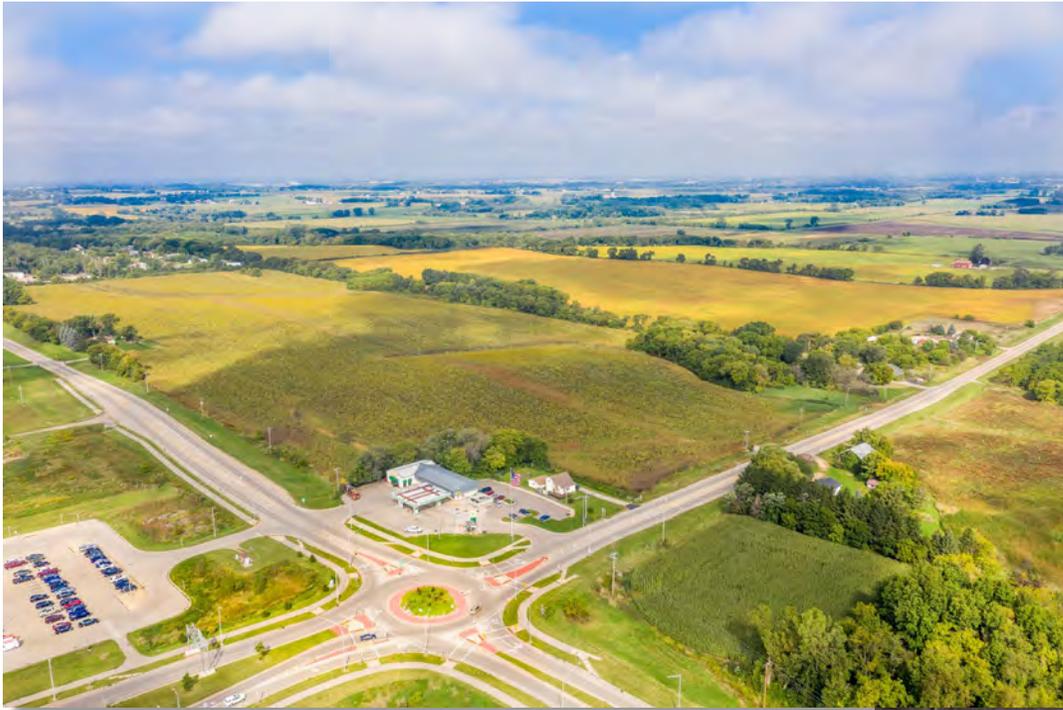
3 NORTH EXTERIOR ELEVATION  
SCALE: 1/8" = 1'-0"



## TID 10

- TID 10 created in 2018 and boundary amended in 2019
- Greywolf Partners working on development of North Grove office/light industrial business park
- Will include large parcels that are not currently available in the Village
- Light industrial development also expected on approx. 15 acres owned by Gariti family



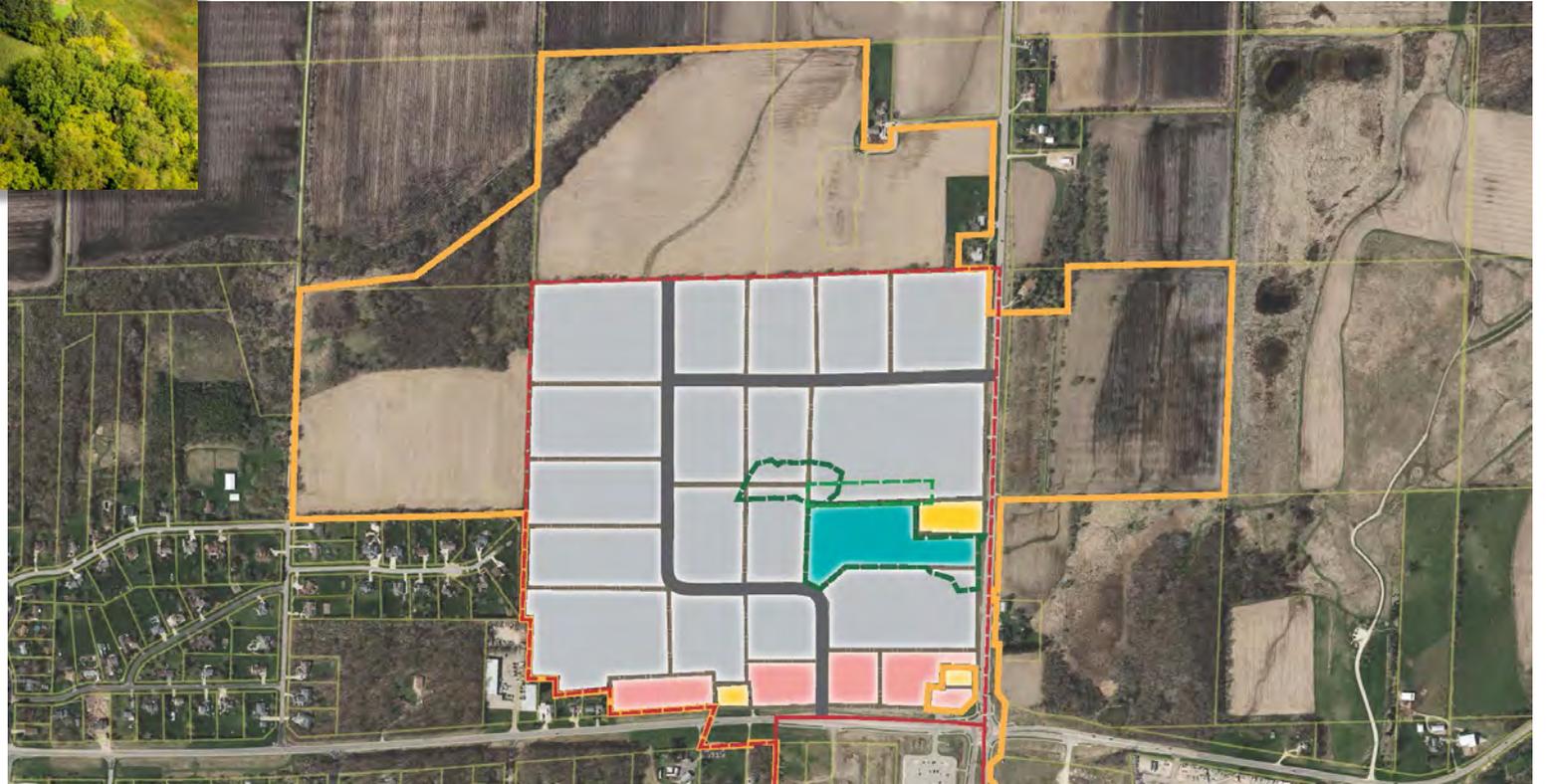


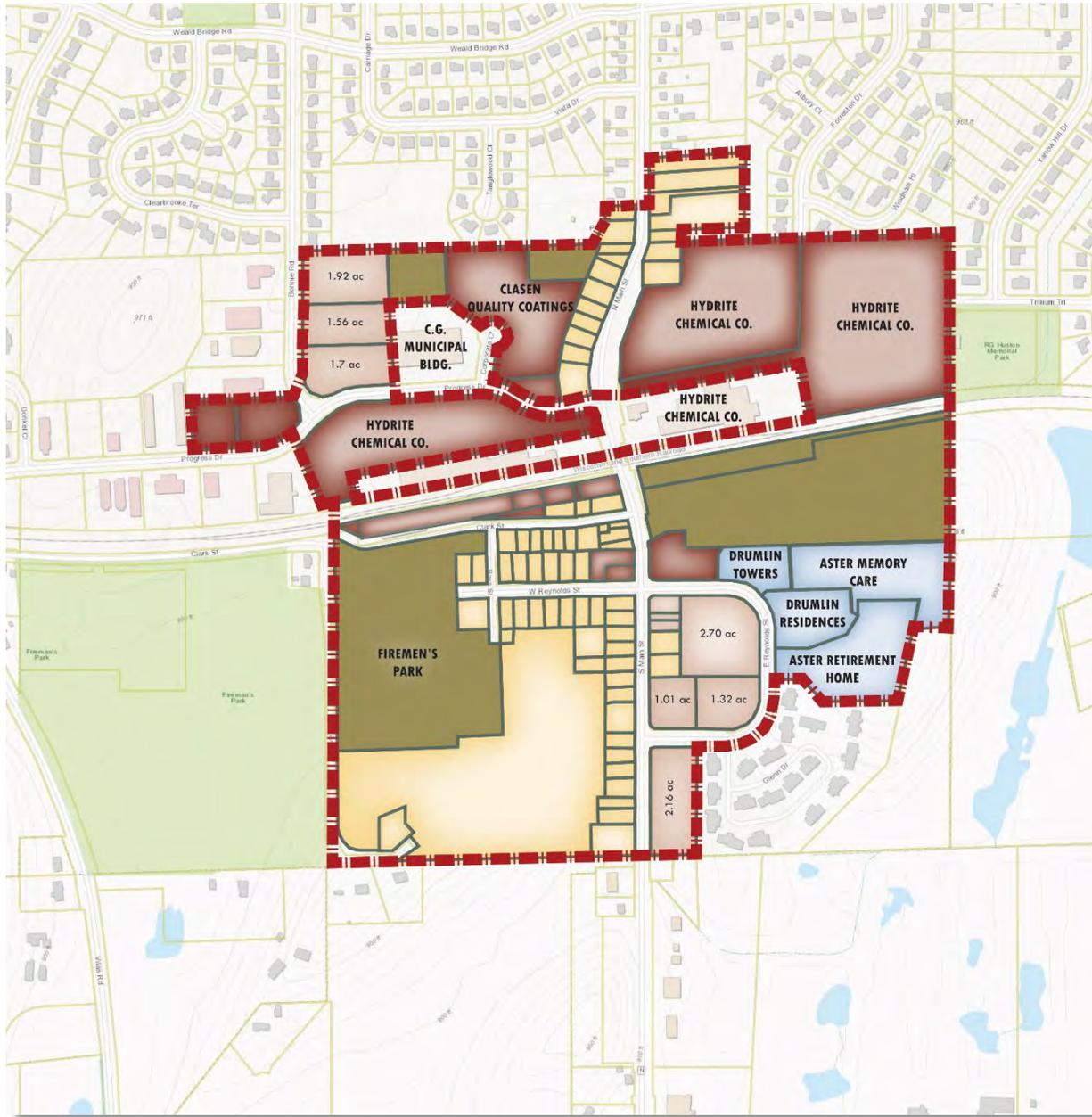
## **TID 10 – NORTH GROVE CORPORATE PARK**

- **Greywolf Partners developing approx. 120 acre business park at TT & N, just north of I-94**
- **Property added to urban service area in 2020**

**NORTHGROVE**  
CORPORATE PARK

  
**GREYWOLF**  
PARTNERS, INC.





## TID 7

- TID 7 includes the Cottage Grove Business Park and the Olde Town neighborhood
- 2020 projects include the Doundrins Distilling cocktail garden and the expansion of the patio at 1855 Saloon

## **COTTAGE GROVE BUSINESS PARK - DOUNDRINS DISTILLING**



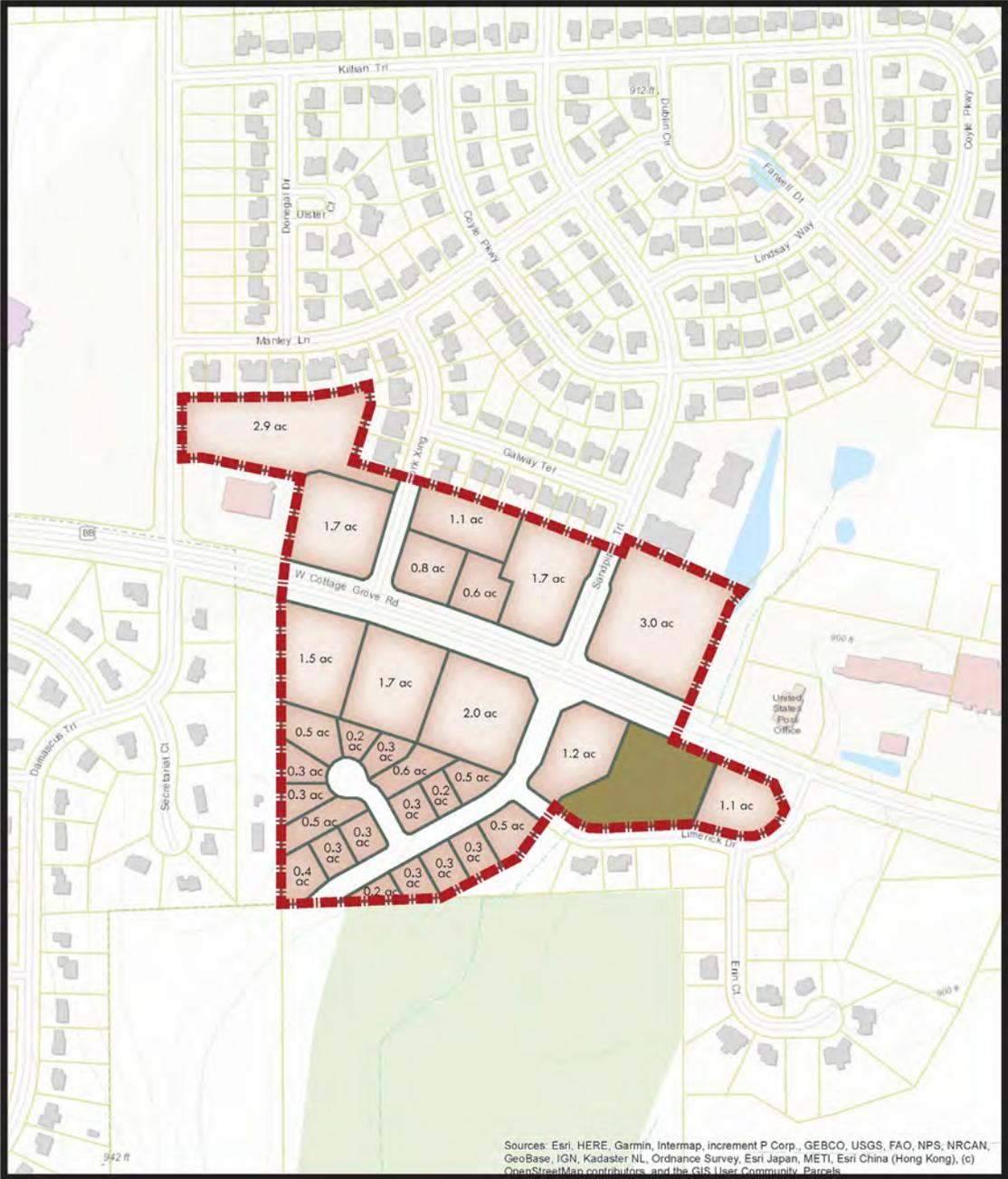
- **Manufacturing facility and tasting room opened in 2019**
- **Cocktail garden with outdoor stage opened in 2020**



# NEW TIF DISTRICTS

## TID 8

- TID 8 created in 2018
- All parcels currently vacant and available for development
- Concept proposed for 4.2 acre multi-family project comprised of 9 4-unit buildings on north side of Cottage Grove Rd. – awaiting formal submittal



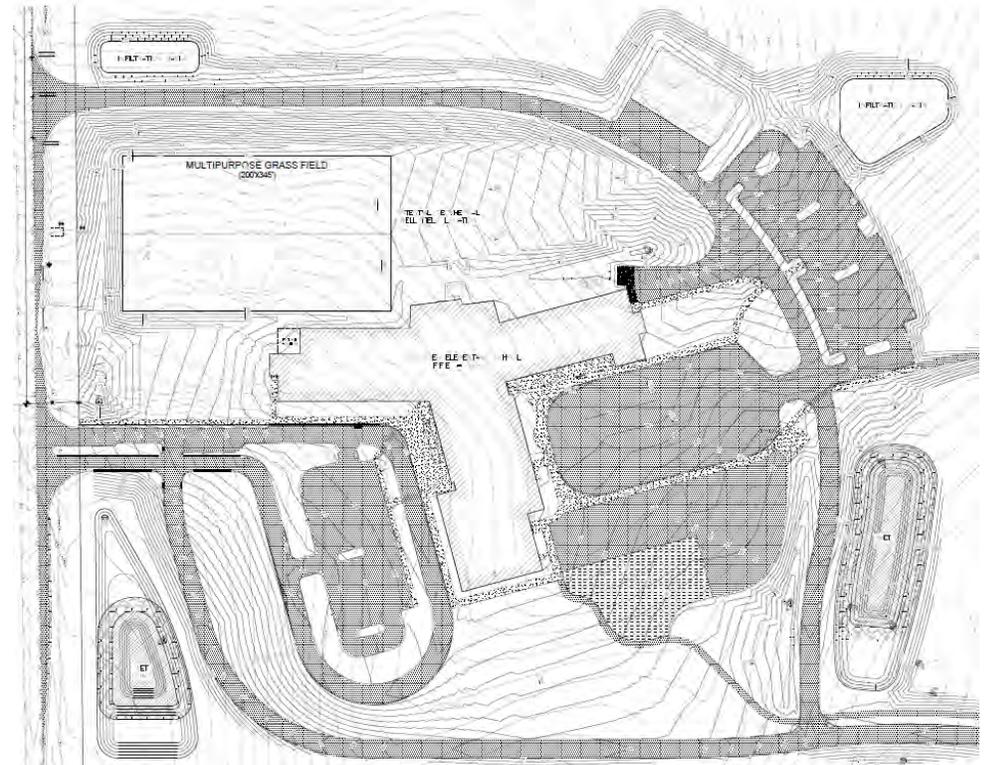




# INSTITUTIONAL PROJECTS



- **GRANITE RIDGE ELEMENTARY SCHOOL**
  - Site plan approved Jul. 2019
  - 128,000 sq. ft. school for grades 3 to 5
  - Project currently under construction; scheduled to open fall 2021





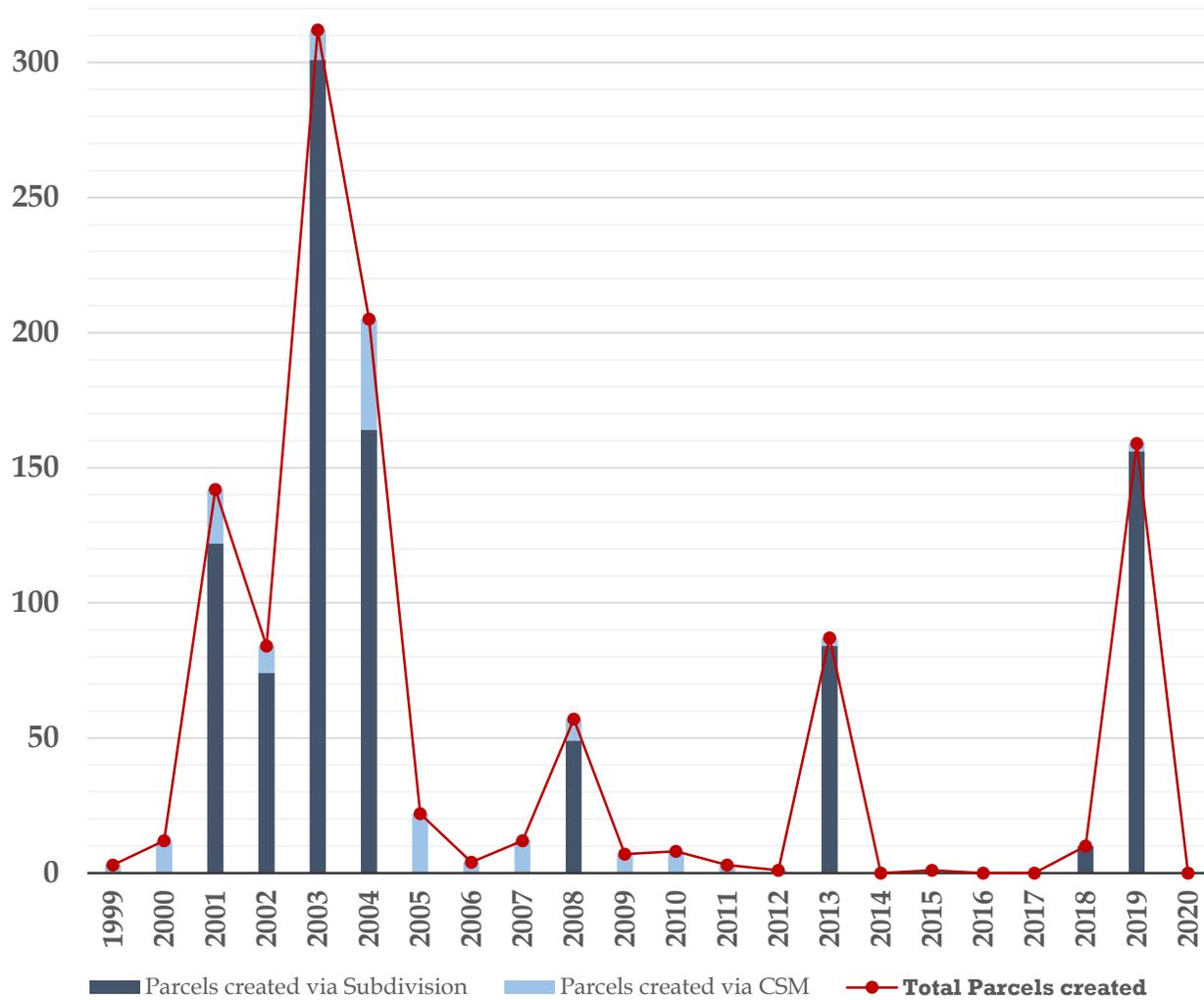
## **BAKKEN PARK PROJECTS**

- **BAKKEN PARK SHELTER & SPLASHPAD**
  - **Currently under construction**
- **MIRACLE LEAGUE BALLFIELD**
  - **Baseball field for players with disabilities**
  - **Currently under construction**
- **MADISON UNITED RUGBY CLUBHOUSE**
  - **Rugby complex has two fields and holds numerous events each year**
  - **Clubhouse currently under construction**

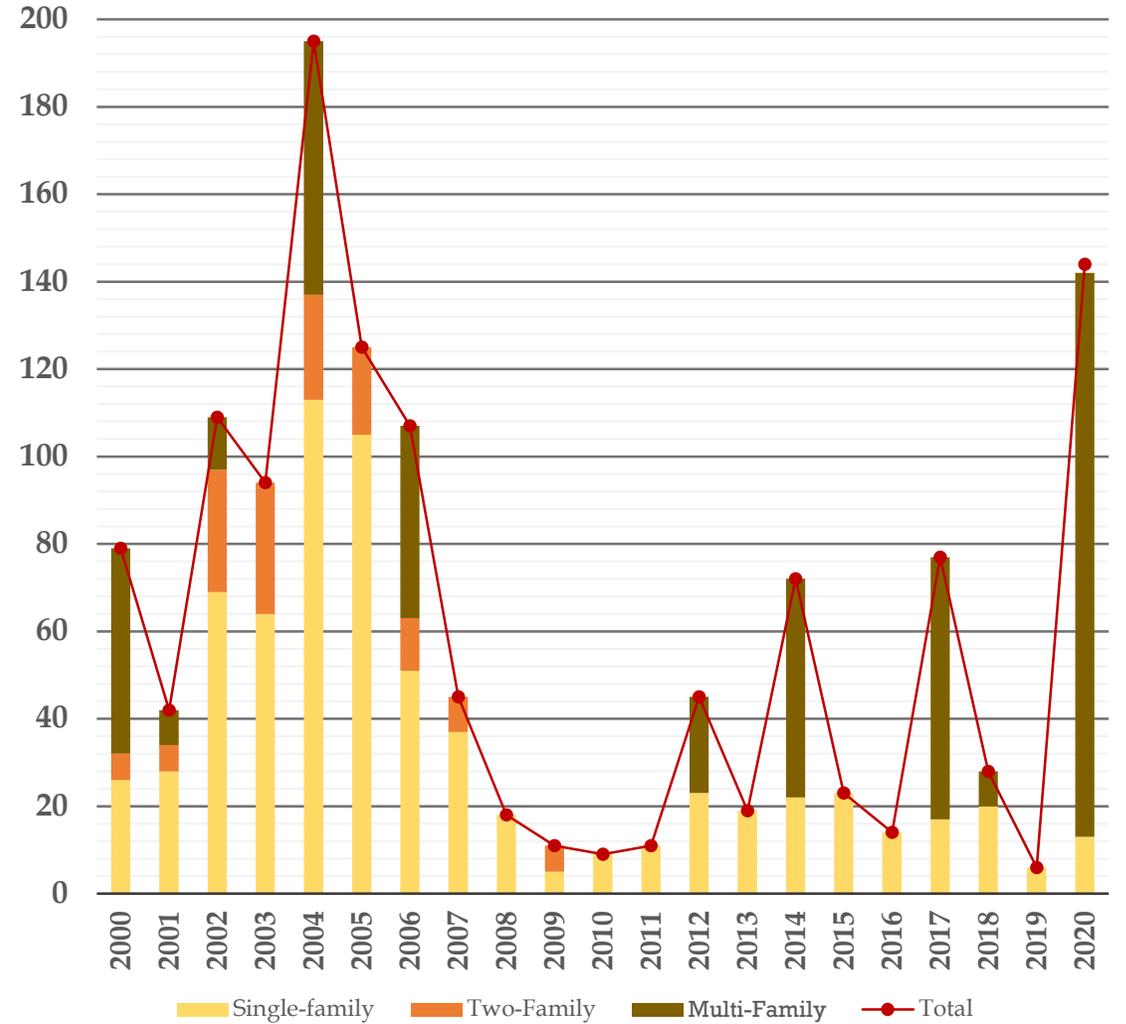


# RESIDENTIAL DEVELOPMENT

## Residential Parcels Created



## Residential Building Permits Issued







**VILLAGE ADMINISTRATOR – MATT GIESE**

**[mgiese@village.cottage-grove-wi.us](mailto:mgiese@village.cottage-grove-wi.us)**

**DIRECTOR OF PLANNING & DEVELOPMENT – ERIN RUTH**

**[eruth@village.cottage-grove.wi.us](mailto:eruth@village.cottage-grove.wi.us)**



**MEMO DATE:** September 4, 2020  
**MEETING DATE:** September 8, 2020

**TO:** Village Board  
Matt Giese, Administrator

**FROM:** Lisa Kalata, Clerk

**RE:** **Election Grant**

#### **OVERVIEW/BACKGROUND**

The following grant opportunity was forwarded from Dane County Clerk, Scott McDonell for 2020 election expenses. Here is the link to the grant information <https://www.techandcivillife.org/our-work/election-officials/grants/> . This would allow for the possibility of purchasing election equipment such as an ExpressVote or additional DS200 to tabulate the votes (if equipment is available). This would also help with extra expenses for the 2020 elections such as extra in-person voting hours and extra poll workers to conduct a safe polling place in November.

#### **STAFF RECOMMENDATION**

Staff recommends **authorization** to apply for CTCL grant for 2020 election expenses.

LIBRARY PLANNING COMMITTEE

**AMENDED**

Wednesday, August 19, 2020  
6:30 p.m.

Via Zoom

**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/98175777620>*

*You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 981 7577 7620# 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: [ikalata@village.cottage-grove.wi.us](mailto:ikalata@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) **Presentation:**
- 5) **Old Business:**
  - a. Discuss and consider final survey questions.
  - b. Discuss and consider community outreach of survey.
  - c. Discuss reaching out to businesses, phone interview questions and talking points for discussion with local business owners
  - d. Discuss and consider survey introduction video.
- 6) **New Business:**
  - a. Discuss timeline outreach and Frequently Asked Questions Documents.
  - b. Review Village Board Priorities
- 7) **Approve minutes:**
  - a. August 5, 2020, Library Planning Committee Minutes
- 8) **Friends of Cottage Grove Library Report:**
  - a. Monthly meetings
  - b. Activities
- 9) **Set tentative date for next meeting:** Wednesday, September 2, 2020, at 6:30 p.m. via zoom

## **10) Future Agenda items:**

## **11) Adjournment**

### Notice:

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

**LIBRARY PLANNING COMMITTEE**

**Wednesday, August 5, 2020 Via Zoom 6:30 p.m.**

**Minutes - DRAFT**

- 1) Call Meeting to Order:** Called to order at 6:30 pm
  
- 2) Quorum and roll call:** Melissa Ratcliff, Tiffany Haas, David Peterson, Cindi Kelm-Nelson, Anne Schoenemann (Visitor: Michelle Roach)
  
- 3) Public Appearances:** Public's opportunity to speak about any subject that is not a specific agenda item. **None**
  
- 4) Presentation:** **None**
  
- 5) Old Business:**
  - a. Discuss and consider final survey questions.  
Table for next meeting (wait to receive comments from Tracy Herold) David Petersen motion to table until 8/19/20. Cindi Kelm-Nelson second. Motion passed 5-0-0.
  - b. Discuss and consider community outreach of survey - Planned local groups to contact and video taping schedule. Anne Schoenemann motion to table outreach planning for the next meeting, Cindi Kelm-Nelson second. Motion passed 5-0-0.
  
- 6) New Business:**
  - a. Discuss business survey - Will revisit text for an interview rather than a survey at the next meeting and plan phone interview script to collect comments and opinions
  - b. Discussion survey introduction video and script - committee members review and add comments.
  
- 7) Approve minutes:** July 22, 2020, Library Planning Committee [Minutes](#) Tiffany Haas motion to approve. David Petersen second. Motion passed 5-0-0/
  
- 8) Friends of Cottage Grove Library Report:**
  - a. Monthly meetings: Next meeting is September 10<sup>th</sup>, 2020 at 6:30 via Zoom

b. Activities: Working on survey, timeline, outreach, script, FAQ documents, Promote Local making video taped of three members

9) **Set tentative date for next meeting:** Wednesday, August 19, 2020, at 6:30 p.m. via zoom

10) **Future Agenda items:**

- a. Timeline Outreach and FAQ documents
- b. Talking points and standard questions to ask in phone interview to local business owners

11) **Adjournment** Cindi Kelm-Nelson motion to adjourn the meeting. Tiffany Haas second. Motion passed 5-0-0. Meeting adjourned 8:08 pm

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Dear Village Committee and Commission Members:

Thank you for your service and commitment to our community. The Village Board works through an annual prioritization process to identify the areas of focus for our community. The prioritization list serves as a tool when developing budgets, allocating staff time, and guiding decisions for the community. We are looking to our committees to partner with the Board on advancing these priorities. As such, it is important for the committees to understand the priorities and planned work ahead. This year, a number of new initiatives have made the top of the prioritization list in addition to priorities that have been on the list for many years. Please see the attached documents detailing the prioritization process, trustee comments, and vote distribution for further context.

The top 6 priorities for the current Board are as follows:

1. Village Economy/Economic Development
2. Diversity, Equity, and Inclusion (DEI)
3. Sustainability and Climate Change
4. Village Library Consideration
5. Fiscal Responsibility
6. Housing

Economic Development:

Economic development within the village is first on the priority list and has been on the priority list for many years. Inherently, the priorities that follow are critical domains needed to support a vibrant local economy. We want to bring businesses to the community. In order to attract businesses, the community needs to be a desirable place to live, work, and play.

Diversity, Equity, and Inclusion:

The Village Board has taken a number of actions in the last few months in regards to this new priority. One of the immediate actions of the Board was to pass Resolution 2020-07. This is a joint resolution of Cottage Grove Village Board and Cottage Grove Police Department to condemn and confront racism. This resolution includes a commitment to “opening a dialogue that acknowledges, confronts, and addresses intentional racism, systemic racism, racial biases and implicit biases within our community.” A copy of this Resolution is attached.

Additionally, the Board will be forming an Ad Hoc Committee on Diversity, Equity, and Inclusion. This committee will assist the Board in reviewing Village practices, policies, procedures, objectives and goals as related to diversity, equity, and inclusion.

Another component of this initiative is to encourage all elected officials, citizen appointees, staff, and community members to learn about diversity, equity and inclusion and how we can work towards demonstrating and reflecting these values within our community.

Sustainability and Climate Change

The Village Board has also taken immediate action on this new priority. The Board has formed an Ad Hoc Sustainability Committee to review the village’s practices and procedures and see if

there are ways the village could improve on our environmental footprint. This committee will also work with the Board to encourage and educate our community around sustainable practices.

Village Library:

The Library Planning Committee was formed in November, 2019, to determine if there is support in our community to build a library. The Committee has learned that while a library may not be the top reason to move to a community, it is clearly noted as missing. For many, a library is an important part of a community. Libraries provide a public space that provides a resource for a community and citizens. The committee will bring forward a recommendation for next steps regarding the potential of a community library to the Village Board in the coming months.

Fiscal responsibility:

The Village Board has a 5-year fiscal plan, which we follow and monitor closely. Economic development helps to maintain or lower taxes for citizens. Slow growth in a community, both in business and residential development, coupled with the cost of living increases that occur every year will cause taxes to increase. Without development, the Village will either have to cut services or raise taxes to continue to provide the same level of service residents have come to expect.

Housing:

Over the past two years, multiple experts have presented to the Board, Plan Commission and CDA (Community Development Authority) regarding the importance of having housing that is affordable – meaning 1/3 of a family's income goes toward rent or mortgage.

Housing availability and affordability is an issue for both renters and homeowners in Dane County. The Dane County Housing Needs Assessment for 2019 highlighted the combination of a county-wide shortage of new housing, increased construction costs, and strong demand which has only worsened housing affordability in our area. Cottage Grove does not currently have housing to support families with work in a variety of occupations with respectable earnings. This shortage of affordable housing (aka workforce housing) impacts our ability to support current businesses and be competitive for potential commercial growth because we can't provide a local labor pool.

The village is forming a Housing Task Force to work with experts to analyze our current housing stock and determine what types of housing our community is lacking. The Task Force will produce recommendations specific to Cottage Grove's housing needs while considering a wide range of populations including young people starting their careers, people at different income levels, empty nesters and those on a fixed income. The task force will also ensure that the Village is adhering to Wisconsin State Statutes related to housing and local government.

The work of the committee you serve on is vital to the success of these priorities. We look forward to working with you to continue to make our Village a safe, friendly and attractive community for businesses, neighbors, and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village.

Dated this 3rd day of August 2020.

Signed by the Village Board

**Resolution 2020-07**

**Cottage Grove Village Board and Cottage Grove Police Department Joint Resolution  
to Condemn and Confront Racism**

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn the appalling, heinous, and heartbreaking use of force incident that resulted in the death of George Floyd in Minneapolis on Monday, May 25, 2020, and declare that the actions and inactions of the police officers involved in that incident were reprehensible and inexcusable; and

WHEREAS, the actions of these police officers negatively impacts the relationships between communities and their police departments.

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn all murder, violence, social injustice and racism targeted at persons of color, specifically toward Black Americans; and

WHEREAS, the acts of intolerable violence and hate that have occurred across this country since its founding are reprehensible and must be acknowledged; and

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn any word, deed or action that seeks to harm another due to their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

NOW, THEREFORE, BE IT RESOLVED, by the Cottage Grove Village Board and the Cottage Grove Police Department as follows, that:

The Village Board and the Police Department will continue to seek, identify, and implement measures to ensure that our community stands for justice for all and the right to peaceful assembly and listens to those that have been oppressed and marginalized, to

continue to improve our community so that all feel welcome and are treated equally and with dignity; and

The Village Board and the Police Department commit to bringing together our community to continually review, evaluate and update the Police Department's policies, procedures and community policing strategies; and

The Village Board and the Police Department commit to opening a dialogue that acknowledges, confronts and addresses intentional racism, systemic racism, racial biases and implicit biases within our community; and

The Police Department joins the Village Board in recommitting to its vision that the Village be a safe, friendly and attractive community for businesses, neighbors and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village and ensuring that this vision is a reality for all persons regardless of their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

Adopted this 15<sup>th</sup> day of June 2020.



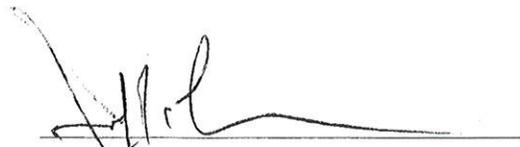
Signed – John Williams, Village President



Signed – Daniel Layber, Police Chief



Signed – Troy Allen, Village Trustee



Signed – Jeffrey Lennberg, Village Trustee



Signed – Heidi Murphy, Village Trustee



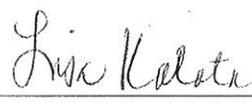
Signed – Melissa Ratcliff, Village Trustee



Signed – Sarah Valencia, Village Trustee



Signed – Paul VanderVelde, Village Trustee

Attest: 

Village Clerk Lisa Kalata



# Staff Memo

<b>MEMO DATE:</b>	<b>June 18, 2020</b>
<b>TO:</b>	Village Board
<b>FROM:</b>	Matt Giese – Village Administrator
<b>RE:</b>	<b>Village Board Prioritization Process</b>

## BACKGROUND

The following is the overall list of priorities that each Board came up with. Following each item I included the initials of the Board member so you can see who submitted what.

**Overall List (in no particular order; each item is entered as submitted) (/// = similar priority or category submitted)**

**A---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)



**B---**Fiscal responsibility, stabilize and lower Village taxes (TA) **///** Remain Fiscally Responsible - strive for minimal tax increase for the Village portion of the taxes. (JW) **///** Sustainable Finances: Short term - Every calendar year maintains a balanced budget. Long term - It is important to me that the existing board is financial stewards for the future generations of village residents. We need to remain fiscally healthy so there is no burden on the future of our community residents. We are mindful of large expense projects with a high level of certainty of the revenue that it will generate to offset those costs. (PV)

**C---**Invest in our future with increased street maintenance (TA)

**D---**Engagement and Communication: Continue to improve engagement with Village residents and stakeholders. Encourage involvement and communication (TA) **///** Improve engagement with Village Residents and those outside the Village. Take more opportunities to connect with Village Residents (i.e. local events; promoting our website, facebook, other social media, etc.). (JW)

**E---**Village Library: Library Committee - hear result of research and recommendation from committee; make decision (SV) **///** Community space planning for the future: Prepare financial plans and proposals so our community can consider building a library and community space. A library is a unique and valuable space in a community that brings together people of all ages to access a variety of resources and information. Libraries serve many purposes providing space for the community to gather, support education and arts, provide business resources, and serve a diverse population of any age or background. (HM) **///** Library into the Financial Management Plan. A library is so much more than books and is a resource our community is missing. It can be a space for education, resources, meeting space for work, study and friends, and an inclusive space for all. (MR) **///** Construction of a library. (JL)

**F---**Housing: Housing Task Force - get Task Force created with clear deliverables (SV) **///** Housing, Land Use and Planning: Promote land use policies that will advance goals for a healthy community, create positive economic outcomes and provide environmental benefits. Continue to develop the Housing Task Force to study the detailed inventory of current housing options and create a vision for increasing options in the future including a greater variety of home values, unit sizes, lot sizes, apartments, town homes, duplexes, and condos and increase transportation options to promote connectivity between neighborhoods and businesses. Pursue positive relationships with neighboring communities to increase current and future transportation connectivity.(HM) **///** Affordable housing – the housing task force will help determine our community’s understanding and need for housing options, including housing that is affordable to many different levels of income and regardless of disability, race, gender, or sexuality. (MR) **///** Focus on affordable/workforce housing options. I want to see all people have the chance to call Cottage Grove their home. We need the housing that covers all socio-economic ranges so all workforce can find a home here; therefore, more housing and neighborhoods. (JL) **///** Residential growth and development within housing: To help support diversifying our community; To help support lowering taxes. (PV)



**G---Parks and Recreation/Amenities:** Bike Path - complete bike path that continues glacial drumlin trail to Vilas Rd. (SV) **///** Parks and Recreation: Continue to promote an active community where bicycling, walking, and recreation are a safe, healthy, and accessible part of our daily activities. Expand recreational and park opportunities and facilities to meet the needs of our community's senior, youth, and adult populations. Continue the park and playground updates, continue the master planning process for the future 6<sup>th</sup> Addition to Westlawn park, and plan for installation of phase one of Westlawn park on Red Hawk Trail. (HM)

**H---Get ordinances updated to be accurate and current (SV)**

**I---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)

**J---Facilities Planning:** Conduct a long range facilities study or space needs analysis that includes future staffing and space needs for all municipal departments, future expansion options, estimates for capital and facility operations costs associated with the future staffing and space needs with an emphasis on sustainable design including alternative energy options. (HM) **///** Long range village facility and land use planning because as we continue to grow, we need to have a plan going forward for expansion when we need more village staff so we can continue to provide our residents with the level of service they have come to expect. (MR)

**K---Sustainability and Climate Change:** Protect natural resources by working to improve air and water quality. Implement a plan to transition Village vehicles, equipment and buildings to use more sustainable/efficient energy, protect waterways by investing in a leaf truck to help with watershed phosphorus levels, increase the tree canopy with diverse tree species, work with neighboring communities to designate valuable natural spaces for preservation and create a water management plan with a more regional focus to improve water quality, continue to provide resources to residents for ways that they become more sustainable (Focus on Energy, water softener information, de-icing/salt practices, etc). (HM) **///** Implement vision / plan to ensure the benefits we have now as Village citizens are there tomorrow and beyond (i.e. clean air / water; similar resources; etc.) and we reduce its environmental impact now and in the coming years. Reduce our greenhouse gas emissions 50% by 2030. Install solar panels on municipal buildings where practical (e.g. municipal services building with large roof). Options for wind power and other green initiatives. Increase non-gas options for transportations (i.e. multi-use paths throughout the village and connections beyond; Village replacement of gas to electric vehicles and equipment). Increase tree planting efforts through doubling of tree budget. Continue to partner with community organizations and support their environmental efforts (i.e. Boy Scouts bee hives; Lions annual tree planting; etc.). Reduce the



salt usage on winter streets leveraging best practices from other communities; action on Public Works committee already (JW) **///** Focus on energy - Continued long term planning on conservation of energy. (PV)

**L**---Addressing Food Insecurities - Not sure this needs to be a priority or even a need in CG but would want to better understand our community dynamics in relation to potential food insecurities. If this was an issue I would want to see it as a priority of the village on how we would address it. (PV)

### **SUGGESTED NEXT STEPS**

-Review the comprehensive list of priorities that were submitted. Please let me know if I incorrectly lumped one of your individual priorities in a category that you do not feel fits.

-At the Board meeting: 1) you may ask each other questions about what they have submitted; 2) you could lobby for your individual submitted items.

Prioritization: each Board member has 20 "points" to allocate to the comprehensive list of projects however he/she would like. For example, one point on 20 projects, two points on 10 projects, or even all 20 points on one project. Please submit your individual prioritized list to me by **July 2nd**. I will compile everyone's points and submit the results in the July 6<sup>th</sup> meeting packet.

The final list does not bind the Board to approve or move forward with any specific projects. The main purpose of this process is for the Board, staff and public to see what is and isn't a priority for the current Board. At subsequent meetings the Board could work further to build consensus work plans for the top few priorities.

Staff will take general direction from the final list as a means of making budget proposals in the draft 2021 budget as well as establishing staff performance goals.

Please reach out if you have any questions.

2020 Village Board List of Priorities

Rank	Item	Description	John Williams	Troy Allen	Jeff Lennberg	Heidi Murphy	Melissa Ratcliff	Sarah Valencia	Paul Vanderveide	Total	2019 Rank
1	A	Village Economy/Economic Development	6	8	7	1	1	0	3	26	1
2	I	Equity, Inclusivity and Race	3	0	3	5	3	3	3	20	NR
3	K	Sustainability and Climate Change	6	0	0	5	3	3	2	19	7
4	E	Village Library	0	0	4	2	8	3	1	18	NR
5	B	Fiscal Responsibility	3	8	0	0	0	1	4	16	5
6	F	Housing	0	0	6	2	1	3	2	14	2
7	G	Parks and Recreation, Additional Amenities	0	0	0	2	2	3	2	9	3
8	J	Facilities Planning	0	0	0	1	1	1	2	5	4
9	D	Engagement and Communication	2	2	0	0	0	0	0	4	9
10	H	Update Ordinances	0	0	0	1	0	3	0	4	NR
11	C	Street Maintenance	0	2	0	1	0	0	0	3	12
12	L	Food Insecurities	0	0	0	0	1	0	1	2	NR
			20	20	20	20	20	20	20	140	

note: please see corresponding document for further descriptions of items listed  
 NR = Not Ranked (in previous year's list)

LIBRARY PLANNING COMMITTEE

Wednesday, September 2, 2020  
6:30 p.m.

Via Zoom

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/96512769150> You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 965 1276 9150# 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](mailto:lkalata@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) **Presentation:**
- 5) **Old Business:**
  - a. Discuss and consider final survey introduction video.
  - b. Discuss and consider final survey questions.
  - c. Discuss and consider timeline for survey availability, having village send out survey link to email list and Parks and Recreation email list, post on Village website, and post on Village Facebook and Parks and Recreation Facebook pages and amounts.
  - d. Discuss and consider language for emails, website and Facebook pages for survey link/info.
  - e. Discuss and consider community outreach of survey assignments.
  - f. Discuss and consider FAQ/answer sheet.
- 6) **New Business:**
- 7) **Approve minutes:**
  - a. August 19, 2020, Library Planning Committee Minutes
- 8) **Friends of Cottage Grove Library Report:**
  - a. Monthly meetings
  - b. Activities
- 9) **Set tentative date for next meeting:** Monday September 14, 2020 or Wednesday, September 23, 2020, at 6:30 p.m. via zoom
- 10) **Future Agenda items:** questions for businesses and outreach to businesses.
- 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.

LIBRARY PLANNING COMMITTEE

**AMENDED**

Wednesday, August 19, 2020  
6:30 p.m.

Via Zoom

**Minutes Draft**

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/98175777620>

You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 981 7577 7620 # 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](mailto:lkalata@village.cottage-grove.wi.us)

- 1) **Call Meeting to Order at 6:31 pm**
- 2) **Quorum and roll call: Melissa Ratcliff, Cindi Kelm-Nelson, Tiffany Haas and Anne Schoenemann. David Peterson absent and excused.**
- 3) **Public Appearances and Guests:** Public's opportunity to speak about any subject that is not a specific agenda item. **None. Guest: Michelle Roach, Promote Local**
- 4) **Presentation: None**
- 5) **Old Business:**
  - a. Discuss and consider final survey questions. **Reviewed comments and suggestions from outside experts. Cindi made the motion to table the survey discussion, Tiffany second, Motion Passed.**
  - b. Discuss and consider community outreach of survey. **Sept 2 the LPC meeting will go through steps to reach the community (use CG guide). Cindi made the motion to table the outreach plan discussion, Tiffany second, Motion Passed.**
  - c. Discuss reaching out to businesses, phone interview questions and talking points for discussion with local business owners. **Cindi will finalize the contact list.**

- d. Discuss and consider survey introduction video. Michelle Roach: took photo of group, video is at a rough cut, need visuals? draft to us by Aug. 21st. Feedback Sunday pm to Sarah and re-record next week. Cindi made the motion to table the survey introduction video, Tiffany second, Motion Passed.

**6) New Business:**

- a. Discuss timeline and outreach plan and Frequently Asked Questions Document Finalized some dates and projects. Anne will finalize FAQ's - purpose to link on Friends website and social media as well as provide common answers to library questions.
- b. Review Village Board Priorities - Village Library as one of 6 priorities

**7) Approve minutes:**

- a. August 5, 2020, Library Planning Committee Minutes Cindi made the motion to approve the minutes, Tiffany second, Motion Passed.

**8) Friends of Cottage Grove Library Report:**

- a. Monthly meetings: Sept 10th at 6:30
- b. Activities: behind the scenes planning

**9) Set tentative date for next meeting(s):** Wednesday, September 2, 2020, at 6:30 p.m. via zoom, Sept. 14 tentative or Sept 23 alternative, Oct. 7.

**10)Future Agenda items:**

- a. Survey questions and video, community outreach plan, timeline, and FAQ's
- b. Friends report and meeting dates

**11)Adjournment** Cindi made the motion to adjourn, Tiffany second. Motion Passed. At 8:22 pm

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.

# MEMO

Date: September 3, 2020  
For: Village Board Meeting September 8, 2020  
From: Trustee Melissa Ratcliff  
RE: Library Planning Committee (LPC)

At the LPC meeting on September 2, 2020, the committee members approved 5-0 the following:

- 5a. Final survey introduction video: <https://www.youtube.com/watch?v=A5ET4fAh6e4>  
The video will also be available in Spanish.
- 5b. Final survey questions: Attached  
The survey will be in Survey Monkey format and will also be in Spanish.
- 5c. Timeline for survey availability, having village send out survey link to email list and Parks and Recreation email list, post on Village website, and post on Village Facebook and Parks and Recreation Facebook pages and amounts.

The Committee voted to have the survey go live from September 15, 2020, to October 15, 2020, and have all general communication outreach to be emailed and posted on September 15, October 1, and October 12, 2020, and remain on the village website for the whole month.

The Committee approved this website/Facebook post language:

## **Website/Facebook post 1**

Please help the Library Planning Committee gather information from our community about your interest in having a library in Cottage Grove. There is a brief video that provides information about the committee and services a library can provide by completing this survey (linked).

## **Other Facebook Posts:**

It's not too late to provide your feedback to the Library Planning Committee by completing this survey! (linked)

Help the village by completing this survey about your interest in having a library in Cottage Grove! (linked)

Can you help us? Please complete this survey so the Library Planning Committee can determine the interest in our community for a library in Cottage Grove! (linked)

How do you feel about a library in Cottage Grove? Please complete the survey so the Library Planning Committee can determine interest for a library in Cottage Grove! (linked)

Do you want a library in Cottage Grove? Let the Library Planning Committee know by completing this survey! (linked)

The committee indicated that village staff can determine what Facebook post language they would want to use on what date.

**Email to Village and Parks & Recreation Emails:**

Hello!

We are looking for feedback from our community! We are gathering information from our community about interest in having a library in Cottage Grove. The results from this survey will be used to determine the level of interest and will be presented to the Village Board. After the presentation by the Library Planning Committee, the Village Board will determine whether to continue to proceed with working toward building a library. Our first step is to determine if there is support for a library in Cottage Grove.

There is a short video that provides information about the Library Planning Committee and services a library provides, then the survey will start by clicking here (linked).

If you have any questions about the survey, library or timeline, please contact Trustee Melissa Ratcliff at [mratcliff@village.cottage-grove.wi.us](mailto:mratcliff@village.cottage-grove.wi.us) or via phone at #608-239-6548.

Thank you!

Trustee Melissa Ratcliff  
[mratcliff@village.cottage-grove.wi.us](mailto:mratcliff@village.cottage-grove.wi.us)  
ph: 608-239-6548

- 5d. The committee members discussed a list of groups to reach out to in the community, mostly from page 35 of “Community Guide in the grove” and will make contact with the leaders of those groups, sending them the following email, asking them to send the survey to their members:

**EMAIL for outreach:**

Hello Community Group!

We are looking for feedback from our community! Could you help the Village’s Library Planning Committee (LPC) by sending this email and survey to your members? We are gathering information from our community about interest in having a library in Cottage Grove. The results from this survey will be used to

determine the level of interest and will be presented to the Village Board. After the presentation by the Library Planning Committee, the Village Board will determine whether to continue to proceed with working toward building a library. Our first step is to determine if there is support for a library in Cottage Grove.

There is a short video that provides information about the Library Planning Committee and services a library provides, then the survey will start by clicking here (linked).

If you have any questions about the survey, library or timeline, please contact me via email or phone.

Thank you for all you do!

Melissa Ratcliff  
[mratcliff@village.cottage-grove.wi.us](mailto:mratcliff@village.cottage-grove.wi.us)  
ph: 608-239-6548

### **ACTION ITEMS:**

The Library Planning Committee is recommending the following:

- A. Approval of the video and survey in both English and Spanish;
- B. Approval of the timeline for the survey to be active from September 15 to October 15, 2020; and
- C. Approval of the language noted in 5c. above for:
  - a. Post on the Village website from September 15 to October 15, 2020;
  - b. Emails to Village email list and Parks and Recreation email list on September 15, October 1, and October 12, 2020; and
  - c. Facebook posts on Village and Parks and Recreation Facebook pages on September 15, October 1, and October 12, 2020.

# SURVEY

(Website page text and button:)

**The Village of Cottage Grove Library Planning Committee wants to know, “How Important are local Library Services to YOU?”**

Take the *English* Area Residents and Businesses Survey [HERE](#)

Take the *Spanish* Area Residents and Businesses Survey [HERE](#)

Take the survey via phone at 608-839-8045 (Library Planning Committee member)

## Intro - video view or option to skip

### 1. Where do you live?

Village of Cottage Grove, WI

Town of Cottage Grove, WI

Other (*write in*)

### 2. Please fill in the number of people in your household.

Under 5 years of age

5-10 years of age

11-14 years of age

15-18 years of age

19-65 years of age

Over 65 years of age

### 3. How do you have access to the internet at your residence? Check all that apply

A. Internet provider y/n

B. Phone y/n

C. I don't have access y/n

### 4. How important are each of the following library services to you (and your family)?

Extremely important   Very important   Somewhat important   A little important   Not at all important

A. Borrowing materials such as books, devices, games, newspapers and magazines, DVDs, CDs etc...

B. Research assistance from librarians to help find items.

C. Programs such as storytime, summer reading, world language, hobbies, clubs, health/wellness, fitness, genealogy/ancestry etc...

D. Tech device assistance through classes and drop in help for all ages

E. Wifi and Internet access

F. Online library services including library websites, shared catalog, and research databases

G. Access to use of photocopier, scanner, and digitizing equipment

H. Home service, outreach, and special materials resources for people with disabilities

I. Racial equity/social justice resources, seminars and trainings

J. Cultural/historical events and interactive learning experiences

K. Job search and training information plus career resources

L. Collaboration with local schools, daycares and organizations

M. Literacy programs for all ages

N. Access to free e-books and audio books

**5. Overall, how important are library services to you (and your family)?**

- Extremely important
- Very important
- Somewhat important
- A little important
- Not at all important

**6. How important are each of the following library building spaces to you (and your family)?**

Extremely important   Very important   Somewhat important   A little important   Not at all important

- A. Quiet reading area
- B. Small study rooms, work rooms and/or meeting rooms
- C. Large, versatile community room
- D. Comfortable spaces in the library
- E. Children reading and play area
- F. Preteen and teen areas
- G. Computer stations throughout the library
- H. A workspace to be creative and innovative
- I. Outdoor patio and community garden
- J. Outdoor nature learning area
- K. Outdoor book and material drop off available 24/7

**7. Overall, how important is a community library building to you (and your family)?**

- Extremely important
- Very important
- Somewhat important
- A little important
- Not at all important

**8. How well does the Bookmobile meet your library needs?**

- Very well
- Well
- Somewhat well
- Not at all
- I don't use the bookmobile

**9. How interested would you be in having a library building in Cottage Grove?**

- Extremely interested
- Very interested
- Somewhat interested
- A little interested
- Not at all interested

**10. Please share any comments or questions you have for the Library Planning Committee.  
(write in)**

**Submit your contact information to provide additional feedback to the Library Planning Committee.**

**First name**

**Last name**

**Email address**

**Phone number**

Thank you for completing the Cottage Grove Library Planning Committee survey  
For survey assistance or questions, contact the Library Planning Committee chair at  
[mratcliff@village.cottage-grove.wi.us](mailto:mratcliff@village.cottage-grove.wi.us)

UTILITY COMMISSION

Wednesday, August 19, 2020

5:00 PM

**\*\* Note date change\*\***

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/99848953448> You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 998 4895 3448#. 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 [jjlarson@village.cottage-grove.wi.us](mailto:jjlarson@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. Update on write-off amounts for terminated water and sewer accounts.
  - b. Discuss and consider approval of zero lot line application and supplemental curb stop agreement.
  - c. Discuss shut off policy for non-compliance in cross connection program.
  - d. Discuss potential rain barrel/compost bin program for residents in 2021.
  - e. Review Village Board Priorities.
- 6) **Engineer’s report.**
- 7) **Director’s report.**
- 8) **Approve vouchers for payment.**
- 9) **Approve the minutes of the July 8, 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

# Point Data Report - Records not necessarily final

## E-19-IN

Monitoring Date	Total Minutes	Total Volume (MG)	Flow Rate (GPD)	CBOD (mg/L)	TSS (mg/L)	TKN (mg/L)	TP (mg/L)	CBOD (PPD)	TSS (PPD)	TKN (PPD)	TP (PPD)	Good Vol	No Mon	Record Status
4/28/2020	1,450	0.693000	688,221	236	257	39.5	5.36	1,355	1,475	226.7	30.77	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
4/29/2020	1,455	0.679000	672,000	242	294	42.6	4.98	1,356	1,648	238.8	27.91	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
4/30/2020	1,380	0.727000	758,609	223	218	37.1	4.22	1,411	1,379	234.7	26.70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
5/1/2020	1,455	0.735000	727,423	242	271	51.8	6.24	1,468	1,644	314.3	37.86	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
5/2/2020	1,365	0.646000	681,495	224	273	56.8	9.76	1,273	1,552	322.8	55.47	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
5/4/2020	2,935	1.461000	716,811	256	436	42.5	6.10	1,530	2,606	254.1	36.47	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
6/16/2020	1,440			232	232	10.4	1.40	NC	NC	NC	NC	<input type="checkbox"/>	<input type="checkbox"/>	Done
6/17/2020	1,435			429	692	57.2	10.10	NC	NC	NC	NC	<input type="checkbox"/>	<input type="checkbox"/>	Done
6/18/2020	1,405			181	101	36.3	4.78	NC	NC	NC	NC	<input type="checkbox"/>	<input type="checkbox"/>	Done
<b>Totals:</b>	<b>14,320</b>	<b>4.941000</b>												
<b>Averages:</b>			<b>708,669</b>	<b>240</b>	<b>314</b>	<b>44.6</b>	<b>6.09</b>	<b>1,419</b>	<b>1,853</b>	<b>263.3</b>	<b>35.85</b>			

### Monitoring Comments and Notes

4/28/2020 .01" rain  
 4/29/2020 .66" rain

# Point Data Report - Records not necessarily final

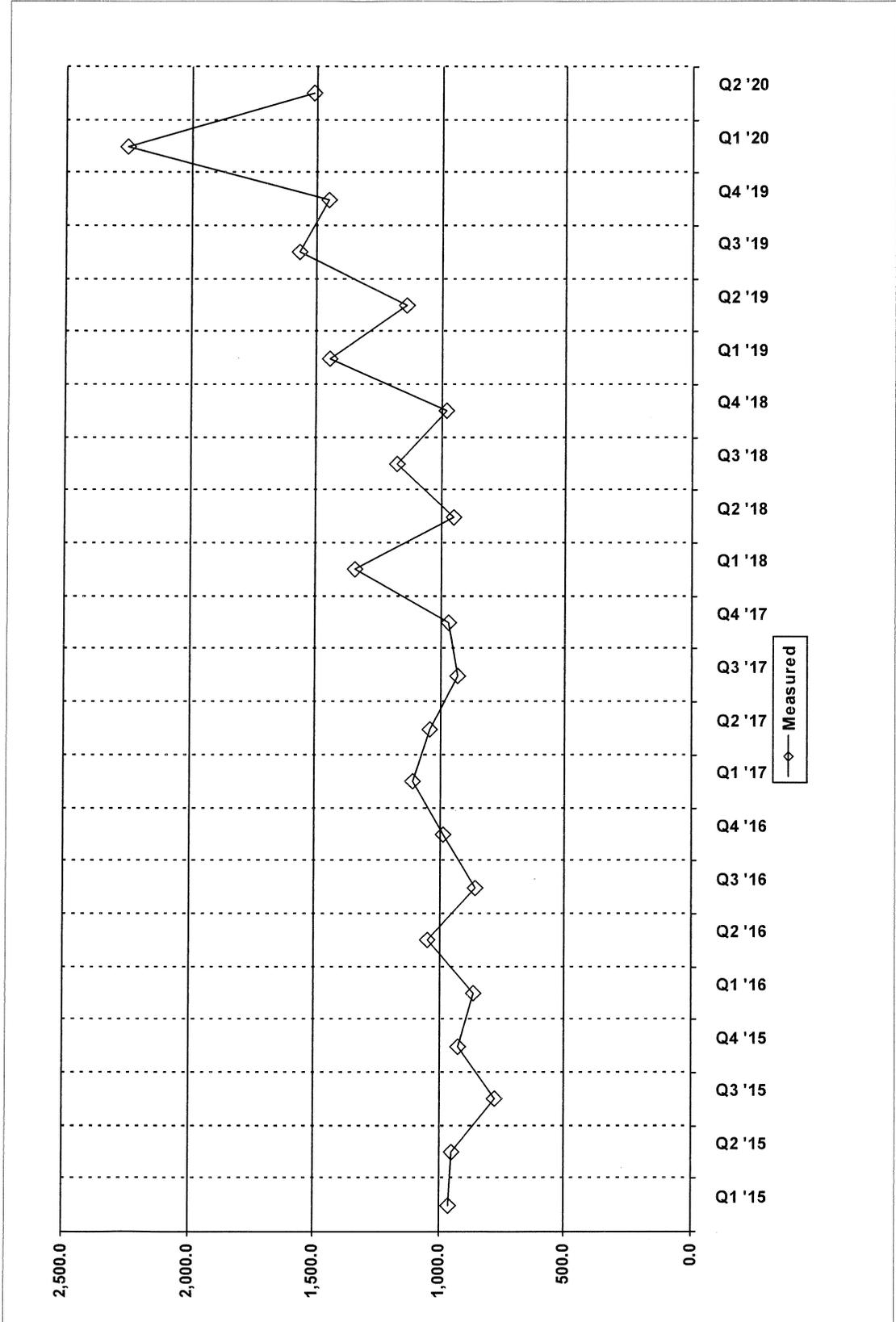
## E-19-IN

Monitoring Date	Total Minutes	Total Volume (MG)	Flow Rate (GPD)	CBOD (mg/L)	TSS (mg/L)	TKN (mg/L)	TP (mg/L)	CBOD (PPD)	TSS (PPD)	TKN (PPD)	TP (PPD)	Good Vol	No Mon	Record Status
7/7/2020	1,460	0.679000	669,699	212	260	42.9	5.69	1,184	1,452	239.6	31.78	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New
7/8/2020	1,425	0.630000	636,632	335	232	40.3	4.66	1,779	1,232	214.0	24.74	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New
7/9/2020	1,425	0.705000	712,421	195	249	42.7	5.50	1,159	1,479	253.7	32.68	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New
7/10/2020	1,405	0.773000	792,256	206	264	42.6	5.61	1,361	1,744	281.5	37.07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New
7/11/2020	1,455	0.795000	786,804	143	153	31.2	3.52	938.4	1,004	204.7	23.10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New
7/13/2020	2,880	1.413000	706,500	192	180	39.6	4.61	1,131	1,061	233.3	27.16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New
<b>Totals:</b>	<b>10,050</b>	<b>4.995000</b>												
<b>Averages:</b>			<b>715,701</b>	<b>210</b>	<b>217</b>	<b>39.8</b>	<b>4.88</b>	<b>1,239</b>	<b>1,289</b>	<b>237.0</b>	<b>29.07</b>			

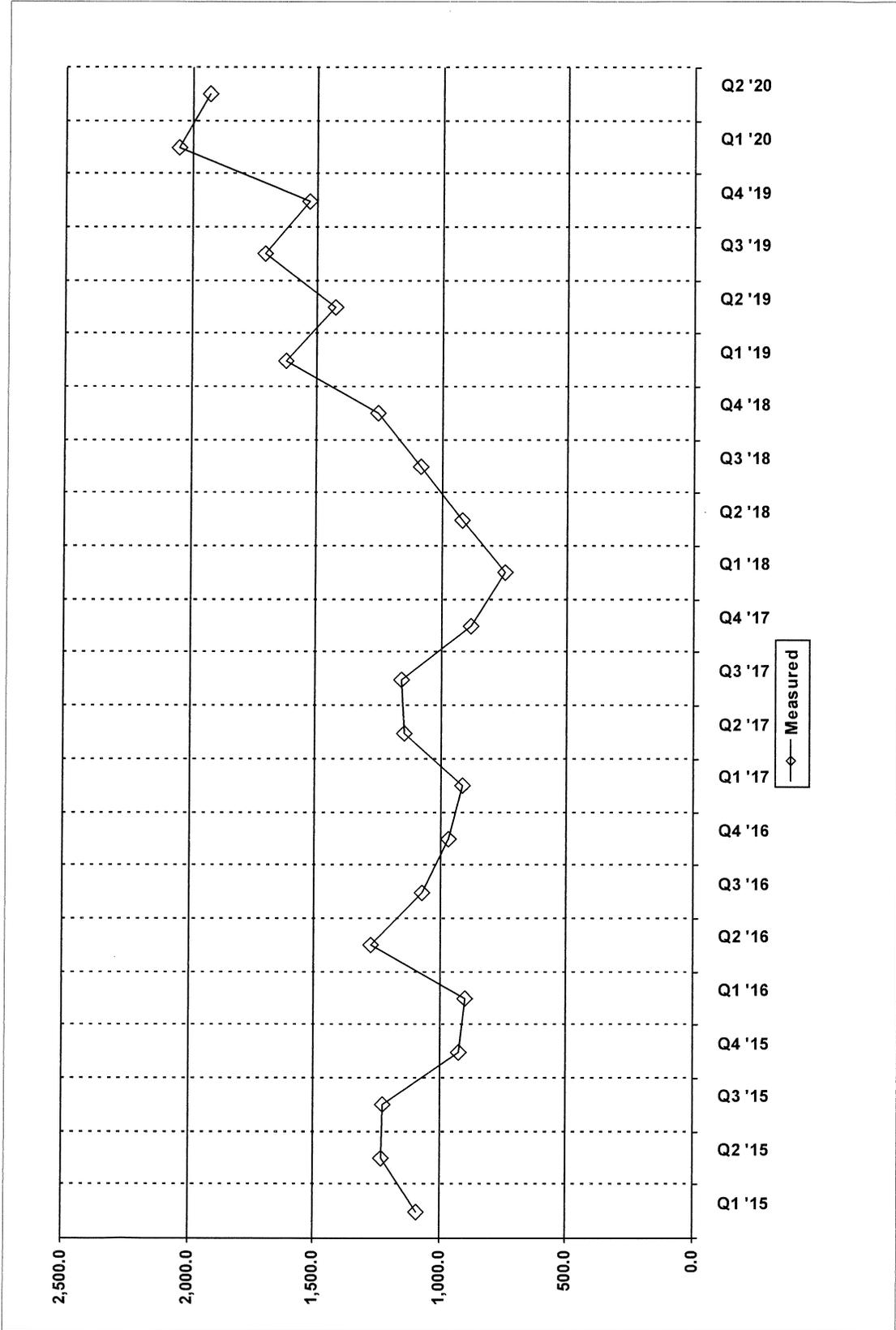
### Monitoring Comments and Notes

7/7/2020 1.67" rainfall  
 7/9/2020 1.69" rainfall  
 7/10/2020 .35" rainfall

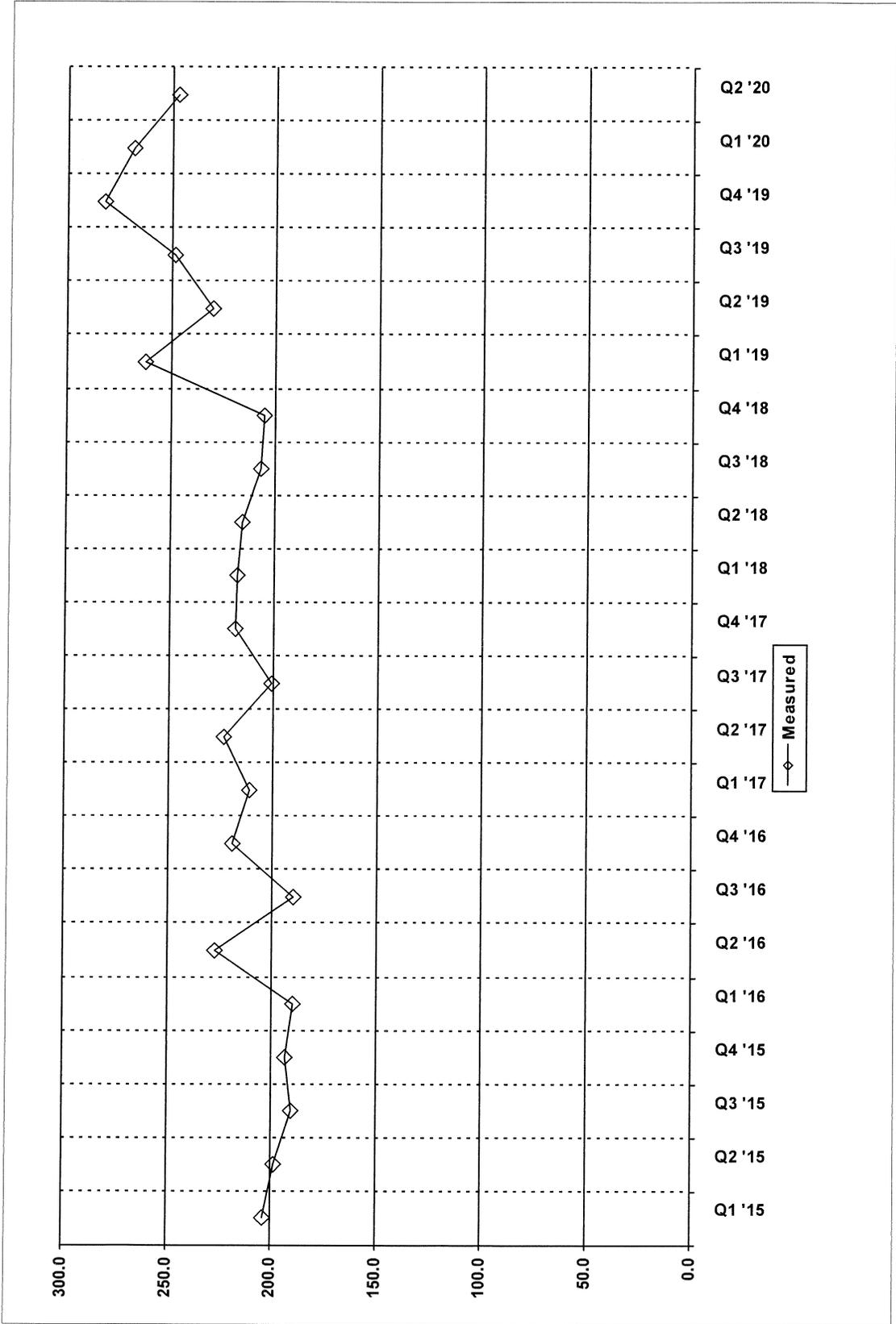
# E-19-IN Values for CBOD (ppd)



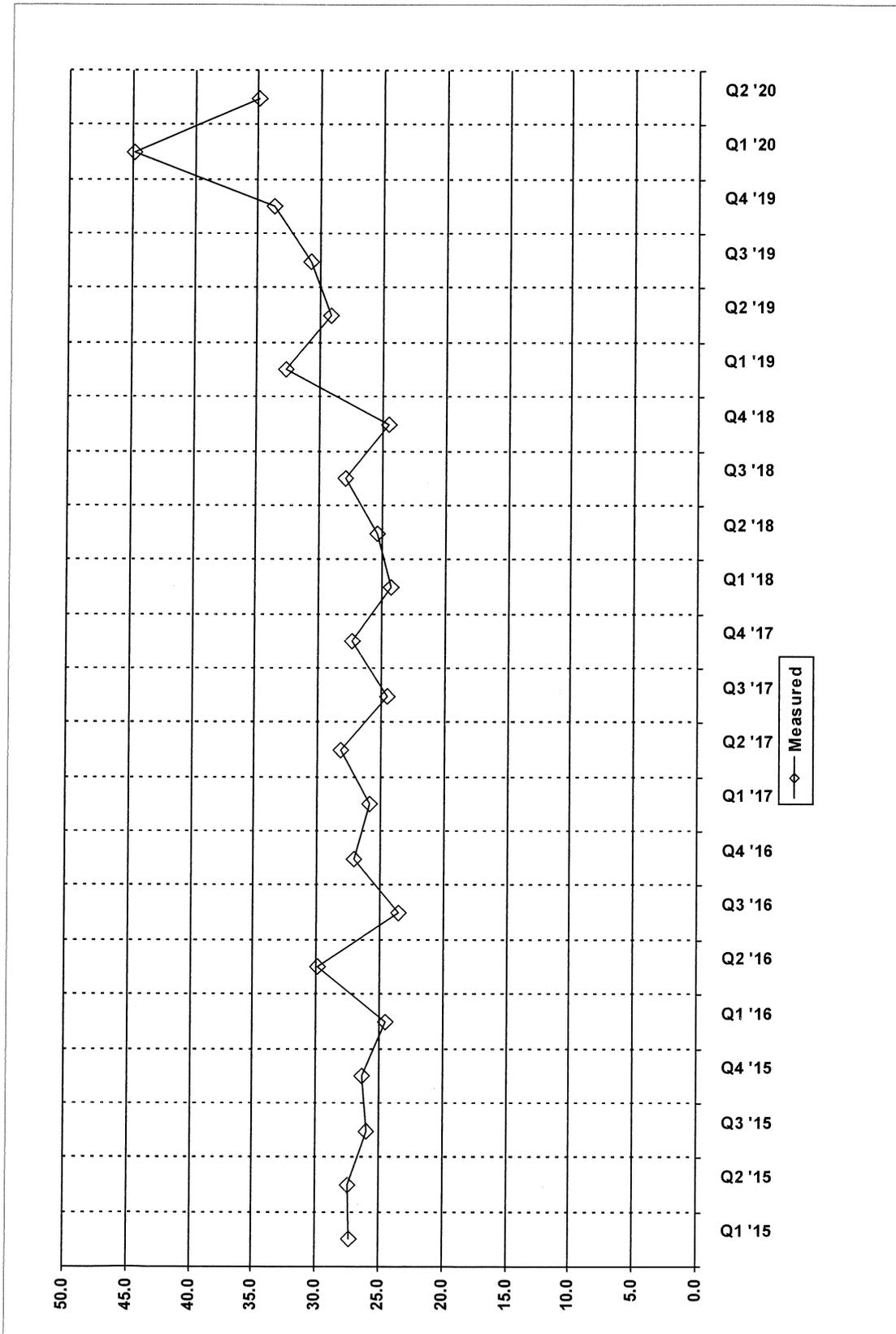
# E-19-IN Values for TSS (ppd)



# E-19-IN Values for TKN (ppd)



# E-19-IN Values for TP (ppd)



**INACTIVE DELIQUENT ACCOUNTS****TERMINATED****ACCOUNT****NUMBER****\$ AMOUNT**

6080.06 \$931.97

2492.09 \$3.63

4225.17 \$2.60

2270.16 \$1.96

6430.13 \$224.13

9790.08 \$2.24

7440.12 (\$0.02)

6235.13 \$1.39

14035.13 \$3.29

7450.10 \$1.66

4210.08 \$0.51

2492.10 \$12.18

9775.04 (\$2.99)

3028.23 (\$0.37)

3030.11 \$2.70

4915.02 \$1.51

2765.01 \$1.13

8995.19 \$1.09

6730.06 (\$2.99)

2820.01 (\$2.99)

7990.13 (\$0.35)

5980.08 (\$0.47)

6040.13 (\$0.03)**TOTAL** **\$1,181.78**

VILLAGE OF COTTAGE GROVE  
APPLICATION FOR ZERO LOT LINE

APPLICANT NAME: \_\_\_\_\_  
ADDRESS OF APPLICANT: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

ADDRESS OF SUBJECT PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_

ZONING OF PROPERTY: \_\_\_\_\_

PROVIDE THE FOLLOWING ITEMS:

- 1.) Letter from licensed plumber indicating whether each unit is served by separate sanitary sewer laterals to the main.
- 2.) Letter from licensed plumber indicating each unit is served with separate water laterals and curb stop valves for each accessible from outside the building.
- 3.) Certified Survey Map reflecting the proposed lot line, the location of the sanitary sewer and water laterals and water curb stop valves servicing each unit. The map must show the location of the adjacent public right-of-way. The map must be signed by a licensed surveyor.
- 4.) A copy of a Zero Lot Line Maintenance Agreement signed by all owners of the property. Upon approval of the zero lot line application, the applicant shall file the Zero Lot Line Maintenance Agreement at the Dane County Register of Deeds. The applicant shall provide the Village with a filed copy within 30 days of approval of the application. If the letter from the licensed plumber under #1 above indicates that each unit is not served by separate sewer laterals to the main, then the Zero Lot Line Maintenance Agreement must include provisions addressing sewer lateral maintenance and repair, including emergency provisions.

*Note: Attached is an example of a Zero Lot Line Maintenance Agreement. The Village is not recommending the use of the attached example agreement for any particular property but the applicant may find the example agreement useful in identifying the types of questions typically addressed in such an agreement. The Village recommends that the applicant seek advice of legal counsel regarding a Zero Lot Line Maintenance Agreement.*

- 5.) If the water curb stop valve for any proposed parcel is not located within the public right-of-way, the applicant must execute the attached Curb Stop Valve Access Agreement with the Village for each curb stop not located in the public right-of-way. The Village shall record the Access Agreement with the Dane County Register of Deeds, and the Applicant shall pay all recording costs.
- 6.) Review by Utility Commission of the certified survey map depicting the sanitary sewer and water laterals and separate curb stop valves.
- 7.) The Village Plan Commission and Village Board will review all zero lot line applications. The Village Plan Commission and Village Board may approve the zero lot line application if they find, in their sole discretion, that the Village can adequately control water service to the property and the applicant has satisfied all requirements of this application.
- 8.) Fee of \$50 per parcel created plus any recording costs.

Mail or deliver the completed application form along with the certified survey map, letters from a licensed plumber, Curb Stop Valve Access Agreement (if applicable), and fee to the Village of Cottage Grove.

Date	Applicant Signature
<b>Village of Cottage Grove</b> <b>221 E. Cottage Grove Road</b> <b>Cottage Grove, WI 53527</b> <b>Telephone: 608-839-4704</b> <b>Fax: 608-839-4698</b> <b>Office Hours: M-F 7:30 a.m. to 4:30 p.m.</b>	

.....

**For office use only:**

**Date Received:**

**Utility Commission Meeting Date:**

**Planning Commission Meeting Date:**

**Village Board Meeting Date:**

## **EXAMPLE ZERO LOT LINE MAINTENANCE AGREEMENT**

1. The Units are intended for residential purposes only as in presently or hereafter defined and permitted by the Village of Cottage Grove Zoning Ordinances and are restricted to that use. No nuisances shall be permitted to exist or operate within or on either unit. The leasing or rental of the Units for residential purposes is not prohibited by this clause provided any such leases or rentals are made subject to and the tenants are bound by the provisions of this Declaration.
2. Maintenance and Repair.
  - a. The owners of the Units shall maintain and repair the exterior surface of their dwelling portion of the duplex dwelling building and the driveway leading to their dwelling portion of the building, including without limitation, the painting of the same as often as necessary, the replacement of trim and caulking, and the maintenance and repair of the roof and driveway, and to be liable for the cost of any such maintenance or repairs made on their dwelling portion of the duplex dwelling building. If any unit owner considers the dwelling portion of the other unit owner to be in need of any such repair or maintenance, hereinafter referred to as “work”, they shall give written notice thereof to the other unit owner. Such notice shall specify the nature and extent of the work considered to be needed. If the other unit owner fails or neglects to perform the requested work or disagrees, in writing, that such work is needed, then, within thirty (30) days from the receipt of said written notice, the unit owners shall submit the issue of the necessity of the work and the nature and extent thereof to the American Arbitration Association at its offices, by mail, at 180 N. LaSalle Street, Suite 1025, Chicago, Illinois, 60606, or at such address then known to be that of the said Association.
  - b. The arbitrator named by the Association shall be authorized to determine the format and procedure for arbitration limited only to the minimum due process requirements of the U.S. Constitution. The determination of the arbitrator shall be final and binding upon the owners, their heirs, successors, personal representatives, agents and assigns.
  - c. Arbitration as herein provided shall be the exclusive method for resolution of disputes relating to the maintenance, repair and use of the property. The fees and expense, if any, for the arbitrator shall be borne equally by the parties unless otherwise determined by the arbitrator. Each party shall bear the cost of his own exhibits and advocat , if any.

- d. Notwithstanding the above, in the event that repair of the duplex building, including all utility connections and laterals and sewer lines in case of backup, is required on an emergency basis and failure to make such repairs would result in further damage to the said building or result in the untenability of the same, either unit owner may repair the damage and be entitled to compensation from the other unit owner for the cost of any repairs made to the other unit owner's portion of the building.
    - e. In order to gain access to the Units in case of an emergency situation, each unit owner shall provide to the other unit owner a key to their unit, a person to contact other than the unit owner that has access to their unit, or the location of a key to gain access to their unit. Said access shall only be used in an emergency situation.
3. Neither unit owner, without first obtaining written consent of the other, shall make or permit to be made any substantial structural alterations or improvements to the exterior of the duplex dwelling building or to his property. In connection therewith, alterations, changes or improvements exceeding an aggregate cost of One Thousand Dollars (\$1,000) shall be considered substantial.
4. Only dogs, cats, or other domesticated household pets may be kept by a unit owner on his property, provided that in no event shall such pets be kept, bred, or maintained for any commercial purpose. All such pets shall be housed wholly within the dwelling unit and no outside pens or structures shall be permitted unless otherwise agreed to in writing between the owners of the two units.
5. Unit owners shall maintain their property in good, sanitary and attractive condition, including but not limited to mowing the grass to a reasonable height, the removal of noxious weeds and removal of snow and ice from walkways and driveways.
6. Style, Color and Miscellaneous.
  - a. Any repairs or maintenance performed or allowed to be performed by a unit owner to the exterior of his dwelling portion of the duplex dwelling building shall employ materials uniform or consistent with those materials already incorporated into the building and improvements.
  - b. No unit owner shall change the color of the siding, trim or roof of his portion of the duplex dwelling building at any time without prior written agreement between the unit owners. Homogeneous roof, siding and trim colors shall be required at all times.
  - c. Outside doors, as to style, type and color, including garage doors, shall be identical at all times to each unit.

- d. All outside areas shall be kept free from rubbish, debris, trash and other unsightly materials and shall not be obstructed, littered, defaced, or misused in any manner, nor shall any fire hazards be allowed to exist.
  - e. No garbage cans, supplies or other articles shall be placed outside of either of the dwelling units but rather shall be kept within the dwelling units or the attached garages except while the same shall be presently in use.
  - f. No outdoor storage of any kind shall be allowed upon the property without prior written agreement between the owners of the two dwelling units with the exception of a reasonable amount of firewood for a fireplace (if applicable) which shall be neatly stacked.
7. Unit owners shall not perform or allow to be performed any act or work which will impair the structural integrity or aesthetic appearance of the duplex dwelling building or the safety of the property of the other owner.
  8. Any portion of a wall or roof of the duplex building placed on the dividing line between the respective properties shall constitute a party wall and the general rules of law regarding party walls and of liability for damage due to negligent or willful acts or omissions shall apply thereto.
  9. The owners of each of the Units are granted and shall have an easement over and across those portions of the property occupied by each of the Units for the purpose of access to the underground electrical and, in addition, access to any curb boxes, water and sewer laterals, which together or separately service their respective Units, for the purpose of maintenance, repair and if necessary, replacement. The property shall be restored to the same condition as at the outset of any such maintenance, repair or replacement all at the cost to the Unit owner causing such repair, maintenance or replacement.
  10. The owners of the individual dwelling units, their invitees, tenants, agents, personal representatives, successors and assigns, shall at all times abide by and be bound by any protective covenants, restrictions and easements of record that are effective as to the plat in which this property is located.
  11. Enforcement of the covenants and restrictions of this Declaration may be by any proceeding at law or in equity against any unit owner violating or attempting to violate any such covenant or restriction to restrain violation or to recover damages. Failure by any unit owner to enforce any covenant or restriction shall in no event be deemed to be a waiver of the right to do so thereafter.
  12. The invalidity or unenforceability of any particular provision of this Declaration shall not affect the other provisions hereof and the Declaration shall be constructed in all respects as if such invalid or unenforceable provision was omitted.
  13. In construing this Declaration, words used in any gender shall include the plural and vice versa, unless the context requires otherwise.

