VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

VILLAGE BOARD OF TRUSTEES

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

221 E. Cottage Grove Rd

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. Pledge Of Allegiance
4. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
5. Discuss And Consider The Minutes Of The Regular Village Board Meeting On December 16, 2019.

   Documents:

   12-16-19 VB MINUTES.PDF

6. Unfinished Business
   a. Discuss and consider potential dates for next Joint Village/Town meeting (this item was tabled at the November 18, 2019 Village Board meeting until the first meeting in January 2020).
7. New Business
   a. Discuss and consider Liquor License application for Don Maguey, LLC for licensing year July 2019-June 2020.
   b. Discuss and consider Ordinance 01-2020 Re:Amending Chapter 103-1, Commercial Building Code.

   Documents:

   1-6-20 ALCOHOL LICENSE-DON MAGUEY LLC.PDF
   1-6-20 ORDINANCE 01-2020.PDF

8. Reports From Village Boards, Commissions & Committees

   8.I. Public Relations Committee

   Documents:

   12-18-19 PR COMMITTEE PACKET.PDF

8.II. Deer-Grove EMS Commission

Documents:

12-19-2019 DGEMS COMMISSION PACKET.PDF

9. Reports From Village Officers
   a. Attorney Lee Boushea
      i. Legal briefings/status updates

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

Documents:

BILLS LIST 2019 - 1-6-2020.PDF
BILLS LIST 2020 - 1-6-2020.PDF

11. Closed Session:

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. This closed session is for negotiations in TID #5.

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

Upcoming Meetings
Public Works & Properties 1/7/20 @ 6:00 pm @ MSB
Plan Commission 1/8/20 @ 6:30 pm @ Village Hall
Peer Court 1/9/20 @ 4:00 pm @ Village Hall
CDA 1/13/20 @ 5:30 pm @ Village Hall
Library Planning Committee 1/13/20 @ 6:30 pm @ MSB
Parks & Recreation 1/16/20 @ 6:30 pm @ MSB
Deer-Grove EMS 1/16/20 @ 6:30 pm

VILLAGE OF COTTAGE GROVE

VILLAGE BOARD OF TRUSTEES

Monday, December 16, 2019

MINUTES

1. **Call to order**
   Village President John Williams called the Village Board of Trustees to order at 6:30 pm.
2. **Determination of quorum and that the agenda was properly posted.**
   It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: John Williams, Troy Allen, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Jon Russell, Sarah Valencia. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Village Treasurer Deb Winter, Police Chief Dan Layber, and Village Attorney Leighton Boushea.
3. **Pledge of Allegiance.**
4. **PUBLIC APPEARANCES –** *Public's opportunity to speak about any subject that is not a specific agenda item.*
   None
5. **Discuss and Consider the Minutes of The Regular Village Board Meeting on December 2, 2019.**
   Motion by Ratcliff to approve the minutes for December 2, 2019, seconded by Lennberg. **Motion** carried with a voice vote of 6-0-1 with Williams abstaining.

6. Unfinished Business

a. Discuss and consider Building Inspection Services agreement.
Giese indicated that they made two changes to the agreement, with one being the officer hours and the other being the fee schedule as indicated in the memo by Attorney Boushea. **Motion** by Allen to approve the agreement with revision indicated by staff, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

7. New Business

a. Discuss and consider Operator License permit application for licensing year July 2019-June 2020 for Dustin Hughes.
M**otion** by Murphy to approve the Operator License for licensing year July 2019-June 2020 for Dustin Hughes, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider Resolution 2019-13 Re: Election Inspector Appointments for 2020-2021.
Kalata explained that the resolution is to appoint the Election Inspectors for the next two years. **Motion** by Russell to approve Resolution 2019-13, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Law Enforcement Committee

a. Discuss and consider Employee Assistance Program agreement.
Chief Layber indicated that this would be for all Village employees and the only would be the contract amount. **Motion** by Ratcliff to approve the Employee Assistance Program agreement, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

8.II. Library Planning Committee

Ratcliff reported that Tracy Herold with Dane County Library Services was present to provide information on Dane County Library Services. They discussed the use of libraries and the bookmobile in Cottage Grove and the possibility of changing the day the bookmobile comes to Cottage Grove. They discussed hiring a survey company, which UW Extension will be at the next meeting. They also discussed getting a map of all the free little libraries in the area as well. The next meeting will be January 13, 2020.

8.III. Utility Commission

Murphy reported they discussed the water and sewer extensions along Vilas Road and using the impact fees for the cost of design and bidding. The next meeting will be January 8, 2020.

8.IV. Community Development Authority

Lennberg reported that they discussed the goals for the marketing project and those will be updated. They also approved the MADREP ad for 2020.

9. Reports from Village Officers

DRAFT

a. Attorney Lee Boushea

i. Legal briefings/status updates

Attorney Boushea reported that the newspaper had an article on him, and he appreciated it.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Allen to approve the Village portion of the vouchers in the amount of $85,127.61, seconded by Russell. The check sequence goes from check #46228 to check #46287. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence-None

c. Upcoming community events- Public Relations Committee meeting is Wednesday this week.

d. Future agenda items- none

11. Closed Session: 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. This closed session is for negotiations in TID #5 and negotiating terms in the Developers Agreement with Monona Grove School District; and will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Administrator's evaluation.

Motion by Williams to enter into closed session at 6:53 p.m., seconded by Russell. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Williams AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE.

12. Reconvene into open session and possible consideration of closed session items.

Motion by Ratcliff to reconvene into open session at 7:27 p.m., seconded by Lennberg. **Motion** carried with a roll call vote of Allen AYE, Lennberg AYE, Williams AYE, Murphy AYE, Ratcliff AYE, Russell AYE, Valencia AYE.

Motion by Ratcliff to deny operator license for McKenzie Anderson, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

13. Adjournment

Motion by Murphy to adjourn at 7:27p.m., seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved:

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

DRAFT

MEMO DATE:	December 30, 2019
MEETING DATE:	January 6, 2020
TO:	Village Board Matt Giese, Administrator
FROM:	Lisa Kalata, Clerk
RE:	**Alcohol License for Don Maguey, LLC**

OVERVIEW/BACKGROUND

The alcohol license is for Don Maguey, LLC which will be a Mexican Restaurant located at the north end of the Greywolf building, 1609 Landmark Dr, Suite 101. This license will be a reserved alcohol license that is non-transferable. This will also require further approvals through the Plan Commission and Village Board of Trustees as a Conditional Use.

STAFF RECOMMENDATION

Staff recommends **APPROVAL** with condition of obtaining a Conditional Use Permit.

MEMO DATE:	December 30, 2019
MEETING DATE:	January 6, 2020
TO:	Village Board Matt Giese, Administrator
FROM:	Lisa Kalata, Clerk
RE:	**Revision of Ordinance 130-1**

OVERVIEW/BACKGROUND

The current ordinance does not allow for local plan review for Commercial Buildings. This update would adopt State Administrative Code to allow General Engineering to handle these permits in an efficient manner as they have the licensed staff to complete the plan reviews for commercial buildings.

STAFF RECOMMENDATION

Staff recommends **APPROVAL** of ordinance 01-2020.

VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC RELATIONS COMMITTEE MEETING

Wednesday, December 18, 2019 5:30 P.M. Village Hall
221 Cottage Grove Rd

AGENDA

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 from September 17, 2019.

5. Discuss and consider cable TV equipment plans for 2020 and 2021.

6. Future agenda items.

7. Adjournment

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

VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC RELATIONS COMMITTEE MEETING

Tuesday, September 17, 2019 5:30 P.M. Municipal Services Building
210 Progress Drive

1. Matt Giese Called the meeting to Order at 5:30 pm

2. Determined there was 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.
No Public Appearances

4. Discuss and consider committee Chair and Secretary for Committee.
   James Elmore Nominated Troy Allen for committee Chair
   2nd from Don Hagen
   Unanimous vote in favor of Troy
   Troy Allen Nominated James Elmore for Secretary
   Scott Jonovic 2nd the nomination
   Unanimous vote in favor of James

5. Discuss and consider equipment for cable department.
   Discussion of need equipment
      Matt made the point that because the staffing for the operation of the equipment is in transition, we may not want to implement until the situation is stable.
   Motion by James Elmore to recommend to the Village of Cottage Grove Board High Priority and Medium High Priority equipment goes into the budget:

Summary	
High Priority	
Project	Cost
Monitoring Equipment	$671.85
Batteries	$261.99
Cablecast Software Assurance	$800.00

Medium-High Priority	
Project	Cost
New Cameras	$8,907.74
SDI System	$3,985.00

Motion was 2nd by Don Hagen
Motion was unanimously passed

6. Discuss and consider 2020 draft budget.
   Committee discussed the budget.
   James Elmore made a motion to budget:
   13,000 for 2020
   Motion was 2nd by Scott Jonovic
   Motion was passed unanimously

7. Future agenda items.
   Try to get Andrew or the new Tech person to attend a meeting to discuss improving the process.

8. Troy Allen made a motion for Adjournment
   Scott Jonovic 2nd

   Motion passed unanimously

Attendees: Matt Giese, Troy Allen, Don Hagen, Scott Jonovic and James Elmore

Memo

To: Public Relations Committee

From: Derek Westby, Cable TV Coordinator

Date: December 11th, 2019

Subject: 2020 Equipment Purchases

The Village of Cottage Grove was kind enough to allocate $15,000 towards community television equipment in the 2020 budget. After reviewing the equipment that we currently have I have slightly different recommendations that should help carry us into the future.

It would be great to proceed with all of the projects in the attached spreadsheet however that would require an additional $17,000 so for the 2020 budget year I am recommending that we proceed with all of the projects with the exception of the new camera system for the board room.

In 2019 we were fortunate enough to be able to purchase a used broadcast server to greatly improve our broadcasts. In 2020 I would like to purchase a better converter for that server to improve signal flow. The cost of the converter is around $195 plus shipping and can be purchased locally through Full Compass Systems in Madison.

I would also like to replace the board room microphone system with a 16-microphone wireless system and desktop stands that will feed a digital sound board with the ability to gate the channels. This would greatly increase the sound quality of meetings as well as having the system portable to use with Deer Grove EMS. Most of the system would be ordered through Full Compass Systems for a total cost of around $3,871.82 plus shipping.

Through using the existing remote camera I've noticed that it has many issues including no power supply. This means the camera must operate on battery. I am recommending replacing the camera with two identical Canon XF405 cameras, an additional tripod, batteries, SD cards and accessories. The reason that I recommend two is that there are some situations where coverage could be improved or expanded using two cameras and editing them together in post. The cost of this project is about $7,736.90 plus shipping and can be purchased mostly from Full Compass.

Lastly it is clear that we need a desktop edit computer and updated software for a total of around $3,000.

All these projects come out to just under $14,800 plus shipping and would fit into the allocated money.

I am planning on applying for grants to see if I would be able to also purchase the camera system in 2020 but with a few little modifications that we have already done we could push the system off to 2021 for the additional $17,000 in funds needed if the grants do not work out.

Please let me know if you have any questions,

Derek Westby
Cable TV Coordinator

			Total Needed		$ 30,974.20	
Proper Converter	**2020**					
BlackMagic SDI to Composite	Full Compass	$ 195.00		1	$ 195.00	https://www.fullcompass.com/prod/148292-blackmagic-design-convmasa-sdi-to-analog-mini-converter
			Total		$ 195.00	
New Mic System	**2020**					
4 pack rechargeable mics	Full Compass	$ 600.00		4	$ 2,400.00	https://www.fullcompass.com/prod/129426-vocopro-uhf5805-wireless-4-channel-uhf-mic-system
Tabletop Mic Stand	Full Compass	$ 15.00		16	$ 240.00	https://www.fullcompass.com/prod/167612-ultimate-support-js-mms1-mini-tripod-tabletop-microphone-stand
Behringer XR18	Full Compass	$ 600.00		1	$ 600.00	https://www.fullcompass.com/prod/270498-behringer-xr18-18-channel-digital-rackmount-mixer-for-ipad
iPad	Amazon	$ 319.99		1	$ 319.99	https://www.amazon.com/Apple-iPad-10-2-Inch-Wi-Fi-32GB/dp/B07XL7G4HH
4RU case	Full Compass	$ 174.99		1	$ 174.99	https://www.fullcompass.com/prod/261286-skb-1skb-r4u-4ru-molded-rack-case
XLR Cables	Full Compass	$ 6.99		16	$ 111.84	https://www.fullcompass.com/prod/218537-cable-up-mic-xx-3-3-ft-xlr-microphone-cable
Speakers		$ 25.00		1	$ 25.00	
			Total		$ 3,871.82	

These microphones have built-in rechargeable batteries. Mounting the receivers in a portable rack will allow use at both the Village Hall and any other location such as Deer Grove EMS Commission or public events.

New Camera System	**2021**					
Panasonic AV-HLC100	Keycode Media	$ 8,900.00		1	$ 8,900.00	
Panasonic PTZ Cameras	Keycode Media	$ 1,750.00		4	$ 7,000.00	
PoE Switch	Amazon	$ 125.00		1	$ 125.00	https://www.amazon.com/NETGEAR-16-Port-Gigabit-Ethernet-JGS516PE/dp/B00GG1ACX2
Data Cable	Amazon	$ 60.00		1	$ 60.00	https://www.amazon.com/Dripstone-600004-Solid-Network-Ethernet/dp/B010OU6BV2/
Data Ends	Amazon	$ 8.00		1	$ 8.00	https://www.amazon.com/SHD-Connectors-Network-Stranded-Crystal/dp/B01F59NT6W/
Data Crimper	Amazon	$ 14.50		1	$ 14.50	https://www.amazon.com/TRENDnet-Crimping-Rj-45-Rj-12-TC-CT68/dp/B0000AZK4G
Monitor	Amazon	$ 100.00		1	$ 100.00	https://www.amazon.com/Sceptre-X328BV-SR-32-Inch-720p-Model/dp/B06XNMQQCP/
			Total		$ 16,207.50	

This system has four PTZ NDI cameras allowing for a wide shot, two different close up shots as an shot for the audience/podium/table. This system also would allow ingesting the presentation. The Panasonic AV-HCL100 would record in full HD and can stream out to multiple locations such as to YouTube and to the TelVue Server.

