

VILLAGE OF COTTAGE GROVE  
MEETING

NOTICE OF PUBLIC

VILLAGE BOARD OF TRUSTEES

Monday, March 2, 2020

6:30 p.m.  
Offices

Village Municipal

221 E. Cottage Grove

Rd

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

Documents:

[2-17-20 VB MINUTES.PDF](#)

6. Unfinished Business
  - a. Discuss and consider potential dates for next Joint Village/Town meeting (this item was tabled at the January 6, 2020 Village Board meeting).
7. New Business
  - a. Discuss and consider Estoppel Certificate relating to 1998 Arrowwood Green Agreement for Subdivision Improvements and 2007 Agreement for Hustons Olde Town Development.
  - b. Discuss and consider proposal to complete soil borings in Commerce Park.
  - c. Discuss and consider providing direction to staff regarding creation of a Housing Task Force.
  - d. Discuss and consider Operator License application for Amanda Browne and Josh Ray for licensing year July 2019-June 2020.

Documents:

[3MI8707-MEMO RE HUSTON ESTOPPEL CERTIFICATE.PDF](#)  
[MEMO SOIL BORINGS 02252020.PDF](#)  
[GEOTECHN.PDF](#)  
[COMMERCE PARK BORINGS.JPG](#)  
[CG\\_HOUSINGTASKFORCE\\_2020-02-28.PDF](#)  
[OPERATOR LICENSE AMANDA BROWNE.PDF](#)  
[OPERATOR LICENSE- JOSH RAY.PDF](#)

8. Reports From Village Boards, Commissions & Committees

- 8.I. Parks, Recreation & Forestry Committee
  - a. Discuss and consider purchase of a new Parks Maintenance vehicle with savings from CIP purchases.
  - b. Discuss and consider Bakken Park shelter and splash pad bids.

Documents:

[2.20.20 PRFC PACKET.PDF](#)  
[PARKS TRUCK PURCHASE MEMO.PDF](#)  
[2020 CAPITAL PURCHASES.PDF](#)  
[00094041 CG BAKKEN PARK BUDGET SUMMARY.PDF](#)  
[00094041 CG BAKKEN PARK DD BUDGET SUMMARY 2019.08.01.PDF](#)  
[00094041 ENG COST ESTIMATE\\_1.28.2020.PDF](#)  
[00094041 BIDWORKSHEET\\_02122020.PDF](#)

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

Documents:

[2-20-2020 DGEMS COMMISSION PACKET.PDF](#)

#### 8.III. Law Enforcement Committee

Documents:

[2-25-20 LEC PACKET.PDF](#)

9. Reports From Village Officers
  - a. Stafford Rosenbaum
    - i. Legal briefings/status updates
10. Communications And Miscellaneous Business
  - a. Consider approval of vouchers
  - b. Correspondence
  - c. Upcoming community events
  - d. Future agenda items

Documents:

[BILLS LIST 3-2-20.PDF](#)

#### 11. Adjournment

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

#### Upcoming Meetings

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



**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, February 17, 2020**

**MINUTES**

**1. Call to order**

Village President John Williams called the Village Board of Trustees to order at 6:33 pm.

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

It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: John Williams, Troy Allen, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Jon Russell, Sarah Valencia. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Chief Dan Layber, and Village Attorney Larry Konopacki.

**3. Pledge of Allegiance.**

**4. PUBLIC APPEARANCES – Public’s opportunity to speak about any subject that is not a specific agenda item.**

Brianna Griesbach-507 Galway Ter was present to voice concerns with air quality and to see if there is an interest in the community to look into sustainability initiatives or tools that can be given on how to improve the air quality.

**5. Discuss and Consider the Minutes of The Regular Village Board Meeting on January 20, 2020.**

**Motion** by Allen to approve the minutes from February 3, 2020, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

**6. New Business**

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

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

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

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

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

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

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

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

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

**7.II. Library Planning Committee**

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

**7.III. Community Development Authority**

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

**7.IV. Utility Commission**

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

## 7.V. Plan Commission

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**8. Reports from Village Officers**

**a. Attorney Larry Konopacki**

**i. Legal briefings/status updates**

No updates

**9. Communications and Miscellaneous Business**

**a. Consider approval of vouchers.**

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

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

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

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

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

**10. Adjournment**

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

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

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

To Village of Cottage Grove Board of Trustees

From Rick Manthe

Date February 28, 2020

Re R.G. Huston Estoppel Certificate

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

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

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

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

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

 **MSA** Memo

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**To:** Village Board of Cottage Grove  
**From:** Kevin Lord, PE, PLS  
**Subject:** Commerce Park Soil Borings  
**Date:** February 26, 2020

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

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



# Soils & Engineering Services, Inc.

October 6, 2019

Proposal 913.4653

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

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

Dear Mr. Maloney:

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

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

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

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

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

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

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

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

**A. GEOTECHNICAL EXPLORATION**

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



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

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

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



9. Questionable soil conditions encountered at the budget depth of borings will require obtaining approval to exceed the budget. We reserve the right to charge \$265.00 per drill rig hour for this delay.
  
10. This proposal assumes access with rubber tire drilling equipment. No allowances are made for special site preparations to gain access with drill rigs including: furnishing of barges for work over water; tree removal; snow removal; special blocking or cribbing; traversing very soft marsh conditions; or driving or working on steep slopes.  
  
No allowances are included for access permits or other costs associated with gaining access to the subject property and boring locations. Providing and placing matting for the drilling rig will be charged at cost plus 15 percent.
  
11. The unit charges given in this proposal are valid for a period of ninety (90) days after the date of this proposal. Following that time, we reserve the right to renegotiate the figures if the work has not been authorized within that period of time.

**B. SUMMARY OF CHARGES**

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

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



### **C. CLOSING**

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

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

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

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

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

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



Mr. Mike Maloney, P.E.  
Commerce Park  
October 6, 2019

Proposal 913.4653  
Cottage Grove, Wisconsin  
Page 6

Respectfully submitted,

**SOILS & ENGINEERING SERVICES, INC.**



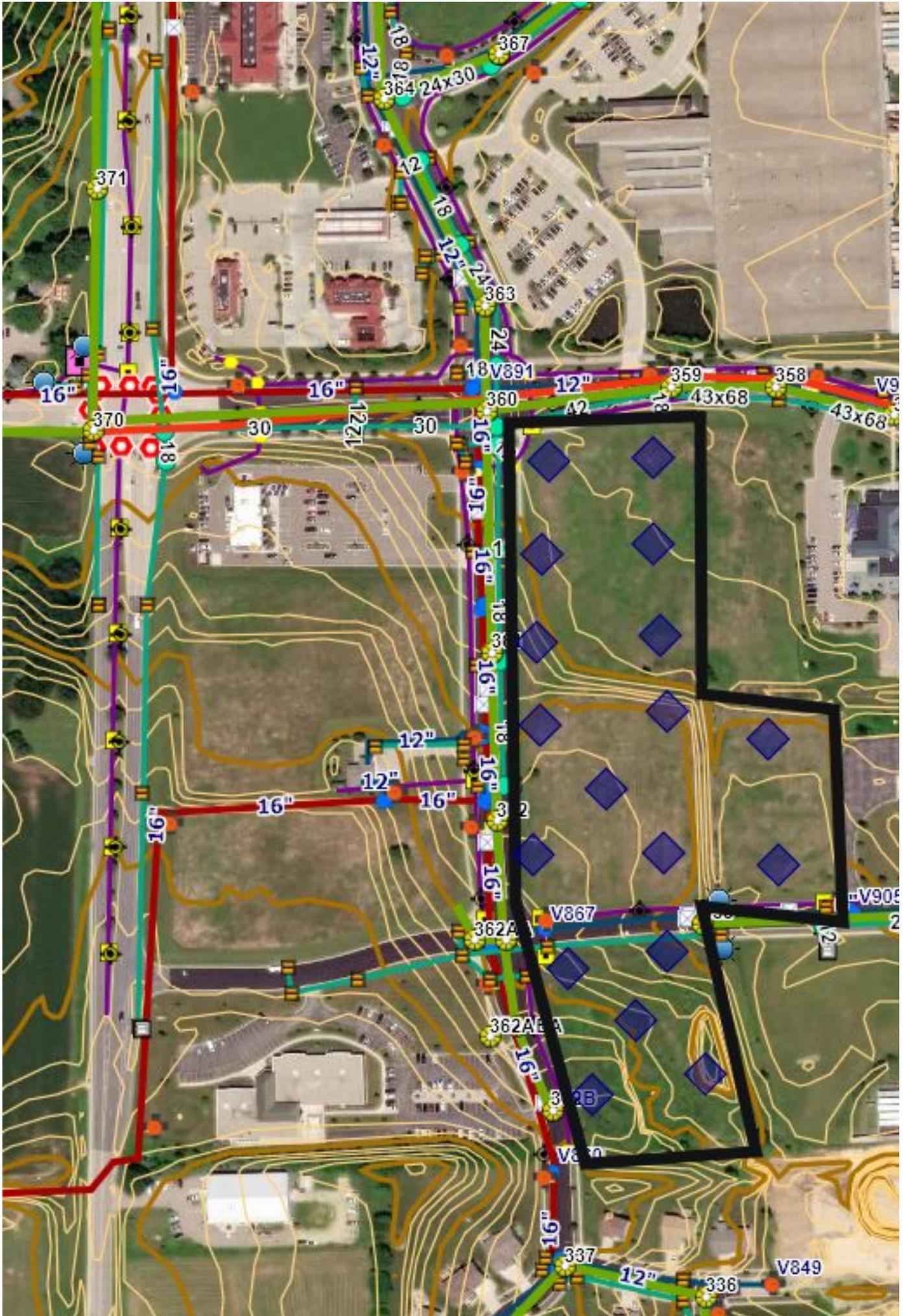
Duane E. Reichel, P.E.