14. No amendment or modification of this Declaration shall be valid unless the same be in writing and signed by all the parties hereto in recordable form and that no such change, amendment or modification shall be effective until recorded in the office of the Register of Deeds for Dane County.
  
15. The unit owners shall, for themselves and for their respective successors, assigns, heirs and personal representatives and agents, each to and with the other, his or their successors, assigns, representatives and heirs, be bound by and observe this Declaration and the covenants and restrictions herein contained which shall be perpetual and run with the land, but no owner is to be responsible except for his acts or defaults while owner.

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Date

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Signature

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Date

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Signature

**CURB STOP VALVE ACCESS AGREEMENT**

[ADD]

**Village of Cottage Grove Curb Stop Valve Access Agreement**

\_\_\_\_\_ (“Property Owner”) has applied for approval of a request to divide property creating two or more parcels with residential structures that are currently constructed on the lot line between the parcels (“zero lot line”) within the Village of Cottage Grove (“Village”). A certified survey map revealed that one or more of the water curb stop valves for the water laterals that will serve these properties are not located within a public right-of-way. As a condition of approval, the Property Owner is entering into this agreement to grant the Village access to all water curb stop valves not located within a public right-of-way (“Agreement”) as of the \_\_\_ day of \_\_\_\_\_, 2020. Therefore, in consideration of the mutual promises, obligations and benefits provided hereunder, the receipt and adequacy of which are hereby acknowledged, Property Owner and the Village agree as follows.

1. Property Owner grants the Village the right to access all water curb stop valves located on the Property Owner’s property and not in the public right of way as identified on the CSM attached as Exhibit \_\_\_\_ (the “Private Curb Stop Valves”). The Village may exercise its authority to access a Private Curb Stop Valve at times determined to be prudent in the Village’s sole discretion. When reasonably feasible, in the Village’s sole discretion, the Village will attempt to provide the Property Owner with notice of the Village’s intent to access a Private Curb Stop Valve
2. The property is located at \_\_\_\_\_, Cottage Grove, Wisconsin, with a parcel identification number of \_\_\_\_\_ (“Property”).
3. The Village’s right of access in no way creates any Village obligation to maintain or repair a Private Curb Stop Valve. Maintenance or repair of a Private Curb Stop Valve shall be the responsibility of the Property Owner.
4. The Village shall have the authority to order the Property Owner to immediately repair a Private Curb Stop Valve, and if such repair is not completed within the time ordered by the Village, the Village shall have the right to repair the Private Curb Stop Valve and bill the costs back to the Property Owner and to impose the costs of repair as a special charge or special assessment against the Property. This provision constitutes the Property Owner’s consent to waiver of notice and hearing on all proceedings imposing special assessments or special charges, and the Property Owner’s consent to imposition of special assessments or special charges.
5. The Agreement shall run with the land, and apply to all future owners of the Property. This Agreement may only be revoked or amended by written consent of the Village and the owner of the Property.
6. The Property Owner releases, covenants not to sue, discharges, and holds 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 the Village accessing, repairing, or replacing a Private

Curb Stop Valve. This release includes any claims based on the actions, omissions, or negligence of the Village and its employees, agents, or representatives.

7. The Village shall record this Agreement with the Dane County Register of Deeds, and the Property Owner shall pay the recording costs.
8. This written Agreement and all exhibits hereto shall constitute the entire Agreement between Property Owner and the Village as of the date hereof.
9. If any part, term, or provision of this Agreement is held by a court of competent jurisdiction to be illegal or otherwise unenforceable, such illegality or unenforceability shall not affect the validity of any other part, term, or provision and the rights of the parties will be construed as if the invalid part, term, or provision was never part of the Agreement.
10. Nothing contained in this Agreement constitutes a waiver of the Village's sovereign immunity under applicable law.

**Signature Page to Follow**

IN WITNESS WHEREOF, 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 by their respective entities to execute this Agreement on their behalf.

**VILLAGE:**

VILLAGE OF COTTAGE GROVE  
Dane County, Wisconsin

By \_\_\_\_\_  
Charlie Rogers, Utility Commission Chair

ATTEST:

\_\_\_\_\_  
Lisa Kalata, Village Clerk

STATE OF WISCONSIN

COUNTY OF DANE

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, the above-named John Williams, Village President, and Lisa Kalata, Village Clerk, of the Village of Cottage Grove, to me known to be the persons and officers who executed the foregoing instrument and acknowledged that they executed the same as such officers by the Village's authority.

Subscribed and sworn to before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
Print Name: \_\_\_\_\_  
My Commission: \_\_\_\_\_

**PROPERTY OWNER:**

By \_\_\_\_\_

STATE OF WISCONSIN

COUNTY OF DANE

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020 the above named \_\_\_\_\_ to me known to be the person who executed the foregoing instrument and acknowledged the same.

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public, State of Wisconsin

Print Name: \_\_\_\_\_

My Commission: \_\_\_\_\_



# PUBLIC WORKS STAFF REPORT

<b>MEMO DATE:</b>	August 14 <sup>th</sup> , 2020
<b>MEETING DATE:</b>	August 19 <sup>th</sup> , 2020
<b>TO:</b>	Utility Commission
<b>FROM:</b>	JJ Larson, Director of Public Works & Utilities
<b>RE:</b>	<b>Policy for non-compliance with cross-connection control program</b>

## BACKGROUND

The Utility entered into an agreement last year to have Hydrocorp conduct cross-connection inspections throughout our system. Our program now meets or exceeds the requirements set by the DNR.

Hydrocorp staff has done a great job in communicating to affected properties, working with them to conduct inspections and following up on non-compliance when necessary to get issues remedied. There are, unfortunately, a handful of properties that have not been responsive to Hydrocorp either for initial or follow-up inspections. As a part of the program, Hydrocorp sends one final notification requesting compliance, but will need our Utility to act in order to force compliance using our shut off power granted by the Public Service Commission (PSC).

## OVERVIEW

We have broadly resisted using shut-off as a Utility for a number of reasons. Per State law we are able to put outstanding bills onto the tax rolls annually, so we have never pursued shut-off policy for non-payment. With our lean staff, utilizing shut-off leads to more work in the field that can be quite time-consuming; e.g.; locating the shut off valve, confirming operation, often making immediate repairs, knocking on doors and leaving door hangers to give final warning and ultimately shutting off service. Inevitably, this then leads to office time fielding phone calls and coordinating quick staff action to turn services back on once the issue has been taken care of. Given all that, we've avoided utilizing this enforcement mechanism as much as possible. That said, for gaining compliance with cross-connection violations, it is our only tool available.

The Public Service Commission allows shut off for non-compliance with cross-connection laws, and our staff is knowledgeable in the proper protocol and required notifications (we were very familiar during the final phase of AMI meter change-outs). Given the relatively small number of offenders currently, I don't anticipate this will lead to a significant increase in staff time or cost. But I wanted to bring it to Commission because utilizing this threat and actually turning off water to a resident or business can be controversial.



# Staff Memo

<b>MEMO DATE:</b>	June 18, 2020
<b>TO:</b>	Village Board
<b>FROM:</b>	Matt Giese – Village Administrator
<b>RE:</b>	<b>Village Board Prioritization Process</b>

## BACKGROUND

The following is the overall list of priorities that each Board came up with. Following each item I included the initials of the Board member so you can see who submitted what.

**Overall List (in no particular order; each item is entered as submitted) (/// = similar priority or category submitted)**

**A---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)



**B**---Fiscal responsibility, stabilize and lower Village taxes (TA) /// Remain Fiscally Responsible - strive for minimal tax increase for the Village portion of the taxes. (JW) /// Sustainable Finances: Short term - Every calendar year maintains a balanced budget. Long term - It is important to me that the existing board is financial stewards for the future generations of village residents. We need to remain fiscally healthy so there is no burden on the future of our community residents. We are mindful of large expense projects with a high level of certainty of the revenue that it will generate to offset those costs. (PV)

**C**---Invest in our future with increased street maintenance (TA)

**D**---Engagement and Communication: Continue to improve engagement with Village residents and stakeholders. Encourage involvement and communication (TA) /// Improve engagement with Village Residents and those outside the Village. Take more opportunities to connect with Village Residents (i.e. local events; promoting our website, facebook, other social media, etc.). (JW)

**E**---Village Library: Library Committee - hear result of research and recommendation from committee; make decision (SV) /// Community space planning for the future: Prepare financial plans and proposals so our community can consider building a library and community space. A library is a unique and valuable space in a community that brings together people of all ages to access a variety of resources and information. Libraries serve many purposes providing space for the community to gather, support education and arts, provide business resources, and serve a diverse population of any age or background. (HM) /// Library into the Financial Management Plan. A library is so much more than books and is a resource our community is missing. It can be a space for education, resources, meeting space for work, study and friends, and an inclusive space for all. (MR) /// Construction of a library. (JL)

**F**---Housing: Housing Task Force - get Task Force created with clear deliverables (SV) /// Housing, Land Use and Planning: Promote land use policies that will advance goals for a healthy community, create positive economic outcomes and provide environmental benefits. Continue to develop the Housing Task Force to study the detailed inventory of current housing options and create a vision for increasing options in the future including a greater variety of home values, unit sizes, lot sizes, apartments, town homes, duplexes, and condos and increase transportation options to promote connectivity between neighborhoods and businesses. Pursue positive relationships with neighboring communities to increase current and future transportation connectivity.(HM) /// Affordable housing – the housing task force will help determine our community’s understanding and need for housing options, including housing that is affordable to many different levels of income and regardless of disability, race, gender, or sexuality. (MR) /// Focus on affordable/workforce housing options. I want to see all people have the chance to call Cottage Grove their home. We need the housing that covers all socio-economic ranges so all workforce can find a home here; therefore, more housing and neighborhoods. (JL) /// Residential growth and development within housing: To help support diversifying our community; To help support lowering taxes. (PV)



**G---Parks and Recreation/Amenities:** Bike Path - complete bike path that continues glacial drumlin trail to Vilas Rd. (SV) **////** Parks and Recreation: Continue to promote an active community where bicycling, walking, and recreation are a safe, healthy, and accessible part of our daily activities. Expand recreational and park opportunities and facilities to meet the needs of our community's senior, youth, and adult populations. Continue the park and playground updates, continue the master planning process for the future 6<sup>th</sup> Addition to Westlawn park, and plan for installation of phase one of Westlawn park on Red Hawk Trail. (HM)

**H---Get ordinances updated to be accurate and current (SV)**

**I---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)

**J---Facilities Planning:** Conduct a long range facilities study or space needs analysis that includes future staffing and space needs for all municipal departments, future expansion options, estimates for capital and facility operations costs associated with the future staffing and space needs with an emphasis on sustainable design including alternative energy options. (HM) **////** Long range village facility and land use planning because as we continue to grow, we need to have a plan going forward for expansion when we need more village staff so we can continue to provide our residents with the level of service they have come to expect. (MR)

**K---Sustainability and Climate Change:** Protect natural resources by working to improve air and water quality. Implement a plan to transition Village vehicles, equipment and buildings to use more sustainable/efficient energy, protect waterways by investing in a leaf truck to help with watershed phosphorus levels, increase the tree canopy with diverse tree species, work with neighboring communities to designate valuable natural spaces for preservation and create a water management plan with a more regional focus to improve water quality, continue to provide resources to residents for ways that they become more sustainable (Focus on Energy, water softener information, de-icing/salt practices, etc). (HM) **////** Implement vision / plan to ensure the benefits we have now as Village citizens are there tomorrow and beyond (i.e. clean air / water; similar resources; etc.) and we reduce its environmental impact now and in the coming years. Reduce our greenhouse gas emissions 50% by 2030. Install solar panels on municipal buildings where practical (e.g. municipal services building with large roof). Options for wind power and other green initiatives. Increase non-gas options for transportations (i.e. multi-use paths throughout the village and connections beyond; Village replacement of gas to electric vehicles and equipment). Increase tree planting efforts through doubling of tree budget. Continue to partner with community organizations and support their environmental efforts (i.e. Boy Scouts bee hives; Lions annual tree planting; etc.). Reduce the



salt usage on winter streets leveraging best practices from other communities; action on Public Works committee already (JW) /// Focus on energy - Continued long term planning on conservation of energy. (PV)

L---Addressing Food Insecurities - Not sure this needs to be a priority or even a need in CG but would want to better understand our community dynamics in relation to potential food insecurities. If this was an issue I would want to see it as a priority of the village on how we would address it. (PV)

### **SUGGESTED NEXT STEPS**

-Review the comprehensive list of priorities that were submitted. Please let me know if I incorrectly lumped one of your individual priorities in a category that you do not feel fits.

-At the Board meeting: 1) you may ask each other questions about what they have submitted; 2) you could lobby for your individual submitted items.

Prioritization: each Board member has 20 “points” to allocate to the comprehensive list of projects however he/she would like. For example, one point on 20 projects, two points on 10 projects, or even all 20 points on one project. Please submit your individual prioritized list to me by **July 2nd**. I will compile everyone’s points and submit the results in the July 6<sup>th</sup> meeting packet.

The final list does not bind the Board to approve or move forward with any specific projects. The main purpose of this process is for the Board, staff and public to see what is and isn’t a priority for the current Board. At subsequent meetings the Board could work further to build consensus work plans for the top few priorities.

Staff will take general direction from the final list as a means of making budget proposals in the draft 2021 budget as well as establishing staff performance goals.

Please reach out if you have any questions.

2020 Village Board List of Priorities

Rank	Item	Description	John Williams	Troy Allen	Jeff Lemberg	Heidi Murphy	Melissa Ratcliff	Sarah Valencia	Paul Vanderveide	Total	2019 Rank
1	A	Village Economy/Economic Development	6	8	7	1	1	0	3	26	1
2	I	Equity, Inclusivity and Race	3	0	3	5	3	3	3	20	NR
3	K	Sustainability and Climate Change	6	0	0	5	3	3	2	19	7
4	E	Village Library	0	0	4	2	8	3	1	18	NR
5	B	Fiscal Responsibility	3	8	0	0	0	1	4	16	5
6	F	Housing	0	0	6	2	1	3	2	14	2
7	G	Parks and Recreation, Additional Amenities	0	0	0	2	2	3	2	9	3
8	J	Facilities Planning	0	0	0	1	1	1	2	5	4
9	D	Engagement and Communication	2	2	0	0	0	0	0	4	9
10	H	Update Ordinances	0	0	0	1	0	3	0	4	NR
11	C	Street Maintenance	0	2	0	1	0	0	0	3	12
12	L	Food Insecurities	0	0	0	0	1	0	1	2	NR
			20	20	20	20	20	20	20	140	

note: please see corresponding document for further descriptions of items listed

NR = Not Ranked (in previous year's list)

Dear Village Committee and Commission Members:

Thank you for your service and commitment to our community. The Village Board works through an annual prioritization process to identify the areas of focus for our community. The prioritization list serves as a tool when developing budgets, allocating staff time, and guiding decisions for the community. We are looking to our committees to partner with the Board on advancing these priorities. As such, it is important for the committees to understand the priorities and planned work ahead. This year, a number of new initiatives have made the top of the prioritization list in addition to priorities that have been on the list for many years. Please see the attached documents detailing the prioritization process, trustee comments, and vote distribution for further context.

The top 6 priorities for the current Board are as follows:

1. Village Economy/Economic Development
2. Diversity, Equity, and Inclusion (DEI)
3. Sustainability and Climate Change
4. Village Library Consideration
5. Fiscal Responsibility
6. Housing

Economic Development:

Economic development within the village is first on the priority list and has been on the priority list for many years. Inherently, the priorities that follow are critical domains needed to support a vibrant local economy. We want to bring businesses to the community. In order to attract businesses, the community needs to be a desirable place to live, work, and play.

Diversity, Equity, and Inclusion:

The Village Board has taken a number of actions in the last few months in regards to this new priority. One of the immediate actions of the Board was to pass Resolution 2020-07. This is a joint resolution of Cottage Grove Village Board and Cottage Grove Police Department to condemn and confront racism. This resolution includes a commitment to “opening a dialogue that acknowledges, confronts, and addresses intentional racism, systemic racism, racial biases and implicit biases within our community.” A copy of this Resolution is attached.

Additionally, the Board will be forming an Ad Hoc Committee on Diversity, Equity, and Inclusion. This committee will assist the Board in reviewing Village practices, policies, procedures, objectives and goals as related to diversity, equity, and inclusion.

Another component of this initiative is to encourage all elected officials, citizen appointees, staff, and community members to learn about diversity, equity and inclusion and how we can work towards demonstrating and reflecting these values within our community.

Sustainability and Climate Change

The Village Board has also taken immediate action on this new priority. The Board has formed an Ad Hoc Sustainability Committee to review the village’s practices and procedures and see if

there are ways the village could improve on our environmental footprint. This committee will also work with the Board to encourage and educate our community around sustainable practices.

Village Library:

The Library Planning Committee was formed in November, 2019, to determine if there is support in our community to build a library. The Committee has learned that while a library may not be the top reason to move to a community, it is clearly noted as missing. For many, a library is an important part of a community. Libraries provide a public space that provides a resource for a community and citizens. The committee will bring forward a recommendation for next steps regarding the potential of a community library to the Village Board in the coming months.

Fiscal responsibility:

The Village Board has a 5-year fiscal plan, which we follow and monitor closely. Economic development helps to maintain or lower taxes for citizens. Slow growth in a community, both in business and residential development, coupled with the cost of living increases that occur every year will cause taxes to increase. Without development, the Village will either have to cut services or raise taxes to continue to provide the same level of service residents have come to expect.

Housing:

Over the past two years, multiple experts have presented to the Board, Plan Commission and CDA (Community Development Authority) regarding the importance of having housing that is affordable – meaning 1/3 of a family's income goes toward rent or mortgage.

Housing availability and affordability is an issue for both renters and homeowners in Dane County. The Dane County Housing Needs Assessment for 2019 highlighted the combination of a county-wide shortage of new housing, increased construction costs, and strong demand which has only worsened housing affordability in our area. Cottage Grove does not currently have housing to support families with work in a variety of occupations with respectable earnings. This shortage of affordable housing (aka workforce housing) impacts our ability to support current businesses and be competitive for potential commercial growth because we can't provide a local labor pool.

The village is forming a Housing Task Force to work with experts to analyze our current housing stock and determine what types of housing our community is lacking. The Task Force will produce recommendations specific to Cottage Grove's housing needs while considering a wide range of populations including young people starting their careers, people at different income levels, empty nesters and those on a fixed income. The task force will also ensure that the Village is adhering to Wisconsin State Statutes related to housing and local government.

The work of the committee you serve on is vital to the success of these priorities. We look forward to working with you to continue to make our Village a safe, friendly and attractive community for businesses, neighbors, and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village.

Dated this 3rd day of August 2020.

Signed by the Village Board

**Resolution 2020-07**

**Cottage Grove Village Board and Cottage Grove Police Department Joint Resolution  
to Condemn and Confront Racism**

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn the appalling, heinous, and heartbreaking use of force incident that resulted in the death of George Floyd in Minneapolis on Monday, May 25, 2020, and declare that the actions and inactions of the police officers involved in that incident were reprehensible and inexcusable; and

WHEREAS, the actions of these police officers negatively impacts the relationships between communities and their police departments.

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn all murder, violence, social injustice and racism targeted at persons of color, specifically toward Black Americans; and

WHEREAS, the acts of intolerable violence and hate that have occurred across this country since its founding are reprehensible and must be acknowledged; and

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn any word, deed or action that seeks to harm another due to their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

NOW, THEREFORE, BE IT RESOLVED, by the Cottage Grove Village Board and the Cottage Grove Police Department as follows, that:

The Village Board and the Police Department will continue to seek, identify, and implement measures to ensure that our community stands for justice for all and the right to peaceful assembly and listens to those that have been oppressed and marginalized, to

continue to improve our community so that all feel welcome and are treated equally and with dignity; and

The Village Board and the Police Department commit to bringing together our community to continually review, evaluate and update the Police Department's policies, procedures and community policing strategies; and

The Village Board and the Police Department commit to opening a dialogue that acknowledges, confronts and addresses intentional racism, systemic racism, racial biases and implicit biases within our community; and

The Police Department joins the Village Board in recommitting to its vision that the Village be a safe, friendly and attractive community for businesses, neighbors and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village and ensuring that this vision is a reality for all persons regardless of their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

Adopted this 15<sup>th</sup> day of June 2020.



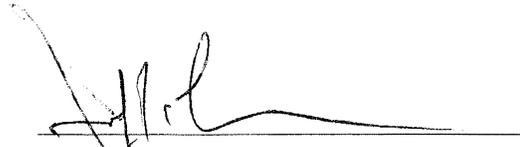
Signed – John Williams, Village President



Signed – Daniel Layber, Police Chief



Signed – Troy Allen, Village Trustee



Signed – Jeffrey Lennberg, Village Trustee



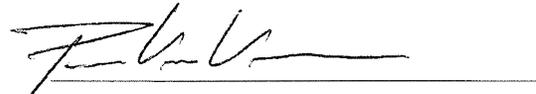
Signed – Heidi Murphy, Village Trustee



Signed – Melissa Ratcliff, Village Trustee



Signed – Sarah Valencia, Village Trustee



Signed – Paul VanderVelde, Village Trustee

Attest: 

Village Clerk Lisa Kalata

# Engineer's Report

A Review of Projects in the Community

## Village of Cottage Grove, WI

**PREPARED BY:** Kevin Lord PE/PLS

**DATE:** August 2020 Report

[klord@msa-ps.com](mailto:klord@msa-ps.com)

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 has approved the watermain extensions however roadways are not included and they are not extending utilities to the north property line at this time.

VILAS ROAD SEWER AND WATER – Project is scheduled to start at the end of August and scheduled through the beginning of November for completion currently by the Contractor. MSA has been reviewing shop drawings for utilities as they are provided.

SANITARY SYSTEM FLOWS – 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.

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.

NORTH SIDE UTILITY EXTENSION – MSA is working with the developers of the Huston Property and Greywolf to provide the appropriate documentation for the extension of utilities across I94. Sanitary extensions were not approved by DNR or MMSD at the time of extension.



# Village of Cottage Grove

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Department of Public Works  
Director's Monthly Report to the Utility Commission  
August 19<sup>th</sup>, 2020

## **AMI**

- Working with Deb to get final total project costs submitted to PSC.
- Project spans 2013 – 2020, so it will take some doing to pull this together.

## **Waiver of Late Fees**

- We will continue to waive late payment fees on water/sewer bills through the end of the year; they will begin being assessed again on any 4<sup>th</sup> quarter bills that are late (come January 20<sup>th</sup>).

## **MMSD charges update**

- Just got word from MMSD as of this writing (8/11) that preliminary sampling for the 3<sup>rd</sup> quarter shows numbers trending back towards historic levels.
- Still may work with MMSD (and/or MSA) to try to identify potential sources of increases.

## **Lead & Copper testing**

- DNR removed a number of approved sites from our list for this round making collection of our required 20 samples more difficult.
- Sent letters (3 times now) to those approved sites who haven't responded.
- As of this writing, we've collected 15 samples from current list of approved sites.
- I am working through Village building records and identify potential additional sites and will work with DNR to expand our list.
- Good news is that the Village has no known lead service lines, and very few homes built when lead solder was prevalent. This is great for customer safety but makes complying with EPA's LCR more challenging.

## **Sewer extension north under Interstate**

- It was brought to our attention approval was never granted by MMSD or DNR for the sewer extension north under I-94 (2010-2011).
- Kevin has been working hard to get this approval through MMSD and DNR.
- Unsure why the sewer extension approvals weren't done when it was installed, but staff attended a meeting of the MMSD Commission to answer any questions.

**ITEM 8**

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
<b>600-34600</b>								
1463	CORE & MAIN LP	M463357	METER	07/21/2020	1,269.50	1,269.50	07/21/2020	
1463	CORE & MAIN LP	M546631	METER	07/21/2020	1,900.00	1,900.00	07/21/2020	
1463	CORE & MAIN LP	M650512	METER	08/04/2020	1,171.00	1,171.00	08/04/2020	
Total 600-34600:					4,340.50	4,340.50		
<b>600-37100</b>								
2	BURKE TRUCK & EQUIPMENT	26942	2ND HALF PAYMENT FOR PLO	08/04/2020	5,677.28	5,677.28	08/04/2020	
Total 600-37100:					5,677.28	5,677.28		
<b>600-39508</b>								
99	MSA PROFESSIONAL SERVICE	99-070720	WATER UTILITY ENGINEERING	07/21/2020	4,574.24	4,574.24	07/21/2020	
Total 600-39508:					4,574.24	4,574.24		
<b>600-60600-340</b>								
142	GRAINGER	9585595763	EAR PLUGS	08/04/2020	3.27	3.27	08/04/2020	
6431	MADISON EXTINGUISHER SER	20218	ANNUAL FIRE EXTINGUISHER I	07/07/2020	206.19	206.19	07/07/2020	
Total 600-60600-340:					209.46	209.46		
<b>600-60620-221</b>								
31	ALLIANT ENERGY/WP&L	31-070720	9829150000 - 1000 DAMASCUS	07/07/2020	67.48	67.48	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	7541940000 - 704 N MAIN ST W	07/07/2020	970.35	970.35	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	6101720000 - 4720 GASTON CIR	07/07/2020	130.62	130.62	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	3143950000 - HWY N TOWER	07/07/2020	55.78	55.78	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	3917900000 - 220 GROVE ST	07/07/2020	18.88	18.88	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	1670310000 - 1507 LANDMARK	07/07/2020	1,921.85	1,921.85	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	1960850000 - DONNA ST WELL	07/07/2020	1,660.00	1,660.00	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	2320700000 - 704 N MAIN ST W	07/07/2020	15.07	15.07	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	9829150000 - 1000 DAMASCUS	07/21/2020	43.86	43.86	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	7541940000 - 704 N MAIN ST W	07/21/2020	1,062.24	1,062.24	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	6101720000 - 4720 GASTON CIR	07/21/2020	139.62	139.62	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	3143950000 - HWY N TOWER	07/21/2020	65.21	65.21	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	3917900000 - 220 GROVE ST	07/21/2020	21.52	21.52	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	1670310000 - 1507 LANDMARK	07/21/2020	1,953.92	1,953.92	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	1960850000 - DONNA ST WELL	07/21/2020	1,811.29	1,811.29	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	2320700000 - 704 N MAIN ST W	07/21/2020	16.07	16.07	07/21/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10107.01 200 PROGRESS DRIV	07/07/2020	11.25	11.25	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10110.02 220 PROGRESS DRIV	07/07/2020	8.91	8.91	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10105.01 200 PROGRESS DRIV	07/07/2020	659.88	659.88	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10105.01 200 PROGRESS DRIV	07/07/2020	58.23	58.23	07/07/2020	
Total 600-60620-221:					10,692.03	10,692.03		
<b>600-60630-210</b>								
382	PIGGLY WIGGLY	382-072120	ICE FOR WATER SAMPLING	07/21/2020	3.87	3.87	07/21/2020	
6373	WI STATE LABORATORY OF HY	638577	WATER TESTING	07/07/2020	1,013.00	1,013.00	07/07/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 600-60630-210:					1,016.87	1,016.87		
<b>600-60630-340</b>								
6121	HAWKINS INC	4744075	WATER TREATMENT CHEMICAL	07/07/2020	695.60	695.60	07/07/2020	
Total 600-60630-340:					695.60	695.60		
<b>600-60651-340</b>								
99	MSA PROFESSIONAL SERVICE	99-070720	WATER UTILITY - GIS MAPPING	07/21/2020	337.50	337.50	07/21/2020	
Total 600-60651-340:					337.50	337.50		
<b>600-60652-340</b>								
1463	CORE & MAIN LP	M591906	BLUE MARKING PAINT	07/21/2020	96.00	96.00	07/21/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	WATER UTILITY - GIS MAPPING	07/21/2020	56.25	56.25	07/21/2020	
Total 600-60652-340:					152.25	152.25		
<b>600-60653-340</b>								
99	MSA PROFESSIONAL SERVICE	99-070720	WATER UTILITY - GIS MAPPING	07/21/2020	22.50	22.50	07/21/2020	
Total 600-60653-340:					22.50	22.50		
<b>600-60654-340</b>								
1463	CORE & MAIN LP	M430809	HYDRANT BACK FLOW PREVE	07/07/2020	967.00	967.00	07/07/2020	
1463	CORE & MAIN LP	M545096	REPAIR KIT/PARTS FOR BACKF	07/21/2020	96.06	96.06	07/21/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	WATER UTILITY - GIS MAPPING	07/21/2020	33.75	33.75	07/21/2020	
Total 600-60654-340:					1,096.81	1,096.81		
<b>600-60902-310</b>								
12	QUILL CORP	7659520	POP UP NOTES	07/07/2020	4.26	4.26	07/07/2020	
12	QUILL CORP	8047821	TOILET TISSUE FOR VILLAGE H	07/07/2020	14.00	14.00	07/07/2020	
12	QUILL CORP	8050198	HANDTOWELS AND GARBAGE	07/07/2020	22.59	22.59	07/07/2020	
12	QUILL CORP	8747194	ABSENTEE BALLOT MAILING L	08/04/2020	2.52	2.52	08/04/2020	
Total 600-60902-310:					43.37	43.37		
<b>600-60902-311</b>								
111	POSTMASTER	111-070120	POSTAGE - WATER & SEWER BI	07/07/2020	329.61	329.61	07/07/2020	
111	POSTMASTER	111-073120	POSTAGE - WATER & SEWER BI	08/04/2020	77.95	77.95	08/04/2020	
Total 600-60902-311:					407.56	407.56		
<b>600-60902-340</b>								
411	CIVIC SYSTEMS	CVC19280	CONNECT, MIBUDGET, MIAP LI	07/07/2020	3,955.00	3,955.00	07/07/2020	
594	US CELLULAR	378429855	AMI AT WATER TOWER	07/07/2020	32.69	32.69	07/07/2020	
594	US CELLULAR	383852402	AMI AT WATER TOWER	08/04/2020	30.65	30.65	08/04/2020	
Total 600-60902-340:					4,018.34	4,018.34		
<b>600-60920-221</b>								
31	ALLIANT ENERGY/WP&L	31-070720	0420288389 - 230 PROGRESS D	07/07/2020	9.85	9.85	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	0470910000 - 240 PROGRESS D	07/07/2020	18.91	18.91	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	8469260000 - 225 BONNIE RD	07/07/2020	18.97	18.97	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	7255110000 - 221 E COTTAGE G	07/07/2020	60.22	60.22	07/07/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
31	ALLIANT ENERGY/WP&L	31-070720	5909800000 - 220 PROGRESS D	07/07/2020	5.14	5.14	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	1366250000 - 200 PROGRESS D	07/07/2020	100.68	100.68	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	0420288389 - 230 PROGRESS DR	07/21/2020	11.48	11.48	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	0470910000 - 240 PROGRESS D	07/21/2020	20.59	20.59	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	8469260000 - 225 BONNIE RD	07/21/2020	19.87	19.87	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	7255110000 - 221 E COTTAGE G	07/21/2020	75.40	75.40	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	5909800000 - 220 PROGRESS D	07/21/2020	5.33	5.33	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	1366250000 - 200 PROGRESS D	07/21/2020	118.65	118.65	07/21/2020	
189	COTTAGE GROVE WATER & SE	189-070720	1805.00 POST OFFICE LIFT STA	07/07/2020	292.98	292.98	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	2360.00 LIONS SHELTER	07/07/2020	99.63	99.63	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	8990.01 PUBLIC WORKS BUILDI	07/07/2020	95.43	95.43	07/07/2020	
Total 600-60920-221:					953.13	953.13		
<b>600-60920-225</b>								
2421	CHARTER COMMUNICATIONS	54194060620	INTERNET AND TV @ MUNICIPA	07/07/2020	13.83	13.83	07/07/2020	
2421	CHARTER COMMUNICATIONS	54194070620	INTERNET AND TV @ MUNICIPA	07/21/2020	13.48	13.48	07/21/2020	
2421	CHARTER COMMUNICATIONS	57023070120	BUSINESS TV @ MUNICIPAL SE	07/21/2020	2.69	2.69	07/21/2020	
2421	CHARTER COMMUNICATIONS	58542061020	PHONE @ MUNICIPAL SERVICE	07/07/2020	14.78	14.78	07/07/2020	
3912	FRONTIER	3912-070720	608-839-4698 VILLAGE HALL FA	07/07/2020	13.90	13.90	07/07/2020	
3912	FRONTIER	3912-080420	608-839-4698 VILLAGE HALL FA	08/04/2020	14.14	14.14	08/04/2020	
594	US CELLULAR	380362336	CELL PHONE CHARGES - PUBL	07/21/2020	22.80	22.80	07/21/2020	
594	US CELLULAR	380362336	TABLET DATA CHARGES	07/21/2020	45.74	45.74	07/21/2020	
Total 600-60920-225:					141.36	141.36		
<b>600-60920-340</b>								
2688	ACE HARDWARE OF COTTAGE	2688-080420	SURGE PROECTOR FOR WATE	08/04/2020	16.99	16.99	08/04/2020	
1462	ALSCO	IMIL1578190	MATS AT MUNICIPAL SERVICES	07/07/2020	10.71	10.71	07/07/2020	
1462	ALSCO	IMIL1578191	MATS & UNIFORMS	07/07/2020	12.92	12.92	07/07/2020	
1462	ALSCO	IMIL1578192	MATS AT VILLAGE HALL	07/07/2020	7.99	7.99	07/07/2020	
1462	ALSCO	IMIL1580438	MATS AT MUNICIPAL SERVICES	07/07/2020	10.71	10.71	07/07/2020	
1462	ALSCO	IMIL1580439	MATS & UNIFORMS	07/07/2020	12.92	12.92	07/07/2020	
1462	ALSCO	IMIL1580440	MATS AT VILLAGE HALL	07/07/2020	7.99	7.99	07/07/2020	
1462	ALSCO	IMIL1582708	MATS AT MUNICIPAL SERVICES	07/07/2020	10.71	10.71	07/07/2020	
1462	ALSCO	IMIL1582709	MATS & UNIFORMS	07/07/2020	12.92	12.92	07/07/2020	
1462	ALSCO	IMIL1582710	MATS AT VILLAGE HALL	07/07/2020	7.99	7.99	07/07/2020	
1462	ALSCO	IMIL1585014	MATS AT MUNICIPAL SERVICES	07/21/2020	10.71	10.71	07/21/2020	
1462	ALSCO	IMIL1585015	MATS & UNIFORMS	07/21/2020	12.92	12.92	07/21/2020	
1462	ALSCO	IMIL1585016	MATS AT VILLAGE HALL	07/21/2020	7.99	7.99	07/21/2020	
1462	ALSCO	IMIL1587443	MATS AT MUNICIPAL SERVICES	07/21/2020	10.71	10.71	07/21/2020	
1462	ALSCO	IMIL1587444	MATS & UNIFORMS	07/21/2020	13.27	13.27	07/21/2020	
1462	ALSCO	IMIL1587445	MATS AT VILLAGE HALL	07/21/2020	7.99	7.99	07/21/2020	
1462	ALSCO	IMIL1589751	MATS AT MUNICIPAL SERVICES	08/04/2020	10.71	10.71	08/04/2020	
1462	ALSCO	IMIL1589752	MATS & UNIFORMS	08/04/2020	12.92	12.92	08/04/2020	
1462	ALSCO	IMIL1589753	MATS AT VILLAGE HALL	08/04/2020	7.99	7.99	08/04/2020	
1462	ALSCO	IMIL1592097	MATS AT MUNICIPAL SERVICES	08/04/2020	10.71	10.71	08/04/2020	
1462	ALSCO	IMIL1592098	MATS & UNIFORMS	08/04/2020	12.92	12.92	08/04/2020	
1462	ALSCO	IMIL1592099	MATS AT VILLAGE HALL	08/04/2020	7.99	7.99	08/04/2020	
2421	CHARTER COMMUNICATIONS	17282070520	MONTHLY BASIC BUSINESS TV	07/21/2020	32.32	32.32	07/21/2020	
2421	CHARTER COMMUNICATIONS	73715070520	MONTHLY PHONE CHARGE - 7/	07/21/2020	29.84	29.84	07/21/2020	
930	COMPUTER MAGIC INC	5052	CAMERA INSTALLED AT BONNI	07/07/2020	7.00	7.00	07/07/2020	
930	COMPUTER MAGIC INC	5064	SERVICE AGREEMENT - COTTA	07/07/2020	155.94	155.94	07/07/2020	
930	COMPUTER MAGIC INC	5116	SERVICE AGREEMENT - OFFIC	07/21/2020	46.92	46.92	07/21/2020	
626	DIGGERS HOTLINE INC	200 6 13551	DUPLICATE/COPY EMAILS & PR	07/21/2020	223.65	223.65	07/21/2020	
5	GFC LEASING CO	100593298	LEASE #M107469 & M111367 - 7/	07/07/2020	55.25	55.25	07/07/2020	
212	GORDON FLESCH CO	IN12971974	CONTRACT COPY CHARGES F	07/07/2020	11.74	11.74	07/07/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
212	GORDON FLESCH CO	IN13000921	CONTRACT COPY CHARGES F	08/04/2020	17.34	17.34	08/04/2020	
23	NORTHERN BATTERY	1890565	SCADA WATER/SEWER BACKU	08/04/2020	69.73	69.73	08/04/2020	
213	SCHWAAB INC	4999838	INK PAD REFILLS	07/07/2020	17.74	17.74	07/07/2020	
4987	TOTAL WATER TREATMENT SY	867381	BOTTLED WATER - JULY 2020 -	07/07/2020	4.40	4.40	07/07/2020	
Total 600-60920-340:					910.55	910.55		
<b>600-60923-125</b>								
2609	HACKEL, MICHAEL	2609-070720	CITIZEN'S PER DIEM UTILITY C	07/07/2020	30.00	30.00	07/07/2020	
5095	HALVERSON, BRUCE	5095-070720	CITIZEN'S PER DIEM UTILITY C	07/07/2020	30.00	30.00	07/07/2020	
2898	ROGERS, CHARLES	2898-070720	CITIZEN'S PER DIEM FOR UTILI	07/07/2020	37.50	37.50	07/07/2020	
6367	WILLIAMS, JOANNA	6367-070720	CITIZEN'S PER DIEM FOR UTILI	07/07/2020	20.00	20.00	07/07/2020	
Total 600-60923-125:					117.50	117.50		
<b>600-60923-210</b>								
15	BAKER TILLY VIRCHOW KRAUS	BT1646934	PROF SERVICES - AUDIT	07/21/2020	586.00	586.00	07/21/2020	
411	CIVIC SYSTEMS	CVC19347	SEMI ANNUAL SOFTWARE SUP	07/07/2020	720.00	720.00	07/07/2020	
6454	HYDROCORP	0057728-IN	CROSS CONNECTION CONTRO	07/07/2020	1,147.00	1,147.00	07/07/2020	
6454	HYDROCORP	0058097-IN	CROSS CONNECTION CONTRO	08/04/2020	1,147.00	1,147.00	08/04/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	WATER UTILITY ENGINEERING	07/21/2020	904.50	904.50	07/21/2020	
Total 600-60923-210:					4,504.50	4,504.50		
<b>600-60933-385</b>								
3	LANDMARK SERVICES COOPE	03-072120PW	PW FUEL - JUNE 2020	07/21/2020	403.32	403.32	07/21/2020	
Total 600-60933-385:					403.32	403.32		
<b>600-60935-340</b>								
2688	ACE HARDWARE OF COTTAGE	2688-080420	SHOP SUPPLIES	08/04/2020	67.00	67.00	08/04/2020	
243	ADS MECHANICAL	24084	MSB PD SIDE HVAC WORK	07/07/2020	20.25	20.25	07/07/2020	
754	BOBCAT OF MADISON INC	01-87015	OIL FILTERS	07/21/2020	8.16	8.16	07/21/2020	
2	BURKE TRUCK & EQUIPMENT	26906	PLOW TRUCK REPAIR	07/07/2020	142.09	142.09	07/07/2020	
6480	CINTAS	5018592656	FIRST AID KIT SUPPLIES - MSB	07/07/2020	3.39	3.39	07/07/2020	
6480	CINTAS	5022024203	FIRST AID KIT AT MSB	08/04/2020	5.34	5.34	08/04/2020	
5220	CRYSTAL CLEANERS INC	22458	CLEANING AT MSB - MAY 2020	07/21/2020	36.40	36.40	07/21/2020	
5220	CRYSTAL CLEANERS INC	22504	CLEANING AT MSB - JUNE 2020	07/21/2020	45.50	45.50	07/21/2020	
6605	ENGINE GENERATOR SPECIAL	812936	TROUBLESHOOT REPAIR MSB	07/21/2020	145.51	145.51	07/21/2020	
3912	FRONTIER	3912-072120	608-839-1603 FAX & SCADA SY	07/21/2020	55.95	55.95	07/21/2020	
6404	GSM AUTOMOTIVE LLC	7604	DODGE TRUCK REPAIR	07/07/2020	88.30	88.30	07/07/2020	
6431	MADISON EXTINGUISHER SER	20218	ANNUAL FIRE EXTINGUISHER I	07/07/2020	68.73	68.73	07/07/2020	
6431	MADISON EXTINGUISHER SER	20218	ANNUAL FIRE EXTINGUISHER I	07/07/2020	51.55	51.55	07/07/2020	
167	NAPA AUTO PARTS	693986	OIL AND AIR FILTERS	07/07/2020	15.91	15.91	07/07/2020	
167	NAPA AUTO PARTS	694913	SHOP TOWELS	08/04/2020	19.74	19.74	08/04/2020	
4458	O'REILLY AUTO PARTS	4331-337639	SHOP SUPPLIES	07/07/2020	2.56	2.56	07/07/2020	
4458	O'REILLY AUTO PARTS	4331-338426	SHOP SUPPLIES - TOOLS	07/07/2020	4.00	4.00	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80215016	NEW TIRES - T16 UTILITY TRUC	07/07/2020	109.88	109.88	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80215883	BOBCAT SKID STEER TIRES	07/07/2020	186.40	186.40	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80216215	TIRE REPAIRS	07/07/2020	22.00	22.00	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80216703	TIRE REPAIRS	07/07/2020	18.20	18.20	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80217239	TIRE REPAIRS	07/07/2020	47.97	47.97	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80217503	TIRE REPAIRS	07/07/2020	5.50	5.50	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80217971	TURF TIRE, LABOR, & DISPOSA	08/04/2020	7.34	7.34	08/04/2020	
4447	REINDERS INC	1834748-00	REPAIR PARTS	07/07/2020	14.39	14.39	07/07/2020	
4447	REINDERS INC	1839079-00	SHOP SUPPLIES	07/21/2020	.41	.41	07/21/2020	
4447	REINDERS INC	2277421-00	SEED AND RAKES	07/07/2020	53.22	53.22	07/07/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1901	SCHILLING SUPPLY COMPANY	780173-00	MSB TOWELS	07/07/2020	10.15	10.15	07/07/2020	
6452	ZORN COMPRESSOR & EQUIP	297778-00	MSB AIR COMPRESSOR	08/04/2020	37.27	37.27	08/04/2020	
6452	ZORN COMPRESSOR & EQUIP	321230-00	MSB AIR COMPRESSOR	07/21/2020	68.41	68.41	07/21/2020	
Total 600-60935-340:					1,361.52	1,361.52		
<b>601-37100</b>								
2	BURKE TRUCK & EQUIPMENT	26942	2ND HALF PAYMENT FOR PLO	08/04/2020	5,677.28	5,677.28	08/04/2020	
Total 601-37100:					5,677.28	5,677.28		
<b>601-60821-221</b>								
31	ALLIANT ENERGY/WP&L	31-070720	9204600000 - COMMERCE PKW	07/07/2020	145.61	145.61	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	4153410000 - 110 S MAIN ST	07/07/2020	1,011.69	1,011.69	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	4668230000 - TRILLIUM TRL LIF	07/07/2020	59.46	59.46	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	5067730000 - 4195 VILAS RD LIF	07/07/2020	1,316.38	1,316.38	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	2222530000 - 4195 VILAS RD LO	07/07/2020	42.30	42.30	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	9204600000 - COMMERCE PKW	07/21/2020	146.48	146.48	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	4153410000 - 110 S MAIN ST	07/21/2020	1,104.36	1,104.36	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	4668230000 - TRILLIUM TRL LIF	07/21/2020	64.17	64.17	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	5067730000 - 4195 VILAS RD LIF	07/21/2020	1,396.20	1,396.20	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	2222530000 - 4195 VILAS RD LO	07/21/2020	42.30	42.30	07/21/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10115.02 230 PROGRESS DRIV	07/07/2020	42.83	42.83	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10115.02 230 PROGRESS DRIV	07/07/2020	485.36	485.36	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10115.02 230 PROGRESS DRIV	07/07/2020	42.83	42.83	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	10107.01 200 PROGRESS DRIV	07/07/2020	127.50	127.50	07/07/2020	
Total 601-60821-221:					6,027.47	6,027.47		
<b>601-60822-222</b>								
37	MADISON METRO SEWERAGE	IN000016384	2020 QTR 2 SEWER SERVICE	08/04/2020	200,007.91	200,007.91	08/04/2020	
Total 601-60822-222:					200,007.91	200,007.91		
<b>601-60827-340</b>								
142	GRAINGER	9585595763	EAR PLUGS	08/04/2020	3.27	3.27	08/04/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	SEWER UTILITY - GIS MAPPING	07/21/2020	112.50	112.50	07/21/2020	
11	SUPERIOR CHEMICAL CORP	270566	WET WELL TREATMENT CHEMI	07/21/2020	1,017.64	1,017.64	07/21/2020	
Total 601-60827-340:					1,133.41	1,133.41		
<b>601-60828-385</b>								
3	LANDMARK SERVICES COOPE	03-072120PW	PW FUEL - JUNE 2020	07/21/2020	403.32	403.32	07/21/2020	
Total 601-60828-385:					403.32	403.32		
<b>601-60831-240</b>								
99	MSA PROFESSIONAL SERVICE	99-070720	SEWER UTILITY - GIS MAPPING	07/21/2020	337.50	337.50	07/21/2020	
Total 601-60831-240:					337.50	337.50		
<b>601-60831-340</b>								
1463	CORE & MAIN LP	M591906	GREEN MARKING PAINT	07/21/2020	192.00	192.00	07/21/2020	
Total 601-60831-340:					192.00	192.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>601-60831-350</b>								
243	ADS MECHANICAL	24071	VILAS LIFT STATION VENTILATI	07/07/2020	3,982.00	3,982.00	07/07/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	SEWER UTILITY - GIS MAPPING	07/21/2020	168.75	168.75	07/21/2020	
6542	MULCAHY SHAW WATER INC	322593	FLOW MONITORING	07/07/2020	309.50	309.50	07/07/2020	
Total 601-60831-350:					4,460.25	4,460.25		
<b>601-60832-340</b>								
243	ADS MECHANICAL	24071	VILAS LIFT STATION VENTILATI	07/07/2020	3,982.00	3,982.00	07/07/2020	
3912	FRONTIER	3912-072120	608-839-1603 FAX & SCADA SY	07/21/2020	55.95	55.95	07/21/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	SEWER UTILITY - GIS MAPPING	07/21/2020	56.25	56.25	07/21/2020	
23	NORTHERN BATTERY	1890565	SCADA WATER/SEWER BACKU	08/04/2020	69.73	69.73	08/04/2020	
Total 601-60832-340:					4,163.93	4,163.93		
<b>601-60834-340</b>								
2688	ACE HARDWARE OF COTTAGE	2688-080420	SHOP SUPPLIES	08/04/2020	67.00	67.00	08/04/2020	
243	ADS MECHANICAL	24084	MSB PD SIDE HVAC WORK	07/07/2020	20.25	20.25	07/07/2020	
754	BOBCAT OF MADISON INC	01-87015	OIL FILTERS	07/21/2020	8.16	8.16	07/21/2020	
2	BURKE TRUCK & EQUIPMENT	26906	PLOW TRUCK REPAIR	07/07/2020	142.09	142.09	07/07/2020	
6480	CINTAS	5018592656	FIRST AID KIT SUPPLIES - MSB	07/07/2020	3.39	3.39	07/07/2020	
6480	CINTAS	5022024203	FIRST AID KIT AT MSB	08/04/2020	5.34	5.34	08/04/2020	
5220	CRYSTAL CLEANERS INC	22458	CLEANING AT MSB - MAY 2020	07/21/2020	36.40	36.40	07/21/2020	
5220	CRYSTAL CLEANERS INC	22504	CLEANING AT MSB - JUNE 2020	07/21/2020	45.50	45.50	07/21/2020	
6605	ENGINE GENERATOR SPECIAL	812936	TROUBLESHOOT REPAIR MSB	07/21/2020	145.51	145.51	07/21/2020	
6404	GSM AUTOMOTIVE LLC	7604	DODGE TRUCK REPAIR	07/07/2020	88.30	88.30	07/07/2020	
6431	MADISON EXTINGUISHER SER	20218	ANNUAL FIRE EXTINGUISHER I	07/07/2020	68.73	68.73	07/07/2020	
6431	MADISON EXTINGUISHER SER	20218	ANNUAL FIRE EXTINGUISHER I	07/07/2020	51.55	51.55	07/07/2020	
6431	MADISON EXTINGUISHER SER	20218	ANNUAL FIRE EXTINGUISHER I	07/07/2020	206.19	206.19	07/07/2020	
167	NAPA AUTO PARTS	693986	OIL AND AIR FILTERS	07/07/2020	15.91	15.91	07/07/2020	
167	NAPA AUTO PARTS	694913	SHOP TOWELS	08/04/2020	19.74	19.74	08/04/2020	
4458	O'REILLY AUTO PARTS	4331-337639	SHOP SUPPLIES	07/07/2020	2.56	2.56	07/07/2020	
4458	O'REILLY AUTO PARTS	4331-338426	SHOP SUPPLIES - TOOLS	07/07/2020	4.00	4.00	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80215016	NEW TIRES - T16 UTILITY TRUC	07/07/2020	109.88	109.88	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80215883	BOBCAT SKID STEER TIRES	07/07/2020	186.40	186.40	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80216215	TIRE REPAIRS	07/07/2020	22.00	22.00	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80216703	TIRE REPAIRS	07/07/2020	18.20	18.20	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80217239	TIRE REPAIRS	07/07/2020	47.97	47.97	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80217503	TIRE REPAIRS	07/07/2020	5.50	5.50	07/07/2020	
2813	POMP'S TIRE SERVICE INC	80217971	TURF TIRE, LABOR, & DISPOS	08/04/2020	7.34	7.34	08/04/2020	
4447	REINDERS INC	1834748-00	REPAIR PARTS	07/07/2020	14.39	14.39	07/07/2020	
4447	REINDERS INC	1839079-00	SHOP SUPPLIES	07/21/2020	.41	.41	07/21/2020	
4447	REINDERS INC	2277421-00	SEED AND RAKES	07/07/2020	53.22	53.22	07/07/2020	
1901	SCHILLING SUPPLY COMPANY	780173-00	MSB TOWELS	07/07/2020	10.15	10.15	07/07/2020	
6452	ZORN COMPRESSOR & EQUIP	297778-00	MSB AIR COMPRESSOR	08/04/2020	37.27	37.27	08/04/2020	
6452	ZORN COMPRESSOR & EQUIP	321230-00	MSB AIR COMPRESSOR	07/21/2020	68.41	68.41	07/21/2020	
Total 601-60834-340:					1,511.76	1,511.76		
<b>601-60840-311</b>								
111	POSTMASTER	111-070120	POSTAGE - WATER & SEWER BI	07/07/2020	329.60	329.60	07/07/2020	
111	POSTMASTER	111-073120	POSTAGE - WATER & SEWER BI	08/04/2020	77.95	77.95	08/04/2020	
Total 601-60840-311:					407.55	407.55		
<b>601-60840-340</b>								
411	CIVIC SYSTEMS	CVC19280	CONNECT, MIBUDGET, MIAP LI	07/07/2020	3,955.00	3,955.00	07/07/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
12	QUILL CORP	7659520	POP UP NOTES	07/07/2020	4.26	4.26	07/07/2020	
12	QUILL CORP	8047821	TOILET TISSUE FOR VILLAGE H	07/07/2020	14.00	14.00	07/07/2020	
12	QUILL CORP	8050198	HANDTOWELS AND GARBAGE	07/07/2020	22.59	22.59	07/07/2020	
12	QUILL CORP	8747194	ABSENTEE BALLOT MAILING L	08/04/2020	2.52	2.52	08/04/2020	
Total 601-60840-340:					3,998.37	3,998.37		
<b>601-60850-221</b>								
31	ALLIANT ENERGY/WP&L	31-070720	0420288389 - 230 PROGRESS D	07/07/2020	9.85	9.85	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	0470910000 - 240 PROGRESS D	07/07/2020	18.91	18.91	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	8469260000 - 225 BONNIE RD	07/07/2020	18.97	18.97	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	7255110000 - 221 E COTTAGE G	07/07/2020	60.22	60.22	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	5909800000 - 220 PROGRESS D	07/07/2020	5.14	5.14	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-070720	1366250000 - 200 PROGRESS D	07/07/2020	100.68	100.68	07/07/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	0420288389 - 230 PROGRESS DR	07/21/2020	11.48	11.48	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	0470910000 - 240 PROGRESS D	07/21/2020	20.59	20.59	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	8469260000 - 225 BONNIE RD	07/21/2020	19.87	19.87	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	7255110000 - 221 E COTTAGE G	07/21/2020	75.40	75.40	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	5909800000 - 220 PROGRESS D	07/21/2020	5.33	5.33	07/21/2020	
31	ALLIANT ENERGY/WP&L	31-072120A	1366250000 - 200 PROGRESS D	07/21/2020	118.65	118.65	07/21/2020	
189	COTTAGE GROVE WATER & SE	189-070720	2350.00 FIREMANS PARK BUBB	07/07/2020	58.93	58.93	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	2783.00 VILLAGE HALL	07/07/2020	82.73	82.73	07/07/2020	
189	COTTAGE GROVE WATER & SE	189-070720	8990.01 PUBLIC WORKS BUILDI	07/07/2020	31.81	31.81	07/07/2020	
Total 601-60850-221:					638.56	638.56		
<b>601-60850-225</b>								
2421	CHARTER COMMUNICATIONS	54194060620	INTERNET AND TV @ MUNICIPA	07/07/2020	13.83	13.83	07/07/2020	
2421	CHARTER COMMUNICATIONS	54194070620	INTERNET AND TV @ MUNICIPA	07/21/2020	13.48	13.48	07/21/2020	
2421	CHARTER COMMUNICATIONS	57023070120	BUSINESS TV @ MUNICIPAL SE	07/21/2020	2.69	2.69	07/21/2020	
2421	CHARTER COMMUNICATIONS	58542061020	PHONE @ MUNICIPAL SERVICE	07/07/2020	14.78	14.78	07/07/2020	
3912	FRONTIER	3912-070720	608-839-4698 VILLAGE HALL FA	07/07/2020	13.90	13.90	07/07/2020	
3912	FRONTIER	3912-080420	608-839-4698 VILLAGE HALL FA	08/04/2020	14.14	14.14	08/04/2020	
594	US CELLULAR	380362336	CELL PHONE CHARGES - PUBL	07/21/2020	22.80	22.80	07/21/2020	
594	US CELLULAR	380362336	TABLET DATA CHARGES	07/21/2020	45.74	45.74	07/21/2020	
Total 601-60850-225:					141.36	141.36		
<b>601-60850-340</b>								
1462	ALSCO	IMIL1578190	MATS AT MUNICIPAL SERVICES	07/07/2020	10.71	10.71	07/07/2020	
1462	ALSCO	IMIL1578191	MATS & UNIFORMS	07/07/2020	12.92	12.92	07/07/2020	
1462	ALSCO	IMIL1578192	MATS AT VILLAGE HALL	07/07/2020	7.99	7.99	07/07/2020	
1462	ALSCO	IMIL1580438	MATS AT MUNICIPAL SERVICES	07/07/2020	10.71	10.71	07/07/2020	
1462	ALSCO	IMIL1580439	MATS & UNIFORMS	07/07/2020	12.92	12.92	07/07/2020	
1462	ALSCO	IMIL1580440	MATS AT VILLAGE HALL	07/07/2020	7.99	7.99	07/07/2020	
1462	ALSCO	IMIL1582708	MATS AT MUNICIPAL SERVICES	07/07/2020	10.71	10.71	07/07/2020	
1462	ALSCO	IMIL1582709	MATS & UNIFORMS	07/07/2020	12.92	12.92	07/07/2020	
1462	ALSCO	IMIL1582710	MATS AT VILLAGE HALL	07/07/2020	7.99	7.99	07/07/2020	
1462	ALSCO	IMIL1585014	MATS AT MUNICIPAL SERVICES	07/21/2020	10.71	10.71	07/21/2020	
1462	ALSCO	IMIL1585015	MATS & UNIFORMS	07/21/2020	12.92	12.92	07/21/2020	
1462	ALSCO	IMIL1585016	MATS AT VILLAGE HALL	07/21/2020	7.99	7.99	07/21/2020	
1462	ALSCO	IMIL1587443	MATS AT MUNICIPAL SERVICES	07/21/2020	10.71	10.71	07/21/2020	
1462	ALSCO	IMIL1587444	MATS & UNIFORMS	07/21/2020	13.27	13.27	07/21/2020	
1462	ALSCO	IMIL1587445	MATS AT VILLAGE HALL	07/21/2020	7.99	7.99	07/21/2020	
1462	ALSCO	IMIL1589751	MATS AT MUNICIPAL SERVICES	08/04/2020	10.71	10.71	08/04/2020	
1462	ALSCO	IMIL1589752	MATS & UNIFORMS	08/04/2020	12.92	12.92	08/04/2020	
1462	ALSCO	IMIL1589753	MATS AT VILLAGE HALL	08/04/2020	7.99	7.99	08/04/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1462	ALSCO	IMIL1592097	MATS AT MUNICIPAL SERVICES	08/04/2020	10.71	10.71	08/04/2020	
1462	ALSCO	IMIL1592098	MATS & UNIFORMS	08/04/2020	12.92	12.92	08/04/2020	
1462	ALSCO	IMIL1592099	MATS AT VILLAGE HALL	08/04/2020	7.99	7.99	08/04/2020	
2421	CHARTER COMMUNICATIONS	17282070520	MONTHLY BASIC BUSINESS TV	07/21/2020	32.32	32.32	07/21/2020	
2421	CHARTER COMMUNICATIONS	73715070520	MONTHLY PHONE CHARGE - 7/	07/21/2020	29.84	29.84	07/21/2020	
930	COMPUTER MAGIC INC	5052	CAMERA INSTALLED AT BONNI	07/07/2020	7.00	7.00	07/07/2020	
930	COMPUTER MAGIC INC	5064	SERVICE AGREEMENT - COTTA	07/07/2020	155.94	155.94	07/07/2020	
930	COMPUTER MAGIC INC	5116	SERVICE AGREEMENT - OFFIC	07/21/2020	46.92	46.92	07/21/2020	
626	DIGGERS HOTLINE INC	200 6 13551	DUPLICATE/COPY EMAILS & PR	07/21/2020	223.65	223.65	07/21/2020	
5	GFC LEASING CO	I00593298	LEASE #M107469 & M111367 - 7/	07/07/2020	55.25	55.25	07/07/2020	
212	GORDON FLESCH CO	IN12971974	CONTRACT COPY CHARGES F	07/07/2020	11.74	11.74	07/07/2020	
212	GORDON FLESCH CO	IN13000921	CONTRACT COPY CHARGES F	08/04/2020	17.33	17.33	08/04/2020	
213	SCHWAAB INC	4999838	INK PAD REFILLS	07/07/2020	17.74	17.74	07/07/2020	
4987	TOTAL WATER TREATMENT SY	867381	BOTTLED WATER - JULY 2020 -	07/07/2020	4.40	4.40	07/07/2020	
Total 601-60850-340:					823.82	823.82		
<b>601-60852-140</b>								
2609	HACKEL, MICHAEL	2609-070720	CITIZEN'S PER DIEM UTILITY C	07/07/2020	30.00	30.00	07/07/2020	
5095	HALVERSON, BRUCE	5095-070720	CITIZEN'S PER DIEM UTILITY C	07/07/2020	30.00	30.00	07/07/2020	
2898	ROGERS, CHARLES	2898-070720	CITIZEN'S PER DIEM FOR UTILI	07/07/2020	37.50	37.50	07/07/2020	
6367	WILLIAMS, JOANNA	6367-070720	CITIZEN'S PER DIEM FOR UTILI	07/07/2020	20.00	20.00	07/07/2020	
Total 601-60852-140:					117.50	117.50		
<b>601-60852-210</b>								
15	BAKER TILLY VIRCHOW KRAUS	BT1646934	PROF SERVICES - AUDIT	07/21/2020	586.00	586.00	07/21/2020	
411	CIVIC SYSTEMS	CVC19347	SEMI ANNUAL SOFTWARE SUP	07/07/2020	720.00	720.00	07/07/2020	
99	MSA PROFESSIONAL SERVICE	99-070720	SEWER UTILITY - GENERAL EN	07/21/2020	2,677.75	2,677.75	07/21/2020	
6542	MULCAHY SHAW WATER INC	322593	FLOW MONITORING	07/07/2020	309.50	309.50	07/07/2020	
Total 601-60852-210:					4,293.25	4,293.25		
Grand Totals:					276,011.43	276,011.43		

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION  
MEETING MINUTES OF JULY 8, 2020**

1. **Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:10 p.m. This meeting was held online via Zoom.
2. **Determine that a quorum is 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), Heidi Murphy and Joanna Williams. Mike Hackel was absent and excused. Also present were Public Works Director JJ Larson, Kevin Lord of MSA, Utility Clerk Kristen Krause, Village Attorney Larry Konopacki, and three (3) members of the public.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.** None.
4. **Old Business**
  - a. **Update on water and sewer extension along Vilas Road.**

The only update is that the Contractor is looking to start the extension project in mid-August.
  - b. **Update on lead and copper testing.**

We have heard from 10 out of the 28 approved lead and copper sampling sites so far. The next step is collecting the samples. Fortunately, the DNR has extended the deadline for reporting this year.
  - c. **Update on MMSD charges and sampling.**

After MMSD finished the sampling, it was found that the numbers are accurate and rising. MMSD has shared all of their findings with MSA. Unfortunately, MMSD is currently short-staffed, so they won’t be able to come back and do further sampling within our system to help find the issue for these increases. Larson explained that despite this, the sewer utility fund is in good shape financially. Next year, he will increase the treatment budget. He also said that we will continue to investigate this to find out what is causing the issue.
5. **New Business**
  - a. **Discuss and consider Utility Easement Agreement for 1002 Crysta Trail.**

Larson gave a brief overview of the property owner’s request to build an addition on their home and how the addition would encroach on the Village’s sewer line easement. He explained that the sanitary sewer main runs along the backyards of this particular block of homes. It was noted that it is very unlikely that the Village would ever have to do any work on this sewer main. The Village Attorney drafted the Utility Easement Agreement, included in this packet, to protect the Village from future expenses should maintenance or repair be performed on the sewer main. This utility easement will be filed with the Dane County Register of Deeds and will be attached to this property for the life of the property or until the Village abandons the sewer main. **Motion** by Williams, seconded by Murphy, to approve the Utility Easement Agreement for 1002 Crysta Trail. Motion carried with a unanimous voice vote of 3-0-0.
  - b. **Discuss and consider writing off utility charges from 4/1/20 to 4/14/20 for account 2415.00.**

Larson stated that account 2415.00 had filed for bankruptcy and that the charges that we could no longer seek from the property owners was quite small. Atty Konopacki explained that the Utility Commission does not need to vote to write-off these charges since we legally cannot collect them. In the future, Atty Konopacki noted that Larson will update the commission on any future charges that can no longer be collected.

**c. Discuss utility connections for Vilas Road.**

The Village will be extending water and sewer service down and along Vilas Road starting in August. Currently, there are two homes across from the Farm Golf Course that have been annexed into the Village but are utilizing private wells and septic. Originally, when the lots for these two homes were split, it was with the understanding that they would have to hook up to Village services. Larson looked into this and found that the Village does not require them to be brought into our service because they are currently not part of the urban service area. Atty Konopacki said that the Village should reach out to the homeowners to see if they would be interested in hooking up to Village water and sewer when the lines are being put in this fall. If the homeowners decide against hooking up right now, and instead wait for their private services to fail, it could take longer to add them to the service. In the future, if the lots split again, they may be required to join Village services. Rogers feels that the Village shouldn't force the homeowners to add Village services, but he does want to make sure that the homeowners are aware that this is an opportunity to hook into our service if they want to. Larson will reach out to both homeowners.

**6. Engineer's 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. The contractor is 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 is being completed to obtain occupancy for a portion of the site.

Vilas Road Sewer and Water – The project has been awarded. MSA is currently awaiting the anticipated schedule from the contractor, however they have been tentatively informed that the start date will occur in either July or August. .

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 Drumlins 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.

**7. Director's Report.**

AMI

There was some in-person training from Core and Main on software that took place last week. Most of the issues have been worked out in the last month, in regard to the dozen or so meters not reading initially. There

is only one issue with one meter as of this writing.

#### MMSD charges up in Q1

MMSD conducted additional testing for the Village on the influent line at the Vilas Road Lift Station. Results showed the same increasing numbers (CBOD, TSS, TKN, TP). As of this writing, Larson has reached out to the MMSD team to see if they would help with additional testing out in the system. He also shared the data with MSA for any thoughts that they might have on the increased numbers. The Sewer Utility is healthy financially and can handle the increased treatment costs for this year, but as we get into 2021 budget discussions, this will need to be addressed.

#### Lead and Copper

The DNR has recently extended the sampling timeframe. Initial letters were mailed to the sampling sites last week.

#### Late Fees for Utility Bills

The PSC is lifting the moratorium on late fees for utility accounts as of 7/15/20. As of today, we are planning on assessing late fees after July 15.

8. **Approve vouchers for payment.** Motion by Rogers, seconded by Williams, to approve payment of the vouchers in the amount of \$20,823.01. Motion carried by a unanimous voice vote of 3-0-0.
9. **Approve the minutes of the June 10, 2020 meeting.** Motion by Murphy, seconded by Williams, to approve the minutes of the June 10, 2020 meeting as presented. Motion carried by a unanimous voice vote of 3-0-0.
10. **Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, August 19, 2020 at 5:00 p.m.
11. **Future agenda items.**
  - MMSD sampling and charges
  - 2021 Budget
12. **Adjournment.** Motion by Rogers, seconded by Williams, to adjourn the meeting at 5:52 p.m. Motion approved by unanimous voice vote, 3-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

# TOWN OF COTTAGE GROVE

4058 County Road N  
COTTAGE GROVE, WI 53527

## PUBLIC NOTICE – Revised meeting time

The Cottage Grove Flynn Hall Committee will be holding a public meeting on **Wednesday, August 19, 2020 at 6:00 p.m. at Flynn Hall, 116 W. Reynolds St, Cottage Grove, WI.**

### *AGENDA:*

1. Call meeting to order
2. Approval of minute(s) from previous meetings
3. Public Appearances and Concerns
4. Update on Lease and Cooperative Agreement Regarding Flynn Hall
5. Review 2020 budget and use of funds
6. Determine building needs for 2021
7. Determine budget for 20210
8. Adjourn

By: Kris Hampton. Town Chair

Posted: August 14, 2020

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality 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.

NOTE: If you require an interpreter, materials in alternative formats, or other accommodations to access this service, activity of program, please contact the Town Clerk's Office at 839-5021 or Fax 839-4432 at least 24 hours prior to this meeting.

Cottage Grove Flynn Hall Committee  
August 12, 2019

1. Call meeting to order: Town Chair Kris Hampton called the meeting to order at 7:00 P.M. Others present were Village President John Williams, Troy Allen and Greg Zukowski representing the Lions Club, and Dennis Bork representing the Historical Society.
2. Approval of minutes from previous meeting(s): Motion by Allen/Zukowski to approve the minutes from the meeting held on August 30, 2018 as printed. Motion carried 5-0.
3. Public Appearances and Concerns: None.
4. Update on Lease and Cooperative Agreement Regarding Flynn Hall: John Williams said the Village Board wants a two year agreement, Hampton said the Town would like to stick with a 5 year agreement. The Village Board will discuss on August 19<sup>th</sup>.
5. Review 2019 budget and use of funds: Consensus was that it looks good.
6. Determine building needs for 2020: It was noted that the Lions plan to install a concrete curb and a light pole in 2019. A sign for no overnight parking and blacktopping of the driveway were discussed for 2020.
7. Determine budget for 2020: Motion by Allen/Zukowski to keep the budget at \$6500 for 2020 carried 5-0.
8. Adjourn: Motion by Williams/Allen to adjourn carried 5-0. The meeting ended at 7:25 P.M.

Minutes taken by Kris Hampton, typed by Town Clerk Kim Banigan

## **LEASE AND COOPERATIVE USE AGREEMENT REGARDING FLYNN HALL**

This Lease and Cooperative Use Agreement Regarding Flynn Hall ("Agreement") is entered into pursuant to Wis. Stats. §66.30(2) and is made by and between the Town of Cottage Grove ("Town"), the Village of Cottage Grove ("Village"), the Cottage Grove Lions Club ("Lions Club") and the Cottage Grove Area Historical Society ("Historical Society"), collectively the Parties to this Agreement, to be effective when it has been approved and executed by all Parties.

### **RECITALS**

**WHEREAS**, the Town owns Flynn Hall, located on Reynolds Street in the Village of Cottage Grove, Dane County, Wisconsin;

**WHEREAS**, the Town, Village, Lion's Club, and Historical Society wish to cooperate to establish Flynn Hall as a facility that serves as a community center for use by the residents and various service organizations of the Town and Village;

**WHEREAS**, the Lions Club and Historical Society each wish to lease a portion of Flynn Hall from the Town and to cooperate with the Town and Village in establishing Flynn Hall as such a community center;

**WHEREAS**, the Town Board, Village Board, Directors of the Lions Club, and Historical Society have approved the terms and conditions set forth in this Agreement and have duly authorized their representatives to execute this Agreement;

**WHEREAS**, the Town Board, Village Board, Directors of the Lions Club, and Historical Society have established The Flynn Hall Preservation and Restoration, and Management Committee ("Committee") with two (2) representatives from each Party, to accomplish the various goals, functions and objectives contained herein;

### **AGREEMENT**

**NOW, THEREFORE**, in consideration of the above recitals, which are incorporated herein by reference, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

**1. Premises.**

- a. Flynn Hall.** The entire facility (that is, the land, main building and accessory buildings) shall be referred to herein as "Flynn Hall".
- b. Lions Area.** Subject to the terms and conditions in this Agreement, the Town hereby leases to

the Lions Club and the Lions Club hereby leases from the Town, the following premises:

The meeting room in the lower level of Flynn Hall which is depicted on the map attached hereto as Exhibit A and incorporated herein by reference. Said premises shall be referred to herein as the "Lions Area".

- c. Historical Society Area.** Subject to the terms and conditions in this Agreement, the Town hereby leases to the Historical Society and the Historical Society hereby leases from the Town, the following premises:

The meeting room in the lower level of Flynn Hall which is depicted on the map attached hereto as Exhibit A and incorporated herein by reference, Said premises shall be referred to herein as the "Historical Society's Area".

- d. Hall Area.** Subject to the terms and conditions in this Agreement, the area on the upper floor consisting of the assembly area, kitchen, storage area, and rest rooms shall be referred to herein as the "Hall Area".

## **2. Use of Flynn Hall.**

- a. Use of Lions Area.** The Lions shall have the exclusive use of lower level meeting area known as the Lions Area as outlined on the attached Exhibit A.
- b. Use of Historical Society's Area.** The Historical Society shall have the exclusive use of the lower level meeting area known as the Historical Society's Area as outlined on the attached Exhibit A.
- c. Use of Hall Area by Town, Village, Lions and Historical Society.** The Town, Village, Lions, and Historical Society shall have priority over other organizations for scheduling meetings and events in the Hall Area, as set forth herein:
- i.** The Lions shall have the exclusive right to use the Hall Area for their regular monthly meeting. The Lions hereby advise both the Town and the Village that the regular monthly meeting shall be held on the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Wednesdays of each month starting at 5:00 P.M. on those days. The Lions may change their regular monthly meeting date by giving written notice to the Town and Village at least thirty (30) days in advance of the changed meeting date, and after confirming that the Hall Area has not already been reserved for the changed meeting date. Such notice shall serve as an amendment to this Agreement with regard to the regular meeting date.
  - ii.** In addition to the priority given to the Lions for the Lions' regular monthly meeting, all Parties shall have priority for use of the Hall Area on a first-come, first-served basis.

- d. **Use of Hall Area by Other Residents and Organizations.** Except where the Hall Area has already been reserved by one of the Parties to this Agreement, and in accordance with the terms and conditions of this Agreement, other Town and Village residents or service organizations (collectively known as "user(s)") may reserve and use the Hall Area or designated portions thereof. The Town, Village, Lions and Historical Society agree to work with one another, and with other residents and organizations, in good faith to accommodate one another's scheduling needs.
- e. **Reservation of Hall Area.** To reserve the Hall Area, a "user" shall contact the Town Clerk at the Town Hall located at 4058 Highway N. Cottage Grove. All users wishing to reserve the Hall Area shall be required to submit and comply with the requirements specified on the Application for Use of Flynn Hall ("Application"), including prepayment of a user fee or deposit, if required, except that the Town, Village, Lions and Historical Society shall not be required to file an Application or pay any fee or deposit. A sample Application is attached hereto as Exhibit B and incorporated by reference.
- f. **Term Of Lease And Cooperative Use Agreement.** Unless and until terminated as provided herein, the term of the Agreement shall extend through December 31, 2019. At least six months prior to the end of the term, the Parties agree to consider their intentions, and to notify the other Parties of their intentions to renew this Agreement for one additional five-year term, from January 1, 2020 through December 31, 2024, under the same terms and conditions. Renewal of this Agreement for the additional five-year term may only take effect upon unanimous consent of an Parties and upon execution of a written extension of this Agreement.

### 3. **Rent And Operating Costs For Flynn Hall.**

- a. **Lions.** In consideration of the exclusive use of the Lions Area, priority use of the Hall Area and other privileges described herein, the Lions agree to contribute one- third of the operating costs of Flynn Hall and to provide other services, including the repairs and improvements, identified herein.
- b. **Town.** In consideration of priority use of the Hall Area and to establish a community center, the Town agrees to contribute one-third of the operating costs of Flynn Hall and to provide other services identified herein.
- c. **Village,** In consideration of priority use of the Hall Area and to establish a community center, the Village agrees to contribute one-third of the operating costs of Flynn Hall and to provide

other services identified herein.

- d. Historical Society. In consideration of the exclusive use of the Historical society Area, priority use of the Hall Area and other privileges contained herein, the Historical Society agrees to contribute One Dollar (\$1.00) per year.
- e. **Operating Costs, Maintenance Costs and Budget.** Operating costs shall include the cost for heat, electricity, water, insurance, regular maintenance and janitorial services.

The Town, Village and Lions shall designate representatives who shall prepare and approve a budget on an annual basis. The budget for the next calendar year shall be estimated on or before September 1 so that each Party may consider the budgeted amount when completing its own budget for the coming year. Copies of the budget shall be provided to the Treasurer of the Town, the Village and the Lions Club, or other authorized representative.

Failure to select a representative and/or to approve such a budget shall not relieve the Parties from responsibility for payment of each Party's share of operating costs for heat, electricity, water, insurance, regular maintenance and janitorial services. In the event that a budget has not been established on or before September 1, the Town Treasurer shall estimate the quarterly payments needed and request payment from each of the Parties.

Notwithstanding the foregoing, and during the term of this Agreement, the total operating costs shall not exceed \$7,500.00 except where expressly agreed by and among the Town, Village and Lions Club in writing.

- f. **Payment of Operating Costs.** Payment for operating costs shall be made to the Town of Cottage Grove on a quarterly basis in advance, with budgeted payments made on January 1, April 1, July 1 and September 1. On or about the end of each calendar year, the Town Treasurer shall reconcile the budgeted payments with the actual costs and shall either reimburse the Parties or request additional payments for the Parties. All payments to the Town of Cottage Grove shall be made within thirty (30) days of the Town Treasurer's request.

#### 4. **Possession and Maintenance.**

The Lions and Historical Society are taking possession of the Lions Area and Historical Society Area, and using the Hall Area in "as is" condition. The Town has not made any representation, statement, or warranty, express or implied, as to the condition of Flynn Hall or its suitability for a particular purpose.

All Parties to this Agreement shall keep Flynn Hall free from any and all liens arising out of any work performed, materials furnished, or obligations incurred by any Party in completing

any repairs and improvements. At the expiration of this Agreement, or upon the earlier termination thereof, the Lions, Historical Society, and Village agree to quit and surrender Flynn Hall in as good condition and repair as it was at the beginning of the term, reasonable wear and tear and authorized improvements excepted.

No alterations to the interior or exterior of Flynn Hall will be made without approval by the Town and recommendation of the Committee. All repairs and improvements shall remain at Flynn Hall at the termination of this Agreement, and title to any such improvements shall, immediately upon completion, transfer to the Town of Cottage Grove.

**5. Hazard Insurance.**

The Town agrees to and shall cause Flynn Hall to be insured against loss by fire and other hazards as indicated in the Town's extended coverage endorsement. The Town's coverage does not include any personal property of the Village, Lions or Historical Society that may be stored at Flynn Hall. The Village, the Lions, and the Historical Society and any other users of Flynn Hall (collectively "users" for this paragraph), at their expense, shall maintain insurance covering the full insurable interest of said users, which insurance shall specifically be made payable to the users in the event of loss.

**6. Indemnity and Insurance.**

The Town agrees to carry at its expense public liability insurance of at least One Million Dollars (\$1,000,000.00) for damages incurred by any one person and One Million Dollars (\$1,000,000.00) for damages incurred in anyone accident for bodily injuries, and One Million Dollars (\$1,000,000.00) property damage incurred by one person or in one accident respectively.

Except to the extent that any such loss is covered by insurance carried by the Town, the Town shall not be liable to any user of Flynn Hall for any personal injury or property damage to the user's officers, agents, members, invitees or frequenters, of any part of Flynn Hall or the sidewalks adjacent thereto, irrespective of how such injury or damage may be caused whether from action of the elements or acts or omissions constituting negligence of the Town or any other person or acts or omissions which would otherwise make the Town strictly liable. All users of Flynn Hall hereby agree to indemnify the Town against and to hold the Town harmless from any and all claims or demands for such personal injury or property damage.

**7. Requirements for All Users of Flynn Hall.**

The Parties to this Agreement, and each of the others who use Flynn Hall, or any part thereof, agree to take all reasonable precautions to assure that her/his/its use of Flynn Hall, or any

part thereof, is safe and in accordance with applicable law. Each Party and user (collectively for this paragraph, "users") expressly covenants and agrees to meet the requirements contained herein, which are a condition of use. Users shall have the exclusive responsibility for complying with the following requirements during the time of and to the extent of their use of Flynn Hall:

- a. Users shall not use Flynn Hall, or any part thereof, in any manner that will increase risks covered by the insurance and/or result in an increase in the rate of insurance or a cancellation of any such insurance policy covering Flynn Hall, or any part thereof.
- b. Users shall not keep, use, or sell anything prohibited by any policy of fire insurance covering Flynn Hall, or any part thereof, and shall comply with all requirements of the insurers applicable to Flynn Hall, or any part thereof, necessary to keep in force the fire and liability insurance.
- c. Users shall not allow Flynn Hall to be used for any unlawful purpose.
- d. Users shall at all times fully comply with and obey each and every applicable rule, regulation, law, ordinance, statute and order of any governmental unit, body and court lawfully exercising authority over Flynn Hall, or any part thereof, its operation and use.

Any other use restrictions or limitations, other than those contained herein or existing at the time of execution of this Agreement, must be mutually agreed upon by all Parties to this Agreement.

## 8. General Provisions.

- a. **Captions.** The paragraph captions in this Agreement are for convenience only and shall not, in any way, limit or be deemed to construe or interpret the terms and provisions hereof.
- b. **Assignment.** This Agreement shall not be assigned, without written approval of all Parties hereto.
- c. **Severability.** If any provision of this Agreement is found to be unenforceable, the remainder of the Agreement shall remain in full force and effect and shall be construed to give effect as nearly as possible to the intent of the Parties.
- d. **Notices.** All notices that may be or are required to be given by either Party to the other shall be in writing and shall be personally delivered or sent by U.S. mail, properly posted and addressed, as follows:

If to the Town:                      Town Chairperson  
   Town of Cottage Grove  
   4058 CTH N  
   Cottage Grove, WI 53527

If to the Village: Village President  
Village of Cottage Grove  
221 E. Cottage Grove Rd.  
Cottage Grove, WI 53527

If to the Lions: President  
Cottage Grove Lions Club  
P.O. Box 139  
Cottage Grove, WI 53527

If to the Historical Society: President  
Cottage Grove Historical Society  
P.O. Box 46  
Cottage Grove WI 53527

- e. **Counterparts.** This Agreement may be executed in counterparts to have the same effect as if executed in a single document.
- f. **Facsimiles.** Faxed signatures shall have the same effect as original signatures.
- g. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.
- h. **Waiver.** No waiver of any default shall extend to or affect any subsequent default or otherwise impair or limit any Party's available rights and/or remedies with respect to subsequent defaults.
- i. **Amendment.** To be effective, any amendments to this Agreement must be in writing. Oral amendments shall not be binding on or among the Parties.
- j. **Binding Agreement.** This Agreement constitutes the entire agreement, and supersedes any and all prior agreements among the Parties with respect to the subject matter herein, and shall be binding on the Parties and their successors and assigns.

(Signatures on following page)

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective on the date executed by all Parties.

**Village of Cottage Grove**

Dated: 11/7/14

By:   
Diane Wiedenbeck, Village President

Dated: 11/7/14

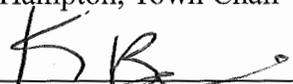
Attest:   
Deb Winter, Village Clerk/Treasurer

**Town of Cottage Grove**

Dated: 10/22/14

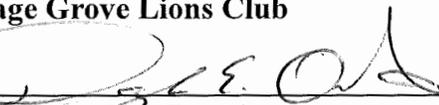
By:   
Kris Hampton, Town Chair

Dated: 10/22/14

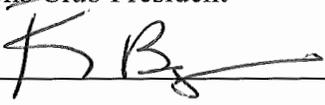
Attest:   
Kim Banigan, Town Clerk

**Cottage Grove Lions Club**

Dated: 11/3/14

By:   
Lions Club President

Dated: 11/3/14

By: 

**Cottage Grove Historical Society**

Dated: 10/23/14

By:   
Historical Society President

Dated: 10/23/14

By: 

<b>Town of Cottage Grove</b>									
<b>Flynn Hall</b>									
	2017		2018		2019		2020		2021 Budget
	YTD	Budget	YTD	Budget	YTD	Budget	Jan - Aug	Budget	
Cleaning Service (Coverall North America)	1,543.75		1,278.84		1,425.00		950.00		
Gas & Electric (Alliant Energy)	2,396.63		2,992.42		3,270.30		1,771.31		
Water & Sewer (Cottage Grove Utilities)	496.79		624.04		626.07		279.82		
Insurance (Horton Group)	363.00		376.00		429.00		470.00		
*Miscellaneous									
<b>Total Expenses</b>	<b>4,800.17</b>	<b>6,500.00</b>	<b>5,271.30</b>	<b>6,500.00</b>	<b>5,750.37</b>	<b>6,500.00</b>	<b>3,471.13</b>	<b>6,500.00</b>	
<b>Reimbursements</b>									
Village Of Cottage Grove	(1,599.99)		(1,757.09)		(1,916.77)		(995.19)		
Town of Cottage Grove	(1,600.19)		(1,757.12)		(1,916.83)		(995.21)		
Lions Club	(1,599.99)		(1,757.09)		(1,916.77)		(995.19)		
<b>Total Reimbursements</b>	<b>(4,800.17)</b>	<b>(4,355.00)</b>	<b>(5,271.30)</b>	<b>(4,333.33)</b>	<b>(5,750.37)</b>	<b>(4,333.33)</b>	<b>(2,985.59)</b>	<b>(4,333.33)</b>	<b>0.00</b>
<b>Town Only Expenses</b>									
Building Maint.									
Door Replacement					202.93				
New Furnace / AC							3,675.00		
Miscellaneous Repairs	398.02		152.01		1,001.86		851.60		
Surveying Lot Corners							550.00		
Cleaning Supplies	143.90		570.66		207.44		139.82		
	541.92	3,500.00	722.67	3,500.00	1,412.23	3,500.00	5,216.42	3,500.00	
<b>Rental Income</b>	<b>2,480.00</b>	<b>2,000.00</b>	<b>2,643.39</b>	<b>2,000.00</b>	<b>2,808.14</b>	<b>2,000.00</b>	<b>818.94</b>	<b>2,000.00</b>	

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

Meeting will be broadcasted via GoToMeeting. Login information:

<https://global.gotomeeting.com/join/673537357>

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

Access Code: 673-537-357

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/673537357>

**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 July 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 contract with Madison Emergency Physicians (MEP).
11. Discuss and consider supplemental employee paid vision benefits through ETF.
12. Discuss and consider 2021 DGEMS Budget.
13. Agenda items for next commission meeting.
14. Adjournment.