Remote Camera	**2020**					
Canon XF405	Full Compass	$ 3,200.00		2	$ 6,400.00	
Shotgun Microphone	Full Compass	$ 330.00		1	$ 330.00	https://www.fullcompass.com/prod/227259-sennheiser-mke-600-shotgun-microphone-supercardioid-directional-condenser-for-cameras
Tripod	Full Compass	$ 419.00		1	$ 419.00	https://www.fullcompass.com/prod/523713-manfrotto-mvk502055xpro3-mvh502ah-fluid-video-head-with-mt055xpro3-aluminum-tripod
SD Card	Full Compass	$ 35.72		3	$ 107.16	https://www.fullcompass.com/prod/535832-centon-s1-sdxui-128g-128gb-sdxc-uhs-1-card
Extra Battery	Full Compass	$ 148.50		2	$ 297.00	https://www.fullcompass.com/prod/242844-canon-bp828-lithium-ion-battery-pack-2670mah
Battery Charger	Full Compass	$ 91.87		2	$ 183.74	https://www.fullcompass.com/prod/241344-canon-2590b002-cg-800-battery-charger
			Total		$ 7,736.90	

Two Identical cameras for higher quality shoots that can be edited together later

Editing System	**2020**					
Vegas Pro 17	Sony	$ 600.00		1	$ 600.00	https://www.vegascreativesoftware.com/us/sem/vegas-pro/
Computer		$ 2,103.00		1	$ 2,103.00	Config Emailed to Derek
Monitors		$ 129.99		2	$ 259.98	https://www.amazon.com/ViewSonic-VX2476-SMHD-Frameless-Widescreen-DisplayPort/dp/B01GV9H1RS/
			Total		$ 2,962.98	

2020 Total	**$ 14,766.70**

DEER-GROVE EMS COMMISSION MEETING
Cottage Grove Emergency Services Building
4030 County Road N, Cottage Grove, WI 53527
Thursday, December 19, 2019
6:30 P.M.

AGENDA

1. Call to Order.
2. Public Appearances: The public's opportunity to speak to the commission about any item not on the agenda.
3. Approval of minutes from previous meeting(s).
4. Discuss and consider approval of November 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 Inter-facility transports with Stoughton Hospital.
10. Discuss chief review instructions for January meeting.
11. Agenda items for next commission meeting.
12. Adjournment.

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

By: Troy Allen, Commission Chairperson Submitted December 13, 2019

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

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

DEER-GROVE EMS COMMISSION MEETING
DEERFIELD VILLAGE HALL
THURSDAY, NOVEMBER 21, 2019
Minutes

Present: Kris Hampton, Troy Allen, Greg Frutiger, Sarah Valencia and Gary Wieczorek.

Also present: Chief Eric Lang and Office Manager Mandy Cysiewski

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

Public Appearances: None.

Approval of minutes from previous meeting: Motion by Hampton/Frutiger to approve the minutes from the October 17, 2019 only changing the name in the adjournment line from Williams to Frutiger. Motion carried 4-0 (Williams and Wieczorek abstained).

Discuss and Consider approval of the October Financial Reports: Motion by Valencia/Hampton to approve the October financial reports as presented. Motion carried 6-0.

Discuss and Consider approval of Bills for Budgeted/Approved Expenses: Hampton questioned the laptop as well as the vendor Life Assist. Chief Lang stated the new laptop is for Office Manager Cysiewski and another will be arriving for a station computer. Life Assist is a new vendor which has some cheaper pricing than Boundtree. Motion by Valencia/Williams to approve payment of the bills as presented. Motion carried 6-0.

Discuss and Consider approval of Write Offs and Aging of Accounts: Motion by Frutiger/Williams to approve the aging of accounts as presented. Motion carried 6-0. There were no write-off requests.

Staff Report: There were 83 calls in October, including 8 missed calls. This is up from 80 calls in the same month last year. Volunteers provided 483 hours in October, down from 565 hours in the previous month and down from 606 hours during October 2018. In addition to what is in the written report, Chief Lang reported the following:

- Chief Lang believes the reduction in calls is related to both lower I-90 calls and Cambridge EMS participating in the flex paramedic trial, resulting in less of a need for intercepts.
- EMT Lisa Reetz (now Schultz) wants to come back. Her EMT license has lapsed, but Chief Lang spoke with Dr. Stier and he approved her to operate as an EMT under her RN license.
- Chief Lang stated Oregon EMS has already been selected for the Cost-Data collection exercise, so we will be able to learn from them when our turn arises. CMS also knows they are underpaying EMS services by up to 60% and this exercise is a chance for agencies to collect more.
- In December all medics will be trained on the new Vividtrac device so it can be put in service in early 2020.

Correspondence: None.

Update on 2020 DGEMS Budget: Per Allen, the budget was approved by the Village of Cottage Grove.

Update on Inter-facility transports with Stoughton Hospital: Chief Lang stated the protocol have been completed and submitted to the state for approval. The planned date to implement is February 1st to give all staff time to familiarize themselves with the changes. The inter-facility transfers will only be hospital to hospital and not with the primary ambulance. Allen asked what the financial impact of this will be. Chief Lang stated the goal is to make money. The rates are set such that a private insurance company will pay what is billed. Medicare and Medicaid will pay what they will pay.

Discuss and consider Inter-Facility Transport Operations Plan submission: Per Chief Lang the Transport Operations plan in the packet was modified since distribution. He stated he printed new copies, but did not bring them along. Instead he read aloud the updated plan so as to continue to move the process forward. Chief Lang will email the updated plan to all after the conclusion of the meeting. The plan would go into effect February 1st, 2020. Motion by Valencia/Hampton to approve the updated plan submission as read aloud by Chief Lang. Motion carried 6-0

Discuss and consider approval of a letter of engagement with Johnson Block and Company for the 2019 audit of DGEMS financial statements: Motion by Hampton/Frutiger to approve the letter of engagement with Johnson Block and Company. Motion carried 6-0.

Discuss and consider Involuntary Overtime MOU: Chief Lang stated this MOU came about due to his foot injury as he is currently unable to take calls or jump on the ambulance. With direction from Attorney Barker, the Chief's memo was issued shortly after his injury. Chief Lang discussed the order of mandating with the full time staff and they all agreed they would like the process to go based on seniority. For example, the first time it would be necessary the lowest seniority person would be mandated. However, they would then go to the bottom of the list and the second lowest seniority would be mandated the next time, so on and so forth. Motion by Valencia/Hampton to approve the Involuntary Overtime MOU as written. Motion carried 6-0.

Discuss and consider Response Times policy: Chief Lang stated this is a new policy and something Deer Grove needed to define. Wieczorek questioned if Chief Lang had discussed this policy with Attorney Barker as he had some fears around not being able to meet the timelines and potential future issues with patients. Chief Lang stated he had talked this over with the Attorney. He also stated these are items that are relatively within our control. Motion by Valencia/Hampton to approve the policy as written. Motion carried 6-0.

Discuss and consider Signatures policy: Chief Lang stated this is a new policy, and it is something we are already doing, but it wasn't in writing. He stated the importance of this policy is without proper signatures Deer Grove will have a difficult time seeking reimbursement for services provided. Motion by Williams/Valencia to approve the policy as written. Motion carried 6-0.

Set next commission meeting date and location: The next meeting will be held on Thursday, December 19, 2019 at the Cottage Grove Emergency Services Building beginning at 6:30 P.M.

Agenda items for next commission meeting: Update on inter-facility with Stoughton Hospital, hand out chief review forms.

Adjournment: Motion by Hampton/Williams to adjourn. Motion carried 6-0. The meeting ended at 7:23 P.M.

Submitted by Mandy Cysiewski

Deer Grove EMS District
Profit & Loss Budget vs. Actual
January through November 2019

	Jan - Nov 19	11/12th Annual Budget	Budget	$ Over Budget	% of Budget	Jan - Nov 18
Ordinary Income/Expense						
Income						
230 · Training Center Income	3,693.00	2,291.67	2,500.00	1,193.00	147.72%	7,396.00
300 · Special Event Fee	6,300.00	1,833.33	2,000.00	4,300.00	315.0%	3,735.00
4999 · Uncategorized Income	2,537.33	0.00				1,100.61
610 · Town/Villages Assesments	519,772.55	476,458.17	519,772.55	0.00	100.0%	499,615.55
620 · Ambulance Run Fees	588,074.74	455,546.67	496,960.00	91,114.74	118.33%	546,976.63
630 · Contracted Revenue	65,423.70	59,828.50	65,267.45	156.25	100.24%	58,744.93
639 · FAP Funds Received	6,241.77	0.00				5,552.45
640 · Interest Earned	768.92	458.33	500.00	268.92	153.78%	558.22
650 · Grant Revenue	1,000.00	0.00				1,000.00
693 · Donations	25,038.84	22,916.67	25,000.00	38.84	100.16%	150.00
694 · Proceeds from sale of equip.	943.86	0.00				0.00
999 · Insurance Reimbursement	5,781.17	0.00				3,245.95
Total Income	1,225,575.88	1,019,333.33	1,112,000.00	113,575.88	110.21%	1,128,075.34
Gross Profit	1,225,575.88	1,019,333.33	1,112,000.00	113,575.88	110.21%	1,128,075.34
Expense						
6140 · Credit Card Fees	355.48	0.00				
720 · Wages	398,205.73	433,308.33	472,700.00	-74,494.27	84.24%	371,193.98
721 · Health Insurance	113,960.16	103,711.67	113,140.00	820.16	100.73%	111,544.95
722 · Workmans Comp	9,434.00	29,461.67	32,140.00	-22,706.00	29.35%	35,613.35
723 · Retirement Plan	52,005.84	46,704.17	50,950.00	1,055.84	102.07%	49,302.52
724 · Employers FICA Expense	39,997.01	41,809.17	45,610.00	-5,612.99	87.69%	37,987.50
725 · Staff Continuing Education	5,350.53	8,250.00	9,000.00	-3,649.47	59.45%	3,865.86
726 · Travel/Mileage Reimbursement	202.61	458.33	500.00	-297.39	40.52%	0.00
728 · Medical Director Fee	5,500.00	5,500.00	6,000.00	-500.00	91.67%	5,500.00
734 · Overtime	114,614.13	98,862.50	107,850.00	6,764.13	106.27%	109,233.66
735 · EMT Stipend	17,658.00	22,916.67	25,000.00	-7,342.00	70.63%	21,972.00
736 · LifeQuest Billing	40,225.84	38,500.00	42,000.00	-1,774.16	95.78%	40,074.54
740 · Office Equipment (expense)	924.15	1,494.17	1,630.00	-705.85	56.7%	1,150.10
742 · Office Supplies	1,755.82	1,833.33	2,000.00	-244.18	87.79%	1,047.00
770 · Communications	5,398.83	5,500.00	6,000.00	-601.17	89.98%	6,143.85
775 · IT expenses	7,925.82	6,279.17	6,850.00	1,075.82	115.71%	5,876.13
790 · Publicity and Advertising	1,478.12	1,833.33	2,000.00	-521.88	73.91%	1,836.18
791 · Training Center Expense	1,234.54	1,833.33	2,000.00	-765.46	61.73%	4,376.00
810 · EMT Recognition	506.86	2,291.67	2,500.00	-1,993.14	20.27%	1,748.52
820 · EMT Continuing Education	1,314.00	4,583.33	5,000.00	-3,686.00	26.28%	3,145.00
825 · Chief Continuing Education	1,498.65	1,375.00	1,500.00	-1.35	99.91%	1,303.03
829 · Vehicle Maintenance	14,129.53	9,510.42	10,375.00	3,754.53	136.19%	6,146.19
831 · Fuel	12,974.08	12,833.33	14,000.00	-1,025.92	92.67%	14,076.87
840 · Equipment/Non-Disposable	4,890.85	57,108.33	62,300.00	-57,409.15	7.85%	6,167.62
842 · Equipment Maintenance	3,571.41	3,300.00	3,600.00	-28.59	99.21%	2,470.00
845 · Capital Purchase	64,002.94	0.00				28,030.60
850 · Medical Supplies	29,838.77	37,578.75	40,995.00	-11,156.23	72.79%	34,026.10
852 · Training Medical Supplies	0.00	916.67	1,000.00	-1,000.00	0.0%	14.23
860 · Clothing	10,515.65	11,825.00	12,900.00	-2,384.35	81.52%	2,504.73
870 · Insurance	10,119.00	7,883.33	8,600.00	1,519.00	117.66%	9,037.00
871 · Group Life Insurance	613.28	641.67	700.00	-86.72	87.61%	560.66
872 · Unemployment Insurance	50.00	3,666.67	4,000.00	-3,950.00	1.25%	0.00
878 · Community Medic Program	50.00	284.17	310.00	-260.00	16.13%	0.00
879 · Health Maintenance & Safety	1,219.79	1,375.00	1,500.00	-280.21	81.32%	64.30
880 · Legal Fees	4,348.00	4,583.33	5,000.00	-652.00	86.96%	5,045.00
881 · Accounting Fees	8,000.00	7,012.50	7,650.00	350.00	104.58%	7,350.00
885 · Overdue Run Fees	104,909.86	0.00				105,804.39
898 · Building and Grounds	3,786.96	3,208.33	3,500.00	286.96	108.2%	1,757.31
899 · Miscellaneous Expenses	401.86	1,100.00	1,200.00	-798.14	33.49%	593.07
Total Expense	1,092,968.10	1,019,333.33	1,112,000.00	-19,031.90	98.29%	1,036,562.24
Net Ordinary Income	132,607.78	0.00	0.00	132,607.78	100.0%	91,513.10