DER:JAJ:wsr

**APPROVAL OF PROPOSAL**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_







# MEMO

**MEMO DATE:** February 28, 2020

**MTG. DATE:** MARCH 2, 2020

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

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

**FROM:** [Erin Ruth, AICP – Village Planning Director](#)

**RE:** Housing Task Force

## BACKGROUND

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

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

## OVERVIEW

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

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

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



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

## **STAFF RECOMMENDATION**

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

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

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

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

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

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

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

## Lisa Kalata

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

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



## STATE OF WISCONSIN DEPARTMENT OF JUSTICE

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

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

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

### NOTICE TO EMPLOYERS

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

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

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



# VILLAGE OF COTTAGE GROVE OPERATORS LICENSE APPLICATION

New    
Renewal \_\_\_\_\_

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

Full Name: Amanda Kaye Brown  
First Middle Last

Complete Address: \_\_\_\_\_  
Street Address City/State/Zip Code

Phone Number (h) \_\_\_\_\_

Drivers License Number \_\_\_\_\_

Previous Names: \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

Name address & phone number of Establishment: Dollar General  
214 W Cottage Grove Rd  
Name of Supervisor: Cassie Wunderlin

List all previous addresses within the past 3 years:

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

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

- In the past 5 years, have you been arrested, convicted of or charged with any of the following:
 

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

For Village Clerk's Use Only

Date Received 2/25/20  
Fees Received 25.00  
Receipt # 6.066796  
Provisional # 1920-570  
Background Completed \_\_\_\_\_  
Approved or Denied \_\_\_\_\_  
Date Issued \_\_\_\_\_  
License # \_\_\_\_\_  
Legal Review if Denied \_\_\_\_\_

### Certification-Please Read Carefully!

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

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

Signature Amanda K Brown Date 2/25/2020

## Lisa Kalata

---

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

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



## STATE OF WISCONSIN DEPARTMENT OF JUSTICE

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

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

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

### NOTICE TO EMPLOYERS

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

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

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



# VILLAGE OF COTTAGE GROVE OPERATORS LICENSE APPLICATION

New    
Renewal \_\_\_\_\_

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

Full Name: Joshua Martin Ray  
First Middle Last  
Complete Address: \_\_\_\_\_  
Street Address City/State/Zip Code  
Phone Number (h) \_\_\_\_\_ (w) \_\_\_\_\_  
Drivers License Number \_\_\_\_\_  
Previous Names: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicants must specify name, address and phone number of the establishment where they will be employed. Also the name of supervisor if we have any questions.  
Name address & phone number of Establishment: 1855 Saloon & Grill  
218 S. Main Street #100  
Name of Supervisor: Joel McAnn  
Date and Location of Responsible Beverage Server Course 2/14/2020

List all previous addresses within the past 3 years:  
\_\_\_\_\_

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

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

For Village Clerk's Use Only  
Date Received 2/16/20  
Fees Received 25.00  
Receipt # 6.006798  
Provisional # 1920589  
Background Completed \_\_\_\_\_  
Approved or Denied \_\_\_\_\_  
Date Issued \_\_\_\_\_  
License # \_\_\_\_\_  
Legal Review if Denied \_\_\_\_\_

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

I hereby authorize the Village of Cottage Grove to perform a criminal background and drivers license check.  
Signature [Signature] Date 2/26/20

Village of Cottage Grove

**PARKS, RECREATION and FORESTRY COMMITTEE**

Thursday, February 20, 2020

6:30 P.M.

Municipal Services Building  
210 Progress Drive

**AGENDA**

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

**Notice:**

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

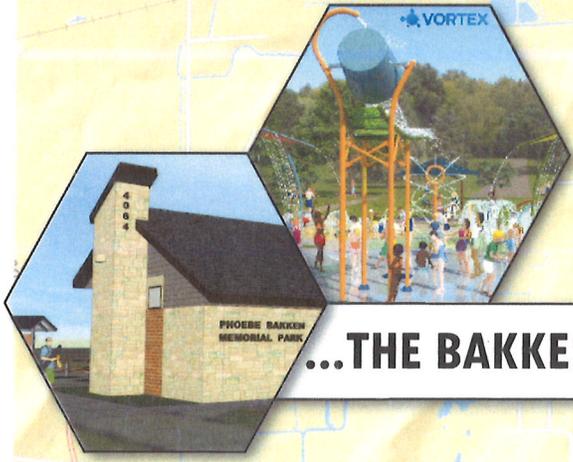
# WE NEED YOUR INPUT!

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

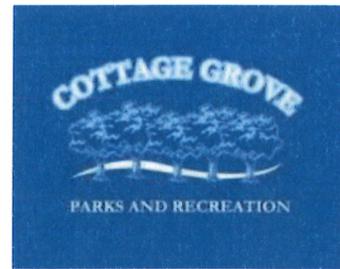
Enter the following url:

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

or scan the QR code to access the survey.



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



## **Parks, Recreation & Forestry STAFF REPORT**

**MEMO DATE:** February 12, 2020

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

**TO:** Parks, Recreation & Forestry Committee

**CC:**

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

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

### **BACKGROUND:**

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

### **STAFF RECOMMENDATION:**

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

ITEM 5

<u>Equipment</u>	<u>Quote</u>	<u>Actual Cost</u>
Zero Turn	\$ 25,000.00	\$ 20,573.60
Polar Trac	\$ 25,000.00	\$ -
Garden	\$ 7,000.00	\$ 21,026.78
Tractor W Attachments	\$ 65,000.00	\$ 16,208.15
<b>Total</b>	<b>\$ 122,000.00</b>	<b>\$ 57,808.53</b>
<b>Total Available</b>		<b>\$ 64,191.47</b>
<b><u>Truck Purchase</u></b>		<b>\$ 42,680.00</b>
<b>Remaining Money</b>		<b>\$ 21,511.47</b>

## ITEM 6

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

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

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

### Community and State Leaders

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

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

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

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

## ITEM 6

### ARTICLE V. - SMOKING

#### Sec. 26-111. - State statutes adopted.

- (a) The provisions of Wis. Stats. § 101.123 relating to the regulation of smoking and clean indoor air, except provisions therein relating to penalties to be imposed, are adopted by reference and made a part of this article as if fully set forth in this section. Any act required to be performed or prohibited by any statute incorporated by reference in this section is required or prohibited by this article. Any future amendment, revisions or modifications of the statutes incorporated in this section are intended to be made a part of this article.
- (b) The prohibitions contained in subsection (a) relating to smoking shall include, but are not limited to, the use of an electronic delivery device. Electronic delivery device means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

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

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

- (a) In recognition of a need to protect the health and comfort of the public and village employees from the detrimental effects of smoking, pursuant to the authority granted to the village by Wis. Stats. § 101.123(2)(c), smoking, as defined by Wis. Stats. § 101.123(1)(h), is prohibited by any person within or upon all buildings and enclosed equipment owned, leased or rented by the village, except in places specifically designated as smoking areas by action of the village board.
- (b) Facilities specifically included within the scope of this section, but not limited thereto, are village-owned facilities such as the village hall, police department and fire department headquarters and the public library.
- (c) The prohibitions contained in subsections (a) and (b) include, but are not limited to, the use of an electronic delivery device. Electronic delivery device means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

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

#### Secs. 26-113—26-137. - Reserved.

**ITEM 6**

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

**AN ORDINANCE RELATING TO VAPING IN CITY PARKS**

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

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

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

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

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

Adopted this 3rd day of December, 2018.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary K. O'Connor  
Mayor

ATTEST:

\_\_\_\_\_  
Joan Andrusz  
City Clerk

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

REDLINE VERSION:

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

ITEM 7

RE: Pickleball



Raine Gardner <rgardner@misa-ps.com>  
To: Sean Brusegar

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

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

**Village of Cottage Grove**  
**PARKS, RECREATION and FORESTRY COMMITTEE**  
**Meeting Minutes for Thursday, January 16, 2020**