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

By: Greg Frutiger, Commission Chairperson

Submitted August 13, 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, JULY 16, 2020**  
Minutes

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

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

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

**Public Appearances:** None.

**Approval of minutes from previous meeting(s):** Motion by Williams/Allen to approve minutes from the June 18, 2020 as written. Motion carried 5-0.

**Discuss and consider approval of June Financial Reports:** Allen questioned having used over 95% of the vehicle maintenance year-to-date budget. Chief Lang explained part of the offset is in the insurance reimbursement line for the deer collision along with unexpected issues with both M78 and M80. Williams questioned why legal fees are over the year's budget. Chief Lang explained it is due to several unexpected legal needs including COVID-19, Credit Card agreement with LifeQuest, MATC internship and virtual/web commission meetings. Chief Lang stated DGEMS has applied to get the COVID-19 related items reimbursed. Hampton asked what the COVID-19 Leave line is for and if we are getting reimbursed for it? Chief Lang stated we should get reimbursed for the amount through our FICA. Office Manager Cysiewski added she has filed the Q2 941, and DGEMS is getting back the amount on the COVID-19 Leave line, or very close to it. Chief Lang stated there are multiple reasons this line could be used; ours was child care. Motion by Hampton/Wieczorek to approve the June financial reports as presented. Motion carried 5-0.

**Discuss and consider approval of Bills for Budgeted/Approved Expenses:** Hampton questioned the fogger? Chief Lang stated it's a cleaning agent for ambulance works into a nooks and crannies of the ambulances. Hampton also thought DGEMS has a UV light? Chief Lang stated we also use it, but the UV light doesn't help where it doesn't shine. Hampton asked if the fogger will also be submitted for reimbursement and Chief Lang stated since we just received the fogger it will go into the next round of reimbursements opening later this year. Hampton also asked about the thermometers. Chief Lang stated they are the infrared thermometers DGEMS was able to source via Forward Pharmacy. Motion by Allen/Hampton to approve payment of bills as presented. Motion carried 5-0.

**Discuss and consider approval of Write Offs and Aging of Accounts:** Motion by Hampton/Allen to approve the aging of accounts as presented. Motion carried 5-0.

**Staff Report:** There were 87 calls in June, including 4 missed calls. This is up from 79 calls in the same month last year. Volunteers provided 734 hours in June, up from 614 hours in the previous month and up from 651 hours during June 2019. In addition to what is in the written report, the following was discussed:

- Chief Lang stated the service license was renewed through 2023.
- DGEMS used the remainder of the FEMA grant (\$3,500) to buy the SIM Pad Plus.
- Chief Lang shared DGEMS has completed one interfacility transfer. Chief Lang had called to ask Fort Atkinson Hospital for another garage door opener. During this conversation Chief Lang told them of Deer Grove's ability to do interfacility transfers. The transfer completed happened as one crew was going off duty. The outgoing crew stayed on while the other crew did the transfer from Fort Atkinson to UW.
- Williams asked about the COVID-19 testing. Chief Lang stated Dane County and the Office of Emergency Management procured 3,000 tests for public safety personnel. Dane County EMS asked for fire departments to hold tests similar to the drive-thru at the Alliant Energy Center. Our staff administered tests. The tests are from Exact Sciences. Chief Lang believes 35 people came through.

**Correspondence:** Chief Lang shared a physical letter which was originally a Facebook message and then also sent a letter directly to Chief Lang.

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

- There are no changes of PPE other than added PAPR units.
- The big change is the mask order put out by Public Health Madison and Dane County. Chief Lang believes everyone is adjusting well. The dorm rooms are essentially the “office with closed doors” so crews are able to go there for some “mask off” time. Additional masks were ordered from Amazon which are washable and reusable.
- The DHS deadline was June 30<sup>th</sup>. DGEMS submitted all expenses for March, April and May. The original allotment very small.
- Deer Grove EMS has not had any COVID-19 positive transports. Chief Lang stated he looked up the data and there have been 34 COVID-19 positive patients in the Cottage Grove zip code and nine in the Deerfield zip code.
- Hospital capacity still not an issue and most hospitals still have furloughs.

**Discuss and consider current and future impacts of COVID-19:** Chief Lang stated reimbursement is lower due to a shift from commercial insurance to private pay. Taxes were not due until July 15<sup>th</sup> so reimbursement from TRIP is lower. Comparing the amount collected 2019 to 2020 DGEMS is \$20,000 behind 2019 due to shift from commercial to private pay. Chief Lang believes there should be a bump due to taxes being filed and having more calls. Chief Lang expects more interfacility calls to get some of those funds back. Chief Lang stated once Deer Grove knows it’s reimbursement, Routes to Recovery is next..

**Discuss and consider service medical direction:** Chief Lang and the commission are wanting a more involved medical director. Chief Lang went to Dr. Stier, Madison Emergency Physicians (MEP) and the UW ALS consortium. Dr. Steir declined request. Chief Lang obtained references from FitchRona, Sun Prairie, Marshall and DeForest. UW does not think they have the resources at this time to take on another service. They recently took Waunakee EMS as of July 1<sup>st</sup>. The only active proposal is MEP, and they are willing to do everything and then some. Currently DGEMS is paying \$6,000/year. MEP will be \$12,000/year. Positives of MEP are Marshall and McFarland are both MEP clients, DGEMS worked with MEP to fine tune protocols, our staff know MEP and DGEMS staff would be able to go another agency’s location for the training. Chief Lang believes the transition would be challenging as Marshall echoed it was challenging transition. Hampton questioned if MEP/UW ALS were the only options in the area? Chief Lang stated they are though he did reach out to another doctor but he’s not ready to take on service level medical direction. MEP has multiple physicians, so someone is always available to us. Chief Lang wants to contract with MEP for 2 or 3 years. Williams questioned if they are willing to do six months at Dr Stier’s rate? Chief Lang stated they will do remainder of 2020 at \$600/mo. Wiczorek stated it sounds like DGEMS does not have a choice as Dr. Stier will not take on the roll. Hampton asked Chief Lang to get a contract with MEP and bring back to August meeting, and also have the contract reviewed by Attorney Barker. Motion by Wiczorek/Williams to move forward with Madison Emergency Physicians as the service medical direction effective September 1, 2020. Motion carried 5-0.

**Update on recent large purchases; LUCAS devices, PAPRs and CPR Mannequin:** Chief Lang stated this agenda item came about because Hampton asked to see what Deer Grove has spent money on recently. Chief Lang showed and explained the LUCAS devices, PAPRs and CPR Mannequin to those in attendance.

**Set next commission meeting date and location:** The next meeting will be held on Thursday, August 20, 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, preliminary budget discussion, update on volunteers.

**Adjournment:** Motion by Hampton/Williams to adjourn. Motion carried 5-0. The meeting ended at 7:45 P.M.

Submitted by Mandy Cysiewski

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

	7/12th of					Jan - Jul 19
	Jan - Jul 20	Annual Budget	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense						
Income						
230 · Training Center Income	285.00	1,458.33	2,500.00	-2,215.00	11.4%	3,533.00
300 · Special Event Fee	0.00	1,166.67	2,000.00	-2,000.00	0.0%	4,975.00
4999 · Uncategorized Income	2,467.27	0.00	0.00	2,467.27	100.0%	2,190.81
610 · Town/Villages Assesments	520,617.20	303,693.37	520,617.20	0.00	100.0%	519,772.55
620 · Ambulance Run Fees	337,247.29	320,833.33	550,000.00	-212,752.71	61.32%	377,623.90
625 · Misc Government Revenue	9,258.86	0.00	0.00	9,258.86	100.0%	0.00
630 · Contracted Revenue	49,956.40	38,740.80	66,412.80	-16,456.40	75.22%	49,289.98
640 · Interest Earned	484.43	291.67	500.00	-15.57	96.89%	503.25
693 · Donations	0.00	0.00	0.00	0.00	0.0%	25,038.84
650 · Grant Revenue	91,619.04	0.00	0.00	91,619.04	100.0%	943.86
999 · Insurance Reimbursement	2,615.85	0.00	0.00	2,615.85	100.0%	5,458.86
<b>Total Income</b>	<b>1,014,551.34</b>	<b>666,184.17</b>	<b>1,142,030.00</b>	<b>-127,478.66</b>	<b>88.84%</b>	<b>989,330.05</b>
Gross Profit	1,014,551.34	666,184.17	1,142,030.00	-127,478.66	88.84%	989,330.05
Expense						
6140 · Credit Card Fees	305.62	0.00	0.00	305.62	100.0%	123.16
720 · Wages	276,666.41	295,487.50	506,550.00	-229,883.59	54.62%	239,630.79
721 · Health Insurance	86,522.40	79,986.67	137,120.00	-50,597.60	63.1%	71,664.74
722 · Workmans Comp	11,409.25	16,210.83	27,790.00	-16,380.75	41.06%	5,028.00
723 · Retirement Plan	38,182.70	34,241.67	58,700.00	-20,517.30	65.05%	31,719.52
724 · Employers FICA Expense	27,413.94	26,098.33	44,740.00	-17,326.06	61.27%	24,366.11
725 · Staff Continuing Education	1,222.00	5,250.00	9,000.00	-7,778.00	13.58%	3,137.51
726 · Travel/Mileage Reimbursement	0.00	291.67	500.00	-500.00	0.0%	30.00
728 · Medical Director Fee	3,500.00	3,500.00	6,000.00	-2,500.00	58.33%	3,500.00
729 · COVID-19 Leave	2,396.36	0.00	0.00	2,396.36	100.0%	0.00
734 · Overtime	74,620.73	66,068.33	113,260.00	-38,639.27	65.88%	71,199.66
735 · EMT Stipend	11,448.00	14,583.33	25,000.00	-13,552.00	45.79%	11,664.00
736 · LifeQuest Billing	24,496.58	26,541.67	45,500.00	-21,003.42	53.84%	26,527.41
740 · Office Equipment (expense)	563.67	950.83	1,630.00	-1,066.33	34.58%	503.67
742 · Office Supplies	473.65	1,166.67	2,000.00	-1,526.35	23.68%	991.63
770 · Communications	2,710.85	3,500.00	6,000.00	-3,289.15	45.18%	3,637.39
775 · IT expenses	2,369.86	3,995.83	6,850.00	-4,480.14	34.6%	2,130.48
790 · Publicity and Advertising	0.00	1,166.67	2,000.00	-2,000.00	0.0%	1,478.12
791 · Training Center Expense	733.27	1,166.67	2,000.00	-1,266.73	36.66%	1,010.58
810 · EMT Recognition	563.56	1,458.33	2,500.00	-1,936.44	22.54%	40.29
820 · EMT Continuing Education	0.00	2,916.67	5,000.00	-5,000.00	0.0%	240.00
825 · Chief Continuing Education	332.08	875.00	1,500.00	-1,167.92	22.14%	853.76
829 · Vehicle Maintenance	10,639.65	6,055.00	10,380.00	259.65	102.5%	9,555.23
831 · Fuel	6,248.76	8,166.67	14,000.00	-7,751.24	44.63%	8,471.40
840 · Equipment/Non-Disposable	7,366.24	9,800.00	16,800.00	-9,433.76	43.85%	2,538.83
842 · Equipment Maintenance	3,295.14	2,100.00	3,600.00	-304.86	91.53%	2,598.69
845 · Capital Purchase	149,789.46	0.00	0.00	149,789.46	100.0%	42,749.35
850 · Medical Supplies	22,134.95	26,308.33	45,100.00	-22,965.05	49.08%	18,848.06
852 · Training Medical Supplies	270.00	583.33	1,000.00	-730.00	27.0%	0.00
860 · Clothing	9,152.08	7,525.00	12,900.00	-3,747.92	70.95%	3,889.89
870 · Insurance	4,214.00	5,016.67	8,600.00	-4,386.00	49.0%	8,012.00
871 · Group Life Insurance	494.80	408.33	700.00	-205.20	70.69%	373.51
872 · Unemployment Insurance	114.04	2,333.33	4,000.00	-3,885.96	2.85%	50.00
878 · Community Medic Program	50.00	180.83	310.00	-260.00	16.13%	50.00
879 · Health Maintenance & Safety	1,010.98	1,458.33	2,500.00	-1,489.02	40.44%	1,020.19
880 · Legal Fees	5,064.00	2,916.67	5,000.00	64.00	101.28%	1,040.00
881 · Accounting Fees	7,900.00	4,666.67	8,000.00	-100.00	98.75%	8,000.00
885 · Overdue Run Fees	39,740.92	0.00	0.00	39,740.92	100.0%	67,495.62
898 · Building and Grounds	2,439.88	2,041.67	3,500.00	-1,060.12	69.71%	2,724.81
899 · Miscellaneous Expenses	49.95	1,166.67	2,000.00	-1,950.05	2.5%	262.60
<b>Total Expense</b>	<b>835,905.78</b>	<b>1,142,030.00</b>	<b>1,142,030.00</b>	<b>-306,124.22</b>	<b>73.2%</b>	<b>677,157.00</b>
Net Income	178,645.56		0.00	178,645.56	100.0%	312,173.05

**Deer Grove EMS District**  
**Balance Sheet**  
As of July 31, 2020

	Jul 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	457,798.61
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	-10.00
1210 · Lifequest Receivables	153,415.58
<b>Total Accounts Receivable</b>	153,405.58
Other Current Assets	995.00
<b>Total Current Assets</b>	612,199.19
Fixed Assets	519,234.78
<b>Other Assets</b>	
112 · Allowance for Doubtful Accounts	-47,399.60
<b>Total Other Assets</b>	-47,399.60
<b>TOTAL ASSETS</b>	<b>1,084,034.37</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	2,269.29
<b>Credit Cards</b>	
301 · One Card	756.97
<b>Total Credit Cards</b>	756.97
<b>Other Current Liabilities</b>	
Lifequest Deposit Adjustments	0.12
Payroll Liabilities	18,612.97
231 · Deferred Run Revenue	24,194.69
<b>Total Other Current Liabilities</b>	42,807.78
<b>Total Current Liabilities</b>	45,834.04
<b>Total Liabilities</b>	45,834.04
<b>Equity</b>	
1110 · Retained Earnings	122,192.89
380 · Fund Balance-Unrestricted	199,670.23
<b>381 · Fund Balance-Restricted (FAP)</b>	
Aids & Training	8,527.82
EMT Basic Training	9,928.91
<b>Total 381 · Fund Balance-Restricted (FAP)</b>	18,456.73
383 · Investment in Fixed Asset	519,234.92
Net Income	178,645.56
<b>Total Equity</b>	1,038,200.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,084,034.37</b>

Deer Grove EMS District  
Bill Payment Detail  
July 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
21018	Liability Check	07/03/2020	Fire Fighters Local 311		101 · Operating Checking	-227.47	
					Local 311 Dues	227.47	-227.47
TOTAL						227.47	-227.47
EFT	Liability Check	07/03/2020	Bank of Deerfield		101 · Operating Checking	-16,114.01	
					Direct Deposit Liability	15,414.01	-15,414.01
					Direct Deposit Liability	700.00	-700.00
TOTAL						16,114.01	-16,114.01
EFT	Liability Check	07/03/2020	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	07/07/2020	EFTTPS		101 · Operating Checking	-5,833.24	
					224 · FICA/Fed Payable	2,231.00	-2,231.00
					2242 · FICA/Fed Payable-ER	1,459.71	-1,459.71
					2241 · FICA/Fed Payable-EE	1,459.71	-1,459.71
					2242 · FICA/Fed Payable-ER	341.41	-341.41
					2241 · FICA/Fed Payable-EE	341.41	-341.41
TOTAL						5,833.24	-5,833.24
21019	Liability Check	07/13/2020	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	07/30/2020	Aflac	MCY18	101 · Operating Checking	-370.14	
				MCY18	Aflac	370.14	-370.14
TOTAL						370.14	-370.14
EFT	Liability Check	07/14/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,162.63	
				036-0000519180-02	225 · State Withholding	1,162.63	-1,162.63
TOTAL						1,162.63	-1,162.63

**Deer Grove EMS District**  
**Bill Payment Detail**  
July 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
EFT	Liability Check	07/22/2020	Employee Trust Funds		5300000	101 · Operating Checking	-11,778.38
					5300000	Health Insurance Liability - ER	10,414.76
					5300000	Health Insurance Liability - EE	1,363.62
TOTAL							<u>11,778.38</u> <u>-11,778.38</u>
21031	Liability Check	07/17/2020	Fire Fighters Local 311			101 · Operating Checking	-249.68
						Local 311 Dues	249.68
TOTAL							<u>249.68</u> <u>-249.68</u>
21020	Bill Pmt -Check	07/13/2020	AED Superstore	Resusci Anne		101 · Operating Checking	-3,055.50
1610003	Bill	06/15/2020		Resusci Anne		845 · Capital Purchase	3,055.50
TOTAL							<u>3,055.50</u> <u>-3,055.50</u>
21021	Bill Pmt -Check	07/13/2020	Bound Tree Medical, LLC			101 · Operating Checking	-138.88
83676154	Bill	06/29/2020		XL Job Shirts		850 · Medical Supplies	136.08
83677956	Bill	06/30/2020		Face Shields		850 · Medical Supplies	62.80
TOTAL							<u>198.88</u> <u>-138.88</u>
21022	Bill Pmt -Check	07/13/2020	Cottage Grove, Town of_v	Plymovent Remainder		101 · Operating Checking	-3,239.10
	Bill	07/01/2020		Plymovent Remainder		845 · Capital Purchase	3,239.10
TOTAL							<u>3,239.10</u> <u>-3,239.10</u>
21023	Bill Pmt -Check	07/13/2020	Deerfield Fire Department	St 2 Phone/Internet		101 · Operating Checking	-107.32
5	Bill	06/01/2020		St 2 Phone/Internet		770 · Communications	107.32
TOTAL							<u>107.32</u> <u>-107.32</u>
21024	Bill Pmt -Check	07/13/2020	Dinges Fire Company	PAPRs		101 · Operating Checking	-15,839.50
11474	Bill	06/30/2020	Deer-Grove EMS Association	PAPRs		845 · Capital Purchase	8,000.00
				PAPRs		845 · Capital Purchase	7,839.50
TOTAL							<u>15,839.50</u> <u>-15,839.50</u>
21025	Bill Pmt -Check	07/13/2020	Hastings Air-Energy Control, Inc	Plymovent System		101 · Operating Checking	-84,865.00
i83699	Bill	07/01/2020		Plymovent System		845 · Capital Purchase	84,865.00
TOTAL							<u>84,865.00</u> <u>-84,865.00</u>
21026	Bill Pmt -Check	07/13/2020	Landmark Services Cooperative	June Fuel		101 · Operating Checking	-556.51
	Bill	06/30/2020		June Fuel		831 · Fuel	556.51
							<u>556.51</u> <u>-556.51</u>

**Deer Grove EMS District**  
**Bill Payment Detail**  
July 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL						556.51	-556.51
21027	Bill Pmt -Check	07/13/2020	Med Alliance Group Inc.	CPAP w/ Nebulizer	101 · Operating Checking	-296.62	
193434	Bill	06/25/2020		CPAP w/ Nebulizer	850 · Medical Supplies	296.62	-296.62
TOTAL						296.62	-296.62
21028	Bill Pmt -Check	07/13/2020	Pomasl Fire Equipment	Netting	101 · Operating Checking	-339.96	
82125	Bill	07/03/2020		Netting	829 · Vehicle Maintenance	339.96	-339.96
TOTAL						339.96	-339.96
21029	Bill Pmt -Check	07/13/2020	Thomas EMS	Narc Box Repair	101 · Operating Checking	-415.25	
34655	Bill	07/01/2020	Deer-Grove EMS Association	Narc Box Repair	842 · Equipment Maintenance	415.25	-415.25
TOTAL						415.25	-415.25
21030	Bill Pmt -Check	07/13/2020	WEX Bank	June Fuel	101 · Operating Checking	-278.37	
66172095	Bill	06/30/2020		June Fuel	831 · Fuel	278.37	-278.37
TOTAL						278.37	-278.37
EFT	Liability Check	07/17/2020	Bank of Deerfield		101 · Operating Checking	-18,909.11	
					Direct Deposit Liability	18,209.11	-18,209.11
					Direct Deposit Liability	700.00	-700.00
TOTAL						18,909.11	-18,909.11
EFT	Liability Check	07/17/2020	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-430.00	
				98971-01	WI Deferred Comp Liability	280.00	-280.00
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						430.00	-430.00
EFT	Liability Check	07/21/2020	EFTTPS		101 · Operating Checking	-6,661.84	
					224 · FICA/Fed Payable	2,503.00	-2,503.00
					2242 · FICA/Fed Payable-ER	1,685.29	-1,685.29
					2241 · FICA/Fed Payable-EE	1,685.29	-1,685.29
					2242 · FICA/Fed Payable-ER	394.13	-394.13
					2241 · FICA/Fed Payable-EE	394.13	-394.13
TOTAL						6,661.84	-6,661.84
21032	Liability Check	07/28/2020	Delta Dental		101 · Operating Checking	-136.24	
					224 · FICA/Fed Payable	136.24	-136.24

Deer Grove EMS District  
Bill Payment Detail  
July 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL						136.24	-136.24
EFT	Liability Check	07/30/2020	Employee Trust Funds		5300000	101 · Operating Checking	-8,333.43
					5300000	2272 · Employer Share WRS	5,291.23
					5300000	2271 · Employee Share WRS	3,042.20
TOTAL						8,333.43	-8,333.43
EFT	Liability Check	07/30/2020	Wisconsin Department of Revenue		036-0000519180-02	101 · Operating Checking	-1,105.38
					036-0000519180-02	225 · State Withholding	1,105.38
TOTAL						1,105.38	-1,105.38
EFT	Liability Check	07/31/2020	Bank of Deerfield			101 · Operating Checking	-16,064.93
						Direct Deposit Liability	15,364.93
						Direct Deposit Liability	700.00
TOTAL						16,064.93	-16,064.93
21040	Liability Check	07/31/2020	Fire Fighters Local 311			101 · Operating Checking	-231.69
						Local 311 Dues	231.69
TOTAL						231.69	-231.69
EFT	Liability Check	07/31/2020	Wisconsin Deferred Compensation		98971-01	101 · Operating Checking	-430.00
					98971-01	WI Deferred Comp Liability	280.00
					98971-01	WI Deferred Comp Liability	150.00
TOTAL						430.00	-430.00
EFT	Liability Check	07/28/2020	EFTTPS			101 · Operating Checking	-5,791.30
						224 · FICA/Fed Payable	2,196.00
						2242 · FICA/Fed Payable-ER	1,456.91
						2241 · FICA/Fed Payable-EE	1,456.91
						2242 · FICA/Fed Payable-ER	340.74
						2241 · FICA/Fed Payable-EE	340.74
TOTAL						5,791.30	-5,791.30
21033	Bill Pmt -Check	07/28/2020	Ace Hardware		Wire/Ground connector/hardware	101 · Operating Checking	-31.36
	Bill	07/15/2020			Wire/Ground connector/hardware	898 · Building and Grounds	31.36
TOTAL						31.36	-31.36

**Deer Grove EMS District**  
**Bill Payment Detail**  
July 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
21034	Bill Pmt -Check	07/28/2020	Bound Tree Medical, LLC	Pants - Martin	101 · Operating Checking	-42.12	
83702532	Bill	07/20/2020		Pants - Martin	860 · Clothing	42.12	-42.12
TOTAL						42.12	-42.12
21035	Bill Pmt -Check	07/28/2020	Handy Appliance Center, Inc.	St 1 Dryer Repair	101 · Operating Checking	-145.00	
35628071620	Bill	07/16/2020	Town of Cottage Grove	St 1 Dryer Repair	898 · Building and Grounds	145.00	-145.00
TOTAL						145.00	-145.00
21036	Bill Pmt -Check	07/28/2020	Life-Assist, Inc.		101 · Operating Checking	-1,682.94	
1015359	Bill	07/02/2020		Wipes	850 · Medical Supplies	216.00	-216.00
1015877	Bill	07/07/2020		Misc Medical Supplies	850 · Medical Supplies	473.53	-473.53
1016960	Bill	07/09/2020		ETCO2 supplies	850 · Medical Supplies	227.38	-227.38
1017651	Bill	07/13/2020		Benadryl/Cric Device	850 · Medical Supplies	178.45	-178.45
1018226	Bill	07/14/2020		Cric Device	850 · Medical Supplies	438.78	-438.78
1019371	Bill	07/17/2020		Manual Suction	850 · Medical Supplies	148.80	-148.80
TOTAL						1,682.94	-1,682.94
21037	Bill Pmt -Check	07/28/2020	Piggly Wiggly		101 · Operating Checking	-2.94	
	Bill	07/01/2020			840 · Equipment/Non-Disposable	2.94	-2.94
TOTAL						2.94	-2.94
21038	Bill Pmt -Check	07/28/2020	TDS	Station 1 phone/internet	101 · Operating Checking	-130.89	
	Bill	07/22/2020		August Internet	770 · Communications	59.00	-59.00
				August phone/fax	770 · Communications	71.89	-71.89
TOTAL						130.89	-130.89
21039	Bill Pmt -Check	07/28/2020	US Bank		101 · Operating Checking	-1,044.44	
	Bill	07/28/2020			One Card - Office Use Only	554.51	-554.51
	Bill	07/28/2020			One Card - Mandy Cysiewski	375.30	-375.30
	Bill	07/28/2020			One Card - Eric Lang	114.63	-114.63
TOTAL						1,044.44	-1,044.44
	Bill Pmt -CCard	07/03/2020	Bound Tree Medical, LLC	PEEP Valves	One Card - Office Use Only	-41.80	
83681946	Bill	07/02/2020		PEEP Valves	850 · Medical Supplies	41.80	-41.80
TOTAL						41.80	-41.80
	Bill Pmt -CCard	07/14/2020	Airgas USA, LLC		One Card - Office Use Only	-90.51	

**Deer Grove EMS District**  
**Bill Payment Detail**  
July 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
9102662679	Bill	06/30/2020		Oxygen	850 · Medical Supplies	27.20	-27.20
9971669596	Bill	06/30/2020		Cylinder Rental	850 · Medical Supplies	63.31	-63.31
TOTAL						90.51	-90.51
	Bill Pmt -CCard	07/14/2020	GFC Leasing WI	Copier Lease	One Card - Office Use Only	-48.30	
I00591421	Bill	06/20/2020		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL						48.30	-48.30
	Bill Pmt -CCard	07/14/2020	Gordon Flesch	June Copies	One Card - Office Use Only	-19.00	
IN12988232	Bill	07/07/2020		June Copies	740 · Office Equipment (expense)	19.00	-19.00
TOTAL						19.00	-19.00
	Bill Pmt -CCard	07/28/2020	Dinges Fire Company		One Card - Office Use Only	-529.61	
12072	Bill	07/24/2020		Replacement PAPR Hoods	840 · Equipment/Non-Disposable	460.74	-460.74
12154	Bill	07/28/2020		PAPR XL Breathing Tube	840 · Equipment/Non-Disposable	68.87	-68.87
TOTAL						529.61	-529.61
	Bill Pmt -CCard	07/28/2020	GFC Leasing WI	Copier Lease	One Card - Office Use Only	-48.30	
I00597462	Bill	07/21/2020		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL						48.30	-48.30
	Bill Pmt -CCard	07/28/2020	Verizon Wireless		One Card - Office Use Only	-179.06	
9858403807	Bill	07/10/2020		Car 79 Jet pack	770 · Communications	30.03	-30.03
				M81 Jet pack	770 · Communications	30.03	-30.03
				M80 phone	770 · Communications	1.12	-1.12
				M81 phone	770 · Communications	0.98	-0.98
				M78 phone	770 · Communications	1.68	-1.68
				C79 phone	770 · Communications	0.98	-0.98
				M80 cradlepoint	770 · Communications	30.03	-30.03
				Chief	770 · Communications	54.18	-54.18
				M78 cradlepoint	770 · Communications	30.03	-30.03
TOTAL						179.06	-179.06

## Deer Grove EMS District Credit Card Purchases

July 2020

Date	Source Name	Memo	Split	Amount
<b>301 - One Card</b>				
<b>One Card - Eric Lang</b>				
07/03/2020	Embroidery Professionals	Logo	860 · Clothing	10.00
07/07/2020	PayPal	InstaShield	840 · Equipment/Non-Dispos...	21.94
07/13/2020	Amazon.com	Masks	840 · Equipment/Non-Dispos...	32.69
07/24/2020	Embroidery Professionals	Logo/Name/Reflective logo	860 · Clothing	50.00
Total One Card - Eric Lang				114.63
<b>One Card - Mandy Cysiewski</b>				
07/01/2020	Amazon.com	Barcode scanner	775 · IT expenses	11.95
07/02/2020	Amazon.com	Nightstick	840 · Equipment/Non-Dispos...	24.02
07/03/2020	Amazon.com	Barcode Scanner	775 · IT expenses	12.95
07/07/2020	Wisconsin EMS Association	Aug 20-Aug 21 Membership	725 · Staff Continuing Educat...	300.00
07/08/2020	Amazon.com	USB Hub	775 · IT expenses	19.98
07/13/2020	USPS	Commission Packets	742 · Office Supplies	6.40
Total One Card - Mandy Cysiewski				375.30
Total 301 - One Card				489.93
<b>TOTAL</b>				<b>489.93</b>

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
 July 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>	
07/03/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	48	1,030.56	
				Sick Hourly Rate	24	515.28	
						1,545.84	
07/17/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	56	1,202.32	
				Overtime Hourly Rate	13	418.73	
				Vacation Hourly Rate	24	515.28	
				Sick Hourly Rate	3	64.41	
						2,200.74	
07/31/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	64	1,374.08	
				Overtime Hourly Rate	8	257.68	
						1,631.76	
07/03/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	37.5	1,034.63	
				Antoniewicz, Lisa M	Regular Hourly Rate	17	469.03
				Antoniewicz, Lisa M	Overtime Hourly Rate	0.5	20.70
				Antoniewicz, Lisa M	Overtime Hourly Rate	4.5	186.26
				Antoniewicz, Lisa M	Vacation OT Hourly Rate	24	993.36
				Antoniewicz, Lisa M	Vacation Hourly Rate	9.5	262.11
				Antoniewicz, Lisa M	National Pd Leave FMLA		441.44
						3,407.53	
07/17/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	21	579.39	
				Antoniewicz, Lisa M	Overtime Hourly Rate	4.5	186.26
				Antoniewicz, Lisa M	Vacation Hourly Rate	24	662.16
				Antoniewicz, Lisa M	Holiday Hourly Rate	11	468.49
				Antoniewicz, Lisa M	Holiday OT Rate	13	733.07
				Antoniewicz, Lisa M	Regular Hourly Rate	24	662.16
						3,291.53	
07/31/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	48.75	1,345.01	
				Antoniewicz, Lisa M	Overtime Hourly Rate	23.25	962.32
				Antoniewicz, Lisa M	Regular Hourly Rate	15.25	420.75
				Antoniewicz, Lisa M	Overtime Hourly Rate	2.25	93.13
				Antoniewicz, Lisa M	Vacation Hourly Rate	16	441.44
						3,262.65	
07/03/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	60	1,330.80	
				Belden, Elliott H	Overtime Hourly Rate	12	399.24
				Belden, Elliott H	Regular Hourly Rate	4	88.72
						1,818.76	

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
 July 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
07/17/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	58	1,286.44
			Belden, Elliott H	Overtime Hourly Rate	14	465.78
			Belden, Elliott H	Regular Hourly Rate	2	44.36
			Belden, Elliott H	Regular Hourly Rate	4	88.72
			Belden, Elliott H	Vacation Hourly Rate	16	354.88
			Belden, Elliott H	Vacation OT Hourly Rate	7	232.89
						2,473.07
07/31/2020	DD	Paycheck	Belden, Elliott H	Vacation Hourly Rate	24	532.32
			Belden, Elliott H	Regular Hourly Rate	40	887.20
			Belden, Elliott H	Overtime Hourly Rate	16	532.32
						1,951.84
07/17/2020	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
07/17/2020	DD	Paycheck	Bischel, Bryce T	Weekday Stipend	4	72.00
			Bischel, Bryce T	Weekend Stipend	4	72.00
			Bischel, Bryce T	Training Attendance Stipend	1	18.00
						162.00
07/03/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	78	1,674.66
			Cummings, Ross E	Overtime Hourly Rate	41	1,320.61
			Cummings, Ross E	Regular Hourly Rate	2	42.94
						3,038.21
07/17/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	36	772.92
			Cummings, Ross E	Vacation Hourly Rate	44	944.68
			Cummings, Ross E	Vacation OT Hourly Rate	28	901.88
						2,619.48
07/31/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	64	1,374.08
			Cummings, Ross E	Overtime Hourly Rate	20	644.20
						2,018.28
07/03/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	21	357.00
			Curry, Clairissa K	Regular Hourly Rate	2.5	42.50
						399.50

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
 July 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
07/31/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	25.5	433.50
						433.50
07/03/2020	DD	Paycheck	Cysiewski, Mandy J	Vacation Hourly Rate	7.25	130.50
			Cysiewski, Mandy J	Regular Hourly Rate	24.75	445.50
						576.00
07/17/2020	DD	Paycheck	Cysiewski, Mandy J	Holiday Hourly Rate	3.2	57.60
			Cysiewski, Mandy J	Regular Hourly Rate	28.8	518.40
						576.00
07/31/2020	DD	Paycheck	Cysiewski, Mandy J	Vacation Hourly Rate	15	270.00
			Cysiewski, Mandy J	Regular Hourly Rate	17	306.00
						576.00
07/03/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	12	204.00
						204.00
07/17/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	12.5	212.50
						212.50
07/31/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	8	136.00
						136.00
07/17/2020	DD	Paycheck	Einstein, Justin D	Weekend Stipend	4	72.00
						72.00
07/17/2020	DD	Paycheck	Ennis, Jamie L	Weekday Stipend	2	36.00
			Ennis, Jamie L	Weekend Stipend	2	36.00
						72.00
07/17/2020	DD	Paycheck	Fedorowicz, Samantha E	Weekday Stipend	3	54.00
			Fedorowicz, Samantha E	Training Attendance Stipend	1	18.00
						72.00
07/17/2020	DD	Paycheck	Furger, Jenna J	Weekday Stipend	3	54.00
						54.00
07/17/2020	DD	Paycheck	Griffin, Elisabeth A	Weekday Stipend	4	72.00
			Griffin, Elisabeth A	Training Attendance Stipend	1	18.00
						90.00

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
 July 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
07/17/2020	DD	Paycheck	Hartman, Michael D	Weekday Stipend	4	72.00
						72.00
07/31/2020	DD	Paycheck	Jensen, Andrew M	Regular Hourly Rate	38	646.00
						646.00
07/03/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
07/17/2020	DD	Paycheck	Lang, Eric A	Salary	72	2,942.31
			Lang, Eric A	Holiday Salary	8	326.92
						3,269.23
07/31/2020	DD	Paycheck	Lang, Eric A	Salary	72	2,942.31
			Lang, Eric A	Vacation Salary	8	326.92
						3,269.23
07/03/2020	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	1	22.18
			Lasko, Wendy J	Regular Hourly Rate	77	1,707.86
			Lasko, Wendy J	Overtime Hourly Rate	11	365.97
			Lasko, Wendy J	Regular Hourly Rate	2	44.36
			Lasko, Wendy J	Overtime Hourly Rate	8	266.16
						2,406.53
07/17/2020	DD	Paycheck	Lasko, Wendy J	Holiday Hourly Rate	24	892.32
			Lasko, Wendy J	Regular Hourly Rate	24	532.32
			Lasko, Wendy J	Vacation Hourly Rate	16	354.88
			Lasko, Wendy J	Vacation OT Hourly Rate	8	266.16
						2,045.68
07/31/2020	DD	Paycheck	Lasko, Wendy J	Vacation OT Hourly Rate	8	266.16
			Lasko, Wendy J	Vacation Hourly Rate	40	887.20
			Lasko, Wendy J	Overtime Hourly Rate	8	266.16
			Lasko, Wendy J	Regular Hourly Rate	40	887.20
						2,306.72
07/17/2020	DD	Paycheck	Luebke, Joshua R	Weekday Stipend	8	144.00
						144.00
07/03/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	24	408.00
			Martin, Alexa S	Regular Hourly Rate	2	34.00
						442.00

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
 July 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
07/17/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	12	204.00
						204.00
07/17/2020	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	32	576.00
			McMullen, Jeremy B	Weekend Stipend	30	540.00
			McMullen, Jeremy B	Training Attendance Stipend	1	18.00
						1,134.00
07/03/2020	DD	Paycheck	Mickelson, Matthew A	Overtime Hourly Rate	9	262.89
			Mickelson, Matthew A	Regular Hourly Rate	54	1,051.38
			Mickelson, Matthew A	Overtime Hourly Rate	10	292.10
			Mickelson, Matthew A	Vacation Hourly Rate	24	467.28
			Mickelson, Matthew A	Regular Hourly Rate	2	38.94
						2,112.59
07/17/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,557.60
			Mickelson, Matthew A	Overtime Hourly Rate	64	1,869.44
						3,427.04
07/31/2020	DD	Paycheck	Mickelson, Matthew A	Overtime Hourly Rate	56	1,719.76
			Mickelson, Matthew A	Regular Hourly Rate	80	1,637.60
			Mickelson, Matthew A	Overtime Hourly Rate	8	245.68
						3,603.04
07/17/2020	DD	Paycheck	Miles, Thomas E	Weekday Stipend	4	72.00
			Miles, Thomas E	Weekend Stipend	2	36.00
						108.00
07/03/2020	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	24.5	416.50
						416.50
07/17/2020	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	23	391.00
						391.00
07/31/2020	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	12	204.00
						204.00
07/03/2020	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	31	527.00
						527.00

**Deer Grove EMS District**  
**Payroll Transaction Detail**  
 July 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
07/17/2020	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	12	204.00
						204.00
07/31/2020	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	12	204.00
						204.00
07/03/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	1,374.08
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
						1,631.76
07/17/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	76	1,631.72
			Sanders, Seth C	Overtime Hourly Rate	20	644.20
			Sanders, Seth C	Regular Hourly Rate	4	85.88
						2,361.80
07/31/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	1,374.08
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
						1,631.76
07/03/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	76.5	1,565.96
			Schlicht, Trevor A	Overtime Hourly Rate	19.5	598.85
			Schlicht, Trevor A	Regular Hourly Rate	3.5	71.65
						2,236.46
07/17/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	64	1,310.08
			Schlicht, Trevor A	Overtime Hourly Rate	8	245.68
						1,555.76
07/31/2020	DD	Paycheck	Schlicht, Trevor A	Vacation Hourly Rate	40	818.80
			Schlicht, Trevor A	Vacation OT Hourly Rate	8	245.68
			Schlicht, Trevor A	Regular Hourly Rate	40	818.80
			Schlicht, Trevor A	Overtime Hourly Rate	8	245.68
						2,128.96
07/03/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	12	204.00
						204.00
07/17/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	13	221.00
						221.00

**Deer Grove EMS District  
Payroll Transaction Detail  
July 2020**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
07/31/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	11	187.00
						187.00
07/17/2020	DD	Paycheck	Severson, Erik L	Weekday Stipend	1	18.00
			Severson, Erik L	Training Attendance Stipend	1	18.00
						36.00
07/17/2020	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
07/17/2020	DD	Paycheck	Yelk Meinholz, Amy M	Weekday Stipend	6	108.00
			Yelk Meinholz, Amy M	Training Attendance Stipend	1	18.00
						126.00
<b>TOTAL</b>						<b>76,283.48</b>

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08/12/20

Accrual Basis

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

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Type	Date	Num	Name	Memo	Amount
<b>1512 · Member Personal Expenses Due</b>					
Paycheck	07/17/2020	DD	Regali, Trevor C		-7.08
Total 1512 · Member Personal Expenses Due					-7.08
<b>Member Reimbursements Payable</b>					
Paycheck	07/17/2020	DD	Lang, Eric A		20.00
Total Member Reimbursements Payable					20.00
<b>TOTAL</b>					<b>12.92</b>

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08/12/20

**Deer Grove EMS District**  
**Deposit Detail**  
July 2020

Type	Date	Name	Memo	Account	Amount
<b>General Journal</b>	<b>07/31/2020</b>	<b>LifeQuest</b>	<b>Payment Received - Overpayment Returns - July</b>	<b>105 · Hometown Bank</b>	<b>36,035.77</b>
		LifeQuest	Payment Received - Overpayment Returns - July	1210 · Lifequest Receivables	-36,035.77
TOTAL					-36,035.77
<b>Deposit</b>	<b>07/01/2020</b>		<b>Deposit</b>	<b>103 · Savings bank of Deerfield</b>	<b>80,675.04</b>
		FEMA	Final Plymovent Payment	650 · Grant Revenue	-80,675.04
TOTAL					-80,675.04
<b>Deposit</b>	<b>07/29/2020</b>		<b>Deposit</b>	<b>103 · Savings bank of Deerfield</b>	<b>1,531.27</b>
Payment	07/09/2020	Wisconsin Department of Administration	Deposit	625 · Misc Government Revenue	-1,240.00
Payment	07/23/2020	Town of Cottage Grove		1499 · Undeposited Funds	-132.96
Payment	07/28/2020	SSM Health		1499 · Undeposited Funds	-124.99
		Oregon Area Fire and EMS District		1499 · Undeposited Funds	-33.32
TOTAL					-1,531.27
<b>Deposit</b>	<b>07/10/2020</b>		<b>Deposit</b>	<b>103 · Savings bank of Deerfield</b>	<b>3,514.94</b>
		FEMA	Remaining grant for manikin/sim pad	650 · Grant Revenue	-3,514.94
TOTAL					-3,514.94
<b>Deposit</b>	<b>07/31/2020</b>		<b>Interest</b>	<b>103 · Savings bank of Deerfield</b>	<b>64.79</b>
			Interest	640 · Interest Earned	-64.79
TOTAL					-64.79
<b>Deposit</b>	<b>07/31/2020</b>		<b>Interest</b>	<b>101 · Operating Checking</b>	<b>1.88</b>
			Interest	640 · Interest Earned	-1.88
TOTAL					-1.88

Aging Summary Report

2018	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	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									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	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

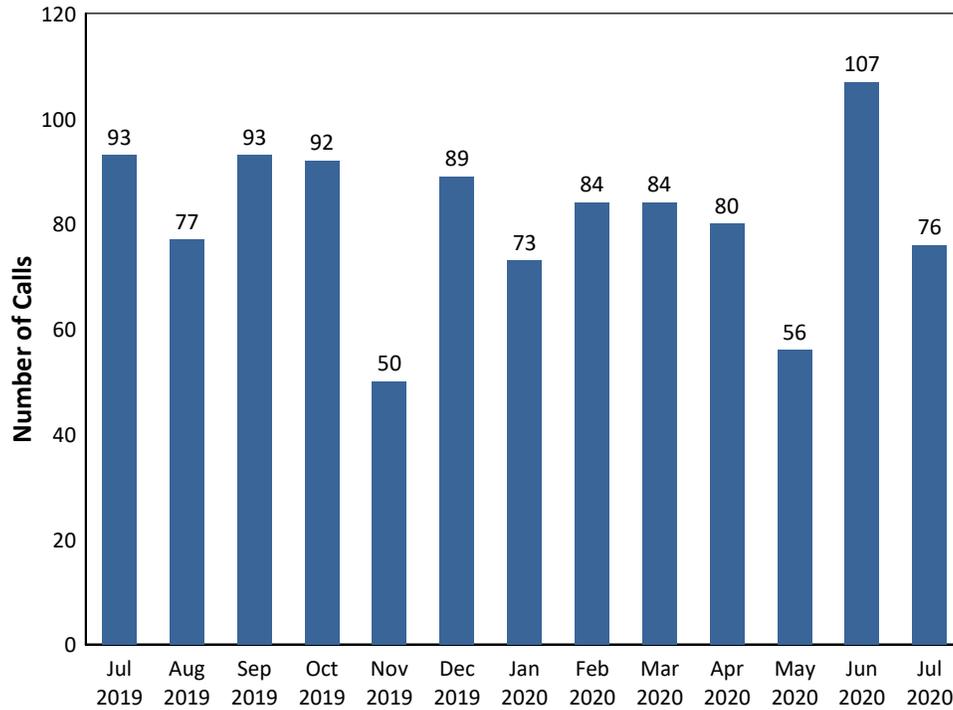
2020	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	136	69,553.65	25,928.60	17,294.08	4,664.02		9,032.50	11,891.90	138,364.75		59,576.49
February	142	73,178.63	34,980.89	20,277.10	8,794.14		4,121.05	12,619.95	153,971.76		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	132	47,514.13	44,443.17	27,120.81	18,856.27		11,172.50	4,308.70	153,415.58		33,333.84
August											
September											
October											
November											
December											
	969									0.00	279,800.98

# Total Runs Entered

Deer-Grove EMS District

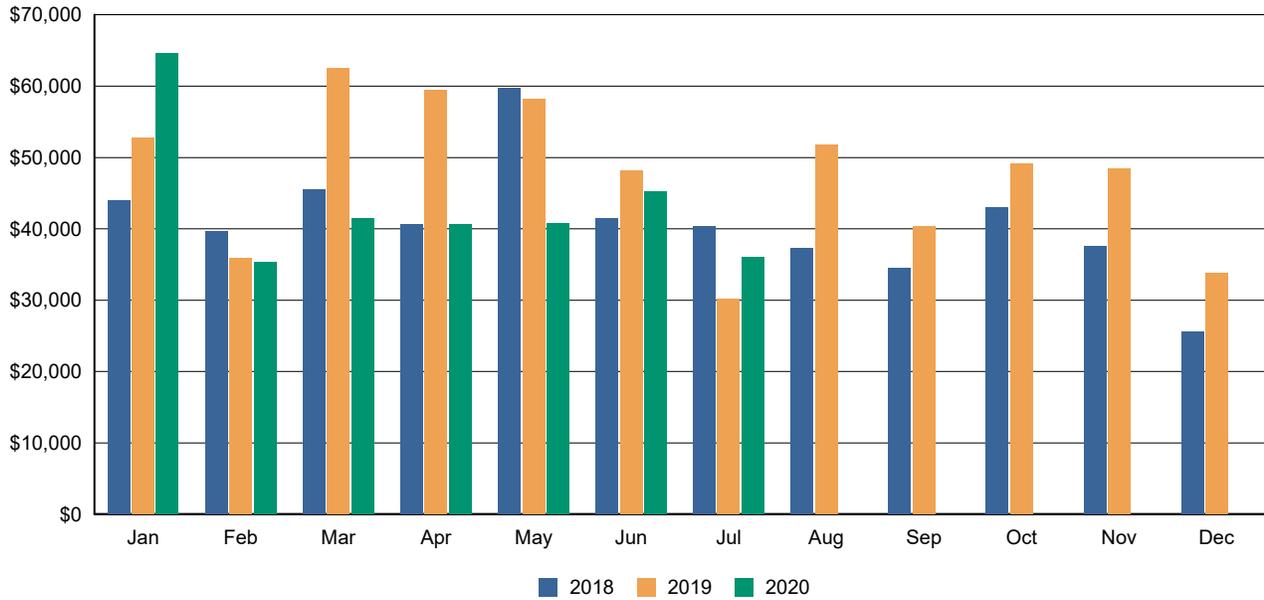
July 2019 to July 2020

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



# All Phases Gross Revenue

Deer-Grove EMS District  
January 2018 to July 2020



	2018	2019	2020
January	\$44,000	\$52,789	\$64,581
February	\$39,682	\$35,874	\$35,349
March	\$45,580	\$62,603	\$41,495
April	\$40,624	\$59,518	\$40,565
May	\$59,762	\$58,122	\$40,785
June	\$41,489	\$48,182	\$45,294
July	\$40,426	\$30,114	\$36,036
August	\$37,271	\$51,774	\$0
September	\$34,504	\$40,318	\$0
October	\$42,987	\$49,181	\$0
November	\$37,564	\$48,473	\$0
December	\$25,614	\$33,842	\$0
<b>Total Gross Revenue</b>	<b>\$489,503</b>	<b>\$570,790</b>	<b>\$304,104</b>

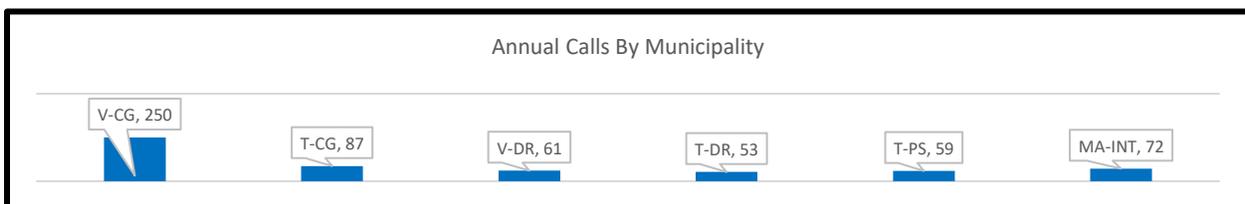
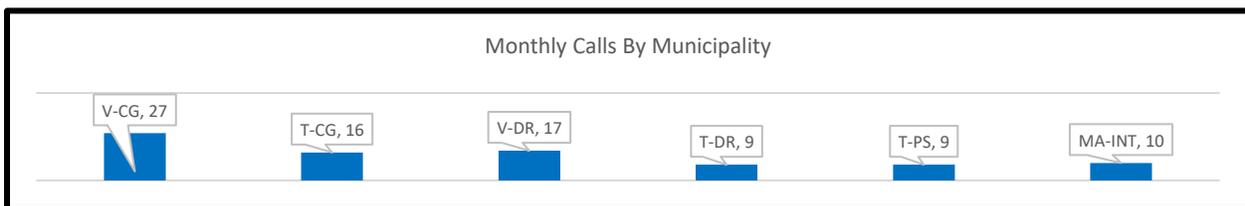
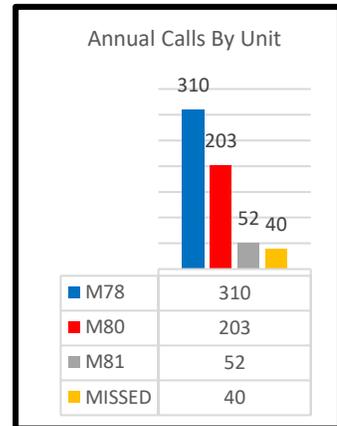
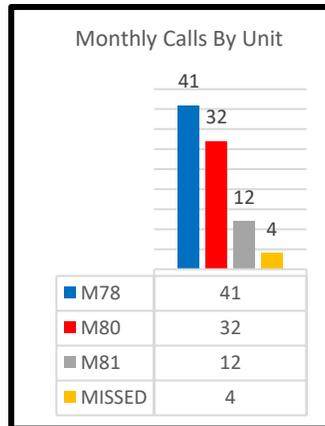
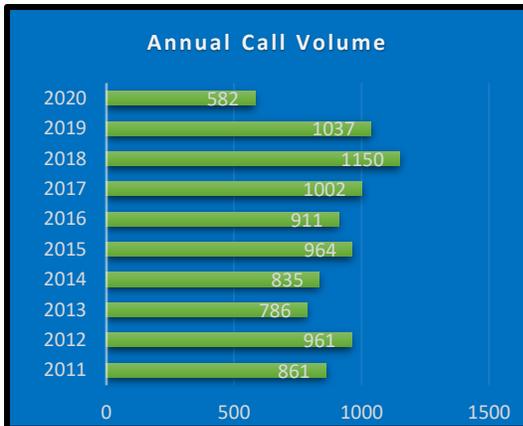
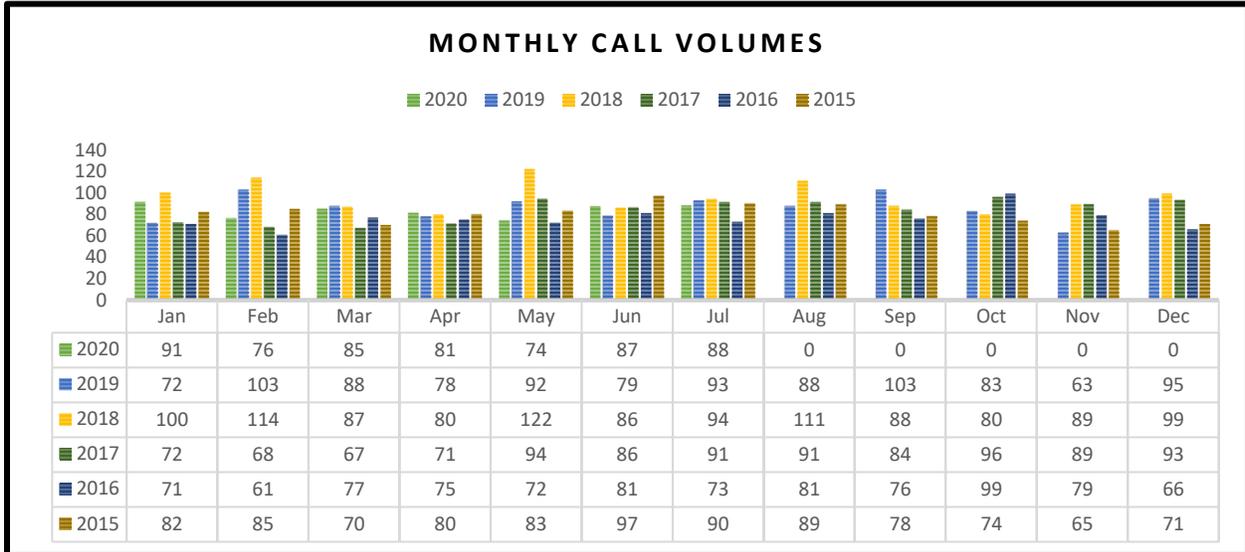


# Deer-Grove EMS

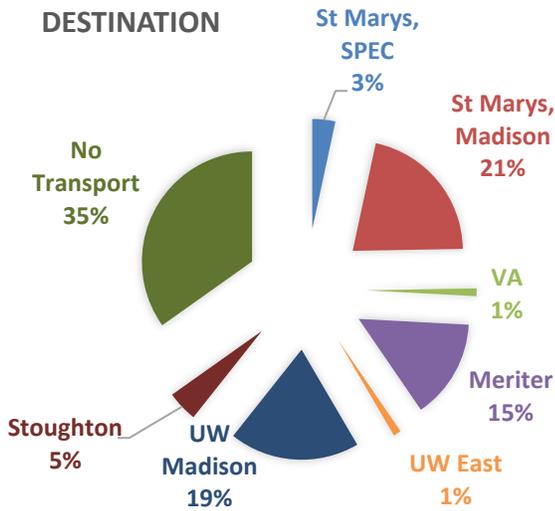
## STAFF REPORT JULY 2020

**MISSION:**

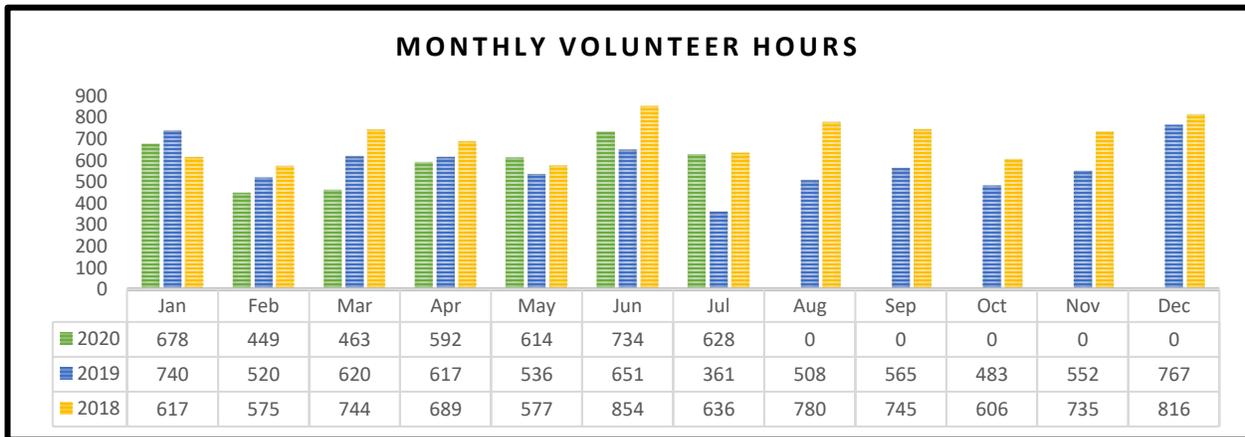
*Deer Grove EMS provides for the health and well-being of our communities with a team of professionals that are dedicated, knowledgeable and have a vested interest in our neighbors.*



**MONTHLY HOSPITAL DESTINATION**



Top 10 Provider Impressions
Abuse of Alcohol - Intoxication
Acute pain due to trauma
CV - Cardiac Arrhythmia/Dysrhythmia
Injury - Head without L.O.C.
Behavioral - Anxiety
CV - Chest Pain - Presumed Cardiac
Encounter for general adult medical examination without abnormal findings
GI/GU - Abdominal Pain Acute Onset
Neuro - Headache - Migraine
Neuro - Stroke/CVA



**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, AEMT
*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

- Bryan Adler has returned from leave and is nearing completion of re-orientation
- Interview session planned for August 26<sup>th</sup>
  - Currently have Paramedic and EMT candidates
  - Looking to boost our LTE Pool and add volunteers

## Vehicle Maintenance Notes:

- M80 experienced an airhorn malfunction and problems with a rear
  - Rennert's was able to fix the airhorn system and are working on a permanent solution for the rear door latches
- M78 is experiencing a periodic error from the power inverter
  - Traced to an on-board AC power spike, but finding the specific device will be a challenge
  - This is a work in progress and should not keep the vehicle out of service

Vehicle	Beginning Mileage	Ending Mileage	Beginning Hours	Ending Hours
<b>M78</b>	53,327	54,836	2461	2523
<b>M80</b>	70,818	72,603	3351	3435
<b>M81</b>	151,384	151,424	8292	8297
<b>C79</b>	45,970	46,649		

## Deputy Chief's Report

### Training Report:

July training consisted of skills competencies and was conducted on shift in small groups. Nearly everyone has completed this or has a plan in place to do so.

The August training topic is Trauma – hemorrhage control, fluid replacement and CNS injury management.

### Upcoming training sessions:

UW Burn Training – Aug 10 (Virtual)  
Dane County Base Hospital Drill – Aug 13  
“Summer Trippin” (Overdoses) – Aug 20 (Virtual) SSM  
“Old School Leadership” – Aug 26 (Virtual)  
ACLS Instructor – Aug 26  
ACLS Provider Renewal – Sept 25  
WEMSA – Nov 9/10/11/13/14 (Virtual)  
PALS Provider Renewal – Jan 5  
Autism Training – Jan 25 – Deerfield  
Unconscious Bias Training – TBD

### Training Center:

No classes were taught in July due to the pandemic.

Hydrite Chemical is scheduled for First Aid/CPR classes August 11/12. They will be piloting our newest hybrid format.

### Public Relations/Special Events:

Nearly all in person public events were either canceled or postponed. The ARCA race was also canceled.

### Upcoming events:

The Ride - Sept 27

## Chief's Report

- New Tech was able to paint the Crew's Quarters, Accounts Manager Office, and Chief's Office
  - Donated to DGEMS by New Tech
  - Colors were chosen by staff, and they chose wisely!
- Wireless access points were installed in the Meeting room and bay
  - Joint Fire Committed agreed to fund this upgrade
- New washers and dryer will be purchased for both station
  - Joint Fire Committee will fund the initial purchase for CGESB, and will submit for COVID reimbursement
  - FAP funding will be used for the initial purchase at Deerfield, and will submit for COVID reimbursement
- Attended the following training sessions:
  - ImageTrend Elite Report Writer- How-To; Hosted by Dane County EMS and Data Analyst Eric Anderson
  - Addressing Suicide: A Proactive Approach to First Responder Mental Wellness; Webinar hosted by Carterson Public Safety Group
  - Pinnacle 2020 Virtual Leadership Summit held over the course of three days
  - RESPIRATORY COMPROMISE Common, Costly, Deadly, and Preventable; Webinar hosted by MedTronic
  - Power and Pitfalls of EMS Leadership; Webinar hosted by JEMS
  - An evidence-based approach for how to manage burnout and stress for EMS professionals; Webinar Hosted by ESO and Lexipol
- Bullard PAPER implementation and distribution is going well

- Being managed by Trevor and Matt
- Nearly 100% of staff have been checked off for their use
- LT McMullen applied for a grant from WE Energies to cover the cost of new Carbon Monoxide monitoring devices
  - The grant was awarded to us and we are in the process of choosing the devices to purchase

<b>July Quick Stats</b>						
<u>Date</u>	<u>Amb 1</u>	<u>Amb 2</u>	<u>First Responder</u>	<u>Reason Used</u>	<u>Ending Miles</u>	<u>Driver</u>
1	24	0	0	EMERGENCY CALL	46003	Eric Lang
2	24	0	13	Meeting - Out of District	46070	Eric Lang
3	24	0	0	First Responder Coverage	46212	Wendy Lasko
4	24	0	20	EMERGENCY CALL	46281	Eric Lang
5	24	0	23	EMERGENCY CALL	46393	Eric Lang
6	24	0	12	EMERGENCY CALL	46403	Eric Lang
7	24	0	0	Meeting - In District	46473	Eric Lang
8	24	8	0	EMERGENCY CALL	46480	Eric Lang
9	24	9	0	EMERGENCY CALL	46510	Eric Lang
10	24	0	0		46526	Eric Lang
11	24	0	0	Meeting - In District	46593	Eric Lang
12	24	0	0	Meeting - Out of District	46649	Eric Lang
13	24	18	6			
14	24	0	12			
15	24	0	0			
16	24	10	2			
17	24	0	0			
18	24	0	0			
19	24	0	0			
20	24	0	12			
21	24	6	12			
22	24	0	12			
23	24	0	0			
24	24	11	13			
25	24	0	0			
26	24	12	0			
27	24	8	0			
28	24	0	0			
29	24	12	0			
30	24	6	0			
31	24	0	0			
<b>Total</b>	<b>744</b>	<b>100</b>	<b>137</b>			
<b>981 hours of coverage total</b>						
<b>Total of 132% coverage</b>						

Car 79 Responded to 17 incidents in July 2020

**DGEMS-MAEMS Collaborative Response**  
2020 Responses

DGEMS Response Area		MAEMS Response Area	
Completed 2020	0	Completed 2020	1
July	0	July	0
July Missed	2	July Missed	4
YTD Missed	12	YTD Missed	10



# DEER-GROVE EMS

## STANDARD OPERATING PROCEDURES

### CLOTH FACE COVERING OR MASK/RESPIRATOR USE

Original Issue: 07/20/2020

Prepared By: Chief Lang

Covid-19

Revision: 08/12/2020

#### **Purpose:**

Establish guidelines for the use of a mask and/or respirator while responding to emergency calls for service and compliance with Emergency Order #8 from Public Health Madison & Dane County.

#### **Policy:**

Cloth Face Covering or Masking requirements for DGEMS Staff members while not assigned to a call for service-

1. DGEMS is implementing this policy based on the recommendations of Public Health Madison & Dane County, and the promulgation of Emergency Order # 8 which mandates the use of face coverings while in an enclosed building. Modifications to this policy, including rescinding this policy, will also be based on recommendations from Public Health Madison & Dane County and the Centers for Disease Control and Prevention.
2. All staff members are required to wear a mask or cloth face covering. Limited exemptions to this requirement are provided under #5 of this section.
3. DGEMS will supply staff with a disposable mask or cloth face covering, any member may choose to supply their own cloth face covering.
4. The mask or cloth face covering shall be worn over the nose and mouth.
5. Staff members are not required to wear a mask or face covering under the following conditions:
  - a. When in a private office with the door locked and a sign indicating that other employees should stay out of the office. A cubicle is not considered a private office.
  - b. When driving alone in a vehicle.
  - c. When teleworking for the department at the staff member's own home.
  - d. When eating or drinking, provided that the employee is at least six feet away from persons who are not members of the same residence.
  - e. While working outdoors where the staff member is at least six feet away from other persons. If the staff member is working outdoors and cannot maintain a distance of at least six feet, then the staff member is required to wear a mask or cloth face covering.
  - f. When communicating with someone who is deaf or hard of hearing if they are able to maintain a safe physical distance of 6 feet.
  - g. When a staff member with a medical condition, mental health condition, or disability preventing them from wearing a face covering has made a request for an accommodation under the ADA.
6. Staff members must wash or sanitize their hands before putting on a mask/cloth face covering and staff members must wash or sanitize their hands before and after taking off the mask/cloth face covering, taking care not to touch the mask. Please see this video:  
<https://www.youtube.com/watch?v=OABvzu9e-hw>
7. Staff members shall properly handle used masks.
  - a. Staff members must launder cloth face coverings.
  - b. Disposable masks or coverings must be disposed of the mask when finished with a shift.
8. Staff members choosing to sleep in an area other than a dorm room, with the door closed, must wear a mask while sleeping.

Masking requirements for DGEMS Staff members while assigned to a call for service-

Surgical mask use-

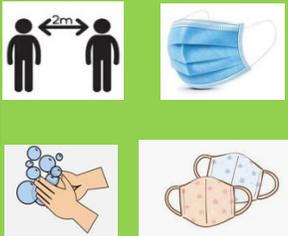
1. Whenever possible place a surgical mask on all patients, or over any oxygen delivery device
2. All DGEMS responders must wear a mask to all calls for service, no matter EIDS status. A surgical mask satisfies this unless a respirator must be used per the guidelines below.

3. Cloth masks or face coverings are not a suitable replacement for surgical masks on any call for service.

N95 respirator or powered air purifying respirator (PAPR) use-

1. For the purposes of operations, an N95 respiratory and PAPR are considered equal, and use of either is at the discretion of the staff member.
2. Use an N95 or PAPR when the following conditions are met:
  - a. Staff member chooses this level of protection in lieu of a surgical mask
  - b. EIDS evaluation by Dane Comm reported as positive
  - c. The location of the call for service is a group-type living facility (Skilled nursing facility, community based residential facility, assisted living, or adult independent living)
  - d. The call for service involves a respiratory complaint, cardiac arrest, or fever is identified
  - e. When an aerosolized procedure may be needed
  - f. Aerosolizing procedures include:
    - All cardiac arrests,
    - Oro/Naso-pharyngeal suction
    - Bag-valve-mask (BVM) assisted ventilations
    - Hand-held nebulizer or Multi-dose inhaler administration
    - Continuous positive airway pressure (CPAP)
    - Advanced airway placements- ET Tube, King LTS-D, i-Gel
    - Any oxygen flowing over 6 liters per minute

**DEER-GROVE EMS PPE GUIDELINES: 08-12-20**

	<b>AT ALL TIMES ON SHIFT</b>	<b>EVERY FIRE OR EMS RESPONSE</b>	<b>EIDS+ OR SUSPECTED OR CONFIRMED COVID-19</b>	<b>UNCONSCIOUS/UNKNOWN/OVERDOSE</b>	<b>AEROSOLIZING PROCEDURE OR CARDIAC ARREST</b>
<b>SITUATION</b>	No patient contact	EIDS negative screen from 911 -AND- EMS assessment finds no concern for COVID -AND- Not under investigation for COVID	EIDS positive screen from 911 or EMS assessment -OR- Under investigation for COVID -OR- Known positive for COVID -OR- SNF, Group/Long Term Living Facility	Patient is reportedly unconscious -OR- Patient status is unknown -OR- Overdose	<ul style="list-style-type: none"> <li>• CPR</li> <li>• BVM</li> <li>• Non-rebreather</li> <li>• CPAP</li> <li>• Suctioning</li> <li>• Nebulized medication</li> <li>• I-Gel/King or ETT placement</li> <li>• High flow nasal cannula</li> </ul>
<b>NOTES</b>		<b>Place surgical mask on ALL patients</b> <ul style="list-style-type: none"> <li>• Assess for COVID risk. Presence of ONE symptom moves to Orange category:                             <ul style="list-style-type: none"> <li>○ Fever: reported or subjective</li> <li>○ Additional symptoms: difficulty breathing or shortness of breath, cough, sneezing, wheezing, congestion, sore throat, diarrhea, vomiting, loss of taste or smell.</li> </ul> </li> </ul>	<b>Place surgical mask on ALL patients</b> <ul style="list-style-type: none"> <li>• Assume all patients who are unable to adequately answer EIDS questions to be suspected of COVID</li> </ul>		<b>Cardiac Arrest Transport Considerations:</b> <ul style="list-style-type: none"> <li>• For patients with non-shockable presentations, emphasis should be complete protocol-based care <b>ON SCENE</b>, followed by contact with medical control after 20-minutes.</li> </ul>
<b>PPE REQUIRED</b>	<p>Hand Hygiene Social Distancing, 6+ feet Cloth Mask or Surgical Mask</p> 	<p><b>Surgical Mask</b> <b>Gloves</b> <b>Glasses* OR Face Shield*</b></p> 	<p><b>N95 – may reuse if unsoiled</b> <b>Gloves</b> <b>Face Shield*</b> <b>Gown</b></p> 	<p><b>N95 – may reuse if unsoiled</b> <b>Gloves</b> <b>Face Shield*</b> <b>Gown</b></p> 	<p><b>N95 – discard after use</b> <b>Gloves</b> <b>Face Shield*</b> <b>Gown</b></p> 

\*= Decontaminate after each use.



# DEER-GROVE EMS

## STANDARD OPERATING PROCEDURES

### RETURN TO WORK FOLLOWING EXPOSURE TO COVID-19 INFECTION

Original Issue: 03/26/2020

Prepared By: Chief Lang

Covid-19

Revision Issued: 07/27/2020

#### **Purpose:**

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

*This guidance is based on currently available COVID-19 data from the CDC, Wisconsin DHS, and Madison and Dane County Public Health. Recommendations regarding which providers are restricted from work may not anticipate every potential scenario and will change if indicated by new information. ALL STAFF must self-monitor for fever and symptoms of COVID-19 daily. Contact the on-duty OIC as soon as possible prior to your next scheduled shift if you screen positive OR you have developed a temperature >100.4F. Depending on current staffing situation, recommendations to return to work after illness or exposure may be discussed on a case by case basis in coordination with the medical director.*

#### **Policy:**

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

#### **For personnel with symptoms compatible with potential COVID-19:**

You have the option of a test-based strategy or non-test-based strategy. Testing is not mandatory.

##### Test Based Strategy with POSITIVE results of COVID testing-

- Remain under home isolation precautions for a minimum of 10 days from symptom onset -AND-
- At least 24 hours have passed since last fever without the use of fever-reducing medications -AND-
- Improvement in symptoms -AND-
- Approval to return to work must be confirmed by supervisor and medical director.

##### Test Based Strategy with NEGATIVE results of COVID testing-

- At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications -AND-
- Improvement in symptoms -AND-
- Approval to return to work must be confirmed by supervisor and medical director

##### Symptom Based Strategy-

- Remain under home isolation precautions for a minimum of 10 days from symptom onset -AND-
- At least 24 hours have passed since last fever without the use of fever-reducing medications -AND-
- Improvement in symptoms -AND-
- Approval to return to work must be confirmed by supervisor and medical director

#### **After returning to work for all symptomatic personnel:**

- Must wear a facemask **at all times** until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer or as applicable by local regulations.
- Adhere to hand hygiene, respiratory hygiene, and cough etiquette (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
- Self-monitor for symptoms, and alert supervisor if fever develops, or if respiratory symptoms recur or worsen

#### **For personnel who are asymptomatic but with laboratory-confirmed COVID-19:**

You may return to work under the following conditions:

<b>SOP: COVID-19 Return to Work</b>	<b>Issue Date: 07/27/2020</b>	<b>Page 2 of 3</b>
	<b>Original Issue: 03/26/2020</b>	

- Remain under home isolation precautions for a minimum of 10 days from the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms
- If they develop symptoms, then the symptom-based pathway above should be used

**For personnel who are asymptomatic and returning to work after out-of-state travel:**

- While on duty, must always wear a facemask for the 14 days after return to WI
- Adhere to hand hygiene, respiratory hygiene, and cough etiquette (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
- Using the form in Aladtec/EMS Manager, self-monitor for symptoms and alert supervisor if fever or respiratory symptoms develop

**COVID-19 Exposure for ASYMPTOMATIC Individuals**

Because our local community now has defined sustained community spread, the recommendation to practice social distancing, remain at home or in a comparable setting unless necessary travel is required, and to cancel all non-essential travel is applicable to everyone. It is no longer reasonable to expect providers to undergo exclusion from work post travel if they are asymptomatic. Essential service personnel should ASSUME that they have contacted someone with COVID-19 or will at some point.

**Self-monitoring** means each staff member should monitor themselves for fever by taking their temperature twice a day, charting the temperature in Aladtec/EMS Manager and remain alert for symptoms (e.g., cough, shortness of breath, sore throat). Anyone on self-monitoring must contact the on-duty OIC if they develop fever or respiratory symptoms during the self-monitoring period to determine whether medical evaluation is needed.

**Close contact** is defined as:

- Being within approximately 6 feet (2 meters) of a suspected or known COVID-19 case for >15 minutes. Close contact can occur while caring for, living with, visiting, or being in an enclosed emergency vehicle with a COVID-19 case.

**-OR-**

- Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on)

<b>Exposure</b>	<b>Personal Protective Equipment</b>	<b>Work Restrictions</b>
Prolonged, close contact with an individual with confirmed COVID-19	<ul style="list-style-type: none"> <li>- Provider NOT wearing a mask</li> <li>- HCP not wearing eye protection if the person with COVID-19 was not wearing a cloth face covering or facemask</li> <li>- Provider NOT wearing recommended PPE while performing an aerosol-generating procedure</li> </ul>	<ul style="list-style-type: none"> <li>-Exclude from work for 14 days after last exposure **</li> <li>-Self-monitor for signs/symptoms of COVID-19</li> <li>-If symptoms develop, contact supervisor prior to returning to work</li> </ul>
Any other exposure risk	Not applicable	<ul style="list-style-type: none"> <li>-No work restrictions</li> <li>-Self-monitor for signs/symptoms of COVID-19</li> <li>-If symptoms develop, contact supervisor prior to returning to work</li> </ul>

<b>SOP: COVID-19 Return to Work</b>	<b>Issue Date: 07/27/2020</b>	<b>Page 3 of 3</b>
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\*\*Note if staffing shortages occur, it may not be possible to exclude asymptomatic individuals from work. Please see CDC link for further information: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/mitigating-staff-shortages.html>

## MEDICAL DIRECTOR AGREEMENT

THIS MEDICAL DIRECTOR AGREEMENT (“Agreement”) is effective as of **September 1, 2020** (the “Effective Date”), by and between MADISON EMERGENCY PHYSICIANS, S.C. (“Provider”) and **Deer Grove Emergency Medical Services** (“Recipient”).

### RECITALS

WHEREAS, Provider is comprised of physicians licensed to practice medicine in the State of Wisconsin who specialize in providing emergency services;

WHEREAS, Recipient operates an emergency medical service for which Recipient is required to engage a qualified medical director to provide medical direction in all matters relating to emergency medical services that requires the administrative services of a competent and qualified emergency medicine physician providing EMS Medical Direction, leadership and education (the “Program”);

WHEREAS, Recipient desires to engage Provider, as an independent contractor, to provide a designated Provider employee (“Physician”), to serve as the Medical Director of the Program and to provide certain services described herein (“Medical Director Services”).

NOW, THEREFORE, in consideration of the promises and the mutual agreements and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by Provider and Recipient (collectively, “Parties” and individually, “Party”), the Parties agree as follows:

#### 1. Services.

1.1 Services to Be Provided by Provider. Provider shall provide the physician employee designated on Exhibit A to serve as the Medical Director of the Program and perform the Medical Director Services set forth on Exhibit B, both of which exhibits are attached hereto and incorporated herein by this reference.

1.2 Services to Be Provided by Recipient. Recipient shall provide all the space, supplies, equipment, furniture and fixtures as may be deemed reasonably necessary by Provider and/or Physician for the proper operation and conduct of the Program and to facilitate Physician in providing Medical Director Services. Recipient may employ or contract with personnel necessary to provide support services to Physician to aid in the performance of Medical Director Services; such personnel shall remain under the direction and control of Recipient and Recipient shall have the sole right to hire, fire, and/or discipline such personnel.

1.3 Replacement of Physician. Provider may from time to time modify Exhibit A by designating a new physician employee who shall fulfill Provider’s obligations hereunder, provided that Provider shall not change such designation more than once annually, except in cases of unforeseen circumstances (including, but not limited to, Physician’s death or long-term disability), or at Recipient’s written direction, without obtaining Recipient’s prior approval of the newly-designated Physician. The term “Physician” as used herein shall refer to the physician employee designated on Exhibit A and any of his/her designated successors.

**Commented [BDD(1):** Recognize that if they assign someone who is horrible or that you object to, your only recourse is to terminate the contract on 60 days notice. I would not suggest you put more restrictions in here because we don’t want to tie them to you as a joint employer.

**AGREEMENT WITH ATTORNEY BARKER COMMENTS – NOT A CLEAN VERSION**

1.4 Relationship of the Parties. Provider and Recipient are independent contractors, and this Agreement shall not constitute the formation of a partnership, joint venture, employment, principal/agent relationship, or master/servant relationship. The Parties further agree that neither Provider nor any Physician shall not be entitled to any sick leave, vacation pay, retirement, social security, disability, health and unemployment benefits, nor any other benefits offered to employees of Recipient. Recipient shall not have or exercise any control or direction over the professional judgment or methods by which Provider or any employees or agents of Provider, including any Physician, perform Medical Director Services pursuant to this Agreement. Neither Party shall have any expressed or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the other Party, except as herein provided.

**2. Term and Termination.**

2.1 Term. This Agreement shall be effective on the Effective Date and continue for a period of two (2) years thereafter (the “Initial Term”), unless earlier terminated as provided below. The Parties shall review this Agreement prior to the end of the then-current term and, if mutually agreed upon by the Parties, may extend the term of the Agreement for an additional one (1) year period (each a “Renewal Term”). The “Term” of this Agreement shall mean the Initial Term and all Renewal Terms. All such extensions shall be documented in writing and signed by the Parties prior to the expiration of the then-current term. In the event the Parties fail to appropriately document an extension, and Provider continues to provide Medical Director Services hereunder, the Term of this Agreement shall be deemed to be automatically extended on a day- to-day basis until terminated by either Party upon thirty (30) days’ prior written notice or as otherwise provided by an applicable termination provision of this Agreement.

2.2 Early Termination. The Parties may terminate this Agreement prior to the natural end of the Term as follows:

(a) Termination Upon Notice. Either Party may terminate this Agreement, for any reason, by providing at least sixty (60) calendar days’ prior written notice to the other Party.

(b) Termination for Breach. In the event of a material breach of this Agreement by one Party, the non-breaching Party may provide written notice of the breach and terminate this Agreement provided, however, that the breaching Party shall be afforded the opportunity to cure such breach, if curable, within thirty (30) days of its receipt of written notice of such breach. If the breaching Party, prior to expiration of such time period, has cured the breach, this Agreement shall remain in effect.

(c) Immediate Termination. This Agreement shall terminate immediately and automatically when:

(i) A receiver is appointed to take possession of all or substantially all of the assets of a Party, or a Party makes an assignment for the benefit of creditors, or a Party takes any action under any insolvency, bankruptcy, or reorganization act, or a Party otherwise ceases to do business; or

**AGREEMENT WITH ATTORNEY BARKER COMMENTS – NOT A CLEAN VERSION**

(ii) Either Party is excluded from participation in any federally funded healthcare program, including Medicare or Medicaid, as of the effective date of such exclusion.

(d) Termination Based on Survey Results. If Recipient is a skilled emergency medical service provider and subject to survey by any division of the Wisconsin Department of Health Services, Provider shall have the right, in its sole discretion, to immediately terminate this Agreement in the event that, upon review of annual survey results; (a) Recipient is designated as exhibiting “substandard Quality Care”; or (b) the number of Severity/Harm or Scope/Frequency deficiencies exceed the stated average and include one or more deficiencies which are designated as either “Immediate Jeopardy” or “Significant Correction” deficiencies.

**3. Compensation.**

3.1 Compensation Rate / Monthly Hours. As compensation for Provider providing Physician to act as the Medical Director of the Program and performing Medical Director Services pursuant to this Agreement, Recipient shall pay Provider at a rate of **One Thousand Dollars (\$1,000) per month** for term of agreement, starting January 1, 2021 and **Five Hundred Dollars (\$500) per month** for September 1, 2020 through December 31, 2020.

3.2 Fair Market Value / No Referrals. The Parties acknowledge that any compensation paid under this Agreement intended to reflect fair market value for Medical Director Services, and does not, nor shall it be modified to, take into account the volume or value of any referrals between the Parties. Nothing in this Agreement shall be construed as requiring or inducing any Party or, as applicable, any of its owners, directors, members, officers, employees, affiliates, or agents to refer any patients or business, reimbursable in whole or in part under any federal or state health care program, to the other Party. Provider and Physician shall be entitled to refer patients to any hospital or other healthcare provider deemed to be best qualified to deliver medical services to any particular patient.

3.3 Payment. Recipient shall pay in full, all compensation owed to Provider within fifteen (15) days following the date on which Provider or Physician submits Time Records (defined below) to Recipient. Recipient’s obligation to make payments under this Agreement is expressly contingent upon Provider or Physician submitting Time Records as required by Section 3.4, below.

3.4 No Other Payments. Provider expressly agrees that payments made pursuant to this Agreement constitute payment in full for Provider and Physician’s provision of Medical Director Services hereunder, and that Recipient shall not be responsible for directly compensating any Provider employees, or persons otherwise under contract with Provider, including any Physician, while this Agreement is in effect. Provider shall be solely responsible for making all deductions and withholdings which may be required by federal, state and local law for any Physician and to any Provider employee that may directly or indirectly assist in the provision of services under this Agreement.

3.5 Professional Fees Excluded. Any billing or collection of professional fees in connection with Medical Director Services shall be the sole responsibility of Provider. Recipient shall not collect professional fees on Provider’s behalf.

**4. Performance of Services.**

4.1 Physician Qualifications. Provider shall ensure that any Physician:

**AGREEMENT WITH ATTORNEY BARKER COMMENTS – NOT A CLEAN VERSION**

- (a) Is duly licensed as a physician in the State of Wisconsin;
- (b) Maintains all customary and appropriate narcotics and controlled substances numbers and licenses as required by federal, state, and local laws and regulations;
- (c) Be board-certified in Emergency Medicine or board-eligible in Emergency Medicine, so long as Physician is actively pursuing board certification, unless this requirement is waived in writing, in whole or in part, by Recipient;
- (d) Maintains good standing participation in the Medicare and Wisconsin Medicaid programs;
- (e) Has current certification in ACLS, unless Physician is certified by the American Board of Emergency Medicine or the American Osteopathic Board of Emergency Medicine, if Medical Director Services includes providing medical direction for an emergency medical services provider; and
- (f) Meets all of the qualifications of Wis. Admin. Code DHS 110.49(1) and/or any current or future requirements of EMS Medical Directors imposed by federal or Wisconsin law, if Medical Director Services includes providing medical direction for an emergency medical services provider.

