

VILLAGE OF COTTAGE GROVE
MEETING

NOTICE OF PUBLIC

VILLAGE BOARD OF TRUSTEES

Monday, July 6, 2020

6:30 p.m.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/93177375494?pwd=dFJqbi9vLOZwZXdEOWFLb3lyNmtMUT09>. You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 931 7737 5494 # When asked for your Participant ID, just press #

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

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. Pledge Of Allegiance
4. PUBLIC APPEARANCES-Public's Opportunity To Speak
5. Discuss And Consider The Minutes Of The Regular Village Board Meeting On June 15, 2020.

Documents:

[6-15-20 VB MINUTES.PDF](#)

6. Unfinished Business
 - a. Discuss draft of the Village Board's list of priorities.
 - b. Discuss and consider Emergency Preparedness Plan.
 - c. Discuss and consider Ordinance 06-2020 Re: Chapter 36 Emergency Government.

Documents:

[2020 PRIORITIZATION PROCESS MEMO 4.PDF](#)
[PRIORITIZED LIST 2020.PDF](#)
[7-1-2020 MEMO.PDF](#)
[EMERGENCY PREPARDNESS PLAN.PDF](#)
[3NF851202-CH 36 REVISIONS OPTION A.PDF](#)
[3NL9218-CH 36 REVISIONS OPTION B.PDF](#)

7. New Business
 - a. Discuss and consider revised operator license application.
 - b. Discuss and consider Resolution 2020-08 Re: Liquor License Approval Policy.
 - c. Discuss and consider Wisconsin Election Commission CARES Subgrant.
 - d. Annual review of Village consultants: Village Attorney Stafford Rosenbaum.
 - e. Discuss and consider Block Party Application for Deborah Trzinski-Becker at 208 Maria Ln.

<!--[endif]-->

Documents:

[3NH4256-OPERATOR LICENSE APPLICATION.PDF](#)
[3NK6113-OPERATOR LICENSE APPLICATION - REDLINE.PDF](#)
[2020-08 LIQUOR LICENSE APPROVAL POLICY \(002\).PDF](#)
[7-6-20 WEC CARES ACT SUBGRANT.PDF](#)
[WEC CARES AGREEMENT AND CERTIFICATION FORM.PDF](#)
[BLOCK PARTY 208 MARIA LN.PDF](#)

8. Reports From Village Boards, Commissions & Committees

8.I. Parks, Recreation & Forestry Committee

Documents:

[PRFC 6.18.20 PACKET.PDF](#)

8.II. Deer-Grove EMS Commission

Documents:

[06-18-2020 DGEMS COMMISSION PACKET.PDF](#)

8.III. Law Enforcement Committee

Documents:

[6-23-20 LEC PACKET.PDF](#)

8.IV. Joint Review Board

Documents:

[6-23-2020 JRB AGENDA.PDF](#)

8.V. Library Planning Committee

Documents:

[7-1-20 LIBRARY PLANNING PACKET.PDF](#)

9. Reports From Village Officers

a. Stafford Rosenbaum

i. Legal briefings/status updates

b. COVID-19 update

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

Documents:

[7-6-20 ELECTION UPDATES.PDF](#)

10. Communications And Miscellaneous Business

a. Consider approval of vouchers

- b. Correspondence
- c. Upcoming community events
- d. Future agenda items

Documents:

[BILLS LIST 7-6-20.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.

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, June 15, 2020**

MINUTES

1. Call to order

Village President John Williams called the Village Board of Trustees to order at 6:31 pm. this was a Zoom meeting.

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

It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: John Williams, Troy Allen, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Sarah Valencia and Paul VanderVelde. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Village Treasurer Deb Winter, Parks, Recreation and Forestry Director Sean Brusegar, Village Engineer Kevin Lord, Chief Dan Layber, Lieutenant Matt Wagner and Village Attorneys Larry Konopacki and Rick Manthe.

3. Pledge of Allegiance.

4. PUBLIC APPEARANCES – Public’s opportunity to speak.

None.

5. Discuss and Consider the Minutes of The Regular Village Board Meeting on June 1, 2020.

Motion by Valencia to approve the minutes from June 1, 2020 as presented, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

6. Presentations to The Board

a. Presentation by Joe Parisi Dane County Executive.

Dane County Executive Joe Parisi was present to give an update on what Dane County is doing to help with the pandemic.

7. Unfinished Business

a. Discuss draft of the Village Board's list of priorities.

Giese explained the memo in the packet and that as more lists are provided by the Trustees, the memo will be updated, with the final responses due July 6th and will continue to work the exercise forward to the budget process.

b. Discuss and consider allowing Home Talent League to use Fireman's Park for the season.