1. **Call to order meeting at Municipal Services Building.** The meeting was called to order by Heidi Murphy at 5:30 pm.
2. **Roll call and confirm that the meeting was properly posted.**  
It was determined that a quorum was present, and that the agenda had been properly posted. Present for the meeting were Heidi Murphy (chair), Penny Aguilera, Jay Kiefer and Kevin Laufenberg. Jennifer Pickel was absent and excused. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Parks and Recreation Administrative Assistant Kristen Krause, Village Trustee Melissa Ratcliff and Jerrod Rossing of the Monona Grove School District.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**  
No public appearances.
4. **Discuss and consider Monona Grove School District request to use Dublin Park as a short-term evacuation site.**  
Jerrud Rossing of the Monona Grove School District was present to answer any questions regarding the school district's request to have Dublin Park designated as a short-term evacuation site for the Glacial Drumlin School. He explained that this site is one of a few sites around Cottage Grove that would be utilized by the schools in a worst-case scenario. If the site was needed, the school district would immediately dispatch busses to the park to pick up students. **Motion** by Kiefer, seconded by Aguilera to recommend approving Dublin Park as a short-term evacuation site for the Monona Grove School District. Motion carried with a unanimous voice vote of 4-0-0.
5. **Discuss and consider location for the National Fitness Campaign court.**  
Brusegar recently sent letters to eight (8) residences that may be affected by the proposed site of the National Fitness Campaign court. He received responses back from three (3) of those. Those that responded didn't feel that the proposed location by the northern pond of the 4<sup>th</sup> Addition to Westlawn was the best location for fitness court. After some discussion, the committee suggested locating the fitness court in a higher traffic area, either the 1-acre park in the northwest corner of the development or the 22-acre park proposed in the future development of Westlawn. Brusegar would like to hold off on the fitness court for now, and instead include it with the master plan for the 5<sup>th</sup> Addition to Westlawn. Brusegar will also contact the National Fitness Campaign Group and let them know that the original proposed location would not work. No formal action was taken at this time.
6. **Discuss 5<sup>th</sup> Addition to Westlawn Master Plan.**  
Last week, Brusegar and Murphy met with MSA last week to discuss the 5<sup>th</sup> Addition to Westlawn Master Plan. Murphy explained how MSA laid out the process which included surveys and in-person meetings. The goal is to have a plan put together before budget time. Brusegar would like to include both the 1-acre and 22-acre parks in the plan. He stated that the 1-acre park will coincide with the amenities that go into the 22-acre park, and that the school amenities will also be taken into

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

**7. Discuss and consider Zoozort live animal show at Northlawn Park on July 1, 2020.**

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

**8. Discuss and consider suspending no alcohol in parks ordinance for Music in the Grove 2020 events.**

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

**9. Discuss and consider the TDS proposal for internet service at Bakken Park.**

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

**10. Update on Bakken Park shelter and splash pad.**

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

**11. Parks and Recreation Director's Report.**

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

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

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

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

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

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

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

#### **13. Future Agenda Items**

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

#### **14. Adjournment.**

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

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: \_\_\_\_

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



# Parks, Recreation & Forestry STAFF REPORT

**MEMO DATE:** February 26, 2020

**MTG. DATE:** March 2, 2020

**TO:** Village Board of Trustees

**CC:**

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

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

## **BACKGROUND:**

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

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

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

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

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

## **STAFF RECOMMENDATION:**

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



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

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

<u>Equipment</u>	<u>Quote</u>	<u>Actual Cost</u>
Zero Turn	\$ 25,000.00	\$ 20,573.60
Polar Trac	\$ 25,000.00	\$ -
Garden	\$ 7,000.00	\$ 21,026.78
Tractor W Attachments	\$ 65,000.00	\$ 16,208.15
<b>Total</b>	<b>\$ 122,000.00</b>	<b>\$ 57,808.53</b>
<b>Total Available</b>		<b>\$ 64,191.47</b>
<b>Truck Purchase</b>		<b>\$ 42,680.00</b>
<b>Remaining Money</b>		<b>\$ 21,511.47</b>



## PROJECT BUDGET VS. BID PRICE

### COTTAGE GROVE - BAKKEN PARK 2020 IMPROVEMENTS

MSA#: 00094041

March 2, 2019

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

#### Notes:

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



## ESTIMATE PROJECT BUDGET

### COTTAGE GROVE - BAKKEN PARK 2020 IMPROVEMENTS

MSA#: 00094041

August 1, 2019

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

**Notes:**

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

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

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

**ADDITIVE ALTERNATE OPTIONS**

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

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

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

Phoebe Bakken Memorial Park Improvements (#6648607)

Owner: Village of Cottage Grove, Attn: Sean Brusegar

Solicitor: MSA Professional Services - Madison

02/12/2020 02:00 PM CST

MSA Project #00094041

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

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

*AGENDA*

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

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

By: Troy Allen, Commission Chairperson

Submitted February 11, 2020

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

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

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

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

Also present: Chief Eric Lang and Office Manager Mandy Cysiewski

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

**Public Appearances:** None.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Submitted by Mandy Cysiewski

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

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

## Deer Grove EMS District

## Balance Sheet

02/10/20

As of January 31, 2020

Accrual Basis

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

Deer Grove EMS District  
Bill Payment Detail  
January 2020

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

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

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

Deer Grove EMS District  
Bill Payment Detail  
January 2020

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

Deer Grove EMS District  
Bill Payment Detail  
January 2020

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

Deer Grove EMS District  
Bill Payment Detail  
January 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20895	Bill Pmt -Check	01/28/2020	O'Reilly Auto Parts	Tire gauge	101 · Operating Checking	-6.79	
4331-324200	Bill	01/15/2020		Tire Gauge	829 · Vehicle Maintenance	6.79	-6.79
TOTAL						6.79	-6.79
20896	Bill Pmt -Check	01/28/2020	Piggly Wiggly	Dessert for HATS OFF/Food for training	101 · Operating Checking	-66.33	
	Bill	01/01/2020		Dessert for HATS OFF/Food for training	810 · EMT Recognition	66.33	-66.33
TOTAL						66.33	-66.33
20897	Bill Pmt -Check	01/28/2020	Rennert's Fire Equipment Service, Inc.	Latch replacement	101 · Operating Checking	-464.80	
41726	Bill	01/14/2020		Latch replacement	829 · Vehicle Maintenance	464.80	-464.80
TOTAL						464.80	-464.80
20898	Bill Pmt -Check	01/28/2020	Society Insurance		101 · Operating Checking	-1,676.00	
	Bill	01/12/2020			722 · Workmans Comp	1,676.00	-1,676.00
TOTAL						1,676.00	-1,676.00
20899	Bill Pmt -Check	01/28/2020	Truckstar Collision Center	Bumper repair	101 · Operating Checking	-357.00	
15086	Bill	01/27/2020		Bumper repair	829 · Vehicle Maintenance	357.00	-357.00
TOTAL						357.00	-357.00
EFT	Liability Check	01/31/2020	Aflac	MCY18	101 · Operating Checking	-370.14	
				MCY18	Aflac	370.14	-370.14
TOTAL						370.14	-370.14
	Bill Pmt -CCard	01/04/2020	GFC Leasing WI	Copier Lease	One Card - Office Use Only	-48.30	
100555700	Bill	12/21/2019		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL						48.30	-48.30
	Bill Pmt -CCard	01/04/2020	Jackson Lewis P.C.	Attorney Fees	One Card - Office Use Only	-234.00	
7458697	Bill	12/18/2019		Attorney Fees	880 · Legal Fees	234.00	-234.00
TOTAL						234.00	-234.00
	Bill Pmt -CCard	01/04/2020	Verizon Wireless		One Card - Office Use Only	-178.59	
9843933210	Bill	12/10/2019		Car 79 Jet pack	770 · Communications	30.03	-30.03
				M81 Jet pack	770 · Communications	30.03	-30.03

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

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

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

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
83467908	Bill	01/09/2020		Naloxone	850 · Medical Supplies	420.00	-420.00
TOTAL						<u>420.00</u>	<u>-420.00</u>
	Bill Pmt -CCard	01/13/2020	Bound Tree Medical, LLC	Masks/IV armboard/bulb syringe	One Card - Office Use Only	-59.19	
83469609	Bill	01/10/2020		Masks/IV armboard/bulb syringe	850 · Medical Supplies	59.19	-59.19
TOTAL						<u>59.19</u>	<u>-59.19</u>
	Bill Pmt -CCard	01/16/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-177.04	
83471017	Bill	01/10/2020		Nose clips/Ultrasound gel	850 · Medical Supplies	23.00	-23.00
83472802	Bill	01/14/2020	Cottage Grove Police Dept.	CGPD Defib pads	850 · Medical Supplies	154.04	-154.04
TOTAL						<u>177.04</u>	<u>-177.04</u>
	Bill Pmt -CCard	01/17/2020	Bound Tree Medical, LLC	Misc medical supplies	One Card - Office Use Only	-561.72	
83474473	Bill	01/15/2020		Misc medical supplies	850 · Medical Supplies	561.72	-561.72
TOTAL						<u>561.72</u>	<u>-561.72</u>
	Bill Pmt -CCard	01/20/2020	Bound Tree Medical, LLC	Misc medical supplies	One Card - Office Use Only	-328.43	
83478688	Bill	01/20/2020		Misc medical supplies	850 · Medical Supplies	328.43	-328.43
TOTAL						<u>328.43</u>	<u>-328.43</u>
	Bill Pmt -CCard	01/10/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-28.44	
83469609A	Bill	01/29/2020			850 · Medical Supplies	28.44	-28.44
TOTAL						<u>28.44</u>	<u>-28.44</u>
	Bill Pmt -CCard	01/29/2020	GFC Leasing WI	Copier lease	One Card - Office Use Only	-48.30	
100561371	Bill	01/21/2020		Copier lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL						<u>48.30</u>	<u>-48.30</u>
	Bill Pmt -CCard	01/29/2020	Verizon Wireless		One Card - Office Use Only	-178.69	
9846010670	Bill	01/10/2020		Car 79 Jet pack	770 · Communications	30.03	-30.03
				M81 Jet pack	770 · Communications	30.03	-30.03
				M80 phone	770 · Communications	0.91	-0.91
				M81 phone	770 · Communications	1.18	-1.18
				M78 phone	770 · Communications	1.89	-1.89
				C79 phone	770 · Communications	0.91	-0.91
				M80 cradlepoint	770 · Communications	30.03	-30.03
				Chief	770 · Communications	53.68	-53.68
				M78 cradlepoint	770 · Communications	30.03	-30.03
TOTAL						<u>178.69</u>	<u>-178.69</u>