4.2 Physician Standards. Physician shall provide Medical Director Services in accordance with: (i) currently approved methods and practices of the appropriate licensing authority for physicians and any other applicable state agency or organization governing physicians; (ii) the ethical and professional standards of the American Medical Association; (iii) all applicable federal, state and local laws and regulations; (iv) prevailing professional standards in the community, at the time such services are rendered; (v) those internal policies and procedures of Recipient which have been provided to Provider in writing, specifically noting their inclusion under this Section 4.2(v); and (vi) standards of any applicable licensing, regulatory, accrediting or certifying body made known to Provider in writing, specifically noting their inclusion under this Section 4.2(vi).

4.3 Recipient Qualifications / Standards. Recipient agrees that any of its employees and agents who assist Physician in providing Medical Director Services under this Agreement must, at all times, be qualified and in good standing with any applicable professional standards. Recipient's employees and agents shall provide assistance to Physician in a workmanlike manner and in accordance with, as applicable: (i) currently approved methods and practices of the appropriate licensing authority and any other applicable state agency or organization; (ii) ethical and professional standards; (iii) federal, state and local laws and regulations; and (iv) prevailing professional standards in the community, at the time such services are rendered.

**5. Insurance / Claims / Liabilities.**

5.1 Provider / Physician Coverage. Physician is an employee of Provider, and, in performing Medical Director Services under this Agreement, Physician will be acting within the scope of Physician's employment with Provider. Provider shall, at its sole cost and expense, provide liability coverage for the acts or omission of acts of its employees, including Physician, which are committed within the scope of their employment. Upon Recipient's written request, Provider shall deliver copies

**AGREEMENT WITH ATTORNEY BARKER COMMENTS – NOT A CLEAN VERSION**

of such policies to Recipient, and any modifications, extensions or renewals of such policies to or upon notification from an insurance carrier that a policy will be canceled.

5.2 Recipient Coverage. Recipient, at its sole cost and expense, shall procure and maintain in full force and effect throughout the Term of this Agreement, such policies of general liability, professional liability and other insurance as shall be necessary to insure Recipient and its employees and agents against any claim(s) for damages arising by reason of personal injuries or death occasioned directly or indirectly in connection with the performance of any service by Recipient, the use of any property and facilities or equipment provided by Recipient and the activities performed by Recipient in connection with the Agreement.

5.3 Claims Notification. Each Party shall promptly notify the other in the event it has reason to believe a claim may exist against the other Party, or any Physician, related to the services provided under this Agreement. Notification under this section shall be for information purposes only and shall not substitute for the statutory notification and claim procedures of Sections 893.80 and/or 893.82 of the Wisconsin Statutes, if and as applicable.

5.4 Mutual Indemnification / Hold Harmless. To the extent permitted by law and except as may be limited by Section 5.5, below, each Party shall indemnify and hold harmless the other Party, its directors, officers, employees (including Physician), agents, affiliates, successors, and assigns from and against all claims, causes of action, suits, demands, liabilities, damages, penalties, judgments, and expenses (including, without limitation, reasonable attorney fees) arising out of or resulting from: (a) its breach of the representations, warranties, covenants, or agreements contained in this Agreement by the indemnifying Party; (b) its violation of applicable federal, state, or local laws, rules, or regulations; or (c) any action, claim, suit, or proceeding brought by any third party arising from any of its acts or omissions or acts or omissions of its employees or agents.

5.5 Immunity. Nothing in this Agreement is intended to amend, abrogate, or waive the right of either Party to claim immunity for acts or omissions undertaken under this Agreement, including but not limited to governmental/sovereign immunity and/or the civil immunity afforded to medical directors reviewing the performance of emergency medical services practitioners under Wis. Stat. § 146.37.

**6. Confidentiality / Records.**

6.1 Confidentiality. Neither Party will disclose confidential or proprietary information relating to the other Party's operations (such as strategic plans, business plans, financial information, volume data, etc.) which has been identified by one Party in writing to the other Party as confidential or proprietary, except as consented to or requested by the Party or as required by law, in which case, the Party legally compelled to disclose the information shall, as soon as practicable, inform the other Party of such circumstances.

6.2 Public Records Law. In the event that Recipient is an entity subject to Public Records Law, and a request for materials containing the financial terms of this Agreement, or other data, information, or materials identified by Provider in writing as confidential or proprietary is made to Recipient or Recipient's officials or employees pursuant to applicable Public Records Law, Recipient agrees to provide notice to Provider and allow Provider five (5) business days to identify those materials or parts of materials which Provider believes should be exempt from disclosure and kept

**Commented [BDD(2):** This is the same issue as we had with the mask-sanitizing machine. Its probably more likely to arise in this context than any other. The issue is that MEP is not a government-affiliated entity subject to the liability caps on municipal entities. If you agree to indemnify them, there is no cap and there is huge exposure. Also, again, liabilities assumed by contract are not automatically insured.

I doubt this is an insurmountable issue. There are at least two potential solutions: 1. Remove the promise for DGEMS to indemnify; or 2. Make sure you have sufficient insurance to cover a claim against MEP. First, I'd talk with your insurer like you did with the mask machine. Second, I'd talk with MEP to see if they would withdraw this provision. I doubt they will, but I think talking about it helps. I'd be happy to talk with their lawyer about it too in case there is a solution I'm not seeing.

Stier was set up so that so he was an employee of DGEMS so he was protected by the liability cap.

**AGREEMENT WITH ATTORNEY BARKER COMMENTS – NOT A CLEAN VERSION**

confidential. If Recipient does not agree that such records need not be disclosed, they will provide Provider with notice and an additional five (5) business days for Provider to seek protection against disclosure from a court of competent jurisdiction. If Provider receives a public record request for any documents or information arising out of the performance of services under this Agreement, it shall not respond to the request, but shall immediately forward the request to Recipient. Upon request from Recipient, Provider shall reasonably cooperate in producing the information or data to fulfill a public record request related to this Agreement. Provider recognizes that Section 19.36(3), Wisconsin Statutes deems certain contractor records to be public records under the law and therefore Provider agrees that it will maintain such records to the fullest extent required by law.

6.3 Access to Records. Until the expiration of four (4) years after the furnishing of services described herein by Provider and its employed and contracted health care professionals, upon proper demand and with the prior written consent of Recipient, Provider shall make available to the Secretary of the U.S. Department of Health and Human Services, the Comptroller General of the United States, or any of their duly authorized representatives, this Agreement, and such books, documents and records of Provider as are necessary to certify the nature and extent of the cost or value of services provided hereunder. If Provider carries out any of its duties hereunder pursuant to a subcontract, and if the services provided pursuant to said subcontract have a value or cost of Ten Thousand Dollars (\$10,000.00) or more over a twelve (12) month period, and such subcontract is with a related organization, such subcontract shall contain a clause requiring the subcontractor to retain and allow access to its records on the same terms and conditions as required of Provider by this Section 6.3. This Section 6.3 shall be null and void should it be determined that Section 1861(v)(1)(I) of the Social Security Act, as amended, is not applicable to this Agreement.

6.4 Privacy / HIPAA. The Parties acknowledge all state and federal statutes and regulations regarding the privacy and security of patient health information, including but not limited to all such regulations under the Health Insurance Portability and Accountability Act of 1996. The Parties agree to protect the privacy and security of all patient health information in accordance with and as established by all such statutes and regulations.

**7. Miscellaneous.**

7.1 Notices. Any notice or communication required or permitted to be given under this Agreement shall be served personally, sent by United States certified mail, or sent by email to the following address:

If to Recipient: Deer Grove EMS  
Attn: Eric Lang  
Chief of EMS  
4030 County Highway N  
Cottage Grove, WI 53527

If to Provider: Madison Emergency Physicians, S.C.  
Attn: Michael Foley, MD  
President & CEO  
Suite A404  
700 South Park Street  
Madison, WI 53715

**AGREEMENT WITH ATTORNEY BARKER COMMENTS – NOT A CLEAN VERSION**

Any change to the notice address listed above must be given to the other party in the same manner as described in this section. The date of notice shall be the date of delivery if the notice is personally delivered or the date of mailing if the notice is sent by United States certified mail. Each Party agrees to maintain evidence of the respective notice method utilized.

7.2 Entire Agreement. This Agreement constitutes the entire agreement between the Parties and supersedes all prior proposals, negotiations, representations, communications, writings and agreements between the Parties with respect to the subject matter hereof, whether oral or written. This Agreement may only be amended or modified by a subsequent written agreement between duly authorized representatives of the Parties. This Agreement shall be binding on the Parties, their successors, and permitted assigns.

7.3 Exclusivity. This Agreement is nonexclusive as to both of the Parties, and shall not interfere with the right of either Party to enter a similar agreement with other parties.

7.4 Assignment. No Party may assign any of its rights, duties or obligations under this Agreement without the prior written consent of the other Parties.

7.5 Governing Law and Venue. This agreement shall be governed by and interpreted under the laws of the State of Wisconsin. Venue of any action initiated by either Party shall be in Dane County, Wisconsin.

7.6 Waiver. Waiver by a Party of breach or noncompliance with any term or condition of this Agreement can be accomplished only by a specific written agreement and shall not operate as or be construed to be a waiver of any subsequent breach or noncompliance.

7.7 Severability. If any provision or any part of any provision of this Agreement shall be determined to be void, illegal, invalid or unenforceable, this determination shall not affect the remainder of this Agreement, which shall continue in full force and effect in accordance with its remaining terms.

7.8 Marketing. Recipient agrees to obtain advance written approval from the Provider's President, before referring to Provider or any Provider actor (including but not limited to Physician) in any advertising or other promotional materials, in any medium.

7.9 Non-Discrimination. Neither Party shall differentiate or discriminate in the provision of medical services on the basis of race, color, national origin, ancestry, religion, sex, marital status, sexual orientation, age, medical condition, medical history, genetics, evidence of insurability, or claims history, in violation of any applicable state, federal, or local law or regulation, or other rules or policies, including, without limitation, the Age Discrimination Act of 1975, the Americans with Disabilities Act, and all regulations issued pursuant thereto and as may be amended from time to time. As applicable, Provider and Recipient shall be in full compliance with Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the 1964 Civil Rights Act, and all regulations issued pursuant thereto and as may be amended from time to time.

7.10 Counterparts. This Agreement may be executed electronically and in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

**AGREEMENT WITH ATTORNEY BARKER COMMENTS – NOT A CLEAN VERSION**

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed as of the date written below.

**RECIPIENT**  
**Deer Grove EMS**

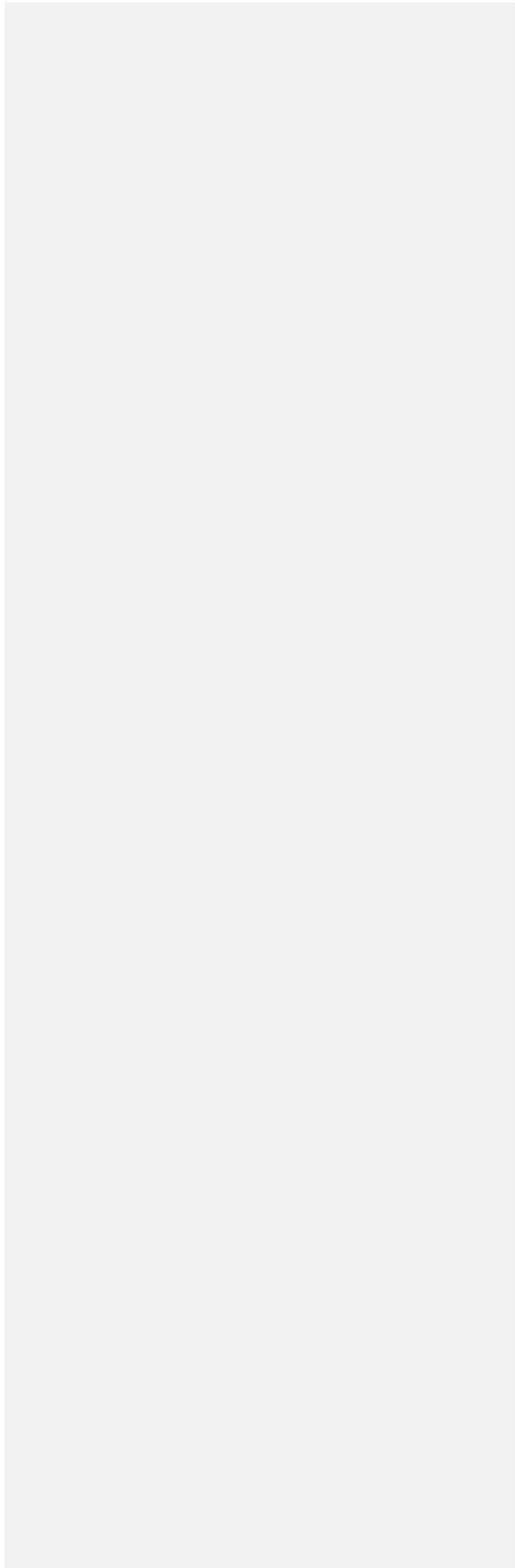
\_\_\_\_\_  
**Eric Lang**  
**Chief of EMS**

Signature Date:

**PROVIDER**  
**Madison Emergency Physician, S.C.:**

\_\_\_\_\_  
**Michael J. Foley, MD**  
**President & CEO**

Signature Date:



**EXHIBIT A  
DESIGNATED PHYSICIAN**

The following physician employee(s) of Provider shall serve as Medical Director and provide Medical Director Services under this Agreement unless and until a substitute is appointed pursuant to the provisions of Section 1.3 of the Agreement:

**Kacey Kronenfeld, MD (Primary)  
John Aguilar, MD (Associate)**

**EXHIBIT B  
MEDICAL DIRECTOR SERVICES**

The Medical Director shall have primary responsibility for ensuring that the professional and administrative activities provided within the Recipient's emergency services line are provided in accordance with all federal, state and local laws, applicable policies and procedures and all quality of care initiatives.

**EXAMPLES OF SERVICES NOT SPECIFIC TO EMS:**

- Serve as patient advocate and maintain liaison with area hospitals, emergency departments, physicians, pre-hospital providers and nurses
- Provide quarterly updates to Recipient's leadership team
- Assist in the coordination of research projects and their implementation
- Establish, implement, revise and authorize the use of system-wide protocols, policies, standing orders, and procedures for all patient care
- Provide off-line medical direction services to include review, and approval of the service protocols, quality improvement reviews
- Set and ensure compliance with patient-care standards

**EXAMPLES OF SERVICES SPECIFIC TO EMS:**

- Interact with regional, state and local EMS authorities to ensure standards, needs and requirements are met and resource utilization is optimized
- Assist EMS services in developing, implementing, evaluating, and supervising a continuous, system and patient quality improvement program in accordance with the state and federal regulations
- Participate in educational programs for EMS services
- Advise and assist in the planning and implementation of new or expanded EMS service programs that promote the public welfare
- Review EMS reports and run sheets
- Maintain and continue education appropriate for the EMS Medical Director, administrative staff, communication and patient care personnel
- Maintain education and proficiency testing for members of EMS services
- Provide medical advisory services related to the first responder programs
- Establish the procedures or protocols for non-transport of patients
- Establish criteria for initial emergency response and determine patient destination
- Develop professional relationships with other local EMS services
- Ensure the qualifications of EMS providers are maintained on an ongoing basis
- Recommend certification, recertification and decertification of EMS providers to the appropriate certifying agency

## MEDICAL DIRECTOR AGREEMENT

THIS MEDICAL DIRECTOR AGREEMENT (“Agreement”) is effective as of **September 1, 2020** (the “Effective Date”), by and between MADISON EMERGENCY PHYSICIANS, S.C. (“Provider”) and **Deer Grove Emergency Medical Services** (“Recipient”).

### RECITALS

WHEREAS, Provider is comprised of physicians licensed to practice medicine in the State of Wisconsin who specialize in providing emergency services;

WHEREAS, Recipient operates an emergency medical service for which Recipient is required to engage a qualified medical director to provide medical direction in all matters relating to emergency medical services that requires the administrative services of a competent and qualified emergency medicine physician providing EMS Medical Direction, leadership and education (the “Program”);

WHEREAS, Recipient desires to engage Provider, as an independent contractor, to provide a designated Provider employee (“Physician”), to serve as the Medical Director of the Program and to provide certain services described herein (“Medical Director Services”).

NOW, THEREFORE, in consideration of the promises and the mutual agreements and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by Provider and Recipient (collectively, “Parties” and individually, “Party”), the Parties agree as follows:

#### 1. Services.

1.1 Services to Be Provided by Provider. Provider shall provide the physician employee designated on Exhibit A to serve as the Medical Director of the Program and perform the Medical Director Services set forth on Exhibit B, both of which exhibits are attached hereto and incorporated herein by this reference.

1.2 Services to Be Provided by Recipient. Recipient shall provide all the space, supplies, equipment, furniture and fixtures as may be deemed reasonably necessary by Provider and/or Physician for the proper operation and conduct of the Program and to facilitate Physician in providing Medical Director Services. Recipient may employ or contract with personnel necessary to provide support services to Physician to aid in the performance of Medical Director Services; such personnel shall remain under the direction and control of Recipient and Recipient shall have the sole right to hire, fire, and/or discipline such personnel.

1.3 Replacement of Physician. Provider may from time to time modify Exhibit A by designating a new physician employee who shall fulfill Provider’s obligations hereunder, provided that Provider shall not change such designation more than once annually, except in cases of unforeseen circumstances (including, but not limited to, Physician’s death or long-term disability), or at Recipient’s written direction, without obtaining Recipient’s prior approval of the newly-designated Physician. The term “Physician” as used herein shall refer to the physician employee designated on Exhibit A and any of his/her designated successors.

1.4 Relationship of the Parties. Provider and Recipient are independent contractors, and this Agreement shall not constitute the formation of a partnership, joint venture, employment, principal/agent relationship, or master/servant relationship. The Parties further agree that neither Provider nor any Physician shall not be entitled to any sick leave, vacation pay, retirement, social security, disability, health and unemployment benefits, nor any other benefits offered to employees of Recipient. Recipient shall not have or exercise any control or direction over the professional judgment or methods by which Provider or any employees or agents of Provider, including any Physician, perform Medical Director Services pursuant to this Agreement. Neither Party shall have any expressed or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the other Party, except as herein provided.

## 2. Term and Termination.

2.1 Term. This Agreement shall be effective on the Effective Date and continue for a period of two (2) years thereafter (the “Initial Term”), unless earlier terminated as provided below. The Parties shall review this Agreement prior to the end of the then-current term and, if mutually agreed upon by the Parties, may extend the term of the Agreement for an additional one (1) year period (each a “Renewal Term”). The “Term” of this Agreement shall mean the Initial Term and all Renewal Terms. All such extensions shall be documented in writing and signed by the Parties prior to the expiration of the then-current term. In the event the Parties fail to appropriately document an extension, and Provider continues to provide Medical Director Services hereunder, the Term of this Agreement shall be deemed to be automatically extended on a day- to-day basis until terminated by either Party upon thirty (30) days’ prior written notice or as otherwise provided by an applicable termination provision of this Agreement.

2.2 Early Termination. The Parties may terminate this Agreement prior to the natural end of the Term as follows:

(a) Termination Upon Notice. Either Party may terminate this Agreement, for any reason, by providing at least sixty (60) calendar days’ prior written notice to the other Party.

(b) Termination for Breach. In the event of a material breach of this Agreement by one Party, the non-breaching Party may provide written notice of the breach and terminate this Agreement provided, however, that the breaching Party shall be afforded the opportunity to cure such breach, if curable, within thirty (30) days of its receipt of written notice of such breach. If the breaching Party, prior to expiration of such time period, has cured the breach, this Agreement shall remain in effect.

(c) Immediate Termination. This Agreement shall terminate immediately and automatically when:

(i) A receiver is appointed to take possession of all or substantially all of the assets of a Party, or a Party makes an assignment for the benefit of creditors, or a Party takes any action under any insolvency, bankruptcy, or reorganization act, or a Party otherwise ceases to do business; or

(ii) Either Party is excluded from participation in any federally funded healthcare program, including Medicare or Medicaid, as of the effective date of such exclusion.

(d) Termination Based on Survey Results. If Recipient is a skilled emergency medical service provider and subject to survey by any division of the Wisconsin Department of Health Services, Provider shall have the right, in its sole discretion, to immediately terminate this Agreement in the event that, upon review of annual survey results; (a) Recipient is designated as exhibiting “substandard Quality Care”; or (b) the number of Severity/Harm or Scope/Frequency deficiencies exceed the stated average and include one or more deficiencies which are designated as either “Immediate Jeopardy” or “Significant Correction” deficiencies.

### **3. Compensation.**

3.1 Compensation Rate / Monthly Hours. As compensation for Provider providing Physician to act as the Medical Director of the Program and performing Medical Director Services pursuant to this Agreement, Recipient shall pay Provider at a rate of **One Thousand Dollars (\$1,000) per month** for term of agreement, starting January 1, 2021 and **Five Hundred Dollars (\$500) per month** for September 1, 2020 through December 31, 2020.

3.2 Fair Market Value / No Referrals. The Parties acknowledge that any compensation paid under this Agreement intended to reflect fair market value for Medical Director Services, and does not, nor shall it be modified to, take into account the volume or value of any referrals between the Parties. Nothing in this Agreement shall be construed as requiring or inducing any Party or, as applicable, any of its owners, directors, members, officers, employees, affiliates, or agents to refer any patients or business, reimbursable in whole or in part under any federal or state health care program, to the other Party. Provider and Physician shall be entitled to refer patients to any hospital or other healthcare provider deemed to be best qualified to deliver medical services to any particular patient.

3.3 Payment. Recipient shall pay in full, all compensation owed to Provider within fifteen (15) days following the date on which Provider or Physician submits Time Records (defined below) to Recipient. Recipient’s obligation to make payments under this Agreement is expressly contingent upon Provider or Physician submitting Time Records as required by Section 3.4, below.

3.4 No Other Payments. Provider expressly agrees that payments made pursuant to this Agreement constitute payment in full for Provider and Physician’s provision of Medical Director Services hereunder, and that Recipient shall not be responsible for directly compensating any Provider employees, or persons otherwise under contract with Provider, including any Physician, while this Agreement is in effect. Provider shall be solely responsible for making all deductions and withholdings which may be required by federal, state and local law for any Physician and to any Provider employee that may directly or indirectly assist in the provision of services under this Agreement.

3.5 Professional Fees Excluded. Any billing or collection of professional fees in connection with Medical Director Services shall be the sole responsibility of Provider. Recipient shall not collect professional fees on Provider’s behalf.

### **4. Performance of Services.**

4.1 Physician Qualifications. Provider shall ensure that any Physician:

- (a) Is duly licensed as a physician in the State of Wisconsin;
- (b) Maintains all customary and appropriate narcotics and controlled substances numbers and licenses as required by federal, state, and local laws and regulations;
- (c) Be board-certified in Emergency Medicine or board-eligible in Emergency Medicine, so long as Physician is actively pursuing board certification, unless this requirement is waived in writing, in whole or in part, by Recipient;
- (d) Maintains good standing participation in the Medicare and Wisconsin Medicaid programs;
- (e) Has current certification in ACLS, unless Physician is certified by the American Board of Emergency Medicine or the American Osteopathic Board of Emergency Medicine, if Medical Director Services includes providing medical direction for an emergency medical services provider; and
- (f) Meets all of the qualifications of Wis. Admin. Code DHS 110.49(1) and/or any current or future requirements of EMS Medical Directors imposed by federal or Wisconsin law, if Medical Director Services includes providing medical direction for an emergency medical services provider.

4.2 Physician Standards. Physician shall provide Medical Director Services in accordance with: (i) currently approved methods and practices of the appropriate licensing authority for physicians and any other applicable state agency or organization governing physicians; (ii) the ethical and professional standards of the American Medical Association; (iii) all applicable federal, state and local laws and regulations; (iv) prevailing professional standards in the community, at the time such services are rendered; (v) those internal policies and procedures of Recipient which have been provided to Provider in writing, specifically noting their inclusion under this Section 4.2(v); and (vi) standards of any applicable licensing, regulatory, accrediting or certifying body made known to Provider in writing, specifically noting their inclusion under this Section 4.2(vi).

4.3 Recipient Qualifications / Standards. Recipient agrees that any of its employees and agents who assist Physician in providing Medical Director Services under this Agreement must, at all times, be qualified and in good standing with any applicable professional standards. Recipient's employees and agents shall provide assistance to Physician in a workmanlike manner and in accordance with, as applicable: (i) currently approved methods and practices of the appropriate licensing authority and any other applicable state agency or organization; (ii) ethical and professional standards; (iii) federal, state and local laws and regulations; and (iv) prevailing professional standards in the community, at the time such services are rendered.

## 5. Insurance / Claims / Liabilities.

5.1 Provider / Physician Coverage. Physician is an employee of Provider, and, in performing Medical Director Services under this Agreement, Physician will be acting within the scope of Physician's employment with Provider. Provider shall, at its sole cost and expense, provide liability coverage for the acts or omission of acts of its employees, including Physician, which are committed within the scope of their employment. Upon Recipient's written request, Provider shall deliver copies

of such policies to Recipient, and any modifications, extensions or renewals of such policies to or upon notification from an insurance carrier that a policy will be canceled.

5.2 Recipient Coverage. Recipient, at its sole cost and expense, shall procure and maintain in full force and effect throughout the Term of this Agreement, such policies of general liability, professional liability and other insurance as shall be necessary to insure Recipient and its employees and agents against any claim(s) for damages arising by reason of personal injuries or death occasioned directly or indirectly in connection with the performance of any service by Recipient, the use of any property and facilities or equipment provided by Recipient and the activities performed by Recipient in connection with the Agreement.

5.3 Claims Notification. Each Party shall promptly notify the other in the event it has reason to believe a claim may exist against the other Party, or any Physician, related to the services provided under this Agreement. Notification under this section shall be for information purposes only and shall not substitute for the statutory notification and claim procedures of Sections 893.80 and/or 893.82 of the Wisconsin Statutes, if and as applicable.

5.4 Mutual Indemnification / Hold Harmless. The indemnification provided herein is subject to and shall not exceed the limitations on damages set forth in Section 893.80, Wis. Stats. as well as any other statute or legal rule that serves to limit claims or damages against Deer-Grove EMS, and except as may be limited by Section 5.5, below, each Party shall indemnify and hold harmless the other Party, its directors, officers, employees (including Physician), agents, affiliates, successors, and assigns from and against all claims, causes of action, suits, demands, liabilities, damages, penalties, judgments, and expenses (including, without limitation, reasonable attorney fees) arising out of or resulting from: (a) its breach of the representations, warranties, covenants, or agreements contained in this Agreement by the indemnifying Party; (b) its violation of applicable federal, state, or local laws, rules, or regulations; or (c) any action, claim, suit, or proceeding brought by any third party arising from any of its acts or omissions or acts or omissions of its employees or agents.

5.5 Immunity. Nothing in this Agreement is intended to amend, abrogate, or waive the right of either Party to claim immunity for acts or omissions undertaken under this Agreement, including but not limited to governmental/sovereign immunity and/or the civil immunity afforded to medical directors reviewing the performance of emergency medical services practitioners under Wis. Stat. § 146.37.

## **6. Confidentiality / Records.**

6.1 Confidentiality. Neither Party will disclose confidential or proprietary information relating to the other Party's operations (such as strategic plans, business plans, financial information, volume data, etc.) which has been identified by one Party in writing to the other Party as confidential or proprietary, except as consented to or requested by the Party or as required by law, in which case, the Party legally compelled to disclose the information shall, as soon as practicable, inform the other Party of such circumstances.

6.2 Public Records Law. In the event that Recipient is an entity subject to Public Records Law, and a request for materials containing the financial terms of this Agreement, or other data, information, or materials identified by Provider in writing as confidential or proprietary is made to Recipient or Recipient's officials or employees pursuant to applicable Public Records Law, Recipient



700 South Park Street  
Madison, WI 53715

Any change to the notice address listed above must be given to the other party in the same manner as described in this section. The date of notice shall be the date of delivery if the notice is personally delivered or the date of mailing if the notice is sent by United States certified mail. Each Party agrees to maintain evidence of the respective notice method utilized.

7.2 Entire Agreement. This Agreement constitutes the entire agreement between the Parties and supersedes all prior proposals, negotiations, representations, communications, writings and agreements between the Parties with respect to the subject matter hereof, whether oral or written. This Agreement may only be amended or modified by a subsequent written agreement between duly authorized representatives of the Parties. This Agreement shall be binding on the Parties, their successors, and permitted assigns.

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7.4 Assignment. No Party may assign any of its rights, duties or obligations under this Agreement without the prior written consent of the other Parties.

7.5 Governing Law and Venue. This agreement shall be governed by and interpreted under the laws of the State of Wisconsin. Venue of any action initiated by either Party shall be in Dane County, Wisconsin.

7.6 Waiver. Waiver by a Party of breach or noncompliance with any term or condition of this Agreement can be accomplished only by a specific written agreement and shall not operate as or be construed to be a waiver of any subsequent breach or noncompliance.

7.7 Severability. If any provision or any part of any provision of this Agreement shall be determined to be void, illegal, invalid or unenforceable, this determination shall not affect the remainder of this Agreement, which shall continue in full force and effect in accordance with its remaining terms.

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7.10 Counterparts. This Agreement may be executed electronically and in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed as of the date written below.

**RECIPIENT**  
**Deer Grove EMS**

\_\_\_\_\_  
**Eric Lang**  
**Chief of EMS**

Signature Date: \_\_\_\_\_

**PROVIDER**  
**Madison Emergency Physician, S.C.:**



\_\_\_\_\_  
**Michael J. Foley, MD**  
**President & CEO**

Signature Date: August 11, 2020

**EXHIBIT A**  
**DESIGNATED PHYSICIAN**

The following physician employee(s) of Provider shall serve as Medical Director and provide Medical Director Services under this Agreement unless and until a substitute is appointed pursuant to the provisions of Section 1.3 of the Agreement:

**Kacey Kronenfeld, MD (Primary)**  
**John Aguilar, MD (Associate)**

## **EXHIBIT B MEDICAL DIRECTOR SERVICES**

The Medical Director shall have primary responsibility for ensuring that the professional and administrative activities provided within the Recipient's emergency services line are provided in accordance with all federal, state and local laws, applicable policies and procedures and all quality of care initiatives.

### **EXAMPLES OF SERVICES NOT SPECIFIC TO EMS:**

- Serve as patient advocate and maintain liaison with area hospitals, emergency departments, physicians, pre-hospital providers and nurses
- Provide quarterly updates to Recipient's leadership team
- Assist in the coordination of research projects and their implementation
- Establish, implement, revise and authorize the use of system-wide protocols, policies, standing orders, and procedures for all patient care
- Provide off-line medical direction services to include review, and approval of the service protocols, quality improvement reviews
- Set and ensure compliance with patient-care standards

### **EXAMPLES OF SERVICES SPECIFIC TO EMS:**

- Interact with regional, state and local EMS authorities to ensure standards, needs and requirements are met and resource utilization is optimized
- Assist EMS services in developing, implementing, evaluating, and supervising a continuous, system and patient quality improvement program in accordance with the state and federal regulations
- Participate in educational programs for EMS services
- Advise and assist in the planning and implementation of new or expanded EMS service programs that promote the public welfare
- Review EMS reports and run sheets
- Maintain and continue education appropriate for the EMS Medical Director, administrative staff, communication and patient care personnel
- Maintain education and proficiency testing for members of EMS services
- Provide medical advisory services related to the first responder programs
- Establish the procedures or protocols for non-transport of patients
- Establish criteria for initial emergency response and determine patient destination
- Develop professional relationships with other local EMS services
- Ensure the qualifications of EMS providers are maintained on an ongoing basis
- Recommend certification, recertification and decertification of EMS providers to the appropriate certifying agency

# Vision Plan

**New for 2021:** The supplemental vision plan offered through ETF will be available to WPE (local) employers. needs to be submitted to participate in this program. If you would like to offer this benefit to your employees would like more information, please contact [Megan Wohlfeil](mailto:Megan.Wohlfeil) or [ETFsales@deltadentalwi.com](mailto:ETFsales@deltadentalwi.com) with Delta Der

DeltaVision (offered through Delta Dental of Wisconsin) in partnership with EyeMed Vision Care is the new vision plan for 2021. The benefit offering is the same as the current coverage provided by VSP, but at a lower cost. Employees will receive a new vision member card from EyeMed prior to the start of the new plan year.

Coverage includes:

- No charge for standard progressive lenses
- Annual routine exams for adults (twice per year for children)
- Annual contact lens exam and \$150 allowance for contacts or frames

## DeltaVision 2021 Rates

### Active Employee and COBRA Continuant Monthly Rates

Employee only	Employee plus child(ren)	Employee plus spouse	Employee plus child(ren) plus spouse
\$5.72	\$12.88	\$11.42	\$20.58

Line Item #	Description	2020 DGEMS Budget	2020 YTD Thru July	Proposed 2021 DGEMS Budget	Difference (\$)	Difference (%)
720	WAGES	\$ 506,550.00	\$ 276,666.41	\$ 826,000.00	+\$319,450.00	+63.06%
721	HEALTH INSURANCE	\$ 137,120.00	\$ 86,522.40	\$ 309,500.00	+\$172,380.00	+125.71%
722	WORK. COMP.	\$ 27,790.00	\$ 11,409.25	\$ 21,000.00	-\$6,790.00	-24.43%
723	RETIREMENT	\$ 58,700.00	\$ 38,182.70	\$ 104,900.00	+\$46,200.00	+78.71%
724	EMPLOYER'S FICA	\$ 44,740.00	\$ 27,413.94	\$ 77,100.00	+\$32,360.00	+72.33%
725	STAFF CONT. EDUC.	\$ 9,000.00	\$ 1,222.00	\$ 14,200.00	+\$5,200.00	+57.78%
726	TRAVEL/MILEAGE REIMBURS	\$ 500.00	\$ -	\$ 500.00		
728	MEDICAL DIRECTOR FEE	\$ 6,000.00	\$ 3,500.00	\$ 12,000.00	+\$6,000.00	+100.00%
734	OVERTIME	\$ 113,260.00	\$ 74,620.73	\$ 189,600.00	+\$76,340.00	+67.40%
735	EMT STIPEND	\$ 25,000.00	\$ 11,448.00	\$ 25,000.00		
736	LIFEQUEST BILLING	\$ 45,500.00	\$ 24,496.58	\$ 45,500.00		
740	OFFICE EQUIPMENT	\$ 1,630.00	\$ 563.67	\$ 1,630.00		
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 473.65	\$ 2,000.00		
770	COMMUNICATIONS	\$ 6,000.00	\$ 2,710.85	\$ 5,800.00	-\$200.00	-3.33%
775	INFORMATION TECHNOLOGY	\$ 6,850.00	\$ 2,369.86	\$ 7,230.00	+\$380.00	+5.55%
790	PUBLICITY&ADVERTISING	\$ 2,000.00	\$ -	\$ 2,000.00		
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00	\$ 733.27	\$ 2,000.00		
810	EMT RECOGNITION	\$ 2,500.00	\$ 563.56	\$ 2,500.00		
820	EMT CONT EDUC.	\$ 5,000.00	\$ -	\$ 5,000.00		
825	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 332.08	\$ 1,500.00		
829	VEHICLE MAINTENANCE	\$ 10,380.00	\$ 10,639.65	\$ 10,500.00	+\$120.00	+1.16%
831	FUEL	\$ 14,000.00	\$ 6,248.76	\$ 14,000.00		
840	EQUIPMENT (NON-DISPOS)	\$ 16,800.00	\$ 7,366.24	\$ 5,300.00	-\$11,500.00	-68.45%
842	EQUIPMENT MAINTENANCE	\$ 3,600.00	\$ 3,295.14	\$ 3,600.00		
845	Capital Purchase	\$ -	\$ 149,789.46	\$ 245,000.00	+\$245,000.00	
850	MEDICAL SUPPLIES	\$ 45,100.00	\$ 22,134.95	\$ 49,700.00	+\$4,600.00	+10.20%
852	TRAINING MEDICAL SUPPLIES	\$ 1,000.00	\$ 270.00	\$ 1,000.00		
860	EMT CLOTHING	\$ 12,900.00	\$ 9,152.08	\$ 14,300.00	+\$1,400.00	+10.85%
870	INSURANCE/BUSINESS	\$ 8,600.00	\$ 4,214.00	\$ 8,600.00		
871	GROUP LIFE INSURANCE	\$ 700.00	\$ 494.80	\$ 1,600.00	+\$900.00	+128.57%
872	UNEMPLOYMENT INSURANCE	\$ 4,000.00	\$ 114.04	\$ 4,000.00		
878	COMMUNITY MEDIC PROGRAM	\$ 310.00	\$ 50.00	\$ 300.00	-\$10.00	
879	HEALTH AND SAFETY	\$ 2,500.00	\$ 1,010.98	\$ 2,500.00		
880	LEGAL	\$ 5,000.00	\$ 5,064.00	\$ 8,000.00	+\$3,000.00	+60.00%
881	ACCOUNTING	\$ 8,000.00	\$ 7,900.00	\$ 8,000.00		
898	BUILDING AND GROUNDS	\$ 3,500.00	\$ 2,439.88	\$ 3,500.00		
899	ADMINISTRATIVE EXPENSES	\$ 2,000.00	\$ 49.95	\$ 1,960.00	-\$40.00	-2.00%
	<b>TOTAL EXPENSES</b>	<b>\$ 1,142,030.00</b>	<b>\$ 793,462.88</b>	<b>\$ 2,036,820.00</b>	<b>+\$894,790.00</b>	<b>+78.35%</b>

<b>Estimated Gross Run Fees</b>	\$ 550,000.00	\$ 337,247.29	\$ 550,000.00
<b>Training Center Income</b>	\$ 2,500.00	\$ 285.00	\$ 2,500.00
<b>Contracted Revenue (T of DF)</b>	\$ 33,500.00	\$ 33,500.00	\$ 33,500.00
<b>Contracted Revenue (T of PS)</b>	\$ 32,912.80	\$ 16,456.40	\$ 32,912.80
<b>Contracted Revenue (CAEMS)</b>	\$ -	\$ -	\$ -
<b>Interest</b>	\$ 500.00	\$ 484.43	\$ 500.00
<b>Special Event Fees</b>	\$ 2,000.00	\$ -	\$ 2,000.00
<b>TOTAL SERVICE REVENUE</b>	<b>\$ 621,412.80</b>	<b>\$ 387,973.12</b>	<b>\$ 621,412.80</b>
<b>Donations</b>	\$ -	\$ -	\$ -
<b>Grant Revenue</b>		\$ 91,619.04	
<b>Proceeds from sale of equipment</b>		\$ -	
<b>MUNICIPAL CONTRIBUTIONS</b>	<b>\$ 520,617.20</b>	<b>\$ 520,617.20</b>	<b>\$ 1,415,407.20</b>

Municipality	2019 Equalized Value	2019 Contribution	2020 Equalized Value	2021 Contribution	Difference	% change
V. Cottage Grove	\$ 798,718,600	\$ 277,152.19	\$ 842,628,700	\$ 749,207.77	+\$472,055.59	170.32%
T. Cottage Grove	\$ 460,310,800	\$ 159,726.02	\$ 499,405,700	\$ 444,037.37	+\$284,311.35	178.00%
V. Deerfield	\$ 241,325,500	\$ 83,738.99	\$ 249,864,100	\$ 222,162.06	+\$138,423.07	165.30%
<b>TOTALS</b>	<b>\$ 1,500,354,900</b>	<b>\$ 520,617.20</b>	<b>\$ 1,591,898,500</b>	<b>\$ 1,415,407.20</b>	<b>+\$894,790.00</b>	<b>171.87%</b>

# State of Wisconsin



2019 Assembly Bill 472

Date of enactment: **March 3, 2020**  
Date of publication\*: **March 4, 2020**

## 2019 WISCONSIN ACT 133

AN ACT *to amend* 66.0602 (3) (h) 1., 66.0602 (3) (h) 2. a. and 66.0602 (3) (h) 2. b.; and *to create* 66.0602 (1) (ak) of the statutes; **relating to:** an exception from local levy limits for certain amounts levied for charges assessed by a joint emergency medical services department.

*The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:*

**SECTION 1e.** 66.0602 (1) (ak) of the statutes is created to read:

66.0602 (1) (ak) "Joint emergency medical services district" means a joint emergency medical services district organized by any combination of 2 or more cities, villages, or towns under s. 66.0301 (2).

**SECTION 1m.** 66.0602 (3) (h) 1. of the statutes is amended to read:

66.0602 (3) (h) 1. Subject to subd. 2., the limit otherwise applicable under this section does not apply to the amount that a city, village, or town levies in that year to pay for charges assessed by a joint fire department or a joint emergency medical services district, but only to the extent that the amount levied to pay for such charges would cause the city, village, or town to exceed the limit that is otherwise applicable under this section.

**SECTION 2.** 66.0602 (3) (h) 2. a. of the statutes is amended to read:

66.0602 (3) (h) 2. a. The total charges assessed by the joint fire department or the joint emergency medical services district for the current year increase, relative to the total charges assessed by the joint fire department or the joint emergency medical services district for the previous year, by a percentage that is less than or equal to the percentage change in the U.S. consumer price index for all urban consumers, U.S. city average, as determined by the U.S. department of labor, for the 12 months ending on September 30 of the year of the levy, plus 2 percent.

**SECTION 3.** 66.0602 (3) (h) 2. b. of the statutes is amended to read:

66.0602 (3) (h) 2. b. The governing body of each city, village, and town that is served by the joint fire department or the joint emergency medical services district adopts a resolution in favor of exceeding the limit as described in subd. 1.

**SECTION 4. Initial applicability.**

(1) This act first applies to a levy that is imposed in December 2020.

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\* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

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# Wisconsin Legislative Council

## ACT MEMO

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**Prepared by:** Scott Grosz, Principal Attorney

March 16, 2020

**2019 Wisconsin Act 133**  
[2019 Assembly Bill 472]

**Levy Limit Exception for Joint  
EMS**

The state's levy limit law provides an exception from local levy limits for amounts levied by a municipality to pay for charges assessed by a joint fire department, to the extent such charges would cause the municipality to exceed the limit that is otherwise applicable. The exception only applies if the joint fire department's total charges increase at an amount less than or equal to the consumer price index plus two percent, and if the governing body of the municipality claiming the exception adopts a resolution in favor of exceeding the levy limit.

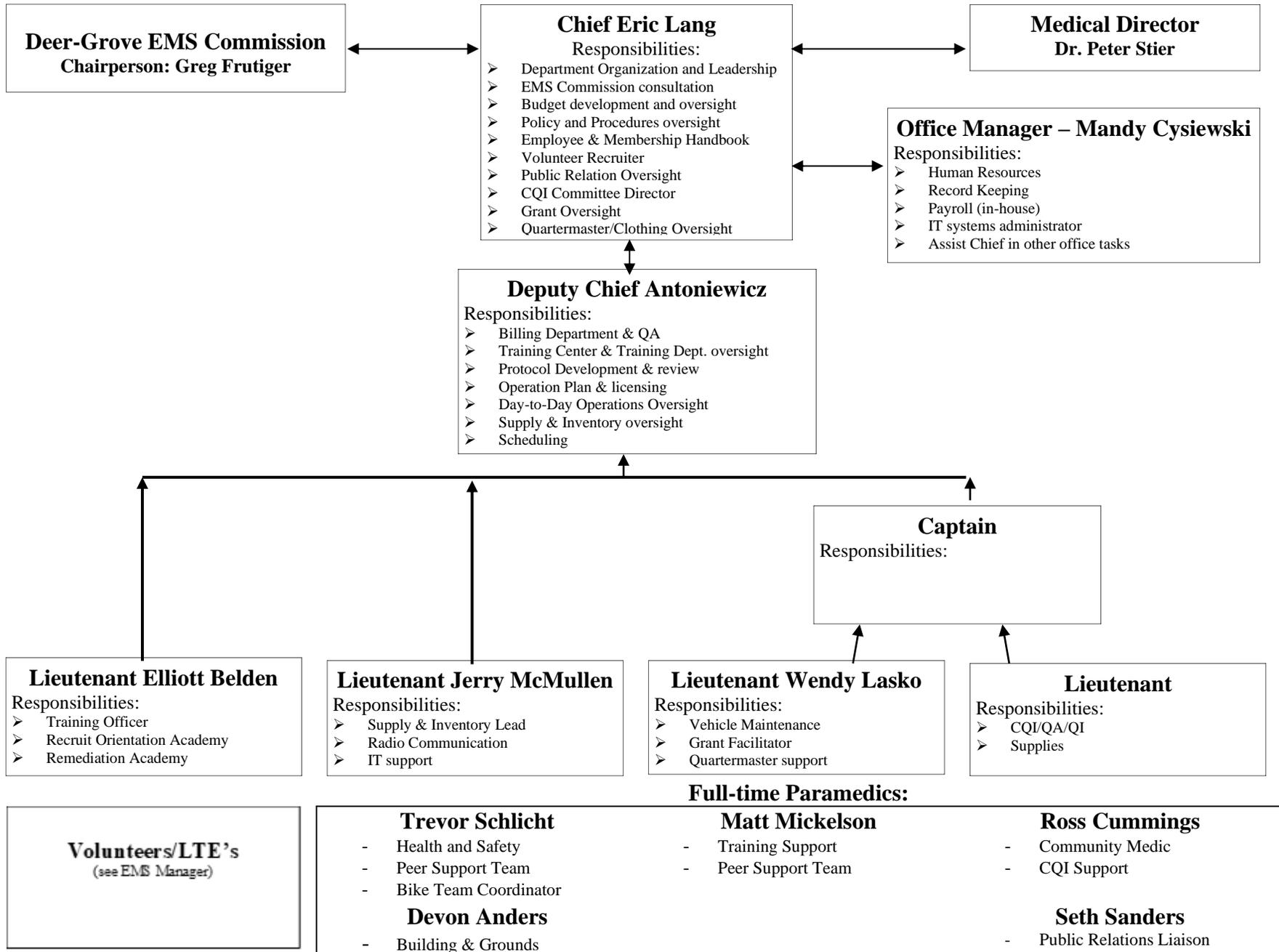
2019 Wisconsin Act 133 expands the joint fire department exception to the levy limits to also include payments for charges assessed by a joint emergency medical services (EMS) district, as first applied to the levy imposed in December 2020. The act defines a joint EMS district to mean a joint EMS district organized by any combination of two or more cities, villages, or towns under an intergovernmental cooperation contract.

**Effective date:** March 5, 2020

SG:mca;ty

# Deer-Grove EMS District

## Leadership Matrix



**DEER-GROVE EMS COMMISSION MEETING**  
**Cottage Grove Emergency Services Building**  
**4030 County Road N, Cottage Grove, WI 53527**  
**August 31, 2020 6:30 PM**

Meeting will be broadcasted via GoToMeeting. Login information:

<https://global.gotomeeting.com/join/566592653>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (517) 317-3122

- One-touch: <tel:+15713173122,,566592653#>

Access Code: 566-592-653

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/566592653>

**AGENDA**

1. Call to Order.
2. Discuss and consider 2021 DGEMS Budget.
3. Adjournment.

By: Greg Frutiger, Chairperson

Submitted August 25, 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.*

## MEDICAL DIRECTOR AGREEMENT

THIS MEDICAL DIRECTOR AGREEMENT (“Agreement”) is effective as of **September 1, 2020** (the “Effective Date”), by and between MADISON EMERGENCY PHYSICIANS, S.C. (“Provider”) and **Deer Grove Emergency Medical Services** (“Recipient”).

### RECITALS

WHEREAS, Provider is comprised of physicians licensed to practice medicine in the State of Wisconsin who specialize in providing emergency services;

WHEREAS, Recipient operates an emergency medical service for which Recipient is required to engage a qualified medical director to provide medical direction in all matters relating to emergency medical services that requires the administrative services of a competent and qualified emergency medicine physician providing EMS Medical Direction, leadership and education (the “Program”);

WHEREAS, Recipient desires to engage Provider, as an independent contractor, to provide a designated Provider employee (“Physician”), to serve as the Medical Director of the Program and to provide certain services described herein (“Medical Director Services”).

NOW, THEREFORE, in consideration of the promises and the mutual agreements and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by Provider and Recipient (collectively, “Parties” and individually, “Party”), the Parties agree as follows:

#### 1. Services.

1.1 Services to Be Provided by Provider. Provider shall provide the physician employee designated on Exhibit A to serve as the Medical Director of the Program and perform the Medical Director Services set forth on Exhibit B, both of which exhibits are attached hereto and incorporated herein by this reference.

1.2 Services to Be Provided by Recipient. Recipient shall provide all the space, supplies, equipment, furniture and fixtures as may be deemed reasonably necessary by Provider and/or Physician for the proper operation and conduct of the Program and to facilitate Physician in providing Medical Director Services. Recipient may employ or contract with personnel necessary to provide support services to Physician to aid in the performance of Medical Director Services; such personnel shall remain under the direction and control of Recipient and Recipient shall have the sole right to hire, fire, and/or discipline such personnel.

1.3 Replacement of Physician. Provider may from time to time modify Exhibit A by designating a new physician employee who shall fulfill Provider’s obligations hereunder, provided that Provider shall not change such designation more than once annually, except in cases of unforeseen circumstances (including, but not limited to, Physician’s death or long-term disability), or at Recipient’s written direction, without obtaining Recipient’s prior approval of the newly-designated Physician. The term “Physician” as used herein shall refer to the physician employee designated on Exhibit A and any of his/her designated successors.

1.4 Relationship of the Parties. Provider and Recipient are independent contractors, and this Agreement shall not constitute the formation of a partnership, joint venture, employment, principal/agent relationship, or master/servant relationship. The Parties further agree that neither Provider nor any Physician shall not be entitled to any sick leave, vacation pay, retirement, social security, disability, health and unemployment benefits, nor any other benefits offered to employees of Recipient. Recipient shall not have or exercise any control or direction over the professional judgment or methods by which Provider or any employees or agents of Provider, including any Physician, perform Medical Director Services pursuant to this Agreement. Neither Party shall have any expressed or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the other Party, except as herein provided.

## 2. Term and Termination.

2.1 Term. This Agreement shall be effective on the Effective Date and continue for a period of two (2) years thereafter (the “Initial Term”), unless earlier terminated as provided below. The Parties shall review this Agreement prior to the end of the then-current term and, if mutually agreed upon by the Parties, extend the term of the Agreement for an additional one (1) year period (each a “Renewal Term”). The “Term” of this Agreement shall mean the Initial Term and all Renewal Terms. All such extensions shall be documented in writing and signed by the Parties prior to the expiration of the then-current term. In the event the Parties fail to appropriately document an extension, and Provider continues to provide Medical Director Services hereunder, the Term of this Agreement shall be deemed to be automatically extended on a day- to-day basis until terminated by either Party upon thirty (30) days’ prior written notice or as otherwise provided by an applicable termination provision of this Agreement.

2.2 Early Termination. The Parties may terminate this Agreement prior to the natural end of the Term as follows:

(a) Termination Upon Notice. Either Party may terminate this Agreement, for any reason, by providing at least sixty (60) calendar days’ prior written notice to the other Party.

(b) Termination for Breach. In the event of a material breach of this Agreement by one Party, the non-breaching Party may provide written notice of the breach and terminate this Agreement provided, however, that the breaching Party shall be afforded the opportunity to cure such breach, if curable, within thirty (30) days of its receipt of written notice of such breach. If the breaching Party, prior to expiration of such time period, has cured the breach, this Agreement shall remain in effect.

(c) Immediate Termination. This Agreement shall terminate immediately and automatically when:

(i) A receiver is appointed to take possession of all or substantially all of the assets of a Party, or a Party makes an assignment for the benefit of creditors, or a Party takes any action under any insolvency, bankruptcy, or reorganization act, or a Party otherwise ceases to do business; or

(ii) Either Party is excluded from participation in any federally funded healthcare program, including Medicare or Medicaid, as of the effective date of such exclusion.

(d) Termination Based on Survey Results. If Recipient is a skilled emergency medical service provider and subject to survey by any division of the Wisconsin Department of Health Services, Provider shall have the right, in its sole discretion, to immediately terminate this Agreement in the event that, upon review of annual survey results; (a) Recipient is designated as exhibiting “substandard Quality Care”; or (b) the number of Severity/Harm or Scope/Frequency deficiencies exceed the stated average and include one or more deficiencies which are designated as either “Immediate Jeopardy” or “Significant Correction” deficiencies.

### **3. Compensation.**

3.1 Compensation Rate / Monthly Hours. As compensation for Provider providing Physician to act as the Medical Director of the Program and performing Medical Director Services pursuant to this Agreement, Recipient shall pay Provider at a rate of **One Thousand Dollars (\$1,000) per month** for term of agreement, starting January 1, 2021 and **Five Hundred Dollars (\$500) per month** for September 1, 2020 through December 31, 2020.

3.2 Fair Market Value / No Referrals. The Parties acknowledge that any compensation paid under this Agreement intended to reflect fair market value for Medical Director Services, and does not, nor shall it be modified to, take into account the volume or value of any referrals between the Parties. Nothing in this Agreement shall be construed as requiring or inducing any Party or, as applicable, any of its owners, directors, members, officers, employees, affiliates, or agents to refer any patients or business, reimbursable in whole or in part under any federal or state health care program, to the other Party. Provider and Physician shall be entitled to refer patients to any hospital or other healthcare provider deemed to be best qualified to deliver medical services to any particular patient.

3.3 Payment. Recipient shall pay in full, all compensation owed to Provider within fifteen (15) days following the date on which Provider or Physician submits Time Records (defined below) to Recipient. Recipient’s obligation to make payments under this Agreement is expressly contingent upon Provider or Physician submitting Time Records as required by Section 3.4, below.

3.4 No Other Payments. Provider expressly agrees that payments made pursuant to this Agreement constitute payment in full for Provider and Physician’s provision of Medical Director Services hereunder, and that Recipient shall not be responsible for directly compensating any Provider employees, or persons otherwise under contract with Provider, including any Physician, while this Agreement is in effect. Provider shall be solely responsible for making all deductions and withholdings which may be required by federal, state and local law for any Physician and to any Provider employee that may directly or indirectly assist in the provision of services under this Agreement.

3.5 Professional Fees Excluded. Any billing or collection of professional fees in connection with Medical Director Services shall be the sole responsibility of Provider. Recipient shall not collect professional fees on Provider’s behalf.

### **4. Performance of Services.**

4.1 Physician Qualifications. Provider shall ensure that any Physician:

- (a) Is duly licensed as a physician in the State of Wisconsin;
- (b) Maintains all customary and appropriate narcotics and controlled substances numbers and licenses as required by federal, state, and local laws and regulations;
- (c) Be board-certified in Emergency Medicine or board-eligible in Emergency Medicine, so long as Physician is actively pursuing board certification, unless this requirement is waived in writing, in whole or in part, by Recipient;
- (d) Maintains good standing participation in the Medicare and Wisconsin Medicaid programs;
- (e) Has current certification in ACLS, unless Physician is certified by the American Board of Emergency Medicine or the American Osteopathic Board of Emergency Medicine, if Medical Director Services includes providing medical direction for an emergency medical services provider; and
- (f) Meets all of the qualifications of Wis. Admin. Code DHS 110.49(1) and/or any current or future requirements of EMS Medical Directors imposed by federal or Wisconsin law, if Medical Director Services includes providing medical direction for an emergency medical services provider.

4.2 Physician Standards. Physician shall provide Medical Director Services in accordance with: (i) currently approved methods and practices of the appropriate licensing authority for physicians and any other applicable state agency or organization governing physicians; (ii) the ethical and professional standards of the American Medical Association; (iii) all applicable federal, state and local laws and regulations; (iv) prevailing professional standards in the community, at the time such services are rendered; (v) those internal policies and procedures of Recipient which have been provided to Provider in writing, specifically noting their inclusion under this Section 4.2(v); and (vi) standards of any applicable licensing, regulatory, accrediting or certifying body made known to Provider in writing, specifically noting their inclusion under this Section 4.2(vi).

4.3 Recipient Qualifications / Standards. Recipient agrees that any of its employees and agents who assist Physician in providing Medical Director Services under this Agreement must, at all times, be qualified and in good standing with any applicable professional standards. Recipient's employees and agents shall provide assistance to Physician in a workmanlike manner and in accordance with, as applicable: (i) currently approved methods and practices of the appropriate licensing authority and any other applicable state agency or organization; (ii) ethical and professional standards; (iii) federal, state and local laws and regulations; and (iv) prevailing professional standards in the community, at the time such services are rendered.

## **5. Insurance / Claims / Liabilities.**

5.1 Provider / Physician Coverage. Physician is an employee of Provider, and, in performing Medical Director Services under this Agreement, Physician will be acting within the scope of Physician's employment with Provider. Provider shall, at its sole cost and expense, provide liability coverage for the acts or omission of acts of its employees, including Physician, which are committed within the scope of their employment. Upon Recipient's written request, Provider shall deliver copies

of such policies to Recipient, and any modifications, extensions or renewals of such policies to or upon notification from an insurance carrier that a policy will be canceled.

5.2 Recipient Coverage. Recipient, at its sole cost and expense, shall procure and maintain in full force and effect throughout the Term of this Agreement, such policies of general liability, professional liability and other insurance as shall be necessary to insure Recipient and its employees and agents against any claim(s) for damages arising by reason of personal injuries or death occasioned directly or indirectly in connection with the performance of any service by Recipient, the use of any property and facilities or equipment provided by Recipient and the activities performed by Recipient in connection with the Agreement.

5.3 Claims Notification. Each Party shall promptly notify the other in the event it has reason to believe a claim may exist against the other Party, or any Physician, related to the services provided under this Agreement. Notification under this section shall be for information purposes only and shall not substitute for the statutory notification and claim procedures of Sections 893.80 and/or 893.82 of the Wisconsin Statutes, if and as applicable.

5.4 Mutual Indemnification / Hold Harmless. To the extent permitted by law and except as may be limited by Section 5.5, below, each Party shall indemnify and hold harmless the other Party, its directors, officers, employees (including Physician), agents, affiliates, successors, and assigns from and against all claims, causes of action, suits, demands, liabilities, damages, penalties, judgments, and expenses (including, without limitation, reasonable attorney fees) arising out of or resulting from: (a) its breach of the representations, warranties, covenants, or agreements contained in this Agreement by the indemnifying Party; (b) its violation of applicable federal, state, or local laws, rules, or regulations; or (c) any action, claim, suit, or proceeding brought by any third party arising from any of its acts or omissions or acts or omissions of its employees or agents.

5.5 Immunity. Nothing in this Agreement is intended to amend, abrogate, or waive the right of either Party to claim immunity for acts or omissions undertaken under this Agreement, including but not limited to governmental/sovereign immunity and/or the civil immunity afforded to medical directors reviewing the performance of emergency medical services practitioners under Wis. Stat. § 146.37.

## **6. Confidentiality / Records.**

6.1 Confidentiality. Neither Party will disclose confidential or proprietary information relating to the other Party's operations (such as strategic plans, business plans, financial information, volume data, etc.) which has been identified by one Party in writing to the other Party as confidential or proprietary, except as consented to or requested by the Party or as required by law, in which case, the Party legally compelled to disclose the information shall, as soon as practicable, inform the other Party of such circumstances.

6.2 Public Records Law. In the event that Recipient is an entity subject to Public Records Law, and a request for materials containing the financial terms of this Agreement, or other data, information, or materials identified by Provider in writing as confidential or proprietary is made to Recipient or Recipient's officials or employees pursuant to applicable Public Records Law, Recipient agrees to provide notice to Provider and allow Provider five (5) business days to identify those materials or parts of materials which Provider believes should be exempt from disclosure and kept

confidential. If Recipient does not agree that such records need not be disclosed, they will provide Provider with notice and an additional five (5) business days for Provider to seek protection against disclosure from a court of competent jurisdiction. If Provider receives a public record request for any documents or information arising out of the performance of services under this Agreement, it shall not respond to the request, but shall immediately forward the request to Recipient. Upon request from Recipient, Provider shall reasonably cooperate in producing the information or data to fulfill a public record request related to this Agreement.

6.3 Access to Records. Until the expiration of four (4) years after the furnishing of services described herein by Provider and its employed and contracted health care professionals, upon proper demand and with the prior written consent of Recipient, Provider shall make available to the Secretary of the U.S. Department of Health and Human Services, the Comptroller General of the United States, or any of their duly authorized representatives, this Agreement, and such books, documents and records of Provider as are necessary to certify the nature and extent of the cost or value of services provided hereunder. If Provider carries out any of its duties hereunder pursuant to a subcontract, and if the services provided pursuant to said subcontract have a value or cost of Ten Thousand Dollars (\$10,000.00) or more over a twelve (12) month period, and such subcontract is with a related organization, such subcontract shall contain a clause requiring the subcontractor to retain and allow access to its records on the same terms and conditions as required of Provider by this Section 6.3. This Section 6.3 shall be null and void should it be determined that Section 1861(v)(1)(I) of the Social Security Act, as amended, is not applicable to this Agreement.

6.4 Privacy / HIPAA. The Parties acknowledge all state and federal statutes and regulations regarding the privacy and security of patient health information, including but not limited to all such regulations under the Health Insurance Portability and Accountability Act of 1996. The Parties agree to protect the privacy and security of all patient health information in accordance with and as established by all such statutes and regulations.

**7. Miscellaneous.**

7.1 Notices. Any notice or communication required or permitted to be given under this Agreement shall be served personally, sent by United States certified mail, or sent by email to the following address:

If to Recipient: Deer Grove EMS  
Attn: Eric Lang  
Chief of EMS  
4030 County Highway N  
Cottage Grove, WI 53527

If to Provider: Madison Emergency Physicians, S.C.  
Attn: Michael Foley, MD  
President & CEO  
Suite A404  
700 South Park Street  
Madison, WI 53715

Any change to the notice address listed above must be given to the other party in the same manner as described in this section. The date of notice shall be the date of delivery if the notice is personally delivered or the date of mailing if the notice is sent by United States certified mail. Each Party agrees to maintain evidence of the respective notice method utilized.

7.2 Entire Agreement. This Agreement constitutes the entire agreement between the Parties and supersedes all prior proposals, negotiations, representations, communications, writings and agreements between the Parties with respect to the subject matter hereof, whether oral or written. This Agreement may only be amended or modified by a subsequent written agreement between duly authorized representatives of the Parties. This Agreement shall be binding on the Parties, their successors, and permitted assigns.

7.3 Exclusivity. This Agreement is nonexclusive as to both of the Parties, and shall not interfere with the right of either Party to enter a similar agreement with other parties.

7.4 Assignment. No Party may assign any of its rights, duties or obligations under this Agreement without the prior written consent of the other Parties.

7.5 Governing Law and Venue. This agreement shall be governed by and interpreted under the laws of the State of Wisconsin. Venue of any action initiated by either Party shall be in Dane County, Wisconsin.

7.6 Waiver. Waiver by a Party of breach or noncompliance with any term or condition of this Agreement can be accomplished only by a specific written agreement and shall not operate as or be construed to be a waiver of any subsequent breach or noncompliance.

7.7 Severability. If any provision or any part of any provision of this Agreement shall be determined to be void, illegal, invalid or unenforceable, this determination shall not affect the remainder of this Agreement, which shall continue in full force and effect in accordance with its remaining terms.

7.8 Marketing. Recipient agrees to obtain advance written approval from the Provider's President, before referring to Provider or any Provider actor (including but not limited to Physician) in any advertising or other promotional materials, in any medium.

7.9 Non-Discrimination. Neither Party shall differentiate or discriminate in the provision of medical services on the basis of race, color, national origin, ancestry, religion, sex, marital status, sexual orientation, age, medical condition, medical history, genetics, evidence of insurability, or claims history, in violation of any applicable state, federal, or local law or regulation, or other rules or policies, including, without limitation, the Age Discrimination Act of 1975, the Americans with Disabilities Act, and all regulations issued pursuant thereto and as may be amended from time to time. As applicable, Provider and Recipient shall be in full compliance with Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the 1964 Civil Rights Act, and all regulations issued pursuant thereto and as may be amended from time to time.

7.10 Counterparts. This Agreement may be executed electronically and in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed as of the date written below.

**RECIPIENT**  
**Deer Grove EMS**

\_\_\_\_\_  
**Eric Lang**  
**Chief of EMS**

Signature Date: \_\_\_\_\_

**PROVIDER**  
**Madison Emergency Physician, S.C.:**

\_\_\_\_\_  
**Michael J. Foley, MD**  
**President & CEO**

Signature Date: \_\_\_\_\_

**EXHIBIT A**  
**DESIGNATED PHYSICIAN**

The following physician employee(s) of Provider shall serve as Medical Director and provide Medical Director Services under this Agreement unless and until a substitute is appointed pursuant to the provisions of Section 1.3 of the Agreement:

**Kacey Kronenfeld, MD (Primary)**  
**John Aguilar, MD (Associate)**

## **EXHIBIT B MEDICAL DIRECTOR SERVICES**

The Medical Director shall have primary responsibility for ensuring that the professional and administrative activities provided within the Recipient's emergency services line are provided in accordance with all federal, state and local laws, applicable policies and procedures and all quality of care initiatives.

### **EXAMPLES OF SERVICES NOT SPECIFIC TO EMS:**

- Serve as patient advocate and maintain liaison with area hospitals, emergency departments, physicians, pre-hospital providers and nurses
- Provide quarterly updates to Recipient's leadership team
- Assist in the coordination of research projects and their implementation
- Establish, implement, revise and authorize the use of system-wide protocols, policies, standing orders, and procedures for all patient care
- Provide off-line medical direction services to include review, and approval of the service protocols, quality improvement reviews
- Set and ensure compliance with patient-care standards

### **EXAMPLES OF SERVICES SPECIFIC TO EMS:**

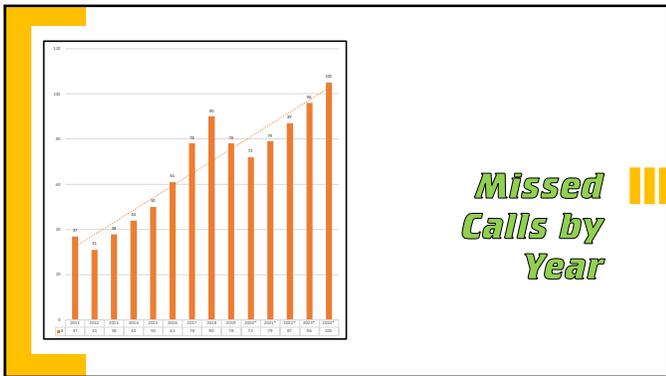
- Interact with regional, state and local EMS authorities to ensure standards, needs and requirements are met and resource utilization is optimized
- Assist EMS services in developing, implementing, evaluating, and supervising a continuous, system and patient quality improvement program in accordance with the state and federal regulations
- Participate in educational programs for EMS services
- Advise and assist in the planning and implementation of new or expanded EMS service programs that promote the public welfare
- Review EMS reports and run sheets
- Maintain and continue education appropriate for the EMS Medical Director, administrative staff, communication and patient care personnel
- Maintain education and proficiency testing for members of EMS services
- Provide medical advisory services related to the first responder programs
- Establish the procedures or protocols for non-transport of patients
- Establish criteria for initial emergency response and determine patient destination
- Develop professional relationships with other local EMS services
- Ensure the qualifications of EMS providers are maintained on an ongoing basis
- Recommend certification, recertification and decertification of EMS providers to the appropriate certifying agency



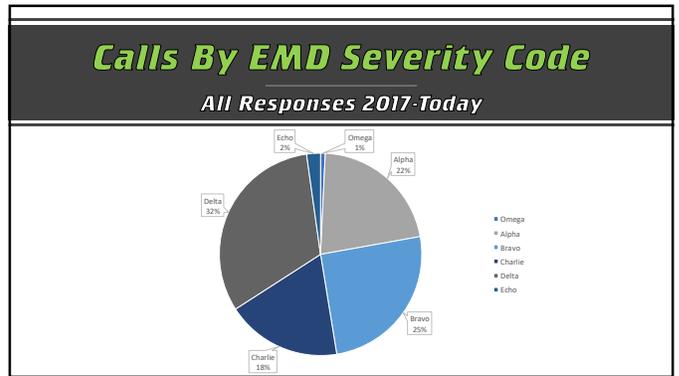
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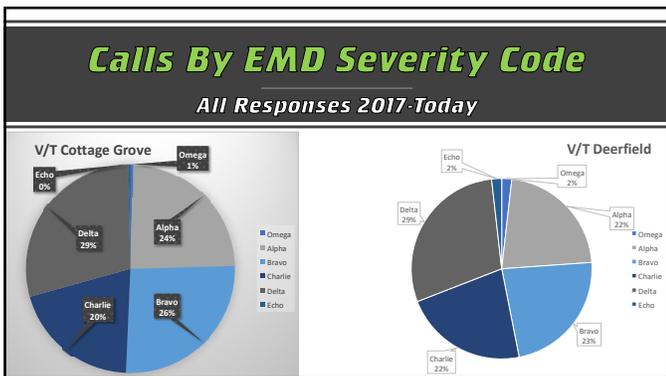
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3



4



5

### Call Completion Time

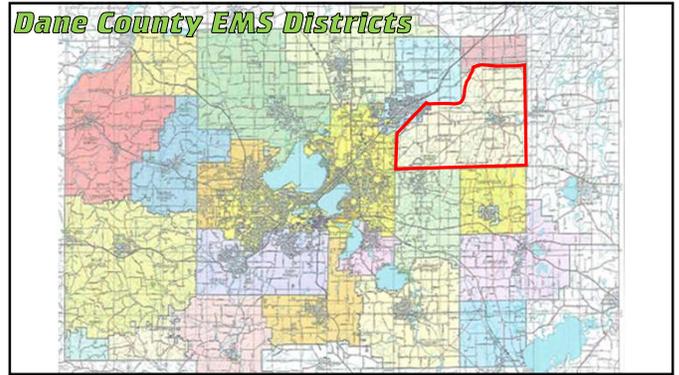
- Average from paged to completed
  - Call completed typically means clear from the ER
  - 57 min 30 seconds
- Add ~20 minutes until back in response district

6

**14.5% of the day a DeerGrove ambulance is NOT available for the medical needs of the district.**



7



8

### RESPONSE TIMES GUIDANCE

- NFPA 1710- Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments
  - On all EMS calls, the NFPA 1710 standard establishes a turnout time of one minute, and four minutes or less for the arrival of a unit with first responder or higher level capability at an emergency medical incident. This objective should be met 90% of the time.

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### NFPA 1710- WHAT IT MEANS TO US

- Factor in the following:
  - 60-second turnout time
  - 15 second call answer time
  - 60-second call-processing time
  - 240 seconds travel time

*As a best practice, 90% of the time we should have a total response time of approximately 6:15*

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### Actual Response Time Data

Into the Jurisdiction of:	Total Number of Calls in Response Area	Average Paged-to-scene Time (All Calls from All Stations)	Average Paged-to-scene Time (Calls Responded to from Specific Station)	Average Paged-to-scene Time (Calls Responded to from Specific Station)			
2017	2018	2019	2020	2017-2020	2017-2020	2017-2020	2017-2020
Atkins (Town of)	2-12/18	4-12/18	0-19/18	1-12/18	0:35:51	0:37:08	0:36:42
Cottage Grove	11-18/18	20-18/18	20-12/18	7-18/18	0:08:13	0:08:13	0:11:54
Deerfield (Town of)	11-18/18	20-18/18	10-18/18	5-18/18	0:10:26	0:08:41	0:11:49
Cottage Grove	411-15/17/18	404-17/17/18	386-16/17/18	353-16/17/18	0:06:51	0:10:47	0:09:56
Cottage Grove (Town of)	108-17/18	120-18/18	101-18/18	101-18/18	0:08:30	0:14:43	0:08:56
Deerfield	128-17/18	104-18/18	141-18/18	141-18/18	0:07:08	0:08:46	0:11:43
Deerfield (Town of)	2-12/18	12-18/18	11-18/18	10-18/18	0:08:24	0:08:12	0:08:41
Deerfield (Town of)	0-18/18	0-18/18	1-18/18	0-18/18	0:21:35	N/A	0:21:35
Dane (Town of)	2-19/18	2-19/18	0-19/18	0-19/18	0:08:16	N/A	N/A
Highland	0-19/18	0-19/18	1-19/18	0-19/18	0:20:12	N/A	0:20:12
Highland	0-19/18	1-19/18	0-19/18	0-19/18	N/A	N/A	N/A
Law Mills (Town of)	1-19/18	1-19/18	1-19/18	1-19/18	0:13:39	0:13:39	0:13:35
Madison	4-19/18	1-19/18	0-19/18	1-19/18	0:05:18	0:05:46	0:05:27
Madison (Town of)	0-19/18	0-19/18	0-19/18	0-19/18	0:13:32	N/A	N/A
Madison	1-19/18	2-19/18	1-19/18	1-19/18	0:13:46	0:13:46	0:13:46
Marshall	25-19/18	23-18/18	18-18/18	20-18/18	0:10:16	0:10:16	0:11:28
Marion	4-19/18	1-19/18	1-19/18	1-19/18	0:07:18	N/A	0:08:39
Marion (Town of)	0-19/18	0-19/18	1-19/18	1-19/18	0:08:40	0:08:52	0:10:48
Marion	1-19/18	2-19/18	1-19/18	1-19/18	0:13:48	N/A	N/A
Oakland (Town of)	12-18/18	14-18/18	8-18/18	6-18/18	0:11:34	0:10:33	0:11:06
Pleasant Springs (Town of)	99-18/18	104-18/18	91-18/18	91-18/18	0:12:11	0:11:18	0:10:05
Pleasant	2-19/18	0-19/18	0-19/18	1-19/18	0:14:49	0:11:13	0:16:27
Pleasant (Town of)	0-19/18	0-19/18	0-19/18	0-19/18	0:12:21	N/A	0:12:21
Southport	10-18/18	7-18/18	4-18/18	11-18/18	0:12:40	N/A	0:12:40
Van Hook	5-19/18	4-19/18	4-19/18	4-19/18	0:08:13	N/A	0:11:38
Van Hook (Town of)	13-18/18	4-18/18	10-18/18	7-18/18	0:06:38	0:10:18	0:07:00

11

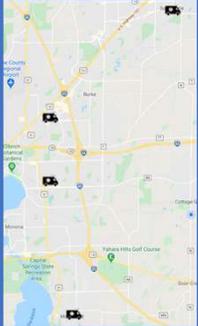
### Focused Response Time Data

Into the Jurisdiction of:	Average Paged-to-scene Time (Calls responded to from Deerfield Station)	Average Paged-to-scene Time (Calls responded to from Cottage Grove Station)
	01/2017-08/2020	01/2017-08/2020
(Political Subdivision)	In Minutes	In Minutes
Cottage Grove		0:11:54
Cottage Grove (Town of)		0:06:16
Deerfield	0:03:46	
Deerfield (Town of)	0:06:12	
Pleasant Springs (Town of)	0:15:18	0:10:05

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### Mutual Aid Partner Responses to Cottage Grove

Madison M5	5.6 miles	11 minutes
Sun Prairie M71	7.2 miles	12 minutes
Madison M8	9.0 miles	13 minutes
McFarland EMS	9.4 miles	15 minutes

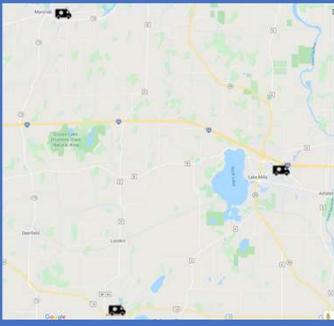


\*\* Does not factor for inclement weather

13

### Mutual Aid Partner Responses to Deerfield

Cambridge EMS	5.3 miles	8 minutes
Marshall EMS	9.1 miles	12 minutes
Lake Mills EMS	9.0 miles	13 minutes



\*\* Does not factor for inclement weather

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### Average Response Time Factoring for Weather Delays

#### Responding from CG

- To VCG: 8 min 40 sec
- To TCG: 10 min 48 sec
- To VDF: 16 min 15 sec
- To TDF: 13 min 37 sec
- To TPS: 19 min 51 sec
- All Others: 13 min 45 sec

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### Average Response Time Factoring for Weather Delays

#### Responding from DF

- To VCG: 15 min 31 sec
- To TCG: 16 min 7 sec
- To VDF: 3 min 29 sec
- To TDF: 11 min 56 sec
- To TPS: 24 min 45 sec
- All Others: 16 min 53 sec

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### TIME CRITICAL MEDICAL CONDITIONS

<p><b>Potential Life-Saving</b></p> <ul style="list-style-type: none"> <li>• Cardio-Respiratory Arrest                     <ul style="list-style-type: none"> <li>• Cardiac Arrest</li> <li>• Respiratory Arrest</li> <li>• Overdose</li> <li>• Choking</li> </ul> </li> <li>• Anaphylaxis</li> <li>• Traumatic Injury                     <ul style="list-style-type: none"> <li>• Airway compromise</li> <li>• Severe bleeding</li> </ul> </li> </ul>	<p><b>Potential Life-Altering</b></p> <ul style="list-style-type: none"> <li>• Myocardial Infarction                     <ul style="list-style-type: none"> <li>• CVA/Stroke</li> <li>• Seizure</li> <li>• Diabetes</li> <li>• Trauma</li> </ul> </li> <li>• Musculo-skeletal injury</li> </ul>
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of Cardiac Arrest "Saves" have come from an in-community ambulance

18



19

### 2021 Budget Proposals

- All include the proposed addition of one Lieutenant
  - All factor in the changes from the current CBA
- Health insurance remains a 'guess', as final numbers are not in
  - All include the added cost for the new medical director
    - All include \$100,000 for ambulance replacement
    - All include \$1,000 dollars for IV pump replacement

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### 2021 Budget Proposals

- All include the proposed addition of one Lieutenant
- All factor in the changes from the current CBA
- Health insurance remains a 'guess', as final numbers are not in
- All include the added cost for the new medical director
- All include \$100,000 for ambulance replacement
- All include \$1,000 dollars for IV pump replacement

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### Proposed 2 FTE Positions

- Budget increased to staff 2 full time paramedic positions
  - New positions added January 1st, 2021
  - Two additional staff positions added in successive budgets
  - Also includes CBA and vehicle purchase increases
- Advantages
  - Provides two additional staff members
- Disadvantages
  - Model will add staff, but will only have limited effectiveness in the first year
  - Could create a scheduling headache – What schedule is used?
  - Won't have a second staffed ambulance until Jan 1, 2024

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### 2 FTE Positions

Line Item #	Description	2020 DCAMS Budget	2020 YTD thru July	Proposed 2021 DCAMS Budget	Difference (\$)	Difference (%)
729	WAGES	\$ 396,350.00	\$ 276,688.42	\$ 396,350.00	+219,661.58	+17.24%
731	HEALTH INSURANCE	\$ 237,200.00	\$ 196,561.40	\$ 236,800.00	+141,700.00	+18.43%
732	HOURLY COMP	\$ 27,700.00	\$ 11,409.23	\$ 28,000.00	-\$2,700.00	-10.04%
733	RETIREMENT	\$ 82,700.00	\$ 68,306.70	\$ 79,000.00	+\$14,693.00	+18.07%
734	EMPLOYER'S PICA	\$ 44,700.00	\$ 27,413.84	\$ 58,000.00	+\$14,586.00	+32.20%
725	STAFF CONT. EDUC.	\$ 8,000.00	\$ 2,222.00	\$ 11,000.00	+\$2,778.00	+34.73%
726	TRAINING/MEDICAL RESOURCES	\$ 900.00	\$ -	\$ 900.00	\$ -	0.00%
728	MEDICAL DIRECTOR FEE	\$ 8,000.00	\$ 5,000.00	\$ 12,000.00	+\$4,000.00	+100.00%
734	COVERLINE	\$ 153,200.00	\$ 126,610.71	\$ 276,000.00	+\$149,389.00	+110.00%
735	EMT STIPEND	\$ 20,000.00	\$ 13,440.00	\$ 20,000.00	\$ -	0.00%
736	EMERGENCY BILLING	\$ 45,000.00	\$ 24,946.10	\$ 45,000.00	\$ -	0.00%
740	OFFICE EQUIPMENT	\$ 4,000.00	\$ 503.47	\$ 4,000.00	\$ -	0.00%
743	OFFICE SUPPLIES	\$ 2,000.00	\$ 470.43	\$ 2,000.00	\$ -	0.00%
739	COMMUNICATIONS	\$ 8,000.00	\$ 5,700.00	\$ 8,000.00	-\$2,300.00	-3.33%
773	INFORMATION TECHNOLOGY	\$ 8,000.00	\$ 2,880.00	\$ 7,200.00	+\$580.00	+5.51%
766	PUBLICITY/ADVERTISING	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	0.00%
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00	\$ 730.27	\$ 2,000.00	\$ -	0.00%
820	EMT RECROITOR	\$ 2,000.00	\$ 985.50	\$ 2,000.00	\$ -	0.00%
821	EMT COST FUND	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	0.00%
822	EMT CONTINUING EDUC.	\$ 5,000.00	\$ 303.00	\$ 5,000.00	\$ -	0.00%
829	VEHICLE MAINTENANCE	\$ 20,000.00	\$ 8,834.43	\$ 20,000.00	+\$11,165.00	+55.83%
833	FUEL	\$ 14,000.00	\$ 6,140.76	\$ 14,000.00	\$ -	0.00%
840	EQUIPMENT MAINTENANCE	\$ 16,000.00	\$ 7,066.15	\$ 16,000.00	+\$11,933.00	+88.63%
842	EQUIPMENT MAINTENANCE	\$ 3,000.00	\$ 3,091.14	\$ 3,000.00	\$ -	0.00%
843	Capitol Partners	\$ -	\$ 105,700.44	\$ 200,000.00	+\$194,299.56	+1942.99%
850	MEDICAL SUPPLIES	\$ 45,000.00	\$ 23,175.00	\$ 46,700.00	+\$14,525.00	+32.28%
852	TRAINING MEDICAL SUPPLIES	\$ 3,000.00	\$ 750.00	\$ 3,000.00	\$ -	0.00%
853	EMT COUPONS	\$ 12,000.00	\$ 5,250.00	\$ 12,000.00	+\$6,750.00	+112.50%
872	INSURANCE (MISCELL)	\$ 8,000.00	\$ 6,122.00	\$ 8,000.00	\$ -	0.00%
873	GROUP LIFE INSURANCE	\$ 700.00	\$ 486.00	\$ 8,000.00	+\$7,214.00	+1030.00%
874	UNEMPLOYMENT INSURANCE	\$ 4,000.00	\$ 114.04	\$ 4,000.00	\$ -	0.00%
876	COMMUNITY MEDIC PROGRAM	\$ 300.00	\$ 80.00	\$ 300.00	-\$20.00	-6.67%
878	HEALTH AND SAFETY	\$ 2,000.00	\$ 1,070.00	\$ 2,000.00	\$ -	0.00%
880	LEGAL	\$ 3,000.00	\$ 3,000.00	\$ 8,000.00	+\$5,000.00	+166.67%
881	ACCOUNTING	\$ 8,000.00	\$ 7,800.00	\$ 8,000.00	\$ -	0.00%
886	BUILDING AND GROUNDS	\$ 3,500.00	\$ 2,439.48	\$ 3,500.00	\$ -	0.00%
889	ADMINISTRATIVE EXPENSES	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00	\$ -	0.00%
890	TOTAL BUDGET	\$ 1,549,000.00	\$ 988,468.48	\$ 1,854,700.00	+\$211,691.00	+13.67%