Motion by Valencia to allow Home Talent League to use Fireman’s park for the season as soon as Dane County allows to practice and no games are allowed, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider Resolution 2020-06 Re: Act 185 postponing interest and penalty for real estate tax payments until October 1, 2020.

Motion by Lennberg to approve resolution 2020-06, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

d. Update on website redesign project.

Kalata updated the board on the progress of the redesign of the website, the project is anticipated to be completed by the end of the year.

8. New Business

a. Discuss and consider Resolution 2020-07 Re: Cottage Grove Village Board and Cottage Grove Police Department joint resolution to condemn and confront racism.

Motion by Ratcliff to approve Resolution 2020-07 as presented, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider premise change for Doundrins Distilling.

Motion by Lennberg to approve the premise change for Doundrins Distilling alcohol license as presented, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider Sound Amplification Permit for Doundrins Distilling.

Motion by Ratcliff to approve the sound amplification permit for Doundrins Distilling as presented, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

d. Discuss and consider premise change for BB Jacks.

Motion by Valencia to approve the premise change for BB Jacks alcohol license as presented with the conditions that a barrier is placed around the six parking lot spaces to be used and that this change will end November 1, 2020, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

e. Discussion and possible action related to the Capital Area Regional Planning Commission's recommendation to DNR regarding the Village's Urban Service Area Amendment in TID #10.

Attorney Konopacki reported that Capital Area Regional Planning Commission placed conditions that are beyond the scope and recommends they send a letter to the DNR opposing the conditions of CARPC. **Motion** by Ratcliff to approve the Village Attorney to write a letter to the DNR opposing the CARPC conditions, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

9. Reports from Village Boards, Commissions & Committees

9.I. Public Works & Properties Committee

Williams reported they discussed the bike path and Clark Street reconstruction and will continue to work through the budget process, they discussed the Task Order Contract with MSA, they discussed the format of the next month meeting which will be via Zoom on July 7th.

a. Discuss and consider Task Order Contract with MSA for work related to Buss Road and CTH Road BB.

Motion by Murphy to approve the Task Order Contract with MSA as presented, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

9.II. Board of Review

Williams reported they met to adjourn to a letter date when open and book and board of review will take place.

9.III. Library Planning Committee

Ratcliff reported they discussed the free little libraries and the map, they are also working on community outreach and developing survey questions, they will be meeting twice a month with the next meeting being June 24th.

9.IV. Ad Hoc Glacial Drumlin Bike Path Committee

Valencia reported picked a chair of the committee which will be Valencia, they discussed have a public meeting at the location on July 30th in the parking lot on Clark Street. The final plan is due January 2021 with construction in 2021. The next meeting will be July 9th at 4:30 pm in the Clark Street parking lot.

9.V. Ad-Hoc Sustainability Committee

Murphy reported they discussed the vision and mission statements of the committee, a spreadsheet that Nick developed with ideas of things that they can do and things that have been done in the Village, and the development of a website and social media presence.

a. Discuss and consider recommendation from Ad-Hoc Sustainability Committee to work with staff to develop a Sustainability page on the Village website.

Motion by Ratcliff to approve the recommendation from the Ad-Hoc Sustainability Committee to allocate staff time, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider recommendation from Ad-Hoc Sustainability Committee for Vision and Mission Statements.

Motion by Ratcliff to approve the recommendation from the Ad-Hoc Sustainability Committee for the Vision and Mission statements, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

9.VI. Utility Commission

Murphy reported they discussed the 2019 Compliance Maintenance Annual report and approved the continuation of PSN fee absorption for online utility bill payments.

9.VII. Plan Commission

Williams reported they discussed the Atwell Hotel, approved the site plan amendment for Farris Auto, discussed the letter from the Town of Sun Prairie, discussed the public hearing for the draft comprehensive plan, and they discussed the deadline for CSM and changing the ordinance the next meeting will be July 15th.

a. Discuss and Consider A Request from Huston Hotel Group, LLC For Approval of a Precise Implementation Plan for An Atwell Suites Hotel At 4672 County Highway TT.

Motion by Valencia to approve the Precise Implementation Plan for an Atwell Suites Hotel at 4672 County Highway TT with conditions in staff reports, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and Consider Request from Farris Auto for Site Plan Amendment for Property At 212 W. Cottage Grove Road.

Motion by Murphy to approve the site plan amendment for Farris Auto with removing the gable roof conditions approved by the Plan Commission, seconded by Valencia. **Motion** carried with a voice vote 6-1-0 with Ratcliff voting No.

c. Discuss and Consider Request from Town of Sun Prairie to Engage in Boundary Agreement Discussions.