## Deer Grove EMS District Credit Card Purchases

January 2020

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

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Accrual Basis

## Deer Grove EMS District Credit Card Purchases

January 2020

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

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## Deer Grove EMS District Payroll Transaction Detail January 2020

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

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

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

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

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

## Deer Grove EMS District Payroll Transaction Detail January 2020

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

## Deer Grove EMS District Payroll Transaction Detail January 2020

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

## Deer Grove EMS District Payroll Transaction Detail January 2020

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

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

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

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

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

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

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

Aging Summary Report

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

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

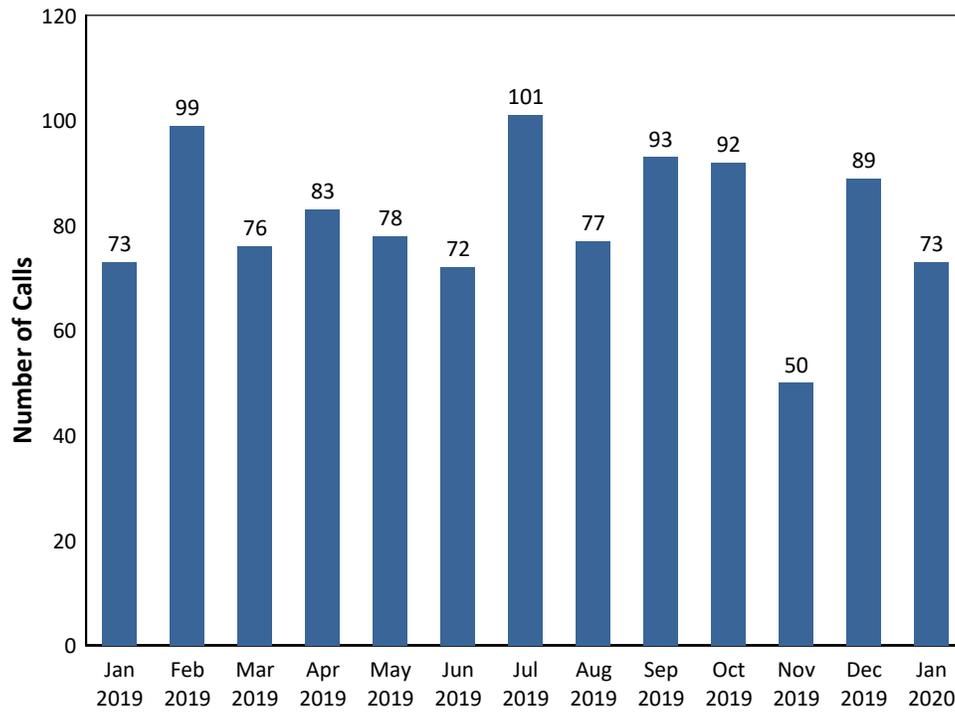
2020	Billable Units								Deposit from		
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	136	69,553.65	25,928.60	17,294.08	4,664.02	9,032.50		11,891.90	138,364.75		59,576.49
February											
March											
April											
May											
June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

# Total Runs Entered

Deer-Grove EMS District

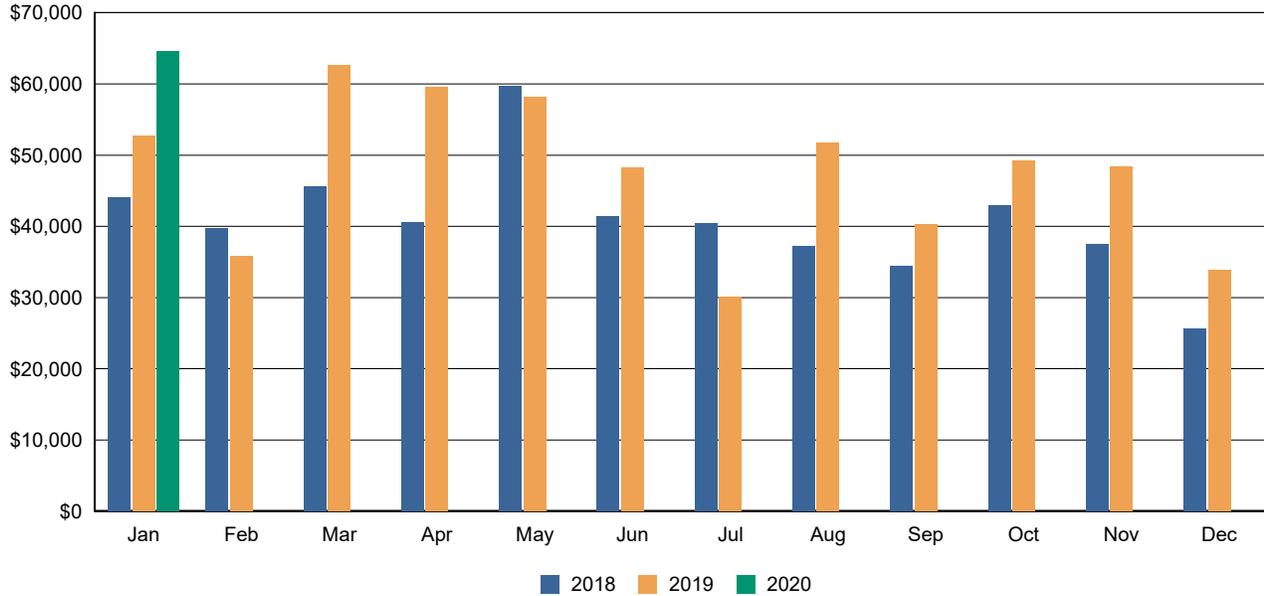
January 2019 to January 2020

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



# All Phases Gross Revenue

Deer-Grove EMS District  
January 2018 to January 2020



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

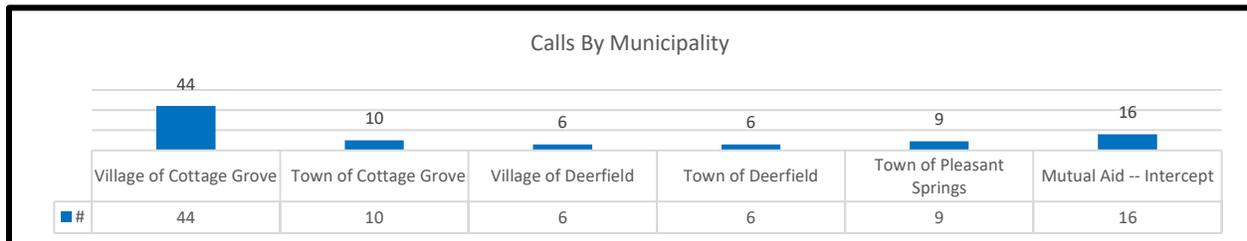
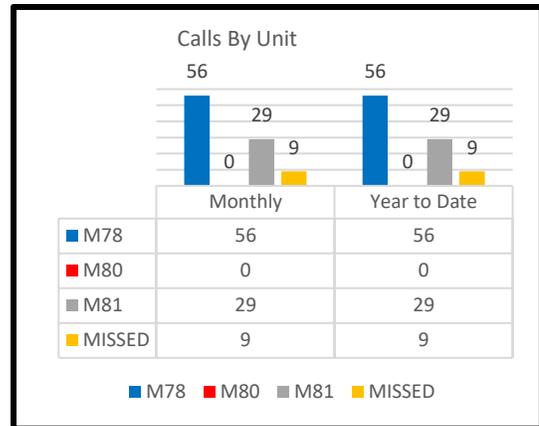
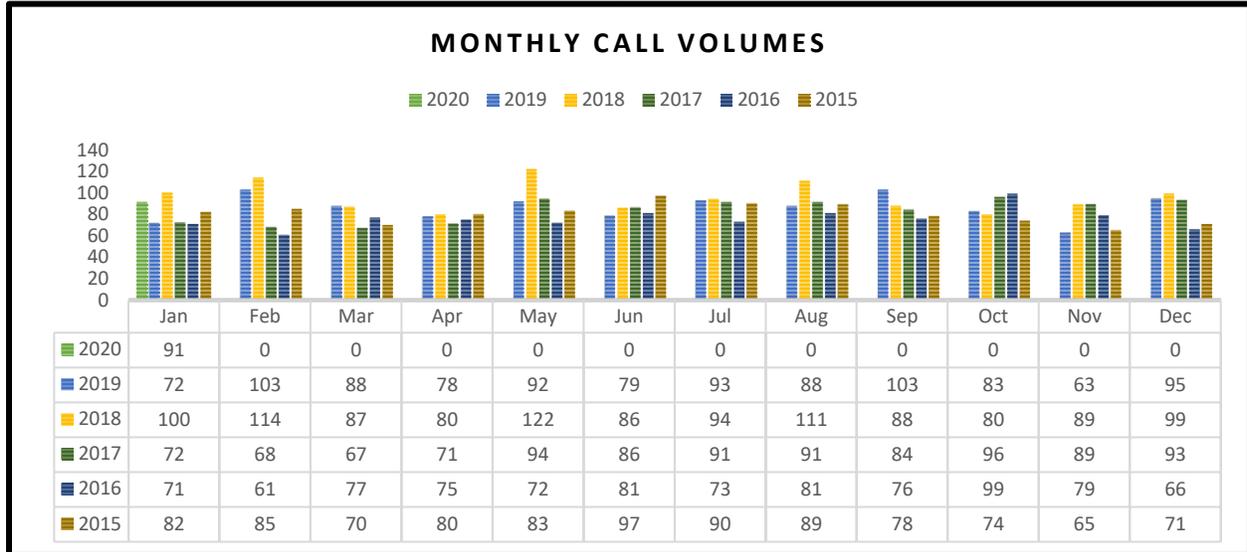