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### 2 FTE Positions

Municipality	2019 Equalized Value	2020 Contribution	2020 Equalized Value	2021 Contribution	Difference	% change
V. Cottage Grove	\$ 460,310,000	\$ 277,152.19	\$ 443,428,700	\$ 424,032.23	+\$51,880.02	49.35%
V. Cottage Grove	\$ 460,310,000	\$ 199,736.02	\$ 499,405,700	\$ 245,375.04	+\$45,649.02	53.62%
V. Deerfield	\$ 241,325,500	\$ 83,738.99	\$ 249,884,100	\$ 112,786.75	+\$29,047.76	46.61%
<b>TOTALS</b>	<b>\$ 1,500,354,900</b>	<b>\$ 520,617.20</b>	<b>\$ 1,591,898,500</b>	<b>\$ 782,154.00</b>	<b>+\$261,536.80</b>	<b>50.24%</b>

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### Cost to Continue (No Added Staff)

- Budget reflects CBA and vehicle purchase increases
- Advantages
  - Status Quo
  - Least cost to the communities
- Disadvantages
  - Does not address any future staffing needs for the response area

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### Cost to Continue

Line Item #	Description	2020 DGRM Budget	2020 YTD Thru July	Proposed 2021 Budget	Difference (\$)	Difference (%)
722	WAGES	\$ 106,150.00	\$ 276,686.41	\$ 276,686.41	\$ 170,536.41	+160.6%
721	HEALTH INSURANCE	\$ 1,137,000.00	\$ 1,050,341.40	\$ 1,050,341.40	\$ -86,658.60	-7.6%
723	WORK COMP	\$ 27,780.00	\$ 11,489.20	\$ 28,000.00	\$ -1,290.80	-4.6%
724	RETIREMENT	\$ 18,700.00	\$ 18,450.20	\$ 18,800.00	\$ 350.00	+1.9%
724	EMPLOYERS PICA	\$ 44,740.00	\$ 27,424.84	\$ 45,200.00	\$ 759.20	+1.7%
725	STAFF CONT. EDUC.	\$ 8,000.00	\$ 3,222.00	\$ 8,000.00	\$ -	0%
726	TRAINING/WORK REVENUES	\$ 900.00	\$ -	\$ 900.00	\$ -	0%
728	MEDICAL DIRECTOR FEE	\$ 6,000.00	\$ 5,800.00	\$ 6,000.00	\$ +200.00	+3.3%
734	OVERTIME	\$ 112,200.00	\$ 76,620.70	\$ 116,500.00	\$ +3,279.30	+2.9%
735	EMT STIPEND	\$ 20,000.00	\$ 11,849.00	\$ 20,000.00	\$ -	0%
736	LIFECREST BILLING	\$ 45,500.00	\$ 24,689.50	\$ 45,500.00	\$ -	0%
740	OFFICE EQUIPMENT	\$ 1,400.00	\$ 503.67	\$ 1,400.00	\$ -	0%
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 473.40	\$ 2,000.00	\$ -	0%
750	COMMUNICATIONS	\$ 6,000.00	\$ 7,720.00	\$ 6,000.00	\$ +1,720.00	+28.7%
775	INFORMATION TECHNOLOGY	\$ 8,000.00	\$ 3,589.00	\$ 7,200.00	\$ +789.00	+9.9%
790	PUBLICITY/ADVERTISING	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	0%
810	TRAINING CENTER EXPENSES	\$ 2,000.00	\$ 759.27	\$ 2,000.00	\$ -	0%
810	EMT RECOGNITION	\$ 2,000.00	\$ 988.58	\$ 2,000.00	\$ -	0%
810	EMT CONT. EDUC.	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	0%
815	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 933.08	\$ 1,500.00	\$ -	0%
829	VEHICLE MAINTENANCE	\$ 18,800.00	\$ 20,849.40	\$ 18,800.00	\$ +2,049.40	+10.9%
831	FUEL	\$ 14,000.00	\$ 6,246.76	\$ 14,000.00	\$ -	0%
840	EQUIPMENT (REPAIRS/REPLACE)	\$ 14,800.00	\$ 7,860.24	\$ 14,800.00	\$ -	0%
842	EQUIPMENT MAINTENANCE	\$ 1,800.00	\$ 3,205.14	\$ 1,800.00	\$ +1,405.14	+78.1%
845	Capital Purchase	\$ -	\$ 184,789.49	\$ 200,000.00	\$ +115,210.51	+57.6%
850	MEDICAL SUPPLIES	\$ 45,500.00	\$ 22,116.00	\$ 45,500.00	\$ +23,384.00	+51.4%
852	TRAINING MEDICAL SUPPLIES	\$ 2,000.00	\$ 270.00	\$ 2,000.00	\$ -	0%
860	EMT CLOTHING	\$ 12,000.00	\$ 9,537.00	\$ 12,000.00	\$ -	0%
870	INSURANCE (BUSINESS)	\$ 8,000.00	\$ 8,214.00	\$ 8,000.00	\$ +214.00	+2.7%
872	GROUP LIFE INSURANCE	\$ 700.00	\$ 694.40	\$ 800.00	\$ +100.00	+14.3%
875	UNEMPLOYMENT REINSURANCE	\$ 4,000.00	\$ 334.40	\$ 4,000.00	\$ -	0%
876	COMMUNITY MEDIC PROGRAM	\$ 300.00	\$ 30.00	\$ 300.00	\$ -	0%
879	HEALTH AND SAFETY	\$ 2,500.00	\$ 3,020.00	\$ 2,500.00	\$ +520.00	+20.8%
879	LEGAL	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0%
881	ACCOUNTING	\$ 8,000.00	\$ 7,800.00	\$ 8,000.00	\$ -	0%
886	BUILDING AND GROUNDS	\$ 3,000.00	\$ 4,400.00	\$ 3,000.00	\$ +1,400.00	+46.7%
889	ADMINISTRATIVE EXPENSES	\$ 2,000.00	\$ 49.00	\$ 1,800.00	\$ +200.00	+10.0%
	TOTAL EXPENSES	\$ 1,443,200.00	\$ 1,616,800.00	\$ 1,524,570.00	\$ +92,230.00	+6.4%

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### Cost to Continue

Category	2019 Equalized Value	2019 Contribution	2020 Equalized Value	2020 Contribution	Difference	% change
Municipality	2019 Equalized Value	2019 Contribution	2020 Equalized Value	2020 Contribution	Difference	% change
V. Cottage Grove	\$ 798,718,600	\$ 277,152.19	\$ 842,628,700	\$ 333,488.06	+\$55,335.87	19.61%
T. Cottage Grove	\$ 460,310,900	\$ 159,726.02	\$ 499,405,700	\$ 196,464.97	+\$39,738.95	23.00%
V. Deerfield	\$ 241,325,500	\$ 83,738.99	\$ 249,864,100	\$ 90,295.92	+\$6,556.93	7.70%
<b>TOTALS</b>	<b>\$ 1,500,354,900</b>	<b>\$ 520,617.20</b>	<b>\$ 1,591,898,500</b>	<b>\$ 626,248.95</b>	<b>+\$105,631.75</b>	<b>20.29%</b>

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### Proposed 4 FTE Positions (Mid-year)

- Budget reflects an increased to staff 4 full time paramedic positions
  - Begins with the hire of 4 positions on July 1<sup>st</sup>, 2021
- Advantages
  - Incrementally provides extra staff
  - Less cost to the communities
  - Cost increases of a full-time positions spread over 4 budget years
  - Planned second addition of 4 full-time positions on July 1, 2023
- Disadvantages
  - Initially provides half of the staff necessary for a second ambulance
  - May result in staff a first response unit rather than an ambulance

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### 4 FTE Mid-Year

Line Item #	Description	2020 DGRM Budget	2020 YTD Thru July	Proposed 2021 Budget	Difference (\$)	Difference (%)
722	WAGES	\$ 106,150.00	\$ 276,686.41	\$ 296,000.00	\$ +19,313.59	+7.0%
721	HEALTH INSURANCE	\$ 1,137,000.00	\$ 1,050,341.40	\$ 1,050,341.40	\$ -86,658.60	-7.6%
723	WORK COMP	\$ 27,780.00	\$ 11,489.20	\$ 28,000.00	\$ -1,290.80	-4.6%
724	RETIREMENT	\$ 18,700.00	\$ 18,450.20	\$ 19,000.00	\$ 550.00	+2.9%
724	EMPLOYERS PICA	\$ 44,740.00	\$ 27,424.84	\$ 45,200.00	\$ 775.16	+1.7%
725	STAFF CONT. EDUC.	\$ 8,000.00	\$ 3,222.00	\$ 8,000.00	\$ -	0%
726	TRAINING/WORK REVENUES	\$ 900.00	\$ -	\$ 900.00	\$ -	0%
728	MEDICAL DIRECTOR FEE	\$ 6,000.00	\$ 5,800.00	\$ 6,000.00	\$ +200.00	+3.3%
734	OVERTIME	\$ 112,200.00	\$ 76,620.70	\$ 116,500.00	\$ +3,279.30	+2.9%
735	EMT STIPEND	\$ 20,000.00	\$ 11,849.00	\$ 20,000.00	\$ -	0%
740	OFFICE EQUIPMENT	\$ 1,400.00	\$ 503.67	\$ 1,400.00	\$ -	0%
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 473.40	\$ 2,000.00	\$ -	0%
750	COMMUNICATIONS	\$ 6,000.00	\$ 7,720.00	\$ 6,000.00	\$ +1,720.00	+28.7%
775	INFORMATION TECHNOLOGY	\$ 8,000.00	\$ 3,589.00	\$ 7,200.00	\$ +789.00	+9.9%
790	PUBLICITY/ADVERTISING	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	0%
810	TRAINING CENTER EXPENSES	\$ 2,000.00	\$ 759.27	\$ 2,000.00	\$ -	0%
810	EMT RECOGNITION	\$ 2,000.00	\$ 988.58	\$ 2,000.00	\$ -	0%
810	EMT CONT. EDUC.	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	0%
815	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 933.08	\$ 1,500.00	\$ -	0%
829	VEHICLE MAINTENANCE	\$ 18,800.00	\$ 20,849.40	\$ 18,800.00	\$ +2,049.40	+10.9%
831	FUEL	\$ 14,000.00	\$ 6,246.76	\$ 14,000.00	\$ -	0%
840	EQUIPMENT (REPAIRS/REPLACE)	\$ 14,800.00	\$ 7,860.24	\$ 14,800.00	\$ -	0%
842	EQUIPMENT MAINTENANCE	\$ 1,800.00	\$ 3,205.14	\$ 1,800.00	\$ +1,405.14	+78.1%
845	Capital Purchase	\$ -	\$ 184,789.49	\$ 200,000.00	\$ +115,210.51	+57.6%
850	MEDICAL SUPPLIES	\$ 45,500.00	\$ 22,116.00	\$ 45,500.00	\$ +23,384.00	+51.4%
852	TRAINING MEDICAL SUPPLIES	\$ 2,000.00	\$ 270.00	\$ 2,000.00	\$ -	0%
860	EMT CLOTHING	\$ 12,000.00	\$ 9,537.00	\$ 12,000.00	\$ -	0%
870	INSURANCE (BUSINESS)	\$ 8,000.00	\$ 8,214.00	\$ 8,000.00	\$ +214.00	+2.7%
872	GROUP LIFE INSURANCE	\$ 700.00	\$ 694.40	\$ 800.00	\$ +100.00	+14.3%
875	UNEMPLOYMENT REINSURANCE	\$ 4,000.00	\$ 334.40	\$ 4,000.00	\$ -	0%
876	COMMUNITY MEDIC PROGRAM	\$ 300.00	\$ 30.00	\$ 300.00	\$ -	0%
879	HEALTH AND SAFETY	\$ 2,500.00	\$ 3,020.00	\$ 2,500.00	\$ +520.00	+20.8%
879	LEGAL	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0%
881	ACCOUNTING	\$ 8,000.00	\$ 7,800.00	\$ 8,000.00	\$ -	0%
886	BUILDING AND GROUNDS	\$ 3,000.00	\$ 4,400.00	\$ 3,000.00	\$ +1,400.00	+46.7%
889	ADMINISTRATIVE EXPENSES	\$ 2,000.00	\$ 49.00	\$ 1,800.00	\$ +200.00	+10.0%
	TOTAL EXPENSES	\$ 1,443,200.00	\$ 1,616,800.00	\$ 1,524,570.00	\$ +92,230.00	+6.4%

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### 4 FTE Mid-Year

Category	2020 Equalized Value	2020 Contribution	2021 Equalized Value	2021 Contribution	Difference	% change
Municipality	2020 Equalized Value	2020 Contribution	2021 Equalized Value	2021 Contribution	Difference	% change
V. Cottage Grove	\$ 798,718,600	\$ 277,152.19	\$ 842,628,700	\$ 333,488.06	+\$55,335.87	19.61%
T. Cottage Grove	\$ 460,310,900	\$ 159,726.02	\$ 499,405,700	\$ 196,464.97	+\$39,738.95	23.00%
V. Deerfield	\$ 241,325,500	\$ 83,738.99	\$ 249,864,100	\$ 90,295.92	+\$6,556.93	7.70%
<b>TOTALS</b>	<b>\$ 1,500,354,900</b>	<b>\$ 520,617.20</b>	<b>\$ 1,591,898,500</b>	<b>\$ 626,248.95</b>	<b>+\$105,631.75</b>	<b>20.29%</b>

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### Budgeting Schedule for 4FTE Mid-Year

Budget year	Staff Added	Budget Impact
2021	4 FTE on July 1	Full expense of 2 FTE added
2022	None	Full expense of 2 FTE added
2023	4 FTE on July 1 (Fully Staffed)	Full expense of 2 FTE added
2024	None	Full expense of 2 FTE added
2025	None	Cost-to-Continue
2025	None	Cost-to-Continue

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### Additional Funding Sources

- **Additional Calls for service-**
  - Pick up calls missed in DeerGrove, Marshall, and Cambridge
    - Predicted to be 150 calls this year alone
    - An extra ambulance would be in prime position to respond to nearly all of these
- **Intercepts**
  - This number is much more difficult to calculate
  - Marshall had ~70 calls for ALS Requests/Auto-Sends
- **Interfacility Transfers**
  - We can market ourselves as having a second unit available
  - This should result in additional calls for service

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### Chief's Recommendation

- Mid-year hire of four paramedic positions
  - Uses the 2-Added FTE staff over the course of the next four years
  - Plan for the mid-year addition of 4 FTE staff positions in 2023
- Each community has the option to use Act 133 for their funding allocation
- Work with Town of Pleasant Springs and Deerfield on a funding formula reflective of the product they receive.
  - Both renew in 2023

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# Proposed 2021 Budget

## Adding 2 Full-Time, Full-Year Paramedic Staff Positions

Line Item #	Description	2020 DGEMS Budget	2020 YTD Thru July	Proposed 2021 DGEMS Budget	Difference (\$)	Difference (%)
720	WAGES	\$ 506,550.00	\$ 276,666.41	\$ 596,900.00	+\$90,350.00	+17.84%
721	HEALTH INSURANCE	\$ 137,120.00	\$ 86,522.40	\$ 184,900.00	+\$47,780.00	+34.85%
722	WORK. COMP.	\$ 27,790.00	\$ 11,409.25	\$ 25,000.00	-\$2,790.00	-10.04%
723	RETIREMENT	\$ 58,700.00	\$ 38,182.70	\$ 73,300.00	+\$14,600.00	+24.87%
724	EMPLOYER'S FICA	\$ 44,740.00	\$ 27,413.94	\$ 59,100.00	+\$14,360.00	+32.10%
725	STAFF CONT. EDUC.	\$ 9,000.00	\$ 1,222.00	\$ 11,500.00	+\$2,500.00	+27.78%
726	TRAVEL/MILEAGE REIMBURS	\$ 500.00	\$ -	\$ 500.00		
728	MEDICAL DIRECTOR FEE	\$ 6,000.00	\$ 3,500.00	\$ 12,000.00	+\$6,000.00	+100.00%
734	OVERTIME	\$ 113,260.00	\$ 74,620.73	\$ 156,300.00	+\$43,040.00	+38.00%
735	EMT STIPEND	\$ 25,000.00	\$ 11,448.00	\$ 25,000.00		
736	LIFEQUEST BILLING	\$ 45,500.00	\$ 24,496.58	\$ 45,500.00		
740	OFFICE EQUIPMENT	\$ 1,630.00	\$ 563.67	\$ 1,630.00		
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 473.65	\$ 2,000.00		
770	COMMUNICATIONS	\$ 6,000.00	\$ 2,710.85	\$ 5,800.00	-\$200.00	-3.33%
775	INFORMATION TECHNOLOGY	\$ 6,850.00	\$ 2,369.86	\$ 7,230.00	+\$380.00	+5.55%
790	PUBLICITY&ADVERTISING	\$ 2,000.00	\$ -	\$ 2,000.00		
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00	\$ 733.27	\$ 2,000.00		
810	EMT RECOGNITION	\$ 2,500.00	\$ 563.56	\$ 2,500.00		
820	EMT CONT EDUC.	\$ 5,000.00	\$ -	\$ 5,000.00		
825	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 332.08	\$ 1,500.00		
829	VEHICLE MAINTENANCE	\$ 10,380.00	\$ 10,639.65	\$ 10,500.00	+\$120.00	+1.16%
831	FUEL	\$ 14,000.00	\$ 6,248.76	\$ 14,000.00		
840	EQUIPMENT (NON-DISPOS)	\$ 16,800.00	\$ 7,366.24	\$ 5,300.00	-\$11,500.00	-68.45%
842	EQUIPMENT MAINTENANCE	\$ 3,600.00	\$ 3,295.14	\$ 3,600.00		
845	Capital Purchase	\$ -	\$ 149,789.46	\$ 100,000.00	+\$100,000.00	
850	MEDICAL SUPPLIES	\$ 45,100.00	\$ 22,134.95	\$ 49,700.00	+\$4,600.00	+10.20%
852	TRAINING MEDICAL SUPPLIES	\$ 1,000.00	\$ 270.00	\$ 1,000.00		
860	EMT CLOTHING	\$ 12,900.00	\$ 9,152.08	\$ 13,100.00	+\$200.00	+1.55%
870	INSURANCE/BUSINESS	\$ 8,600.00	\$ 4,214.00	\$ 8,600.00		
871	GROUP LIFE INSURANCE	\$ 700.00	\$ 494.80	\$ 1,000.00	+\$300.00	+42.86%
872	UNEMPLOYMENT INSURANCE	\$ 4,000.00	\$ 114.04	\$ 4,000.00		
878	COMMUNITY MEDIC PROGRAM	\$ 310.00	\$ 50.00	\$ 300.00	-\$10.00	
879	HEALTH AND SAFETY	\$ 2,500.00	\$ 1,010.98	\$ 2,500.00		
880	LEGAL	\$ 5,000.00	\$ 5,064.00	\$ 8,000.00	+\$3,000.00	+60.00%
881	ACCOUNTING	\$ 8,000.00	\$ 7,900.00	\$ 8,000.00		
898	BUILDING AND GROUNDS	\$ 3,500.00	\$ 2,439.88	\$ 3,500.00		
899	ADMINISTRATIVE EXPENSES	\$ 2,000.00	\$ 49.95	\$ 1,965.00	-\$35.00	-1.75%
	<b>TOTAL EXPENSES</b>	<b>\$ 1,142,030.00</b>	<b>\$ 793,462.88</b>	<b>\$ 1,454,725.00</b>	<b>+\$312,695.00</b>	<b>+27.38%</b>

<b>Estimated Gross Run Fees</b>	\$ 550,000.00	\$ 337,247.29	\$ 600,000.00
<b>Training Center Income</b>	\$ 2,500.00	\$ 285.00	\$ 2,500.00
<b>Contracted Revenue (T of DF)</b>	\$ 33,500.00	\$ 33,500.00	\$ 34,000.00
<b>Contracted Revenue (T of PS)</b>	\$ 32,912.80	\$ 16,456.40	\$ 33,571.00
<b>Contracted Revenue (CAEMS)</b>	\$ -	\$ -	\$ -
<b>Interest</b>	\$ 500.00	\$ 484.43	\$ 500.00
<b>Special Event Fees</b>	\$ 2,000.00	\$ -	\$ 2,000.00
<b>TOTAL SERVICE REVENUE</b>	<b>\$ 621,412.80</b>	<b>\$ 387,973.12</b>	<b>\$ 672,571.00</b>
<b>Donations</b>	\$ -	\$ -	\$ -
<b>Grant Revenue</b>		\$ 91,619.04	
<b>Proceeds from sale of equipment</b>		\$ -	
<b>MUNICIPAL CONTRIBUTIONS</b>	<b>\$ 520,617.20</b>	<b>\$ 520,617.20</b>	<b>\$ 782,154.00</b>

Municipality	2019 Equalized Value	2020 Contribution	2020 Equalized Value	2021 Contribution	Difference	% change
V. Cottage Grove	\$ 798,718,600	\$ 277,152.19	\$ 842,628,700	\$ 414,012.21	+\$136,860.02	49.38%
T. Cottage Grove	\$ 460,310,800	\$ 159,726.02	\$ 499,405,700	\$ 245,375.04	+\$85,649.02	53.62%
V. Deerfield	\$ 241,325,500	\$ 83,738.99	\$ 249,864,100	\$ 122,766.75	+\$39,027.76	46.61%
<b>TOTALS</b>	<b>\$ 1,500,354,900</b>	<b>\$ 520,617.20</b>	<b>\$ 1,591,898,500</b>	<b>\$ 782,154.00</b>	<b>+\$261,536.80</b>	<b>50.24%</b>

# Proposed Budget NO Added Staff Positions

Line Item #	Description	2020 DGEMS Budget	2020 YTD Thru July	Proposed 2021 DGEMS Budget	Difference (\$)	Difference (%)
720	WAGES	\$ 506,550.00	\$ 276,666.41	\$ 524,500.00	+\$17,950.00	+3.54%
721	HEALTH INSURANCE	\$ 137,120.00	\$ 86,522.40	\$ 143,700.00	+\$6,580.00	+4.80%
722	WORK. COMP.	\$ 27,790.00	\$ 11,409.25	\$ 21,000.00	-\$6,790.00	-24.43%
723	RETIREMENT	\$ 58,700.00	\$ 38,182.70	\$ 62,800.00	+\$4,100.00	+6.98%
724	EMPLOYER'S FICA	\$ 44,740.00	\$ 27,413.94	\$ 52,200.00	+\$7,460.00	+16.67%
725	STAFF CONT. EDUC.	\$ 9,000.00	\$ 1,222.00	\$ 9,000.00		
726	TRAVEL/MILEAGE REIMBURS	\$ 500.00	\$ -	\$ 500.00		
728	MEDICAL DIRECTOR FEE	\$ 6,000.00	\$ 3,500.00	\$ 12,000.00	+\$6,000.00	+100.00%
734	OVERTIME	\$ 113,260.00	\$ 74,620.73	\$ 138,500.00	+\$25,240.00	+22.29%
735	EMT STIPEND	\$ 25,000.00	\$ 11,448.00	\$ 25,000.00		
736	LIFEQUEST BILLING	\$ 45,500.00	\$ 24,496.58	\$ 45,500.00		
740	OFFICE EQUIPMENT	\$ 1,630.00	\$ 563.67	\$ 1,630.00		
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 473.65	\$ 2,000.00		
770	COMMUNICATIONS	\$ 6,000.00	\$ 2,710.85	\$ 5,800.00	-\$200.00	-3.33%
775	INFORMATION TECHNOLOGY	\$ 6,850.00	\$ 2,369.86	\$ 7,230.00	+\$380.00	+5.55%
790	PUBLICITY&ADVERTISING	\$ 2,000.00	\$ -	\$ 2,000.00		
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00	\$ 733.27	\$ 2,000.00		
810	EMT RECOGNITION	\$ 2,500.00	\$ 563.56	\$ 2,500.00		
820	EMT CONT EDUC.	\$ 5,000.00	\$ -	\$ 5,000.00		
825	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 332.08	\$ 1,500.00		
829	VEHICLE MAINTENANCE	\$ 10,380.00	\$ 10,639.65	\$ 10,500.00	+\$120.00	+1.16%
831	FUEL	\$ 14,000.00	\$ 6,248.76	\$ 14,000.00		
840	EQUIPMENT (NON-DISPOS)	\$ 16,800.00	\$ 7,366.24	\$ 5,300.00	-\$11,500.00	-68.45%
842	EQUIPMENT MAINTENANCE	\$ 3,600.00	\$ 3,295.14	\$ 3,600.00		
845	Capital Purchase	\$ -	\$ 149,789.46	\$ 100,000.00	+\$100,000.00	
850	MEDICAL SUPPLIES	\$ 45,100.00	\$ 22,134.95	\$ 49,700.00	+\$4,600.00	+10.20%
852	TRAINING MEDICAL SUPPLIES	\$ 1,000.00	\$ 270.00	\$ 1,000.00		
860	EMT CLOTHING	\$ 12,900.00	\$ 9,152.08	\$ 12,700.00	-\$200.00	-1.55%
870	INSURANCE/BUSINESS	\$ 8,600.00	\$ 4,214.00	\$ 8,600.00		
871	GROUP LIFE INSURANCE	\$ 700.00	\$ 494.80	\$ 800.00	+\$100.00	+14.29%
872	UNEMPLOYMENT INSURANCE	\$ 4,000.00	\$ 114.04	\$ 4,000.00		
878	COMMUNITY MEDIC PROGRAM	\$ 310.00	\$ 50.00	\$ 300.00	-\$10.00	
879	HEALTH AND SAFETY	\$ 2,500.00	\$ 1,010.98	\$ 2,500.00		
880	LEGAL	\$ 5,000.00	\$ 5,064.00	\$ 8,000.00	+\$3,000.00	+60.00%
881	ACCOUNTING	\$ 8,000.00	\$ 7,900.00	\$ 8,000.00		
898	BUILDING AND GROUNDS	\$ 3,500.00	\$ 2,439.88	\$ 3,500.00		
899	ADMINISTRATIVE EXPENSES	\$ 2,000.00	\$ 49.95	\$ 1,960.00	-\$40.00	-2.00%
	<b>TOTAL EXPENSES</b>	<b>\$ 1,142,030.00</b>	<b>\$ 793,462.88</b>	<b>\$ 1,298,820.00</b>	<b>+\$156,790.00</b>	<b>+13.73%</b>

<b>Estimated Gross Run Fees</b>	\$ 550,000.00	\$ 337,247.29	\$ 600,000.00
<b>Training Center Income</b>	\$ 2,500.00	\$ 285.00	\$ 2,500.00
<b>Contracted Revenue (T of DF)</b>	\$ 33,500.00	\$ 33,500.00	\$ 34,000.00
<b>Contracted Revenue (T of PS)</b>	\$ 32,912.80	\$ 16,456.40	\$ 33,571.05
<b>Contracted Revenue (CAEMS)</b>	\$ -	\$ -	\$ -
<b>Interest</b>	\$ 500.00	\$ 484.43	\$ 500.00
<b>Special Event Fees</b>	\$ 2,000.00	\$ -	\$ 2,000.00
<b>TOTAL SERVICE REVENUE</b>	<b>\$ 621,412.80</b>	<b>\$ 387,973.12</b>	<b>\$ 672,571.05</b>
<b>Donations</b>	\$ -	\$ -	\$ -
<b>Grant Revenue</b>		\$ 91,619.04	
<b>Proceeds from sale of equipment</b>		\$ -	
<b>MUNICIPAL CONTRIBUTIONS</b>	<b>\$ 520,617.20</b>	<b>\$ 520,617.20</b>	<b>\$ 626,248.95</b>

Municipality	2019 Equalized Value	2019 Contribution	2020 Equalized Value	2021 Contribution	Difference	% change
V. Cottage Grove	\$ 798,718,600	\$ 277,152.19	\$ 842,628,700	\$ 331,488.06	+\$54,335.87	19.61%
T. Cottage Grove	\$ 460,310,800	\$ 159,726.02	\$ 499,405,700	\$ 196,464.97	+\$36,738.95	23.00%
V. Deerfield	\$ 241,325,500	\$ 83,738.99	\$ 249,864,100	\$ 98,295.92	+\$14,556.93	17.38%
<b>TOTALS</b>	<b>\$ 1,500,354,900</b>	<b>\$ 520,617.20</b>	<b>\$ 1,591,898,500</b>	<b>\$ 626,248.95</b>	<b>+\$105,631.75</b>	<b>20.29%</b>

# Proposed 2021 Budget

## Adding 4 Full-Time, Mid-Year Paramedic Staff Positions

Line Item #	Description	2020 DGEMS Budget	2020 YTD Thru July	Proposed 2021 DGEMS Budget	Difference (\$)	Difference (%)
720	WAGES	\$ 506,550.00	\$ 276,666.41	\$ 596,900.00	+\$90,350.00	+17.84%
721	HEALTH INSURANCE	\$ 137,120.00	\$ 86,522.40	\$ 184,900.00	+\$47,780.00	+34.85%
722	WORK. COMP.	\$ 27,790.00	\$ 11,409.25	\$ 25,000.00	-\$2,790.00	-10.04%
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724	EMPLOYER'S FICA	\$ 44,740.00	\$ 27,413.94	\$ 59,100.00	+\$14,360.00	+32.10%
725	STAFF CONT. EDUC.	\$ 9,000.00	\$ 1,222.00	\$ 11,500.00	+\$2,500.00	+27.78%
726	TRAVEL/MILEAGE REIMBURS	\$ 500.00	\$ -	\$ 500.00		
728	MEDICAL DIRECTOR FEE	\$ 6,000.00	\$ 3,500.00	\$ 12,000.00	+\$6,000.00	+100.00%
734	OVERTIME	\$ 113,260.00	\$ 74,620.73	\$ 156,300.00	+\$43,040.00	+38.00%
735	EMT STIPEND	\$ 25,000.00	\$ 11,448.00	\$ 25,000.00		
736	LIFEQUEST BILLING	\$ 45,500.00	\$ 24,496.58	\$ 45,500.00		
740	OFFICE EQUIPMENT	\$ 1,630.00	\$ 563.67	\$ 1,630.00		
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 473.65	\$ 2,000.00		
770	COMMUNICATIONS	\$ 6,000.00	\$ 2,710.85	\$ 5,800.00	-\$200.00	-3.33%
775	INFORMATION TECHNOLOGY	\$ 6,850.00	\$ 2,369.86	\$ 7,230.00	+\$380.00	+5.55%
790	PUBLICITY&ADVERTISING	\$ 2,000.00	\$ -	\$ 2,000.00		
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00	\$ 733.27	\$ 2,000.00		
810	EMT RECOGNITION	\$ 2,500.00	\$ 563.56	\$ 2,500.00		
820	EMT CONT EDUC.	\$ 5,000.00	\$ -	\$ 5,000.00		
825	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 332.08	\$ 1,500.00		
829	VEHICLE MAINTENANCE	\$ 10,380.00	\$ 10,639.65	\$ 10,500.00	+\$120.00	+1.16%
831	FUEL	\$ 14,000.00	\$ 6,248.76	\$ 14,000.00		
840	EQUIPMENT (NON-DISPOS)	\$ 16,800.00	\$ 7,366.24	\$ 5,300.00	-\$11,500.00	-68.45%
842	EQUIPMENT MAINTENANCE	\$ 3,600.00	\$ 3,295.14	\$ 3,600.00		
845	Capital Purchase	\$ -	\$ 149,789.46	\$ 100,000.00	+\$100,000.00	
850	MEDICAL SUPPLIES	\$ 45,100.00	\$ 22,134.95	\$ 49,700.00	+\$4,600.00	+10.20%
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870	INSURANCE/BUSINESS	\$ 8,600.00	\$ 4,214.00	\$ 8,600.00		
871	GROUP LIFE INSURANCE	\$ 700.00	\$ 494.80	\$ 1,000.00	+\$300.00	+42.86%
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880	LEGAL	\$ 5,000.00	\$ 5,064.00	\$ 8,000.00	+\$3,000.00	+60.00%
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898	BUILDING AND GROUNDS	\$ 3,500.00	\$ 2,439.88	\$ 3,500.00		
899	ADMINISTRATIVE EXPENSES	\$ 2,000.00	\$ 49.95	\$ 1,965.00	-\$35.00	-1.75%
	<b>TOTAL EXPENSES</b>	<b>\$ 1,142,030.00</b>	<b>\$ 793,462.88</b>	<b>\$ 1,454,725.00</b>	<b>+\$312,695.00</b>	<b>+27.38%</b>

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<b>Interest</b>	\$ 500.00	\$ 484.43	\$ 500.00
<b>Special Event Fees</b>	\$ 2,000.00	\$ -	\$ 2,000.00
<b>TOTAL SERVICE REVENUE</b>	<b>\$ 621,412.80</b>	<b>\$ 387,973.12</b>	<b>\$ 672,571.00</b>
<b>Donations</b>	\$ -	\$ -	\$ -
<b>Grant Revenue</b>		\$ 91,619.04	
<b>Proceeds from sale of equipment</b>		\$ -	
<b>MUNICIPAL CONTRIBUTIONS</b>	<b>\$ 520,617.20</b>	<b>\$ 520,617.20</b>	<b>\$ 782,154.00</b>

Municipality	2019 Equalized Value	2020 Contribution	2020 Equalized Value	2021 Contribution	Difference	% change
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T. Cottage Grove	\$ 460,310,800	\$ 159,726.02	\$ 499,405,700	\$ 245,375.04	+\$85,649.02	53.62%
V. Deerfield	\$ 241,325,500	\$ 83,738.99	\$ 249,864,100	\$ 122,766.75	+\$39,027.76	46.61%
<b>TOTALS</b>	<b>\$ 1,500,354,900</b>	<b>\$ 520,617.20</b>	<b>\$ 1,591,898,500</b>	<b>\$ 782,154.00</b>	<b>+\$261,536.80</b>	<b>50.24%</b>

# 2022 Projected DGEMS Budget

## 2 FTE Staff Positions added

Line Item #	Description	Proposed 2021 DGEMS Budget	Projected 2022 DGEMS Budget	Difference (\$)	Difference (%)
720	WAGES	\$ 596,900.00	\$ 704,100.00	+\$107,200.00	+17.96%
721	HEALTH INSURANCE	\$ 184,900.00	\$ 249,330.00	+\$64,430.00	+34.85%
722	WORK. COMP.	\$ 25,000.00	\$ 29,000.00	+\$4,000.00	+16.00%
723	RETIREMENT	\$ 73,300.00	\$ 91,540.00	+\$18,240.00	+24.88%
724	EMPLOYER'S FICA	\$ 59,100.00	\$ 78,070.00	+\$18,970.00	+32.10%
725	STAFF CONT. EDUC.	\$ 11,500.00	\$ 11,500.00		
726	TRAVEL/MILEAGE REIMBURS	\$ 500.00	\$ 500.00		
728	MEDICAL DIRECTOR FEE	\$ 12,000.00	\$ 12,000.00		
734	OVERTIME	\$ 156,300.00	\$ 181,500.00	+\$25,200.00	+16.12%
735	EMT STIPEND	\$ 25,000.00	\$ 25,000.00		
736	LIFEQUEST BILLING	\$ 45,500.00	\$ 45,500.00		
740	OFFICE EQUIPMENT	\$ 1,630.00	\$ 1,630.00		
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 2,000.00		
770	COMMUNICATIONS	\$ 5,800.00	\$ 5,800.00		
775	INFORMATION TECHNOLOGY	\$ 7,230.00	\$ 7,230.00		
790	PUBLICITY&ADVERTISING	\$ 2,000.00	\$ 2,000.00		
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00	\$ 2,000.00		
810	EMT RECOGNITION	\$ 2,500.00	\$ 2,500.00		
820	EMT CONT EDUC.	\$ 5,000.00	\$ 5,000.00		
825	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 1,500.00		
829	VEHICLE MAINTENANCE	\$ 10,500.00	\$ 10,500.00		
831	FUEL	\$ 14,000.00	\$ 14,000.00		
840	EQUIPMENT (NON-DISPOS)	\$ 5,300.00	\$ 5,300.00		
842	EQUIPMENT MAINTENANCE	\$ 3,600.00	\$ 3,600.00		
845	Capital Purchase	\$ 100,000.00	\$ 100,000.00		
850	MEDICAL SUPPLIES	\$ 49,700.00	\$ 54,700.00	+\$5,000.00	+10.06%
852	TRAINING MEDICAL SUPPLIES	\$ 1,000.00	\$ 1,000.00		
860	EMT CLOTHING	\$ 13,100.00	\$ 13,300.00	+\$200.00	+1.53%
870	INSURANCE/BUSINESS	\$ 8,600.00	\$ 8,600.00		
871	GROUP LIFE INSURANCE	\$ 1,000.00	\$ 1,000.00		
872	UNEMPLOYMENT INSURANCE	\$ 4,000.00	\$ 4,000.00		
878	COMMUNITY MEDIC PROGRAM	\$ 300.00	\$ 300.00		
879	HEALTH AND SAFETY	\$ 2,500.00	\$ 2,500.00		
880	LEGAL	\$ 8,000.00	\$ 5,000.00	-\$3,000.00	-37.50%
881	ACCOUNTING	\$ 8,000.00	\$ 8,000.00		
898	BUILDING AND GROUNDS	\$ 3,500.00	\$ 3,500.00		
899	ADMINISTRATIVE EXPENSES	\$ 1,965.00	\$ 1,985.00	+\$20.00	+1.02%
	<b>TOTAL EXPENSES</b>	<b>\$ 1,454,725.00</b>	<b>\$ 1,694,985.00</b>	<b>+\$240,260.00</b>	<b>+16.52%</b>

<b>Estimated Gross Run Fees</b>	\$ 600,000.00	\$ 650,000.00
<b>Training Center Income</b>	\$ 2,500.00	\$ 2,500.00
<b>Contracted Revenue (T of DF)</b>	\$ 34,000.00	\$ 34,500.00
<b>Contracted Revenue (T of PS)</b>	\$ 33,571.00	\$ 34,242.48
<b>Contracted Revenue (CAEMS)</b>	\$ -	\$ -
<b>Interest</b>	\$ 500.00	\$ 500.00
<b>Special Event Fees</b>	\$ 2,000.00	\$ 2,000.00
<b>TOTAL SERVICE REVENUE</b>	<b>\$ 672,571.00</b>	<b>\$ 723,742.48</b>
<b>Donations</b>	\$ -	\$ -
<b>Grant Revenue</b>		
<b>Proceeds from sale of equipment</b>		\$ 6,500.00
<b>MUNICIPAL CONTRIBUTIONS</b>	<b>\$ 782,154.00</b>	<b>\$ 971,242.52</b>

Municipality	2020 Equalized Value	Proposed 2021 Contribution	2020 Equalized Value	Projected 2022 Contribution	Difference	% change
V. Cottage Grove	\$ 842,628,700	\$ 414,012.21	\$ 842,628,700	\$ 514,101.13	+\$100,088.93	24.18%
T. Cottage Grove	\$ 499,405,700	\$ 245,375.04	\$ 499,405,700	\$ 304,695.34	+\$59,320.29	24.18%
V. Deerfield	\$ 249,864,100	\$ 122,766.75	\$ 249,864,100	\$ 152,446.05	+\$29,679.30	24.18%
<b>TOTALS</b>	<b>\$ 1,591,898,500</b>	<b>\$ 782,154.00</b>	<b>\$ 1,591,898,500</b>	<b>\$ 971,242.52</b>	<b>+\$189,088.52</b>	<b>24.18%</b>

# 2023 Projected DGEMS Budget

## 2 FTE Staff Positions added

Line Item #	Description	Projected 2022 DGEMS Budget	Projected 2023 DGEMS Budget	Difference (\$)	Difference (%)
720	WAGES	\$ 704,100.00	\$ 810,926.85	+\$106,826.85	+15.17%
721	HEALTH INSURANCE	\$ 249,330.00	\$ 336,208.84	+\$86,878.84	+34.84%
722	WORK. COMP.	\$ 29,000.00	\$ 21,000.00	-\$8,000.00	-27.59%
723	RETIREMENT	\$ 91,540.00	\$ 114,297.23	+\$22,757.23	+24.86%
724	EMPLOYER'S FICA	\$ 78,070.00	\$ 84,212.51	+\$6,142.51	+7.87%
725	STAFF CONT. EDUC.	\$ 11,500.00	\$ 12,400.00	+\$900.00	+7.83%
726	TRAVEL/MILEAGE REIMBURS	\$ 500.00	\$ 500.00		
728	MEDICAL DIRECTOR FEE	\$ 12,000.00	\$ 12,000.00		
734	OVERTIME	\$ 181,500.00	\$ 207,992.41	+\$26,492.41	+14.60%
735	EMT STIPEND	\$ 25,000.00	\$ 25,000.00		
736	LIFEQUEST BILLING	\$ 45,500.00	\$ 55,500.00	+\$10,000.00	+21.98%
740	OFFICE EQUIPMENT	\$ 1,630.00	\$ 1,630.00		
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 2,000.00		
770	COMMUNICATIONS	\$ 5,800.00	\$ 5,800.00		
775	INFORMATION TECHNOLOGY	\$ 7,230.00	\$ 7,230.00		
790	PUBLICITY&ADVERTISING	\$ 2,000.00	\$ 2,000.00		
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00	\$ 2,000.00		
810	EMT RECOGNITION	\$ 2,500.00	\$ 2,500.00		
820	EMT CONT EDUC.	\$ 5,000.00	\$ 5,000.00		
825	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 1,500.00		
829	VEHICLE MAINTENANCE	\$ 10,500.00	\$ 10,500.00		
831	FUEL	\$ 14,000.00	\$ 14,000.00		
840	EQUIPMENT (NON-DISPOS)	\$ 5,300.00	\$ 5,300.00		
842	EQUIPMENT MAINTENANCE	\$ 3,600.00	\$ 3,600.00		
845	Capital Purchase	\$ 100,000.00	\$ -	-\$100,000.00	
850	MEDICAL SUPPLIES	\$ 54,700.00	\$ 60,137.00	+\$5,437.00	+9.94%
852	TRAINING MEDICAL SUPPLIES	\$ 1,000.00	\$ 1,000.00		
860	EMT CLOTHING	\$ 13,300.00	\$ 13,300.00		
870	INSURANCE/BUSINESS	\$ 8,600.00	\$ 8,600.00		
871	GROUP LIFE INSURANCE	\$ 1,000.00	\$ 1,000.00		
872	UNEMPLOYMENT INSURANCE	\$ 4,000.00	\$ 4,000.00		
878	COMMUNITY MEDIC PROGRAM	\$ 300.00	\$ 300.00		
879	HEALTH AND SAFETY	\$ 2,500.00	\$ 2,500.00		
880	LEGAL	\$ 5,000.00	\$ 5,000.00		
881	ACCOUNTING	\$ 8,000.00	\$ 8,000.00		
898	BUILDING AND GROUNDS	\$ 3,500.00	\$ 3,500.00		
899	ADMINISTRATIVE EXPENSES	\$ 1,985.00	\$ 1,985.00		
	<b>TOTAL EXPENSES</b>	<b>\$ 1,694,985.00</b>	<b>\$ 1,852,419.84</b>	<b>+\$157,434.84</b>	<b>+9.29%</b>

<b>Estimated Gross Run Fees</b>	\$ 650,000.00	\$ 700,000.00
<b>Training Center Income</b>	\$ 2,500.00	\$ 2,500.00
<b>Contracted Revenue (T of DF)</b>	\$ 34,500.00	\$ 35,000.00
<b>Contracted Revenue (T of PS)</b>	\$ 34,242.48	\$ 34,927.33
<b>Contracted Revenue (CAEMS)</b>	\$ -	\$ -
<b>Interest</b>	\$ 500.00	\$ 500.00
<b>Special Event Fees</b>	\$ 2,000.00	\$ 2,000.00
<b>TOTAL SERVICE REVENUE</b>	<b>\$ 723,742.48</b>	<b>\$ 774,927.33</b>
<b>Donations</b>	\$ -	\$ -
<b>Grant Revenue</b>		
<b>Proceeds from sale of equipment</b>		
<b>MUNICIPAL CONTRIBUTIONS</b>	<b>\$ 971,242.52</b>	<b>\$ 1,077,492.51</b>

Municipality	2020 Equalized Value	Projected 2022 Contribution	2020 Equalized Value	Projected 2023 Contribution	Difference	% change
V. Cottage Grove	\$ 842,628,700	\$ 514,101.13	\$ 842,628,700	\$ 570,341.71	+\$56,240.58	10.94%
T. Cottage Grove	\$ 499,405,700	\$ 304,695.34	\$ 499,405,700	\$ 338,027.77	+\$33,332.43	10.94%
V. Deerfield	\$ 249,864,100	\$ 152,446.05	\$ 249,864,100	\$ 169,123.03	+\$16,676.98	10.94%
<b>TOTALS</b>	<b>\$ 1,591,898,500</b>	<b>\$ 971,242.52</b>	<b>\$ 1,591,898,500</b>	<b>\$ 1,077,492.51</b>	<b>+\$106,249.99</b>	<b>10.94%</b>

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Thursday, August 20, 2020

6:30 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://msa-ps.zoom.us/join/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](mailto:sbrusegar@village.cottage-grove.wi.us)

AGENDA

1. Call to order.
2. Roll call and confirm that the meeting was properly posted.
3. **Public Information Meeting – Master Plan for Westlawn 22-acre park.**
4. **Public appearances:** Public’s opportunity to speak.
5. Review Village Board Priorities.
6. Update on Bakken Park shelter and splash pad.
7. COVID-19 Parks & Recreation Update
8. Approve the minutes of the July 16, 2020 meeting.
9. Future Agenda Items
10. 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.



## Staff Memo

<b>MEMO DATE:</b>	<b>June 18, 2020</b>
<b>TO:</b>	Village Board
<b>FROM:</b>	Matt Giese – Village Administrator
<b>RE:</b>	<b>Village Board Prioritization Process</b>

### BACKGROUND

The following is the overall list of priorities that each Board came up with. Following each item I included the initials of the Board member so you can see who submitted what.

**Overall List (in no particular order; each item is entered as submitted) (/// = similar priority or category submitted)**

**A---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)



**B---Fiscal responsibility, stabilize and lower Village taxes (TA) /// Remain Fiscally Responsible - strive for minimal tax increase for the Village portion of the taxes. (JW) /// Sustainable Finances: Short term - Every calendar year maintains a balanced budget. Long term - It is important to me that the existing board is financial stewards for the future generations of village residents. We need to remain fiscally healthy so there is no burden on the future of our community residents. We are mindful of large expense projects with a high level of certainty of the revenue that it will generate to offset those costs. (PV)**

**C---Invest in our future with increased street maintenance (TA)**

**D---Engagement and Communication: Continue to improve engagement with Village residents and stakeholders. Encourage involvement and communication (TA) /// Improve engagement with Village Residents and those outside the Village. Take more opportunities to connect with Village Residents (i.e. local events; promoting our website, facebook, other social media, etc.). (JW)**

**E---Village Library: Library Committee - hear result of research and recommendation from committee; make decision (SV) /// Community space planning for the future: Prepare financial plans and proposals so our community can consider building a library and community space. A library is a unique and valuable space in a community that brings together people of all ages to access a variety of resources and information. Libraries serve many purposes providing space for the community to gather, support education and arts, provide business resources, and serve a diverse population of any age or background. (HM) /// Library into the Financial Management Plan. A library is so much more than books and is a resource our community is missing. It can be a space for education, resources, meeting space for work, study and friends, and an inclusive space for all. (MR) /// Construction of a library. (JL)**

**F---Housing: Housing Task Force - get Task Force created with clear deliverables (SV) /// Housing, Land Use and Planning: Promote land use policies that will advance goals for a healthy community, create positive economic outcomes and provide environmental benefits. Continue to develop the Housing Task Force to study the detailed inventory of current housing options and create a vision for increasing options in the future including a greater variety of home values, unit sizes, lot sizes, apartments, town homes, duplexes, and condos and increase transportation options to promote connectivity between neighborhoods and businesses. Pursue positive relationships with neighboring communities to increase current and future transportation connectivity.(HM) /// Affordable housing – the housing task force will help determine our community’s understanding and need for housing options, including housing that is affordable to many different levels of income and regardless of disability, race, gender, or sexuality. (MR) /// Focus on affordable/workforce housing options. I want to see all people have the chance to call Cottage Grove their home. We need the housing that covers all socio-economic ranges so all workforce can find a home here; therefore, more housing and neighborhoods. (JL) /// Residential growth and development within housing: To help support diversifying our community; To help support lowering taxes. (PV)**



**G---Parks and Recreation/Amenities:** Bike Path - complete bike path that continues glacial drumlin trail to Vilas Rd. (SV) **////** Parks and Recreation: Continue to promote an active community where bicycling, walking, and recreation are a safe, healthy, and accessible part of our daily activities. Expand recreational and park opportunities and facilities to meet the needs of our community's senior, youth, and adult populations. Continue the park and playground updates, continue the master planning process for the future 6<sup>th</sup> Addition to Westlawn park, and plan for installation of phase one of Westlawn park on Red Hawk Trail. (HM)

**H---Get ordinances updated to be accurate and current (SV)**

**I---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)

**J---Facilities Planning:** Conduct a long range facilities study or space needs analysis that includes future staffing and space needs for all municipal departments, future expansion options, estimates for capital and facility operations costs associated with the future staffing and space needs with an emphasis on sustainable design including alternative energy options. (HM) **////** Long range village facility and land use planning because as we continue to grow, we need to have a plan going forward for expansion when we need more village staff so we can continue to provide our residents with the level of service they have come to expect. (MR)

**K---Sustainability and Climate Change:** Protect natural resources by working to improve air and water quality. Implement a plan to transition Village vehicles, equipment and buildings to use more sustainable/efficient energy, protect waterways by investing in a leaf truck to help with watershed phosphorus levels, increase the tree canopy with diverse tree species, work with neighboring communities to designate valuable natural spaces for preservation and create a water management plan with a more regional focus to improve water quality, continue to provide resources to residents for ways that they become more sustainable (Focus on Energy, water softener information, de-icing/salt practices, etc). (HM) **////** Implement vision / plan to ensure the benefits we have now as Village citizens are there tomorrow and beyond (i.e. clean air / water; similar resources; etc.) and we reduce its environmental impact now and in the coming years. Reduce our greenhouse gas emissions 50% by 2030. Install solar panels on municipal buildings where practical (e.g. municipal services building with large roof). Options for wind power and other green initiatives. Increase non-gas options for transportations (i.e. multi-use paths throughout the village and connections beyond; Village replacement of gas to electric vehicles and equipment). Increase tree planting efforts through doubling of tree budget. Continue to partner with community organizations and support their environmental efforts (i.e. Boy Scouts bee hives; Lions annual tree planting; etc.). Reduce the



salt usage on winter streets leveraging best practices from other communities; action on Public Works committee already (JW) **///** Focus on energy - Continued long term planning on conservation of energy. (PV)

**L**---Addressing Food Insecurities - Not sure this needs to be a priority or even a need in CG but would want to better understand our community dynamics in relation to potential food insecurities. If this was an issue I would want to see it as a priority of the village on how we would address it. (PV)

### **SUGGESTED NEXT STEPS**

-Review the comprehensive list of priorities that were submitted. Please let me know if I incorrectly lumped one of your individual priorities in a category that you do not feel fits.

-At the Board meeting: 1) you may ask each other questions about what they have submitted; 2) you could lobby for your individual submitted items.

Prioritization: each Board member has 20 “points” to allocate to the comprehensive list of projects however he/she would like. For example, one point on 20 projects, two points on 10 projects, or even all 20 points on one project. Please submit your individual prioritized list to me by **July 2nd**. I will compile everyone’s points and submit the results in the July 6<sup>th</sup> meeting packet.

The final list does not bind the Board to approve or move forward with any specific projects. The main purpose of this process is for the Board, staff and public to see what is and isn’t a priority for the current Board. At subsequent meetings the Board could work further to build consensus work plans for the top few priorities.

Staff will take general direction from the final list as a means of making budget proposals in the draft 2021 budget as well as establishing staff performance goals.

Please reach out if you have any questions.

Dear Village Committee and Commission Members:

Thank you for your service and commitment to our community. The Village Board works through an annual prioritization process to identify the areas of focus for our community. The prioritization list serves as a tool when developing budgets, allocating staff time, and guiding decisions for the community. We are looking to our committees to partner with the Board on advancing these priorities. As such, it is important for the committees to understand the priorities and planned work ahead. This year, a number of new initiatives have made the top of the prioritization list in addition to priorities that have been on the list for many years. Please see the attached documents detailing the prioritization process, trustee comments, and vote distribution for further context.

The top 6 priorities for the current Board are as follows:

1. Village Economy/Economic Development
2. Diversity, Equity, and Inclusion (DEI)
3. Sustainability and Climate Change
4. Village Library Consideration
5. Fiscal Responsibility
6. Housing

Economic Development:

Economic development within the village is first on the priority list and has been on the priority list for many years. Inherently, the priorities that follow are critical domains needed to support a vibrant local economy. We want to bring businesses to the community. In order to attract businesses, the community needs to be a desirable place to live, work, and play.

Diversity, Equity, and Inclusion:

The Village Board has taken a number of actions in the last few months in regards to this new priority. One of the immediate actions of the Board was to pass Resolution 2020-07. This is a joint resolution of Cottage Grove Village Board and Cottage Grove Police Department to condemn and confront racism. This resolution includes a commitment to “opening a dialogue that acknowledges, confronts, and addresses intentional racism, systemic racism, racial biases and implicit biases within our community.” A copy of this Resolution is attached.

Additionally, the Board will be forming an Ad Hoc Committee on Diversity, Equity, and Inclusion. This committee will assist the Board in reviewing Village practices, policies, procedures, objectives and goals as related to diversity, equity, and inclusion.

Another component of this initiative is to encourage all elected officials, citizen appointees, staff, and community members to learn about diversity, equity and inclusion and how we can work towards demonstrating and reflecting these values within our community.

Sustainability and Climate Change

The Village Board has also taken immediate action on this new priority. The Board has formed an Ad Hoc Sustainability Committee to review the village’s practices and procedures and see if

there are ways the village could improve on our environmental footprint. This committee will also work with the Board to encourage and educate our community around sustainable practices.

Village Library:

The Library Planning Committee was formed in November, 2019, to determine if there is support in our community to build a library. The Committee has learned that while a library may not be the top reason to move to a community, it is clearly noted as missing. For many, a library is an important part of a community. Libraries provide a public space that provides a resource for a community and citizens. The committee will bring forward a recommendation for next steps regarding the potential of a community library to the Village Board in the coming months.

Fiscal responsibility:

The Village Board has a 5-year fiscal plan, which we follow and monitor closely. Economic development helps to maintain or lower taxes for citizens. Slow growth in a community, both in business and residential development, coupled with the cost of living increases that occur every year will cause taxes to increase. Without development, the Village will either have to cut services or raise taxes to continue to provide the same level of service residents have come to expect.

Housing:

Over the past two years, multiple experts have presented to the Board, Plan Commission and CDA (Community Development Authority) regarding the importance of having housing that is affordable – meaning 1/3 of a family's income goes toward rent or mortgage.

Housing availability and affordability is an issue for both renters and homeowners in Dane County. The Dane County Housing Needs Assessment for 2019 highlighted the combination of a county-wide shortage of new housing, increased construction costs, and strong demand which has only worsened housing affordability in our area. Cottage Grove does not currently have housing to support families with work in a variety of occupations with respectable earnings. This shortage of affordable housing (aka workforce housing) impacts our ability to support current businesses and be competitive for potential commercial growth because we can't provide a local labor pool.

The village is forming a Housing Task Force to work with experts to analyze our current housing stock and determine what types of housing our community is lacking. The Task Force will produce recommendations specific to Cottage Grove's housing needs while considering a wide range of populations including young people starting their careers, people at different income levels, empty nesters and those on a fixed income. The task force will also ensure that the Village is adhering to Wisconsin State Statutes related to housing and local government.

The work of the committee you serve on is vital to the success of these priorities. We look forward to working with you to continue to make our Village a safe, friendly and attractive community for businesses, neighbors, and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village.

Dated this 3rd day of August 2020.

Signed by the Village Board

2020 Village Board List of Priorities

Rank	Item	Description	John Williams	Troy Allen	Jeff Lennberg	Heidi Murphy	Melissa Ratcliff	Sarah Valencia	Paul Vanderveide	Total	2019 Rank
1	A	Village Economy/Economic Development	6	8	7	1	1	0	3	26	1
2	I	Equity, Inclusivity and Race	3	0	3	5	3	3	3	20	NR
3	K	Sustainability and Climate Change	6	0	0	5	3	3	2	19	7
4	E	Village Library	0	0	4	2	8	3	1	18	NR
5	B	Fiscal Responsibility	3	8	0	0	0	1	4	16	5
6	F	Housing	0	0	6	2	1	3	2	14	2
7	G	Parks and Recreation, Additional Amenities	0	0	0	2	2	3	2	9	3
8	J	Facilities Planning	0	0	0	1	1	1	2	5	4
9	D	Engagement and Communication	2	2	0	0	0	0	0	4	9
10	H	Update Ordinances	0	0	0	1	0	3	0	4	NR
11	C	Street Maintenance	0	2	0	1	0	0	0	3	12
12	L	Food Insecurities	0	0	0	0	1	0	1	2	NR
			20	20	20	20	20	20	20	140	

note: please see corresponding document for further descriptions of items listed  
 NR = Not Ranked (in previous year's list)

**Resolution 2020-07**

**Cottage Grove Village Board and Cottage Grove Police Department Joint Resolution  
to Condemn and Confront Racism**

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn the appalling, heinous, and heartbreaking use of force incident that resulted in the death of George Floyd in Minneapolis on Monday, May 25, 2020, and declare that the actions and inactions of the police officers involved in that incident were reprehensible and inexcusable; and

WHEREAS, the actions of these police officers negatively impacts the relationships between communities and their police departments.

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn all murder, violence, social injustice and racism targeted at persons of color, specifically toward Black Americans; and

WHEREAS, the acts of intolerable violence and hate that have occurred across this country since its founding are reprehensible and must be acknowledged; and

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn any word, deed or action that seeks to harm another due to their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

NOW, THEREFORE, BE IT RESOLVED, by the Cottage Grove Village Board and the Cottage Grove Police Department as follows, that:

The Village Board and the Police Department will continue to seek, identify, and implement measures to ensure that our community stands for justice for all and the right to peaceful assembly and listens to those that have been oppressed and marginalized, to

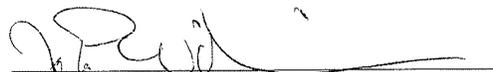
continue to improve our community so that all feel welcome and are treated equally and with dignity; and

The Village Board and the Police Department commit to bringing together our community to continually review, evaluate and update the Police Department's policies, procedures and community policing strategies; and

The Village Board and the Police Department commit to opening a dialogue that acknowledges, confronts and addresses intentional racism, systemic racism, racial biases and implicit biases within our community; and

The Police Department joins the Village Board in recommitting to its vision that the Village be a safe, friendly and attractive community for businesses, neighbors and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village and ensuring that this vision is a reality for all persons regardless of their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

Adopted this 15<sup>th</sup> day of June 2020.



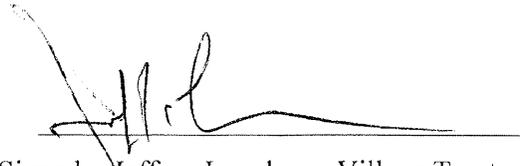
Signed – John Williams, Village President



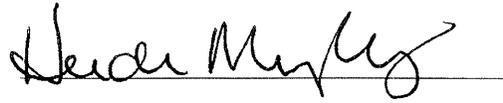
Signed – Daniel Layber, Police Chief



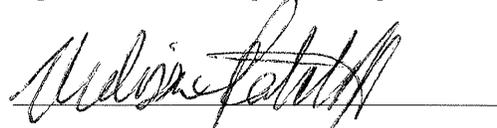
Signed – Troy Allen, Village Trustee



Signed – Jeffrey Lennberg, Village Trustee



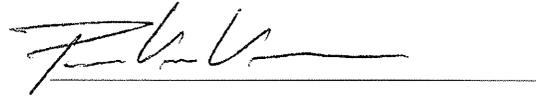
Signed – Heidi Murphy, Village Trustee



Signed – Melissa Ratcliff, Village Trustee



Signed – Sarah Valencia, Village Trustee



Signed – Paul VanderVelde, Village Trustee

Attest: 

Village Clerk Lisa Kalata

## Village of Cottage Grove

## PARKS, RECREATION and FORESTRY COMMITTEE

Meeting Minutes for Thursday, July 16, 2020

1. **Call to order virtual Zoom meeting.** The meeting was called to order by Heidi Murphy at 5:01 pm.
2. **Roll call and confirm that the meeting was properly posted.**

It was determined that a quorum was present, and that the agenda had been properly posted. Present for the meeting were Heidi Murphy (chair), Penny Aguilera, Amy Brice, Jay Kiefer, and Kevin Laufenberg. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Program Coordinator Sam Frederickson, Utility Clerk Kristen Krause and Bill Schultz from the Miracle Field Group.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

None.
4. **Miracle Field update with Bill Schultz.**

Schultz explained that Covid-19 has caused the Miracle Field group to shift their goals and timeframe for construction. They are now hoping to break ground mid to late August, but the group will need to raise approximately \$25,000 to complete their August 2020 items. These items include earthwork (excavating and grading) and putting down concrete. Schultz said that they are still in the process of negotiating with contractors for labor and are hoping for it to be donated. The group has received some generous donations recently from Summit Credit Union and Festival Foods but has found it difficult to ask for funds during Covid-19. If they are able to meet their goals this year and complete items in August, they are planning to start games in mid to late June 2021. It is planned to have the rubberized field surface put down over the concrete in the Spring 2021. Schultz stated that the group has also approached the YMCA of Dane County to form a possible partnership. The feedback he received is positive, with the YMCA very interested in partnering with the Miracle Field. The YMCA has an adaptive specialist who is really excited to work with the Miracle Field group, however, the YMCA will be holding off the partnership during Covid-19. Schultz also stated that the Miracle Field group has someone that is working on promoting the field on Facebook. The group will also be putting a 2-minute video out about the field. Schultz will let the Parks and Recreation Committee know when a firm groundbreaking date is set.
5. **Discuss and consider a new Bakken Park sign.**

Brusegar went over the proposed sign image and said that he received positive comments from both the Rugby Club and Miracle Field groups. Both groups together will cover half the cost of the sign with the Village picking up the other half. Brusegar said if the committee approves the new sign, he can get it ordered and installed this year. **Motion** by Brice, seconded by Aguilera, to approve the new Bakken Park sign. Motion carried with a voice vote of 5-0-0.

**6. Discuss and consider The Ride cycling event using Community Park as a rest stop on September 27, 2020.**

The Ride cycling event is a local area event that typically utilizes the parking lot at Bakken Park as a rest stop. Due to the construction at Bakken Park this year, they needed an alternate place to stop. Brusegar spoke with the organizer and they determined that the baseball outfield at Community Park would work. They will be pitching two – 10x10 tents. With anywhere from 200-500 participants, they will not be having a mass start this year due to Covid-19, so the group will be spread out a bit more. The group will also be providing signage and volunteers to help riders cross CTH N down by the Glacial Drumlin Trail heading into Cottage Grove. Police Chief Layber is also okay with this change. **Motion** by Murphy, seconded by Laufenberg, to allow The Ride cycling event to use Community Park as a rest stop on September 27, 2020. Motion carried with a voice vote of 5-0-0.

**7. Discuss and consider awarding Willow Run Playground contract.**

The playground equipment and design that were selected by the Willow Run neighborhood was presented to committee members. Brusegar highlighted the amenities. He also stated that the original plan of 200 feet of sidewalk was reduced to 50 feet. The savings from this reduction allowed for a 3<sup>rd</sup> swing set bay to be added. Playground colors were chosen to match the Monona Grove School District colors. Lee Recreation will be installing the new BCI Burke equipment. If the playground contract is approved, Brusegar will order the equipment next Tuesday and will be pulling the old equipment out next week. Kiefer asked if the old equipment can be donated, to which Brusegar replied no because of the difficulty of putting Burke equipment back together again. Instead, the equipment will be recycled in Madison. **Motion** by Kiefer, seconded by Aguilera, to approve the contract with Lee Recreation to install the BCI Burke playground equipment at Willow Run Park as presented. Motion carried with a voice vote of 5-0-0.

**8. Discuss and consider programming and shelter reservations.**

Brusegar stated that we are currently only opening the park shelters/restrooms for reservations. We have signs posted about capacity limits and have a guidelines/restriction notice that is handed to customers when they come to pick up their key. So far, we have had one reservation held this summer.

Program Coordinator Sam Frederickson created a chart for the upcoming programs that are scheduled to begin in August. The programs are ranked by how safe they are to run following safe distancing and other public health guidelines. Six of the programs were considered safe to run following the health guidelines; the YEL Chess Camp, 2-YEL Robotics Camps, tennis lessons, Start Smart Golf and Outdoor Yoga Flow. The Cheer/Tumbling class may be able to run, but the archery and Wood Sign Workshop will not be running. Flag Football is still up in the air at this point. Frederickson will be meeting with other communities to discuss the possibility of running flag football later in the month.

After going over all of the programs and Brusegar's recommendation on which programs are safe to run, committee members agreed with his recommendations and stated that they would leave the discretion on whether or not to run programs to the Parks & Recreation staff.

## **9. Update on Bakken Park shelter and splash pad.**

Brusegar shared ground photos of the progress on the shelter. Tar paper has been placed on the roof, the dormers are adding quite a bit of natural light, and the construction is ahead of schedule as of today. The completion date for the shelter is slated for the first or second week of September. Even with the anticipated early completion date, the grand opening is still going to occur in 2021.

For the splash pad, the "M" beds are going to be shipped on Monday along with the recirculation tank. The "M" beds are pieces of equipment that the bigger equipment will attach to. Brusegar explained that the splash pad order had to be broken up so that we don't have to bring the concrete workers back at a later time.

## **10. Covid-19 Parks and Recreation update.**

Nothing to report on programming other than the items under agenda item 8.

The budget process is starting soon and the direction from the Village Administrator is to keep operating expenses at 0%.

Brusegar said that he received 34 applicants for the Recreation Supervisor position. Six (6) interviews were given, two (2) virtually using Zoom and four (4) in-person at the Northlawn Park Shelter.

In the Financial Management Plan, Community Park is set to have its shelter replaced in 2022. Brusegar wants committee members to start thinking about what kind of shelter they want to see put in.

## **11. Discuss and consider August Music in the Grove events.**

After cancelling the July Music in the Grove concerts due to maximum limits for in-person outdoor gatherings, Brusegar feels that August will have the same limit constraints. If this is the case, Brusegar proposed an alternative free community event. That alternative would be a drive-in movie experience at a park. He was thinking that Fireman's Park by the Lions Shelter or the overflow lot at Bakken Park would work for this type of event. He explained that Sun Prairie did one recently with a 50-car maximum. Most people remained in their cars and were able to see the LCD screen fine even during daylight hours. The LCD screen is elevated above the trailer that contains it and has outdoor speakers attached. An FM radio frequency is also used so participants can listen in their cars as well. Committee members thought that a drive-in movie was a great idea. Brusegar will contact the company that rents out the LCD screen to check for pricing and availability. A Sunday in August would probably work best for the movie. The rental cost will be approximately \$1,500-\$2,000. Brusegar will ask Music in the Grove sponsors if it is okay to transfer their sponsorship to this new event. Laufenberg said that he would like to help sponsor the event. Brusegar also asked that committee members help with set-up and parking on the day of the event if they are available. Brusegar will plan on cancelling the 8/6 Music in the Grove and will wait and see if anything changes for the two remaining performances. Aguilera suggested having the Music in the Grove performers play before the movies begin. Brice also recommended having a Music in the Grove Facebook live event. Brusegar will look into this and talk with the artists/performers.

**12. Approve the minutes of the June 18, 2020 meeting.**

**Motion** by Laufenberg, seconded by Brice, to approve the minutes from the June 18, 2020 meeting as presented. Motion carried with a voice vote of 5-0-0.

**13. Future Agenda Items**

- Update on Bakken Park shelter and splashpad.
- Covid update.
- Westlawn Master Plan – public meeting.
- The next PRFC meeting is scheduled for **Thursday, August 20, 2020 at 6:30 pm and will be a virtual open house Zoom meeting.**

**14. Adjournment.**

**Motion** by Kiefer, seconded by Laufenberg, to adjourn the meeting at 6:32 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: \_\_\_\_

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



# **Parks, Recreation & Forestry STAFF REPORT**

**MEMO DATE:** September 2, 2020

**MTG. DATE:** September 8, 2020

**TO:** Village of Cottage Grove Board of Trustees

**CC:** Matt Giese

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

**RE:** Monona Grove Soccer Club Using Northlawn Park for Skills Training

## **BACKGROUND:**

In June of 2020, the PRFC and Village Board of Trustees voted to not allow any athletic field reservations until at least August 1<sup>st</sup> based on PHMDC guidelines. Recently, MG Soccer Club asked to reserve the Northlawn soccer field for skills training. The Club would like to use the field on Tuesday, Wednesday and Thursday nights from 6:00pm – 7:00pm. Dates for use would run until the end of October. MGSC would only be running skill trainings while maintaining proper social distancing and following strict guidelines. See attachments.

## **STAFF RECOMMENDATION:**

**Staff recommends allowing MGSC to reserve the Northlawn soccer field for skill training based on the guidelines that the club has adopted.**

## Contents

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Procedures if a Positive Test or Exposure Occurs.....	3
Practice Dropoff and Pickup: .....	3
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## Introduction to Play

Dear MGSC Families,

As we prepare to start in-person training this fall, we want to communicate important information that pertains to returning to practice/training environment.

As a club we are following the US Soccer Associations Play-On Protocols. These protocols have been adopted by both the Wisconsin Youth Soccer Association (WYSA) and the Madison Area Youth Soccer Association (MAYSA).

- To read the full protocols, please review the references section:

## Requirements for Daily Participation in Training

1. Players should conduct a daily temperature check. Any player with a temperature greater than 100.4 should NOT attend training. If you do not have a thermometer at home, conduct a daily health questionnaire online with the "Coronavirus Self-Checker," made available by the CDC.
2. If a player meets any of the conditions below or has any of the symptoms below, they should not participate in practice or go to the soccer fields. Parents should communicate with the club by notifying their coach via e-mail in accordance with the Safe Soccer Framework and the U.S. Center for SafeSport policies and guidance. Coaches will forward this information to the assigned club representative.
3. Families may be required to speak with their physician as to whether further testing or quarantine is recommended.
4. COVID-19 exposure in past 14 days (the player has had an exposure to someone who has tested positive for COVID-19)
5. Player is being tested for COVID-19 due to any of the symptoms below or known exposure to someone with COVID-19
  - Sore throat
  - Shortness of breath/difficulty breathing
  - Fever >100.4 F

- Chills
- Headache
- Sinus congestion
- Cough persistent and/or productive
- Joint aches and soreness
- Vomiting or diarrhea
- Rash

Should a member of your household be experiencing the symptoms above, the family member should consult a physician. The player should not join training or participate until confirmation that the family member is negative for COVID19.

### Medical Clearance

1. To return to play for any individual that has tested positive or has had known exposure in the last 14 days must follow the following
  - a. Home quarantine for 14 days
  - b. Written confirmation of COVID-19 negative test results by testing facility or physician allowing return to play is required and need to be sent to the MGSC Director of Coaching.
2. As Phase II includes increased activities and exposure risks, any individuals with a pre-existing medical condition is recommended to provide UPDATED written clearance from a physician for return to full participation.
3. Individuals who have tested positive for COVID-19 will need to provide written confirmation of COVID-19 negative status from physician or official test result and/or clearance from your physician following the most up-to-date CDC guidelines for return to full participation in sport & activity.
4. Individuals who have experienced known COVID-19 exposure in the past 14 days, will not be able to play or practice for 14 days and/or until they have written confirmation of COVID-19 clearance from your physician following the most up-to-date CDC guidelines.
5. For individuals who experienced any illness during shelter-in-place, written clearance from your physician that you are COVID-free is required.
6. Be prepared to report the onset of any new symptoms to your coach or to the club as soon as possible. Contact your physician and follow the recommendations above for return to play.
7. Individuals who may be at increased risk of COVID-19 (including but not limited to age >65y/o, chronic cardiac or respiratory conditions including hypertension or diabetes, or have an immunocompromised state) should seek guidance by their physician as to their participation.

## Procedures if a Positive Test or Exposure Occurs

1. To respect families' privacy and Protected Health Information laws names of players with positive test or exposures will be kept confidential according to PHI laws and guidelines. Families may contact their coach or Kevin Alexander at [kevinaalexander@gmail.com](mailto:kevinaalexander@gmail.com) to report an exposure or a positive test.
2. The board will review the information provided and will inform other players of the potential exposure. Both the player who tested positive and exposed players will be unable to resume play until 14 days after the exposure and physician clearance is obtained. Depending on the extent of the exposure, this may result in a 14-day quarantine from play/practice for the entire team.
3. In addition to this information, we are attaching the parent and player Play On Checklists from US Soccer.

## Practice Dropoff and Pickup:

1. All participants (coaches, players, instructors, administrators) are recommended to wear new or clean PPE upon arrival, departure and when not physically active during activities.
2. Parents and guardians should be thoroughly aware of all safety recommendations, and ensure their family follows them. Parents and guardians should be thoroughly aware of all safety recommendations, and ensure their family follows them.
3. Parents and guardians should support the coach and organization in adhering to all safety recommendations.
4. Accompanying parents and guardians are encouraged to stay in their cars or depart the area while their child is training. Note that anytime there is one coach alone with players, there should be one adult (designated parent or club staff) observing from a distance, in accordance with the Safe Soccer Framework and the U.S. Center for SafeSport policies and guidance.
5. Allow the club to maintain accurate contact tracing lists by minimizing family presence close to the field.
6. Parents and guardians should not congregate together and should follow social distancing guidelines.
7. Parents or guardians should have the contact information of relevant staff.
8. Parents are not allowed within the designated training zone at any time and must maintain social distancing guidelines.
9. If parents/guardians do not follow these requirements the player will be removed from training without explanation.
- 10. If a player shows or exhibits blatant disregard for ANY of the following above the coach will contact MGSC and MGSC will send the parents an email explaining the circumstances and remove the child from practices without refund. ZERO exceptions.**

## References

County, D. (n.d.). Retrieved from [https://publichealthmdc.com/documents/sports\\_guidance.pdf](https://publichealthmdc.com/documents/sports_guidance.pdf)

Soccer, U. (n.d.). Retrieved from <https://www.ussoccer.com/playon/guides/phase-2-grassroots>

WYSA. (n.d.). Retrieved from <https://www.wiyouthsoccer.com/covid-19/>

## Sean Brusegar

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**From:** Douglas Parrott <parrottdf@yahoo.com>  
**Sent:** Wednesday, September 2, 2020 10:24 AM  
**To:** Sean Brusegar  
**Cc:** William Buckingham; Scott DuBenske  
**Subject:** Re: Return To Play Info  
**Attachments:** MGSC COVID 19 REQUIREMENTS FOR RTP.docx; MGSC Med Waiver.docx; Return to Play Checklist & Requirements.pdf

Hi Sean,

Here are the documents we are using for our planned trainings. In addition to the protocols outlined in these documents we will also be having someone to take attendance at each training, take temperatures, and make sure each player has a mask. The trainings will be run by our Director of Coaching, Bill Buckingham, but we will have coaches there to help monitor that players are following the required guidelines.

I'll also note that while the state governing body, WYSA, has allowed clubs to move into Phase 3 and begin competitions the local governing body, MAYSA, has not moved to that Phase and will not due to Dane County's current order. MGSC will adhere to the requirements laid out in Dane County's order so we are not allowing any competitions or scrimmages at our trainings.

Let us know if you need any additional info and we appreciate your help.

Thanks!

Doug

On Wednesday, September 2, 2020, 09:31:02 AM CDT, Sean Brusegar <sbrusegar@village.cottage-grove.wi.us> wrote:

Hi Doug,

Are you able to get me the return to play stuff in a PDF by Thursday? I need to get it included in the packet for the Village Board.

Thanks,

Sean Brusegar, CPRP

Village of Cottage Grove

Director of Parks, Recreation and Forestry

**MGSC WAIVER AND RELEASE AGREEMENT: COVID-19**

I agree to release and discharge and hold harmless the Monona Grove Soccer Club, its coaches, board officers, employees, agents, volunteers, participants, and all other persons or entities acting for them (hereinafter collectively referred to as "Releasees"), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate (hereinafter referred to as "Releasors") with regard to the following:

I acknowledge that participating in certain athletic activities conducted by Releasees involves known and unanticipated risks which could result in physical or emotional injury, paralysis or permanent disability, infections or diseases, death, and property damage. I understand such risks cannot be completely eliminated based on the essential aspects of the athletic activities.

On behalf of my minor child I assume all of the risks inherent in athletic activities. My child's participation in the athletic activities is voluntary, and I assume those risks as a condition of my child participating. If at any time, I believe conditions are unsafe or that my child is unable to participate due to physical or medical conditions, I will ensure that participation immediately discontinues. I am solely responsible for providing personal protective equipment suitable for athletic activities.

As the Releasor, I acknowledge that the novel coronavirus ("COVID-19") infections have been confirmed throughout the United States, including Wisconsin. In accordance with the most recent guidance and protocols issued by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), and the Wisconsin Department of Health Services (WDHS), for slowing the transmission of COVID-19, I hereby agree and attest that neither the undersigned nor such participating children shall visit or utilize the fields, facilities, services and programs affiliated with Monona Grove Soccer Club if he or she (a) experiences symptoms of COVID-19, including, without limitation, fever, cough or shortness of breath, or (b) has a suspected or diagnosed/confirmed case of COVID-19.

I also hereby agree and represent that neither the undersigned nor my participating children or wards shall visit or utilize the fields, facilities, services and related programs within 14 days after (a) returning from highly impacted areas subject to a CDC level 3 Travel Health Notice, (b) exposure to any person returning from areas subject to a CDC Level 3 Travel Health Notice, or (c) exposure to any person who has a suspected or confirmed case of COVID-19.

Further, I understand and assume the risk involved with participation in Monona Grove Soccer Club activities as an athletic event, within the current COVID-19 setting throughout the United States and agree to release, forever discharge, and hold harmless Releasees from any potential exposure to this or other virus or consequences therefrom.

I understand that I am required to, and attest that I have adequate insurance to cover any injury or damage that my child may suffer or cause while participating in any of the related athletic activities, including COVID-19. I further attest that my child has no known medical or physical condition which could interfere with my child's safety in the athletic activities.

I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in force and effect. By signing this document, I agree that if my child or property is damaged, injured, or gravely harmed during my participation in this activity, then I may be found by a court of law to have waived my right to raise or maintain a lawsuit against the Releasees. I have had sufficient time to read this document and am aware of my entitlement to consult with legal counsel prior to signing. I have read and understood this document and I agree to be bound by its terms. This release does not apply to claims arising from intentional conduct.

**RELEASE AND WAIVER SIGNATURE**

(To be completed by parent/guardian for participants under the age of 18)

With regard to \_\_\_\_\_ (print minor's name) participating in Releasee's activities, I hereby voluntarily release, forever discharge, and agree to hold harmless Releasees from any and all liabilities, obligations, claims, demands, or causes of action which are in any way connected with the Releasees and participation in the athletic activities, to include exposure to COVID-19, as set forth in the above Waiver and Release Agreement.

\_\_\_\_\_  
Releasor/Parent/Guardian Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## RETURN TO PLAY CHECKLIST & REQUIREMENTS

To ensure that its affiliated clubs are returning to play as safely as possible, WYSA requires that the below criteria be met. These requirements are largely derived from US Soccer's PLAY ON protocol. Each club's President must complete the electronic acknowledgement of this document and submit to WYSA prior to engaging in any further soccer-related activities. Club staff are expected to oversee these protocols, NOT match officials/referees. All activities must be outdoors.

1. **The club has acquired approval from or is compliant with any superseding requirements set forth by governmental organizations** (e.g., health department). In some cases, your District representatives may have already procured these approvals on behalf of clubs in their respective leagues.
2. **Create and adopt a hygiene policy** – must include at minimum:
  - a. Each player, coach and spectator have their own supply of hand sanitizer (minimum 60% alcohol content).
  - b. Each team has a supplemental supply of hand sanitizer available and easily accessible. Facilities may provide easily accessible supplies of hand sanitizer.
3. **Create and adopt a cleaning policy** – must include at minimum:
  - a. Cleaning and disinfecting frequently touched surfaces regularly; at least multiple times a day and preferably following each match or training.
  - b. Cleaning benches between each use/game. WYSA recommends removing benches wherever possible.
  - c. Protocols to clean and disinfect in the event of a positive COVID-19 case.
4. **Create and adopt a protective measure policy** – must include at minimum:
  - a. Any player or coach exhibiting COVID-19 symptoms of any kind must refrain from participation for 10 days or until medical clearance through a primary care provider has been acquired.
  - b. Measure ensuring spectators and players not actively participating in a match are at least 6 feet apart unless those spectators are within the same family unit.
    - i. No more than two spectators per player are allowed at a match.
  - c. Players must maintain a social distance whenever not in competition. This includes whenever being addressed by coach or match official (e.g., for equipment check).
  - d. Spectators not allowed at trainings.
  - e. Carpooling to a match or training outside of a family unit is not recommended.
  - f. All spectators in attendance at a match will be required to wear a mask. Any spectator who cannot meet this requirement may observe from a vehicle and/or be absent from the fields/facility until the match is completed.
  - g. All players not on the field of play during a match will be required to wear a mask.
  - h. Coaches will be required to wear a mask during matches and during trainings wherever possible.
  - i. Players and spectators may only consume drinks or snacks they have provided for themselves. No team snacks.
  - j. Prior to, during and following a training or match there will be no handshakes, high fives, or other unnecessary contact; even within the team.
  - k. Measures for taking player, coach and spectator attendance at each training and match. This should include contact information (phone number and email) for each individual.



- l. Training and match scheduling that enables sufficient time for players, coaches, and spectators to leave an area, necessary sanitation to be performed and the next group to enter the space.
- m. Spectators should be situated on the same sideline as their team bench with the opposing team and spectators on the opposite sideline to limit exposure.



- n. Entrance and egress for arrival and departure of players and spectators is communicated and/or defined.
- o. Acknowledgement and agreement that travel outside of the State for soccer competitions is limited to pre-approved competitions (e.g., Midwest Regional League, participation in an interstate Cross-Border agreement).

For larger, multi-field venues, signage is strongly recommended. On-site staff may also be necessary to coordinate compliance. Please be aware that at some venue's bathrooms will be unavailable/inaccessible/locked so all should plan accordingly.

- 5. **Create and adopt a process for staff/club personnel receipt, acknowledgement, or training on these policies.**
  - a. Staff/club personnel should include coaches, managers, board members and any individual(s) who are likely or anticipated to provide services with players in your club.
  - b. Contact information for staff/club personnel should be centrally maintained by the club.

Village of Cottage Grove

Notice of Public Meeting

**FINANCE & PERSONNEL COMMITTEE**

Monday, August 24, 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/94076027748>*

*You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 940 7602 7748# 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](mailto: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 the minutes of the Finance & Personnel Committee meeting from October 14, 2020.  
Documents: [10-14-19 FINANCE AND PERSONNEL MINUTES.PDF](#)
5. Review Draft Update Of 2021 To 2025 Financial Management Plan and Recommend Any Potential Changes to the Village Board.  
Documents: [2020 FMP PRESENTATION VERSION 2.PDF](#)
6. Schedule Date and Time for Next Meeting  
Documents: [2021 BUDGET TIMELINE.PDF](#)
7. Adjournment

This agenda has been prepared by Staff 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 LAW ENFORCEMENT COMMITTEE**

**NOTICE OF PUBLIC MEETING**

**TUESDAY, August 25, 2020, 5:30 p.m., COTTAGE GROVE POLICE DEPARTMENT  
MUNICIPAL BUILDING SUITE 1, 210 PROGRESS DRIVE, COTTAGE GROVE, WI 53527**

**AGENDA**

1. Call meeting to order
2. Determine quorum present, and meeting properly posted
3. Discuss/consider approval of minutes of previous meeting(s)
4. New Business:
  - a. Discuss current status of proposed 2020-2023 School Resource Officer (SRO) contract with the Monona Grove School District
  - b. Discuss and consider possible action by the Law Enforcement Committee in response to the SRO contract negotiations with the MGSD
5. Chief's Report.
  - a. Police Department Activity Report
  - b. Detective Report
  - c. K9 Report
  - d. SRO Report
6. Future agenda items and next meeting date
7. Adjournment

**ALL AGENDA ITEMS ARE SUBJECT TO ACTION**

John Williams, Chairperson  
Village of Cottage Grove  
Law Enforcement Committee

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

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

1. Call to Order

The July 28, 2020 regular meeting of the Village of Cottage Grove Law Enforcement was called to order at 5:37 p.m. by Village President John Williams

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

It was determined that there was a quorum of members present and that the agenda properly posted. Committee members present were: Police Chief Dan Layber, Members Ron Mabie and Kishia Peters, and Village President John Williams. Trustee Sarah Valencia was excused from attending.