Motion by Murphy to engage with the Town of Sun Prairie for boundary agreement discussions, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

10. Reports from Village Officers

a. Stafford Rosenbaum

i. Legal briefings/status updates

No report

b. COVID-19 update

Giese reported that not much to report other than moving forward with the reopen.

Chief Layber reported it is business as usual and trying to proceed as normal.

Lieutenant Wagner reported that we have moved into phase 2 and currently we have tracked \$12,126.77 in COVID-19 related expenses.

Larson had nothing new to report.

Brusegar reported that phase 2 will have playgrounds open and they are working on getting them sanitized.

11. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Ratcliff to approve the Village portion of the vouchers in the amount of \$235,679.77, seconded by Allen. The check sequence goes from check #47160 and from check #47210 to check #47261. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence

Colonial Club is looking for drivers to deliver meals, the Village of Cottage Grove is ranked 16th safest cities in Wisconsin.

c. Upcoming community events-Strawberry Festival for the Colonial Club on June 20th.

i. Update from Cottage Grove Fire Department regarding fireworks on July 3rd.

Jason Kudrna was present to give a brief overview of the fireworks planned for July 3rd.

d. Discuss and consider future board meetings to be virtual or in-person meetings.

Motion by Allen to continue to have virtual meetings, seconded by VanderVelde. **Motion** carried with a voice vote of 7-0-0.

e. Future agenda items- Priorities list, Emergency Plan and ordinance

12. Closed Session: This Closed Session Is for Background Check from Two Operator's License Application (Alcohol Beverage License) Denial from The Police Department.

Closed Session: The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations.

Motion by Williams to enter into closed session at 9:27 p.m. for purposes of considering Background Check from Two Operator's License Application (Alcohol Beverage License) Denial from The Police Department. **Closed Session: The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations, seconded by Allen. Motion** carried with a roll call vote Allen AYE, Murphy AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

13. Closed Session: For Purposes of Considering Village Administrator Mid-Year Evaluation.

The Village of Cottage Grove Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion by Williams to enter into closed session at 9:27 p.m. for pursuant to Wisconsin State Statute §19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, seconded by Allen. **Motion** carried with a roll call vote Allen AYE, Murphy AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

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

Motion by Murphy to reconvene into open session at 10:48 p.m. seconded by Ratcliff. **Motion** carried with a roll call vote Allen AYE, Murphy AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

Motion by Murphy to approve the operator license for Allyson Donohue for licensing year July 1, 2020 to June 30, 2021, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

13. Adjournment

Motion by Ratcliff to adjourn at 10:51 p.m., seconded by VanderVelde. **Motion** carried with a voice vote of 6-0-0.

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

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



Staff Report

MEMO DATE: July 2nd, 2020

TO: Village Board

FROM: Matt Giese – Village Administrator

RE: Village Board Prioritization Process

BACKGROUND

I received responses from every Board member, using 20 points to allocate to the list of priorities detailed below. The results of everyone's submittals are summarized in the attached spreadsheet. New to this year's spreadsheet is a column displaying 2019's results for comparison purposes.

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

A---Village's Economy/Economic Development: Encourage more business/retail growth, both existing and new (TA) /// Support local businesses in recovering from COVID-19 pandemic (SV) /// Encourage Business and Retail Growth: Pursue opportunities for economic growth that will build upon our desire to meet the needs of current and potential residents, enhancing the character of our community, provide quality local jobs within Cottage Grove and build our tax base. Pursue streetscape improvements with a beautification budget that will promote residents and visitors to spend more time on our main streets. (HM) /// Residential growth - as it coincides with commercial and economic growth. We need workers of all incomes. Workers of all incomes in our community will entice different types of businesses to come to our community as we will have a base of workers available to them and they don't have to try to get workers to come to our community from other communities. We need workers of all ages, races, genders. (MR) /// Support existing businesses and accelerate commercial / retail development to provide citizens with more local options as well as improve our tax base ratio. Support residential development with more diverse options and increase our pace of development. Engage Chamber of Commerce and other key Stakeholders (e.g. Town of Cottage Grove) to market / promote existing businesses. Opportunities to activate TIDs 8, 9, and 10. (JW) /// Growth and development: hire professional marketing firm and implement an aggressive marketing campaign with goal of seeing Cottage Grove chosen over other surrounding communities. (JL) /// Business Growth - To provide more amenities that would attract people to Cottage Grove; To help support lowering taxes. (PV)



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

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

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

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

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



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

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

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

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

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



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

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

SUGGESTED NEXT STEPS

Discuss the outcome of the process amongst the Board.

The final list does not bind the Board to approve or move forward with any specific projects or initiatives. The main purpose of this process is for the Board, staff and public to see what is and isn't a priority for the current Board. Specific priorities can be discussed on future agenda items by request from any two Board members.