# Deer-Grove EMS

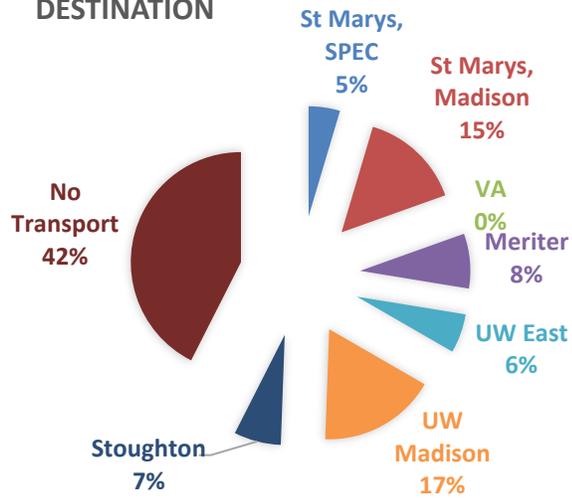
## STAFF REPORT JANUARY 2020

### MISSION:

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



**MONTHLY HOSPITAL DESTINATION**



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

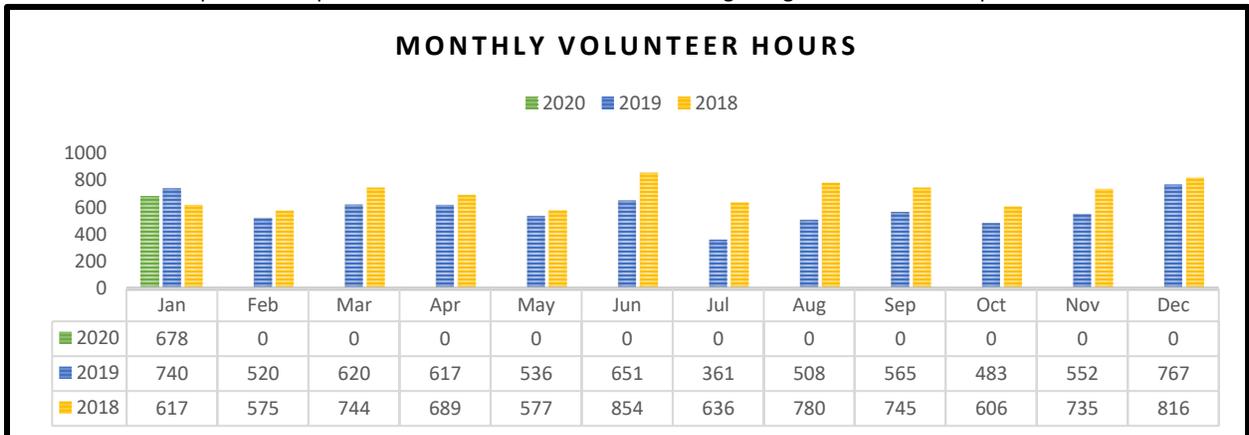
**Membership Notes:**

Full-Time, Volunteer, LTE and Part-time membership unchanged.

New recruits are progressing through initial orientation.

Leave of absence:

E. Severson has completed all aspects of re-orientation and L. Schultz is beginning the re-orientation process.



**Vehicle Maintenance Notes:**

M78 and M80 had rear door latch work completed by Rennert's

M80 returned from TruckStar and was placed back into service

M81 had preventive maintenance completed

M78 had a house battery fail- replacement was covered under warranty by O'Reilly's

M80 would not start on first attempt to place in service; both batteries were original and found to be weak = replaced both