Deer Grove EMS District
Profit & Loss Budget vs. Actual
January through November 2019

	Jan - Nov 19	11/12th Annual Budget	Budget	$ Over Budget	% of Budget	Jan - Nov 18
Other Income/Expense						
Other Income						
691 · Unassigned Funds Applied	0.00	0.00	0.00	0.00	0.0%	0.00
692 · FAP funds Allocated	0.00	0.00	0.00	0.00	0.0%	0.00
Total Other Income	0.00	0.00	0.00	0.00	0.0%	0.00
Other Expense						
1099 · Reportable Health Coverage	0.00	0.00	0.00	0.00	0.0%	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.0%	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.0%	0.00
Net Income	132,607.78	0.00	0.00	132,607.78	100.0%	91,513.10

Deer Grove EMS District
Balance Sheet
As of November 30, 2019

		Nov 30, 19
ASSETS		
Current Assets		
Checking/Savings		359,527.47
Accounts Receivable		
1200 · Accounts Receivable		1,085.51
1210 · Lifequest Receivables		162,626.47
Total Accounts Receivable		163,711.98
Other Current Assets		6,763.29
Total Current Assets		530,002.74
Fixed Assets		604,794.75
Other Assets		
112 · Allowance for Doubtful Accounts		-78,376.75
Total Other Assets		-78,376.75
TOTAL ASSETS		**1,056,420.74**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		3,040.12
Credit Cards		5,750.40
Other Current Liabilities		
Lifequest Deposit Adjustments		1,036.68
Member Reimbursements Payable		222.04
Payroll Liabilities		8,112.92
231 · Deferred Run Revenue		63,554.06
232 · Town/Village Pre-payments		12,336.58
Total Other Current Liabilities		85,262.28
Total Current Liabilities		94,052.80
Total Liabilities		94,052.80
Equity		
1110 · Retained Earnings		6,838.31
380 · Fund Balance-Unrestricted		205,912.00
381 · Fund Balance-Restricted (FAP)		
Aids & Training	4,463.03	
EMT Basic Training	7,751.93	
Total 381 · Fund Balance-Restricted (FAP)		12,214.96
383 · Investment in Fixed Asset		604,794.89
Net Income		132,607.78
Total Equity		962,367.94
TOTAL LIABILITIES & EQUITY		**1,056,420.74**

Deer Grove EMS District
Bill Payment Detail
November 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	EFT	Liability Check	11/08/2019	Bank of Deerfield		101 · Operating Checking	-16,979.22	
						Direct Deposit Liability	16,279.22	-16,279.22
						Direct Deposit Liability	700.00	-700.00
TOTAL							16,979.22	-16,979.22
	EFT	Liability Check	11/08/2019	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
	20825	Liability Check	11/08/2019	Fire Fighters Local 311		101 · Operating Checking	-218.00	
						Local 311 Dues	218.00	-218.00
TOTAL							218.00	-218.00
	EFT	Liability Check	11/12/2019	EFTTPS	39-1293690	101 · Operating Checking	-6,022.56	
					39-1293690	224 · FICA/Fed Payable	2,300.00	-2,300.00
					39-1293690	2242 · FICA/Fed Payable-ER	1,508.48	-1,508.48
					39-1293690	2241 · FICA/Fed Payable-EE	1,508.48	-1,508.48
					39-1293690	2242 · FICA/Fed Payable-ER	352.80	-352.80
					39-1293690	2241 · FICA/Fed Payable-EE	352.80	-352.80
TOTAL							6,022.56	-6,022.56
	EFT	Liability Check	11/14/2019	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,019.32	
					036-0000519180-02	225 · State Withholding	1,019.32	-1,019.32
TOTAL							1,019.32	-1,019.32
	20812	Liability Check	11/07/2019	Minnesota Life Insurance Company	2832-GL	101 · Operating Checking	-140.38	
					2832-GL	Additional	56.10	-56.10
					2832-GL	Basic	57.78	-57.78
					2832-GL	Spouse/Dependent	10.50	-10.50
					2832-GL	Supplemental	16.00	-16.00
TOTAL							140.38	-140.38
	20813	Bill Pmt -Check	11/07/2019	Bound Tree Medical, LLC		101 · Operating Checking	-2,048.74	
	83395166	Bill	10/28/2019		Rocuronium	850 · Medical Supplies	77.80	-77.80

Deer Grove EMS District
Bill Payment Detail
November 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	83396753	Bill	10/29/2019		Misc Medical Supplies	850 · Medical Supplies	1,970.94	-1,970.94
TOTAL							2,048.74	-2,048.74
	20814	Bill Pmt -Check	11/07/2019	Galls		101 · Operating Checking	-337.60	
	013952051	Bill	10/11/2019		Expansion strap	860 · Clothing	8.95	-8.95
	013979159	Bill	10/15/2019		Hat - Mickelson	860 · Clothing	46.95	-46.95
	013979158	Bill	10/15/2019		Hat - Schlicht	860 · Clothing	46.95	-46.95
	013979157	Bill	10/15/2019		Hat - Anders	860 · Clothing	46.95	-46.95
	013979156	Bill	10/15/2019		Hat - Sanders	860 · Clothing	46.95	-46.95
	013979155	Bill	10/15/2019		Hat - McMullen	860 · Clothing	46.95	-46.95
	013979154	Bill	10/15/2019		Hat - Belden	860 · Clothing	46.95	-46.95
	013979153	Bill	10/15/2019		Hat - Lasko	860 · Clothing	46.95	-46.95
TOTAL							337.60	-337.60
	20815	Bill Pmt -Check	11/07/2019	Initial Designs Custom Embriodery	Embroidery/Hats/Neck gaiter	101 · Operating Checking	-1,013.55	
	7836	Bill	10/26/2019		Embroidery/Hats/Neck gaiter	860 · Clothing	1,013.55	-1,013.55
TOTAL							1,013.55	-1,013.55
	20816	Bill Pmt -Check	11/07/2019	Landmark Services Cooperative	Oct Fuel	101 · Operating Checking	-592.96	
		Bill	10/31/2019		Oct Fuel	831 · Fuel	592.96	-592.96
TOTAL							592.96	-592.96
	20817	Bill Pmt -Check	11/07/2019	Life-Assist, Inc.	Medication	101 · Operating Checking	-114.00	
	953005	Bill	10/28/2019		Medication	850 · Medical Supplies	114.00	-114.00
TOTAL							114.00	-114.00
	20818	Bill Pmt -Check	11/07/2019	O'Reilly Auto Parts	Windshield Washer Fluid	101 · Operating Checking	-16.00	
	4331-318092	Bill	10/31/2019		Windshield Washer Fluid	829 · Vehicle Maintenance	16.00	-16.00
TOTAL							16.00	-16.00
	20819	Bill Pmt -Check	11/07/2019	US Bank		101 · Operating Checking	-4,898.71	
		Bill	10/27/2019			One Card - Office Use Only	2,364.91	-2,364.91
		Bill	10/27/2019			One Card - Eric Lang	295.35	-295.35
		Bill	10/27/2019			One Card - Lisa Antoniewicz	128.94	-128.94
		Bill	10/27/2019			One Card - Mandy Cysiewski	2,109.51	-2,109.51
TOTAL							4,898.71	-4,898.71
	20820	Bill Pmt -Check	11/07/2019	VBM Medical Inc.	Pocket Control Inflator	101 · Operating Checking	-807.16	

Deer Grove EMS District
Bill Payment Detail
November 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	201900891	Bill	10/17/2019		Pocket Control Inflator	840 · Equipment/Non-Disposable	807.16	-807.16
TOTAL							807.16	-807.16
	20821	Bill Pmt -Check	11/07/2019	WEX Bank	Oct Fuel	101 · Operating Checking	-516.27	
	62075824	Bill	10/31/2019		Oct Fuel	831 · Fuel	516.27	-516.27
TOTAL							516.27	-516.27
	20822	Bill Pmt -Check	11/07/2019	Wisconsin Department of Revenue	Tax Fee	101 · Operating Checking	-53.26	
	L0416334736	Bill	10/31/2019		Tax Fee	899 · Miscellaneous Expenses	53.26	-53.26
TOTAL							53.26	-53.26
	20823	Bill Pmt -Check	11/07/2019	Wisconsin Dept. of Justice	Luebke/Bischel checks	101 · Operating Checking	-20.00	
		Bill	10/31/2019		Luebke/Bischel checks	899 · Miscellaneous Expenses	20.00	-20.00
TOTAL							20.00	-20.00
	20824	Bill Pmt -Check	11/07/2019	ZOLL Medical Corporation	CPR Stat Padz	101 · Operating Checking	-241.36	
	2954548	Bill	10/17/2019		CPR Stat Padz	850 · Medical Supplies	241.36	-241.36
TOTAL							241.36	-241.36
	EFT	Bill Pmt -Check	11/07/2019	GFC Leasing WI	Copier Lease	101 · Operating Checking	-48.30	
	I00544312	Bill	10/21/2019		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL							48.30	-48.30
	EFT	Liability Check	11/22/2019	Bank of Deerfield		101 · Operating Checking	-15,098.82	
						Direct Deposit Liability	14,398.82	-14,398.82
						Direct Deposit Liability	700.00	-700.00
TOTAL							15,098.82	-15,098.82
	20836	Liability Check	11/22/2019	Fire Fighters Local 311		101 · Operating Checking	-212.22	
						Local 311 Dues	212.22	-212.22
TOTAL							212.22	-212.22
	EFT	Liability Check	11/22/2019	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-430.00	
					98971-01	WI Deferred Comp Liability	280.00	-280.00

Deer Grove EMS District
Bill Payment Detail
November 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
					98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL							430.00	-430.00
	EFT	Liability Check	11/26/2019	EFTTPS	39-1293690	101 · Operating Checking	-5,346.42	
					39-1293690	224 · FICA/Fed Payable	2,055.00	-2,055.00
					39-1293690	2242 · FICA/Fed Payable-ER	1,333.79	-1,333.79
					39-1293690	2241 · FICA/Fed Payable-EE	1,333.79	-1,333.79
					39-1293690	2242 · FICA/Fed Payable-ER	311.92	-311.92
					39-1293690	2241 · FICA/Fed Payable-EE	311.92	-311.92
TOTAL							5,346.42	-5,346.42
	EFT	Liability Check	11/29/2019	Employee Trust Funds	5300000	101 · Operating Checking	-7,335.02	
					5300000	2272 · Employer Share WRS	4,553.06	-4,553.06
					5300000	2271 · Employee Share WRS	2,781.96	-2,781.96
TOTAL							7,335.02	-7,335.02
	EFT	Liability Check	11/29/2019	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,087.74	
					036-0000519180-02	225 · State Withholding	1,087.74	-1,087.74
TOTAL							1,087.74	-1,087.74
	EFT	Liability Check	11/22/2019	Employee Trust Funds	5300000	101 · Operating Checking	-11,244.32	
					5300000	Health Insurance Liability - ER	9,916.95	-9,916.95
					5300000	Health Insurance Liability - EE	1,327.37	-1,327.37
TOTAL							11,244.32	-11,244.32
	20826	Bill Pmt -Check	11/19/2019	AED Superstore	Child Manikin	101 · Operating Checking	-1,165.50	
	1513304	Bill	11/11/2019		Child Manikin	845 · Capital Purchase	1,165.50	-1,165.50
TOTAL							1,165.50	-1,165.50
	20827	Bill Pmt -Check	11/19/2019	Bound Tree Medical, LLC		101 · Operating Checking	-463.96	
	83375751	Bill	11/01/2019		Bags	850 · Medical Supplies	210.97	-210.97
	83377553	Bill	11/01/2019		Trauma/Airway Kit	850 · Medical Supplies	252.99	-252.99
TOTAL							463.96	-463.96
	20828	Bill Pmt -Check	11/19/2019	Forward Pharmacy	Glucagen/Loraz/Fentanyl	101 · Operating Checking	-565.00	
		Bill	11/01/2019		Glucagen/Loraz/Fentanyl	850 · Medical Supplies	565.00	-565.00
TOTAL							565.00	-565.00

Deer Grove EMS District
Bill Payment Detail
November 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	20829	Bill Pmt -Check	11/19/2019	New Glarus Motors	M80 Oil/Filter/Heat fix	101 · Operating Checking	-491.41	
	01156	Bill	11/12/2019		M80 Oil/Filter/Heat fix	829 · Vehicle Maintenance	491.41	-491.41
TOTAL							491.41	-491.41
	20830	Bill Pmt -Check	11/19/2019	O'Reilly Auto Parts		101 · Operating Checking	-55.35	
	4331-318361	Bill	11/02/2019		Headlight	829 · Vehicle Maintenance	18.68	-18.68
	4331-318845	Bill	11/08/2019		Antifreeze	829 · Vehicle Maintenance	17.99	-17.99
	4331-318522	Bill	11/15/2019		Headlight	829 · Vehicle Maintenance	18.68	-18.68
TOTAL							55.35	-55.35
	20831	Bill Pmt -Check	11/19/2019	Pomasl Fire Equipment		101 · Operating Checking	-2,095.60	
	79487	Bill	11/08/2019		M80 Liquid Spring repair	829 · Vehicle Maintenance	375.60	-375.60
	79554	Bill	11/13/2019		M80 Bumper	845 · Capital Purchase	1,720.00	-1,720.00
TOTAL							2,095.60	-2,095.60
	20832	Bill Pmt -Check	11/19/2019	Quill		101 · Operating Checking	-95.34	
	2630738	Bill	11/13/2019		Misc Office Supplies	742 · Office Supplies	91.62	-91.62
	2666660	Bill	11/15/2019		Ink pad for date stamp	742 · Office Supplies	3.72	-3.72
TOTAL							95.34	-95.34
	20833	Bill Pmt -Check	11/19/2019	Rennert's Fire Equipment Service, Inc.	M81 Rear Door latch repair	101 · Operating Checking	-529.31	
	41501	Bill	11/06/2019		M81 Rear Door latch repair	829 · Vehicle Maintenance	529.31	-529.31
TOTAL							529.31	-529.31
	20834	Bill Pmt -Check	11/19/2019	Society Insurance	Work Comp	101 · Operating Checking	-1,676.00	
		Bill	11/12/2019		Work Comp	722 · Workmans Comp	1,676.00	-1,676.00
TOTAL							1,676.00	-1,676.00
	20835	Bill Pmt -Check	11/19/2019	Stryker Medical	Hose and Repair	101 · Operating Checking	-221.02	
	2834662M	Bill	11/05/2019		Hose and Repair	842 · Equipment Maintenance	221.02	-221.02
TOTAL							221.02	-221.02
	20837	Bill Pmt -Check	11/19/2019	Horstman Computers	Station 2 Internet	101 · Operating Checking	-1,882.95	
	2045964	Bill	11/18/2019		Station 2 Internet	775 · IT expenses	941.48	-941.48
				Deerfield Fire Dept.	Station 2 Internet	775 · IT expenses	941.47	-941.47
TOTAL							1,882.95	-1,882.95