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

2020 Village Board List of Priorities

Rank	Item	Description	John Williams	Troy Allen	Jeff Lenberg	Heidi Murphy	Melissa Ratcliff	Sarah Valencia	Paul Vandervelde	Total	2019 Rank
1	A	Village Economy/Economic Development	6	8	10	1	1	0	3	29	1
2	K	Sustainability and Climate Change	6	0	0	5	3	3	2	19	7
3	E	Village Library	0	0	4	2	8	3	1	18	NR
4	I	Equity, Inclusivity and Race	3	0	0	5	3	3	3	17	NR
5	B	Fiscal Responsibility	3	8	0	0	0	1	4	16	5
6	F	Housing	0	0	6	2	1	3	2	14	2
7	G	Parks and Recreation, Additional Amenities	0	0	0	2	2	3	2	9	3
8	J	Facilities Planning	0	0	0	1	1	1	2	5	4
9	D	Engagement and Communication	2	2	0	0	0	0	0	4	9
10	H	Update Ordinances	0	0	0	1	0	3	0	4	NR
11	C	Street Maintenance	0	2	0	1	0	0	0	3	12
12	L	Food Insecurities	0	0	0	0	1	0	1	2	NR
			20	20	20	20	20	20	20	140	

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

Village of Cottage Grove
POLICE DEPARTMENT

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Cottage Grove, WI 53527
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Website: www.cottagegrovepolice.org



Daniel L. Layber
Chief of Police

1 July 2020

Memorandum for the Emergency Government Plan for the Village of Cottage Grove

The Village of Cottage Grove Emergency Government Director has been tasked with creating and implementing an emergency preparedness plan for the Village. The Cottage Grove Emergency Preparedness Plan contains information related to how the Village will react to an emergency, what functions each agency shall perform, who has authority to declare an emergency, who is responsible for coordinating the activities, phone directories of key people, and appropriate documentation for assessing the damage. The plan will never be complete. Agencies will always be redefining their roles and rewrite emergency response policy specific for the agency. The first edition simply provides the key elements and an overall structure from which to build an ever more useful plan.

The planning and purpose of this plan is mandated by Wisconsin Statute 323.14. All local government units shall adopt an “effective” program of emergency management consistent with the state plan of emergency management and appoint a head of emergency management services. While mandated, an emergency plan ultimately seeks to minimize loss of life and property damage to residents of the Village and to determine how the locale can quickly restore operations to minimize economic loss to persons and businesses.

The plan includes implementing an Emergency Preparedness and Mobilization Committee. This committee would be made up of Village of Cottage Grove Board members and other emergency response staff who are contracted by the Village of Cottage Grove for services. This committee is designed to assist in the coordination of all emergency function within the Village of Cottage Grove.

Under the current Village ordinance there is a Joint Emergency Government Committee that exists between the Village and Town of Cottage Grove. That joint committee serves as the primary emergency management committee of the Village. We have provided the Board two ordinance options to address how to approach the existing committee and the new Emergency Preparedness and Mobilization Committee.

Ordinance Option A creates the Emergency Preparedness and Mobilization Committee and eliminates the Joint Emergency Committee. Under Option A, the Emergency Preparedness and Mobilization Committee would serve as the sole emergency management committee.

Ordinance Option B creates the Emergency Preparedness and Mobilization Committee and keeps the Joint Emergency Committee in place. Under Option B, the Emergency Preparedness and Mobilization Committee would serve as the primary emergency management committee. The Joint Emergency Committee would have a reduced planning and advisory role, limited to matters relevant to joint emergency operations with the Town of Cottage Grove.

The two ordinance options are identical in all other respects. They make minor technical changes and bring Village ordinances into conformity with the Emergency Preparedness Plan.

It is the recommendation of staff, after Village Board review, the emergency preparedness plan be approved by the Village Board as presented. Staff also recommends that Village ordinances be updated to reflect the plan.

Matthew Wagner, Lieutenant
Emergency Government Director
Village of Cottage Grove Police Department



VILLAGE OF
COTTAGE GROVE, WI

Emergency Preparedness Plan

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PREFACE

Most people will experience an emergency during their lifetime, especially a flood, severe thunderstorm, and even tornadoes. Emergencies can usually be handled with resources that are routinely available within the community. Not everyone will experience a disaster. Disasters call for a response effort beyond local capabilities. Whether at the local, county, or state level, emergencies and disasters require their affected jurisdictions to manage the situation through an emergency management system that protects life and property.