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

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## Deputy Chief's Report

### Training Division Report:

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

### Training Center:

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

### Upcoming training sessions:

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

### Public Relations/Special Events:

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

### Upcoming events:

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

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## Chief's Report

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

## January Quick Stats

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

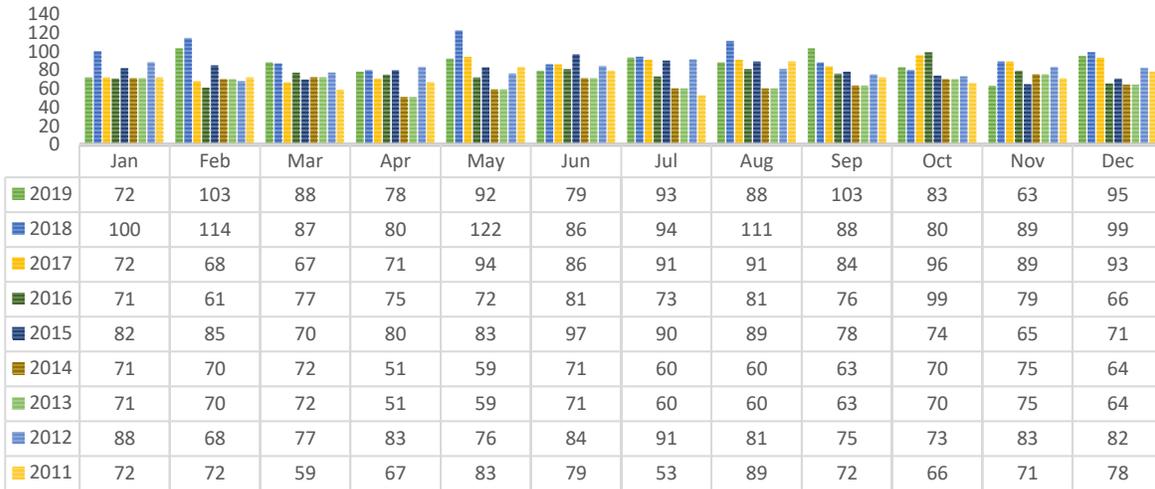


# Deer-Grove EMS

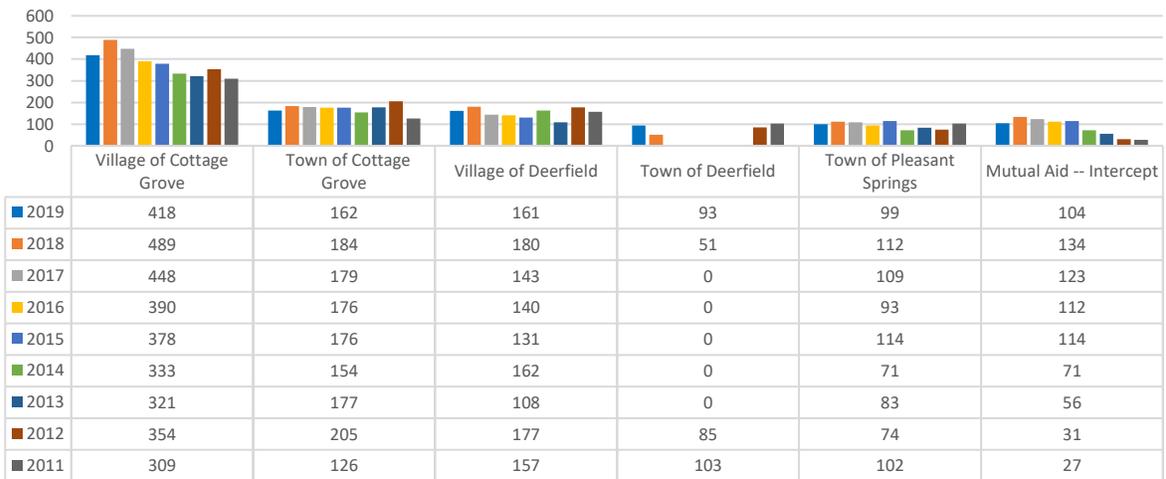
## 2019 REVIEW

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

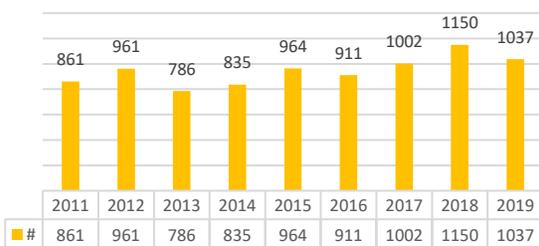
### MONTHLY CALL VOLUMES



### Calls By Municipality



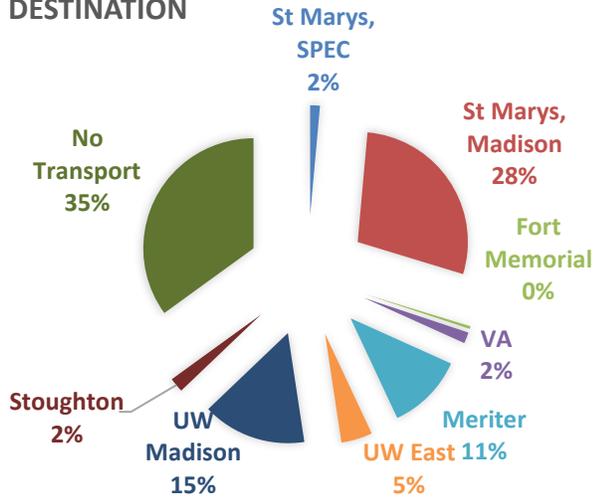
### Annual Call Volume



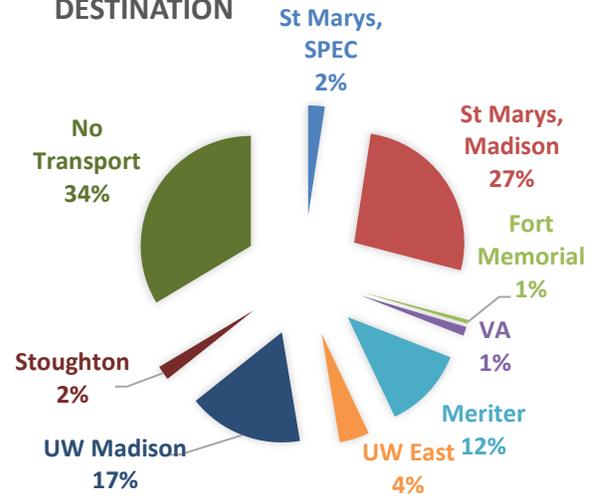
### Annual Calls Missed



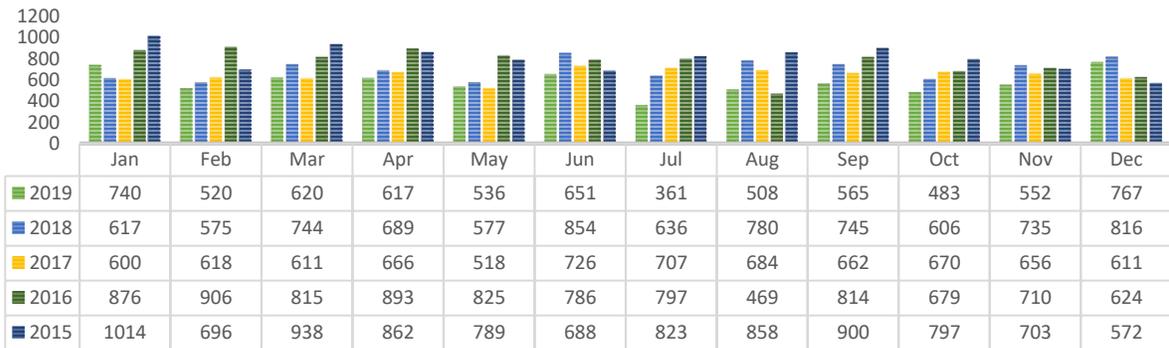
### 2019 HOSPITAL DESTINATION



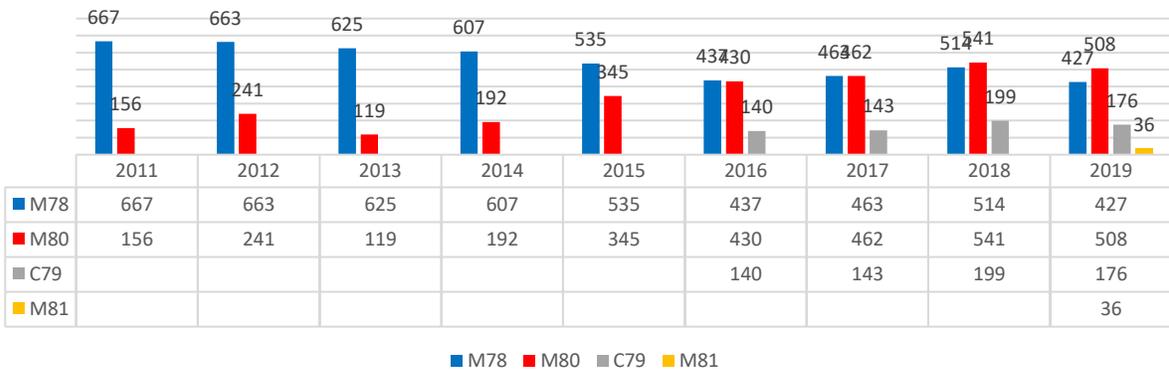
### 2015-2019 HOSPITAL DESTINATION



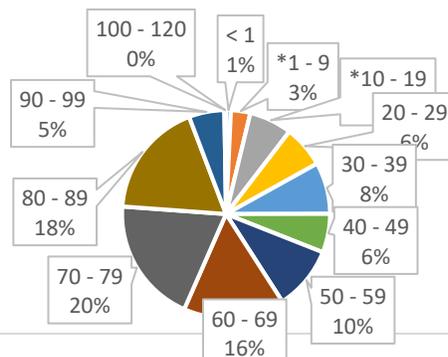
### MONTHLY VOLUNTEER HOURS



### Calls By Unit



### Runs by Patient Age



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

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

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## 2019 HIGHLIGHTS

### Grants Earned:

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

### Special Event Coverage Provided for these events:

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

### Operational Events:

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

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# DEER GROVE EMS DISTRICT

## Annual Executive Summary Report

January 1, 2019 to December 31, 2019

### Revenue Summary

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

Credits and charges are based on date posted in account

### Revenue Collected By Phase Summary

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

Credits and charges are based on date posted in account

### Interest And Fees Summary

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

# DEER GROVE EMS DISTRICT

## Annual Executive Summary Report

January 1, 2019 to December 31, 2019

### Collection Rates

2019

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

Rate 1 = (Cash Credits/Charges) x 100

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

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

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

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

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

**Payor Mix**

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

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

## Orientation Program

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

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

### **Procedure:**

#### **I. Standards.**

- a. The Orientation Program is designed to help all members become familiar with all operating procedures, patient care protocols, and policies of the Deer-Grove EMS District and runs concurrent with the twelve (12) month Orientation Period.
- b. As part of the Orientation Program, all members will receive information about the requirements of the position, compensation and benefits, policies, and other relevant information regarding both employment and patient care.
- c. During the Orientation Program, new members are expected to attend all mandatory and other scheduled training sessions. Training sessions may include such topics as patient care, HIPAA and patient privacy, legal compliance, and other relevant patient care and employment related topics.
- d. The orientation program and process will be completed in phases with corresponding responsibility level.
  - Observer/Orientation Status: All new members will begin the orientation program in this status. The orientation program will begin with four (4)-twelve (12) hour shifts, where the new member will work with experienced members to work through the assignments in the 'DGEMS New Member Orientation Form' packet
  - EMT3 Status: A new member enters this status after initial orientation hours are completed and will remain until the benchmarks set in the New Member Orientation Log are completed.
  - EMT2 Status: The member transitions to this level when they show full operational knowledge and can run a call or patient care scenario as the senior partner.
  - EMT1 Status: This final level is achieved when the member shows the ability and willingness to be in charge of an incident. This status may be attained in the first year, but is not required to maintain membership in good standing.
- e. Members are encouraged to ask questions about their employment or the policies of the Deer-Grove EMS District during any of the Orientation Program. Even after the Orientation Program and Orientation Period ends, members are encouraged to voice their concerns and pose questions to their supervisor or other member of management.
- f. At the conclusion of the Orientation Program you will meet with your supervisor to determine if your membership will be continued beyond the Orientation Period.

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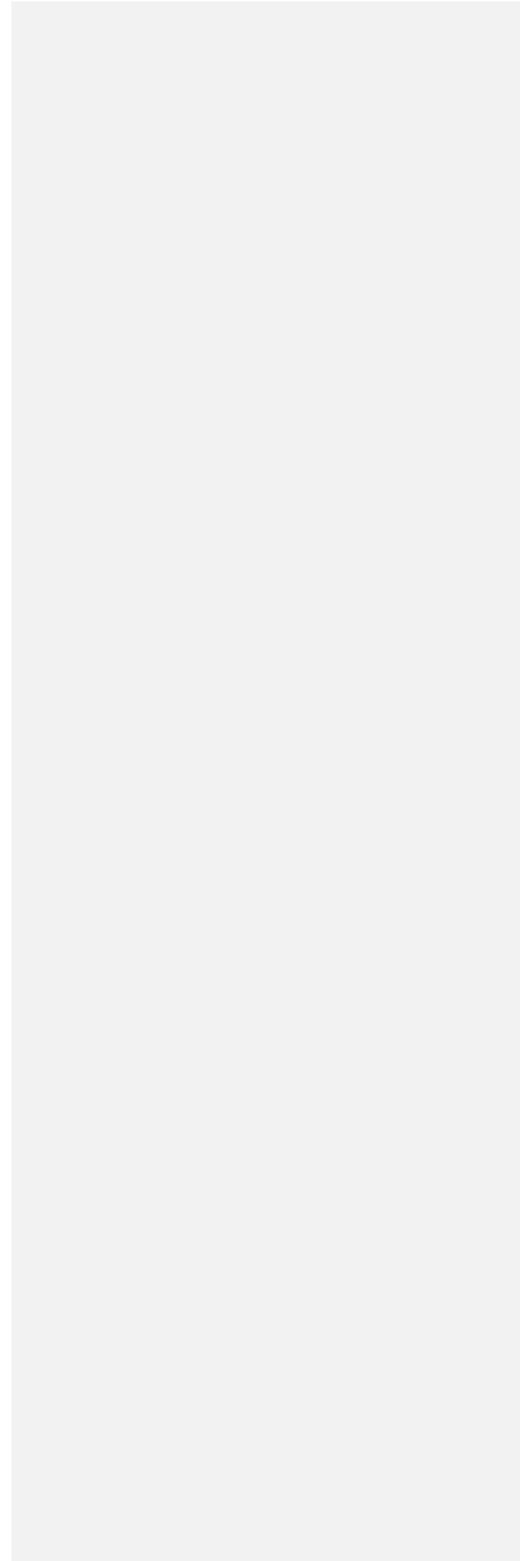
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- g. Successful completion of the Orientation Period and completion of all Orientation Program training does not guarantee permanent membership or alter in any way the at-will employment relationship for employees.