Deer Grove EMS District
Bill Payment Detail
November 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	EFT	Liability Check	11/30/2019	Aflac	MCY18	101 · Operating Checking	-246.76	
					MCY18	Aflac	246.76	-246.76
TOTAL							246.76	-246.76
		Bill Pmt -CCard	11/08/2019	Charter Communications		One Card - Office Use Only	-266.06	
	0000443110119	Bill	11/01/2019		Nov Shared Internet Services	770 · Communications	69.99	-69.99
					Nov phone/fax	770 · Communications	82.24	-82.24
	0023811110519	Bill	11/05/2019		Station 2 phone/internet	770 · Communications	113.83	-113.83
TOTAL							266.06	-266.06
		Bill Pmt -CCard	11/19/2019	Airgas USA, LLC		One Card - Office Use Only	-207.06	
	9965681275	Bill	11/01/2019		Cylinder Rent	850 · Medical Supplies	62.31	-62.31
	9095068016	Bill	11/11/2019		O2	850 · Medical Supplies	92.95	-92.95
	9095161570	Bill	11/12/2019		O2	850 · Medical Supplies	51.80	-51.80
TOTAL							207.06	-207.06
		Bill Pmt -CCard	11/18/2019	Gordon Flesch	October Copies	One Card - Office Use Only	-36.98	
	IN12768322	Bill	11/07/2019		October Copies	740 · Office Equipment (expense)	36.98	-36.98
TOTAL							36.98	-36.98
		Bill Pmt -CCard	11/19/2019	Jackson Lewis P.C.	Misc Legal Labor	One Card - Office Use Only	-416.00	
	7434408	Bill	11/13/2019		Misc Legal Labor	880 · Legal Fees	416.00	-416.00
TOTAL							416.00	-416.00
		Bill Pmt -CCard	11/19/2019	Verizon Wireless		One Card - Office Use Only	-181.21	
	9841864961	Bill	11/10/2019		Car 79 Jet pack	770 · Communications	30.03	-30.03
					M81 Jet pack	770 · Communications	30.03	-30.03
					M80 phone	770 · Communications	0.91	-0.91
					M81 phone	770 · Communications	0.91	-0.91
					M78 phone	770 · Communications	2.86	-2.86
					C79 phone	770 · Communications	2.51	-2.51
					M80 cradlepoint	770 · Communications	30.03	-30.03
					Chief	770 · Communications	53.90	-53.90
					M78 cradlepoint	770 · Communications	30.03	-30.03
TOTAL							181.21	-181.21
		Bill Pmt -CCard	11/07/2019	Bound Tree Medical, LLC	Calibration Key/Tube Set	One Card - Office Use Only	-159.98	
	83404124	Bill	11/05/2019		Calibration Key/Tube Set	850 · Medical Supplies	159.98	-159.98

Deer Grove EMS District
Bill Payment Detail
November 2019

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL							159.98	-159.98
		Bill Pmt -CCard	11/25/2019	Bound Tree Medical, LLC	Defib Pads	One Card - Office Use Only	-154.04	
	834220272	Bill	11/21/2019	Cottage Grove Police Dept.	Defib Pads	850 · Medical Supplies	154.04	-154.04
TOTAL							154.04	-154.04

Deer Grove EMS District
Credit Card Purchases
November 2019

Date	Source Name	Memo	Split	Amount
301 · One Card				
One Card - Eric Lang				
11/01/2019	Embroidery Professionals	Logo/Name and Rank/Reflective	860 · Clothing	30.00
11/04/2019	Menards	Flashflights/Ice Melt/Fuel Supplement	-SPLIT-	253.98
11/06/2019	USPS	Package Return	770 · Communications	39.40
11/06/2019	Embroidery Professionals	Reflective Back/Name and Rank Embroidery	860 · Clothing	40.00
11/12/2019	GoDaddy	Website Hosting	775 · IT expenses	162.05
11/12/2019	Walgreens	Invites for Holiday Party	810 · EMT Recognition	39.60
11/22/2019	Embroidery Professionals	Remove Stitching/Replace Name	860 · Clothing	10.00
11/25/2019	Jimmy Johns		810 · EMT Recognition	68.00
11/25/2019	SCRTAC	Chief Trauma Care Across Contin class	825 · Chief Continuing Educa...	40.00
Total One Card - Eric Lang				683.03
One Card - Lisa Antoniewicz				
11/11/2019	Amazon.com	Scanner	775 · IT expenses	101.87
11/18/2019	USPS	Commission Packets/Stamps	742 · Office Supplies	63.00
11/18/2019	Menards	Misc Building Supplies	898 · Building and Grounds	312.10
11/21/2019	ProClip USA	Mount	840 · Equipment/Non-Dispos...	129.98
11/25/2019	ProClip USA	Mount	840 · Equipment/Non-Dispos...	189.96
11/25/2019	Amazon.com	Curtains	898 · Building and Grounds	158.85
11/25/2019	Amazon.com	Mattress Topper	898 · Building and Grounds	39.99
Total One Card - Lisa Antoniewicz				995.75
One Card - Mandy Cysiewski				
11/01/2019	Amazon.com	Hi Vis Vests	860 · Clothing	245.52
11/04/2019	Amazon.com	Hi Vis Vests	860 · Clothing	81.27
11/05/2019	Amazon.com	Vinyl Repair Kit	829 · Vehicle Maintenance	9.38
11/06/2019	Amazon.com	2 - Surface Pro 6	775 · IT expenses	1,384.00
11/08/2019	Kalahari Resort	WEMSA Hotel - Lasko	725 · Staff Continuing Educat...	79.53
11/19/2019	TechSoup	Office 365 for Lts, Chief, Mandy	775 · IT expenses	216.00
11/25/2019	National Association of E...	Instructor Course - Lex	1502 · Prepaid Expenses	395.00
Total One Card - Mandy Cysiewski				2,410.70
Total 301 · One Card				4,089.48
TOTAL				**4,089.48**

Deer Grove EMS District
Payroll Transaction Detail
November 2019

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
11/08/2019	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	80	1,635.20
			Anders, Devon C	Overtime Hourly Rate	16	490.56
						2,125.76
11/22/2019	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	40	817.60
			Anders, Devon C	Overtime Hourly Rate	8	245.28
			Anders, Devon C	Vacation Hourly Rate	24	490.56
						1,553.44
11/08/2019	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	54	1,426.68
			Antoniewicz, Lisa M	Overtime Hourly Rate	4.5	178.34
			Antoniewicz, Lisa M	Regular Hourly Rate	26	686.92
			Antoniewicz, Lisa M	Overtime Hourly Rate	10	396.30
			Antoniewicz, Lisa M	Overtime Hourly Rate	3.5	138.71
						2,826.95
11/22/2019	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	61	1,611.62
			Antoniewicz, Lisa M	Regular Hourly Rate	16	422.72
			Antoniewicz, Lisa M	Overtime Hourly Rate	13	515.19
			Antoniewicz, Lisa M	Overtime Hourly Rate	1.5	59.45
			Antoniewicz, Lisa M	Vacation Hourly Rate	3	79.26
			Antoniewicz, Lisa M	Vacation OT Hourly Rate	8	317.04
						3,005.28
11/08/2019	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	76	1,607.40
			Belden, Elliott H	Overtime Hourly Rate	8	253.84
			Belden, Elliott H	Regular Hourly Rate	4	84.60
			Belden, Elliott H	Overtime Hourly Rate	15	475.95
						2,421.79
11/22/2019	DD	Paycheck	Belden, Elliott H	Vacation Hourly Rate	24	507.60
			Belden, Elliott H	Regular Hourly Rate	40	846.00
			Belden, Elliott H	Overtime Hourly Rate	8	253.84
						1,607.44
11/08/2019	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	25	375.00
			Campbell, Erin A	Regular Hourly Rate	2	30.00
						405.00
11/22/2019	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	12	180.00
						180.00

Deer Grove EMS District
Payroll Transaction Detail
November 2019

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
11/08/2019	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	44.5	909.58
			Cummings, Ross E	Overtime Hourly Rate	53.5	1,640.31
			Cummings, Ross E	Regular Hourly Rate	11.5	235.06
			Cummings, Ross E	Vacation Hourly Rate	24	490.56
						3,275.51
11/22/2019	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	80	1,635.20
			Cummings, Ross E	Overtime Hourly Rate	43.25	1,326.05
						2,961.25
11/08/2019	DD	Paycheck	Cushing, Daniel P	Weekday Stipend	14	252.00
			Cushing, Daniel P	Training Attendance Stipend	1	18.00
						270.00
11/08/2019	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	17.5	315.00
			Cysiewski, Mandy J	Vacation Hourly Rate	0.5	9.00
			Cysiewski, Mandy J	Regular Hourly Rate	14	252.00
						576.00
11/22/2019	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	29.5	531.00
			Cysiewski, Mandy J	Vacation Hourly Rate	2.5	45.00
						576.00
11/08/2019	DD	Paycheck	Einstein, Justin D	Weekend Stipend	4	72.00
			Einstein, Justin D	Training Attendance Stipend	1	18.00
						90.00
11/08/2019	DD	Paycheck	Fedorowicz, Samantha E	Training Attendance Stipend	1	18.00
						18.00
11/08/2019	DD	Paycheck	Frye, Brandon S	Regular Hourly Rate	29	435.00
						435.00
11/22/2019	DD	Paycheck	Frye, Brandon S	Regular Hourly Rate	24	360.00
						360.00
11/08/2019	DD	Paycheck	Hartman, Michael D	Weekday Stipend	3	54.00
			Hartman, Michael D	Weekend Stipend	1	18.00
			Hartman, Michael D	Training Attendance Stipend	1	18.00
						90.00

Deer Grove EMS District
Payroll Transaction Detail
November 2019

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
11/08/2019	DD	Paycheck	Lang, Eric A	Salary	40	1,576.92
			Lang, Eric A	Vacation Salary	40	1,576.93
						3,153.85
11/22/2019	DD	Paycheck	Lang, Eric A	Salary	80	3,153.85
						3,153.85
11/08/2019	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	60.5	1,216.05
			Lasko, Wendy J	Regular Hourly Rate	2	40.20
			Lasko, Wendy J	Regular Hourly Rate	2.5	50.25
			Lasko, Wendy J	Overtime Hourly Rate	11.5	346.73
						1,653.23
11/22/2019	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	65	1,306.50
			Lasko, Wendy J	Overtime Hourly Rate	8	241.20
			Lasko, Wendy J	Overtime Hourly Rate	6	180.90
			Lasko, Wendy J	Vacation Hourly Rate	15	301.50
			Lasko, Wendy J	Vacation OT Hourly Rate	9	271.35
						2,301.45
11/22/2019	DD	Paycheck	Lillegard, Micah D	Regular Hourly Rate	24	360.00
						360.00
11/08/2019	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	24	360.00
						360.00
11/08/2019	DD	Paycheck	Marvin, Courtney A	Regular Hourly Rate	2	30.00
						30.00
11/08/2019	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	27	486.00
			McMullen, Jeremy B	Weekend Stipend	18	324.00
						810.00
11/08/2019	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	64.5	1,189.38
			Mickelson, Matthew A	Overtime Hourly Rate	8	221.28
						1,410.66
11/22/2019	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	78	1,438.32
			Mickelson, Matthew A	Overtime Hourly Rate	18	497.88
			Mickelson, Matthew A	Regular Hourly Rate	2	36.88
						1,973.08

Deer Grove EMS District
Payroll Transaction Detail
November 2019

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
11/08/2019	DD	Paycheck	Miles, Thomas E	Weekday Stipend	2	36.00
			Miles, Thomas E	Training Attendance Stipend	1	18.00
						54.00
11/08/2019	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	24	360.00
			Regali, Trevor C	Regular Hourly Rate	2	30.00
						390.00
11/22/2019	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	24	360.00
						360.00
11/08/2019	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	77	1,573.88
			Sanders, Seth C	Overtime Hourly Rate	20	613.20
			Sanders, Seth C	Regular Hourly Rate	3	61.32
						2,248.40
11/22/2019	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	40	817.60
			Sanders, Seth C	Overtime Hourly Rate	8	245.28
			Sanders, Seth C	Vacation Hourly Rate	24	490.56
						1,553.44
11/08/2019	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	40	777.60
			Schlicht, Trevor A	Overtime Hourly Rate	8	233.28
			Schlicht, Trevor A	Vacation Hourly Rate	24	466.56
						1,477.44
11/22/2019	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	68	1,321.92
			Schlicht, Trevor A	Overtime Hourly Rate	16	466.56
			Schlicht, Trevor A	Vacation Hourly Rate	12	233.28
						2,021.76
11/08/2019	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	12	180.00
						180.00
11/22/2019	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	12	180.00
						180.00
11/08/2019	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00