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

Motion by Peters to approve minutes from 23 June 2020 meeting seconded by Mabie. Motion carried with a voice vote of 3-0-0.

4. New Business

- a. Use of Force Database Review: Chief Layber reviewed the summary of the use of force report for the Police Force Analysis System which included 16 law enforcement agencies from Dane County with data from 2014 through 2018 and an associated dash board. CGPD is utilizing the report and an associated dash board for police strategies and training.
- b. Proposed Speed Limit Change on Vilas Road Across from Bakken Park: With the additions to Bakken Park (shelter, splash pad, Miracle League field, bike path crossing Vilas, and rugby clubhouse), Chief would like the committee to consider a speed reduction from the beginning park until just before railroad tracks by Town's section from 45 mph to 25 mph. The committee discussed the need to reduce the speed in this area of Vilas as well as the speed in front the Farm golf course. The properties across from the Farm are in the town and will involve further discussion as well as there is no near-term development for the Farm property, so the focus was on the Bakken Park section. Motion by Mabie to for the Chief to engage the Village Engineer on what steps would be needed to reduce the speed limit in front of Bakken on Vilas Road to 25 mph and seconded by Peters. Motion carried with a voice vote of 3-0-0.

5. Chief's Report

- a. Police Department Activity Report: Chief Layber highlighted the level of activity by the department is back to normal with continued COVID-19

precautions. The budget is good shape particularly in the controllable areas. He noted contract negotiations were ongoing.

- b. Detective Report: nothing noted and no questions by committee members.
  - c. K9 Report: nothing noted in report.
  - d. SRO Report: no report.
6. Future agenda items and next meeting date:
- Usual agenda items; and budget considerations.
  - Next meeting scheduled for August 25th at 5:30 p.m.

7. Adjournment

Motion to adjure 6:18 p.m. by Peters and second by Mabie and carried voice vote 3-0-0.

MINUTES - Submitted by  
John Williams

Village of Cottage Grove Law Enforcement Committee meeting held on 28Jul2020

*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.*



# Incident Activity Report

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

Print Date/Time: 08/19/2020 14:04  
 Login ID: cgcms  
 Layer: All  
 Areas: All

From Date: 07/01/2020 00:01  
 To Date: 07/31/2020 23:59

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

Hour	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%
24	5	0.7	2	0.3	8	1.1	14	1.9	6	0.8	7	1.0	7	1.0	49	6.8
1	2	0.3	4	0.6	2	0.3	5	0.7	1	0.1	1	0.1	6	0.8	21	2.9
2	0	0.0	1	0.1	1	0.1	2	0.3	4	0.6	3	0.4	2	0.3	13	1.8
3	2	0.3	2	0.3	4	0.6	2	0.3	7	1.0	6	0.8	3	0.4	26	3.6
4	6	0.8	2	0.3	3	0.4	4	0.6	3	0.4	2	0.3	0	0.0	20	2.8
5	1	0.1	2	0.3	2	0.3	1	0.1	1	0.1	1	0.1	0	0.0	8	1.1
6	0	0.0	1	0.1	1	0.1	0	0.0	0	0.0	0	0.0	1	0.1	3	0.4
7	0	0.0	2	0.3	2	0.3	3	0.4	1	0.1	4	0.6	0	0.0	12	1.7
8	2	0.3	4	0.6	0	0.0	2	0.3	0	0.0	1	0.1	0	0.0	9	1.2
9	4	0.6	3	0.4	1	0.1	3	0.4	4	0.6	4	0.6	2	0.3	21	2.9
10	5	0.7	1	0.1	3	0.4	1	0.1	6	0.8	4	0.6	3	0.4	23	3.2
11	4	0.6	7	1.0	3	0.4	2	0.3	3	0.4	9	1.2	3	0.4	31	4.3
12	0	0.0	3	0.4	6	0.8	5	0.7	8	1.1	4	0.6	4	0.6	30	4.1
13	3	0.4	5	0.7	5	0.7	4	0.6	5	0.7	3	0.4	2	0.3	27	3.7
14	3	0.4	2	0.3	2	0.3	5	0.7	10	1.4	2	0.3	4	0.6	28	3.9
15	5	0.7	2	0.3	9	1.2	7	1.0	5	0.7	8	1.1	5	0.7	41	5.7
16	5	0.7	5	0.7	3	0.4	5	0.7	10	1.4	9	1.2	5	0.7	42	5.8
17	6	0.8	11	1.5	7	1.0	16	2.2	10	1.4	8	1.1	7	1.0	65	9.0
18	5	0.7	4	0.6	5	0.7	9	1.2	8	1.1	10	1.4	3	0.4	44	6.1
19	4	0.6	6	0.8	1	0.1	8	1.1	5	0.7	9	1.2	12	1.7	45	6.2
20	2	0.3	7	1.0	7	1.0	9	1.2	5	0.7	8	1.1	7	1.0	45	6.2
21	6	0.8	1	0.1	2	0.3	6	0.8	3	0.4	8	1.1	5	0.7	31	4.3
22	0	0.0	4	0.6	3	0.4	12	1.7	3	0.4	8	1.1	6	0.8	36	5.0
23	7	1.0	4	0.6	7	1.0	14	1.9	8	1.1	8	1.1	6	0.8	54	7.5
<b>Totals:</b>	<b>77</b>	<b>10.6</b>	<b>85</b>	<b>11.7</b>	<b>87</b>	<b>12.0</b>	<b>139</b>	<b>19.2</b>	<b>116</b>	<b>16.0</b>	<b>127</b>	<b>17.5</b>	<b>93</b>	<b>12.9</b>	<b>724</b>	<b>100.00</b>



# Incident Breakdown By Month Report

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

**Print Date/Time:** 08/19/2020 14:04  
**Login ID:** cgcms  
**Year:** 2020

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

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
911 Abandoned	3	14.3	0	0.0	1	4.8	1	4.8	3	14.3	7	33.3	6	28.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	21
911 Call Playing	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
911 Call Question	1	12.5	4	50.0	0	0.0	0	0.0	1	12.5	1	12.5	1	12.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8
911 Call Silent	1	4.0	3	12.0	2	8.0	1	4.0	4	16.0	3	12.0	7	28.0	4	16.0	0	0.0	0	0.0	0	0.0	0	0.0	25
911 Call	12	11.5	5	4.8	14	13.5	13	12.5	18	17.3	16	15.4	19	18.3	7	6.7	0	0.0	0	0.0	0	0.0	0	0.0	104
911 Disconnect	3	14.3	2	9.5	4	19.0	4	19.0	2	9.5	1	4.8	2	9.5	3	14.3	0	0.0	0	0.0	0	0.0	0	0.0	21
911 Misdialed Call	0	0.0	1	12.5	4	50.0	1	12.5	2	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8
Accident Hit and	0	0.0	2	18.2	3	27.3	1	9.1	2	18.2	1	9.1	1	9.1	1	9.1	0	0.0	0	0.0	0	0.0	0	0.0	11
Accident Mv/Deer	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	2	66.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Accident Private	1	20.0	0	0.0	0	0.0	0	0.0	0	0.0	3	60.0	0	0.0	1	20.0	0	0.0	0	0.0	0	0.0	0	0.0	5
Accident Property	8	29.6	4	14.8	2	7.4	3	11.1	1	3.7	1	3.7	5	18.5	3	11.1	0	0.0	0	0.0	0	0.0	0	0.0	27
Accident Unknown	3	42.9	2	28.6	0	0.0	0	0.0	0	0.0	0	0.0	2	28.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7
Accident w/Injuries	1	14.3	1	14.3	1	14.3	0	0.0	2	28.6	0	0.0	2	28.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7
Adult Arrested	0	0.0	0	0.0	2	50.0	0	0.0	0	0.0	1	25.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Alarm	4	7.3	5	9.1	6	10.9	4	7.3	10	18.2	7	12.7	10	18.2	9	16.4	0	0.0	0	0.0	0	0.0	0	0.0	55
Animal Aggressive	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Animal At Large	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Animal Bite	0	0.0	0	0.0	0	0.0	1	25.0	1	25.0	1	25.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Animal	0	0.0	1	12.5	1	12.5	0	0.0	1	12.5	0	0.0	4	50.0	1	12.5	0	0.0	0	0.0	0	0.0	0	0.0	8
Animal Found	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Animal Lost	0	0.0	1	33.3	0	0.0	1	33.3	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Animal Stray	2	11.8	1	5.9	2	11.8	3	17.6	2	11.8	3	17.6	3	17.6	1	5.9	0	0.0	0	0.0	0	0.0	0	0.0	17
Animal Wildlife	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Annoying/Obscene	1	50.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Assist Citizen	38	17.1	36	16.2	26	11.7	22	9.9	28	12.6	23	10.4	36	16.2	13	5.9	0	0.0	0	0.0	0	0.0	0	0.0	222
Assist Citizen	1	14.3	1	14.3	0	0.0	0	0.0	1	14.3	2	28.6	1	14.3	1	14.3	0	0.0	0	0.0	0	0.0	0	0.0	7



# Incident Breakdown By Month Report

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

Print Date/Time: 08/19/2020 14:04  
Login ID: cgcms  
Year: 2020

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

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Assist Community	1	12.5	3	37.5	2	25.0	1	12.5	0	0.0	1	12.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8
Assist Dane	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Assist EMS/Fire	36	14.8	25	10.3	35	14.4	42	17.3	33	13.6	29	11.9	20	8.2	23	9.5	0	0.0	0	0.0	0	0.0	0	0.0	243
Assist K9	4	15.4	4	15.4	4	15.4	2	7.7	5	19.2	3	11.5	0	0.0	4	15.4	0	0.0	0	0.0	0	0.0	0	0.0	26
Assist Police	20	14.8	11	8.1	13	9.6	11	8.1	17	12.6	24	17.8	23	17.0	16	11.9	0	0.0	0	0.0	0	0.0	0	0.0	135
Assist Translate	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
ATL Person	1	5.6	0	0.0	5	27.8	2	11.1	6	33.3	1	5.6	2	11.1	1	5.6	0	0.0	0	0.0	0	0.0	0	0.0	18
Attempted Suicide	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Battery	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Burglary Non-	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Burglary	0	0.0	0	0.0	1	25.0	1	25.0	0	0.0	0	0.0	2	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Check Person	14	12.7	18	16.4	10	9.1	21	19.1	13	11.8	14	12.7	13	11.8	7	6.4	0	0.0	0	0.0	0	0.0	0	0.0	110
Check Property	337	13.2	310	12.1	389	15.2	445	17.4	350	13.7	277	10.8	224	8.8	228	8.9	0	0.0	0	0.0	0	0.0	0	0.0	2560
Check Property	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Check Property	29	40.3	25	34.7	13	18.1	2	2.8	0	0.0	0	0.0	0	0.0	3	4.2	0	0.0	0	0.0	0	0.0	0	0.0	72
Child Abuse	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Civil Dispute	2	66.7	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Damage to	1	5.0	2	10.0	4	20.0	1	5.0	5	25.0	2	10.0	3	15.0	2	10.0	0	0.0	0	0.0	0	0.0	0	0.0	20
Damage to	0	0.0	2	66.7	0	0.0	0	0.0	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Death	1	33.3	0	0.0	0	0.0	0	0.0	1	33.3	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Disturbance	2	7.1	5	17.9	1	3.6	3	10.7	5	17.9	5	17.9	5	17.9	2	7.1	0	0.0	0	0.0	0	0.0	0	0.0	28
Disturbance	1	14.3	1	14.3	0	0.0	1	14.3	1	14.3	2	28.6	1	14.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7
Domestic	4	22.2	1	5.6	2	11.1	3	16.7	2	11.1	3	16.7	1	5.6	2	11.1	0	0.0	0	0.0	0	0.0	0	0.0	18
Drug	6	37.5	5	31.3	2	12.5	0	0.0	1	6.3	1	6.3	0	0.0	1	6.3	0	0.0	0	0.0	0	0.0	0	0.0	16
Extortion	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Fight Call	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3



# Incident Breakdown By Month Report

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

**Print Date/Time:** 08/19/2020 14:04  
**Login ID:** cgcms  
**Year:** 2020

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

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Follow-Up	19	31.7	8	13.3	6	10.0	3	5.0	2	3.3	12	20.0	6	10.0	4	6.7	0	0.0	0	0.0	0	0.0	0	0.0	60
Foot Patrol	3	8.1	5	13.5	8	21.6	2	5.4	5	13.5	4	10.8	8	21.6	2	5.4	0	0.0	0	0.0	0	0.0	0	0.0	37
Found Person	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Fraud	3	12.5	1	4.2	2	8.3	6	25.0	2	8.3	5	20.8	4	16.7	1	4.2	0	0.0	0	0.0	0	0.0	0	0.0	24
Fraud/Identity	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Information	12	15.6	8	10.4	5	6.5	11	14.3	6	7.8	12	15.6	11	14.3	12	15.6	0	0.0	0	0.0	0	0.0	0	0.0	77
Intoxicated Person	2	50.0	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Juvenile Arrest	1	33.3	2	66.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Juvenile Complaint	0	0.0	0	0.0	0	0.0	1	6.3	0	0.0	1	6.3	6	37.5	8	50.0	0	0.0	0	0.0	0	0.0	0	0.0	16
Landlord Tenant	0	0.0	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Liquor Law	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Liquor Law/Bar	4	2.8	4	2.8	3	2.1	1	0.7	86	60.6	30	21.1	8	5.6	6	4.2	0	0.0	0	0.0	0	0.0	0	0.0	142
Local Ordinance	1	25.0	1	25.0	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Missing Adult	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Missing	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Neighbor Trouble	1	25.0	0	0.0	2	50.0	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Noise Complaint	0	0.0	1	8.3	0	0.0	2	16.7	3	25.0	1	8.3	3	25.0	2	16.7	0	0.0	0	0.0	0	0.0	0	0.0	12
OMVWI	4	26.7	3	20.0	1	6.7	1	6.7	3	20.0	2	13.3	0	0.0	1	6.7	0	0.0	0	0.0	0	0.0	0	0.0	15
Parking Complaint	218	62.5	72	20.6	3	0.9	6	1.7	19	5.4	17	4.9	10	2.9	4	1.1	0	0.0	0	0.0	0	0.0	0	0.0	349
Parking Complaint	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Pharmaceutical	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Phone	12	8.6	22	15.8	15	10.8	15	10.8	19	13.7	25	18.0	25	18.0	6	4.3	0	0.0	0	0.0	0	0.0	0	0.0	139
PNB/AED	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	2	50.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Preserve the	0	0.0	4	23.5	2	11.8	1	5.9	1	5.9	1	5.9	4	23.5	4	23.5	0	0.0	0	0.0	0	0.0	0	0.0	17
Problem Solving	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Property Found	7	29.2	5	20.8	2	8.3	0	0.0	3	12.5	1	4.2	3	12.5	3	12.5	0	0.0	0	0.0	0	0.0	0	0.0	24



# Incident Breakdown By Month Report

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

Print Date/Time: 08/19/2020 14:04  
Login ID: cgcms  
Year: 2020

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

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Property Lost	0	0.0	0	0.0	0	0.0	0	0.0	1	33.3	0	0.0	1	33.3	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	3
Prowler	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Recovered/Stolen	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	2	66.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Repo	2	28.6	1	14.3	1	14.3	0	0.0	0	0.0	0	0.0	2	28.6	1	14.3	0	0.0	0	0.0	0	0.0	0	0.0	7
Safety Hazard	8	14.3	8	14.3	6	10.7	4	7.1	7	12.5	8	14.3	9	16.1	6	10.7	0	0.0	0	0.0	0	0.0	0	0.0	56
Serving Legal	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Sex Offense	1	50.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Sexual Assault of	1	25.0	0	0.0	0	0.0	1	25.0	1	25.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Solicitors	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	1	33.3	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Special Event	0	0.0	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
ST-Assist Citizen	4	33.3	8	66.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	12
ST-Assist Citizen	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Stalking Complaint	1	25.0	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	0	0.0	2	50.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Stolen Auto	3	42.9	0	0.0	1	14.3	0	0.0	0	0.0	3	42.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7
Stolen Other	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Suspicious Person	3	13.0	3	13.0	3	13.0	3	13.0	2	8.7	2	8.7	3	13.0	4	17.4	0	0.0	0	0.0	0	0.0	0	0.0	23
Suspicious Vehicle	17	18.5	10	10.9	7	7.6	9	9.8	19	20.7	14	15.2	13	14.1	3	3.3	0	0.0	0	0.0	0	0.0	0	0.0	92
Test 911 Call	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Theft	6	28.6	0	0.0	0	0.0	1	4.8	2	9.5	5	23.8	4	19.0	3	14.3	0	0.0	0	0.0	0	0.0	0	0.0	21
Theft from Auto	1	7.7	0	0.0	3	23.1	2	15.4	0	0.0	2	15.4	5	38.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	13
Theft Retail	0	0.0	2	13.3	0	0.0	1	6.7	2	13.3	4	26.7	6	40.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	15
Threats Complaint	7	28.0	1	4.0	1	4.0	1	4.0	5	20.0	7	28.0	2	8.0	1	4.0	0	0.0	0	0.0	0	0.0	0	0.0	25
Towed Vehicle	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Traffic Arrest	132	32.6	87	21.5	41	10.1	6	1.5	6	1.5	31	7.7	62	15.3	40	9.9	0	0.0	0	0.0	0	0.0	0	0.0	405
Traffic	14	28.0	4	8.0	7	14.0	2	4.0	6	12.0	4	8.0	9	18.0	4	8.0	0	0.0	0	0.0	0	0.0	0	0.0	50
Traffic Incident	0	0.0	0	0.0	1	14.3	0	0.0	0	0.0	2	28.6	3	42.9	1	14.3	0	0.0	0	0.0	0	0.0	0	0.0	7



# Incident Breakdown By Month Report

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

**Print Date/Time:** 08/19/2020 14:04  
**Login ID:** cgcms  
**Year:** 2020

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

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%			
Traffic Stop	217	25.5	175	20.5	109	12.8	5	0.6	16	1.9	102	12.0	101	11.9	127	14.9	0	0.0	0	0.0	0	0.0	0	0.0	852
Traffic/Speedboar	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Trespass	0	0.0	1	25.0	1	25.0	0	0.0	0	0.0	1	25.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Violation of Court	0	0.0	1	25.0	0	0.0	0	0.0	1	25.0	1	25.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Weapons Offense	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
<b>Total:</b>	<b>1251</b>	<b>19.4</b>	<b>930</b>	<b>14.5</b>	<b>783</b>	<b>12.2</b>	<b>676</b>	<b>10.5</b>	<b>740</b>	<b>11.5</b>	<b>741</b>	<b>11.5</b>	<b>725</b>	<b>11.3</b>	<b>586</b>	<b>9.1</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>6432</b>

## CALLS FOR SERVICE SUMMARY

2020 Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	1250	930	783	674	739	741	724					
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	40.3	33.2	25.3	22.5	23.8	24.7	23.4					
CALLS PER SHIFT	13.4	11.1	8.4	7.5	7.9	8.2	7.8					
2019 Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	1300	1110	1190	1069	1026	1189	1022	1029	883	955	888	879
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	41.9	39.6	38.4	35.6	33.1	39.6	33	33.2	29.4	30.8	29.6	28.3
CALLS PER SHIFT	14	13.2	12.8	11.9	11	13.2	11	11.1	9.8	10.3	9.9	9.4
2018 Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	1429	1370	1178	1074	959	1105	1137	1205	1185	1198	1043	1105
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	46	48.9	38	35.8	30.9	36.8	36.7	38.9	39.5	38.7	35	35.7
CALLS PER SHIFT	15.3	16.3	12.7	11.9	10.3	12.3	12.2	13	13.2	12.9	11.7	11.9
2017 Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	986	873	1029	717	812	825	738	682	804	794	723	845
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	31.81	31.18	33.19	23.9	26.2	27.5	23.8	22	26.8	25.6	24.1	27.3
CALLS PER SHIFT	10.6	10.4	11.1	8	8.7	9.1	7.9	7.3	9	8.5	8	9.1
2016 Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	911	977	1033	1034	806	867	839	1206	911	907	748	961
NUMBER OF DAYS PER MONTH	31	29	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	29.39	33.69	33.32	34.47	26.00	28.90	27.06	38.90	30.37	29.26	24.93	31.00
CALLS PER SHIFT	9.8	11.2	11.1	11.5	8.7	9.6	9.0	13.0	10.1	9.8	8.3	10.3
2015 Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	760	597	580	584	803	796	776	1098	1002	921	925	1005
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	24.52	21.32	18.71	19.47	25.90	26.53	25.03	35.42	33.40	29.71	30.83	32.42
CALLS PER SHIFT	8.2	7.1	6.2	6.5	8.6	8.8	8.3	11.8	11.1	9.9	10.3	10.8
2014 Town & Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	581	509	569	585	760	694	693	709	654	613	684	547
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	18.74	18.18	18.35	19.50	24.52	23.13	22.35	22.87	21.80	19.77	22.80	17.65
CALLS PER SHIFT	6.2	6.1	6.1	6.5	8.2	7.7	7.5	7.6	7.3	6.6	7.6	5.9

**2020 Revenues:**

<i>General Fund: Fines &amp; Forfeitures</i>	\$ 175.00	6134	Jan
<i>Parking Violations</i>	\$ 50.00	6260	Jan
	\$ 200.00	6596	Jan
	\$ 125.00	6658	Jan
	\$ 25.00	6697	Jan
	\$ 75.00	6675	Jan
	\$ 300.00	6764	Feb
	\$ 100.00	6773	Feb
	\$ 125.00	6784	Feb
	\$ 350.00	6793	Feb
	\$ 25.00	6797	Feb
	\$ 150.00	6822	Mar
	\$ 25.00	6841	Mar
	\$ 25.00	7283	Apr
	\$ 50.00	7702	May
	\$ 50.00	7797	Jun
	\$ 25.00	7999	Jul
<b>Total:</b>	<b>\$ 1,875.00</b>		

*General Fund: Public Charges SVCS*

**Total:** \$ -

*Police Dept Fund: Police Training*

\$ 275.00	4684	Apr
<b>Total:</b>	<b>\$ 275.00</b>	

*Police Dept Fund: Other Earning  
Gen Gov*

\$ 20.00	6135	Jan
\$ 15.00	6659	Jan
\$ 25.00	6597	Jan
\$ 5.00	6765	Feb
\$ 15.00	6785	Feb
\$ 15.00	6865	Apr
\$ 5.00	7659	May
\$ 30.00	7658	May
\$ 15.00	7796	Jun
\$ 30.00	7795	Jun
\$ 15.00	7794	Jun
\$ 5.00	8000	Jul
\$ 5.00	8001	Jul
<b>Total:</b>	<b>\$ 200.00</b>	

*Police Dept Fund: Police Training  
Intergov Aid/State*

\$ 146.32	4633	Feb
\$ 1,159.25	4715	Apr
\$ 1,157.52	4716	Apr
\$ 2,197.85	4718	May
\$ 1,518.09	4739	May

\$ 527.58 4896 Jul  
**Total: \$ 6,706.61**

***Police Dept Fund: Patronage Dividend*** \$ 70.93 4688 Apr  
**Total: \$ 70.93**

***Police Dept Fund: Misc. - Donations***

**Total:**

**TOTALS: \$ 9,127.54 \$ 9,127.54**

**COTTAGE GROVE 2020 DEPARTMENT BUDGET  
MONTHLY EXPENDITURES**

	<u>Expenditure</u>	<u>Remaining</u>	<u>Invoice</u>	<u>Description</u>	<u>Month</u>	
<b><u>100-52100-210 PROFESSIONAL SERVICES</u></b>						
	Budgeted Amount	\$ 12,000.00				
Herald Independant	\$ 368.00	\$ 11,632.00	02/29/2020	Village Guide Printing	Feb	Good
<b><u>100-52100-214 DATA PROCESSING</u></b>						
	Budgeted Amount	\$ 40,000.00				
Deer Creek Technologies	\$ 297.00	\$ 39,703.00	2020-110	Deer Creek Annual	Jan	
WI DOJ	\$ 318.00	\$ 39,385.00	455TIME-7813	Time System Access	Jan	
US Cellular	\$ 223.59	\$ 39,161.41	352430725	Modem Account	Jan	
Power DMS	\$ 1,166.62	\$ 37,994.79	32802	Start-up Fees	Jan	
Protection Technologies	\$ 480.00	\$ 37,514.79	21452	Installs	Feb	
US Cellular	\$ 241.59	\$ 37,273.20	357782483	Modem Account	Feb	
US Cellular	\$ 232.59	\$ 37,040.61	363004936	Modem Account	Mar	
WI DOJ	\$ 318.00	\$ 36,722.61	455TIME-8505	Time System Access	Apr	
Atlas Business Solutions	\$ 540.00	\$ 36,182.61	INV308214	Schedule Anywhere Annual	Apr	
Roxio	\$ 31.64	\$ 36,150.97	MC	CD/DVD Software	Mar	
US Cellular	\$ 205.59	\$ 35,945.38	368462776	Modem Account	Apr	
Power DMS	\$ 4,751.25	\$ 31,194.13	34142	Power DMS	Mar	
City of Madison	\$ 7,780.89	\$ 23,413.24	29186	LERMS Maint.	May	
US Cellular	\$ 205.59	\$ 23,207.65	373767087	Modem Account	May	
US Cellular	\$ 205.59	\$ 23,002.06	379095090	Modem Account	Jun	
WI DOJ	\$ 318.00	\$ 22,684.06	455TIME-8913	Time System Access	Jul	
Protection Technologies	\$ 1,485.00	\$ 21,199.06	21513	Yearly Fee	Apr	
US Cellular	\$ 205.59	\$ 20,993.47	384602236	Modem Account	Jul	
<b><u>100-52100-225 TELEPHONE</u></b>						
	Budgeted Amount	\$ 5,000.00				
Frontier	\$ 70.88	\$ 4,929.12	1/1/2020	Emergency Line/Fax Machine	Jan	
US Cellular	\$ 404.68	\$ 4,524.44	353770261	Cell Phones	Jan	
Frontier	\$ 70.65	\$ 4,453.79	2/1/2020	Emergency Line/Fax Machine	Feb	
US Cellular	\$ 396.33	\$ 4,057.46	359115458	Cell Phones	Feb	
Frontier	\$ 70.63	\$ 3,986.83	3/1/2020	Emergency Line/Fax Machine	Mar	
US Cellular	\$ 392.32	\$ 3,594.51	364506157	Cell Phones	Mar	
Frontier	\$ 70.19	\$ 3,524.32	4/1/2020	Emergency Line/Fax Machine	Apr	
US Cellular	\$ 378.64	\$ 3,145.68	369960938	Cell Phones	Apr	
Frontier	\$ 70.07	\$ 3,075.61	5/1/2020	Emergency Line/Fax Machine	May	
US Cellular	\$ 394.10	\$ 2,681.51	375333801	Cell Phones	May	
Frontier	\$ 69.95	\$ 2,611.56	6/1/2020	Emergency Line/Fax Machine	Jun	
US Cellular	\$ 378.64	\$ 2,232.92	380626137	Cell Phones	Jun	
Frontier	\$ 71.23	\$ 2,161.69	7/1/2020	Emergency Line/Fax Machine	Jul	
US Cellular	\$ 370.11	\$ 1,791.58	386111467	Cell Phones	Jul	
Frontier	\$ 70.99	\$ 1,720.59	8/1/2020	Emergency Line/Fax Machine	Aug	
<b><u>100-52100-240 REPAIR/MAIN EQUIP</u></b>						
	Budgeted Amount	\$ 2,300.00				
Schmidt's Auto	\$ 125.00	\$ 2,175.00	548630	Squad Tow	Mar	
Kayser	\$ 182.85	\$ 1,992.15	647447	K9 Squad	May	
City of Madison Treasurer	\$ 109.62	\$ 1,882.53	29799	Radio Fix	Jul	
Kwik Trip	\$ 240.00	\$ 1,642.53	MC; 1598	Car Washes	Jun	
<b><u>100-52100-310 OFFICE SUPPLIES</u></b>						
	Budgeted Amount	\$ 4,000.00				
Complete Office	\$ 60.64	\$ 3,939.36	MC	Office Supplies	Jan	
Complete Office	\$ 115.64	\$ 3,823.72	MC	Office Supplies	Jan	
Amazon	\$ 63.28	\$ 3,760.44	MC	Office Supplies	Jan	
Amazon	\$ 103.59	\$ 3,656.85	MC	Office Supplies	Jan	
Amazon	\$ (118.16)	\$ 3,775.01	MC	Office Supplies	Jan	
Office Depot	\$ 39.40	\$ 3,735.61	MC	Office Supplies	Feb	
Target	\$ 9.16	\$ 3,726.45	MC	Office Supplies	Feb	
Amazon	\$ 15.75	\$ 3,710.70	MC	Office Supplies	Feb	
Amazon	\$ 90.73	\$ 3,619.97	MC	Office Supplies	Feb	
Amazon	\$ 34.69	\$ 3,585.28	MC	Office Supplies	Feb	
Piggly Wiggly	\$ 9.46	\$ 3,575.82	MC	Office Supplies	Mar	
CVS Pharmacy	\$ 28.65	\$ 3,547.17	MC	Office Supplies	Mar	
Amazon	\$ 47.90	\$ 3,499.27	MC	Office Supplies	Mar	
Complete Office	\$ 55.00	\$ 3,444.27	MC	Office Supplies	Mar	

Complete Office	\$	126.15	\$	3,318.12	MC	Office Supplies	Apr
Complete Office	\$	104.73	\$	3,213.39	MC; 1473	Office Supplies	Jun
Complete Office	\$	478.64	\$	2,734.75	MC; 1473	Office Supplies	Jun
Amazon	\$	54.89	\$	2,679.86	MC; 1473	Office Supplies	Jul
Staples	\$	83.31	\$	2,596.55	MC; 1523	Office Supplies	Jul

**100-52100-311 POSTAGE**

<b>Budgeted Amount</b>		<b>\$ 600.00</b>					
Post Office	\$	24.65	\$	575.35	MC	Postage for Return	Jan
Post Office	\$	7.10	\$	568.25	MC	Certified Mail	Jan
Post Office	\$	8.70	\$	559.55	MC; 1515	Shipping	Jul
Dollar General	\$	1.42	\$	558.13	MC; 1515	Box for Shipping	Jul

**100-52100-320 PUBLICATIONS/DUES**

<b>Budgeted Amount</b>		<b>\$ 1,500.00</b>					
Chamber of Commerce	\$	110.00	\$	1,390.00	12/31/2019	Chamber Dues	Dec
WI CPA	\$	80.00	\$	1,310.00	12/30/2019	Wagner Membership	Dec
DCCPA	\$	80.00	\$	1,230.00	2020-CGPD	Chief/LT Dues	Jan
IACP	\$	190.00	\$	1,040.00	94383	Chief Dues	Jan
WILEAG	\$	650.00	\$	390.00	12/7/2019	Accreditation	Dec
WI CPA	\$	130.00	\$	260.00	3363	Chief Dues	Dec
MOCIC	\$	150.00	\$	110.00	3/11/2020	Chief Dues	Mar

**100-52100-330 TRAINING**

<b>Budgeted Amount</b>		<b>\$ 11,000.00</b>					
WICPA	\$	200.00	\$	10,800.00	3967	Chief Conference	Jan
PayPal	\$	275.00	\$	10,525.00	MC	Anderson	Jan
Kalahari	\$	82.00	\$	10,443.00	MC	Anderson	Jan
Kalahari	\$	254.80	\$	10,188.20	MC	Wagner	Feb
Kalahari	\$	212.15	\$	9,976.05	MC	Stortz	Feb
Kalahari	\$	239.98	\$	9,736.07	MC	Layber	Feb
Kalahari	\$	(30.15)	\$	9,766.22	MC	Stortz Credit	Feb
WI AWP	\$	175.00	\$	9,591.22	MC	O'Dell	Feb
Best Western	\$	276.66	\$	9,314.56	MC	Helgeland	Feb
Holiday Inn	\$	139.60	\$	9,174.96	MC	Helgeland	Feb
Holiday Inn Amber Grill	\$	13.72	\$	9,161.24	MC	Helgeland	Feb
Ground Round Oshkosh	\$	13.64	\$	9,147.60	MC	Helgeland	Feb
Calibre Press	\$	359.00	\$	8,788.60	MC	Helgeland	Mar
Top Pack Defense, LLC	\$	885.00	\$	7,903.60	MC	Department	Mar
Kalahari	\$	(34.80)	\$	7,938.40	MC		Mar
Holiday Inn	\$	(16.65)	\$	7,955.05	MC		Mar
Kalahari	\$	(82.00)	\$	8,037.05	MC	Anderson	Mar
WI AWP	\$	(175.00)	\$	8,212.05	MC	O'Dell Credit	Apr
Southwest	\$	177.46	\$	8,034.59	MC; 1580	Wagner	Jun
BP Brownsville	\$	9.48	\$	8,025.11	MC; 1499	Koratko	Jun

**100-52100-340 OPERATING SUPPLIES**

<b>Budgeted Amount</b>		<b>\$ 20,000.00</b>					
Engraving & Trophy Specialists, Inc.	\$	75.00	\$	19,925.00	59785	Jude Wolf Award	Jan
Deer Grove EMS	\$	154.04	\$	19,770.96	20201	Defibrillator Pads	Jan
Unity Point Health	\$	37.97	\$	19,732.99	1/27/2020	Blood Draw; Case #20-36070	Jan
Ace Hardware	\$	13.99	\$	19,719.00	2/7/2020	Flashlight Battery	Feb
Deerfield Pistol Center	\$	1,725.80	\$	17,993.20	MC	Glock & Ammo	Jan
Eleven	\$	59.92	\$	17,933.28	MC	Evidence	Jan
Amazon	\$	13.07	\$	17,920.21	MC	Amazon Prime	Jan
Amazon	\$	195.70	\$	17,724.51	MC	Maglite Charges	Jan
Voiance	\$	25.00	\$	17,699.51	1069569	Language Line	Feb
Pellitteri	\$	38.76	\$	17,660.75	1014448	Confidential Shredding	Feb
Menards	\$	50.53	\$	17,610.22	MC	Cleaning Squad Supplies	Feb
Bill's Key Shop	\$	100.00	\$	17,510.22	MC	Master Keys	Feb
Amazon	\$	13.05	\$	17,497.17	MC	Amazon Prime	Feb
Intoximeters, Inc	\$	166.65	\$	17,330.52	MC	Equipment	Feb
Engraving & Trophy Specialists, Inc.	\$	7.50	\$	17,323.02	59957	Engraving	Mar
Deer Grove EMS	\$	999.86	\$	16,323.16	202006	Trauma Bags	Mar
Voiance	\$	25.00	\$	16,298.16	1082773	Language Line	Mar
Unity Point Health	\$	37.97	\$	16,260.19	4/5/2020	Blood Draw; Case #20-94250	Apr
Amazon	\$	(6.32)	\$	16,266.51	MC	Credit	Mar
Amazon	\$	20.93	\$	16,245.58	MC	Hand Cleaner	Mar
Lloyd Mats	\$	71.63	\$	16,173.95	MC	Tahoe Floor Mats	Mar
Amazon	\$	13.05	\$	16,160.90	MC	Amazon Prime	Mar

Sirchie	\$	85.06	\$	16,075.84	MC	Evidence	Mar
Glock, Inc.	\$	369.25	\$	15,706.59	MC	O'Dell Replacement Glock	Mar
Amazon	\$	22.11	\$	15,684.48	MC	Sharps Container	Mar
Pellitteri	\$	38.76	\$	15,645.72	1157880	Confidential Shredding	Apr
Voiance	\$	25.00	\$	15,620.72	1094350	Language Line	Apr
Dane County Treasurer	\$	74.69	\$	15,546.03	37849	Printing Forms	May
Amazon	\$	32.69	\$	15,513.34	MC	16GB Flash Drives; Evidence	Apr
Amazon	\$	13.05	\$	15,500.29	MC	Amazon Prime	Apr
Voiance	\$	25.00	\$	15,475.29	1109350	Language Line	May
Amazon	\$	13.05	\$	15,462.24	MC	Amazon Prime	May
Dane County Treasurer	\$	64.82	\$	15,397.42	38020	Printing Forms	Jun
Amazon	\$	17.09	\$	15,380.33	MC; 1473	Headphones	Apr
Adobe	\$	23.88	\$	15,356.45	MC; 1523	Annual Adobe Fee	Apr
Intoximeters, Inc	\$	46.00	\$	15,310.45	MC; 1515	intox Mouth Tubes	May
Voiance	\$	25.00	\$	15,285.45	1131535	Language Line	Jun
Pellitteri	\$	38.76	\$	15,246.69	1261894	Confidential Shredding	Jun
Bluebeat	\$	69.00	\$	15,177.69	MC; 1523	Evidence	Jun
Amazon	\$	13.05	\$	15,164.64	MC	Amazon Prime	Jun
Tactical Solutions	\$	423.00	\$	14,741.64	7954	Radar Certification	Jul
Unity Point Health	\$	37.97	\$	14,703.67	7/5/2020	Blood Draw; Case #20-194754	Jul
Tiffin Metal Products	\$	690.00	\$	14,013.67	29972	Evidence Doors	Jul
Tiffin Metal Products	\$	118.10	\$	13,895.57	30373	Evidence Doors	Jul
Voiance	\$	25.00	\$	13,870.57	1157146	Language Line	Jul
Amazon	\$	13.05	\$	13,857.52	MC	Amazon Prime	Jul
Amazon	\$	13.05	\$	13,844.47	MC; 1473	Amazon Prime	Jul
Deerfield Pistol Center	\$	64.00	\$	13,780.47	MC; 1515	Less Lethal	Jun
Ace Hardware	\$	10.74	\$	13,769.73	Account	Keys	Aug

**100-52100-342 UNIFORMS**

	Budgeted Amount	\$	10,000.00				
Deerfield Pistol Center	\$	138.90	\$	9,861.10	54034	Matte	Jan
Galls	\$	57.65	\$	9,803.45	MC	Layber	Jan
Galls	\$	8.13	\$	9,795.32	MC	Arndt	Feb
Galls	\$	72.26	\$	9,723.06	MC	Arndt	Feb
Uniform Warehouse	\$	190.56	\$	9,532.50	MC	Arndt	Feb
Top Pack Defense	\$	80.00	\$	9,452.50	MC	Arndt	Feb
Top Pack Defense	\$	69.94	\$	9,382.56	MC	Koratto	Feb
Columbia	\$	105.49	\$	9,277.07	MC	Anderson	Feb
Galls	\$	23.30	\$	9,253.77	MC	Carter	Feb
Deerfield Pistol Center	\$	101.90	\$	9,151.87	59269	Jeffords	Apr
Deerfield Pistol Center	\$	7.33	\$	9,144.54	MC	Koratto	Mar
Deerfield Pistol Center	\$	393.90	\$	8,750.64	61091	Jeffords	Jun
Sandstrom Precision, LLC	\$	28.30	\$	8,722.34	MC; 1499	Koratto	May
US Homely	\$	56.90	\$	8,665.44	MC; 1465	OBrien	Apr
US Homely	\$	34.94	\$	8,630.50	MC; 1465	OBrien	Apr
Galls	\$	23.30	\$	8,607.20	MC; 1549	Carter	Jun
The Shoe Box	\$	124.00	\$	8,483.20	MC; 1499	Koratto	Jun
Deerfield Pistol Center	\$	80.95	\$	8,402.25	63503	Jeffords	Jul
Amazon	\$	41.13	\$	8,361.12	MC; 1754	Helgeland	Jul
Amazon	\$	52.74	\$	8,308.38	MC; 1754	Helgeland	Jul

**100-52100-380 VEHICLE REPAIR**

	Budgeted Amount	\$	10,000.00				
Meineke	\$	40.65	\$	9,959.35	28065	Squad 162	Jan
Meineke	\$	40.65	\$	9,918.70	28068	Squad 14	Jan
Kayser	\$	182.13	\$	9,736.57	631059	K9 Squad	Jan
Meineke	\$	37.44	\$	9,699.13	27037	Squad 161	Feb
Meineke	\$	59.54	\$	9,639.59	28817	K9 Squad	Mar
Meineke	\$	40.65	\$	9,598.94	28844	Squad 161	Mar
Meineke	\$	39.69	\$	9,559.25	29164	Squad 18	Apr
Meineke	\$	40.65	\$	9,518.60	29162	Squad 162	Apr
GoodYear	\$	698.80	\$	8,819.80	MC	Squad 18	Mar
GoodYear	\$	698.00	\$	8,121.80	MC	Squad 162	Mar
GoodYear	\$	698.00	\$	7,423.80	MC	Squad 161	Mar
Meineke	\$	458.32	\$	6,965.48	29226	Squad 162	Apr
Meineke	\$	98.43	\$	6,867.05	29329	Tahoe	May
Meineke	\$	496.66	\$	6,370.39	29623	Squad 161	May
Meineke	\$	37.44	\$	6,332.95	30465	Squad 20	Jul
Meineke	\$	19.99	\$	6,312.96	30539	Squad 161	Jul

**100-52100-385 MOTOR FUEL**

<b>Budgeted Amount</b>		<b>\$ 14,000.00</b>				
Landmark	\$ 1,338.35	\$ 12,661.65	01/31/2020	January Fuel	Jan	
Landmark	\$ 1,135.70	\$ 11,525.95	02/29/2020	February Fuel	Feb	
Kwik Trip	\$ 17.80	\$ 11,508.15	MC	Helgeland Fuel	Feb	
Landmark	\$ 1,052.65	\$ 10,455.50	03/31/2020	March Fuel	Mar	
Landmark	\$ 570.59	\$ 9,884.91	04/30/2020	April Fuel	Apr	
Landmark	\$ 849.01	\$ 9,035.90	05/31/2020	May Fuel	May	
Landmark	\$ 993.70	\$ 8,042.20	06/30/2020	June Fuel	Jun	
Landmark	\$ 893.93	\$ 7,148.27	07/31/2020	July Fuel	Jul	

<b>Year to Date</b>	<b>Expenditures</b>	<b>Budgeted</b>	<b>Difference</b>	
	\$ 47,582.28	\$ 130,400.00	\$ 82,817.72	36%

<b><u>100-52100-810</u></b>	<b>\$4,000.00</b>
Decker Supply Co.	\$2,950.00
Decker Supply Co.	\$750.00
Decker Supply Co.	\$200.00

# DETECTIVE ANDERSON MONTHLY REPORT

July 2020



## **CASES WOKRED-**

- 18-343047, 1<sup>st</sup> degree Reckless Homicide, follow up continuing, waiting on trial
- 19-456788, Defendant charged with Delivery of Heroin
- Drug Investigation with Task force (currently working together on)
- Child Sexual Assault case (new), historical reported from CPS

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

- Police and Procedure review
- Suspicious person/Vehicle complaint
- Assist Patrol with theft from vehicles
- Assist Patrol with scrap metal theft case
- Assist Deforest PD with sexual assault
- Operator license background checks
- Background on new Village employee
- Meet with crime lab on old evidence
- Assist DA office with video for cases
- Assist Patrol with Battery case
- Assist Patrol with Strangulation case

- **Research on surveillance equipment**
- **Drug tip information**

#### **TRAININGS/MEETINGS:**

#### **TIME RECERT**

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

## Reasons For Having School Resource Officers in MGSD

**School Safety** - The number one priority in all schools is safety and protection of students and staff. That is the number one reason that SROs are in the schools. Mass killings of students and staff has proliferated across the U.S. since 1999. A trained law enforcement professional in the school can prevent or lessen the impact of these killings. U.S. DOJ COPS Program has detailed 51 cases where school violence was prevented by SROs. These are but a fraction of the actual cases investigated by and prevented by SROs throughout the U.S.

**Do SROs promote a School to Prison Pipeline?** - These findings suggest that SROs, although they are exposed to more student criminal and misconduct situations than are patrol officers, arrest students at equal rates as patrol officers. The evidence in this study also suggest that when SROs do arrest students, they tended to downgrade the severity of the charges against the student to disorderly conduct rather than an assault or felony charge. This study suggested that most SROs act no differently than other officers when it comes to felony crimes. It also suggested that SROs are more lenient than are patrol officers when encountering misdemeanor and status offenses. Compared to patrol officers, SROs spent more time on non-crime service related activities, such as giving advice, medical assistance, community relations activities, and traffic direction. There have been very few social scientific studies about SROs, but the studies that have been conducted so far do not indicate that the presence of SROs creates a “school to prison pipeline” in which children are saddled with criminal records for behaviors that previously would only have resulted in minor in-school discipline. SROs generally appear to be more lenient than are patrol officers when dealing with minor student criminal behavior and conduct problems. But there seems to be no difference between SROs and patrol officers when dealing with serious felony crimes.

**SROs Criminalize Student Behavior?** - No empirical research evidence was found to suggest widespread actions by SROs in the U.S. to criminalize the minor behaviors of students in general, or minority students in particular. The general pattern is that SROs make arrests under the same circumstances that would cause a principal to call the police if an SRO were not already present. Furthermore, SROs create the opportunity for school-aged children to have nonconfrontational, non-enforcement contacts with law enforcement officers. that may contribute to more positive opinions of the police later in life. Finally, the known presence of an SRO on campus may enhance the safety of our children, as the mass shootings at grade schools in the U.S. to date have not occurred at schools with an SRO presence. The research to date does not support the “school to prison pipeline” theory, and further research may well support the widespread belief held by principals that the use of SROs tends to have a positive impact on schools and students. (Dolan Consulting Group)

**Prevented Tragedies** - Canady points to [NASRO's own research report](#), compiled in the wake of criticism of SROs, to defend his position that carefully selected and properly trained SROs are extremely effective at gathering intelligence and preventing violent crime. Canady notes that the SRO in Parkland, Florida, did not receive training from their association. However, in the aftermath of that massacre, multiple SROs prevented major attacks but did not receive the same publicity. At its annual conference in 2018, NASRO recognized two such officers, [James Long of Florida](#), and [Blaine Gaskill of Maryland](#).

DOJ and DPI strongly suggest that local education agencies (LEAs) and law enforcement articulate the roles and responsibilities of school resource officers and their respective organizations through MOUs.

The DPI along with DOJ and the critical stakeholders developed a [model framework to use to develop a MOU](#).

**SRO's Other Roles** - Beyond law enforcement, SROs also serve as educators, emergency managers, and informal counselors.

**MGSD Request for SRO** - Monona Grove School District asked us to provide a SRO 3 years ago. What changed?

**School Staff Supports SRO Program** – School staff at Glacial Drumlin and Monona Grove High School strongly support SRO program as expressed to the MG School Board this summer. They gave many examples of positive effects of SROs in the schools.

**Positive Impact** - Glacial Drumlin SRO has had a very positive impact on all students to include minority, female, students from troubled homes, handicapped and many others that would never have happened if she wasn't in the school. This applies to many off duty and out of school contacts with students and parents that were developed because the SRO was in the schools.

**Successful Investigations/Less Victims** - Numerous investigations conducted successfully because of Glacial Drumlin SRO familiarity with students and their trust of her. Crimes that would have gone unreported or unsolved, thereby victimizing other students, have been properly investigated and brought to successful conclusions.

**Parent Survey** - Ask the parents in Cottage Grove what they think.



**School Resource Officer  
Monthly Report of Activities  
September 3, 2019 – March 13, 2020**

**Prepared by Officer Jessica Helgeland**

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

# Week 1 / September 3<sup>rd</sup> - 6<sup>th</sup> 2019

## September 3<sup>rd</sup> - FIRST DAY OF SCHOOL!!!

- Several kids saw me right away in the morning and came and gave me a huge hug or stood and talked with me!
- I went to every school in the morning and checked in with the staff. While at Cottage Grove Elementary I was told that they were having some issues with a 2nd grader with special needs who was trying to leave the school. I stood by until the student was able to get into a classroom and away from the exterior doors.

## September 4<sup>th</sup> -

- I was asked to assist in talking with a student in Ms. Casey's classroom. [REDACTED] (5th) was not following directions when asked to do something. I spoke with [REDACTED] and he said that he did not hear the direction. He talked with Mr. Kamoku and I walked him back to class.
- Ms. McKee asked if I could assist with a student, [REDACTED] (5th) who was on his phone in class and not listening and he was refusing to put his phone away. After talking with him for a little bit he put his phone in his locker and went back to class. I was later called again for him because he was causing a distraction with a bag. Mr. Kamoku asked that I take him to Mr. Peters for a break.

## September 5<sup>th</sup> -

- I was asked to assist with [REDACTED] (6th) who is one of our special education students. When I got to the classroom, I found that Mr. Verhage was already in the room and everything was okay.

## September 6<sup>th</sup> -

- **2019-371546** - Mr. Kamoku came to my office, along with Mr. Johnson, with [REDACTED] (5th). Mr. Kamoku told me that [REDACTED] had struck him in the face and ripped his shirt after refusing to listen to directions. Mr. Kamoku told me that [REDACTED] was fighting with a student outside during lunch recess and ran back inside after not following directions from Mr. Kamoku to go to the office. [REDACTED] sat with me until arrangements were made for him to go home. He was given permission from his mother to ride his bike home. I escorted him to his bike, and he left school. He received a three day out of school suspension for his actions/behavior.

## Week 2 / September 9<sup>th</sup> - 13<sup>th</sup> 2019

### September 9<sup>th</sup> -

- I attended a meeting with school administration and support staff to discuss the week ahead and plans for student involved programs for the year.

### September 10<sup>th</sup> -

- I was out of the office this day due to department in-service training.

### September 11 -

- I received a call from a concerned parent regarding a 5th grade student who lives across the street from them. She said that this morning the 5th grade boy was running away from his mother and they were yelling at each other. She said that she heard the mom yell at the son to give her his backpack and he refused and quickly got on the bus. This parent was concerned that the student might have something in his locker that he was not supposed to have. I checked with school administration and they had received a complaint from some other students that the 5th grader had a “taser” in his backpack. That student was talked to by Mr. Kamoku and the student told him that they have a taser at home, but he did not have it with him. Mr. Kamoku said that he would check the student's locker and backpack. I went with him and stood by while that happened and nothing illegal was located but he did have a heat sensor device that could, to some, look like a taser. I contacted the parent back and told her of our findings.
- I attended an attendance meeting to discuss any truanancies with students and students who have been marked as truant due to not having proper records received from their new schools.
- While the 5th graders were eating lunch, I was out there talking with them and helping supervise their lunchtime. The 7th graders were outside for their recess. As the 7th graders were coming in from their recess I saw [REDACTED] (7th) through the window as he “flipped off” the 5th grade class. I caught [REDACTED] as he came inside, and he denied doing this and said “I didn’t do anything” and he walked away from me. I followed him to his locker where I had another conversation with him about his actions and then lying about it. He told me it was an accident and I told him that it was no accident. He finally admitted to doing this and he apologized.
- I was told that [REDACTED] (6th) left his classroom and his whereabouts were now unknown. I went to look for him and Ms. Ellingson was in the hallway and asked if I was looking for [REDACTED]. She said that he had come to her room and she had just walked him back to class.
- Troy Seyfert, technology coordinator, and I tested the 911 lines at all three schools. We found that the 911 lines worked at GDS but not at TP or CGS. An email was sent to TP and CGS staff informing them that until they heard different, they would need to use their cell phone in case of an emergency.

### September 12 -

- Mr. Kamoku asked me to contact a 5th grader who reported that the same student from the previous day, [REDACTED] (5th), told him that he had a taser at school. I talked with the

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

reporting student and told him that it wasn't in fact a taser and that it was a heat sensor. He was relieved and I thanked him for coming forward and reporting possible dangerous activity to an adult. I told Mr. Kamoku that contact should be made with the offending student and also the parents and tell them that he should not be saying that he has a taser at school to students and that he should leave the heat sensor at home. Mr. Kamoku and I later spoke with [REDACTED] and informed him of the consequences if this behavior continued. The parents were contacted by Mr. Kamoku.

- Troy Seyfert and I again went to TP to test the 911 lines and they were still not working. He made another call to the provider and we will test the lines later in the afternoon. After trying again later in the afternoon, we found that the issue was still not resolved. Troy Seyfert will again be working with the company to get this issue fixed ASAP and testing will occur again.

### September 13 -

- **2018-378426** - [REDACTED] (7th) came to my office and said that she had heard from another student that [REDACTED] (7th) had said that he wanted to "shoot her". She said that she did not hear this directly from [REDACTED]. I talked with [REDACTED] and he said that he did not say that and that there were several issues during summer and he believes that [REDACTED] is making this up because she wants to date him and he is not interested. Both sets of parents were notified and made aware of what was going on.
- I received a call from staff at Taylor Prairie who were concerned over a parent who picks up their child from school. They have said that they have seen a gun case and ammunition in the vehicle. I told them that as long as the gun was in a case, he was within the law. I also clarified this with Lt. Wagner.
- Troy Seyfert, the technology coordinator, asked if I could test the 911 lines again at Taylor Prairie and Cottage Grove Elementary. The lines are still not working. He said that a representative will be coming out on Monday, September 16th to remedy this issue. School staff was made aware to use their cellphones if they needed to dial 911.
- GDS had the first fire drill of the year. Students had to be reminded to stay quiet throughout the drill but other than that the drill went well for being the first one of the year.

## Week 3 / September 16<sup>th</sup> - 20<sup>th</sup> 2019

### September 16 -

- I attended a meeting with school administration and support staff to discuss the week ahead and plans for student involved programs for the year.
- I had received an email stating that [REDACTED] (7th) received a citation over the weekend for Criminal Damage to Property. He came to me and I talked with him about his behaviors lately and that he needs to be more aware of his actions and who he is hanging around with.
- Troy Seyfert and I, along with the phone company for the district, went to Taylor Prairie and Cottage Grove School and tested the 911 lines. They were finally operational, and staff was notified.

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

- [REDACTED] (8th) and [REDACTED] (8th) came to my office during their study hall to hang out and chat about their year and how their day was going. When their study hall was done, they went to their next class.
- While working the MG football game on the 13th, I received information from a middle school student that he was asked to go and smoke marijuana by [REDACTED] (8th) and some other kids that he provided names for. He said that he just wanted me to know. This student said that [REDACTED] and the other kids had already left the game and were no longer in the stadium. I was unable to locate any of the suspect students. I provided all of the students names to school administration and parents were contacted for their actions.

#### September 17 -

- **2019-384675** - Deer Grove EMS was called to the middle school for a student who had fell and possibly dislocated her knee. She was transported by Deer Grove EMS to the hospital.
- I was asked by the school administration to make contact with [REDACTED] (8th) down in the 8th grade area due to him refusing direction to put his cell phone away. I contacted him and he finally put the cell phone in his locker, and I escorted him to the office to speak with Mr. Kamoku. Mr. Kamoku gave clear direction and consequences if his phone were to be out again.
- [REDACTED] (8th) and [REDACTED] (8th) again came to my office during their study hall to talk to me and tell me about their day. When the class period was over, they went to their next class.
- **2019-386340** - I was requested to respond to the 6th grade area for an incident between two students. Upon my arrival I learned that the incident was physical. Both students were talked to and the student who was physical, was given an in-school suspension. It was decided that no law enforcement action would be taken for this incident.

#### September 18 -

- During morning supervision, I observed a person outside in the playground area that was not a student. He was talking on the phone and carrying a pair of shoes. I went outside and contacted this person and he said that he was the father of a student and that the student needed the shoes. The student came outside from inside and got the shoes.

#### September 19 -

- Mr. Peters asked for my assistance in his room to talk with [REDACTED] (8th) in regard to him not following directions. I went into his room and found that Mr. Kamoku also responded. We both talked with [REDACTED] and told him that he needed to follow directions and he was only having a hard time because he was not able to follow very simple rules. He finished his "Fix It" form and was allowed to go back to class with the understanding that he needed to follow directions.
- [REDACTED] (5th) left the library just before his lunch period and no one knew where he was. While I was checking the cameras, I learned that one of the school counselors found him at the bottom of the grand staircase. He was talked to with school administration about the safety concerns he created.

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

### September 20 -

- **2019-389913** - Staff placed a 911 call from a classroom in regard to a student having a seizure. A “Medical Hold” was placed which restricted access from the classrooms to the hallways until the situation was under control. The student was evaluated by EMS and parents were contacted. There was no transport and the student remained at school per the parent wishes.
- I, school administration, and the school nurse all met to go over the issues that came up with the EMS call to the school. There was some confusion amongst school staff on what to do during an emergency. A message was put out to staff by Principal Langer with clear instructions on what to do in this type of situation.
- [REDACTED] (8th) mother came in and met with Mr. Kamoku in regard to the information that she had received on September 16 in regard to [REDACTED] leaving with [REDACTED] (8th) to go and smoke marijuana. She took [REDACTED] in for a drug test and she had with her the results of his test which all showed negative in multiple areas of drug indicators. [REDACTED] wanted his mother to bring in a copy for myself, Mr. Kamoku and Mr. Verhage to show us that he is not like [REDACTED]. She said that [REDACTED] trusts all three of us and didn’t want us thinking ill of him in any way.

## Week 3 / September 23<sup>rd</sup> - 27<sup>th</sup> 2019

### September 23 -

- I attended a meeting with school administration and support staff to discuss the week ahead and plans for student involved programs for the year.
- While on my way to the police department to drop off some paperwork, I stopped a vehicle for failing to stop at the 4-way stop sign intersection of W Cottage Grove Road and W Oak Street/Southing Grange Street. The driver was given a warning.
- I was advised by the school social worker that [REDACTED] (8th) has been truant five days so far this year. She said that letters have been sent out and contact with the parent has been attempted with no contact back from the parent. We are planning on doing a home visit soon if we don’t hear from the parent.

### September 24 -

- I visited the middle school students who are attending MG21. They were just starting to learn about what their big project is going to be and what it will look like. It was nice to see the kids again that I have not seen in a long time.
- I was asked to come outside to get [REDACTED] (5th) because of his unsafe behaviors towards others outside at recess. I was able to get him to come inside with me where he sat in my office with me until Mr. Kamoku could speak with him. It was decided that he would spend the rest of the day in the Community Room and away from his peers. I got him his lunch and his work from the classroom so he could continue with learning.

- I checked in with [REDACTED] (5th) in the Community Room. He was doing great and was working hard on his work and had completed almost all of it.

#### **September 25 -**

- In the morning, administration and student services met in regard to MG21. We were informed that a student would be unenrolling from MG21 and would be starting back at GDS on September 26.
- One of our educational assistants came to me with some concerns about [REDACTED] (6th) because he wasn't eating lunch and she was aware of some issues in the home that he struggles with. I told her I would check with student services to see if he was on their caseload. I checked with the school counselor and she said that she was aware of this student and he was on her caseload.

#### **September 26 -**

- [REDACTED] (8th), [REDACTED] (8th) and [REDACTED] (8th) came to my office during their study hall to talk and hang out.
- I left early this day due to a prior obligation. While I was out of the building, I received a phone call from one of our patrol officers stating that he had received a stolen bike complaint. He said that someone had stolen a bike from the bike rack at GDS after school. I told him that I would look at the video surveillance the next day and let him know what I found.

#### **September 27 -**

- Mr. Kamoku sent me an email with an attachment of the bike theft incident. I was able to recognize the suspect as [REDACTED] (8th). I went to talk with Mr. Kamoku and he told me that he had gone to the [REDACTED] house and picked up the bike that [REDACTED] had stolen. The bike also had been painted in certain areas by [REDACTED] to conceal the real color. Patrol was notified and they took care of the incident. The victim also got his bike back.
- [REDACTED] (8th) was with me during her gym class period. She had received a concussion earlier in the week and was not able to participate in gym. She asked Mr. Mikelbank if she could be with me during her gym time. She was able to help me out by separating t-shirts for volleyball.
- There was an incident during 8th grade lunch with some of the male students taking food off another student's tray so he was unable to eat. All the boys were talked to and the other student received a new lunch.
- Due to [REDACTED] (8th) actions regarding the bicycle theft, he was given an in-school suspension for the rest of the day. He was having a hard time processing his consequences and was crying. He walked back into the office away from the in-school suspension room and laid down on the floor of the conference room. I went in and talked with him and told him that this was a learning opportunity for him to think about what he had done. I told him that if he wanted to talk that I was here. It was his lunch time and I went and got him his lunch and brought it back to him in the conference room.

- I received two calls from the high school due to Officer Wunsch being out. They had a question in regard to a parent wanting some property from her child and the other phone call was due to a suspicious vehicle in their parking lot.

## **Week 4 / September 30<sup>th</sup> - October 4<sup>th</sup> 2019**

### **September 30 -**

- No school today for the students. I went to school and worked on our upcoming safety drills and catching up from the prior week.

### **October 1 -**

- I joined Ms. Bussan's advisory group in the morning. I thanked them all for the nice Thank You cards they wrote me. I was invited to stay for their advisory session. During this session they were talking about "8 Essentials" in reference to their Character Strong curriculum.
- I attended a truancy meeting for [REDACTED] (8th). He has four trancies as of this date. His mother stated that she is going through some difficult times and some of those times she was unable to call him in to school.
- I attended a meeting at the district office in regard to our emergency notification and reunification system.
- [REDACTED] (8th) usually leaves in the afternoon to attend his Steps program. Steps is a program where students have access to an integrated therapeutic school environment that focuses on coping skills, social skills, school readiness and family dynamics. He did not have transportation that day. He came to my office to talk to me about how he is doing before returning to Mr. Bartman's office to complete some work.

### **October 2 -**

- I was out due to my son being ill.

### **October 3 -**

- I met with Emily McKee (School Counselor) in the morning. She was given information about [REDACTED] (5th) and [REDACTED] (5th) who were potentially wanting to start fights with another student, [REDACTED] (5th). I later spoke with [REDACTED] and [REDACTED] and we talked about being kind and if you don't get along with someone to stay away from them. They agreed to leave [REDACTED] alone.
- I had to leave to go my intoximeter recertification.
- A member from the outreach department from the Department of Criminal Investigations came to give their online safety presentation to Mr. Sonn's 6th grade health classes.

#### October 4 -

- [REDACTED] (8th), [REDACTED] (8th), and [REDACTED] (8th) came up to my office to say hi and talk during their study hall
- [REDACTED] (7th) came up to me during lunch and was talking to me about his day and asking how my day was. He remembered me teaching his personal safety class while he was in 6th grade and thanked me again for coming in.
- I taught personal safety in Mr. Sonn's 6th grade health class.

## Week 4 / October 7<sup>th</sup> - October 11<sup>th</sup> 2019

#### October 7 -

- I attended a meeting with school administration and support staff to discuss the week ahead and plans for student involved programs for the year.
- My usual group of students came up to my office during their study hall to do some work and talk
- I was allowed to start the Quick 50 program at the middle school. The high school has been doing this program for the last three years and have seen success in it. I posted the posters that were approved posters around the school.
- I was asked to assist with [REDACTED] (5th) during his lunch because he was refusing to follow his new plan. He is finding it difficult to have recess with his peers because of his behavior so a new plan was enacted that he is refusing to follow.
- I was asked to intercept [REDACTED] (8th) as he was coming in from outside during gym class. He had a roll of toilet paper that he was refusing to give to his teacher. He gave the toilet paper to me and I made him pick up what he had dropped on his way back inside the school.
- [REDACTED] (6th) was reported missing but was soon found by a staff member.
- **2019-417492** - A student came to my office to report that another student had a vape pen in their locker. This tip was due to the Quick 50 program. The tip led to a successful recovery of a vape pen in the student's locker. A citation was issued to that student and the tipster received \$50.00 for their tip.

#### October 8 -

- Mr. Kamoku asked if I would accompany him to [REDACTED] (8th) locker as he searched it. He said that he had received information that there was possibly illegal drugs or paraphernalia in his locker. Mr. Kamoku searched the locker, and nothing was found.

- **2019-417871** - A student came to my office to report that another student had a vape pen in their locker. This tip was due to the Quick 50 program. The tip led to a successful recovery of a THC oil cartridge for a vape pen in the student's locker. A citation was issued to that student and the tipster received \$50.00 for their tip.
- I attended the monthly SRO meeting at the Ferris Center in Madison with the other Dane County SRO's. Schools in Dane County are seeing a large spike in the presence of vaping in the schools.
- GDS held the monthly fire alarm. There were no issues.
- There was information from some students that [REDACTED] (8th) had possibly planted the illegal items in the two students' lockers that were reported earlier. Video surveillance was watched and no evidence of this was found.

#### **October 9 -**

- I was asked by Ms. Hamer to speak with a 5th grade student who felt that he was hit in the head by a ball on purpose by another student. Ms. Hamer told me that the student had then taken the ball and purposefully threw it at the other student's head hitting him. I watched the video and spoke with the student who was refusing to accept that he did anything wrong and it was all the other student's fault. Mr. Verhage later talked to him.
- The MGHS marching band came to the school to march outside and play music for the GDS students. The GDS students seemed to have a great time with it and were very well behaved.
- My usual study hall crew came up to my office to do their work and talk.
- [REDACTED] (8th) came to my office during his Spanish class because his partner was in and In School Suspension. He asked if it would be possible to work with his partner in the room to get the assignment done. I took him to where the other student was, and they completed their assignment.
- I was told that the Quick 50 program was being suspended due to stir it has caused with students, certain staff feeling that it was targeting students of color, students should come forward because they are doing the "right thing" and not for \$50.00, along with other reasons that did not make sense to me. The program was a success in the two days that it was enacted, and drugs and paraphernalia were removed from the school.

#### **October 10 -**

- GDS had its first K9 search of the year. There were some alerts on lockers, but nothing located when searched.
- I left school early to go to the Capitol to receive the First Responder of the Year Award. It was an honor to receive this award.

#### October 11 -

- I completed some reports and caught up on paperwork.
- I asked asked if [REDACTED] (8th) could sit with me in my office. She was sent out of class for her behavior. She does not get along with one of her teachers and is frequently sent out of his class. I talked with her a little about this and she said that she would try harder.

## Week 5 / October 14<sup>th</sup> - October 18<sup>th</sup> 2019

#### October 14 -

- I arrived at the school later in the day due to my jury duty summons

#### October 15 -

- [REDACTED] (7th) came to my office to report that he, his brother [REDACTED], and their friend [REDACTED] were all followed the previous evening by subjects in a “big truck” and at one point the people got out of the truck and he thought that they had a gun. I spoke with [REDACTED] (8th) and [REDACTED] (7th) and they both told me the same information. None of them could say for sure what was in the subject's hands. I sent an email to patrol.
- My 8th grade study hall “crew” were in my office
- I was informed that [REDACTED] (7th) during the volleyball game on October 14th, had pulled open the door to access the AED. The supervisor came to me that evening as she did not know how to turn it off. I told her to find a custodian as they have that ability. It was taken care of. I informed school administration of what happened, and [REDACTED] was placed in the community room for his lunch period and recess as a consequence of his actions. I also talked to him about not accessing the AED and that it was for medical emergencies only.

#### October 16 -

- **2019-429823** - I was called to the office before the school day had started to meet with a parent. The Dean of Students was also in the room with the parent who had several light bulbs sitting in front of her on the table. Her daughter who is in 8th grade was also with her. She told me that this was the second time her light bulbs have been taken by other students. The other students were identified as [REDACTED] (7th) and [REDACTED] (8th). I was told that [REDACTED] (7th) was with them but he did not take any. Due to several issues with [REDACTED] and [REDACTED], plus the fact that it was later learned that just prior to this incident, [REDACTED] stole a bicycle (2019-492837), they were both referred to the Dane County District Attorney's Office for theft.
- **2019-492837** - I was driving to a meeting when I heard Officer Jeffords get dispatched for a stolen bicycle complaint. I was able to read the call information and learned that there were juveniles involved and the caller had caught them on camera. I was later able to meet with Officer Jeffords and identify the juveniles for him. I contacted the juvenile at school, and he

admitted to taking the bicycle but said he was going to give it back. Charges of theft were referred by Officer Jeffords to the Dane County District Attorney's Office for theft.

- I attended a safety meeting at the district office.

#### **October 17 -**

- I completed some reports and conducted follow up on **2019-212822**.
- [REDACTED] (5th) was having a difficult time listening to directions. I assisted staff in getting him to comply.
- [REDACTED] (7th) was in the office during lunch time. He usually leaves to go to another location off site to finish his day however he was not going today. I let him hang out with me in my office until I had to leave for a meeting.
- I went to the Cottage Grove PD for a meeting
- I received a phone call from school indicating that they had received a phone call from [REDACTED] mother who told them that she came home from lunch and [REDACTED] (7th) was at her house and he was crying. He was marked truant this date because he was not at school. I went to the house and contacted them and was able to contact [REDACTED] mother who wanted me to transport him home. [REDACTED] said that he was crying because there were noises at night and banging on the walls. He was not crying while I was there.

#### **October 18 -**

- I saw [REDACTED] (5th) in the office in the morning before classes started. I asked him if I could help him and he said that he was there to serve the rest of his suspension. It was later learned that while outside before school started, he punched another student. The Principal and his teacher met and handled the situation and his consequence.
- [REDACTED] (8th) and [REDACTED] (8th) came to my office during their study hall to talk.
- I worked on paperwork and reports
- I was told that [REDACTED] (7th) was causing some problems in his classroom and that he needed to go to another classroom, but he was refusing. I went to get him, and he came with me into the hallway. I told him that he needed to go to a different classroom, and he refused. He sat down in the hallway and was being defiant and refusing to listen to me. He is never like this towards me and I reminded him of who he was talking to. He finally walked in the direction of his classroom. He later came up to my office and apologized for his actions and behavior towards me.
- I was asked by the Dean of Students to contact a parent and inform her of an incident between her son and another student. He said that he tried to talk to her and tell her what happened, but she was not really believing him. I watched the video and informed her of what I saw on the video and that her son was more involved in the incident than he was telling her.

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## Week 6 / October 21<sup>st</sup> - October 25<sup>th</sup> 2019

### Saturday, October 19 -

- **2019-434765** - On my day off I received information from a teacher of a school threat that had been posted on Snapchat by a student, [REDACTED] (8th). She sent me the picture that was sent, and it was of two guns and the text stated that he was going to “shoot up the school” and that he wasn’t “playing”. I responded to the police department and contacted patrol and assisted patrol in getting them the information they needed to go and contact [REDACTED] and take him to the Dane County Juvenile Reception Center (JRC). I was later informed that he was located and at JRC.

### October 21 -

- Detective Anderson and I responded to JRC to talk with [REDACTED] (8th). He finally admitted to us that he did in fact send the message and told us what had really happened. He said that he was not serious and that he was only joking around.
- The Principal and I attended the custody hearing for [REDACTED] (8th) at the Dane County Courthouse. It was recommended that he go home with his aunt whom he lives with. He was released to his aunt.
- **2019-437929** - After I had gotten home after work, I was contacted by a parent whom I know, and she sent me a threat that [REDACTED] (8th) had sent regarding school to her son. The message read, “Don’t come to school tomorrow, we killin everyone who snitched). Due to patrol being busy on a priority call, Detective Anderson and I responded into the police department to work this case. After checking several spots for [REDACTED], he was finally located and transported to the police department. He refused to answer questions without a lawyer present, and he was transported to the Dane County Juvenile Reception Center.

### October 22 -

- [REDACTED] (7th) came to my office to talk to me. He was having a rough time dealing with what was happening to his brother in regard to his arrest for the threat’s complaint. I talked with him and told him that he could come to me throughout the day to check in with me if he needed to.
- I conducted follow up in regard to **2019-437929**
- My 8th grade study hall crew came to my office to talk
- The Principal and I attended the custody hearing for [REDACTED] (8th). He was given home arrest and will be on a GPS ankle bracelet.
- **2019-438980** - While the Principal and I were at court, we were informed that there was a pretty significant fight that occurred on the playground during 8th grade lunch recess. When we got back to the school, we both watched the video footage of the fight. This incident resulted in

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several charges, including Battery, Disorderly Conduct, and Party to a Crime, being referred to the Dane County District Attorney's Office against three students.

**October 23 -**

- I conducted follow up on 2019-438980 by talking with the victim. He had a visible injury to his face which was photographed.
- The Dean of Students and I were notified by one of the school counselors that the victim's sister of the fight the previous day, had been harassed by one of the siblings of one of the suspects. She was very upset and crying due to the interaction. The student was called to the office and informed not to have any further contact with anyone related to this incident. He was also informed of possible police consequences if it were to continue.
- There was an attendance meeting where students who were in attendance troubles were discussed.
- I conducted more follow up on 2019-438980 by talking with the suspect by phone. His mother was also talked to and informed of the consequences.
- The parents of another suspect in regard to 2019-438980, came to school to meet with school administration and I. They were informed that their child was being referred to the Dane County District Attorney's Office for her involvement in this incident.

**October 24 -**

- My 8th grade study hall crew came to my office
- [REDACTED] (8th) came to see me in my office. She completed her work and wanted to see me. She is a big basketball player and her father is a coach at East High School. Her brother plays basketball in college and she showed me some videos of her brother playing basketball.
- I completed some paperwork and reports

**October 25 -**

- A 5th grader came into the office with cookies and she was handing them out because it was her birthday!
- Completed more paperwork and reports
- My 8th grade study hall crew came to see me again

## Week 7 / October 28<sup>th</sup> - November 1<sup>st</sup> 2019

### October 28 -

- The end of the quarter is at the end of the week so GDS held its End of Quarter Student Assemblies. Students were recognized for their positivity and the Project Unify students held two games for students.
- School administration and I held our meeting where we talked about the last weeks incidents and what we have going on during this week.
- I worked on some more paperwork and reports
- I conducted a home visit at 2768 Gaston Road with the Principal of Taylor Prairie. Contact was made with the grandparents of the child and information was provided to them about contacting their daughter who has not enrolled her child into a school.
- [REDACTED] (8th) was experiencing a slight crisis and was refusing to leave the school and get in her taxi that takes her home. I was able to talk with her and told her that either she take the taxi home or I would be taking her home. She chose the taxi.

### October 29 -

- I helped with [REDACTED] (7th) who was having a bad day. He was able to get his act together and make it through the day.
- [REDACTED] (8th) and [REDACTED] (8th) came to my office to talk. They were done with their class work and wanted to come and see me.
- I was told by a custodian that he walked into the 7th grade boy's bathroom and upon walking in, there was a student who was standing on the sink. He said that he told the student to get down which he did, and he left the bathroom. The student was identified by the use of the camera system and his name was given to school administration.

### October 30 -

- Two members of the American Heart Association came to the school because they are running a campaign in regard to Vaping. They will be doing a presentation for the students on an upcoming date!
- I conducted follow up on **2019-437929**. I responded to [REDACTED] (8th) home to get the code for his cellphone due to us obtaining a search warrant to search his phone in regard to this case.
- I attended a phone conference for the SRO Committee meeting for our annual SRO Conference that is held in June.

- [REDACTED] (7th) has been complaining of frequent headaches. I told him that he needs to drink more water or get a water bottle so he can keep refilling it. He said he didn't have a water bottle. I cleaned out a spare water bottle that I had and gave it to him.
- At the end of the day [REDACTED] (8th), [REDACTED] (8th), and [REDACTED] (8th) came to my office to talk.

#### **October 31 -**

- No school for students. I went to the school to catch up on paperwork.

#### **November 1 -**

- No school for students or staff. I also took the day off.

## **Week 8 / November 4<sup>th</sup> - November 8<sup>th</sup> 2019**

#### **November 4 -**

- [REDACTED] (8th) and [REDACTED] (8th) came to my office in the morning to talk. [REDACTED] was having issues with some of her friends and felt left out because she was not invited to a friend's house for a party, but all of her other friends were.
- I was informed that there was a Snapchat video that was posted, and it was with [REDACTED] (8th) trying to siphon gasoline out of a vehicle. He is on home detention in regard to 2019-437929. I contacted his home detention worker and notified her of this information
- [REDACTED] (7th) was in the office and he had the water bottle that I gave him. He thanked me again for the water bottle and said that he has been drinking a lot more water and that he has been feeling better.
- I was asked to help with [REDACTED] (7th) because he had already bitten his teacher and was destroying items in the hallway. I contacted him and he was trying to rip some laminated papers that he tore from the wall. I got him to stop and walk with me to Mr. Peters' room so that he could calm down. He later sat with me for a while before I walked him back to class. [REDACTED] is one of our special education students who I have a good relationship with, and he has always been good at listening to me.

#### **November 5 -**

- I was asked to sit with a 6th grade student for the remainder of his lunch. He was instructed by one of the lunch supervisors and he did not follow the instructions and decided to yell at the lunch supervisor.
- My regular 8th graders who come to see me during their study hall came to my office, but I was not able to sit with them because I was with another student. They didn't like it, but they got over it!

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- I was asked to help by supervising the 8th grade Spanish class for approximately 20 minutes at the start of their period. The kids were very surprised to see me and happy that I was there. They had work to do on their chromebooks and they eventually settled in and started their work.
- Taylor Prairie called me and said that they were having the same issue with the same family of no one answering the door when the kids were let off the bus. They were able to make contact with the family as the bus returned to the school with the kids. A meeting will be set up to discuss this continual issue.

#### **November 6 -**

- I attended a safety meeting at the district office to look at a program in addition to our Raptor visitor management system. This system will allow for a more streamless reunification process in case of an emergency and evacuation. After this meeting we discussed the continuous safety drills for each school.
- During 5th grade lunch there was a dispute between two boys over a pen. One boy reported that he dropped it and the other one said that he found it, so it was his and he wanted it. He gave me the pen and I gave it back to the student who said he lost it. The other student was not happy, but I reminded him that it was only a pen.

#### **November 7 -**

- I was asked to get [REDACTED] (5th) out of class because he had kicked another student and yelled profanities. He came with me with no issues to the office where he met with Mr. Kamoku.
- I was asked to review video surveillance to see who was responsible for a large yogurt mess in the hallway. I was able to find that there was no bad intention to the spill, and it was accidental by 5th grade students
- I was asked to review video surveillance in regard to a fight that occurred in gym class during 5th grade gym class. I found the video and showed the video to administration and they took care of consequences for the involved students.
- I was asked to attend a parent meeting at Taylor Prairie. There is a family with two students in kindergarten and there have been several incidents where the kids were transported back to school by bus because no adult came to the door to meet the kids getting off the bus. Parents said that they would do a better job of being home. A plan was put in place if this were to happen again.

#### **November 8 -**

- [REDACTED] (7th) came to my office for a break. He was struggling in class and wanted to take a five-minute break. He sat with me and after five minutes he was ready to go back to class.
- I was asked to get [REDACTED] (7th) from his classroom and take him back to his homeroom teachers' classroom. He would not listen to any of his teachers when he was asked to go back to his homeroom. I got to the room and told him to come with me and he did.

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

- I was asked to review video surveillance in regard to a fight that happened during 5th grade recess. I found the altercation and administration took care of the consequences for the students involved.
- During 6th grade lunch there was an incident involving several male students who were chasing each other. After lunch, several of the boys came to the office to make a complaint against one boy, [REDACTED] (6th), who was making unwanted movements towards their private areas and making inappropriate comments. He was talked to about his actions and behavior and warned that if it were to continue that he could face law enforcement consequences. School administration took care of school consequences for his actions and behavior.

## Week 9 / November 11<sup>th</sup> - November 15<sup>th</sup> 2019

### November 11 -

- I attended a meeting with school administration and support staff to discuss the week ahead.
- [REDACTED] (7th) came to my office for a five-minute break.
- Right after 5th grade lunch I was informed that there was a fight in the hallway between several 5th grade boys. All the boys were brought up to the office where school administration dealt with the behavior issues. I showed school administration the surveillance footage.
- I attended a behavior plan meeting for [REDACTED] (6th) due to some increasing behaviors due to his disability.

### November 12 -

- I went to the SRO meeting at the Ferris Center. Same issues of vaping and fights seem to be the issues across the schools in Dane County.
- I went to the high school to have lunch with [REDACTED] (9th). I saw her over the weekend, and she talked to me about how well she is doing up at the high school. She asked if I could come and have lunch with her. It was great to see her so happy.
- While I was at the high school, I got a phone call from Cottage Grove Elementary School asking if I could come and talk with [REDACTED] (3rd) who had been “banging” things around and not listening. I called patrol and they went over to deal with her. [REDACTED] often is like this and the end result is usually her getting picked up by a parent.

### November 13 -

- One of the Special Education Assistants asked for my assistance in talking with [REDACTED] [REDACTED] (7th) due to his unsafe behavior. He was refusing to do any work and had tried to kick her. I went and contacted him, and he was with another staff member and seemed calmed down. I talked with him about his unsafe behavior and asked him to do his work. He said he would be okay, and he started to do his work.

- I talked with [REDACTED] (7th) who was seen on camera from Monday, picking up a piece of a magnet from one of the fire doors. I asked him where he had put it so that it could be replaced and fixed. He said that he gave it to someone, but he couldn't remember who he had given it to. I informed the custodian and he will be re-ordering the part for the door.
- [REDACTED] (7th) wanted to help me during lunch in holding the doors open for the kids when they came inside from recess. After we were done, I walked him to his locker and helped him put his things away and I walked him to class. He is one of our special education students who I have a great relationship with.
- I was called by Mr. Peters, who is one of our Educational Assistants who is in charge of the room for students who need a break from class, are in an in-school suspension, or get sent out of class and due to behavior are not allowed back to that class. He said that [REDACTED] (6th) left his room and was refusing to listen to directions. I met [REDACTED] in the hallway and he said that he needed his artwork. I went and got his work for him and he said that he wasn't going to do it because his teacher didn't teach it to him. I told him that he would have a better understanding of what he was to do if he were able to behave in class and not be disrespectful to his peers and teachers.
- I was called again by Mr. Peters in regard to [REDACTED] (6th) walking out of his room. Mr. Verhage and I contacted [REDACTED] and told him that he needed to stay in the room and follow directions and if he couldn't do that, his father would be contacted.
- I was informed by one of our night custodians at the end of the day that he found that two lockers had been drawn on with markers. I was able to look back at the surveillance footage and identified two students who were involved. They were [REDACTED] (5th) and [REDACTED] (5th). I informed the school administration and they will be taking care of this issue with the two students.

#### November 14 -

- I helped in getting a student out of his classroom. Administration was in a meeting so I went to get him and had him sit with me in my office until Principal Langer could meet with him.
- [REDACTED] (5th) was in my office during his first recess completing a "Harassment Form". He said that he was constantly being bothered by one of his classmates.
- **2019-473219** - I received information that a burglary was going to be taking place at a residence in the Town of Cottage Grove. I notified the Dane County Sheriff's Office and they were able to arrest the suspect when they showed up at the residence.
- I was asked to review video from a 6th grade gym class after there was a punching incident between two boys. The boys were identified and spoken to by school administration.
- **2019-472009** - I was informed that there was an incident between three 5th grade boys and a 5th grade girl during lunch recess. The girl, [REDACTED], was sent home due to a possible head injury after reportedly being pushed to the ground. School administration was already aware of this incident however the mother of [REDACTED] called and was extremely upset and yelling at a staff member over the phone. I spoke with the mother and told her that I was investigating this

incident and her behavior was unacceptable. During my investigation I learned that this was not a fight and [REDACTED] was not pushed to the ground as she reported.