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

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## DEER-GROVE EMS STANDARD OPERATING PROCEDURES

<b>TITLE: VEHICLE ACCIDENT</b>		
Original Issue: 03/17/2011	Revision Date:	Number: 5.3
Prepared By: Chief Erschen		Approved By: DGEMS District Commission
Revised By: Chief Lang		

### Purpose

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

### Procedures

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

#### 1. Accident Reporting:

All accidents must be reported in the following manner:

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

#### 2. OIC Initial report of the event

- a. Must be completed immediately following the collision and submitted to the Chief for review.
- b. Report should include circumstances involved in collision, i.e. road conditions, lighting conditions, driving mode of DGEMS vehicle, type/composition of roadway, person operating DGEMS vehicle, and position of other DGEMS personnel in the vehicle
- c. Photographs should be taken of the surroundings, any vehicles involved, and all damage to vehicles or property.

#### 3. Initial Accident Review:

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

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

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

4. Accident Review Determination:

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

5. Review Procedure and corrective action:

The goal of DGEMS is to have all information available and accessible for consideration in the review process. This will include, but is not limited to:

- a. The Police report
- b. Supervisor report
- c. Supplemental reports
- d. Narrative statement by the driver
- e. Any visual information (map of incident, pictures, etc.)

Any determinations, as a result of the review, will be provided to the member in writing and will indicate if the accident was preventable or non-preventable, based upon the definitions and criteria developed by the National Safety Council and described below.

The Chief will determine any appropriate disciplinary action based upon the driver's work history, circumstances of the accident/crash, and any similar incidents.

- a. If determined necessary, progressive disciplinary action will be applied.
- b. Possible actions taken, but not limited to are as follows: driving privileges for DGEMS may be revoked, remediation of driving classes can be applied, and if deemed necessary termination from the organization.

6. Review Criteria:

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

7. Policy Compliance:

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

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

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

a.

**Page 1: [2] Deleted** **Eric Lang** **12/30/2019 4:20:00 PM**

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

b.

**Page 1: [3] Deleted** **Eric Lang** **12/30/2019 4:22:00 PM**

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

i.



# DEER-GROVE EMS

## STANDARD OPERATING PROCEDURES

<b>TITLE: VEHICLE ACCIDENT</b>		
<b>Original Issue: 03/17/2011</b>	<b>Revision Date:</b>	<b>Number: 5.3</b>
<b>Prepared By: Chief Erschen</b>		<b>Approved By: DGEMS District Commission</b>
<b>Revised By: Chief Lang</b>		

### **Purpose**

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

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All accidents must be reported in the following manner:

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

#### 2. OIC Initial report of the event:

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

#### 3. Initial Accident Review:

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

4. Accident Review Determination:

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

5. Review Procedure and corrective action:

The goal of DGEMS is to have all information available and accessible for consideration in the review process. This will include, but is not limited to:

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

6. Review Criteria:

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

**VILLAGE OF COTTAGE GROVE LAW ENFORCEMENT COMMITTEE**

**NOTICE OF PUBLIC MEETING**

**TUESDAY, FEBRUARY 25, 2020, 5:30 p.m., COTTAGE GROVE POLICE DEPARTMENT  
MUNICIPAL BUILDING SUITE 1, 210 PROGRESS DRIVE, COTTAGE GROVE, WI 53527**

**AGENDA**

1. Call meeting to order
2. Determine quorum present, and meeting properly posted
3. Discuss/consider approval of minutes of previous meeting(s)
4. New Business:
  - a. Update on fitness/wellness plan.
  - b. Update on recent vandalism.
  - c. Update on success of food pantry/parking ticket program.
5. Chief's Report.
  - a. Police Department Activity Report
  - b. Detective Report
  - c. K9 Report
  - d. SRO Report
6. Future agenda items and next meeting date
7. Adjournment

**ALL AGENDA ITEMS ARE SUBJECT TO ACTION**

John Williams, Chairperson  
Village of Cottage Grove  
Law Enforcement Committee

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

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

1. Call to Order

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

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

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

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

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

4. New Business

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

5. Chief's Report

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

- c. K9 Report: Chief Layber relayed the activities of our K9 unit in the Village and mutual aid outside the Village.
  - d. SRO Report: Chief Layber shared a few highlights from SRO's report. The committee suggested that the SRO report be issued in the packet as a pdf to ensure student name redactions.
6. Future agenda items and next meeting date:
- Usual agenda items as well as update on the wellness program.
  - Next meeting scheduled for 25th February at 5:30 p.m.
7. Adjournment
- Motion to adjure 6:05 p.m. by Valencia and second by Mabie and carried voice vote 5-0-0.

MINUTES - Submitted by  
John Williams

Village of Cottage Grove Law Enforcement Committee meeting held on 28Jan2020

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

## CALLS FOR SERVICE SUMMARY

2020 Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	1250											
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	40.3											
CALLS PER SHIFT	13.4											
2019 Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	1300	1110	1190	1069	1026	1189	1022	1029	883	955	888	879
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	41.9	39.6	38.4	35.6	33.1	39.6	33	33.2	29.4	30.8	29.6	28.3
CALLS PER SHIFT	14	13.2	12.8	11.9	11	13.2	11	11.1	9.8	10.3	9.9	9.4
2018 Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	1429	1370	1178	1074	959	1105	1137	1205	1185	1198	1043	1105
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	46	48.9	38	35.8	30.9	36.8	36.7	38.9	39.5	38.7	35	35.7
CALLS PER SHIFT	15.3	16.3	12.7	11.9	10.3	12.3	12.2	13	13.2	12.9	11.7	11.9
2017 Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	986	873	1029	717	812	825	738	682	804	794	723	845
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	31.81	31.18	33.19	23.9	26.2	27.5	23.8	22	26.8	25.6	24.1	27.3
CALLS PER SHIFT	10.6	10.4	11.1	8	8.7	9.1	7.9	7.3	9	8.5	8	9.1
2016 Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	911	977	1033	1034	806	867	839	1206	911	907	748	961
NUMBER OF DAYS PER MONTH	31	29	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	29.39	33.69	33.32	34.47	26.00	28.90	27.06	38.90	30.37	29.26	24.93	31.00
CALLS PER SHIFT	9.8	11.2	11.1	11.5	8.7	9.6	9.0	13.0	10.1	9.8	8.3	10.3
2015 Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	760	597	580	584	803	796	776	1098	1002	921	925	1005
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	24.52	21.32	18.71	19.47	25.90	26.53	25.03	35.42	33.40	29.71	30.83	32.42
CALLS PER SHIFT	8.2	7.1	6.2	6.5	8.6	8.8	8.3	11.8	11.1	9.9	10.3	10.8
2014 Town & Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	581	509	569	585	760	694	693	709	654	613	684	547
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	18.74	18.18	18.35	19.50	24.52	23.13	22.35	22.87	21.80	19.77	22.80	17.65
CALLS PER SHIFT	6.2	6.1	6.1	6.5	8.2	7.7	7.5	7.6	7.3	6.6	7.6	5.9

**COTTAGE GROVE 2020 DEPARTMENT BUDGET  
MONTHLY EXPENDITURES**

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

**100-52100-330 TRAINING**

	<b>Budgeted Amount</b>		<b>\$ 11,000.00</b>	
WICPA	\$	200.00	\$ 10,800.00	3967
PayPal	\$	275.00	\$ 10,525.00	MC
Kalahari	\$	82.00	\$ 10,443.00	MC

**100-52100-340 OPERATING SUPPLIES**

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

**100-52100-342 UNIFORMS**

	<b>Budgeted Amount</b>		<b>\$ 10,000.00</b>	
Deerfield Pistol Center	\$	138.90	\$ 9,861.10	54034
Galls	\$	57.65	\$ 9,803.45	MC

**100-52100-380 VEHICLE REPAIR**

	<b>Budgeted Amount</b>		<b>\$ 10,000.00</b>	
Meineke	\$	40.65	\$ 9,959.35	28065
Meineke	\$	40.65	\$ 9,918.70	28068
Kayser	\$	182.13	\$ 9,736.57	631059
Meineke	\$	37.44	\$ 9,699.13	27037

**100-52100-385 MOTOR FUEL**

	<b>Budgeted Amount</b>		<b>\$ 14,000.00</b>	
Landmark	\$	1,338.35	\$ 12,661.65	01/31/2020

<u>Year to Date</u>	<u>Expenditures</u>	<u>Budgeted</u>	<u>Difference</u>
\$	7,936.42	\$ 130,400.00	\$ 122,463.58

# SET

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

Chief Conference	Jan
Anderson	Jan
Anderson	Jan

Jude Wolf Award	Jan
Defibrillator Pads	Jan
Blood Draw; Case #20-36070	Jan
Flashlight Battery	Feb
Glock & Ammo	Jan
Evidence	Jan
Amazon Prime	Jan
Unknown	Jan