The Emergency Management System consists of several federal, state, and local offices working together to provide relief in times of disaster. When responding to disaster, the municipality uses its own resources until the situation requires assistance from neighboring communities. Once the communities expend their resources, the county emergency government helps provide aid. If the situation expands beyond the county level, one of the six regional state emergency government offices will coordinate response efforts. When the emergency encompasses the entire state, the Wisconsin Emergency Management Office responds. In situations beyond state control, Wisconsin seeks aid from the Federal Emergency Management Office in Region 5, Chicago. While this manual focuses on Cottage Grove's Emergency Preparedness Plan, county and state information is also provided in additional binders.

The Cottage Grove Emergency Preparedness Plan contains information related to how the village could react to an emergency, what functions each agency can perform, who has the authority to declare an emergency, who is responsible for coordinating the activities, phone directories of key people, and appropriate documentation for assessing the damage. This plan will never be complete. Agencies will always be redefining their roles and rewriting emergency response policy specific for their agency. This first edition simply provides the key elements and an overall structure from which to build.

Such planning and programming which is the purpose of this manual is mandated by Wisconsin law. All local government units must adopt a program of emergency management consistent with the state plan of emergency management and appoint a head of emergency management services. While mandated, an emergency plan ultimately seeks to minimize loss of life and property damage to residents of a community and to determine how the locale can most quickly restore operations to minimize economic loss to persons and businesses.

EMERGENCY PREPAREDNESS AND MOBILIZATION COMMITTEE

Purpose of Committee

The Cottage Grove Village Board's goal is to prepare and mobilize its departments, personnel, and services to provide emergency functions, other than functions for which military forces are primarily responsible, to minimize and repair injury and damage caused by natural disasters, accidents, civil disturbances, and other hostile action. The possibility of disasters of unprecedented size and destructiveness requires preparations to cope with such disasters; common defense; the protection of public peace, health, safety, and general welfare; and preservation of the lives and property of the people. Necessity dictates establishing:

- A local emergency preparedness committee for all disaster or emergency response planning and the instrument through which the Village President may exercise authority and discharge the responsibilities vested in him by local ordinances;
- All necessary powers and the coordination of all available Village Departments and private resources during emergencies; and
- Cooperation and mutual aid between the Village of Cottage Grove and other political subdivisions.

This committee assists the coordination of all emergency functions of the Village of Cottage Grove to the maximum extent practical with existing services and facilities of this Village and comparable functions of the federal, state, county governments, other political subdivisions, and various private agencies.

Membership

The Emergency Preparedness and Mobilization committee shall consist of the following members:

- | | |
|---------------------------------|--------------------------------|
| • Village President | • Public Works Department |
| • Emergency Government Director | • Village Board Representative |
| • Police Chief | • Fire Chief |
| • Village Administrator | • Parks and Rec. Department |
| • Emergency Medical Services | |

The Committee acts as a planning and advisory group to the Village Board on matters pertaining to emergency preparedness and provides for the establishment of operating procedures. The committee shall meet upon the call of the Chairman. The Emergency Government Director will serve as Chairman of the Committee subject to the direction and control of the Village Board. Each member may designate in his/her absence another staff person from his/her agency as a member of the Committee.

Emergency Preparedness Plan

Emergency Preparedness Plan is initial prepared by the Emergency Government Director, approved by the Village Board, and maintained by the committee. The Emergency Government Director should communicate with Village Departments regarding changes to the plan after approval by the Village Board.

Each department head or designee assigned responsibility in the Emergency Preparedness Plan may exercise any powers delegated to further the purpose of this plan. Responsibilities include the organization and training of village employees and volunteers within their departments. Upon the recommendation of the Emergency Government Director, the Village Board may amend the plan and its annexes.

When a required competency or skill for a disaster or emergency response function is unavailable within the village government, the Director may seek assistance from persons outside the Village. The assignment of any supervisory duties may include the authority to carry out such duties prior to, during, and after the occurrence of a disaster.

The Village may accept services on a volunteer basis. The heads of the affected Village Departments must approve the enrollment of citizen volunteers.

Emergency Government Director

The Emergency Government Director shall have the authority to:

- Coordinate all activities involved in emergency preparedness and mobilization within the Village;
- Cooperate with emergency and mobilization preparedness agencies and organizations of other local, state, and federal political subdivisions;
- Participate in county and state emergency preparedness activities upon request;
- Direct the preparation of a comprehensive general village plan for emergency preparedness and mobilization and present the plan to the Village Board for approval;
- Enter into a mutual agreement with other political subdivisions and file copies of any such agreements with the state director of emergency government subject to the Village Board approval; and
- Issue all necessary proclamations as to the existence of such state of emergency and such disaster warnings or alerts as required in the emergency government plan upon the declaration of an emergency.

In the absence of the Director, the Chief of Police shall, with the assistance of the Village Administrator, perform all the duties and responsibilities of the Director and act with the authority assigned to the Emergency Government Director.