#### **November 15 -**

- I promised fruit snacks to [REDACTED] (8th) in the morning because of her willingness to get in her cab after her day was done at 1300 hours the previous day. She sometimes struggles with wanting to leave and can partake in unsafe behavior. I told her that if she were to do what she was supposed to do that I would bring her fruit snacks. She later said to her teacher “that made my day”.
- [REDACTED] (8th) wanted to talk to me in regard to him being bothered by another student in his grade. He told me that he has told him to stop but the other student does not listen. We talked about some strategies and he told me that he would try again before having me talk to him.
- **2019-473479** - A parent of a 5th grader reported an unknown adult male was messaging and had tried to video chat with his 10-year-old daughter through Instagram. He was able to provide me with the username of the individual. He told me that it was just the messaging and the attempted video chat.
- There was supposed to be a truancy meeting with a parent and her child however the parent was a no show, so the meeting was cancelled. Her child was at school today.

## **Week 10 / November 18<sup>th</sup> - November 22<sup>nd</sup> 2019**

#### **November 18 -**

- I was asked to help with one of our special education students, [REDACTED] (7th) who was refusing to go to his next class and was starting to become physical towards staff. I went to help, and he was still being physically aggressive and was ultimately restrained by myself and two other staff members to keep him from kicking and hitting us. We were finally able to get him to come into the office where he sat with the Dean of Students until he was calm.
- [REDACTED] (6th) was kicked out of class due to his behavior. He came up to the office where I told him to have a seat before he was sent back to class.
- I was asked to review the surveillance footage during 8th grade lunch for boys smashing food items with their heads and then not cleaning it up. The boys were identified and were told to clean it up, which they did.

#### **November 19 -**

- I was asked to review the surveillance footage during 7th grade recess. There was a fight between [REDACTED] (7th) and [REDACTED] (7th). I showed the video to the Dean of Students and the kids were given a school punishment for their involvement.

- I was asked to go to Ms. Vesperman's art room to get [REDACTED] (5th) out of class. He was not listening to directions and being defiant over a simple request. He willingly came with me where he told me what the issue was. All he had to do was draw a window in a parody drawing and he didn't want to. I told him to just draw the window. He finally drew the window and was allowed to go to his next class. I gave the drawing to Ms. Vesperman for him.

#### November 20 -

- I was informed that a student had accidentally pressed the fire button in the elevator. I made sure there was no emergency and the alarm company was told to cancel the alarm.
- Project Unify kids came around to the office and handed out thank you cards to staff thanking them for their work!
- I was asked if I could help with a 5th grade class until the substitute teacher got to the classroom. The kids were super excited to see me and wanted me to be their teacher.
- [REDACTED] (8th) came to me during his free time in art class. He was not feeling well and wanted to come to my office to talk with me.
- [REDACTED] (7th) sat with me during his lunch period due to his behavior. He finally was able to make it to class however, during his last class of the day he needed to be removed due to his behavior. I went to his room to get him and he came with me. On the way to my office, I saw several mini marshmallows by his locker. He said that they fell out of his locker. I told him to clean up his mess and he was given a broom and he swept up the marshmallows!
- [REDACTED] (7th) was in the office several times because he was struggling. I let him have a 10-minute break in my office before sending him back to class. Fifteen minutes later he was back in the office. Mr. Johnson was able to take him to his office.

#### November 21 -

- I was asked to review video surveillance footage of the 7th grade gym class due to a student being injured. It was found that another student ran across the gym and ran into the other student. It did not appear as if the student did this intentionally and they were fooling around for quite some time.
- I was asked to help the school nurse locate a 7th grade boy who had apparently called his mom from the 7th grade boys' bathroom because he saw some blood on the student who was injured in gym class and he wasn't feeling well. We checked the bathroom and he wasn't there, and we walked by the classrooms and saw him in class. We did not contact him, and we left him sitting in class.
- [REDACTED] (7th) was out of class several times and in the office several times. He refused to stay in class. He was told that he needed to stay in the Community Room with Mr. Peters if he could not handle being in class.
- **2019-481973** - I was contacted during 7th grade lunch recess to come and remove [REDACTED] (7th) from recess. I got him to come with me where I talked with him and he mentioned that

there was a fight amongst some 7th graders and he was very angry with the victim in the incident. I learned that there was a physical fight between several male students because of rumors stemming from the injury to a student in gym class earlier in the day. I was able to view the entire incident on the surveillance videos. One student was cited for Disorderly Conduct due to his continuous physical behavior towards the victim. That student along with several other students received school consequences.

- One of the lunchroom supervisors told me that a 5th grade girl had told her that a 7th grader, whom she didn't know, kept stealing her food during lunch. I was able to watch the surveillance videos and observed [REDACTED] (7th) taking food from the students tray quickly while the other student was not looking. I talked with [REDACTED] and she first denied it, but I showed her the video and she still was trying to say that she had asked the girl. I told her that she was lying about what really occurred because that is not what the video showed. She changed her story again and was more concerned that the girl "told on me". I told her that if she were to do this behavior again, she would be cited.

#### **November 22 -**

- I was asked to remove [REDACTED] (7th) from his class as he was not following the direction from the teacher to go to the office. He came with me and he was placed in the Community Room with Mr. Peters for the rest of that class time.
- [REDACTED] (5th) needed to come to the office from his gym class due to an incident the previous day. I walked into the gym and the kids were playing a game of tag where they had to get from one side of the gym to the other without the "taggers" getting them. Mr. Zwiefel saw me alone on one end of the gym and included me in the game. Once the kids found out, they tried to tag me!
- I was asked to watch surveillance footage for a reported pushing/shoving match between some 5th grade boys during their recess.
- I was called down to Ms. Gorski's classroom to assist due to [REDACTED] (6th) who was in crisis and destroying her room by throwing everything around. [REDACTED] is one of our special needs kids and when he gets upset, he becomes very destructive and can become physically violent. He was alone in the room and confined and was not a danger to himself or anyone else at that time. After quite some time he calmed down and his mother arrived and took him home.
- [REDACTED] (6th) was continually out of class and coming to the office. Mr. Verhage and I had a talk with him about his behavior and he was told to go to class.
- I was informed that [REDACTED] (8th) and [REDACTED] (8th) may have taken a wallet that was left in the gym and taken the contents out of the wallet. I talked with [REDACTED] and he was able to get the items back from [REDACTED] and they were returned to the student.
- Mr. Kamoku and I met with [REDACTED] (7th) parents in regards to the fight during 7th grade recess where he was the victim. Mr. Kamoku spoke with them and I informed them that one of the boys received a citation for Disorderly Conduct.

- I was asked to get [REDACTED] (8th) out of her classroom. She had already been addressed three other times by staff to stop disrupting the class. I went down to the classroom and she was at first refusing to leave the classroom but then after the third time of me telling her to come with me, she listened and came with me to the Community Room where she finished out that class time.

## Week 11 / November 25<sup>th</sup> - November 29<sup>th</sup> 2019

### November 25 -

- I was asked to remove [REDACTED] (7th) from his class as he was not following the direction from the teacher to go to the office. He came with me and the teacher came out into the hallway to pass on some information, [REDACTED] called her a “whore”. I yelled at [REDACTED] and informed the Principal of what was said, and he was given an out of school suspension.
- I was asked by one of the 5th grade teachers to talk to two 5th grade boys who are always hands on with each other. The teacher told me that several adults have told them to stop and they do not listen. I spoke with both boys and told them that they needed to keep their hands to themselves and they said that they would.
- I taught Internet Safety for two 6th grade health classes.

### November 26 -

- [REDACTED] (7th) mother called the school and informed them that her son was being picked on by [REDACTED] (7th) and [REDACTED] (7th). This stemmed from the fight that occurred November 21st. It was reported that both [REDACTED] and [REDACTED] were calling [REDACTED] “Strawberry Shortcake” because his hair is dyed red. They were all talked to by the Dean of Students and I, and were told to not have any contact with each other.
- I taught Internet Safety for the last group of 6th graders in their health class.
- **2019-417119** - I was asked to assist with [REDACTED] (5th) after school because he was not following direction from the Assistant Principal, was running around inside and outside of the school to avoid the Assistant Principal, and showed up in the computer room for Coding Club after he was told that he was not allowed to participate in the club for the night because of his behavior. The Assistant Principal and I had to physically take [REDACTED] to my office. Once in the office, he “donkey kicked” me in my leg just above the knee, which later resulted in a bruise. I am now the third adult that [REDACTED] has hit/kicked and he has assaulted several other students throughout the year. Charges of Disorderly Conduct and Battery to PO were referred to the Dane County District Attorney’s Office.

**November 27 - Thanksgiving Break**

**November 28 - Thanksgiving Break**

**November 29 - Thanksgiving Break**

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

## Week 12 / December 3<sup>rd</sup> - December 6<sup>th</sup> 2019

### December 3 -

- I worked on paperwork and reports
- I was asked to review video footage for MG21 school to see if two middle school students arrived to school. We were told that they were absent however the boys stated that they showed up and no one let them inside. After looking I saw the boys and saw them go to the door and waiting but no one let them inside.
- I was asked to review video footage of the loading dock door of GDS. Someone had used their key and not swipe card to access the school and set off the alarm. It was found to be a custodian who arrived early in order to salt the parking lot.
- I attended a meeting at the district office regarding the Student Tools for Emergency Preparedness (STEP) program that will be introduced to students in the Monona Grove School District. A kickoff campaign which will include an appearance from the Governor will be held on December 10th at Winnequah Elementary School. STEP is designed to teach students how to prepare for various emergencies including tornadoes, flooding and storms. It also encourages them to share the information with their families and to develop their own family emergency plan. Along with the knowledge learned through STEP, each student takes home a starter emergency kit.

### December 4-

- I attended an Emergency Action Plan meeting at the high school with Officer Wunsch (Monona SRO) and the High School Athletic Director. We are coming up with emergency plans for after school sporting events which are held at various locations depending on the sport being played. This will be a continual project which we will meet a few times to discuss until it is finalized.
- The school social worker and I attempted a home visit at the residence of [REDACTED] (6th). She has been repeatedly called in sick from her mom. The social worker wanted to meet with the mom because there were some reports that were not accurate as to what [REDACTED] was telling her mother for what happens at school. No one appeared to be home.
- I was asked by the Assistant Principal at GDS, Mr. Kamoku, to accompany him while he conducted two home visits with two 8th grade students who had been previously expelled from GDS earlier in the year, however, were still receiving their education at the district office. It was reported to him by the teacher at that location that the two students had a strong odor of marijuana on them when they came in. After speaking with both students, it is believed that one of them had the marijuana in a coat pocket of a coat that belonged to their brother. Neither student was exhibiting any signs of using marijuana and I was not able to detect the odor on them. The coat had already been picked up by the brother and was not at the home when we arrived.

#### **December 5 -**

- The 7th graders participated in the Courage Retreat that is a program through Youth Frontiers. The courage retreat is a program that allows students to identify personal fears and understand that everyone has them, commit to acting with courage to make school a better place, and deepen relationships with classmates to break down social barriers. This program is 5.5 hours long and they all did a fantastic job.
- I went to the Cottage Grove Elementary School to see the kids at lunch. While I was there, I was asked to assist with [REDACTED] (4th) who was causing a disturbance in his classroom and not listening to his teacher. Principal Foster and I went to the classroom and talked with [REDACTED]. I helped him get his lunch and then took him to Mr. Foster's office where he completed his work before being allowed back to class.

#### **December 6 -**

- I was asked to review video footage for two students who were disconnecting some climbing rope on the climbing wall in the gym. Due to the room separator curtains, I was unable to see that area of the wall.
- I completed paperwork

## **Week 13 / December 9<sup>th</sup> - December 13<sup>th</sup> 2019**

#### **December 9 -**

- Chief Layber, Lt. Wagner and I spent the morning and afternoon at James Madison Memorial High School with Dane County Emergency Management and several other agencies, participating in a Family Reunification Drill. Needs for a reunification area were discussed as well as what has been learned from past incidents. This is a work in progress for Dane County Emergency Management.
- There was another meeting at the district office regarding the STEP presentation for December 10th. We discussed the logistics and how the program would be laid out. Later in the evening, I received an email that the program was going to be postponed because the Governor was no longer available.

#### **December 10 -**

- [REDACTED] (7th) came up to the office because he was looking for contact information for one of his mentors so he could check and see what time they were coming today. I was able to find the information for him and found that he was scheduled to come on December 11th. I walked him back to his class.
- I went out in the community and met with some businesses in regard to the district MOU's in regards to short term evacuation sites and family reunification in case of an emergency and a complete evacuation of the school needed to take place.

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

- [REDACTED] (7th) was back out of class and came to my office. He didn't want to go back to class so I gave him a five-minute break and walked him back to class.
- I watched a Webinar about "7 Questions You Should Consider When Creating Your District Emergency Action Plan"

## **December 11 - POLICE DEPARTMENT INSERVICE TRAINING**

### **December 12 -**

- I was asked for assistance from our Detective in regard to an investigation. I assisted as requested and was at the school shortly after 9am.
- I visited Taylor Prairie and spent time with kids while they ate lunch
- I met with management at Learning Ladder who wished to set up an Active Threat presentation for their staff. We discussed items they want covered with their employees. This training will happen after the first of the year.
- I was asked to get [REDACTED] (6th) from his class. There was a substitute teacher and he was not going with the program.
- **2019-510451** - I was informed of an incident after 8th grade lunch in the hallway with two students, [REDACTED] (8th) and [REDACTED] (8th). [REDACTED] came up behind [REDACTED] and forcefully pushed her into the lockers. This caused [REDACTED] head to snap back and then forward striking the locker and then back again. [REDACTED] then grabbed [REDACTED] at the shoulders and forced her back. A teacher then intervened, and both were brought to the office. [REDACTED] said that there was no reason for her doing this and that she just wanted to be suspended out of school. She received an in-school suspension and a citation for disorderly conduct.
- Staff at Taylor Prairie School called me at 3:30pm as they had a child dropped off at the school from Nelson's Bus. Apparently, the person at the residence for the child was not on the list of approved persons to leave the child with. The student is not of school age but goes to Kids Safari. I contacted Kids Safari and they went to Taylor Prairie and brought the child back to Kids Safari.

### **December 13 -**

- I was asked to view video footage for milk that had been splashed all over the wall near the music room hallway. I was able to identify a 7th grade girl who was later talked to by administration.
- I was asked to view video footage of the boy's cafeteria bathroom for kids going in the bathroom with food and then attempting to flush the food down the toilet and smashing food against the walls. I was not able to see anyone taking in food.

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

- I attempted phone contact with the parents of [REDACTED] (8th) and [REDACTED] (8th) however was not able to contact either. I was however able to leave a voicemail message for [REDACTED] mother.
- I was asked to assist with [REDACTED] (7th) who had walked out of class. He is one of our special education students and he responds well to me. I got him to come to the office with me as he did not want to go back into the classroom.

## Week 13 / December 16<sup>th</sup> - December 20<sup>th</sup> 2019

### December 16 -

- I led an advisory group for Ms. Bussan. Her kids have been asking for me to come back, so I surprised them and was their “teacher” for the 20-minute lesson. We talked about how their weekend was, how they were feeling and what they were looking forward to this week.
- Two 7th graders came to the office and reported that [REDACTED] (7th) told them that she had a knife in her locker and that she was going to stab them and rip off their faces. The Dean of Students and I went to her locker and the Dean of Students searched her locker and nothing was found. She was brought to the office and she denied all this information. She was warned by the Dean of Students for any further complaints of this nature.
- [REDACTED] (7th) and [REDACTED] (7th) came to my office for a break. They did some work and they left afterwards and went to lunch.

### December 17 -

- I was asked to review video surveillance of one of the 6th grade gym classes. [REDACTED] (6th) was being very physical towards other students. I found the video and school administration will be handling the incident.
- I was asked by the head custodian to view video surveillance of a smashed juice box that was in the stairwell between the 7th grade and 8th grade area. I was able to find who placed the juice carton on the stairs and who smashed it. They were both addressed, and this was handled by school administration.
- I was asked to get [REDACTED] (5th) from his class as he was not following teacher direction and being a large disruption. When I got there, he was telling the teacher what he was going to do and not going to do and being rude. I stopped him and brought him to my office where he waited to talk with the Assistant Principal.
- I was asked by the lunch supervisor to view video surveillance footage of the 7th grade lunch for two students who did not clean up their area. I was able to identify them both and informed the Dean of Students who said that he would be handling the situation.
- I caught up on some reports and paperwork
- I was asked to view video surveillance of a 5th grade student who left the lunchroom without permission and ran outside. I was able to find the student and saw that he did not talk to an adult,

as he said he did, and he ran out of a door that is not used for his recess. School administration will be handling this.

- I was asked to assist in getting [REDACTED] (7<sup>th</sup>) back into his classroom. His special education teacher told me that she was having a difficult time getting him to come to the room. I found [REDACTED] and he came back to the room with me but did not want to go inside. He was allowed by his teacher to sit at a table that is right outside of the classroom.

#### **December 18 -**

- Attended our second EAP meeting at the high school with SRO Wunsch and our Athletic Director. We started going through the old document and making necessary changes and additions.
- I was asked to help with [REDACTED] (7<sup>th</sup>) who was being physical with his teachers and kicking, hitting and attempting to bite them. When I got to him, he was not being physical. He is one of our special education students and typically responds well with me. I walked with him around the school until he was ready to go back. I called his teacher who talked with him in my office before going back to class.
- Attended the Cottage Grove Police Department staff meeting.

#### **December 19 -**

- I was asked by Mr. Kamoku to assist getting [REDACTED] (5<sup>th</sup>) to follow directions after he was told several times that he needed to either go to the Community Room to read or into his office to read before being allowed to class. Mr. Kamoku told me that he was refusing to do so, and he had been “throwing a tantrum” during class. [REDACTED] was sitting in the front office when I contacted him and initially refused to listen to me. He is the same student who kicked me a few weeks back. I reminded him of what happened last time he refused to listen and that he was not someone who could make the rules. He then stated that he would go to the Community Room to calm down before going back to class.
- I was again asked to get [REDACTED] (5<sup>th</sup>) after his recess before lunch because he and another student got into a physical fight outside. When I saw him come inside, I told him that he needed to talk to Mr. Verhage and he said “I don’t need to talk to him”. I followed him to his locker and told him that he again had no choice and he came to the office with me.
- During the 6<sup>th</sup> and 7<sup>th</sup> grade lunch there were several behavior problems that I was asked to assist with by looking at video surveillance. Several students were making messes and not taking care of their lunch trays. The kids were identified, and they were given to administration.
- I was asked to view video surveillance to see who had smashed an apple on the floor in the hallway. I was able to identify the student and the student was told by school administration to clean up the mess which he did.
- [REDACTED] (7<sup>th</sup>) wanted to say inside with me during his lunch recess. He is one of our special education students who I have a great relationship with. One of the things that he likes to do is to help hold the doors open for when the students come in from outside recess. He helped

with that and came into my office to play with an AFLAC duck that I have. He likes to squeeze it to make it quack.

#### **December 20 -**

- **2019-521457** - I was informed of a student having a Grand mal seizure in the gym. I responded and contacted the Dane County Communications Center informing them that I needed EMS to respond. Officer Matte also responded due to the severity of the seizure. Shortly before Officer Matte arrived, the student was more alert and talking. He was transported by Deer Grove EMS.
- WINTERFEST!! From 12:40pm until 2:40pm all students got to have fun throughout the school. Activities included Wii Nintendo games, a DJ in the cafeteria, movies in the music rooms, karaoke in the library, arts and crafts in some rooms and then there was a dodgeball competition between grade levels and then at the end there was a students versus staff dodgeball game. The staff lost both games...as usual!

## **Week 14 / December 23<sup>rd</sup> - December 27<sup>th</sup> 2019**

### **WINTER BREAK!!!!**

## **Week 15 / December 30<sup>th</sup> - January 3<sup>rd</sup> 2020**

#### **December 30 - January 1 -**

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

#### **January 2 -**

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

#### **January 3 -**

- I again was summoned by [REDACTED] (7th) to play cards with him during his break time. We played for a while before he went to lunch.

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

- I was asked to get [REDACTED] (6th) from underneath the grand staircase. It was his lunch period and he was sitting under the stairs and would not listen to teachers' directions to go upstairs. I found him and he came upstairs with me and sat in the lunchroom.
- I received a message from a parent which stated that her child had emailed her and said that there was a kid in class who was threatening to shoot up the school. The student was identified who was making the statements, [REDACTED] (8th). I talked to him and warned him against any further conduct of this nature and informed him of the consequences that he could face. School administration was also informed of this information.

## **Week 16 / January 6<sup>th</sup> - January 10<sup>th</sup> 2020**

### **January 6 -**

- I attended a meeting at the high school which was a continuation of the MG School District After Hours Emergency Action Plans for sporting events. Another meeting has been scheduled for the 13th.
- I was asked to review video surveillance of an incident that occurred during 5th grade gym class. I was able to find the incident and informed the gym teacher who was taking care of it.
- I met with Detective Anderson and Officer Arndt in regard to an incident that occurred in the community that involves some of the students from the district. This case is ongoing.

### **January 7 -**

- I had a meeting with the Principal and Assistant Principal where we talked about our upcoming safety drills and sent an email to the staff reminding them of the procedures during an incident and our plans for the year on the safety drills.
- I attended a meeting at the district office in regard to the Reunification Site planning updates. Some issues from some businesses have come up which the attorneys are working on the new language.
- I sat in for Mr. Peters while he was in a meeting and sat with [REDACTED] (5th) during his break time. He wanted to play a card game, so we played cards until he was able to get his lunch.
- I was contacted by patrol and asked to contact the Homeless Coordinator for the district due to some circumstances that a district family was in. I contacted her and she had already been in contact with the family.
- I was asked to sit with [REDACTED] (7th) for a break. He was displaying some of his pre-physical behaviors and needed a safe place. He sat with me for a while in my office before his teacher came and got him.

### January 8 -

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

### January 9 & 10 -

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

## Week 17 / January 13<sup>th</sup> - January 17<sup>th</sup> 2020

### January 13 -

- I was asked to cover for Mr. Langer's 5th grade class while he attended a "Fix It" meeting with [REDACTED] (5th). On Thursday, [REDACTED] had hit Mr. Langer across the face with his lunch box after Mr. Langer was trying to lead him back to an area to correct some behavior. [REDACTED] was unable to accept any responsibility for his actions and continued his day in the Community Room.
- [REDACTED] (7th) was in and out of the office all morning. He stopped in to say hello to me and I told him that he really needed to stay in class
- [REDACTED] (6th) was in the office because he was sent to the office and did not have his work completed. He was not following directions and was trying to tell people what he thought was right and what he thought was wrong and what should and shouldn't happen. I told him to stop with his behavior and do what it was that he was told to do and that it was not up to him.
- I was asked to help with [REDACTED] (7th) who was kicking the door in his classroom. He is one of our special education students who can become physical with staff. Before I got to the classroom, I was told that he was calmed down.
- [REDACTED] (6th) was in the front office and was making noises. He was told once by office staff to sit down prior. I told him to sit down and stop making noises as people were working and we knew that he was in the office.
- I met with Officer Wunsch and the AD from the high school and we continued our work on the After Hours Emergency Action Plans for sporting events.
- I was asked to help with [REDACTED] (7th) who was kicking and hitting Mr. Mayta. Once he saw me, he walked away to his locker and started hitting his locker. I yelled at him to stop and he did. He walked back to my office with me and sat with me until the end of the day. He is one of our special education students who can become physical with staff.

### January 14 -

- During the morning drop off I was asked to go outside to see if I could get [REDACTED] (8th) to come inside. He has been off of his medication and it has really taken a toll on his mental health

and wellbeing. He refused to come inside. His mother stated that he does have a doctors appointment tomorrow for them to discuss further medications and a course of care.

- I attended the monthly SRO meeting at the Ferris Center with other area SRO's
- Officer Wunsch came back to GDS and we both met and compared two different reunification protocols to see which would be a better fit for our school district

#### **January 15 -**

- [REDACTED] (7th) was not following directions and was pulling stuff off of the walls. He was brought to my office where he sat until he was ready to go back to class. He is one of our special education students who frequently displays this type of behavior.
- **2020-19350** - A parent called the school and was saying that she was going to come to the school and pick up her daughter. There has been an ongoing custody battle between the parents. The student was contacted to see if she wanted to go with her mother and the student said that she did not want to leave with her mother and that she wanted to stay in school. I looked at the custody paperwork and saw that the parents have equal placement and custody and that exchanges occur on Sundays. I told the mother that if she showed up to the school and caused a disturbance or refused to leave when asked, she would be arrested and that any issues involving child custody needed to be in a court document that she would have to get from the family court. She was very upset, but she did not come to the school.

#### **January 16 -**

- I was asked to review the video surveillance footage of the 7th grade boy's bathroom for someone who had placed a jacket in the toilet. The student who the jacket belonged to and the student who took it into the bathroom were both identified. The student who placed the jacket in the toilet was given school consequences.
- **2020-3737** - I went to the Cottage Grove Elementary School and interviewed [REDACTED] (2nd) in regard to a possible child abuse claim. A supplemental report was completed.
- [REDACTED] (8th) came to my office to see me. She said that she had a break in her class and wanted to come and see me. We talked about the basketball season so far and how it was going. She stayed for a little while before heading back to class.
- I was asked to get [REDACTED] (6th) out of his gym class. His behavior and language was unacceptable in class. He willingly came with me and talked with the Principal about what happened.

#### **January 17 -**

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

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

- I was given information that two students of the middle school who were attended MG21 were possibly high on Marijuana as they had a strong odor of Marijuana on their clothing. The students were sent home and the parents were contacted.
- I was given information that [REDACTED] (8th) was sent home because he appeared to be under the influence of a drug.
- I was asked to have [REDACTED] (6th) sit with me in my office until he could go to the Community Room for his in-school suspension. He sat with me and we talked about his coping strategies when he was feeling upset and some more things that he could do when someone was upsetting him.

## Week 18 / January 20<sup>th</sup> - January 24<sup>th</sup> 2020

### January 20 -

- No school for staff or students

### January 21 -

- I was asked to check the surveillance footage for the person(s) responsible for throwing milk all over the boy's bathroom in the cafeteria. I was not able to identify anyone entering the bathroom with a milk carton. There has been a number of incidents in the cafeteria bathrooms and now a supervisor is outside of the bathrooms to try to prevent these incidents.
- **2020-27772** - I was advised that a student had shared an inappropriate picture that he had received from another student via SnapChat and several other people saw it. All parties were talked to and all parents were notified. It was decided that no criminal charges would be pursued at this time.
- I attended a meeting at the district office to discuss the placement of the surveillance cameras at the new elementary school.
- I attended another meeting with the high school athletic director and Officer Wunsch to finalize the emergency action plans for after school events.

### January 22 -

- I worked on the 6th grade powerpoint presentation for the internet safety portion that I teach. This class will be taught next week in Mr. Sonn's health class.
- [REDACTED] (7th) was taking his break in Mr. Peters room and he asked if I could come and sit with him. He wanted to play a game so I beat him twice playing Jenga!

### January 23 -

- [REDACTED] (5th) was sent in from outside due to him not following directions during their sledding time. He was very upset and crying but he did listen to his teacher without causing any further issues.
- The end of the quarter assemblies was held for all grade levels. Students were recognized for their hard work and accomplishments. They also played the human version of Hungry Hungry Hippos which they enjoyed.
- During 8th grade lunch, [REDACTED] (8th) and [REDACTED] (8th) were in my office for a quiet space. I sat and talked with them until the end of their lunch.
- [REDACTED] (7th) was taking his break in Mr. Peters room and again asked if I could play games with him. We played Jenga again and I beat him two games to one! He was happy to win one game.

### January 24 - NO SCHOOL FOR STAFF OR STUDENTS

## Week 19 / January 27<sup>th</sup> - January 31<sup>st</sup> 2020

### January 27 -

- I was informed that [REDACTED] (8th) came to school wearing an inappropriate sweatshirt. I was informed that the shirt had images of guns on the front of the shirt. He is the same student who posted a threat via Snapchat with the images of two guns, which were later found to be BB Guns. He was given an out of school suspension for wearing this sweatshirt to school.
- I went to MG21 and talked with [REDACTED] (7th) in regard to 2020-27772. He informed me that he was not coerced into sending any pictures of himself and that he did it on his own. I talked with him about what is appropriate and inappropriate content to send to others. This case will be closed with no charges and be handled by educating the students involved and informing them of future consequences if it were to continue or happen again.
- [REDACTED] (7th) was in the Community Room for his scheduled "break". He asked if I could come over and play a game with him which I did.
- I left school at 2pm for a police department staff meeting.

### January 28 -

- **2020-37880** - I received information from Mr. Kamoku that it was reported that a student had purchased drugs from another student on the previous day and was again to purchase drugs from that same student today. A locker search with Mr. Kamoku was completed on the suspects, [REDACTED] (8th), locker and two Marijuana smoking blunts were located in the student's backpack. Charges of Possession of THC, Possession of THC on School Property, and Intent to Deliver THC on School Property were referred to the Dane County Juvenile Courts. The offending student was given an out of school suspension with a pre-expulsion recommendation.

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

- [REDACTED] (7th) was not following directions but after a quick chat with him, he went back to class and finished off his day.
- [REDACTED] (5th) was acting up at recess and my assistance was requested in making sure that he came inside and had a seat in the office. He came inside and waited for his teacher.
- [REDACTED] (8th) had a seizure in the hallway. Due to new procedures by his mother's request, he was assessed by the school nurse and no ambulance was requested.
- [REDACTED] (6th) was not following direction and needed a quiet space to work. His teacher asked if he could sit with me in my office. He wanted to color so I got him some supplies to color. He sat quietly in my office coloring before he was allowed to go to his next class. He is one of our special education students who frequently acts out and can get physical with staff.

#### **January 29 -**

- I met with the Dean of Students and the school Social Worker to discuss students who were in danger of being considered Habitually Truant. Plans were made and more follow up will continue with the families and citations will be issued if needed.
- GDS has formed a Cardiac Team made up of individuals who are CPR and AED certified. This initial plan was discussed in a meeting with the school nurse who is implementing the program through "Project Adam". We have a meeting set up with Deer Grove EMS on February 7th to discuss this project with them and to collaborate on training and drills.
- [REDACTED] (7th) was acting up and not following direction. He came with me to my office where he sat for a while before being allowed back into class. He had no issues the rest of the day.
- [REDACTED] (7th) was on one of his scheduled breaks in the Community Room and he asked if I could meet with him and play a game.

#### **January 30 -**

- I, Officer Wunsch, and the Athletic Director for the HS met for an Emergency Action Plan meeting. We are just about finished with the document.
- I went to the MG21 campus and taught internet safety to the middle schoolers.
- I was told that [REDACTED] (7th) left the building after being suspended. I made telephone contact with his mom who said that she was on her way to the school and would see him on the way.
- I taught personal safety to both of Mr. Sonn's 6th grade health classes.

### January 31 -

- There was a meeting held with school administration and student services in regard to the situation involving [REDACTED] (8th) and the drug incident involving him. It was determined that there would be a pre-expulsion letter and hearing. It was also decided that the family needed to meet certain criteria to assist [REDACTED] and the substance abuse.
- [REDACTED] (8th) came to my office needing to talk. She was having problems with her boyfriend and she found out that he had asked out another girl while they were still together. I talked with her a bit and told her to just worry about school and not boys! She laughed and went back to class.
- I was asked to sit with [REDACTED] (8th) in the morning due to Mr. Johnson being gone. He came with me to the Community Room as per his morning plan.
- I was asked if I could sit with [REDACTED] (6th) who was having a difficult time with listening. He sat with me and I talked to him about certain expectations.
- I taught internet safety in both of Mr. Sonn's 6th grade health classes.

## Week 20 / February 3<sup>rd</sup> - February 7<sup>th</sup> 2020

### February 3 -

- [REDACTED] (7th) came to my office in the morning and said that he was going to have a bad day because he was in a bad mood. We talked about different strategies that he could use throughout the day if he felt himself getting frustrated. He said that he would try my advice. He did not get in trouble all day and he had a great day.
- There was a fight during the 7th grade lunch recess between three boys. No law enforcement action was requested from the school and all three boys received school consequences for their part in the altercation.
- I completed case reports and paperwork.

### February 4 -

- **2020-47652** - On my way to the Glacial Drumlin School in the morning, I observed a vehicle fail to yield to another vehicle and almost cause a crash. I stopped the vehicle, which was being driven by a high schooler, and gave him a written warning for his failure to yield. He said that he thought he had more time.
- [REDACTED] (8th) came to my office with his teacher to sit for awhile. He was having some issues with bad language in the classroom. [REDACTED] is one of our special education students who sometimes will continuously repeat bad language in the classroom and after he has a break he stops.

- I was asked if I could pick up [REDACTED] (7th) from home. He had emailed the Dean of Students saying that he overslept and did not have a way to school. I went to his house and picked him up and brought him to school.
- I was asked to help with [REDACTED] (6th) who had hit his teacher in the back. I went to the classroom and met him and his teacher in the hallway. [REDACTED] is one of our special education students who has been having a rough time lately keeping his hands to himself. He sat with me for a while and I let him color to calm down.
- I was asked to review video footage of the 7th grade boy's bathroom for food that had been thrown around. I was unable to find anyone open carrying food items into the bathroom.

#### **February 5 -**

- I was at Summit Credit Union in the morning to help teach Active Threat Response and Stop the Bleed for their employees.
- I saw [REDACTED] (7th) in the Community Room just prior to him going back to class from his scheduled break at 12:30pm. I happened to catch a glimpse of his sweatshirt and stopped him because his sweatshirt referenced illegal drug use. I told him to turn it inside out and that if it was seen that he would face consequences. I emailed his teachers and informed them of the issue and also notified the school administration.
- [REDACTED] (5th) was not following direction from his teacher. I was asked to respond to his classroom to escort him. I asked him to come with me and he did with no issues.
- [REDACTED] (6th) was brought to the office due to his behavior and physical actions. He sat with the Dean of Students in his office. [REDACTED] is one of our special education students.

#### **February 6 -**

- [REDACTED] (5th) was not following directions and my assistance was requested to help get him back on track.
- I saw [REDACTED] (7th) wearing the same drug reference shirt. I brought him to the office where I informed the Dean of Students. I took the sweatshirt from [REDACTED] and told him that he could have it back at the end of the day and that he would face more consequences if that shirt was seen again at school.
- It was reported that there were several issues in the 7th grade boy's bathroom again. I reviewed video however it is very difficult to identify who would be responsible.
- [REDACTED] (6th) was yelling for no apparent reason in the lunchroom. I pulled him aside and reminded him of the lunchroom rules and he quit yelling. He is one of our special education students.
- I was asked if [REDACTED] (5th) could sit with me in my office for a quick "reset". His teacher said that his behavior was starting to amp up and he needed a space to calm himself

before returning to class. He sat with me and he actually was able to finish some testing and do a great job.

- I was asked to assist with [REDACTED] (7th) who was angry and upset and kicking a door in the office. I responded and found the school psychologist was with him. He was still kicking the door however he was not hurting himself or others. He was able to distract him with a huge stuffed animal that I keep in my office for kids. He loves stuffed animals and he stopped, and he sat with the school psychologist and the bear in her office.
- **2020-19726** - I went to the high school to interview a student in regard to a case that Detective Anderson was investigating. Detective Anderson asked that I complete this interview. I interviewed the student and completed a supplemental report.

### February 7 -

- The school nurse and I met with Deer Grove EMS at the school to bring them in on a program that the school nurse is starting in our school in conjunction with Project Adam to make our schools a “Heart Safe School”. We have created a Cardiac Team in case there is a cardiac emergency in school. Further training and meetings will take place.
- I was asked to assist with getting [REDACTED] (5th) to where he needed to be. He was not following directions from other adults.
- I was asked if I could sit with some 8th grade girls in my office during lunch. There was an issue with one of the girls and some boys and administration wanted to prevent further issues until the situation calmed itself down.
- [REDACTED] (7th) has not been going to and staying in his classes. He is starting to manipulate certain adults in having “breaks” with them. A plan was created, and he was informed that he needed to be staying in his classes. He came to the office to take a “break” and I sent him back to class.

## Week 21 / February 10<sup>th</sup> - February 14<sup>th</sup> 2020

### February 10 -

- Before classes started, I was informed that [REDACTED] (6th) had walked out of the school and was not listening to staff to come back inside. I found him near the intersection with Damascus Trail and Killian Trail. He said that he was walking home. I told him to get in the car and we would talk about what happened. He got in my squad and I took him back to school. He was crying and I allowed him to sit in my office until he was ready to talk about what had happened. He said that he was getting picked on by some kids he thought were his friends. He was able to finish his day and talk with the boys and they were all fine at the end of the day.
- [REDACTED] (7th) came to the office and said that he was not feeling well. He was with the school nurse when she came to me asking for some assistance because he was being very disrespectful to her. I went to her office and told him to stop being disrespectful and that he needed to go back to class because he had been in the office all morning trying to avoid class.

- I was asked to sit with [REDACTED] (5th) while his teacher was in a meeting regarding him. He sat in my office with me and was very well behaved. He usually has behavioral problems.
- I was asked to check the 8th grade boy's bathroom during their lunch. One of the lunch supervisors told me that a large group of boys went to the bathroom and were being loud. I went to the bathroom and told them all to come out and they did. This group of boys has caused issues in the bathroom before.

#### **February 11 -**

- I went to the SRO meeting in Madison with other area SRO's. We discussed current trends and other issues that we were seeing in our schools.
- I was asked to assist with [REDACTED] (6th) who was constantly out of class, causing disruptions, and not listening to school staff. I got him to the office and due to his continued behavior issues and non-compliance, he was given a two day out of school suspension.
- I was informed that a student had come forward during 8th grade lunch that several 8th grade boys had stolen eggs from the FACE room and were going to smash them in the bathroom during their lunch. Their plan did not go accordingly as we now have a male supervising the bathroom due to constant issues. They did however smash one egg in the sink. I found the boys in the lunchroom and they confessed. Those involved had school consequences.
- I was asked to look at video footage from the previous evening for some 7th grade girls who were going in and out of the boy's bathroom and had thrown a bunch of hand sanitizer on the walls. I identified them and they were found to be in Show Choir practice that evening. They received a school consequence for their actions.

#### **February 12 -**

- I was asked by Ms. Leek to see if [REDACTED] (7th) was in possession of one of her classroom fidgets that she has available for students. I was able to find him and saw that he did in fact have it after he had told her that he didn't. I returned the fidget to Ms. Leek.
- One of the Spanish teachers has been having issues with a student knocking on her classroom door during class time and then running away before she can get to the door to see who it was. I was able to find the person responsible and had a talk with him about his actions. He said that he would stop.
- I was at Summit Credit Union in the afternoon to help teach Active Threat Response and Stop the Bleed for their employees.

#### **February 13 -**

- I was asked to accompany the Assistant Principal to [REDACTED] (8th) locker for a locker search. It was reported to him that he may be in possession of Marijuana. The locker and the contents were searched, and nothing was located.

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

- I was asked to respond to the 8th grade hallway due to a heated argument between three girls. I responded and they had already been separated. I got one of the girls up to the office from class and in my office where she sat until school administration could speak with her.
- I worked on several reports
- I got a “Thank You” card from a 5th grade student thanking me for keeping the school safe. I later found her and thanked her for the card.
- [REDACTED] (7th) was in a very bad mood and his behavior was escalating. The Dean of Students and I found him in the hallway, and he was able to come to the office with us where he sat and was able to calm down before being allowed to return back to class.
- I saw [REDACTED] (8th) and he saw me and said, “hi Officer Jess”. I said hello back to him and asked him how he was. He had previously been suspended out of school and facing expulsion for possession of Marijuana in school. I thought that the relationship that I had built with him was over and was so happy when he said hello to me.

#### **February 14 -**

- I was asked to report to one of the busses outside in the morning where a bus driver was holding some kids due to their continued behavior and language issues on the bus. I went and talked with the bus driver, identified the students, and escorted them inside the school. I informed the Dean of Students who requested the bus video from the bus company. This was then turned over to school administration.
- I was asked to assist the 6th grade school counselor down in the 6th grade area with a student who was very agitated and yelling. I went down and heard [REDACTED] (6th) yelling and telling the counselor to leave and to leave him alone. They were seated across from each other at a table. I asked Jackson to quiet down as I did not want other students to be disrupted. He was still yelling and demanding that we leave him alone. I told him to come up to the office so he could calm down without others seeing him. He refused and this went on for a little while. I then ordered him more sternly to get out of the chair and get up to the office. He got up angrily and stomped up to the office where he sat with the Dean of Students.
- I was asked to get [REDACTED] (8th) out of her math class as she was being disruptive and not listening to the teacher when told to stop. She came with me to the office where she met with Assistant Principal James Kamoku.
- I talked with [REDACTED] (7th) about his behavior issues and where it would lead him later in life.
- I was asked to help Ms. Vesperman in her art class with [REDACTED] (5th) who was disrupting class. I got there and he had stopped so I stayed in the classroom until class was over.
- I received several “Thank You” cards from Ms. Casey’s 5th grade class thanking me for keeping their school safe. I thanked them all for their kindness.

## Week 22 / February 17<sup>th</sup> - February 21<sup>st</sup> 2020

### February 17 - 19 -

- I was out of the office these dates and at the 4th annual Wisconsin Active Threat Integrated Response conference that was held in Oshkosh.

### February 20 -

- [REDACTED] (7th) was out of class again and in the front office wanting a break. I was informed that while I was gone a new plan was put in place for him. He was reminded of his plan by the Dean of Students.
- During 6th grade lunch, several boys were throwing grapes at each other from across the lunchroom. They were told to stop by the lunchroom supervisors. All but one student, [REDACTED] (6th), stopped. I watched [REDACTED] and he started to throw grapes again. I had him sit in the office and then he helped with cleaning the lunchroom after his class was done.
- [REDACTED] (8th) came to me and said that he was punched by [REDACTED] (8th) in the stomach. I found the incident on camera and notified school administration.
- I was asked to help get [REDACTED] (5th) out of his gym class. He had wiped blood on another student, and he was asked to go and get a Band-Aid but he was refusing. The Principal had initially responded but with no compliance she asked for my assistance. We eventually had to each grab an arm and escort him to the office because of his defiance and refusal.

### February 21 -

- No school for staff or students. I went to school and caught up on work after being gone earlier in the week.

## Week 23 / February 24<sup>th</sup> - February 28<sup>th</sup> 2020

### February 24 -

- No school for students so I worked patrol.

### February 25 -

- Ms. Gorski brought up one of her students after she had been hit in the arm by the student. She said that before the student hit her, he had called her an inappropriate name and when she walked over to speak with him about it, he hit her in the arm. I talked with [REDACTED] (6th) about his hitting and words. He is one of our special education students who has been hitting staff more frequently. He was later sent back to his class by the school administration. Shortly after being back in class, I received a call from Ms. Gorski, saying that [REDACTED] was not ready to be back in

class and that he was threatening to hit her again. I went to the classroom and got him where he sat with me until he was talked to by the school administration.

- **2020-78558** - I was informed by the school social worker that [REDACTED] (8th) is considered habitually truant. She had previously been working with the family and assisting by getting information on online schooling however all communication had stopped from the family and they did not follow through on what they needed to do. I have issued [REDACTED] a citation for truancy.

#### **February 26 -**

- A representative from the American Heart Association came to the school to give Vaping presentations to the 7th and 8th grade classes. They talked about the dangers and risks of vaping and asked that they all become part of the challenge to not vape and to talk to others to relay the message.
- [REDACTED] (6th) was brought to my office by his teacher after he had physically attacked her. I talked with him about his actions and behavior and sat with him until he was talked to by school administration and allowed to go back to class.
- While I was in my office I heard a student yelling in the hallway "I just want everyone to leave me alone". I went into the hallway and saw [REDACTED] (6th) sitting in the hallway and Ms. Ellingson was with him. I told [REDACTED] that he could not be left alone in the hallway, but he could go to Mr. Verhage's office and sit. [REDACTED] responds well with Mr. Verhage. Mr. Verhage came out and initially [REDACTED] did not want to go but he ended up going to the office with Mr. Verhage.
- I was asked if [REDACTED] (6th) could sit with me in my office after hitting his teacher again. I had him with me and we talked about his hitting. [REDACTED] is one of our special education students who frequently hits his teachers.
- I was asked to review video surveillance of the 7th grade area for a student who had thrown some sticky green substance on the ceiling. I was able to find the incident and identify the student. I informed the school administration and they talked with the student.

#### **February 27 -**

- [REDACTED] (8th) and [REDACTED] (8th) were sent out of their math class by their teacher for talking and being disruptive. They sat with me in my office until the class period was over. We talked and had some great conversations. They were asking about my career as a police officer and they asked to try on my vest which I allowed them to do and they really enjoyed that. They were also in my office during one of their classes from 1322 to 1419 hours because it was with the same teacher. They completed the work that they needed to do in my office and went to their last class of the day.
- Two 8th grade girls came to the office looking for me to do a skit with them in the annual GDS talent show. They were asking different staff members to do Tic Tok videos with them as part of a "mash-up". We did a short Tic Tok video and they had a lot of fun with that.

- During 8th grade lunch there was a very verbal confrontation occurring involving several of our students of color and a white student. The student had created a “rap” and used the word “nigga” in it which was very upsetting to the students of color. The student received an out of school suspension for this incident.

### February 28 -

- **2020-66571** - I spoke with [REDACTED] (6th) and [REDACTED] (7th) in regard to this incident. Neither of them had any information on the case and they have not heard anyone at the middle school talking about it. I completed my supplemental report for Detective Anderson.
- I talked to an 8th grader about comments he made about doing drugs over the weekend with his friends. I talked with him and told him the dangers of doing drugs and consequences.
- I was asked by Mr. Kamoku to look up video from the 5th grade gym class due to some behavior issues with a student. I found several incidents involving this student during gym and showed Mr. Kamoku. He will be handling the situation with the student on Monday.
- I was asked to transport [REDACTED] (8th) to her home after school after she was kicked off of the bus because she was spitting at people. I transported her home without incident.

## Week 24 / March 2<sup>nd</sup> - March 6<sup>th</sup> 2020

### March 2 -

- I received a complaint of a theft that had occurred in December and the victim knew who the suspect was. I talked with the suspect who said, “I keep forgetting to bring it to school”. I told him that the information that I had was that he told the owner of the SD card “I will bring it back when I feel like it”. I told him that he had until the end of the week to return the SD card to the owner.
- I was asked by [REDACTED] (7th) if I could come to his social studies class and be a juror for a debate they were doing in class. The class did a great job debating an issue that was made a law in France. All the students did a great job debating their sides.
- I sat with [REDACTED] (5th) while his resource teacher was out for lunch. He ate his lunch in my office and waited until his resource teacher was back.
- I was asked to review surveillance footage of the grand staircase to see if a student had fallen and hit their head as they were claiming. I found the footage and found that the student did not fall.

### March 3 -

- I was asked to assist with [REDACTED] (6th) who was creating a disturbance for other students. I had a conversation with him which was not enough, so we called his father who also had a conversation with him. I talked with him some more and I escorted him back to class.

- I was asked to help with [REDACTED] (5th) who was being disrespectful to his teacher and refusing to do his work. I talked with him and told him that he was not going to continue to be disrespectful and reminded him that he does not make the rules. I went and got his work for him and he sat down and started working.
- One of the gym teachers came to me and stated that four girls were in the locker room with their phones and they were posting to social media via Tik Tok. It is against school policy to have phones in the locker rooms. All of the girls were called up and talked to by me and Mr. Kamoku.
- During 6th grade lunch there were issues with a group of boys thinking that they had assigned seats. One of the boys picked up another boy's tray, dumping food on the ground. He was told to pick up the mess and the school administration dealt with the issue.
- I was asked to get [REDACTED] (5th) from the pod area because he walked out of class. I located him and told him to come to the office with me. He came without any issues and sat in Mr. Kamoku's office to wait for him.
- [REDACTED] (7th) came to the office at the end of the day and said that she could not find her binder or her Chromebook and that it wasn't where she had left it before leaving for lunch. I watched the surveillance footage and found that another student had accidentally took her binder with her Chromebook in it and walked to class. We went to the classroom and it was there.

#### **March 4 -**

- I was asked to have [REDACTED] (6th) sit with me during his lunch for some behavior issues. He ate his lunch in my room with no issues.
- 8th graders left today for their trip to Washington DC!
- I was asked to review video surveillance during the 8th grade gym class to see if a student was hit in the face with a basketball on purpose or on accident. I found the footage and it was an accident and he ended up catching the rebound with his face.

#### **March 5 -**

- I covered Ms. Rodriguez's class for her morning advisory. The kids were working on acrostic poems and they will be hung up outside the classroom when they are all finished.
- I attended a Safety Discussion Meeting in Sun Prairie from 12pm-3pm. Reunification/Rally points were discussed and how to create successful plans. We heard from representatives from the Oshkosh High School about how the plans worked for them during their incident. We also heard more in regard to hosting Stop the Bleed trainings and there was an update on the COVID-19 for schools.

#### **March 6 -**

- **NO SCHOOL!**

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

## Week 25 / March 9<sup>th</sup> - March 13<sup>th</sup> 2020

### March 9 -

- I was off this day due to some doctor appointments

### March 10 -

- I attended the SRO monthly meeting at the Ferris Center. The new SRO for the Mt. Horeb School District, Steve Rosemeyer, was there and introduced himself.
- I sat with [redacted] (6th) at lunch. He had an in-school suspension and needed a place to sit for lunch.
- I was asked to check the video cameras for two 8th grade students who may have taken scooters and scooted down the hallway. I found the footage and let the gym teacher know.
- [redacted] (8th) does not have any classes from 12:03pm until 12:48pm. He wanted to sit with me so that I allowed him to sit in my office with me.
- There was a fight after 8th grade lunch. I sat with one of the students involved while Mr. Kamoku processed the incident with both students involved.

### March 11 -

- I was asked to assist in getting [redacted] (8th) up to the office. She has not been complying with her plan of coming directly upstairs after being dropped off by the bus and checking in to the Community Room. She was non-compliant with another adult before I found her, and she was again non-compliant with me at first and then listened after I confronted her.
- I was asked to assist by getting [redacted] (5th) from his classroom as he was not being compliant with his teacher. He was brought to the office where he worked in the small conference room. He struggled for quite some time in the office with his behavior, but he eventually calmed down after several reminders.
- An attendance meeting was held, and the attendance of several students was discussed.
- I was asked to assist with [redacted] (6th) who had walked out of class after he was disrupting the class. I got him to go back into class which lasted until I got back upstairs before he walked back out of class and came to the office.
- I was asked to look at the cameras to see who had removed the long door magnet on the fire doors by the 7th grade pod area. I watched the footage and found that [redacted] (7th) was walking with [redacted] (7th) when [redacted] tugged on the magnet which caused it to fall. This is the third time this year that this door magnet has been torn off the door by students. It is \$200.00 to replace each time. I gave school administration this information for them to handle.

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

- I was asked to come to Mr. Langers classroom because [Grant Moureau] (5th) was refusing to leave the classroom with Mr. Kamoku after hitting Mr. Langer with a stuffed animal in his arm. I went to the classroom and took him by the arm and stood him up and he came with me to my office.

### March 12 -

- I was out of the office this day and in Milwaukee for instructor update training

### March 13 -

- [Grant Moureau] (5th) spent all morning in my office. He was to have a restorative meeting with Mr. Langer from the incident that occurred on the 11th; however, he was not ready to accept responsibility for his actions. He had work brought up to my office so that he could complete his work. He worked well in my office and was finally able to have his meeting and accept responsibility. Not even an hour after being allowed to go back to class, he was back in my office for an incident that happened. I did not learn of what this incident was due to me having to be called away for a fight.
- I was asked by the morning custodian to see who had thrown applesauce into the boy's cafeteria bathroom in the morning before the morning bell. I found that [Riley Zoellick] (7th) had thrown the container into the bathroom from the entry door. I gave her name to administration for them to handle.
- I was requested to remove [Maguire Zimprich] (6th) from his band class. He was causing a disruption in class by bouncing a basketball in class and not listening to other staff to stop. I had him come with me to the office where he sat and talked with Mr. Kamoku about his behavior.
- I was asked to remove [Makenzie Zimprich] (8th) from class after she was swearing at the substitute teacher and was not following directions from other adults to go to the office. I had her come with me where she talked with Mr. Kamoku in the office about her behavior.
- After the 8th grade class transitioned back inside after their lunch recess, I was called down to their area due to a large disturbance and fight. [Makenzie Zimprich] (8th) and [Olivia Moon] (8th) were arguing with [Shannon Davis] (8th) because [Olivia] was tired of [Shannon] saying inappropriate things to her. [Olivia] was very agitated and came with me to my office. This fight did not turn physical but was very close to being a large physical fight.
- I was able to do some follow up that was requested by the custodians in regard to reviewing camera footage of several incidents. The first incident was that on March 9th, someone had thrown food in the music hallway. I was able to find this incident and found that [Angel Rex-Deal] (7th) was the one who threw the food. Another incident occurred on March 4th, someone had thrown half of a donut in the stairwell. I found that [Armando Johnson] (8th) was the student who did that. The last incident that I was requested to locate was for who was throwing pencils into the ceiling tiles in one of the stairwells. I looked back and found that [PJ Meyer] (7th) and [Michael Hannon Borreman] (8th) were the ones responsible for throwing the pencils into the tiles. All of the above students' names and incidents were forwarded to school administration.

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

**SADLY, DUE TO COVID-19, THE  
REMAINING OF THE SCHOOL YEAR WAS  
CANCELLED**

**\*ALL JUVENILE NAMES HAVE BEEN REDACTED**

## COTTAGE GROVE POLICE DEPARTMENT

### JOB DESCRIPTION

**TITLE:** School Resource Officer (SRO)  
**ISSUED DATE:** 05/08/2020  
**REVIEW DATE:**  
**BARGINING UNIT:** Wisconsin Professional Police Association, FLSA Non-Exempt  
**SALARY:** Dependent on Collective Bargaining Agreement  
**BENEFITS:** Refer to the current collective bargaining agreement and where this agreement may stand mute the Village of Cottage Grove Employee Handbook shall be utilized.

### NATURE OF WORK

With parents, teachers, and our School Resource Officers all working together, the Cottage Grove Police Department seeks to provide early intervention into potential delinquency problems and build a safer, healthier environment for the youth of our community. The position of School Resource Officer is designed to encourage youth volunteer efforts, recognize youth as a resource, and promote positive relationships between young people and all members of the community.

### JOB FUNCTIONS

#### ESSENTIAL JOB FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Act as a liaison and contact person for student/police matters. Work with school administrators, teachers, and parents as needed to meet the goals and responsibilities for the program.
- Conduct investigations involving juvenile offenders and victims, divert juvenile offenders out of the juvenile justice system when appropriate, and follow up on cases where juveniles have been charged with a crime.
- Conduct initial sensitive investigations, including child abuse and neglect, as well as child sexual abuse and exploitation.
- Assist other officers with juvenile cases and court preparation.
- Provide limited individual counseling to juveniles.
- Patrol the schools and school grounds as necessary. The SRO shall work with district officials and facility directors to maintain building security and constantly assess and improve security within the schools.
- Be available to staff and teachers to educate students about various crime prevention topics, police procedures, or other law enforcement functions. Other requests may include staff or parent presentations, presentations to extracurricular groups, or other groups as deemed appropriate.

- Attend extra-curricular events or functions that enhance the overall program. These events may include sporting events or games, dances, student or parent group meetings, etc.
- Maintain a working relationship with the Monona Police Department School SRO and assist them as needed due to the shared school district.
- Promote the department vision, mission, and values.

### **REQUIREMENTS OF WORK**

- Must be a non-probationary police officer with above-standard performance, knowledge, skills, and abilities and a minimum of three years of full-time experience.
- Possess all the requirements of work as stated in the job description as a police officer with the Cottage Grove Police Department.
- Possesses effective verbal and written communication skills.
- Possesses effective interpersonal skills and human relations.
- Has the ability to demonstrate knowledge of social, community, criminal justice, and school resources.
- Has the ability to work in a complex community and school environment: identify, analyze, and develop solutions for complex problems and challenges.
- Has the ability to identify, analyze, and problem solve complex behavior situations with minimal guidance and direct supervision.
- Demonstrates knowledge and skill in dealing with juvenile problems including the use of illegal substances.
- Demonstrates the skill and ability to develop and make public and private presentations to citizens and parent groups.
- Demonstrates knowledge and effectiveness in using problem solving techniques to resolve community problems.
- Has the ability to work within a team setting.
- Can develop exceptional rapport with children.
- Has experience/interest in youth programs.
- Has an excellent work ethic, judgment and values.
- Possesses good organizational skills.

## ORDINANCE REVIEW COMMITTEE

Wednesday, August 26, 2020

5:30 p.m.

### 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/92525518588>. You can also participate via phone by dialing 1-312-636-6799 and use Meeting ID: 925 2551 8588#. 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 Committee Chairperson, Heidi Murphy at [hmurphy@village.cottage-grove.wi.us](mailto:hmurphy@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 any Ordinance edits and changes recommended for the purpose of compiling a prioritized list of recommended Ordinance changes to submit to the Village Board.
5. Discuss any Ordinance Request Forms received.
6. Discuss 2020 Ordinance budget and 2021 budget recommendation.
7. Review Village Board Priorities.
8. Approve the minutes of the January 29, 2020 meeting.
9. Future agenda items.
10. Set next meeting date.
11. 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 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.

Memo Date: August 19, 2020  
Meeting Date: August 26, 2020

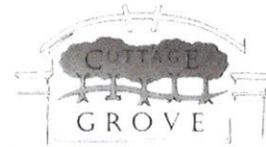
To: Village of Cottage Grove Ordinance Review Committee

CC: Matt Giese – Village Administrator  
Lisa Kalata – Village Clerk

From: Heidi Murphy

Re: Ordinance Review 2020 Budget Update and 2021 Budget Recommendation

The 2020 budget allocated \$7,500 for codification of ordinances. We have used \$988.14 as of the 2020 Quarter 2 financial update.



## Staff Memo

<b>MEMO DATE:</b>	June 18, 2020
<b>TO:</b>	Village Board
<b>FROM:</b>	Matt Giese – Village Administrator
<b>RE:</b>	<b>Village Board Prioritization Process</b>

### BACKGROUND

The following is the overall list of priorities that each Board came up with. Following each item I included the initials of the Board member so you can see who submitted what.

**Overall List (in no particular order; each item is entered as submitted) ( / / / = similar priority or category submitted)**

**A---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)



**B**---Fiscal responsibility, stabilize and lower Village taxes (TA) / / / Remain Fiscally Responsible - strive for minimal tax increase for the Village portion of the taxes. (JW) / / / Sustainable Finances: Short term - Every calendar year maintains a balanced budget. Long term - It is important to me that the existing board is financial stewards for the future generations of village residents. We need to remain fiscally healthy so there is no burden on the future of our community residents. We are mindful of large expense projects with a high level of certainty of the revenue that it will generate to offset those costs. (PV)

**C**---Invest in our future with increased street maintenance (TA)

**D**---Engagement and Communication: Continue to improve engagement with Village residents and stakeholders. Encourage involvement and communication (TA) / / / Improve engagement with Village Residents and those outside the Village. Take more opportunities to connect with Village Residents (i.e. local events; promoting our website, facebook, other social media, etc.). (JW)

**E**---Village Library: Library Committee - hear result of research and recommendation from committee; make decision (SV) / / / Community space planning for the future: Prepare financial plans and proposals so our community can consider building a library and community space. A library is a unique and valuable space in a community that brings together people of all ages to access a variety of resources and information. Libraries serve many purposes providing space for the community to gather, support education and arts, provide business resources, and serve a diverse population of any age or background. (HM) / / / Library into the Financial Management Plan. A library is so much more than books and is a resource our community is missing. It can be a space for education, resources, meeting space for work, study and friends, and an inclusive space for all. (MR) / / / Construction of a library. (JL)

**F**---Housing: Housing Task Force - get Task Force created with clear deliverables (SV) / / / Housing, Land Use and Planning: Promote land use policies that will advance goals for a healthy community, create positive economic outcomes and provide environmental benefits. Continue to develop the Housing Task Force to study the detailed inventory of current housing options and create a vision for increasing options in the future including a greater variety of home values, unit sizes, lot sizes, apartments, town homes, duplexes, and condos and increase transportation options to promote connectivity between neighborhoods and businesses. Pursue positive relationships with neighboring communities to increase current and future transportation connectivity.(HM) / / / Affordable housing – the housing task force will help determine our community’s understanding and need for housing options, including housing that is affordable to many different levels of income and regardless of disability, race, gender, or sexuality. (MR) / / / Focus on affordable/workforce housing options. I want to see all people have the chance to call Cottage Grove their home. We need the housing that covers all socio-economic ranges so all workforce can find a home here; therefore, more housing and neighborhoods. (JL) / / / Residential growth and development within housing: To help support diversifying our community; To help support lowering taxes. (PV)



**G---Parks and Recreation/Amenities:** Bike Path - complete bike path that continues glacial drumlin trail to Vilas Rd. (SV) / / / Parks and Recreation: Continue to promote an active community where bicycling, walking, and recreation are a safe, healthy, and accessible part of our daily activities. Expand recreational and park opportunities and facilities to meet the needs of our community's senior, youth, and adult populations. Continue the park and playground updates, continue the master planning process for the future 6<sup>th</sup> Addition to Westlawn park, and plan for installation of phase one of Westlawn park on Red Hawk Trail. (HM)

**H---Get ordinances updated to be accurate and current (SV)**

**I---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)

**J---Facilities Planning:** Conduct a long range facilities study or space needs analysis that includes future staffing and space needs for all municipal departments, future expansion options, estimates for capital and facility operations costs associated with the future staffing and space needs with an emphasis on sustainable design including alternative energy options. (HM) / / / Long range village facility and land use planning because as we continue to grow, we need to have a plan going forward for expansion when we need more village staff so we can continue to provide our residents with the level of service they have come to expect. (MR)

**K---Sustainability and Climate Change:** Protect natural resources by working to improve air and water quality. Implement a plan to transition Village vehicles, equipment and buildings to use more sustainable/efficient energy, protect waterways by investing in a leaf truck to help with watershed phosphorus levels, increase the tree canopy with diverse tree species, work with neighboring communities to designate valuable natural spaces for preservation and create a water management plan with a more regional focus to improve water quality, continue to provide resources to residents for ways that they become more sustainable (Focus on Energy, water softener information, de-icing/salt practices, etc). (HM) / / / Implement vision / plan to ensure the benefits we have now as Village citizens are there tomorrow and beyond (i.e. clean air / water; similar resources; etc.) and we reduce its environmental impact now and in the coming years. Reduce our greenhouse gas emissions 50% by 2030. Install solar panels on municipal buildings where practical (e.g. municipal services building with large roof). Options for wind power and other green initiatives. Increase non-gas options for transportations (i.e. multi-use paths throughout the village and connections beyond; Village replacement of gas to electric vehicles and equipment). Increase tree planting efforts through doubling of tree budget. Continue to partner with community organizations and support their environmental efforts (i.e. Boy Scouts bee hives; Lions annual tree planting; etc.). Reduce the



salt usage on winter streets leveraging best practices from other communities; action on Public Works committee already (JW) / / / Focus on energy - Continued long term planning on conservation of energy. (PV)

**L**---Addressing Food Insecurities - Not sure this needs to be a priority or even a need in CG but would want to better understand our community dynamics in relation to potential food insecurities. If this was an issue I would want to see it as a priority of the village on how we would address it. (PV)

### **SUGGESTED NEXT STEPS**

-Review the comprehensive list of priorities that were submitted. Please let me know if I incorrectly lumped one of your individual priorities in a category that you do not feel fits.

-At the Board meeting: 1) you may ask each other questions about what they have submitted; 2) you could lobby for your individual submitted items.

Prioritization: each Board member has 20 "points" to allocate to the comprehensive list of projects however he/she would like. For example, one point on 20 projects, two points on 10 projects, or even all 20 points on one project. Please submit your individual prioritized list to me by **July 2nd**. I will compile everyone's points and submit the results in the July 6<sup>th</sup> meeting packet.

The final list does not bind the Board to approve or move forward with any specific projects. The main purpose of this process is for the Board, staff and public to see what is and isn't a priority for the current Board. At subsequent meetings the Board could work further to build consensus work plans for the top few priorities.

Staff will take general direction from the final list as a means of making budget proposals in the draft 2021 budget as well as establishing staff performance goals.

Please reach out if you have any questions.

Dear Village Committee and Commission Members:

Thank you for your service and commitment to our community. The Village Board works through an annual prioritization process to identify the areas of focus for our community. The prioritization list serves as a tool when developing budgets, allocating staff time, and guiding decisions for the community. We are looking to our committees to partner with the Board on advancing these priorities. As such, it is important for the committees to understand the priorities and planned work ahead. This year, a number of new initiatives have made the top of the prioritization list in addition to priorities that have been on the list for many years. Please see the attached documents detailing the prioritization process, trustee comments, and vote distribution for further context.

The top 6 priorities for the current Board are as follows:

1. Village Economy/Economic Development
2. Diversity, Equity, and Inclusion (DEI)
3. Sustainability and Climate Change
4. Village Library Consideration
5. Fiscal Responsibility
6. Housing

Economic Development:

Economic development within the village is first on the priority list and has been on the priority list for many years. Inherently, the priorities that follow are critical domains needed to support a vibrant local economy. We want to bring businesses to the community. In order to attract businesses, the community needs to be a desirable place to live, work, and play.

Diversity, Equity, and Inclusion:

The Village Board has taken a number of actions in the last few months in regards to this new priority. One of the immediate actions of the Board was to pass Resolution 2020-07. This is a joint resolution of Cottage Grove Village Board and Cottage Grove Police Department to condemn and confront racism. This resolution includes a commitment to “opening a dialogue that acknowledges, confronts, and addresses intentional racism, systemic racism, racial biases and implicit biases within our community.” A copy of this Resolution is attached.

Additionally, the Board will be forming an Ad Hoc Committee on Diversity, Equity, and Inclusion. This committee will assist the Board in reviewing Village practices, policies, procedures, objectives and goals as related to diversity, equity, and inclusion.

Another component of this initiative is to encourage all elected officials, citizen appointees, staff, and community members to learn about diversity, equity and inclusion and how we can work towards demonstrating and reflecting these values within our community.

Sustainability and Climate Change

The Village Board has also taken immediate action on this new priority. The Board has formed an Ad Hoc Sustainability Committee to review the village’s practices and procedures and see if

there are ways the village could improve on our environmental footprint. This committee will also work with the Board to encourage and educate our community around sustainable practices.

Village Library:

The Library Planning Committee was formed in November, 2019, to determine if there is support in our community to build a library. The Committee has learned that while a library may not be the top reason to move to a community, it is clearly noted as missing. For many, a library is an important part of a community. Libraries provide a public space that provides a resource for a community and citizens. The committee will bring forward a recommendation for next steps regarding the potential of a community library to the Village Board in the coming months.

Fiscal responsibility:

The Village Board has a 5-year fiscal plan, which we follow and monitor closely. Economic development helps to maintain or lower taxes for citizens. Slow growth in a community, both in business and residential development, coupled with the cost of living increases that occur every year will cause taxes to increase. Without development, the Village will either have to cut services or raise taxes to continue to provide the same level of service residents have come to expect.

Housing:

Over the past two years, multiple experts have presented to the Board, Plan Commission and CDA (Community Development Authority) regarding the importance of having housing that is affordable – meaning 1/3 of a family's income goes toward rent or mortgage.

Housing availability and affordability is an issue for both renters and homeowners in Dane County. The Dane County Housing Needs Assessment for 2019 highlighted the combination of a county-wide shortage of new housing, increased construction costs, and strong demand which has only worsened housing affordability in our area. Cottage Grove does not currently have housing to support families with work in a variety of occupations with respectable earnings. This shortage of affordable housing (aka workforce housing) impacts our ability to support current businesses and be competitive for potential commercial growth because we can't provide a local labor pool.

The village is forming a Housing Task Force to work with experts to analyze our current housing stock and determine what types of housing our community is lacking. The Task Force will produce recommendations specific to Cottage Grove's housing needs while considering a wide range of populations including young people starting their careers, people at different income levels, empty nesters and those on a fixed income. The task force will also ensure that the Village is adhering to Wisconsin State Statutes related to housing and local government.

The work of the committee you serve on is vital to the success of these priorities. We look forward to working with you to continue to make our Village a safe, friendly and attractive community for businesses, neighbors, and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village.

Dated this 3rd day of August 2020.

Signed by the Village Board

2020 Village Board List of Priorities

Rank	Item	Description	John Williams	Troy Allen	Jeff Lennberg	Heidi Murphy	Melissa Raxcliff	Sarah Valencia	Paul Vanderveide	Total	2019 Rank
1	A	Village Economy/Economic Development	6	8	7	1	1	0	3	26	1
2	I	Equity, Inclusion and Race	3	0	3	5	3	3	3	20	NR
3	K	Sustainability and Climate Change	6	0	0	5	3	3	2	19	7
4	E	Village Library	0	0	4	2	8	3	1	18	NR
5	B	Fiscal Responsibility	3	8	0	0	0	1	4	16	5
6	F	Housing	0	0	6	2	1	3	2	14	2
7	G	Parks and Recreation, Additional Amenities	0	0	0	2	2	3	2	9	3
8	J	Facilities Planning	0	0	0	1	1	1	2	5	4
9	D	Engagement and Communication	2	2	0	0	0	0	0	4	9
10	H	Update Ordinances	0	0	0	1	0	3	0	4	NR
11	C	Street Maintenance	0	2	0	1	0	0	0	3	12
12	L	Food Insecurities	0	0	0	0	1	0	1	2	NR
			20	20	20	20	20	20	20	140	

note: please see corresponding document for further descriptions of items listed  
 NR = Not Ranked (in previous year's list)

**Resolution 2020-07**

**Cottage Grove Village Board and Cottage Grove Police Department Joint Resolution  
to Condemn and Confront Racism**

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn the appalling, heinous, and heartbreaking use of force incident that resulted in the death of George Floyd in Minneapolis on Monday, May 25, 2020, and declare that the actions and inactions of the police officers involved in that incident were reprehensible and inexcusable; and

WHEREAS, the actions of these police officers negatively impacts the relationships between communities and their police departments.

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn all murder, violence, social injustice and racism targeted at persons of color, specifically toward Black Americans; and

WHEREAS, the acts of intolerable violence and hate that have occurred across this country since its founding are reprehensible and must be acknowledged; and

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn any word, deed or action that seeks to harm another due to their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

NOW, THEREFORE, BE IT RESOLVED, by the Cottage Grove Village Board and the Cottage Grove Police Department as follows, that:

The Village Board and the Police Department will continue to seek, identify, and implement measures to ensure that our community stands for justice for all and the right to peaceful assembly and listens to those that have been oppressed and marginalized, to

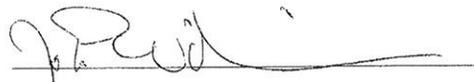
continue to improve our community so that all feel welcome and are treated equally and with dignity; and

The Village Board and the Police Department commit to bringing together our community to continually review, evaluate and update the Police Department's policies, procedures and community policing strategies; and

The Village Board and the Police Department commit to opening a dialogue that acknowledges, confronts and addresses intentional racism, systemic racism, racial biases and implicit biases within our community; and

The Police Department joins the Village Board in recommitting to its vision that the Village be a safe, friendly and attractive community for businesses, neighbors and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village and ensuring that this vision is a reality for all persons regardless of their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

Adopted this 15<sup>th</sup> day of June 2020.



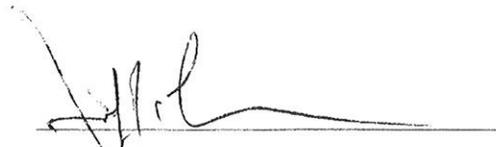
Signed – John Williams, Village President



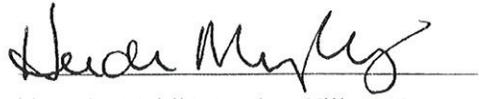
Signed – Daniel Layber, Police Chief



Signed – Troy Allen, Village Trustee



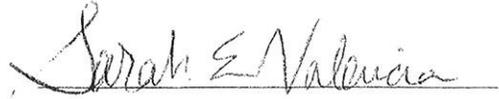
Signed – Jeffrey Lennberg, Village Trustee



Signed – Heidi Murphy, Village Trustee



Signed – Melissa Ratcliff, Village Trustee



Signed – Sarah Valencia, Village Trustee



Signed – Paul VanderVelde, Village Trustee

Attest: 

Village Clerk Lisa Kalata

VILLAGE OF COTTAGE GROVE

ORDINANCE REVIEW COMMITTEE

Minutes

Wednesday, January 29, 2020

5:30 p.m.

Village Hall  
221 E Cottage Grove Rd

1. Call to Order.
2. Determination of quorum and that the agenda was properly posted.

Attendance: Alex Jushchyshyn, Jon Russell, Heidi Murphy, Jess Robinson (arrived 5:40pm)

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

none

4. Discuss any Ordinance edits and changes recommended for the purpose of compiling a prioritized list of recommended Ordinance changes to submit to the Village Board.

Jess discussed that he received a ordinance to review for Sexting from the CGPD.

Jess reviewed KnoxBox (130.26 (e) ) locations and requirements. some locations have them, some don't. Jess to review needs and what is current in Village ordinance and recommend updates.

5. Discuss any Ordinance Request Forms received.

Chapters 1 Request Form

Jon reviewed his request form. there is inconsistency in current practice vs. the text. it needs to be cleaned up. Heidi to ask the board to direct staff to obtain a quote to cleanup Chapter 12, 13, 36, referencing Jon’s Form.

6. Update on Responsible Bidder Ordinance.

Model Lowest Bid Ordinance

Jon created check list from the guidance document. this should help make it easy and quick to review bids. Check lists are easier to update and cheaper than creating an ordinance. create checks for items a to q on from the guidance document. Check list should be reviewed every 2 years to ensure the questions are relevant. Jon to complete form updates and present to the board when he is ready.

7. Discuss Vaping Ordinance.

Vaping Request Form

Department of Justice Smoking Ban Info Sheet

Vaping Ordinance Example

Heidi reviewed a Q and A document for what the village could do for creating an ordinance. Committee needs to know if there is funds to create this ordinance. Heidi to seek direction from the board to gather funds for this project.

The committee would like to know what the cost was to update the ordinance in 2019 for the time of liquor sales(109-16, (b)(c). Could this be used as a bench mark for costs of updating ordinances?

8. Approve the minutes of the October 30, 2019 meeting.

Jon Russell motion, 2nd Jess Robinson

Vote: 4-0-0

9. Future agenda items.

- a. budget, costs and quotes from legal team.
- b. vaping direction

10. Set next meeting date.

Feb 26, 2020 5:30pm

11. Adjournment.

- a. Jon Russell motion, 2nd Alex Jushchyshyn

Vote: 4-0-0

**PUBLIC WORKS &  
PROPERTIES COMMITTEE**

**Tuesday, September 1, 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/92615180685> You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 926 1518 0685 # 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 [jl Larson@village.cottage-grove.wi.us](mailto:jl Larson@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 Glacial Drumlin Bike Path/Clark/Grove St Project
  - b. Update on the Buss Road/CTH BB project.
- 5) New Business**
  - a. Discuss and consider recommendation on Capital Plan.
  - b. Discuss and consider operating budget for 2021.
  - c. Review Village Board Priorities.
- 6) Engineer’s report**
- 7) Director’s report**
- 8) Approve the minutes of the August 4, 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



# 2021 Budget Request

**MEMO DATE:** August 28, 2020

**TO:** Public Works Committee

**CC:** Matt Giese – Village Administrator

**FROM:** JJ Larson – Director of Public Works & Utilities

**RE:** Capital Plan for 2021

## OVERVIEW/BACKGROUND

The Capital Plan funds scheduled equipment purchases and replacements, as well as smaller projects like building maintenance/upgrades, street repaving, technology upgrades, etc. In the 2021 plan there will be a number of capital purchases for our department.

- 2021 will be the third year of the capital road repaving plan. As we did last year, I intend to bring a recommended repave plan to the Public Works Committee for approval or modification prior to bidding the work. This is planned at \$126,000 of levied funds.
- The plan for 2021 also includes replacement of the Village Hall parking lot. This lot has been in poor condition for years and is long overdue for repaving. This is planned at \$78,000 of levied funds.
- The Capital Plan also allocates dollars for building maintenance projects. While planned work may fluctuate given the specific condition from year to year; this is where we can plan for things like HVAC replacements, lighting upgrades, etc. The plan for 2021 may look at areas to improve the HVAC units in the Village facilities that may also help us work towards our newly adopted Sustainability goals. This is budgeted at \$40,000, with \$28,000 being from levied funds.
- Lastly, the Department plans to replace our paint striper with an estimated cost of \$6,000 of levied funds.

## ITEMS OF NOTE IN THE PLAN

- We moved back a number of planned vehicle replacements. Of note to this Committee, a plow truck, and two Public Works pickups. These vehicles are operating well, and there won't be a major impact to their trade-in value by delaying their replacement.
- We also have not included the purchase of a leaf-vac truck. As I have noted, the addition of a leaf vac truck and collection program must include the addition of an FTE in our Department.

## FINANCIAL IMPACT/FUNDING SOURCE

The Capital Plan is funded using levied dollars annually. Some years the planned expenditures spend down the account, other years there is a surplus and the account grows. There is no change in impact on the taxpayer annually as purchases fluctuate.

## DEPARTMENT HEAD RECOMMENDATION

I recommend that the Committee and Board continue to support the Capital Plan.



## 2021 Budget Request

**MEMO DATE:** August 27, 2020

**TO:** Public Works Committee

**CC:** Matt Giese – Village Administrator

**FROM:** JJ Larson – Director of Public Works & Utilities

**RE:** Public Works Operating Budget

### OVERVIEW/BACKGROUND

The economic impact of the pandemic has brought challenges to municipal finances, and further impacts are anticipated across the state and nation. With that in mind the 2021 operating budget request is under a 1% overall increase (not including any increases for wages/benefits) for the General Fund portion of our Department.

### ITEMS OF NOTE IN THE BUDGET

- The proposed budget includes a request for an additional \$6,000 for “Sustainability Initiatives.” This could be used to fund programs like the rain barrel or compost barrel programs other municipalities offer their residents. These funds could also be used for any number of other incentives, outreach, or education programs with a Sustainability focus in 2021.
- I’ve requested a small increase in Engineering Professional Services to ensure that our Department can continue to work closely and collaboratively with Kevin as we transition from long-time Village Engineer, Mike Maloney.
- The proposed budget also includes a small increase in Street Maintenance due to a 4.1% increase in salt pricing through the State contract.
- Another small increase is proposed in the Sidewalk line in order to continue our good progress.
- Similar to the Sustainability Initiatives, there is an increase in the “Beautification” line. There has been interest from the Board in pursuing various small projects to make our streets and sidewalks more appealing and these funds could be used for any specific project ideas that may be proposed.
- There are increases requested in the “Refuse” and “Landfill” lines as well; these are there to ensure that we have money to continue to manage our brush and compost. It is getting significantly more expensive annually to grind and dispose of our brush pile.
- Also, note there is only one Stormwater Intern position, and the Seasonal positions have been removed from the budget proposal.

### ITEMS OF NOTE NOT IN THE BUDGET

For the first time since I’ve been with the Village, I am not formally requesting a staff addition. That said, I still want to make clear that our extremely efficient staff is going to need additions soon if our residents are to expect the same level of service, particularly given the growth that has occurred and is on the horizon. Our staffing levels also need to be considered whenever there is pressure to consider additional service provision (e.g. leaf collection). While we need staff



additions, contracting of services is a tool that should be used as well. Last year I proposed contracting brush collection, and I intend to bring that proposal back in more certain times in the future.

Included in the packet are memos and reports (un-updated) from last year on our staffing level and brush collection privatization.

### **BOARD PRIORITIES**

While this budget proposal is virtually no increase, there are opportunities to align with some of the stated Board priorities. Depending on specific direction and projects, we can utilize relatively small amounts to encourage our residents to go green; whether it's by adding a rain barrel, composting their household waste, or adding a rain garden. We may also use funds from the Water & Sewer Utilities to work on similar projects and educational opportunities that would directly benefit water quality, the environment, and our residents.

The Board is also prioritizing Equity, Inclusivity and Race. I take great pride in the work we do in Public Works because the work we do is done for all residents, business owners, employees and visitors regardless of the color of their skin, where they were born, or how much money they make. We plow every street, fix every sidewalk and fill every pothole for everyone.

The Board also prioritizes fiscal responsibility. I contend that our Department is the embodiment of fiscally conservative, responsible, efficient service provision.

### **DEPARTMENT HEAD RECOMMENDATION**

I recommend that this Committee approve the budget as presented.

ITEM 5b

	WDSC 2018 Pop. Est.	Total FT PW/Util staff	Public Works/Streets	Utilities	Municipal Road Miles	Notes	Staff to resident	Staff to street mi
Monona	7,871	13	Dir PW/Utilities (1) GIS & Proj Mgr (1) Facilities Maint. (1) Operations Supervisor (1) PW Crew (2) Mech (1) Crew(PW & Util) (1) Locator/ROW Permit (1)	Util Foreman (1) Operators (2) Crew (PW & Util) (1)	33.82	Monona offers essentially the same services, but utilize contractors for sewer cleaning/jetting operations and brush collection. They also have (1) GIS Intern, (1)Sustainability Intern, and (3) PT mowers for non-parks property.	605	2.60
McFarland	8,700	13.5 (12)	Director (1) Asst. to Dir. (1) Street Super (1) Parks Super (1) PW Crew (7) Mech (1) Parks & Forestry (1) Meter Reader (.5)		42.43	McFarland structures their organization slightly differently, they have no Parks Director and Rec programs go through the school district; so a more comparable number of 12 employees is used for analysis. They also contract brush collection and sewer cleaning.	725	3.54
Cottage Grove	6,720	7	Director(1) Foreman (1) PW Tech (4) Forester/PW Tech (1)		32.8		960	4.69

In 2015 a comprehensive staffing study of 18 comparable communities showed that to reach the comparable average at that time, our staff would have had 12 in Public Works & Utilities. Of that study group, the 5 most comparable communities were identified (based on population, responsibilities, organizational structure and service-level provided) and to meet the average, our staff would have been 9 in 2015. Since that initial study, I have reached out to McFarland and Monona annually to update the numbers, as they are the most comparable in many ways.

Annually I have made the case for a split of the Department and responsibilities into Streets and Utilities divisions and for the creation of an additional Foreperson position as well as another Tech/Operator position. In lieu of that request for 2020, I am looking for other opportunities to find efficiencies that will not involve permanent staff addition. The primary request for this budget being the privatization of brush collection. Contracting this work equates to roughly a .5 FTE addition to our staff. While I would still maintain that we are understaffed; this would be a strong step in the right direction.

Given the history of turnover on our Village Board, with new Trustees annually, I do want to continue to stress that our Department will need to grow in the very near future, there are only so many efficiencies that can be found. While I've grown to take great pride in leading such an effective and efficient group, the Village continues to grow and our (relatively) young infrastructure, both visible and buried, continues to age and in order to manage these assets responsibly we need to maintain an efficient, yet effective and proactive level of personnel.



## 2020 Budget Request

**MEMO DATE:** September 30, 2019

**TO:** Finance & Personnel Committee

**CC:** Matt Giese

**FROM:** JJ Larson – Director of Public Works/Utilities

**RE:** Contracting of Brush Collection

### OVERVIEW/BACKGROUND

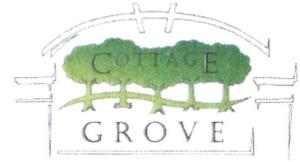
As the Public Works Committee, Utility Commission and Village Board have been made aware, we run an extremely lean Department when compared to similarly sized communities offering the same level of resident service. Although a very strong case still exists that we need to increase the size of our full-time staff, in lieu of that request this year I am seeking opportunities to leverage the private sector to ease some of the workload.