Deer Grove EMS District
Payroll Transaction Detail
November 2019

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
11/08/2019	DD	Paycheck	Wargo, Thomas V	Weekday Stipend	3	54.00
			Wargo, Thomas V	Training Attendance Stipend	1	18.00
						72.00
11/08/2019	DD	Paycheck	Yelk Meinholz, Amy M	Weekday Stipend	4	72.00
			Yelk Meinholz, Amy M	Training Attendance Stipend	1	18.00
						90.00
TOTAL						**47,110.58**

Deer Grove EMS District
Member expenses and reimbursements through payroll
As of November 30, 2019

Type	Date	Num	Name	Memo	Amount
1512 · Member Personal Expenses Due					
Total 1512 · Member Personal Expenses Due					
Member Reimbursements Payable					
Paycheck	11/22/2019	DD	Belden, Elliott H		330.48
Total Member Reimbursements Payable					330.48
TOTAL					**330.48**

Deer Grove EMS District
Deposit Detail
November 2019

Type	Date	Name	Memo	Account	Amount
General Journal	**11/30/2019**	**LifeQuest**	**Payment Received - Overpayment Returns - Nov**	**105 · Hometown Bank**	**49,953.10**
		LifeQuest	Payment Received - Overpayment Returns - Nov	1210 · Lifequest Receivables	-49,953.10
TOTAL					-49,953.10
General Journal	**11/30/2019**		**Payment received with no paperwork**	**105 · Hometown Bank**	**2,001.00**
			Payment received with no paperwork	Lifequest Deposit Adjustments	-2,001.00
TOTAL					-2,001.00
Deposit	**11/12/2019**		**Deposit**	**103 · Savings bank of Deerfield**	**1,417.31**
		League of Wisconsin Municipalities	Deposit	999 · Insurance Reimbursement	-322.31
		Curry, Clairissa K	Deposit	Aflac	-60.00
Payment	11/08/2019	Marshall Area EMS		1499 · Undeposited Funds	-1,035.00
TOTAL					-1,417.31
Deposit	**11/25/2019**		**Deposit**	**103 · Savings bank of Deerfield**	**6,197.67**
		Fedorowicz, Samantha E	October Aflac	Aflac	-29.38
General Journal	11/24/2019		To record pre-paid VCG municipal assessment from D...	1499 · Undeposited Funds	-6,168.29
TOTAL					-6,197.67
Deposit	**11/25/2019**		**Deposit**	**103 · Savings bank of Deerfield**	**196.08**
		US Bank	Deposit	4999 · Uncategorized Income	-196.08
TOTAL					-196.08
Deposit	**11/30/2019**		**Interest**	**103 · Savings bank of Deerfield**	**51.86**
			Interest	640 · Interest Earned	-51.86
TOTAL					-51.86

Deer Grove EMS District
Deposit Detail
November 2019

Type	Date	Name	Memo	Account	Amount
Deposit	**11/30/2019**		**Interest**	**101 · Operating Checking**	**1.06**
			Interest	640 · Interest Earned	-1.06
TOTAL					-1.06

Aging Summary Report

2017	Billable Units	Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Deposit from Collections
January	149	61,458.81	37,112.81	11,562.06	7,080.20	11,094.60	11,702.10	5,807.00	145,817.58		31,027.93
February	161	74,148.27	40,328.34	19,361.01	8,985.96	4,873.00	9,434.90	6,722.40	163,853.88		25,579.00
March	157	65,606.95	37,581.40	22,508.70	16,097.28	5,606.70	1,560.60	12,224.00	161,185.63		30,405.20
April	155	47,304.66	40,581.55	26,373.53	17,138.60	8,251.20	5,138.80	7,207.30	151,995.64		29,563.91
May	173	74,737.13	26,279.20	24,380.75	11,267.10	11,586.40	7,824.30	6,744.30	162,819.18		37,291.01
June	178	66,863.45	44,391.66	11,065.84	18,646.15	11,267.10	10,045.60	12,875.60	175,155.40		28,355.41
July	173	54,296.38	52,170.43	29,085.97	7,221.51	10,078.50	2,491.00	11,995.90	167,339.69		31,444.62
August	192	59,414.23	52,117.11	32,853.64	20,779.07	5,780.44	5,134.60	9,630.10	185,709.19	731.98	33,253.57
September	199	66,463.41	51,249.84	33,167.93	22,208.64	10,418.59	1,399.00	12,426.00	197,333.41		31,323.99
October	178	43,014.56	36,993.32	28,497.07	26,269.53	14,661.20	4,936.40	8,677.40	163,049.48		39,216.62
November	221	70,397.26	41,138.57	22,604.47	18,936.24	30,994.13		10,641.00	194,711.67		30,923.41
December	191	78,999.03	44,799.91	22,326.80	17,446.07	15,663.61	8,730.46	13,149.50	201,115.38		35,785.26
	2127									731.98	384,169.93

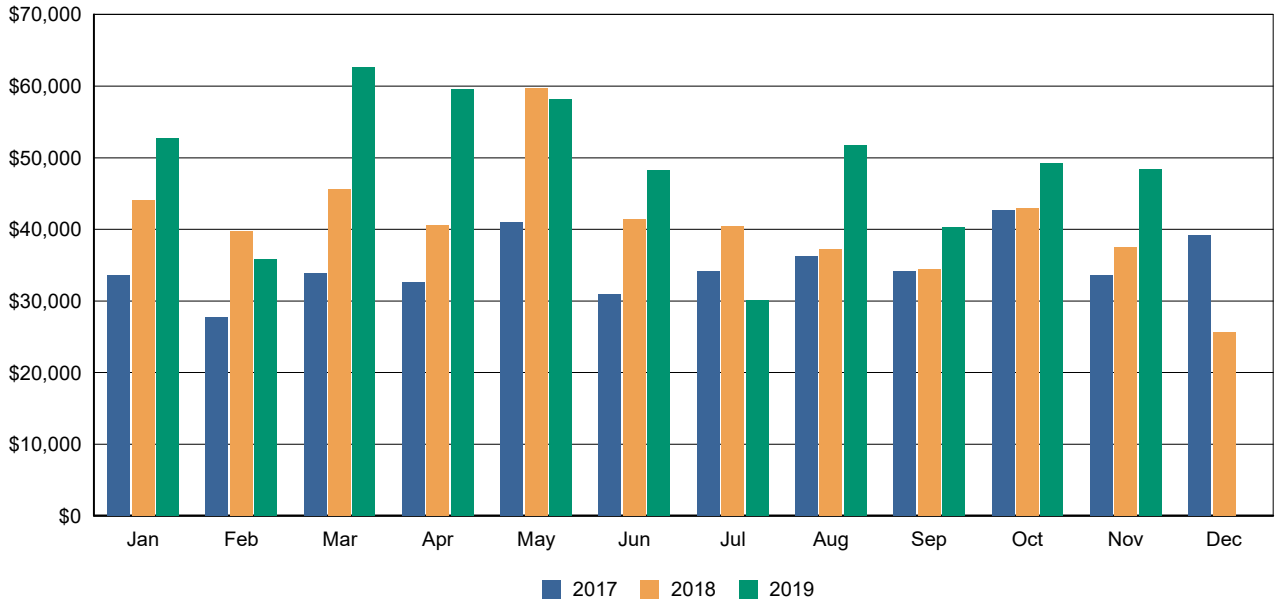
2018	Billable Units	Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Deposit from Collections
January	193	77,490.96	40,382.52	30,769.00	15,148.00	4,715.00	8,422.40	15,844.96	192,772.84		40,563.24
February	228	110,117.64	40,368.00	23,290.26	20,148.17	9,211.40	2,302.80	22,784.56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

2019	Billable Units	Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Deposit from Collections
January	199	31,346.95	56,391.67	28,271.78	27,854.88	18,701.80		36,609.10	199,176.18		48,757.06
February	208	53,194.16	52,674.93	34,378.74	17,762.88	28,889.40		32,683.30	219,583.41		32,875.12
March	193	53,471.33	61,381.30	23,473.34	24,674.14	15,776.74		17,319.70	196,096.55		58,118.70
April	181	52,431.24	52,890.01	26,646.08	14,602.10	20,722.49		20,270.70	187,562.62		55,108.87
May	153	52,765.43	40,573.68	17,361.72	17,928.18	12,430.57		11,381.90	152,441.48		53,992.37
June	165	49,043.76	45,335.65	34,582.58	11,066.42	14,170.90		13,686.57	167,885.88		43,938.15
July	177	69,191.46	35,989.67	26,431.68	27,742.68	12,885.00		10,086.20	182,326.69		27,963.23
August	176	79,771.93	47,802.44	17,256.04	17,110.49	18,078.98		11,910.10	191,929.98		47,957.50
September	179	74,047.49	36,321.27	23,141.77	14,002.68	28,620.28		10,595.10	186,728.59		37,491.65
October	177	51,185.16	63,638.53	23,040.94	17,040.37	11,088.00		18,296.78	184,289.78		45,611.85
November	169	70,102.66	20,678.15	29,309.43	14,593.71	12,993.40		17,940.88	165,618.23		44,753.43
December									0.00		
	1977									0.00	496,567.93

All Phases Gross Revenue

Deer-Grove EMS District

January 2017 to November 2019



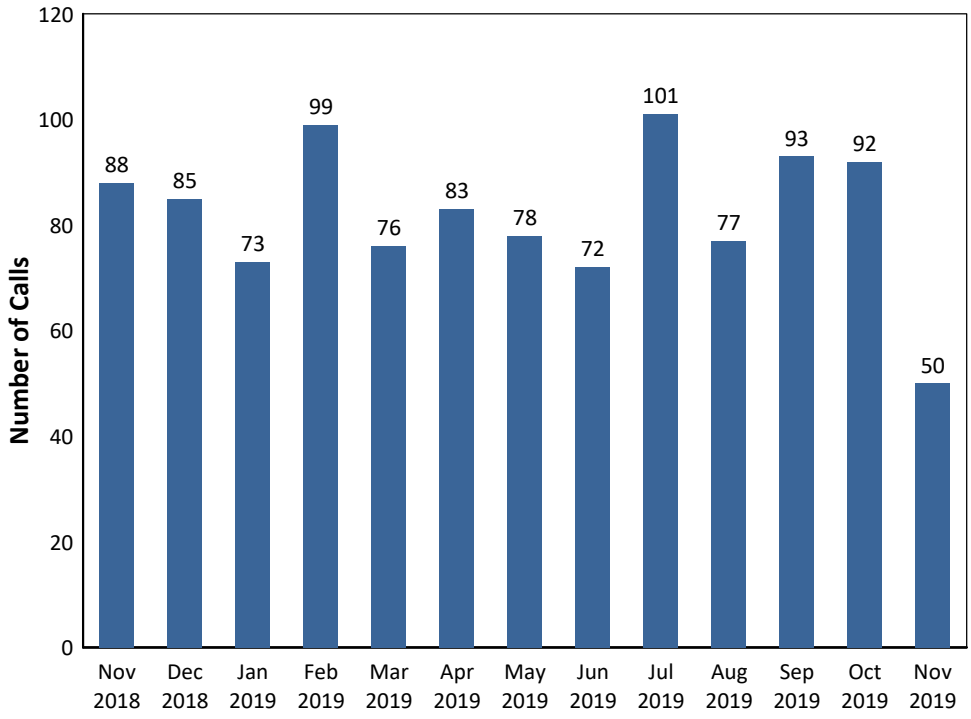
	2017	2018	2019
January	$33,631	$44,000	$52,789
February	$27,819	$39,682	$35,874
March	$33,938	$45,580	$62,603
April	$32,628	$40,624	$59,518
May	$40,984	$59,762	$58,122
June	$30,942	$41,489	$48,182
July	$34,202	$40,426	$30,114
August	$36,229	$37,271	$51,774
September	$34,167	$34,504	$40,318
October	$42,677	$42,987	$49,181
November	$33,611	$37,564	$48,473
December	$39,175	$25,614	$0
Total Gross Revenue	**$420,004**	**$489,503**	**$536,948**

Total Runs Entered

Deer-Grove EMS District

November 2018 to November 2019

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



Deer-Grove EMS District

Monthly Service Report

November 2019

Calls by Municipality (includes missed calls):

28 – Village Cottage Grove
13 – Town Cottage Grove
8 – Village Deerfield
6 – Town Deerfield
5 – Town Pleasant Springs
3 – Mutual Aid/Intercepts
63 Total Calls Dispatched
(89 - *Same time last year)*

Calls by Unit:

29 – Medic/Rescue 78
27 – Medic/Rescue 80
8 – Missed
0 – Car 79
942 Calls YTD
(1053 - *Same time last year)*

Membership:

Volunteers (12): Kathryn Berggren (EMT-B), Dan Cushing (EMT-B), Mandy Cysiewski (EMT-B), Justin Einstein (EMT-P), Jamie Ennis (EMT-P), Samantha Fedorowicz (EMT-A), Michael Hartman (EMT-I), Tom Miles (EMT-A/RN), Jerry McMullen (EMT-P), Amy Meinholz (EMT-P), Melissa Smithback (EMT-B), Thomas Wargo (EMT-B/RN).

Volunteers provided 552 hours of coverage to the District in November, compared to 483 hours last month and 735 hours in the same month last year.

LTE(10): Erin Campbell (EMT-P), Clairissa Curry (EMT-P), Jeff Dostalek (EMT-P), Brandyn Frye (EMT-P), Andrew Jensen (EMT-P), Micah Lillegard (EMT-P), Alexa Martin (EMT-P/RN), Courtney Marvin (EMT-P), Trevor Regali (EMT-P), Danny Sefcik (EMT-P).

Part-Time(1): Mandy Cysiewski

Full-Time(9): Lisa Antoniewicz (Critical Care Paramedic/RN), Devon Anders (EMT-P), Elliott Belden (EMT-P), Ross Cummings (Critical Care Paramedic/TEMS), Eric Lang (EMT-P), Wendy Lasko (EMT-P/RN), Matthew Mickelson (EMT-P/RN), Seth Sanders (EMT-P), Trevor Schlicht (EMT-P).