Matte	Jan
Layber	Jan

Squad 162	Jan
Squad 14	Jan
K9 Squad	Jan
Squad 161	Feb

January Fuel	Jan
--------------	-----

6%

**2020 Revenues:**

<i>General Fund: Fines &amp; Forfeitures</i>	\$ 175.00	6134	Jan
<i>Parking Violations</i>	\$ 50.00	6260	Jan
	\$ 200.00	6596	Jan
	\$ 125.00	6658	Jan
	\$ 25.00	6697	Jan
	\$ 75.00	6675	Jan
	\$ 300.00	6764	Feb
	\$ 100.00	6773	Feb

**Total: \$ 1,050.00**

*General Fund: Public Charges SVCS*

**Total: \$ -**

*Police Dept Fund: Police Training*

**Total: \$ -**

<i>Police Dept Fund: Other Earning</i>	\$ 20.00	6135	Jan
<i>Gen Gov</i>	\$ 15.00	6659	Jan
	\$ 25.00	6597	Jan
	\$ 5.00	6765	Feb

**Total: \$ 65.00**

<i>Police Dept Fund: Police Training</i>	\$ 146.32	4633	Feb
<i>Intergov Aid/State</i>			

**Total: \$ 146.32**

*Police Dept Fund: Patronage Dividend*

**Total: \$ -**

*Police Dept Fund: Misc. - Donations*

**Total:**

**TOTALS: \$ 1,261.32 \$ 1,261.32**



# Incident Activity Report

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

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

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

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

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



# Incident Breakdown By Month Report

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

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

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

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



# Incident Breakdown By Month Report

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

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

**Village of Cottage Grove Police Department**  
**ORI Number:** W0131900  
**Incident Type:** All

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



# Incident Breakdown By Month Report

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

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

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

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



# Incident Breakdown By Month Report

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

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

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

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

# DETECTIVE ANDERSON MONTHLY REPORT

January 2020



## **CASES WOKRED-**

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

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

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

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

#### **TRAININGS/MEETINGS:**

##### **Department/Instructor Meeting**

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



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

**Prepared by Officer Jessica Helgeland**

## **Week 14 / December 23<sup>rd</sup> - December 27<sup>th</sup> 2019**

### **WINTER BREAK!!!!**

## **Week 15 / December 30<sup>th</sup> - January 3<sup>rd</sup> 2020**

**December 30 - January 1 -**

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

**January 2 -**

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

**January 3 -**

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

## **Week 16 / January 6<sup>th</sup> - January 10<sup>th</sup> 2020**

**January 6 -**

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

**All juvenile names have been redacted**

- I was asked to review video surveillance of an incident that occurred during 5th grade gym class. I was able to find the incident and informed the gym teacher who was taking care of it.
- I met with Detective Anderson and Officer Arndt in regards to an incident that occurred in the community that involves some of the students from the district. This case is ongoing.

#### **January 7 -**

- I had a meeting with the Principal and Assistant Principal where we talked about our upcoming safety drills and sent an email to the staff reminding them of the procedures during an incident and our plans for the year on the safety drills.
- I attended a meeting at the district office in regards to the Reunification Site planning updates. Some issues from some businesses have come up which the attorneys are working on the new language.
- I sat in for Mr. Peters while he was in a meeting and sat with [REDACTED] (5th) during his break time. He wanted to play a card game so we played cards until he was able to get his lunch.
- I was contacted by patrol and asked to contact the Homeless Coordinator for the district due to some circumstances that a district family was in. I contacted her and she had already been in contact with the family.
- I was asked to sit with [REDACTED] (7th) for a break. He was displaying some of his pre-physical behaviors and needed a safe place. He sat with me for a while in my office before his teacher came and got him.

#### **January 8 -**

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

#### **January 9 & 10 -**

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

## **Week 17 / January 13<sup>th</sup> - January 17<sup>th</sup> 2020**

#### **January 13 -**

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

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

- [REDACTED] (7th) was in and out of the office all morning. He stopped in to say hello to me and I told him that he really needed to stay in class
- [REDACTED] (6th) was in the office because he was sent to the office and did not have his work completed. He was not following directions and was trying to tell people what he thought was right and what he thought was wrong and what should and shouldn't happen. I told him to stop with his behavior and do what it was that he was told to do and that it was not up to him.
- I was asked to help with [REDACTED] (7th) who was kicking the door in his classroom. He is one of our special education students who can become physical with staff. Before I got to the classroom I was told that he was calmed down.
- [REDACTED] (6th) was in the front office and was making noises. He was told once by office staff to sit down prior. I told him to sit down and stop making noises as people were working and we knew that he was in the office.
- I met with Officer Wunsch and the AD from the high school and we continued our work on the After Hours Emergency Action Plans for sporting events.
- I was asked to help with [REDACTED] (7th) who was kicking and hitting Mr. Mayta. Once he saw me he walked away to his locker and started hitting his locker. I yelled at him to stop and he did. He walked back to my office with me and sat with me until the end of the day. He is one of our special education students who can become physical with staff.

#### **January 14 -**

- During the morning drop off I was asked to go outside to see if I could get [REDACTED] (8th) to come inside. He has been off of his medication and it has really taken a toll on his mental health and wellbeing. He refused to come inside. His mother stated that he does have a doctor's appointment tomorrow for them to discuss further medications and a course of care.
- I attended the monthly SRO meeting at the Ferris Center with other area SRO's
- Officer Wunsch came back to GDS and we both met and compared two different reunification protocols to see which would be a better fit for our school district

#### **January 15 -**

- [REDACTED] (7th) was not following directions and was pulling stuff off of the walls. He was brought to my office where he sat until he was ready to go back to class. He is one of our special education students who frequently displays this type of behavior.
- **2020-19350** - A parent called the school and was saying that she was going to come to the school and pick up her daughter. There has been an ongoing custody battle between the parents. The student was contacted to see if she wanted to go with her mother and the student said that she did not want to leave with her mother and that she wanted to stay in school. I looked at the custody paperwork and saw that the parents have equal placement and custody and that exchanges occur

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

#### January 16 -

- I was asked to review the video surveillance footage of the 7th grade boy's bathroom for someone who had placed a jacket in the toilet. The student who the jacket belonged to and the student who took it into the bathroom were both identified. The student who placed the jacket in the toilet was given school consequences.
- 2020-3737 - I went to the Cottage Grove Elementary School and interviewed [REDACTED] (2nd) in regards to a possible child abuse claim. A supplemental report was completed.
- [REDACTED] (8th) came to my office to see me. She said that she had a break in her class and wanted to come and see me. We talked about the basketball season so far and how it was going. She stayed for a little while before heading back to class.
- I was asked to get [REDACTED] (6th) out of his gym class. His behavior and language was unacceptable in class. He willingly came with me and talked with the Principal about what happened.

#### January 17 -

- I started my day at Winnequah Elementary School where a presentation was given by the Wisconsin Emergency Government regarding the STEP program (Student Tools for Emergency Preparedness). The Governor was also in attendance.
- I was given information that two students of the middle school who were attended MG21 were possibly high on Marijuana as they had a strong odor of Marijuana on their clothing. The students were sent home and the parents were contacted.
- I was given information that [REDACTED] (8th) was sent home because he appeared to be under the influence of a drug.
- I was asked to have [REDACTED] (6th) sit with me in my office until he could go to the Community Room for his in school suspension. He sat with me and we talked about his coping strategies when he was feeling upset and some more things that he could do when someone was upsetting him.

## Week 18 / January 20<sup>th</sup> - January 24<sup>th</sup> 2020

#### January 20 -

- No school for staff or students

All juvenile names have been redacted

### January 21 -

- I was asked to check the surveillance footage for the person(s) responsible for throwing milk all over the boy's bathroom in the cafeteria. I was not able to identify anyone entering the bathroom with a milk carton. There has been a number of incidents in the cafeteria bathrooms and now a supervisor is outside of the bathrooms to try to prevent these incidents.
- 2020-27772 - I was advised that a student had shared an inappropriate picture that he had received from another student via SnapChat and several other people saw it. All parties were talked to and all parents were notified. It was decided that no criminal charges would be pursued at this time.
- I attended a meeting at the district office to discuss the placement of the surveillance cameras at the new elementary school.
- I attended another meeting with the high school athletic director and Officer Wunsch to finalize the emergency action plans for after school events.

### January 22 -

- I worked on the 6th grade powerpoint presentation for the internet safety portion that I teach. This class will be taught next week in Mr. Sonn's health class.
- ██████████ (7th) was taking his break in Mr. Peters room and he asked if I could come and sit with him. He wanted to play a game so I beat him twice playing Jenga!

### January 23 -

- ██████████ (5th) was sent in from outside due to him not following directions during their sledding time. He was very upset and crying but he did listen to his teacher without causing any further issues.
- The end of the quarter assemblies were held for all grade levels. Students were recognized for their hard work and accomplishments. They also played the human version of Hungry Hungry Hippos which they enjoyed.
- During 8th grade lunch, ██████████ (8th) and ██████████ (8th) were in my office for a quiet space. I sat and talked with them until the end of their lunch.
- ██████████ (7th) was taking his break in Mr. Peters room and again asked if I could play games with him. We played Jenga again and I beat him two games to one! He was happy to win one game.

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

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

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

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

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

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

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

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

Village -	\$ 279,876.52
Water & Sewer-	\$ 18,132.78
<b>Total Invoices-</b>	<b>\$ 298,009.30</b>