Utilization of Existing Services and Facilities

In developing the comprehensive general plan, the Emergency Government Director is authorized to utilize the services, equipment, supplies and facilities of the existing village departments and agencies to the maximum extent practical. The officers and personnel of all such departments and agencies should cooperate with and extend such services and facilities for emergency preparedness and mobilization purposes.

Emergency Regulations

When an emergency occurs for which the Village Board has not adopted ordinances, the Village President, or in his absence, the Emergency Government Director, may proclaim, promulgate, and enforce orders, rules and regulations relating to the conduct of persons and the use of property which protects public peace, health, and safety; preserve lives and property; and ensure the cooperation necessary in emergency situations. The Village Board may rescind proclamations, orders, rules, and regulations by resolution at any time.

Declaration of Emergencies

The emergency government may act in accordance with the emergency plan only after the declaration of an emergency or issuance of the official disaster warning by the Governor or Village President. The Village President, or in his absence, the Emergency Government Director may declare a state of emergency when necessary. The state of emergency will continue until terminated by the issuing authority. The Village Board may terminate the state of emergency unless it was declared by the Governor.

Obstruction of Emergency Operations

Any person willfully obstructing, hindering, or delaying the enforcement of any order, rule, regulation or plan issued pursuant to Village Emergency Ordinances or committing any act forbidding any order, rule, regulation or plan as stated in the ordinances is subject to penalties and prosecution.

VILLAGE OF COTTAGE GROVE EMERGENCY PREPAREDNESS PLAN

OVERVIEW

Purpose

This plan describes how the Village of Cottage Grove Government may engage its collective resources to manage hazards and the effects of disaster. After describing the situations and assumptions essential to understanding and application, the plan identifies the agencies involved with this process and their responsibilities. Most importantly, the following identifies how local agencies work together to maximize their abilities throughout the emergency management process and especially during a severe crisis. The principal aims of this program include:

- Providing a coordinated governmental response and recovery effort that minimizes the adversity that a major emergency or disaster could inflict on citizens and property.
- Quickly restoring government services impaired from the effects of a major emergency or disaster.
- Developing an increased level of emergency preparedness among all segments of the population so individuals, families, communities, businesses, and public and private institutions may sustain themselves. Such preparedness helps to cope with a catastrophic disaster that inhibits or overwhelms governmental services, thus delaying the normal public safety response.
- Promoting mitigation strategies to improve critical infrastructure and land use and building code authority to reduce the public's exposure to recurrent hazards.
- Supporting regular training and exercise programs so public and outside organization officials maintain their readiness to perform emergency management duties.
- Integrating with other jurisdictions and the county effectively.

Legal Basis (s)

FEDERAL LAW

THE STAFFORD ACT, Public Law 103-337

To provide a system of emergency preparedness for the protection of life and property and to vest responsibility for this preparedness jointly in the federal government, the states and their political subdivisions. A municipality is considered a political subdivision of the state. This law also emphasizes the development of emergency operational plans at a local level.

CERCLA Comprehensive Environmental Response, Compensation, and Liability Act

Protect the public health and environment by facilitating cleanup on environmental contamination and imposing costs on parties responsible for the pollution.

EPCRA Emergency Planning and Community Right-to-Know Act

Provide the public with important information on the hazardous and toxic chemicals in their communities and establish emergency planning and notification requirements to protect the public in the event of a release of an extremely hazardous substance.

WISCONSIN STATUTES

- 21.1 Call to active service
- 59.03 Administrative Home Rule, Consolidation of Municipal Services, Home Rule, Metropolitan District
- 59.031 County Executive/Administrator Powers – empowered to take care that state or federal law is observed, enforced, and administered
- 59.07 General Powers of County Board – cooperation, maintain public peace and good order within county
- 59.53 (2) Health and Human Services Emergency Energy Relief
- 59.54 (8) Local Emergency Planning Committees
- 61.34 Powers of Village Board
- 66.0314 Emergency Powers
- 83.09 Emergency Repairs of County Trunk Highways
- 323.14 Local Government; duties and powers
- 323.52 Emergency Temporary Locations of Government for Counties and Municipalities
- 323.54 Succession to Local Offices
- 323.55 Enabling Authority for Emergency Interim Successors for Local Offices
- 323.60 Hazardous Substances Information and Emergency Planning
- 323.71 Local Agency Response and Reimbursement
- 213.095 Police Power of Fire Chief/Rescue Squads
- 895.48 (1) Civil Liability Exemption, Emergency Care, etc.

LOCAL ORDINANCES

- 36-1 Emergency Government Operations
- 36-3 Emergency Government Director
- 36-4 Utilization of Existing Services and Facilities
- 36-7 Declaration of Emergencies and their termination
- 36-5 Emergency Regulations and public notice
- 36-8 Obstruction of Organization
- 94-1 Village President Duties

OTHER PROCEDURES

Relief Assistance. All individual relief assistance will be provided in accordance with the policies set forth in state and federal laws and programs.