Brush collection has been offered to Village residents for years and is a service they have come to expect. We offer collection of brush once per month from April – November and we also pick up trees after the Christmas holiday. This is the most time consuming and inefficient service our Department provides, and I have been looking at options for the last few years. I have reached out to other municipalities and found that many have had great success in utilizing private contractors for this service (in particular Monona and McFarland).

Additionally, in speaking with our representative Senior Loss Control Consultant from United Heartland, brush collection comes up as a consistent topic as an easy way the Village could remove risk. The only reported injuries in our Department – dating back before I began in 2015 – are all the result of brush collection (from stings and sprains to one requiring major knee surgery).

As you can see in the accompanying breakdown it makes good financial sense to contract this work so our staff can focus on more pressing maintenance and important projects and allow a company, with the economy of scale, to handle this service more efficiently.

I met with representatives from Barnes, Inc. and discussed how they could tailor a proposal to most closely mimic the level of service we provide the residents presently. Barnes will even provide a price quote to residents with brush piles that exceed allowable limits (where we previously told them to make their own arrangements); meaning that this will actually increase the level of service our residents receive. The proposal also offers an optional hourly rate to provide additional collection as a result of storm damage and for Christmas tree collection. The proposed 3-year contract with Barnes, Inc is for \$42,000 in the first year, with 3% increases in the following years. I am requesting that we incorporate all costs related to brush collection (including the grinding and disposal of the pile we collect annually) as well as additional funds for potential storm cleanup.



**FINANCIAL IMPACT/FUNDING SOURCE**

I am proposing an additional \$50,000 in the General Fund to handle brush collection.

**DEPARTMENT HEAD RECOMMENDATION**

As you can see in the accompanying breakdown, this is an obvious win for the taxpayer. While our staff has continued to do an exceptional job in providing all that's expected of them, at some point the unseen maintenance that gets pushed off will become more serious concerns; privatizing this time-consuming and dangerous collection would free up our staff to address more important work for the long-term health of the Village. I recommend approval of this request and entering into a contract with Barnes, Inc.

**COMMITTEE RECOMMENDATION**

At the September 4<sup>th</sup> meeting the Public Works & Properties Committee unanimously approved the proposed operating budget which included additional money to privatize brush collection.

**ITEM 5b**

Brush is collected every month April - November and twice for Xmas Trees

<b>DESC.</b>	<b>HOURLY RATE</b>
PW Tech	\$ 41.10
Foreman	\$ 47.11
Chipper	\$ 31.16
1-ton Truck	\$ 15.20
Loader w/grapple	\$ 59.64
Skidsteer w/attach	\$ 39.32
Dump truck	\$ 52.96

<b>TYPICAL BRUSH COLLECTION</b>	
2 PW Tech (80 hrs)	\$ 3,288.00
Foreman (20hrs)	\$ 942.20
Chipper & 1-ton (20hrs)	\$ 927.20
Loader (10 - 15hrs)	\$ 596.40
Dump truck (15 - 20hrs)	\$ 794.40
Skidsteer (5 - 10hrs)	\$ 196.60

<b>\$ 6,744.80</b>	<b>PER COLLECTION WEEK</b>
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<b>\$ 53,958.40</b>	<b>8 COLLECTIONS PER YEAR IN STAFF &amp; EQUIPMENT</b>
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This does not include costs for Xmas tree pickup, or any storm damage special pickups

<b>ADDITIONAL COSTS</b>	
Dane County Landfill (wood chip disposal 2018)	\$ 512.00
Total cost to tub grind pile on "the hill" 2018	\$ 3,800.00

## ITEM 5c

Dear Village Committee and Commission Members:

Thank you for your service and commitment to our community. The Village Board works through an annual prioritization process to identify the areas of focus for our community. The prioritization list serves as a tool when developing budgets, allocating staff time, and guiding decisions for the community. We are looking to our committees to partner with the Board on advancing these priorities. As such, it is important for the committees to understand the priorities and planned work ahead. This year, a number of new initiatives have made the top of the prioritization list in addition to priorities that have been on the list for many years. Please see the attached documents detailing the prioritization process, trustee comments, and vote distribution for further context.

The top 6 priorities for the current Board are as follows:

1. Village Economy/Economic Development
2. Diversity, Equity, and Inclusion (DEI)
3. Sustainability and Climate Change
4. Village Library Consideration
5. Fiscal Responsibility
6. Housing

### Economic Development:

Economic development within the village is first on the priority list and has been on the priority list for many years. Inherently, the priorities that follow are critical domains needed to support a vibrant local economy. We want to bring businesses to the community. In order to attract businesses, the community needs to be a desirable place to live, work, and play.

### Diversity, Equity, and Inclusion:

The Village Board has taken a number of actions in the last few months in regards to this new priority. One of the immediate actions of the Board was to pass Resolution 2020-07. This is a joint resolution of Cottage Grove Village Board and Cottage Grove Police Department to condemn and confront racism. This resolution includes a commitment to “opening a dialogue that acknowledges, confronts, and addresses intentional racism, systemic racism, racial biases and implicit biases within our community.” A copy of this Resolution is attached.

Additionally, the Board will be forming an Ad Hoc Committee on Diversity, Equity, and Inclusion. This committee will assist the Board in reviewing Village practices, policies, procedures, objectives and goals as related to diversity, equity, and inclusion.

Another component of this initiative is to encourage all elected officials, citizen appointees, staff, and community members to learn about diversity, equity and inclusion and how we can work towards demonstrating and reflecting these values within our community.

### Sustainability and Climate Change

The Village Board has also taken immediate action on this new priority. The Board has formed an Ad Hoc Sustainability Committee to review the village’s practices and procedures and see if

there are ways the village could improve on our environmental footprint. This committee will also work with the Board to encourage and educate our community around sustainable practices.

Village Library:

The Library Planning Committee was formed in November, 2019, to determine if there is support in our community to build a library. The Committee has learned that while a library may not be the top reason to move to a community, it is clearly noted as missing. For many, a library is an important part of a community. Libraries provide a public space that provides a resource for a community and citizens. The committee will bring forward a recommendation for next steps regarding the potential of a community library to the Village Board in the coming months.

Fiscal responsibility:

The Village Board has a 5-year fiscal plan, which we follow and monitor closely. Economic development helps to maintain or lower taxes for citizens. Slow growth in a community, both in business and residential development, coupled with the cost of living increases that occur every year will cause taxes to increase. Without development, the Village will either have to cut services or raise taxes to continue to provide the same level of service residents have come to expect.

Housing:

Over the past two years, multiple experts have presented to the Board, Plan Commission and CDA (Community Development Authority) regarding the importance of having housing that is affordable – meaning 1/3 of a family's income goes toward rent or mortgage.

Housing availability and affordability is an issue for both renters and homeowners in Dane County. The Dane County Housing Needs Assessment for 2019 highlighted the combination of a county-wide shortage of new housing, increased construction costs, and strong demand which has only worsened housing affordability in our area. Cottage Grove does not currently have housing to support families with work in a variety of occupations with respectable earnings. This shortage of affordable housing (aka workforce housing) impacts our ability to support current businesses and be competitive for potential commercial growth because we can't provide a local labor pool.

The village is forming a Housing Task Force to work with experts to analyze our current housing stock and determine what types of housing our community is lacking. The Task Force will produce recommendations specific to Cottage Grove's housing needs while considering a wide range of populations including young people starting their careers, people at different income levels, empty nesters and those on a fixed income. The task force will also ensure that the Village is adhering to Wisconsin State Statutes related to housing and local government.

The work of the committee you serve on is vital to the success of these priorities. We look forward to working with you to continue to make our Village a safe, friendly and attractive community for businesses, neighbors, and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village.

Dated this 3rd day of August 2020.

Signed by the Village Board



## Staff Memo

<b>MEMO DATE:</b>	<b>June 18, 2020</b>
<b>TO:</b>	Village Board
<b>FROM:</b>	Matt Giese – Village Administrator
<b>RE:</b>	<b>Village Board Prioritization Process</b>

### BACKGROUND

The following is the overall list of priorities that each Board came up with. Following each item I included the initials of the Board member so you can see who submitted what.

**Overall List (in no particular order; each item is entered as submitted) (/// = similar priority or category submitted)**

**A---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)



**B**---Fiscal responsibility, stabilize and lower Village taxes (TA) /// Remain Fiscally Responsible - strive for minimal tax increase for the Village portion of the taxes. (JW) /// Sustainable Finances: Short term - Every calendar year maintains a balanced budget. Long term - It is important to me that the existing board is financial stewards for the future generations of village residents. We need to remain fiscally healthy so there is no burden on the future of our community residents. We are mindful of large expense projects with a high level of certainty of the revenue that it will generate to offset those costs. (PV)

**C**---Invest in our future with increased street maintenance (TA)

**D**---Engagement and Communication: Continue to improve engagement with Village residents and stakeholders. Encourage involvement and communication (TA) /// Improve engagement with Village Residents and those outside the Village. Take more opportunities to connect with Village Residents (i.e. local events; promoting our website, facebook, other social media, etc.). (JW)

**E**---Village Library: Library Committee - hear result of research and recommendation from committee; make decision (SV) /// Community space planning for the future: Prepare financial plans and proposals so our community can consider building a library and community space. A library is a unique and valuable space in a community that brings together people of all ages to access a variety of resources and information. Libraries serve many purposes providing space for the community to gather, support education and arts, provide business resources, and serve a diverse population of any age or background. (HM) /// Library into the Financial Management Plan. A library is so much more than books and is a resource our community is missing. It can be a space for education, resources, meeting space for work, study and friends, and an inclusive space for all. (MR) /// Construction of a library. (JL)

**F**---Housing: Housing Task Force - get Task Force created with clear deliverables (SV) /// Housing, Land Use and Planning: Promote land use policies that will advance goals for a healthy community, create positive economic outcomes and provide environmental benefits. Continue to develop the Housing Task Force to study the detailed inventory of current housing options and create a vision for increasing options in the future including a greater variety of home values, unit sizes, lot sizes, apartments, town homes, duplexes, and condos and increase transportation options to promote connectivity between neighborhoods and businesses. Pursue positive relationships with neighboring communities to increase current and future transportation connectivity.(HM) /// Affordable housing – the housing task force will help determine our community’s understanding and need for housing options, including housing that is affordable to many different levels of income and regardless of disability, race, gender, or sexuality. (MR) /// Focus on affordable/workforce housing options. I want to see all people have the chance to call Cottage Grove their home. We need the housing that covers all socio-economic ranges so all workforce can find a home here; therefore, more housing and neighborhoods. (JL) /// Residential growth and development within housing: To help support diversifying our community; To help support lowering taxes. (PV)



**G---Parks and Recreation/Amenities:** Bike Path - complete bike path that continues glacial drumlin trail to Vilas Rd. (SV) **///** Parks and Recreation: Continue to promote an active community where bicycling, walking, and recreation are a safe, healthy, and accessible part of our daily activities. Expand recreational and park opportunities and facilities to meet the needs of our community's senior, youth, and adult populations. Continue the park and playground updates, continue the master planning process for the future 6<sup>th</sup> Addition to Westlawn park, and plan for installation of phase one of Westlawn park on Red Hawk Trail. (HM)

**H---Get ordinances updated to be accurate and current (SV)**

**I---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)

**J---Facilities Planning:** Conduct a long range facilities study or space needs analysis that includes future staffing and space needs for all municipal departments, future expansion options, estimates for capital and facility operations costs associated with the future staffing and space needs with an emphasis on sustainable design including alternative energy options. (HM) **///** Long range village facility and land use planning because as we continue to grow, we need to have a plan going forward for expansion when we need more village staff so we can continue to provide our residents with the level of service they have come to expect. (MR)

**K---Sustainability and Climate Change:** Protect natural resources by working to improve air and water quality. Implement a plan to transition Village vehicles, equipment and buildings to use more sustainable/efficient energy, protect waterways by investing in a leaf truck to help with watershed phosphorus levels, increase the tree canopy with diverse tree species, work with neighboring communities to designate valuable natural spaces for preservation and create a water management plan with a more regional focus to improve water quality, continue to provide resources to residents for ways that they become more sustainable (Focus on Energy, water softener information, de-icing/salt practices, etc). (HM) **///** Implement vision / plan to ensure the benefits we have now as Village citizens are there tomorrow and beyond (i.e. clean air / water; similar resources; etc.) and we reduce its environmental impact now and in the coming years. Reduce our greenhouse gas emissions 50% by 2030. Install solar panels on municipal buildings where practical (e.g. municipal services building with large roof). Options for wind power and other green initiatives. Increase non-gas options for transportations (i.e. multi-use paths throughout the village and connections beyond; Village replacement of gas to electric vehicles and equipment). Increase tree planting efforts through doubling of tree budget. Continue to partner with community organizations and support their environmental efforts (i.e. Boy Scouts bee hives; Lions annual tree planting; etc.). Reduce the



salt usage on winter streets leveraging best practices from other communities; action on Public Works committee already (JW) /// Focus on energy - Continued long term planning on conservation of energy. (PV)

L---Addressing Food Insecurities - Not sure this needs to be a priority or even a need in CG but would want to better understand our community dynamics in relation to potential food insecurities. If this was an issue I would want to see it as a priority of the village on how we would address it. (PV)

### **SUGGESTED NEXT STEPS**

-Review the comprehensive list of priorities that were submitted. Please let me know if I incorrectly lumped one of your individual priorities in a category that you do not feel fits.

-At the Board meeting: 1) you may ask each other questions about what they have submitted; 2) you could lobby for your individual submitted items.

Prioritization: each Board member has 20 “points” to allocate to the comprehensive list of projects however he/she would like. For example, one point on 20 projects, two points on 10 projects, or even all 20 points on one project. Please submit your individual prioritized list to me by **July 2nd**. I will compile everyone’s points and submit the results in the July 6<sup>th</sup> meeting packet.

The final list does not bind the Board to approve or move forward with any specific projects. The main purpose of this process is for the Board, staff and public to see what is and isn’t a priority for the current Board. At subsequent meetings the Board could work further to build consensus work plans for the top few priorities.

Staff will take general direction from the final list as a means of making budget proposals in the draft 2021 budget as well as establishing staff performance goals.

Please reach out if you have any questions.

2020 Village Board List of Priorities

Rank	Item	Description	John Williams	Troy Allen	Jeff Lemberg	Heidi Murphy	Melissa Ratcliff	Sarah Valencia	Paul Vanderveide	Total	2019 Rank
1	A	Village Economy/Economic Development	6	8	7	1	1	0	3	26	1
2	I	Equity, Inclusivity and Race	3	0	3	5	3	3	3	20	NR
3	K	Sustainability and Climate Change	6	0	0	5	3	3	2	19	7
4	E	Village Library	0	0	4	2	8	3	1	18	NR
5	B	Fiscal Responsibility	3	8	0	0	0	1	4	16	5
6	F	Housing	0	0	6	2	1	3	2	14	2
7	G	Parks and Recreation, Additional Amenities	0	0	0	2	2	3	2	9	3
8	J	Facilities Planning	0	0	0	1	1	1	2	5	4
9	D	Engagement and Communication	2	2	0	0	0	0	0	4	9
10	H	Update Ordinances	0	0	0	1	0	3	0	4	NR
11	C	Street Maintenance	0	2	0	1	0	0	0	3	12
12	L	Food Insecurities	0	0	0	0	1	0	1	2	NR
			20	20	20	20	20	20	20	140	

note: please see corresponding document for further descriptions of items listed  
 NR = Not Ranked (in previous year's list)

**Resolution 2020-07**

**Cottage Grove Village Board and Cottage Grove Police Department Joint Resolution  
to Condemn and Confront Racism**

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn the appalling, heinous, and heartbreaking use of force incident that resulted in the death of George Floyd in Minneapolis on Monday, May 25, 2020, and declare that the actions and inactions of the police officers involved in that incident were reprehensible and inexcusable; and

WHEREAS, the actions of these police officers negatively impacts the relationships between communities and their police departments.

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn all murder, violence, social injustice and racism targeted at persons of color, specifically toward Black Americans; and

WHEREAS, the acts of intolerable violence and hate that have occurred across this country since its founding are reprehensible and must be acknowledged; and

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn any word, deed or action that seeks to harm another due to their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

NOW, THEREFORE, BE IT RESOLVED, by the Cottage Grove Village Board and the Cottage Grove Police Department as follows, that:

The Village Board and the Police Department will continue to seek, identify, and implement measures to ensure that our community stands for justice for all and the right to peaceful assembly and listens to those that have been oppressed and marginalized, to

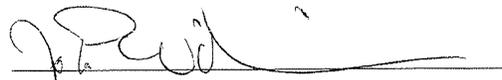
continue to improve our community so that all feel welcome and are treated equally and with dignity; and

The Village Board and the Police Department commit to bringing together our community to continually review, evaluate and update the Police Department's policies, procedures and community policing strategies; and

The Village Board and the Police Department commit to opening a dialogue that acknowledges, confronts and addresses intentional racism, systemic racism, racial biases and implicit biases within our community; and

The Police Department joins the Village Board in recommitting to its vision that the Village be a safe, friendly and attractive community for businesses, neighbors and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village and ensuring that this vision is a reality for all persons regardless of their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

Adopted this 15<sup>th</sup> day of June 2020.



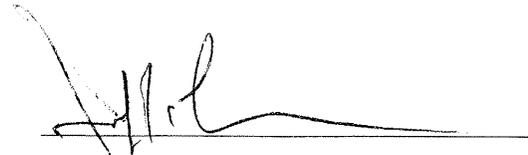
Signed – John Williams, Village President



Signed – Daniel Layber, Police Chief



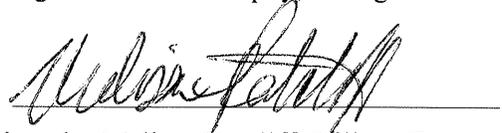
Signed – Troy Allen, Village Trustee



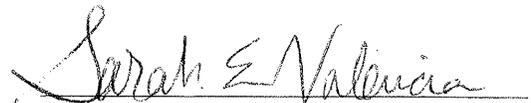
Signed – Jeffrey Lennberg, Village Trustee



Signed – Heidi Murphy, Village Trustee



Signed – Melissa Ratcliff, Village Trustee



Signed – Sarah Valencia, Village Trustee



Signed – Paul VanderVelde, Village Trustee

Attest: 

Village Clerk Lisa Kalata

# 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](mailto:klord@msa-ps.com)

**DATE:** September 2020 Report

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – MSA is working on the plan development mainly for the temporary school site as required and bike path. MSA is evaluating options for the intersection based on developers schedules and Village funding. A review of the intersection was completed that determined the 4-lane roadway should be planned for in the future due to the pending growth near the intersection.

5<sup>TH</sup> ADDITION TO WESTLAWN ESTATES – Concrete curb and gutter and sidewalk has been completed. Contractor currently needs to finish street paving and restoration.

COTTAGE GROVE COMMONS – Project is basically complete. Miscellaneous concrete and restoration work needs to be completed in the areas that are still around the building construction area.

VILAS ROAD BIKE PATH CREEK CROSSING – Project is complete. MSA will review for one year warranty items in 2021.

VILAS ROAD SEWER AND WATER – Construction planned to begin on August 31<sup>st</sup>.

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. The plans are being adjusted and discussions will be had with regards to comments from the PIM including a raised crosswalk across CTH N. MSA has determined stormwater options for the improvements along Clark Street and Grove Street. MSA and JJ met with the property owners west of Vilas Road to discuss a possible ponding option for stormwater to benefit the Village and proposed development. MSA is evaluating the feasibility of this along with costs. The Village received an email stating Alliant will bury the utilities along Clark Street at their costs.

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 – Contractor to finish surface paving and MSA has been working to review the letter of credit amount for a reduction.

CONSTRUCTION STANDARDS – MSA has prepared a draft of the construction standards for the public infrastructure for Contractors in the Village. MSA is reviewing these internally and with JJ first and will share these with Public Works along with some finalizing questions specific to the Village.

NORTH SIDE BUSINESS PARK – The area has been formally annexed to the MMSD service area. Additional utility and roadway extensions will be based on the schedule and funding of the Developer.

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. MSA went over comments with JJ Larson and provided to the school district.

## PROJECT UPDATE

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

FINANCIAL MANAGEMENT PLAN – MSA has been working with JJ Larson to verify some potential costs of roadways in the 5-year capital plan to start preparing budgetary numbers. MSA to review CTH N urbanization from Oak Street to Limestone Pass, West Ridge Road, and Oak Street traffic control. MSA is working with the Village on the costs for the Buss Road and CTH BB intersection along with the Village improvements for Clark and Grove Streets.

WIDEN-OLSEN DEVELOPMENT – MSA discussed the desires of the Developer with Village staff and will assist in determining the development needs for the utilities and roadways along Vilas Road to access the property. MSA has since discussed a possible regional pond to assist the Village in stormwater that direction as well as a benefit to the Developer.

DEVELOPMENT REVIEWS – MSA has been reviewing the development submittals for new development. Current review sites include the Atwell Hotel on CTH TT and the 1855 Saloon and Grill Patio expansion.

COMMERCE PARK INFILTRATION ANALYSIS – MSA has called in Diggers Hotline for the properties where the soil samples are to be completed and is working with JJ on digging some holes for analysis within the vacant lots.



# Village of Cottage Grove

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## Department of Public Works

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

September 1<sup>st</sup>, 2020

#### **Street maintenance planning for 2021**

- Pulling together estimate for chip sealing/re-stripping Main St. (CTH N).
- Getting this maintenance treatment could take two years of street maintenance budget.

#### **Repaving planning for 2021**

- Plan to bring recommendation/estimate to this Committee in the coming months to plan work for next year.

#### **Sidewalk maintenance**

- Working on plan for next spring; local contractor agreed to hold his price for form/pour/finish.
- Nearing one time through the Village – I plan to re-evaluate the sidewalk plan and see if it needs modification in the coming months; if there's anything I will bring it to this Committee.

#### **Camera at Public Works Shop**

- Contractor scheduled to move the camera on Sept. 8.

#### **Stormwater Intern**

- Position proved incredibly valuable
- Inspections (ponds/outfalls/structures/illicit discharge), identified maintenance issues
- Conducted erosion control inspections
- Created outreach and education materials
- Position is planned in presented operating budget again for '21.

#### **Stormwater/ditch work**

- Staff made progress on a stormwater bank restoration/reinforcement
- Also completed a ditch cleaning & regrading project

#### **Street patching underway**

- Staff has been working on saw-cutting and repaving sections throughout the Village.

#### **Additional concrete work planned**

- KR Concrete will be completing a handful of curb and gutter repairs and making the ramps/landing for the crosswalk to be added to Sandpiper.

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE  
MEETING MINUTES OF AUGUST 4, 2020**

1. **Call to Order.** The meeting was called to order at 6:01 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, Scott Schuerman and John Williams (chair). Also present were Public Works Director JJ Larson, Village Engineer Kevin Lord of MSA, Eric Thompson of MSA and two members 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. **Discuss and consider recommendation on Clark Street and Grove Street reconstruction.**

Larson recapped that two Clark St. projects have been in the planning stages for years; the bike path, with TAP grant funding and the Clark St. west reconstruction have both been factored into the Village’s Financial Management Plan for years. Over the past year, there has been interest and discussion in adding Grove Street improvements to the overall project as well. Lord began the discussion by showing the plan adding parking along Grove and Clark streets as a part of the street reconstruction but explained that adding that impervious area would require stormwater management. Thompson then explained some options to the Committee. First, explaining that stormwater from Grove St. could be moved east and into the existing system there, but that this would have to be investigated further and could potentially create flooding concerns if the piping downstream wasn’t sized for the additional loading. He then outlined the other option to the west that has the potential to treat & control water from both Clark St. and Grove St. by adding pipe from Grove, west through Clark St. and into a proposed regional pond that would be installed on the west side of Vilas Rd. in the proposed Parkside Ridge development. Thompson also outlined the possibility of taking water from Grove St. southwest to the infiltration basin existing there, but referred to the issues that have come up in the past with water heading this way and the issues it has created with downstream property owners; given that, this option is not recommended. Hackel asked about the possibility of taking the opportunity to enlarge that pond at this time. Thompson explained that it could, but that it may not address all the issues, or may require a really large pond to do so. Thompson explained that the pond would benefit the developer as well as allow the Village to handle the additional stormwater from Clark and Grove; as they would also utilize the pond to treat their stormwater from their developed lots in the future.

Williams asked Thompson, in his professional opinion, with cost as a separate factor, if the option with a pond installed west of Vilas with stormwater pipe installed from Grove St and all along Clark St. to the west was the best option. Thompson confirmed, but added that he would also recommend a small, dry pond addition next to Grove St. in order to provide some treatment and allow for smaller pipe the rest of the way.

Lord and Larson explained that they are looking for a recommendation as to what to provide to Ehlers for the Financial Management Plan. Williams stated that this committee has talked about not tearing this area up more than once. Given that the park has added the shelter and splash pad and we’ll be adding the bike path, this area will be increasingly visible and visited. Larson showed the breakdown of the different phases that could be split out if the Committee or Board opted to phase the projects.

Larson explained that he was looking for direction from the Committee on what to present for the Financial Management Plan numbers and ultimate Village Board consideration; the entirety of the project or split it into separate parts over a number of years.

Motion by Hackel, seconded by Kieck, to recommend entire project to the Board, but show it in phasing costs for the Board's consideration in the Financial Management Plan for completion in 2021. Motion carried with a unanimous voice vote of 5-0-0.

**b. Update on Glacial Drumlin Bike Path project.**

Not much new to update at this time.

**c. Update on the Buss Road/CTH BB project.**

Larson explained that there is a lot up in the air on this project currently. There are a number of factors to consider; responsibility for costs and timing between all the different parties. Lord agreed and stated that he and Village staff were continuing to work on scope and timing of the various phases of the project.

**5. New Business**

**a. Discuss and consider recommendation on projects in the Financial Management Plan.**

Larson showed the proposed plan and the years the projects are planned for construction and gave a brief description of each. Eberhardt asked about West Oak St. and the potential for bringing that wide road in to help calm traffic. Hackel mentioned that there are other options that could be utilized that wouldn't be as costly as moving the entire curb and gutter. Lord showed some examples of striping and bump outs at the intersections that may be more cost-effective measures as well. Motion by Hackel, seconded by Eberhardt, to continue to show the projects as presented in the Financial Management Plan. Motion carried with a unanimous voice vote of 5-0-0.

**6. Engineers 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.

**5<sup>th</sup> Addition to Westlawn Estates**

Concrete curb and gutter and sidewalk have mainly been completed. The Contractor is currently working on curb ramps and then will finish with street paving and restoration.

**Cottage Grove Commons**

Miscellaneous concrete and restoration work is being completed to obtain occupancy for a portion of the site. MSA obtained the field GIS information to update the Village utility mapping.

**Vilas Road Bike Path Creek Crossing**

Project is progressing. Pavement is completed and restoration ongoing.

**Vilas Road Sewer and Water**

Preconstruction meeting planned for July 30<sup>th</sup> where the schedule will be discussed.

**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 preparing for the Public Informational Meeting on July 30<sup>th</sup> with recommendations on the route from the Bike/Ped Committee. Plans and exhibits will be created for the PIM meeting which will be online. MSA has looked at crossing alternatives for the crossing of CTH N and has a recommendation from the Bike/Ped Committee. MSA is working to internally schedule the required test pits for stormwater evaluation of the site. Stormwater is being considered for the project with potential of public improvements. Utility estimates (overhead power) 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 related to Covid-19, they said it was doubtful that this will be included in next year's budget. They told Lord 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.

### **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. A portion of the area is included in the MMSD Annexation area.

### **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. MSA went over comments with JJ Larson and provided to the school district.

### **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.

### **Financial Management Plan**

MSA has been working with JJ Larson to verify some potential costs of roadways in the 5-year capital plan to start preparing budgetary numbers. MSA to review CTH N urbanization from Oak Street to Limestone Pass, West Ridge Road, and Oak Street traffic control.

### **Widen-Olsen Development**

MSA discussed the desires of the Developer with Village staff and will assist in determining the development needs for the utilities and roadways along Vilas Road to access the property.

### **Development Reviews**

MSA has been reviewing the development submittals for new development. Current review sites include the Comfort Suites Hotel on Landmark Drive, Atwell Hotel on CTH TT, and the 1855 Saloon and Grill Patio expansion.

### **Commerce Park Infiltration Analysis**

MSA has called Digger's Hotline for the properties where the soil samples are to be completed.

## **7. Directors Report**

### **Vilas Road Creek Crossing**

Project complete, aside from a few cleanup items.

### **Street Maintenance for 2020**

All street work completed for the year. The only remaining work is crack filling on bike paths.

### **Sidewalk Maintenance**

Work completed for the year and invoices sent out. Larson plans to have work prepared for an early spring start next year.

### **Camera at Public Works Shop**

Contractor will be coming back to move the camera for us (time & material cost); two attempts to get license plates were out of focus.

### **Stormwater Intern position**

Intern coordinated artists to develop/paint mural around a storm inlet.

#### **8. Approve the minutes of the July 7, 2020 Public Works & Properties Committee meeting.**

**Motion** by Hackel, seconded by Schuerman, to approve the July 7, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 5-0-0.

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

The next virtual Zoom meeting is tentatively scheduled for Tuesday, September 1, 2020 at 6:00 pm.

#### **10. Future Agenda Items**

- Operating budget
- Update on Glacial Drumlin Bike Path project.
- Update on the Buss Rd/CTH BB project.
- Update on Clark Street project.

#### **11. Adjournment**

**Motion** by Hackel, seconded by Eberhardt, to adjourn at 7:07 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on:

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

**Village of Cottage Grove Board**  
**Application for Appointment to Village Commissions/Committees**

If you are interested in serving the community as a committee member, please complete this application form and return it by email to the village clerk: [lkalata@village.cottage-grove.wi.us](mailto:lkalata@village.cottage-grove.wi.us) or you can mail it to Village Hall, c/o Lisa Kalata, 221 E. Cottage Grove Road, Cottage Grove, WI 53527. Committee applications are kept on file and reviewed as necessary to fill vacancies. For more information about committees, please refer to our website: [www.village.cottage-grove.wi.us](http://www.village.cottage-grove.wi.us). If you have additional questions, please contact Village hall at (608) 839-4704, or Lisa Kalata at [lkalata@village.cottage-grove.wi.us](mailto:lkalata@village.cottage-grove.wi.us). Thank you for your interest!

Name: <i>Loreen Gage</i>		
Street Address: <i>501 Progress Drive</i>		
City: <i>Cottage Grove</i>	State: <i>WI</i>	Zip Code: <i>53527</i>
Phone #: <i>414-303-5014</i>	Email: <i>loreengage3@gmail.com</i>	

Choose a Committee(s)	
<input type="checkbox"/> Ad Hoc Architectural Review Committee	<input type="checkbox"/> Parks, Recreation & Forestry Committee
<input type="checkbox"/> Ad Hoc Glacial Drumlin Bike Path Committee	<input type="checkbox"/> Peer Court Steering Committee
<input type="checkbox"/> Board of Review	<input type="checkbox"/> Plan Commission
<input type="checkbox"/> Community Development Authority	<input type="checkbox"/> Police Commission
<input type="checkbox"/> Emergency Government Committee	<input type="checkbox"/> Public Relations Committee
<input type="checkbox"/> Finance and Personnel Committee	<input type="checkbox"/> Public Works & Properties Committee
<input type="checkbox"/> Flynn Hall Committee	<input type="checkbox"/> Sustainability Committee
<input checked="" type="checkbox"/> Housing Task Force	<input type="checkbox"/> Tourism Commission
<input type="checkbox"/> Law Enforcement Committee	<input type="checkbox"/> Utility Commission
<input type="checkbox"/> Library Planning Committee	<input type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Ordinance Review Committee	<input type="checkbox"/> Other (please specify): _____

Background (related experiences, skills or qualifications): *- PMA School Board Member*

- Currently work at Housing Initiatives (Client Services Director)*
- member of the*
- Co-Chair of Core Committee*
- member of the Neighbor Resource <sup>North Madison</sup> ~~Center~~ <sup>Team</sup>*

Why you are interested in this committee(s):

*I want to utilize my background and experience in housing to help support individuals in my community*

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Name: <i>Andrew McKinney</i>		
Street Address: <i>4574 American Way</i>		
City: <i>Cottage Grove</i>	State: <i>WI</i>	Zip Code: <i>53527</i>
Phone #: <i>608-215-5998</i>	Email: <i>andrewmckinney4education@gmail.com</i>	

Choose a Committee(s)	
<input type="checkbox"/> Ad Hoc Architectural Review Committee	<input type="checkbox"/> Parks, Recreation & Forestry Committee
<input type="checkbox"/> Ad Hoc Glacial Drumlin Bike Path Committee	<input type="checkbox"/> Peer Court Steering Committee
<input type="checkbox"/> Board of Review	<input type="checkbox"/> Plan Commission
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<input checked="" type="checkbox"/> Housing Task Force	<input type="checkbox"/> Tourism Commission
<input type="checkbox"/> Law Enforcement Committee	<input type="checkbox"/> Utility Commission
<input type="checkbox"/> Library Planning Committee	<input type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Ordinance Review Committee	<input type="checkbox"/> Other (please specify): _____

Background (related experiences, skills or qualifications):

- *Current president of the Monona Grove school board.*
- *From a single parent home of Gary, Ind.*
- *Disabled veteran*

Why you are interested in this committee(s):

*I would like to see if this community is open to low-income and/or affordable housing and why its needed.*



# Staff Report

<b>MEMO DATE:</b>	<b>August 20, 2020</b>
<b>TO:</b>	Village Board of Trustees Matt Giese, Village Administrator
<b>FROM:</b>	Lisa Kalata, Village Clerk
<b>RE:</b>	<b>Social Media/Website</b>

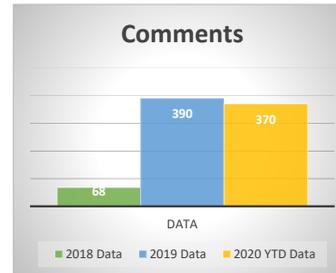
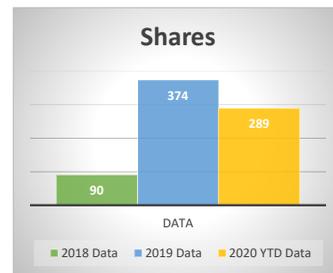
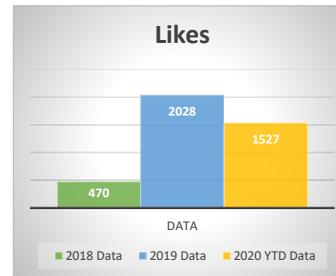
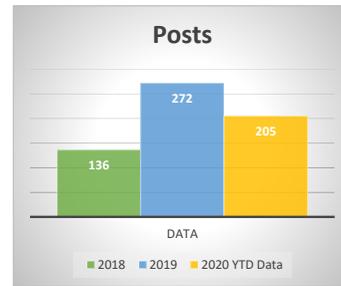
## OVERVIEW/BACKGROUND

The Village Board in 2018 made “increase citizen engagement” as a priority, and since that time we have increased and tracked the social media data each year. There are two reports attached with this memo. The first is a spreadsheet that shows the Facebook data from 2018 to present. The other report (PIWIK) is generated each month from CivicPlus based on the activity the website generates in that month. The PIWIK report is helpful data as it shows the number of visits and the areas, they visit on the Village Website.

We continue to use the “News Flash” to get information out to the residents. We currently have 179 subscribers to receive various notifications generated through the website. We will continue to do community outreach and education to get more citizen engagement.

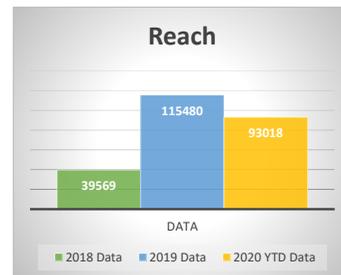
### FACEBOOK Data-2020

	Posts	Likes	Shares	Comments	Reach
January	27	152	32	24	10434
February	29	119	29	29	8917
March	32	78	32	66	15652
April	24	269	26	50	11818
May	13	94	9	9	4770
June	22	422	86	97	18257
July	36	230	53	60	13582
August	22	163	22	35	9588
September					
October					
November					
December					
<b>Total</b>	<b>205</b>	<b>1527</b>	<b>289</b>	<b>370</b>	<b>93018</b>
<b>Average/per month</b>	<b>17.1</b>	<b>127.3</b>	<b>24.1</b>	<b>30.8</b>	<b>7751.5</b>



### FACEBOOK Data-2019

	Posts	Likes	Shares	Comments	Reach
January	31	238	59	91	12536
February	19	82	15	33	6255
March	14	261	24	12	5083
April	15	105	22	23	6907
May	14	78	10	11	3632
June	25	260	61	46	14913
July	27	188	47	36	15464
August	24	129	26	26	12780
September	18	120	16	6	6541
October	29	179	38	37	12051
November	35	226	47	61	12876
December	21	162	9	8	6442
<b>Total</b>	<b>272</b>	<b>2028</b>	<b>374</b>	<b>390</b>	<b>115480</b>
<b>Average/per month</b>	<b>22.7</b>	<b>169.0</b>	<b>31.2</b>	<b>32.5</b>	<b>9623.3</b>



### FACEBOOK Data-2018

	Posts	Likes	Shares	Comments	Reach
January	2	13	3	0	2255
February	9	7	10	5	2118
March	15	14	3	1	3175
April	2	1	0	0	2984
May	1	2	0	1	116
June	4	30	4	0	1488
July	4	14	4	1	1154
August	13	107	19	8	7438
September	20	52	20	7	4151
October	24	54	12	15	4267
November	23	111	12	12	5383
December	19	65	3	18	5040
<b>Total</b>	<b>136</b>	<b>470</b>	<b>90</b>	<b>68</b>	<b>39569</b>
<b>Average/per month</b>	<b>11.3</b>	<b>39.2</b>	<b>7.5</b>	<b>5.7</b>	<b>3297.4</b>

\* as of July 24, 2019 there are 1,052 Page Followers  
 \* as of July 24, 2020 there are 1,303 Page Followers

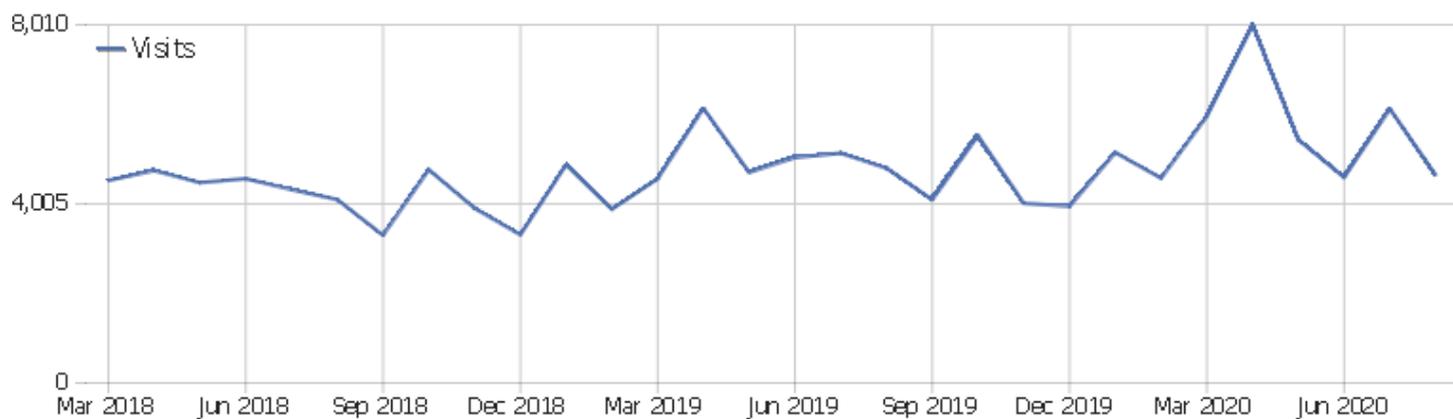


Cottage Grove, WI

Date range: August 2020

Monthly Report

# Visits Summary



Name	Value
Unique visitors	3,599
Visits	4,646
Actions	12,551
Maximum actions in one visit	76
Actions per Visit	3
Avg. Visit Duration (in seconds)	00:02:06
Bounce Rate	47%

# Page titles

Page Name	Pageviews	Unique Pageviews	Avg. time on page	Bounce Rate	Exit rate	Avg. generation time
Cottage Grove, WI	3,325	1,695	00:00:48	68%	77%	0.73s
Cottage Grove, WI   Official Website	2,088	1,678	00:00:42	31%	38%	0.79s
Recreation   Cottage Grove, WI	532	364	00:01:03	32%	60%	0.68s
Garbage & Recycling   Cottage Grove, WI	355	303	00:01:04	66%	82%	0.49s
Parks   Cottage Grove, WI	289	184	00:00:33	42%	55%	0.46s
Police   Cottage Grove, WI	224	180	00:00:57	62%	68%	0.68s
Public Works & Utilities   Cottage Grove, WI	214	179	00:00:36	58%	68%	0.53s
Online Payments   Cottage Grove, WI	185	166	00:01:39	50%	85%	0.46s
Permits, Applications, & Forms   Cottage Grove, WI	174	137	00:00:56	65%	69%	0.5s
Government   Cottage Grove, WI	166	130	00:00:37	13%	15%	0.45s
Sample Ballots   Cottage Grove, WI	144	128	00:00:37	76%	88%	0.48s
Elections   Cottage Grove, WI	143	124	00:00:30	51%	44%	0.49s
Election/Voting   Cottage Grove, WI	121	104	00:00:55	29%	61%	0.52s
Absentee Voting   Cottage Grove, WI	125	103	00:01:03	58%	85%	0.46s
Parks, Recreation & Forestry   Cottage Grove, WI	126	101	00:01:11	38%	39%	0.64s
COVID-19 - ECONOMIC ASSISTANCE   Cottage Grove, WI	113	96	00:00:47	77%	96%	0.65s
Property Assessment Information   Cottage Grove, WI	132	96	00:00:57	27%	83%	0.59s
Planning   Cottage Grove, WI	118	95	00:00:52	47%	80%	0.49s
Utilities   Cottage Grove, WI	108	94	00:01:11	54%	68%	0.47s
Department of Planning & Development   Cottage Gro	111	90	00:00:29	40%	40%	0.6s
Youth Recreation   Cottage Grove, WI	114	74	00:00:25	26%	19%	0.52s
Services   Cottage Grove, WI	81	73	00:00:27	27%	14%	0.55s
Village Board   Cottage Grove, WI	81	66	00:00:30	35%	27%	0.5s
Others	2,110	1,694	00:01:02	50%	45%	0.54s

# Site Search Keywords

Keyword	Searches	Search Results pages	% Search Exits
true	30	1	67%
2020 brush collection schedule	9	1	89%
bakken park	4	1	0%
voting	4	1	25%
accidents	3	1	100%
bakken park splashpad design	3	1	100%
brush collection	3	1	67%
chicken	3	1	67%
cth n & school road newsletter 07/28/17	3	1	67%
no parking on mybstreet	3	1	33%
road work map	3	2	33%
skim coating	3	1	67%
zoning	3	2	0%
zoning map	3	2	0%
brush	2	1	100%
brush pick up	2	1	100%
building permit	2	1	50%
chickens in the village	2	1	100%
compost	2	1	0%
dog licensing	2	1	0%
employment	2	2	100%
garbage	2	1	0%
garbage & recycling	2	1	0%
Others	208	231	31%

## Device type

Device type	Visits	Actions	Actions per Visit	Avg. Time on Website	Bounce Rate	Conversion Rate
 Smartphone	2,315	4,887	2	00:01:23	57%	0%
 Desktop	2,144	7,161	3	00:02:53	36%	0%
 Tablet	174	486	3	00:02:16	44%	0%
Unknown	10	14	1	00:01:01	60%	0%
 Phablet	3	3	1	00:00:00	100%	0%

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
<b>ACE HARDWARE OF COTTAGE GROVE</b>					
2688	ACE HARDWARE OF COTTAGE GRO	2688-090920	PARK SUPPLIES	100-55200-350	109.65
2688	ACE HARDWARE OF COTTAGE GRO	2688-090920	SHOP SUPPLIES	100-53300-340	87.14
2688	ACE HARDWARE OF COTTAGE GRO	2688-090920	SHOP SUPPLIES	600-60935-340	29.05
2688	ACE HARDWARE OF COTTAGE GRO	2688-090920	SHOP SUPPLIES	601-60834-340	29.05
2688	ACE HARDWARE OF COTTAGE GRO	2688-090920	WASP KILLER FOR COMPOST AREA	100-53300-340	7.98
2688	ACE HARDWARE OF COTTAGE GRO	2688-090920	PAINT AND SUPPLIES FOR WELL #2	600-60935-340	18.35
2688	ACE HARDWARE OF COTTAGE GRO	2688-090920	PAINT AND SUPPLIES FOR WELL #2	100-53300-340	35.58
2688	ACE HARDWARE OF COTTAGE GRO	2688-090920PD	KEYS	100-52100-340	10.74
Total ACE HARDWARE OF COTTAGE GROVE:					327.54
<b>ADS MECHANICAL</b>					
243	ADS MECHANICAL	24284	MSB HVAC REPAIR	100-51700-210	928.94
243	ADS MECHANICAL	24284	MSB HVAC REPAIR	600-60935-340	81.97
243	ADS MECHANICAL	24284	MSB HVAC REPAIR	601-60834-340	81.97
243	ADS MECHANICAL	24332	MSB HVAC	100-51700-210	233.74
243	ADS MECHANICAL	24332	MSB HVAC	600-60935-340	20.63
243	ADS MECHANICAL	24332	MSB HVAC	601-60834-340	20.63
243	ADS MECHANICAL	24333	MSB HVAC	100-51700-210	138.54
243	ADS MECHANICAL	24333	MSB HVAC	600-60935-340	12.23
243	ADS MECHANICAL	24333	MSB HVAC	601-60834-340	12.23
243	ADS MECHANICAL	24334	MSB HVAC	100-51700-210	1,040.40
243	ADS MECHANICAL	24334	MSB HVAC	600-60935-340	91.80
243	ADS MECHANICAL	24334	MSB HVAC	601-60834-340	91.80
243	ADS MECHANICAL	24335	MSB HVAC	100-51700-210	331.50
243	ADS MECHANICAL	24335	MSB HVAC	600-60935-340	29.25
243	ADS MECHANICAL	24335	MSB HVAC	601-60834-340	29.25
243	ADS MECHANICAL	24336	MSB HVAC	100-51700-210	168.30
243	ADS MECHANICAL	24336	MSB HVAC	600-60935-340	14.85
243	ADS MECHANICAL	24336	MSB HVAC	601-60834-340	14.85
243	ADS MECHANICAL	24337	VILLAGE HALL HVAC	100-51600-340	449.40
243	ADS MECHANICAL	24337	VILLAGE HALL HVAC	600-60935-340	149.80
243	ADS MECHANICAL	24337	VILLAGE HALL HVAC	601-60834-340	149.80
243	ADS MECHANICAL	24338	VILAS LIFT STATION HVAC	601-60834-340	494.00
Total ADS MECHANICAL:					4,585.88
<b>AFLAC</b>					
880	AFLAC	015541	AFLAC PREMIUM - AUGUST 2020	100-21536	544.72
880	AFLAC	015541	AFLAC PREMIUM - AUGUST 2020	100-52100-156	167.70
Total AFLAC:					712.42
<b>ALLIANT ENERGY/WP&amp;L</b>					
31	ALLIANT ENERGY/WP&L	31-090920	0420288389 - 230 PROGRESS DR	100-51700-221	126.54
31	ALLIANT ENERGY/WP&L	31-090920	0420288389 - 230 PROGRESS DR	600-60920-221	11.16
31	ALLIANT ENERGY/WP&L	31-090920	0420288389 - 230 PROGRESS DR	601-60850-221	11.16
31	ALLIANT ENERGY/WP&L	31-090920	0470910000 - 240 PROGRESS DR	100-51700-221	415.76
31	ALLIANT ENERGY/WP&L	31-090920	0470910000 - 240 PROGRESS DR	600-60920-221	36.68
31	ALLIANT ENERGY/WP&L	31-090920	0470910000 - 240 PROGRESS DR	601-60850-221	36.68
31	ALLIANT ENERGY/WP&L	31-090920	0627540000 - LANDMARK DR STREET LIGHTS	100-53420-221	322.67
31	ALLIANT ENERGY/WP&L	31-090920	0648330000 - FORRESTON DR SUMP PUMP	100-53440-340	21.06
31	ALLIANT ENERGY/WP&L	31-090920	1211620000 - 4064 VILAS RD	100-55200-221	14.13
31	ALLIANT ENERGY/WP&L	31-090920	1162130000 - GROVE ST MIDWAY	100-55200-221	17.27
31	ALLIANT ENERGY/WP&L	31-090920	1366250000 - 200 PROGRESS DR	100-51700-221	1,363.78
31	ALLIANT ENERGY/WP&L	31-090920	1366250000 - 200 PROGRESS DR	600-60920-221	120.33

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
31	ALLIANT ENERGY/WP&L	31-090920	1366250000 - 200 PROGRESS DR	601-60850-221	120.33
31	ALLIANT ENERGY/WP&L	31-090920	1441950000 - 125 N MAIN ST LIGHT/SIGN	100-53420-221	63.74
31	ALLIANT ENERGY/WP&L	31-090920	1670310000 - 1507 LANDMARK DR WELL #4	600-60620-221	1,864.37
31	ALLIANT ENERGY/WP&L	31-090920	1922710000 - COMMUNITY PARK BATTING CAGE	100-55200-221	15.24
31	ALLIANT ENERGY/WP&L	31-090920	1960850000 - DONNA ST WELL #2	600-60620-221	1,793.01
31	ALLIANT ENERGY/WP&L	31-090920	2222530000 - 4195 VILAS RD LOT LIGHTS	601-60821-221	42.30
31	ALLIANT ENERGY/WP&L	31-090920	2320700000 - 704 N MAIN ST WELL #3	600-60620-221	15.47
31	ALLIANT ENERGY/WP&L	31-090920	2620600000 - 540 N MAIN ST LIGHTS	100-53420-221	44.74
31	ALLIANT ENERGY/WP&L	31-090920	3017850000 - NORTHLAWN PARK	100-55200-221	34.29
31	ALLIANT ENERGY/WP&L	31-090920	3143950000 - HWY N TOWER	600-60620-221	58.89
31	ALLIANT ENERGY/WP&L	31-090920	3245730000 - COMMUNITY PARK/LORI LN	100-55200-221	22.33
31	ALLIANT ENERGY/WP&L	31-090920	3655740000 - LIONS SHELTER	100-55200-221	27.05
31	ALLIANT ENERGY/WP&L	31-090920	3917900000 - 220 GROVE ST	600-60620-221	19.57
31	ALLIANT ENERGY/WP&L	31-090920	4153410000 - 110 S MAIN ST	601-60821-221	1,012.00
31	ALLIANT ENERGY/WP&L	31-090920	4668230000 - TRILLIUM TRL LIFT STATION	601-60821-221	62.34
31	ALLIANT ENERGY/WP&L	31-090920	5067730000 - 4195 VILAS RD LIFT STATION	601-60821-221	1,303.85
31	ALLIANT ENERGY/WP&L	31-090920	5097830000 - MAIN ST TRAFFIC & STREET LIGHTS	100-53420-221	51.61
31	ALLIANT ENERGY/WP&L	31-090920	5163650000 - RG HUSTON PARK	100-55200-221	22.22
31	ALLIANT ENERGY/WP&L	31-090920	5282160000 - HWY N STOP LIGHT	100-53400-221	62.60
31	ALLIANT ENERGY/WP&L	31-090920	5656440000 - OLDE TOWN STREET LIGHTS	407-57351-820	79.89
31	ALLIANT ENERGY/WP&L	31-090920	5909800000 - 220 PROGRESS DR	100-51700-221	55.38
31	ALLIANT ENERGY/WP&L	31-090920	5909800000 - 220 PROGRESS DR	600-60920-221	4.89
31	ALLIANT ENERGY/WP&L	31-090920	5909800000 - 220 PROGRESS DR	601-60850-221	4.89
31	ALLIANT ENERGY/WP&L	31-090920	6101720000 - 4720 GASTON CIR WATER TOWER	600-60620-221	129.27
31	ALLIANT ENERGY/WP&L	31-090920	6345350000 - W REYNOLDS ST SHED	100-55200-221	19.23
31	ALLIANT ENERGY/WP&L	31-090920	6397100000 - 4062 HWY N TRAFFIC LIGHTS	100-53400-221	17.76
31	ALLIANT ENERGY/WP&L	31-090920	7255110000 - 221 E COTTAGE GROVE RD	100-51600-221	239.90
31	ALLIANT ENERGY/WP&L	31-090920	7255110000 - 221 E COTTAGE GROVE RD	600-60920-221	79.97
31	ALLIANT ENERGY/WP&L	31-090920	7255110000 - 221 E COTTAGE GROVE RD	601-60850-221	79.97
31	ALLIANT ENERGY/WP&L	31-090920	7541940000 - 704 N MAIN ST WELL #3	600-60620-221	1,070.89
31	ALLIANT ENERGY/WP&L	31-090920	8469260000 - 225 BONNIE RD	100-53200-221	57.19
31	ALLIANT ENERGY/WP&L	31-090920	8469260000 - 225 BONNIE RD	600-60920-221	19.06
31	ALLIANT ENERGY/WP&L	31-090920	8469260000 - 225 BONNIE RD	601-60821-221	19.06
31	ALLIANT ENERGY/WP&L	31-090920	9204600000 - COMMERCE PKWY LIFT STATION	601-60821-221	129.88
31	ALLIANT ENERGY/WP&L	31-090920	9615510000 - 801 DAMASCUS TRL TRAFFIC LIGHT	100-53400-221	20.42
31	ALLIANT ENERGY/WP&L	31-090920	9745820000 - FIREMANS PARK	100-55200-221	54.05
31	ALLIANT ENERGY/WP&L	31-090920	9816850000 - HWY N STREET & TRAFFIC LIGHTS	100-53420-221	187.27
31	ALLIANT ENERGY/WP&L	31-090920	9829150000 - 1000 DAMASCUS TRL PRV STATION	600-60620-221	34.55
31	ALLIANT ENERGY/WP&L	31-090920	9892110000 - DUBLIN CIR SHELTER	100-55200-221	19.92
31	ALLIANT ENERGY/WP&L	31-090920A	2225830000 - STREET LIGHTS	100-53420-221	6,730.79

Total ALLIANT ENERGY/WP&L:

18,187.40

ALSCO

1462	ALSCO	IMIL1598997	MATS AT MUNICIPAL SERVICES BLDG	100-51700-210	32.15
1462	ALSCO	IMIL1598997	MATS AT MUNICIPAL SERVICES BLDG	600-60920-340	10.71
1462	ALSCO	IMIL1598997	MATS AT MUNICIPAL SERVICES BLDG	601-60850-340	10.71
1462	ALSCO	IMIL1598998	MATS	100-51700-210	20.57
1462	ALSCO	IMIL1598998	UNIFORMS	100-53200-340	33.29
1462	ALSCO	IMIL1598998	MATS & UNIFORMS	600-60920-340	12.92
1462	ALSCO	IMIL1598998	MATS & UNIFORMS	601-60850-340	12.92
1462	ALSCO	IMIL1598999	MATS AT VILLAGE HALL	100-51600-210	23.99
1462	ALSCO	IMIL1598999	MATS AT VILLAGE HALL	600-60920-340	7.99
1462	ALSCO	IMIL1598999	MATS AT VILLAGE HALL	601-60850-340	7.99
1462	ALSCO	IMIL1601251	MATS AT MUNICIPAL SERVICES BLDG	100-51700-210	32.15
1462	ALSCO	IMIL1601251	MATS AT MUNICIPAL SERVICES BLDG	600-60920-340	10.71
1462	ALSCO	IMIL1601251	MATS AT MUNICIPAL SERVICES BLDG	601-60850-340	10.71

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
1462	ALSCO	IMIL1601252	MATS	100-51700-210	20.57
1462	ALSCO	IMIL1601252	UNIFORMS	100-53200-340	33.29
1462	ALSCO	IMIL1601252	MATS & UNIFORMS	600-60920-340	12.92
1462	ALSCO	IMIL1601252	MATS & UNIFORMS	601-60850-340	12.92
1462	ALSCO	IMIL1601253	MATS AT VILLAGE HALL	100-51600-210	23.99
1462	ALSCO	IMIL1601253	MATS AT VILLAGE HALL	600-60920-340	7.99
1462	ALSCO	IMIL1601253	MATS AT VILLAGE HALL	601-60850-340	7.99
1462	ALSCO	IMIL1603579	MATS AT MUNICIPAL SERVICES BLDG	100-51700-210	32.15
1462	ALSCO	IMIL1603579	MATS AT MUNICIPAL SERVICES BLDG	600-60920-340	10.71
1462	ALSCO	IMIL1603579	MATS AT MUNICIPAL SERVICES BLDG	601-60850-340	10.71
1462	ALSCO	IMIL1603580	MATS	100-51700-210	20.57
1462	ALSCO	IMIL1603580	UNIFORMS	100-53200-340	33.29
1462	ALSCO	IMIL1603580	MATS & UNIFORMS	600-60920-340	12.92
1462	ALSCO	IMIL1603580	MATS & UNIFORMS	601-60850-340	12.92
1462	ALSCO	IMIL1603581	MATS AT VILLAGE HALL	100-51600-210	23.99
1462	ALSCO	IMIL1603581	MATS AT VILLAGE HALL	600-60920-340	7.99
1462	ALSCO	IMIL1603581	MATS AT VILLAGE HALL	601-60850-340	7.99
Total ALSCO:					519.72
<b>ANDREWS, KELSIE</b>					
6622	ANDREWS, KELSIE	6622-090920	PARK SHELTER SECURITY DEPOSIT REFUND	100-23160	100.00
Total ANDREWS, KELSIE:					100.00
<b>ASSOC APPRAISAL CONSULTANT INC</b>					
90	ASSOC APPRAISAL CONSULTANT IN	150047	PROF SERVICES - SEPTEMBER 2020	100-51530-210	1,250.00
90	ASSOC APPRAISAL CONSULTANT IN	150047	INTERNET POSTING	100-51530-210	37.77
90	ASSOC APPRAISAL CONSULTANT IN	150047	2020 REVALUATION PROGRAM	100-51530-210	1,875.00
90	ASSOC APPRAISAL CONSULTANT IN	150047	POSTAGE FOR REVALUATION PROGRAM	100-51530-210	377.00
Total ASSOC APPRAISAL CONSULTANT INC:					3,339.77
<b>BAKER TILLY VIRCHOW KRAUSE LLP</b>					
15	BAKER TILLY VIRCHOW KRAUSE LL	BT1667985	PROFESSIONAL SERVICES - AUDIT	100-51520-210	525.00
Total BAKER TILLY VIRCHOW KRAUSE LLP:					525.00
<b>CAPITAL AREA REGIONAL PLANNING</b>					
5621	CAPITAL AREA REGIONAL PLANNIN	516	URBAN SERVICE AREA AMENDMENT APPLICATIO	510-57700-000	3,500.00
Total CAPITAL AREA REGIONAL PLANNING:					3,500.00
<b>CAPITAL NEWSPAPERS</b>					
4818	CAPITAL NEWSPAPERS	11386	TREASURY	100-51520-340	38.06
Total CAPITAL NEWSPAPERS:					38.06
<b>CG SILVER BADGER LLC</b>					
6366	CG SILVER BADGER LLC	6366-082020	2020 2ND INSTALLMENT TID INCENTIVE	405-57700-000	25,000.00
Total CG SILVER BADGER LLC:					25,000.00
<b>CHARTER COMMUNICATIONS</b>					
2421	CHARTER COMMUNICATIONS	54194080620	INTERNET AND TV AT MUNICIPAL SERVICES BUILD	100-51700-225	152.78
2421	CHARTER COMMUNICATIONS	54194080620	INTERNET AND TV AT MUNICIPAL SERVICES BUILD	600-60920-225	13.48
2421	CHARTER COMMUNICATIONS	54194080620	INTERNET AND TV AT MUNICIPAL SERVICES BUILD	601-60850-225	13.48

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
2421	CHARTER COMMUNICATIONS	58542081020	PHONE AT MUNICIPAL SERVICES BLDG	100-51700-225	355.05
2421	CHARTER COMMUNICATIONS	58542081020	PHONE AT MUNICIPAL SERVICES BLDG	600-60920-225	31.33
2421	CHARTER COMMUNICATIONS	58542081020	PHONE AT MUNICIPAL SERVICES BLDG	601-60850-225	31.33
Total CHARTER COMMUNICATIONS:					597.45
<b>CINTAS</b>					
6480	CINTAS	5027046295	FIRST AID KIT SUPPLIES - MSB	100-51700-340	76.94
6480	CINTAS	5027046295	FIRST AID KIT SUPPLIES - MSB	600-60935-340	6.79
6480	CINTAS	5027046295	FIRST AID KIT SUPPLIES - MSB	601-60834-340	6.79
Total CINTAS:					90.52
<b>COMPUTER MAGIC INC</b>					
930	COMPUTER MAGIC INC	5175	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	100-51100-340	38.80
930	COMPUTER MAGIC INC	5175	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	100-51420-214	248.32
930	COMPUTER MAGIC INC	5175	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	100-52100-214	225.04
930	COMPUTER MAGIC INC	5175	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	100-55310-340	85.36
930	COMPUTER MAGIC INC	5175	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	100-53100-340	85.36
930	COMPUTER MAGIC INC	5175	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	600-60920-340	46.56
930	COMPUTER MAGIC INC	5175	SERVICE AGREEMENT - OFFICE 365 AND 365 E3 -	601-60850-340	46.56
930	COMPUTER MAGIC INC	5215	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-51100-340	160.94
930	COMPUTER MAGIC INC	5215	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-51420-214	1,287.49
930	COMPUTER MAGIC INC	5215	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-52100-214	804.69
930	COMPUTER MAGIC INC	5215	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-55310-340	321.88
930	COMPUTER MAGIC INC	5215	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-53100-340	321.88
930	COMPUTER MAGIC INC	5215	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	600-60920-340	160.94
930	COMPUTER MAGIC INC	5215	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	601-60850-340	160.94
930	COMPUTER MAGIC INC	5264	UBIQUITI UNIFI SECURITY GATEWAY FOR PARKS	100-55200-340	142.15
Total COMPUTER MAGIC INC:					4,136.91
<b>CONSTRUCTION FABRICS AND</b>					
1131	CONSTRUCTION FABRICS AND	192536	EROSION MATTING STORMWATER/DITCH WORK	100-53440-340	44.00
Total CONSTRUCTION FABRICS AND:					44.00
<b>CORE &amp; MAIN LP</b>					
1463	CORE & MAIN LP	M830862	METER	600-34600	1,171.00
Total CORE & MAIN LP:					1,171.00
<b>COTTAGE GROVE OPTIMIST CLUB</b>					
3979	COTTAGE GROVE OPTIMIST CLUB	3979-090920	2020-2021 OPTIMIST CLUB BOARD FEES	100-55310-320	80.00
Total COTTAGE GROVE OPTIMIST CLUB:					80.00
<b>DANE CO TREASURER</b>					
195	DANE CO TREASURER	195-090920	AUGUST 2020 FINES & FORFEITURES	100-24300	360.00
87	DANE CO TREASURER	87-082020	PERSONAL PROPERTY ON LEASED LAND	100-12100	367.85
87	DANE CO TREASURER	87-090920	DOG TAGS #7493-#7500	100-44210-000	115.00
87	DANE CO TREASURER	87-090920	DOG TAGS #7176-#7187	100-44210-000	165.00
Total DANE CO TREASURER:					1,007.85
<b>DELTA DENTAL OF WISCONSIN</b>					
94	DELTA DENTAL OF WISCONSIN	1484238	DENTAL PREMIUM - SEPTEMBER 2020	100-21532	3,621.42

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total DELTA DENTAL OF WISCONSIN:					3,621.42
<b>DEPT OF ADMINISTRATION</b>					
2139	DEPT OF ADMINISTRATION	2139-090920	AUGUST 2020 FINE & FORFEITURES	100-24200	1,083.72
Total DEPT OF ADMINISTRATION:					1,083.72
<b>DIESEL FORWARD</b>					
5223	DIESEL FORWARD	SRI-010065	P03 ANNUAL DOT INSPECTION & MAINTENANCE	100-53300-340	452.27
5223	DIESEL FORWARD	SRI-010065	P03 ANNUAL DOT INSPECTION & MAINTENANCE	600-60935-340	150.76
5223	DIESEL FORWARD	SRI-010065	P03 ANNUAL DOT INSPECTION & MAINTENANCE	601-60834-340	150.76
Total DIESEL FORWARD:					753.79
<b>DORNER COMPANY</b>					
5751	DORNER COMPANY	153816-IN	WESTLAWN PRV	600-60651-340	2,825.00
Total DORNER COMPANY:					2,825.00
<b>EHLERS &amp; ASSOCIATES INC</b>					
4995	EHLERS & ASSOCIATES INC	84107	2020 CONTINUING DISCLOSURE REPORTING	100-51520-210	3,800.00
Total EHLERS & ASSOCIATES INC:					3,800.00
<b>FAHRNER ASPHALT SEALERS LLC</b>					
4418	FAHRNER ASPHALT SEALERS LLC	8300006664	CRACK FILL BIKE PATHS	100-53300-230	8,400.00
4418	FAHRNER ASPHALT SEALERS LLC	8300006761	VILAS PARKING LOT REPAIRS	601-60834-340	2,655.00
4418	FAHRNER ASPHALT SEALERS LLC	8300006761	WELL #4 PARKING LOT REPAIRS	600-60605-240	3,245.00
Total FAHRNER ASPHALT SEALERS LLC:					14,300.00
<b>FAULKES BROS CONSTRUCTION</b>					
6625	FAULKES BROS CONSTRUCTION	38252	FIREMAN'S BASEBALL FIELD - INFIELD TOP DRES	100-55200-820	2,878.20
Total FAULKES BROS CONSTRUCTION:					2,878.20
<b>FRONTIER</b>					
3912	FRONTIER	3912-090920	608-839-4698 VILLAGE HALL FAX	100-51600-225	42.44
3912	FRONTIER	3912-090920	608-839-4698 VILLAGE HALL FAX	600-60920-225	14.14
3912	FRONTIER	3912-090920	608-839-4698 VILLAGE HALL FAX	601-60850-225	14.14
Total FRONTIER:					70.72
<b>GENERAL ENGINEERING COMPANY</b>					
6535	GENERAL ENGINEERING COMPANY	6535-090920	JULY BUILDING INSPECTIONS	100-52400-210	1,909.34
6535	GENERAL ENGINEERING COMPANY	6535-090920	JULY PLUMBING INSPECTIONS	100-52430-125	854.34
6535	GENERAL ENGINEERING COMPANY	6535-090920	JULY ELECTRICAL INSPECTIONS	100-52420-125	1,054.34
6535	GENERAL ENGINEERING COMPANY	6535-090920	JULY HVAC INSPECTIONS	100-52450-125	1,204.34
6535	GENERAL ENGINEERING COMPANY	6535-090920	JULY FENCE PERMITS	100-52400-210	75.00
6535	GENERAL ENGINEERING COMPANY	6535-090920	JULY EROSION CONTROL	100-52400-210	150.00
6535	GENERAL ENGINEERING COMPANY	6535-090920	JULY PLAN REVIEW	100-52400-210	300.00
Total GENERAL ENGINEERING COMPANY:					5,547.36
<b>GFC LEASING CO</b>					
5	GFC LEASING CO	100605114	LEASE #M107469 & M111367 - 9/20/2020-10/19/2020	100-51420-340	110.50

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
5	GFC LEASING CO	100605114	LEASE #M107469 & M111367 - 9/20/2020-10/19/2020	100-52100-340	167.09
5	GFC LEASING CO	100605114	LEASE #M107469 & M111367 - 9/20/2020-10/19/2020	100-53100-340	110.50
5	GFC LEASING CO	100605114	LEASE #M107469 & M111367 - 9/20/2020-10/19/2020	100-55310-340	110.50
5	GFC LEASING CO	100605114	LEASE #M107469 & M111367 - 9/20/2020-10/19/2020	600-60920-340	55.25
5	GFC LEASING CO	100605114	LEASE #M107469 & M111367 - 9/20/2020-10/19/2020	601-60850-340	55.25
Total GFC LEASING CO:					609.09
<b>GORDON FLESCH CO</b>					
212	GORDON FLESCH CO	IN13034060	CONTRACT COPY CHARGES FROM 7/15/20-8/15/20	100-51420-340	40.52
212	GORDON FLESCH CO	IN13034060	CONTRACT COPY CHARGES FROM 7/15/20-8/15/20	100-55310-340	40.52
212	GORDON FLESCH CO	IN13034060	CONTRACT COPY CHARGES FROM 7/15/20-8/15/20	100-53100-340	40.52
212	GORDON FLESCH CO	IN13034060	CONTRACT COPY CHARGES FROM 7/15/20-8/15/20	600-60920-340	20.26
212	GORDON FLESCH CO	IN13034060	CONTRACT COPY CHARGES FROM 7/15/20-8/15/20	601-60850-340	20.25
Total GORDON FLESCH CO:					162.07
<b>HANSON PEST MANAGEMENT</b>					
5318	HANSON PEST MANAGEMENT	5318-090920	TREATED MSB INTERIOR FOR ANTS AND OTHER V	100-51700-210	63.74
5318	HANSON PEST MANAGEMENT	5318-090920	TREATED MSB INTERIOR FOR ANTS AND OTHER V	600-60935-340	5.63
5318	HANSON PEST MANAGEMENT	5318-090920	TREATED MSB INTERIOR FOR ANTS AND OTHER V	601-60834-340	5.63
Total HANSON PEST MANAGEMENT:					75.00
<b>HIBNER, JORDAN</b>					
5758	HIBNER, JORDAN	5758-090920	START SMART STAFF - 6 HOURS - 8/11, 8/12, 8/14,	100-55310-344	48.00
Total HIBNER, JORDAN:					48.00
<b>HYDROCORP</b>					
6454	HYDROCORP	0058502-IN	CROSS CONNECTION CONTROL PROGRAM	600-60923-210	1,147.00
Total HYDROCORP:					1,147.00
<b>KESSENICHS LTD</b>					
191	KESSENICHS LTD	14829	TOILET PAPER- MSB	100-51700-340	39.22
191	KESSENICHS LTD	14829	TOILET PAPER- MSB	600-60935-340	3.46
191	KESSENICHS LTD	14829	TOILET PAPER- MSB	601-60834-340	3.46
191	KESSENICHS LTD	14969	TOILET PAPER AND DISPENSERS - PARKS	100-55200-350	93.30
Total KESSENICHS LTD:					139.44
<b>LAFORCE INC</b>					
5854	LAFORCE INC	1140641	SECURITY CAMERAS FOR BAKKEN PARK	205-55201-820	13,896.00
5854	LAFORCE INC	1140641	SECURITY CAMERAS FOR BAKKEN PARK	100-55200-350	216.00
Total LAFORCE INC:					14,112.00
<b>LANDMARK SERVICES COOPERATIVE</b>					
3	LANDMARK SERVICES COOPERATIV	03-090920PW	PW FUEL - JULY 2020	100-53300-385	1,118.08
3	LANDMARK SERVICES COOPERATIV	03-090920PW	PW FUEL - JULY 2020	600-60933-385	372.69
3	LANDMARK SERVICES COOPERATIV	03-090920PW	PW FUEL - JULY 2020	601-60828-385	372.69
3	LANDMARK SERVICES COOPERATIV	03-090920PW	PARKS FUEL - JULY 2020	100-55200-385	273.17
3	LANDMARK SERVICES COOPERATIV	03-090920PW	ROUNDUP	100-53300-370	67.94
3	LANDMARK SERVICES COOPERATIV	03-090920PW	ROUNDUP	100-55200-340	67.94
3	LANDMARK SERVICES COOPERATIV	03-090920PW	ROUNDUP	100-51700-340	67.94
3	LANDMARK SERVICES COOPERATIV	03-090920PW	ROUNDUP	600-60605-240	67.94

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
3	LANDMARK SERVICES COOPERATIV	03-090920PW	ROUNDUP	601-60834-340	67.94
Total LANDMARK SERVICES COOPERATIVE:					2,476.33
<b>LAUFENBERG LAWN CARE LLC</b>					
5350	LAUFENBERG LAWN CARE LLC	5350-090920	ONE TIME MOW - 471 S MAIN ST	100-53300-210	75.00
Total LAUFENBERG LAWN CARE LLC:					75.00
<b>LITHO SPECIALISTS</b>					
933	LITHO SPECIALISTS	IS30754	LASER CHECKS	100-51520-340	240.00
Total LITHO SPECIALISTS:					240.00
<b>MADISON METRO SEWERAGE DIST</b>					
37	MADISON METRO SEWERAGE DIST	IN000016437	MMSD NORTH SIDE ANNEXATION	601-60822-222	2,850.00
Total MADISON METRO SEWERAGE DIST:					2,850.00
<b>MADISON ROCK &amp; SAND LLC</b>					
1631	MADISON ROCK & SAND LLC	24071	COMPOST DISPOSAL	100-53620-340	219.70
1631	MADISON ROCK & SAND LLC	24134	COMPOST DISPOSAL	100-53620-340	76.20
Total MADISON ROCK & SAND LLC:					295.90
<b>MAERTZ, JAIME</b>					
6623	MAERTZ, JAIME	6623-090820	COURT OVER PAYMENT	100-23300	126.00
Total MAERTZ, JAIME:					126.00
<b>MAXR RECOVERY LLC</b>					
6107	MAXR RECOVERY LLC	707719	BAKKEN PARK SIGN	100-55200-210	1,764.00
Total MAXR RECOVERY LLC:					1,764.00
<b>MID-AMERICAN RESEARCH CHEMICAL</b>					
5137	MID-AMERICAN RESEARCH CHEMIC	0709004-IN	MSB TRASH BAGS	100-51700-340	588.45
5137	MID-AMERICAN RESEARCH CHEMIC	0709004-IN	MSB TRASH BAGS	600-60935-340	51.92
5137	MID-AMERICAN RESEARCH CHEMIC	0709004-IN	MSB TRASH BAGS	601-60834-340	51.92
Total MID-AMERICAN RESEARCH CHEMICAL:					692.29
<b>MINUTEMAN PRESS</b>					
6530	MINUTEMAN PRESS	21165	START SMART GOLF SHIRTS	100-55310-344	48.72
Total MINUTEMAN PRESS:					48.72
<b>NAPA AUTO PARTS</b>					
167	NAPA AUTO PARTS	397395	SHOP SUPPLIES	100-53300-340	104.29
167	NAPA AUTO PARTS	397395	SHOP SUPPLIES	600-60935-340	34.76
167	NAPA AUTO PARTS	397395	SHOP SUPPLIES	601-60834-340	34.76
Total NAPA AUTO PARTS:					173.81
<b>NOTARY BOND RENEWAL SERVICE</b>					
2891	NOTARY BOND RENEWAL SERVICE	2891-090920	4 YR NOTARY BOND - LISA KALATA	100-51420-340	30.00

Vendor	Vendor Name	invoice Number	Description	GL Account Number	Net Invoice Amount
Total NOTARY BOND RENEWAL SERVICE:					30.00
<b>O'REILLY AUTO PARTS</b>					
4458	O'REILLY AUTO PARTS	4331-343276	SHOP SUPPLIES	100-53300-340	5.69
4458	O'REILLY AUTO PARTS	4331-343276	SHOP SUPPLIES	600-60935-340	1.90
4458	O'REILLY AUTO PARTS	4331-343276	SHOP SUPPLIES	601-60834-340	1.90
4458	O'REILLY AUTO PARTS	4331-344393	SHOP SUPPLIES	100-53300-340	1.54
4458	O'REILLY AUTO PARTS	4331-344393	SHOP SUPPLIES	600-60935-340	.52
4458	O'REILLY AUTO PARTS	4331-344393	SHOP SUPPLIES	601-60834-340	.52
Total O'REILLY AUTO PARTS:					12.07
<b>POMP'S TIRE SERVICE INC</b>					
2813	POMP'S TIRE SERVICE INC	80220046	TIRE REPAIR	100-53300-340	11.10
2813	POMP'S TIRE SERVICE INC	80220046	TIRE REPAIR	600-60935-340	3.70
2813	POMP'S TIRE SERVICE INC	80220046	TIRE REPAIR	601-60834-340	3.70
Total POMP'S TIRE SERVICE INC:					18.50
<b>POSTMASTER</b>					
111	POSTMASTER	111-090220	POSTAGE - WATER & SEWER BILLS	600-60902-311	41.04
111	POSTMASTER	111-090220	POSTAGE - WATER & SEWER BILLS	601-60840-311	41.04
Total POSTMASTER:					82.08
<b>PRAIRIE POWER CENTER</b>					
4308	PRAIRIE POWER CENTER	134661	FILLER CAP	100-53300-340	4.19
4308	PRAIRIE POWER CENTER	134661	FILLER CAP	600-60935-340	1.40
4308	PRAIRIE POWER CENTER	134661	FILLER CAP	601-60834-340	1.40
Total PRAIRIE POWER CENTER:					6.99
<b>RG HUSTON COMPANY INC</b>					
371	RG HUSTON COMPANY INC	45197	DUMPING SPOILS	100-53620-340	254.95
Total RG HUSTON COMPANY INC:					254.95
<b>SHERWIN-WILLIAMS CO</b>					
407	SHERWIN-WILLIAMS CO	5379-5	PAINT FOR STORMWATER PROGRAM	100-53440-340	170.05
407	SHERWIN-WILLIAMS CO	5380-3	STORMWATER PROGRAM	100-53440-340	35.95
Total SHERWIN-WILLIAMS CO:					206.00
<b>SSM HEALTH MEDICAL GROUP</b>					
6176	SSM HEALTH MEDICAL GROUP	2612719	PW EMPLOYEE RANDOM DRUG SCREEN	100-53100-340	28.00
Total SSM HEALTH MEDICAL GROUP:					28.00
<b>STAFFORD ROSENBAUM LLP</b>					
4428	STAFFORD ROSENBAUM LLP	1241624-1241628	MUNICIPAL COURT	100-51200-210	472.50
Total STAFFORD ROSENBAUM LLP:					472.50
<b>STOUGHTON LUMBER CO INC</b>					
5116	STOUGHTON LUMBER CO INC	967952	PORTA POTTY	100-55310-344	75.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total STOUGHTON LUMBER CO INC:					75.00
<b>SUPERIOR CHEMICAL CORP</b>					
11	SUPERIOR CHEMICAL CORP	273786	WET WELL TREATMENT CHEMICALS	601-60827-340	1,027.97
Total SUPERIOR CHEMICAL CORP:					1,027.97
<b>THE WASH GUARD LLC</b>					
6547	THE WASH GUARD LLC	2030	HAND AND BODY SANITIZER - COVID	100-51520-700	275.00
Total THE WASH GUARD LLC:					275.00
<b>TOTAL WATER TREATMENT SYSTEMS</b>					
4987	TOTAL WATER TREATMENT SYSTEM	876115	BOTTLED WATER - AUGUST 2020 - VILLAGE HALL	100-51420-340	9.68
4987	TOTAL WATER TREATMENT SYSTEM	876115	BOTTLED WATER - AUGUST 2020 - VILLAGE HALL	600-60920-340	3.22
4987	TOTAL WATER TREATMENT SYSTEM	876115	BOTTLED WATER - AUGUST 2020 - VILLAGE HALL	601-60850-340	3.22
4987	TOTAL WATER TREATMENT SYSTEM	876115	BOTTLED WATER - AUGUST 2020 - POLICE DEPAR	100-52100-340	95.56
TOTAL WATER TREATMENT SYSTEMS:					111.68
<b>TOWN OF COTTAGE GROVE</b>					
92	TOWN OF COTTAGE GROVE	2020030	SHARED SERVICES - JULY 2020	100-52200-340	1,768.17
92	TOWN OF COTTAGE GROVE	2020030	SHARED SERVICES - JULY 2020	100-52210-221	655.36
92	TOWN OF COTTAGE GROVE	2020030	SHARED SERVICES - JULY 2020	100-52300-340	23.73
92	TOWN OF COTTAGE GROVE	2020030	SHARED SERVICES - JULY 2020	100-53630-210	1,253.41
Total TOWN OF COTTAGE GROVE:					2,389.95
<b>UMLAND, TIM</b>					
6624	UMLAND, TIM	6624-090920	REFUND REQUEST - FALL START SMART BASKET	100-46727-000	50.00
Total UMLAND, TIM:					50.00
<b>US CELLULAR</b>					
594	US CELLULAR	389231773	AMI AT WATER TOWER	600-60902-340	31.02
594	US CELLULAR	390017653	POLICE DEPT MODEM	100-52100-214	205.59
594	US CELLULAR	391543044	CELL PHONE CHARGES - PUBLIC WORKS	100-53100-225	85.85
594	US CELLULAR	391543044	CELL PHONE CHARGES - PUBLIC WORKS	600-60920-225	28.62
594	US CELLULAR	391543044	CELL PHONE CHARGES - PUBLIC WORKS	601-60850-225	28.62
594	US CELLULAR	391543044	CELL PHONE CHARGES - PARKS	100-55200-225	195.97
594	US CELLULAR	391543044	GIS/TABLETS	600-60920-225	56.99
594	US CELLULAR	391543044	GIS/TABLETS	601-60850-225	56.99
Total US CELLULAR:					689.65
<b>USELMAN PLUMBING LLC</b>					
1953	USELMAN PLUMBING LLC	1898	REPIPE METER HORN	600-60652-340	272.00
Total USELMAN PLUMBING LLC:					272.00
<b>VILLAGE OF WAUNAKEE</b>					
5602	VILLAGE OF WAUNAKEE	9886	CHALK TALK (3)	100-55310-344	42.00
Total VILLAGE OF WAUNAKEE:					42.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
<b>VOIT MULCH</b>					
5701	VOIT MULCH	5701-090920	SHREDDED DIRT - 5 YDS	100-53440-340	90.00
5701	VOIT MULCH	5701-090920	SHREDDED DIRT - 5 YDS	600-60935-340	30.00
5701	VOIT MULCH	5701-090920	SHREDDED DIRT - 5 YDS	601-60834-340	30.00
5701	VOIT MULCH	5701-090920A	SHREDDED DIRT - 10 YDS	100-53440-340	180.00
5701	VOIT MULCH	5701-090920A	SHREDDED DIRT - 10 YDS	600-60935-340	60.00
5701	VOIT MULCH	5701-090920A	SHREDDED DIRT - 10 YDS	601-60834-340	60.00
Total VOIT MULCH:					450.00
<b>VORTEX USA INC</b>					
6609	VORTEX USA INC	DEP03	SPLASH PAD DEPOSIT #3	410-57330-821	53,977.50
Total VORTEX USA INC:					53,977.50
<b>WI DEPT FINANCIAL INSTITUTIONS</b>					
4244	WI DEPT FINANCIAL INSTITUTIONS	4244-090920	NOTARY RENEWAL - LISA KALATA	100-51420-340	20.00
Total WI DEPT FINANCIAL INSTITUTIONS:					20.00
<b>WI STATE LABORATORY OF HYGIENE</b>					
6373	WI STATE LABORATORY OF HYGIEN	644413	WATER TESTING	600-60630-210	766.00
Total WI STATE LABORATORY OF HYGIENE:					766.00
<b>WOLF PAVING &amp; EXCAVATING CO.</b>					
635	WOLF PAVING & EXCAVATING CO.	67474	4.07 TON QPR	100-53300-370	512.62
635	WOLF PAVING & EXCAVATING CO.	67497	6.67 TON 3MT SR	100-53300-370	453.56
635	WOLF PAVING & EXCAVATING CO.	67546	6.31 TON QPR	100-53300-370	794.74
Total WOLF PAVING & EXCAVATING CO.:					1,760.92
<b>WPRA</b>					
759	WPRA	1561	MEMBERSHIP DUES - TRISTA TAYLOR	100-55310-320	150.00
Total WPRA:					150.00
Grand Totals:					187,047.14

Village - \$ 158,888.76  
 Water & Sewer - \$ 28,158.38  
 Total Invoices - \$ 187,047.14