Leave of Absence (3): Lisa Schultz (V), Erik Severson (V), Bryan Adler (LTE)

Chief's Report:

M80 struck a cow (heifer) and will be out of service for the foreseeable future.

Foot injury update: Based off of the last appointment with the orthopedic doctor, I should be able to return to full duty on December 23rd or shortly thereafter. There have been no setbacks and everything has been healing as anticipated.

For the AFG Grant/Plymovent we met with CGFD and the Plymovent contractor Hastings. CGFD has to make final decisions on vehicle configuration in the bays, which will directly affect system design. Hasting is drawing several different options and will submit back to us for review. Tentative construction to be begin in spring, with Plymovent needing approximately 6 weeks to produce the system and Hastings need one week to install. The spring install time will allow for fire vehicles to be stored outside without risk of freezing components.

DGEMS, along with Deerfield Schools, participated in a Narcan drill. This involved a staff member finding a victim suffering from an opioid overdose and activating the appropriate resources. We had Lt. Belden on site to observe the entire drill and then provide recommendation for their care procedures and future training exercises. Arrangements were made with the communications center to allow for a real 911 call. M80 also responded from the station to give the school a real-time feel for our response.

We participated in a Dane County Emergency Management (DCEM) Reunification Center Drill. This tested a procedural manual the DCEM office has created, and it will be distributed for use throughout the county.

A group of our members, Lt Belden, EMT Cysiewski, and Paramedic Sanders, were present for a meet and greet event at Madison College. They were able to meet potential members and market our agency to EMS students.

-With the help of D/C Antoniewicz, we created the attached QA Assurance Rubric. This document will contain two parts, with this one being the first. This will set forth a template and a standard to review billing and documentation aspects of the patient care reports. It also set a rating standard to measure each member.

DGEMS hosted a new, updated version of the awards and appreciation banquet. For those who attended it was great time and sets a model for us to follow moving forward.

No collaborative responses were completed with Marshall EMS.

We have identified a potential patient for the EMS Visitor program, but have been unable to enroll any.

Training Report:

Members continue to work on completing annual skills competency evaluations, with completion slated for 12/23. December training will cover Airway Management with a debut of Vividtrac. January training will cover the 2020 protocols and a review of OB emergencies.

Staff attended the WEMSA Conference at the new Wisc. Dells location and visited the EXPO Hall.

Upcoming training sessions:
SCRTAC Trauma Conference – Dec 5 – Verona
PALS Renewal – Dec 6 – Cottage Grove
Vividtrac Training – Dec 11/12/13/20/30 – Cottage Grove
Elder Law Webinar – Dec 11
Difficult Airway Course – Jan 27/28 – UW
High Performance CPR (HPCPR) Initiative – Jan 13/22
EMS Management and Leadership Workshop – Feb 28/29 – Rice Lake

Training Center:
3 CPR classes are scheduled in December. Our agreement to provide CPR classes every other month for Cottage Grove Courts will continue into 2020. Cottage Grove Parks and Rec have requested a community CPR class and a Stop-the-Bleed course in May.

Public Relations/Special Events:
Staff participated in "Sound the Alarm" on November 2nd, along with Deerfield Fire Department. The on-duty crew was also invited to attend Community Citizenship Day at St. Paul's Lutheran Church. Additionally, DGEMS was invited and took part in a joint extrication exercise hosted by the Deerfield Fire Department.

Upcoming events:
MATC Meet and Greet – Dec 2
Utica Snowmobile First Aid Review – Dec 2
Deerfield School District Narcan Drill – Dec 4
Christmas in the Grove Parade – Dec 6
HATS OFF – Dec 7 – Badger Farms
Deerfield Village Tree Lighting – Dec 12
Taylor Ridge Holiday Lunch – Dec 12
Breakfast with Santa – Dec 15 - Deerfield
CGPD Narcan Training – Dec 18

Vehicles

DEMER'S (78):

Start mileage: 41,941 End Mileage: 43,084

Start hours: 1,925 End Hours: 1,966

78 running well. Routine fluids/ filter change has been completed by Badger Motors in New Glarus. The cooling system was also flushed. The engine is providing heat as expected.

Horton (81):

Start Mileage: 147,402 End Mileage: 147,557

Start Hours: 8,022 End Hours: 8,039

81 is running.

Interceptor (Car 79):

Start Mileage: 41,685 End Mileage: 41,955

79 has an intermittent low tire. Tires need to be replaced.

DEMER'S (80)

Start Mileage: 60,908 End Mileage: 61,922

Start Hours: 2,851 End Hours: 2,919

Prior to the collision with the cow, routine fluids and filters were changed by Badger Motors in New Glarus. The cab heat was non-producing. A simple flush of the coolant system removed debris and the cab heating system is functioning properly.

November Quick Stats

Date	Amb 1	Amb 2 / FR	Reason Used	Ending Miles	Driver
1	24	24	Meeting - Out of District	41729	Eric Lang
2	24	0	Meeting - Out of District	41861	Eric Lang
3	24	0	Meeting - Out of District	41912	Eric Lang
4	24	12	Meeting - Out of District	41955	Eric Lang
5	24	12			
6	24	24			
7	24	0			
8	24	0			
9	24	0			
10	24	0			
11	24	24			
12	24	12			
13	24	12			
14	24	0			
15	24	0			
16	24	24			
17	24	23			
18	24	0			
19	24	0			
20	24	12			
21	24	0			
22	24	0			
23	24	0			
24	24	24			
25	24	12			
26	24	0			
27	24	0			
28	24	0			
29	24	0			
30	24	0			
Total	720	215			
935 hours of coverage total					
Total of 130% coverage					

Deer Grove Emergency Medical Services
Quality Assurance Rubric

Goal: to objectively review and measure patient care reports for Quality Assurance and Improvement purposes.

QA DOCUMENTATION REVIEW

Documentation Review measures entry of required/applicable information and report formatting is present:

- Run number (Dane Comm Generated)
- Incident date
- Incident times
- Incident location
- Incident type
- Crewmember names and roles
- Assisting Agency/Unit/Names (if applicable)
- Appropriate ALS intercept documentation
- Patient name
- Patient gender
- Patient age and date of birth
- Patient address and phone number
- If minor – parent/guardian info documented
- Primary Impression and Chief Complaint
- All procedures, vitals, meds & assessment documented fully in activities section (if applicable)
- Narrative
- Appropriate signatures (if applicable)
- Patient insurance information
- Facesheet attached to run (if applicable)
- Refusal attached to run (if applicable)
- Narcotics form attached (if applicable)
- Loaded mileage documented to nearest 10th
- Response & Transport Mode Descriptor
- Supply use fully documented
- Upload of associated data or files (CAD, cardiac monitor, intubation photo)

	POOR (1)	FAIR (2)	GOOD (3)	VERY GOOD (4)	EXCELLENT (5)
Required information and formats	Two or more requirements are missing or inaccurate.	One requirement is missing or inaccurate.	All requirements are present.	All requirements are present, and accurate. Correct spelling & grammar. CHARTD template. Patient medications and medical history are fully listed.	All requirements are present, and accurate. Only approved abbreviations. Patient SSN entered. Photo or scan of current insurance card.

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
ABBOTT, JEFFREY OR MICHELLE					
5991	ABBOTT, JEFFREY OR MICHELLE	5991-123119	REFUND OF TAX OVERPAYMENT	100-26300	42.01
	Total ABBOTT, JEFFREY OR MICHELLE:				42.01
ACE HARDWARE OF COTTAGE GROVE					
2688	ACE HARDWARE OF COTTAGE GRO	2688-123119	SHOP SUPPLIES	100-53300-340	147.25
2688	ACE HARDWARE OF COTTAGE GRO	2688-123119	SHOP SUPPLIES	600-60935-340	49.08
2688	ACE HARDWARE OF COTTAGE GRO	2688-123119	SHOP SUPPLIES	601-60834-340	49.09
2688	ACE HARDWARE OF COTTAGE GRO	2688-123119	SEWER MARKER - VILAS HOPE RD	601-60827-340	5.14
2688	ACE HARDWARE OF COTTAGE GRO	2688-123119	DEHUMIDIFIER FILTERS	600-60935-340	100.92
2688	ACE HARDWARE OF COTTAGE GRO	2688-123119	DEHUMIDIFIER FILTERS	601-60834-340	100.92
2688	ACE HARDWARE OF COTTAGE GRO	2688-123119	MAILBOX CLAMP	100-51600-340	2.87
2688	ACE HARDWARE OF COTTAGE GRO	2688-123119	MAILBOX CLAMP	600-60935-340	.96
2688	ACE HARDWARE OF COTTAGE GRO	2688-123119	MAILBOX CLAMP	601-60834-340	.95
	Total ACE HARDWARE OF COTTAGE GROVE:				457.18
AFLAC					
880	AFLAC	676157	AFLAC PREMIUM - DECEMBER 2019	100-21536	544.72
880	AFLAC	676157	AFLAC PREMIUM - DECEMBER 2019	100-52100-156	167.70
	Total AFLAC:				712.42
ALLIANT ENERGY/WP&L					
31	ALLIANT ENERGY/WP&L	31-123119	0420288389 - 230 PROGRESS DR	100-51700-221	232.12
31	ALLIANT ENERGY/WP&L	31-123119	0420288389 - 230 PROGRESS DR	600-60920-221	20.48
31	ALLIANT ENERGY/WP&L	31-123119	0420288389 - 230 PROGRESS DR	601-60850-221	20.48
31	ALLIANT ENERGY/WP&L	31-123119	0470910000 - 240 PROGRESS DR	100-51700-221	347.90
31	ALLIANT ENERGY/WP&L	31-123119	0470910000 - 240 PROGRESS DR	600-60920-221	30.70
31	ALLIANT ENERGY/WP&L	31-123119	0470910000 - 240 PROGRESS DR	601-60850-221	30.69
31	ALLIANT ENERGY/WP&L	31-123119	0627540000 - LANDMARK DR STREET LIGHTS	100-53420-221	481.81
31	ALLIANT ENERGY/WP&L	31-123119	0648330000 FORRESTON DR SUMP PUMP	100-53440-340	35.39
31	ALLIANT ENERGY/WP&L	31-123119	1162130000 GROVE ST MIDWAY	100-55200-221	17.39
31	ALLIANT ENERGY/WP&L	31-123119	1366250000 - 200 PROGRESS DR	100-51700-221	1,752.65
31	ALLIANT ENERGY/WP&L	31-123119	1366250000 - 200 PROGRESS DR	600-60920-221	154.65
31	ALLIANT ENERGY/WP&L	31-123119	1366250000 - 200 PROGRESS DR	601-60850-221	154.64
31	ALLIANT ENERGY/WP&L	31-123119	1441950000 125 N MAIN ST LIGHT/SIGN	100-53420-221	82.07
31	ALLIANT ENERGY/WP&L	31-123119	1670310000 - 1507 LANDMARK DR WELL #4	600-60620-221	2,135.66
31	ALLIANT ENERGY/WP&L	31-123119	1922710000 COMMUNITY PARK BATTING CAGE	100-55200-221	15.37
31	ALLIANT ENERGY/WP&L	31-123119	1960850000 DONNA ST WELL #2	600-60620-221	1,646.37
31	ALLIANT ENERGY/WP&L	31-123119	2222530000 - 4195 VILAS RD LOT LIGHTS	601-60821-221	42.64
31	ALLIANT ENERGY/WP&L	31-123119	232070000 - 704 N MAIN ST WELL #3	600-60620-221	47.14
31	ALLIANT ENERGY/WP&L	31-123119	2620600000 - 540 N MAIN ST LIGHTS	100-53420-221	60.33
31	ALLIANT ENERGY/WP&L	31-123119	3017850000 NORTHLAWN PARK	100-55200-221	27.51
31	ALLIANT ENERGY/WP&L	31-123119	3143950000 HWY N TOWER	600-60620-221	84.20
31	ALLIANT ENERGY/WP&L	31-123119	3245730000 COMMUNITY PARK/LORI LN	100-55200-221	21.98
31	ALLIANT ENERGY/WP&L	31-123119	3655740000 - LIONS SHELTER	100-55200-221	29.04
31	ALLIANT ENERGY/WP&L	31-123119	3917900000 - 220 GROVE ST	600-60620-221	20.81
31	ALLIANT ENERGY/WP&L	31-123119	4153410000 - 110 S MAIN ST	601-60821-221	1,148.51
31	ALLIANT ENERGY/WP&L	31-123119	4668230000 - TRILLIUM TRL LIFT STATION	601-60821-221	65.73
31	ALLIANT ENERGY/WP&L	31-123119	5067730000 - 4195 VILAS RD LIFT STATION	601-60821-221	2,125.91
31	ALLIANT ENERGY/WP&L	31-123119	5097830000 - MAIN ST TRAFFIC & STREET LIGHTS	100-53420-221	77.88
31	ALLIANT ENERGY/WP&L	31-123119	5163650000 - RG HUSTON PARK	100-55200-221	25.63
31	ALLIANT ENERGY/WP&L	31-123119	5282160000 HWY N STOP LIGHT	100-53400-221	81.82
31	ALLIANT ENERGY/WP&L	31-123119	5656440000 OLDE TOWN STREET LIGHTS	407-57351-820	116.16
31	ALLIANT ENERGY/WP&L	31-123119	5909800000 220 PROGRESS DR	100-51700-221	346.94