Consumer Protection. Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Department of Consumer Protection.

Nondiscrimination. There will be no discrimination on the grounds of race, color, religion, nationality, sex, sexual orientation, age, or economic status in the administration of emergency management functions. This policy applies equally to all levels of government, contractors, and labor unions.

Duplication of Benefits. No person, business concern, or other entity will receive assistance with respect to any loss for which he/she received financial assistance under any other program or for which he/she received insurance or other compensation.

Use of Local Firms. When using private organizations, firms, or individuals to assist with a major disaster, the Village Departments will grant preference to those organizations, firms, and individuals residing or doing business primarily in the distressed areas when possible.

Mutual Aid and Inter-Local Agreements. Each Village government department will determine and negotiate to obtain, review, and keep current all mutual aid and inter-local agreements necessary to perform the letter and spirit of official tasks assigned by law and this plan.

Standard Operating Guidelines. All village departments and supporting organizations will maintain policies, procedures, SOPs, or checklists to guide the actions of their personnel in performing all assigned emergency duties.

Resource Lists. All Village departments and supporting organizations will maintain an up-to-date automated resource list of all in-house and other arranged assets available for performing emergency duties. The departments will provide these lists to the Emergency Preparedness Committee.

Stocking of Emergency Supplies. Public Works will maintain limited stocks of basic emergency supplies in all village owned and leased facilities. Department heads should train employees in the use of these emergency supplies.

Emergency Workers. The Village Treasurer or his/her designee, in cooperation with all other village departments, shall register emergency service workers appropriately for compensation and reimbursement.

Commandeering of Services, Equipment, and Supplies. Once the governor proclaims a state of emergency, the Village President and Emergency Government Director may command the service and equipment of as many citizens as necessary. The Village must compensate these emergency workers.

Liability Protection. The Village liability insurance covers registered emergency workers.

Authority to Enter into Contracts and Incur Obligations. If time is vital to saving lives reducing property damage or hardship, the Village President is authorized to order departments to dispense with normal purchasing practices that unduly postpone the receipt of required equipment, supplies, or services, except for those policies mandated by law. The Village Board will review such purchases and may enact. When necessary, any resolution or ordinance approving orders promptly presented to the Board such as:

- Findings by resolution with respect to actions taken;
- Authorization of payment for services, supplies, equipment loans, and commandeered property used during disaster response activities; or
- Approval of gifts, grants, or loans accepted by the Village President during the emergency

Upon ratification by the Village Board, the Clerk's office processes payment for those expenditures approved. When requesting state or federal assistance, the village will submit its accounting procedures for review by the Office of Management and Budget ("OMB"). OMB will review all services received under mutual aid and certify their receipt and the amount of reimbursement due, if any, to the clerk's office.

Village Attributes

The Village of Cottage Grove lies 4.5 miles from Madison, Wisconsin, the state capital, and, as of 2020 provides residence for 6,192 persons. While many working residents travel to Madison daily, Cottage Grove provides a rich quality of life for all its residents.

Cottage Grove consists of a very homogenous white/Caucasian cohort of which English is the predominant language, thereby easing communication in cases of emergencies. Other factors contributing to the success of emergency preparedness include a young community with nearly 80% of the residents under the age of 45, one satellite clinic of a major hospital located in Madison, two major veterinary clinics, several nursing homes, numerous assisted living complexes, two public elementary schools (Cottage Grove Elementary and Taylor Prairie Elementary), one middle school (Glacial Drumlin Middle School), several day care centers, several banks, and one village newspaper (located outside of the Village). The local mass media functions as potential outlets of Emergency Public Information. Five television stations, 21 radio stations, and four circulation newspapers service the Village of Cottage Grove. The village lacks high rise buildings but accounts for much new construction both residential and commercial. Most of the major private employers such as Johnson Health Tech, Midwest Stihl, Summit Credit Union, PFS TECO Corporation, Landmark Services Cooperative, Hydrite Chemical Company and Shared Medical Services are in the Industrial Park and the surrounding area.

While Cottage Grove lacks drastic geographical abnormalities, several areas experience frequent flooding. No major sewage or waste concerns plague Cottage Grove. The average climate in Cottage Grove ranges from 6.7 to 82.8 degrees with average precipitation at 34 inches and winter storms occurring from November to April.

Hazard Analysis/Assessment

Emergency management experts suggest municipalities conduct a hazard analysis to determine which hazards are most likely to occur in their locations.