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
31	ALLIANT ENERGY/WP&L	31-123119	5909800000 220 PROGRESS DR	600-60920-221	30.61
31	ALLIANT ENERGY/WP&L	31-123119	5909800000 220 PROGRESS DR	601-60850-221	30.62
31	ALLIANT ENERGY/WP&L	31-123119	6101720000 4720 GASTON CIR WATER TOWER	600-60620-221	186.16
31	ALLIANT ENERGY/WP&L	31-123119	6345350000 W REYNOLDS ST SHED	100-55200-221	29.15
31	ALLIANT ENERGY/WP&L	31-123119	6397100000 - 4062 HWY N TRAFFIC LIGHTS	100-53400-221	17.96
31	ALLIANT ENERGY/WP&L	31-123119	7255110000 - 221 E COTTAGE GROVE RD	100-51600-221	298.10
31	ALLIANT ENERGY/WP&L	31-123119	7255110000 - 221 E COTTAGE GROVE RD	600-60920-221	99.37
31	ALLIANT ENERGY/WP&L	31-123119	7255110000 - 221 E COTTAGE GROVE RD	601-60850-221	99.36
31	ALLIANT ENERGY/WP&L	31-123119	7541940000 - 704 N MAIN ST WELL #3	600-60620-221	901.61
31	ALLIANT ENERGY/WP&L	31-123119	8469260000 - 225 BONNIE RD	100-53200-221	199.04
31	ALLIANT ENERGY/WP&L	31-123119	8469260000 - 225 BONNIE RD	600-60920-221	66.35
31	ALLIANT ENERGY/WP&L	31-123119	8469260000 - 225 BONNIE RD	601-60850-221	66.34
31	ALLIANT ENERGY/WP&L	31-123119	920460000 - COMMERCE PKWY LIFT STATION	601-60821-221	239.84
31	ALLIANT ENERGY/WP&L	31-123119	9615510000 - 801 DAMASCUS TRL TRAFFIC LIGHT	100-53400-221	33.59
31	ALLIANT ENERGY/WP&L	31-123119	9745820000 - FIREMANS PARK	100-55200-221	36.09
31	ALLIANT ENERGY/WP&L	31-123119	9816850000 - HWY N STREET & TRAFFIC LIGHTS	100-53420-221	290.57
31	ALLIANT ENERGY/WP&L	31-123119	9829150000 - 1000 DAMASCUS TRL PRV STATION	600-60620-221	152.51
31	ALLIANT ENERGY/WP&L	31-123119	9892110000 - DUBLIN CIR SHELTER	100-55200-221	20.92
31	ALLIANT ENERGY/WP&L	31-123119-1	2225830000 - STREET LIGHTS	100-53420-221	6,715.28
	Total ALLIANT ENERGY/WP&L:				20,994.07
ALSCO					
1462	ALSCO	IMIL1517912	MATS AT MUNICIPAL SERVICES BLDG	100-51700-210	30.35
1462	ALSCO	IMIL1517912	MATS AT MUNICIPAL SERVICES BLDG	600-60920-340	10.11
1462	ALSCO	IMIL1517912	MATS AT MUNICIPAL SERVICES BLDG	601-60850-340	10.11
1462	ALSCO	IMIL1517913	MATS	100-51700-210	19.85
1462	ALSCO	IMIL1517913	UNIFORMS	100-53200-340	33.62
1462	ALSCO	IMIL1517913	MATS & UNIFORMS	600-60920-340	12.96
1462	ALSCO	IMIL1517913	MATS & UNIFORMS	601-60850-340	12.96
1462	ALSCO	IMIL1517914	MATS AT VILLAGE HALL	100-51600-210	22.67
1462	ALSCO	IMIL1517914	MATS AT VILLAGE HALL	600-60920-340	7.56
1462	ALSCO	IMIL1517914	MATS AT VILLAGE HALL	601-60850-340	7.56
1462	ALSCO	IMIL1520314	MATS AT MUNICIPAL SERVICES BLDG	100-51700-210	30.35
1462	ALSCO	IMIL1520314	MATS AT MUNICIPAL SERVICES BLDG	600-60920-340	10.11
1462	ALSCO	IMIL1520314	MATS AT MUNICIPAL SERVICES BLDG	601-60850-340	10.11
1462	ALSCO	IMIL1520315	MATS	100-51700-210	19.85
1462	ALSCO	IMIL1520315	UNIFORMS	100-53200-340	117.38
1462	ALSCO	IMIL1520315	MATS & UNIFORMS	600-60920-340	40.88
1462	ALSCO	IMIL1520315	MATS & UNIFORMS	601-60850-340	40.88
1462	ALSCO	IMIL1520316	MATS AT VILLAGE HALL	100-51600-210	22.67
1462	ALSCO	IMIL1520316	MATS AT VILLAGE HALL	600-60920-340	7.56
1462	ALSCO	IMIL1520316	MATS AT VILLAGE HALL	601-60850-340	7.56
	Total ALSCO:				475.10
BOUSHEA SEGALL & KLIMINSKI					
206	BOUSHEA SEGALL & KLIMINSKI	10053	GENERAL	100-51300-210	6,048.00
206	BOUSHEA SEGALL & KLIMINSKI	10053	AT&T	100-51300-210	224.00
206	BOUSHEA SEGALL & KLIMINSKI	10053	TDS FIBER	100-51310-210	304.00
206	BOUSHEA SEGALL & KLIMINSKI	10053	MUNICIPAL COURT	100-51200-210	544.00
206	BOUSHEA SEGALL & KLIMINSKI	10053	POLICE	100-52100-210	144.00
206	BOUSHEA SEGALL & KLIMINSKI	10053	ECONOMIC DEVELOPMENT - CDA	100-56700-210	624.00
206	BOUSHEA SEGALL & KLIMINSKI	10053	TID #5 - MOVING TO THE MUSIC	405-57120-820	160.00
206	BOUSHEA SEGALL & KLIMINSKI	10053	TID#10	100-51300-210	128.00
206	BOUSHEA SEGALL & KLIMINSKI	10053	UTILITY - WATER	600-60923-210	128.00
206	BOUSHEA SEGALL & KLIMINSKI	10053	DUE FROM HOMBURG - COYLE SOUTH	210-13809	360.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
206	BOUSHEA SEGALL & KLIMINSKI	10053	DUE FROM MG SCHOOLS	210-13840	40.00
206	BOUSHEA SEGALL & KLIMINSKI	10053	DUE FROM CG BUSINESS DEVELOPMENT	210-13897	3,100.00
206	BOUSHEA SEGALL & KLIMINSKI	10053	DUE FROM SHADY GROVE	210-13874	160.00
206	BOUSHEA SEGALL & KLIMINSKI	10053	DUE FROM A&M MANAGEMENT	210-13888	1,000.00
	Total BOUSHEA SEGALL & KLIMINSKI:				12,964.00
BURKE TRUCK & EQUIPMENT					
2	BURKE TRUCK & EQUIPMENT	25994	COUPLERS FOR PAYLOADER & ATTACHMENTS	100-53300-380	2,000.00
2	BURKE TRUCK & EQUIPMENT	26010	PLOW TRUCK PARTS	100-53300-340	102.77
2	BURKE TRUCK & EQUIPMENT	26010	PLOW TRUCK PARTS	600-60935-340	34.26
2	BURKE TRUCK & EQUIPMENT	26010	PLOW TRUCK PARTS	601-60834-340	34.25
2	BURKE TRUCK & EQUIPMENT	26013	PLOW TRUCK PARTS	100-53300-340	51.84
2	BURKE TRUCK & EQUIPMENT	26013	PLOW TRUCK PARTS	600-60935-340	17.28
2	BURKE TRUCK & EQUIPMENT	26013	PLOW TRUCK PARTS	601-60834-340	17.28
2	BURKE TRUCK & EQUIPMENT	26022	PLOW TRUCK PARTS	100-53300-340	81.00
2	BURKE TRUCK & EQUIPMENT	26022	PLOW TRUCK PARTS	600-60935-340	27.00
2	BURKE TRUCK & EQUIPMENT	26022	PLOW TRUCK PARTS	601-60834-340	27.00
	Total BURKE TRUCK & EQUIPMENT:				2,392.68
CAPITAL NEWSPAPERS					
4818	CAPITAL NEWSPAPERS	1678643	PLANNING	100-56300-340	74.82
4818	CAPITAL NEWSPAPERS	1678647	PLANNING	100-56300-340	66.39
	Total CAPITAL NEWSPAPERS:				141.21
CGC INC					
6481	CGC INC	54782	QUARRY RIDGE CONSTRUCTION/LABORATORY S	210-13888	45.00
	Total CGC INC:				45.00
CHARTER COMMUNICATIONS					
2421	CHARTER COMMUNICATIONS	58542121019	PHONE @ MUNICIPAL SERVICES BLDG	100-51700-225	175.99
2421	CHARTER COMMUNICATIONS	58542121019	PHONE @ MUNICIPAL SERVICES BLDG	600-60920-225	15.53
2421	CHARTER COMMUNICATIONS	58542121019	PHONE @ MUNICIPAL SERVICES BLDG	601-60850-225	15.53
	Total CHARTER COMMUNICATIONS:				207.05
CINTAS					
6480	CINTAS	5015592108	FIRST AID KIT SUPPLIES - MSB	100-51700-340	3.49
6480	CINTAS	5015592108	FIRST AID KIT SUPPLIES - MSB	600-60935-340	.67
6480	CINTAS	5015592108	FIRST AID KIT SUPPLIES - MSB	601-60834-340	.66
	Total CINTAS:				4.82
CITI CARDS					
5700	CITI CARDS	5700-123119	BACKGROUND CHECKS	100-55310-342	91.00
5700	CITI CARDS	5700-123119	NAME TAGS	100-55310-340	32.44
5700	CITI CARDS	5700-123119	DRAMA CLUB	100-55310-344	11.59
5700	CITI CARDS	5700-123119	BUS PARKING FOR REC BUCKS GAME	100-55310-344	75.00
	Total CITI CARDS:				210.03
COTTAGE GROVE CHAMBER OF COMMERCE					
285	COTTAGE GROVE CHAMBER OF CO	285-123119	2020 MEMBERSHIP DUES - CHIEF LAYBER	100-16200	110.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
	Total COTTAGE GROVE CHAMBER OF COMMERCE:				110.00
COTTAGE GROVE PTO					
3520	COTTAGE GROVE PTO	3520-123119	2019 EMPLOYEE GIFT CARD SCRIPT ORDER	100-51950-340	1,475.00
	Total COTTAGE GROVE PTO:				1,475.00
DEERFIELD PISTOL CENTER					
5760	DEERFIELD PISTOL CENTER	49691	UNIFORM - JEFFORDS	100-52100-342	189.94
5760	DEERFIELD PISTOL CENTER	51780	PISTOL MAG POUCH	100-52100-342	21.95
	Total DEERFIELD PISTOL CENTER:				211.89
DRUMLIN RESIDENCES					
6378	DRUMLIN RESIDENCES	6378-123119	REFUND OF TAX OVERPAYMENT	100-26300	390.22
	Total DRUMLIN RESIDENCES:				390.22
EHLERS & ASSOCIATES INC					
4995	EHLERS & ASSOCIATES INC	80856	2019 TID #10 AMENDMENT	405-57120-820	13,400.00
	Total EHLERS & ASSOCIATES INC:				13,400.00
EVERDRY WATERPROOFING					
6498	EVERDRY WATERPROOFING	6498-123119	REFUND BUILDING PERMIT FEE - PROPERY WAS I	100-44300-000	65.00
	Total EVERDRY WATERPROOFING:				65.00
FINLEY, ERIN					
6046	FINLEY, ERIN	6046-123119	11/5, 11/12, 11/19, 11/26, 12/3, 12/17 - CODING/MAKE	100-55310-344	60.00
	Total FINLEY, ERIN:				60.00
FRONTIER					
3912	FRONTIER	3912-123119	608-839-4588 EMERGENCY PHONE	100-52100-225	71.04
	Total FRONTIER:				71.04
GENERAL CODE PUBLISHERS					
690	GENERAL CODE PUBLISHERS	PG000020427	SUPPLEMENT #26 - ORDINANCE 8-2019 & 9-2019	100-51310-210	498.18
	Total GENERAL CODE PUBLISHERS:				498.18
GORDON FLESCH CO					
212	GORDON FLESCH CO	IM12807722	CONTRACT COPY CHARGES - 11/15/19-12/15/19	100-52100-340	14.43
212	GORDON FLESCH CO	IN12807721	CONTRACT COPY CHARGES - 11/15/19-12/15/19	100-51420-340	36.16
212	GORDON FLESCH CO	IN12807721	CONTRACT COPY CHARGES - 11/15/19-12/15/19	100-55310-340	36.16
212	GORDON FLESCH CO	IN12807721	CONTRACT COPY CHARGES - 11/15/19-12/15/19	100-53100-340	36.16
212	GORDON FLESCH CO	IN12807721	CONTRACT COPY CHARGES - 11/15/19-12/15/19	600-60920-340	18.08
212	GORDON FLESCH CO	IN12807721	CONTRACT COPY CHARGES - 11/15/19-12/15/19	601-60850-340	18.08
	Total GORDON FLESCH CO:				159.07
GRAHAM, NICHOLAS OR TINA					
6507	GRAHAM, NICHOLAS OR TINA	6507-123119	REFUND OF TAX OVERPAYMENT	100-26300	7,741.23

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
	Total GRAHAM, NICHOLAS OR TINA:				7,741.23
GRAINGER					
142	GRAINGER	9379891840	COMMERCE PARK LIGHTS	405-57530-820	178.32
142	GRAINGER	9381208116	COMMERCE PARK LIGHTS	405-57530-820	126.72
	Total GRAINGER:				305.04
HOMBURG, BRUCE					
6500	HOMBURG, BRUCE	100	STRAW FOR DIRT DITCHES/RESTORATION	100-53400-340	36.67
6500	HOMBURG, BRUCE	100	STRAW FOR DIRT DITCHES/RESTORATION	600-60935-340	36.67
6500	HOMBURG, BRUCE	100	STRAW FOR DIRT DITCHES/RESTORATION	601-60834-340	36.66
	Total HOMBURG, BRUCE:				110.00
INSTY PRINTS					
236	INSTY PRINTS	215493	BUSINESS CARDS - JJ LARSON	100-53100-340	78.00
236	INSTY PRINTS	215493	2 PART CARBONLESS WATER & SEWER CHANGE	600-60920-340	34.05
236	INSTY PRINTS	215493	2 PART CARBONLESS WATER & SEWER CHANGE	601-60850-340	34.05
	Total INSTY PRINTS:				146.10
KESSENICHS LTD					
191	KESSENICHS LTD	1310627	TOLIET PAPER	100-51700-340	182.26
191	KESSENICHS LTD	1310627	TOLIET PAPER	600-60935-340	16.08
191	KESSENICHS LTD	1310627	TOLIET PAPER	601-60834-340	16.08
	Total KESSENICHS LTD:				214.42
LINK, SHANA					
6047	LINK, SHANA	6047-123119	11/5, 11/12, 11/19, 11/26, 12/3, 12/17 - CODING/MAKE	100-55310-344	60.00
	Total LINK, SHANA:				60.00
MADISON METRO SEWERAGE DIST					
37	MADISON METRO SEWERAGE DIST	IN000015627	SEWER INTERCEPTOR AND TREATMENT PLAN FE	100-21100	124,995.75
37	MADISON METRO SEWERAGE DIST	IN000015643	SEWER INTERCEPTOR AND TREATMENT PLAN FE	100-21100	31,071.07
37	MADISON METRO SEWERAGE DIST	IN000015700	SEWER INTERCEPTOR AND TREATMENT PLAN FE	100-21100	37,321.51
	Total MADISON METRO SEWERAGE DIST:				193,388.33
MEINEKE COTTAGE GROVE #2474					
5772	MEINEKE COTTAGE GROVE #2474	27848	BATTERY REPLACEMENT FOR SQUAD 18	100-52100-380	279.96
	Total MEINEKE COTTAGE GROVE #2474:				279.96
MICHALSKI, DANIEL OR LAURA					
6509	MICHALSKI, DANIEL OR LAURA	6509-123119	REFUND OF TAX OVERPAYMENT	100-26300	4.42
	Total MICHALSKI, DANIEL OR LAURA:				4.42
MIDDLETON RECREATION DIVISION					
5975	MIDDLETON RECREATION DIVISION	12/17-2019	FLAG FOOTBALL TOURNAMENT	100-55310-346	117.00
5975	MIDDLETON RECREATION DIVISION	12/18-2019	FLAG FOOTBALL TOURNAMENT	100-55310-346	78.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total MIDDLETON RECREATION DIVISION:					195.00
MORAINE PARK TECHNICAL COLLEGE					
6502	MORAINE PARK TECHNICAL COLLE	N00172328	DNR LICENSE CLASS- BALLWEG	100-53100-330	228.45
6502	MORAINE PARK TECHNICAL COLLE	N00172328	DNR LICENSE CLASS- BALLWEG	600-60920-330	114.23
6502	MORAINE PARK TECHNICAL COLLE	N00172328	DNR LICENSE CLASS- BALLWEG	601-60850-330	114.22
6502	MORAINE PARK TECHNICAL COLLE	N00448690	DNR LICENSE CLASS - KIENBAUM	100-53100-330	228.45
6502	MORAINE PARK TECHNICAL COLLE	N00448690	DNR LICENSE CLASS - KIENBAUM	600-60920-330	114.22
6502	MORAINE PARK TECHNICAL COLLE	N00448690	DNR LICENSE CLASS - KIENBAUM	601-60850-330	114.23
Total MORAINE PARK TECHNICAL COLLEGE:					913.80
MSA PROFESSIONAL SERVICES INC					
99	MSA PROFESSIONAL SERVICES INC	99-123119	DUE FROM SHADY GROVE	210-13874	340.26
99	MSA PROFESSIONAL SERVICES INC	99-123119	DUE FROM HOMBURG - WESTLAWN 5TH ADD	210-13809	2,805.00
99	MSA PROFESSIONAL SERVICES INC	99-123119	DUE FROM HOMBURG - WESTLAWN HEIGHTS	210-13809	325.00
99	MSA PROFESSIONAL SERVICES INC	99-123119	DUE FROM MG SCHOOL DISTRICT	210-13840	440.00
99	MSA PROFESSIONAL SERVICES INC	99-123119	DUE FROM COTTAGE GROVE BUSINESS DEVELO	210-13897	642.75
99	MSA PROFESSIONAL SERVICES INC	99-123119	DUE FROM GREYWOLF HOTEL	210-13895	660.00
99	MSA PROFESSIONAL SERVICES INC	99-123119	DUE FROM COTTAGE GROVE COMMONS	210-13898	4,823.26
99	MSA PROFESSIONAL SERVICES INC	99-123119	DUE FROM MADISON WINDOW CLEANING	210-13896	178.68
99	MSA PROFESSIONAL SERVICES INC	99-123119	DUE FROM A&M MANAGEMENT	210-13888	5,464.68
99	MSA PROFESSIONAL SERVICES INC	99-123119	GENERAL ENGINEERING - FARM, MMSD, BUDGET,	100-53110-210	1,257.48
99	MSA PROFESSIONAL SERVICES INC	99-123119	COTTAGE GROVE - BAKKEN PARK IMPROVEMENT	205-55201-820	11,012.75
99	MSA PROFESSIONAL SERVICES INC	99-123119	GENERAL ENGINEERING - COTTAGE GROVE ROA	410-57330-821	662.76
99	MSA PROFESSIONAL SERVICES INC	99-123119	WATER UTILITY - GIS MAPPING	600-60651-340	1,177.70
99	MSA PROFESSIONAL SERVICES INC	99-123119	WATER UTILITY - GIS MAPPING	600-60652-340	196.28
99	MSA PROFESSIONAL SERVICES INC	99-123119	WATER UTILITY - GIS MAPPING	600-60653-340	78.51
99	MSA PROFESSIONAL SERVICES INC	99-123119	WATER UTILITY - GIS MAPPING	600-60654-340	117.77
99	MSA PROFESSIONAL SERVICES INC	99-123119	SEWER UTILITY - GIS MAPPING	601-60827-340	392.57
99	MSA PROFESSIONAL SERVICES INC	99-123119	SEWER UTILITY - GIS MAPPING	601-60831-240	1,177.70
99	MSA PROFESSIONAL SERVICES INC	99-123119	SEWER UTILITY - GIS MAPPING	601-60831-350	588.85
99	MSA PROFESSIONAL SERVICES INC	99-123119	SEWER UTILITY - GIS MAPPING	601-60832-340	196.28
Total MSA PROFESSIONAL SERVICES INC:					32,538.28
OAKS GOLF COURSE					
6080	OAKS GOLF COURSE	3146	ADULT GOLF CLINIC (6)	100-55310-345	540.00
6080	OAKS GOLF COURSE	3146	WOMEN AND WINE GOLF CLASS (3)	100-55310-345	450.00
6080	OAKS GOLF COURSE	3146	SUMMER JUNIOR GOLF (10)	100-55310-344	750.00
6080	OAKS GOLF COURSE	3146	FALL JUNIOR GOLF (12)	100-55310-344	900.00
Total OAKS GOLF COURSE:					2,640.00
OLSEN, CHRISTOPHER					
6503	OLSEN, CHRISTOPHER	6503-123119	REFUND OF TAX OVERPAYMENT	100-26300	149.41
Total OLSEN, CHRISTOPHER:					149.41
ON-TIME TEES					
5658	ON-TIME TEES	112906	BUCKS TRIP TSHIRTS	100-55310-344	314.12
5658	ON-TIME TEES	113068	2ND GRADE BASKETBALL SHIRTS (28)	100-55310-342	193.20
Total ON-TIME TEES:					507.32

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
PAYNE & DOLAN INC					
6411	PAYNE & DOLAN INC	6411-123119	PAY REQUEST #2 - COTTAGE GROVE ROAD REHA	410-57330-821	38,147.54
	Total PAYNE & DOLAN INC:				38,147.54
PERFECT TYPE & PRINT INC					
6044	PERFECT TYPE & PRINT INC	33332	PARKING TICKET ENVELOPES	100-52100-340	105.00
	Total PERFECT TYPE & PRINT INC:				105.00
PIGGLY WIGGLY					
382	PIGGLY WIGGLY	54782	RESTITUTION RECEIVED CASE #2019-241199 CITA	100-23300	99.30
	Total PIGGLY WIGGLY:				99.30
POSTMASTER					
111	POSTMASTER	111-122319	POSTAGE - WATER & SEWER BILLS	600-60902-311	7.84
111	POSTMASTER	111-122319	POSTAGE - WATER & SEWER BILLS	601-60840-311	7.84
	Total POSTMASTER:				15.68
PRAIRIE POWER CENTER					
4308	PRAIRIE POWER CENTER	124410	CHAINSAW AND CHAIN	202-56110-340	537.90
	Total PRAIRIE POWER CENTER:				537.90
REVOLUTION CHEER & TUMBLING					
5939	REVOLUTION CHEER & TUMBLING	DEC2019	CHEER AND TUMBLING CLASSES	100-55310-344	4,395.00
	Total REVOLUTION CHEER & TUMBLING:				4,395.00
SITE ONE LANDSCAPE SUPPLY LLC					
5523	SITE ONE LANDSCAPE SUPPLY LLC	96456211-001	EAB TREE TREATMENT CHEMICALS	202-56110-210	4,465.11
	Total SITE ONE LANDSCAPE SUPPLY LLC:				4,465.11
STEELE, SARA M					
6223	STEELE, SARA M	6223-123119	REFUND OF TAX OVERPAYMENT	100-26300	33.38
	Total STEELE, SARA M:				33.38
SWEENEY, MICHAEL OR JILL					
6508	SWEENEY, MICHAEL OR JILL	6508-123119	REFUND OF TAX OVERPAYMENT	100-26300	258.99
	Total SWEENEY, MICHAEL OR JILL:				258.99
THEILER, JESSE					
6499	THEILER, JESSE	6499-123119	REFUND OF TAX OVERPAYMENT	100-26300	2,662.34
	Total THEILER, JESSE:				2,662.34
TOWN OF COTTAGE GROVE					
92	TOWN OF COTTAGE GROVE	2019061	SHARED SERVICES - NOVEMBER 2019	100-52200-340	3,186.98
92	TOWN OF COTTAGE GROVE	2019061	SHARED SERVICES - NOVEMBER 2019	100-52210-221	746.47
92	TOWN OF COTTAGE GROVE	2019061	SHARED SERVICES - NOVEMBER 2019	100-52210-340	310.04
92	TOWN OF COTTAGE GROVE	2019061	SHARED SERVICES - NOVEMBER 2019	100-52300-340	46.34
92	TOWN OF COTTAGE GROVE	2019061	SHARED SERVICES - NOVEMBER 2019	100-53630-210	174.69

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total TOWN OF COTTAGE GROVE:					4,464.52
US CELLULAR					
594	US CELLULAR	347067754	POLICE DEPT MODEM	100-52100-214	214.59
Total US CELLULAR:					214.59
VIKEN, TOM					
2726	VIKEN, TOM	2726-123119	DECEMBER BUILDING INSPECTIONS	100-52400-210	985.00
2726	VIKEN, TOM	2726-123119	DECEMBER PLUMBING INSPECTIONS	100-52430-125	400.00
2726	VIKEN, TOM	2726-123119	DECEMBER ELECTRICAL INSPECTIONS	100-52420-125	550.00
2726	VIKEN, TOM	2726-123119	DECEMBER HVAC INSPECTIONS	100-52450-125	300.00
Total VIKEN, TOM:					2,235.00
WEBER, JEFFREY OR EILEEN					
6506	WEBER, JEFFREY OR EILEEN	6506-123119	REFUND OF TAX OVERPAYMENT	100-26300	258.99
Total WEBER, JEFFREY OR EILEEN:					258.99
WI CHIEFS OF POLICE ASSOCIATION					
563	WI CHIEFS OF POLICE ASSOCIATIO	3171	MEMBERSHIP DUES - LT WAGNER	100-16200	80.00
Total WI CHIEFS OF POLICE ASSOCIATION:					80.00
WI DEPARTMENT OF TRANSPORTATION					
6504	WI DEPARTMENT OF TRANSPORTAT	395-0000153807	PRELIMINARY REVIEW GLACIAL DRUMLIN	210-13840	104.58
Total WI DEPARTMENT OF TRANSPORTATION:					104.58
WI DEPT OF SAFETY AND PROFESSIONAL SER					
6505	WI DEPT OF SAFETY AND PROFESSI	6505-123119	DIVISION OF PROFESSIONAL CREDENTIALING - C	100-52400-340	55.00
Total WI DEPT OF SAFETY AND PROFESSIONAL SER:					55.00
WINTER, DEBRA					
2678	WINTER, DEBRA	2678-123119	COFFEE FOR OFFICE RETIREMENT PARTIES & EL	100-51440-340	29.99
2678	WINTER, DEBRA	2678-123119	POSTAGE TAX BILLS	100-51520-311	7.85
2678	WINTER, DEBRA	2678-123119	ADDITIONAL OUNCE POSTAGE	600-60902-311	3.00
2678	WINTER, DEBRA	2678-123119	ADDITIONAL OUNCE POSTAGE	601-60840-311	3.00
Total WINTER, DEBRA:					43.84
WOODMAN, TANNIS					
6048	WOODMAN, TANNIS	191212	PAINT AND SIP 12/12/19 - 35	100-55310-345	875.00
Total WOODMAN, TANNIS:					875.00
YOUTH ENRICHMENT LEAGUE					
6501	YOUTH ENRICHMENT LEAGUE	3910	TAYLOR PRAIRIE CHESS CLASS (8)	100-55310-344	560.00
6501	YOUTH ENRICHMENT LEAGUE	3910	COTTAGE GROVE CHESS CLASS (12)	100-55310-344	840.00
6501	YOUTH ENRICHMENT LEAGUE	3910	COTTAGE GROVE BRICKBUILDERS RACERS (8)	100-55310-344	480.00
Total YOUTH ENRICHMENT LEAGUE:					1,880.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Grand Totals:					355,211.04

Village -	$ 340,192.79
Water & Sewer-	$ 15,018.25
Total Invoices-	$ 355,211.04