Local officials should work towards identifying hazards and determine their vulnerability (the potential for causing harm to people and/or property). Vulnerability is determined by developing a community profile. This profile includes locating major structures and geographic features, essential facilities (shelters and hospitals), special-needs centers (schools, nursing homes, and hospitals), and other sites which could pose an imminent hazard (fuel storage facilities). For each hazard, obtain all available information from the Emergency Operations Center (“EOC”) records, newspaper files, insurance companies, fire department records, accident records, weather records and projections. Possible questions to ask in this analysis include:

1. What are the chances the hazard could occur (probability)?
2. How open or susceptible is your community to damage (vulnerability)?
3. Can you determine in advance if the hazard is likely to occur (predictability)?
4. What is the frequency of the event occurring; annually, quarterly, etc.?
5. How long does it last (duration)?
6. Can you do anything to reduce vulnerability (controllability)?
7. Does the event occur quickly and with little warning (speed of onset)?
8. What other hazards will be triggered by this event (cascade effects)?

Assumptions

The following assumptions can be used as aids to develop emergency plans.

1. A major emergency or disaster could happen at any time.
2. The time of year, day of the week, time of day, and weather conditions are key variables that can impact the seriousness of an incident and the Village’s ability to respond.
3. Individually and collectively, we manage hazards and the effects of disaster through four types of activity (mitigation, preparedness, response and recovery), depending on the level of perceived risk, resources the village possesses, and by what we know and its application.
4. Individuals and groups will respond to all crises in ways that enhance survival by reducing

harm, lessening property damage, and minimizing loss of life.

5. The capacity to manage hazards and the effects of disaster varies among individuals and groups within the community. Some individuals and groups will need more help during crisis than others.
6. Since a disaster usually delays the local government's response, the general public should prepare to take care of their basic survival needs for at least 72 hours.

Often, disasters severely stress normal municipal systems and require outside assistance from county, state, and federal governments.

Role relationships affect the reactions to crisis - spouses to each other, parents to their children, and workers to co-workers. Individuals will consider their obligations to each other as they decide what course of action to take in a major emergency.

Plan Development and Maintenance

All Village departments and local supporting organizations develop and maintain the Cottage Grove Emergency Preparedness Plan as a cooperative effort. The Emergency Preparedness Committee will administer the coordinating steps involved in the development, maintenance, promulgation, and publication of the entire plan. The Village Board will review and may approve or amend the plan. Other functional areas (such as fire, utilities, parks and streets, Frontier, Alliant Energy, EMS, and schools) with day-to-day expertise and experience will develop, write, and maintain specific areas of the plan/annexes. The plan will be reviewed by this Committee annually.

Review

The Village may, from time to time, re-evaluate and amend this plan. Each department is encouraged to annually review and update its portion of this plan. The department head will submit its portion of the plan upon completion to the Emergency Preparedness Committee for coordination, executive and legislative review, approval, printing, and distribution. Copies will be sent to the county and state departments of emergency management.

Exercises

Each year the village departments are encouraged to practice functional emergency exercises. A complete, joint exercise must be conducted every four years. The Emergency Preparedness Committee should consider taping these drills to play on the cable channel to raise community awareness.

Plan for Designating a Disaster Assessment Team (See Appendix C)

When responding to a disaster, responders assessing the damage permeates all responders' actions. All levels of government participate in this assessment. Before the disaster occurs, planners should determine who has lead responsibility for assessing the damage and who makes up the team. The team members should receive training on how to assess the damage and even how to compile useful information in advance.

The initial assessment information comes from first responders and those on the scene. This information allows decision-makers to allocate resources, set priorities, and determine if outside resources are needed for the response.

When working with the county, the county emergency management director assesses the entire county and determines the locations suffering the most damage. The director estimates the amount of loss and the resulting impacts of those losses on individuals and governments.

Localities must submit a county-wide report (USDR) within 24 hours of the disaster to obtain federal disaster aid. Any local requests for assistance are made through the county emergency management director. To receive funding, localities must identify damage locations on a map, photograph damage sites, develop a list of all public facilities damaged, know the location of municipal records of disaster-related costs, and keep accurate records of all disaster-related expenditures.

Budget Planning for Necessary Equipment

Each agency should include emergency equipment in its budget each year. Necessary items such as generators, gas masks, and communication equipment aid the agencies in responding to a disaster. Agencies may also designate funding for storing back-up servers containing village records at a distant location.

Community Education

The Emergency Committee is encouraged to provide residents information through the newspaper, sending material home with school children, simulating disasters with volunteers, and broadcasting material on cable and radio.

CONCEPT OF OPERATIONS

The most important response to a disaster affecting the community will come from its agencies, its institutions, and its people. Primary responsibility for vital emergency functions rests with the following agencies, some of whose jurisdictions extend beyond community boundaries.

Local

The Village President maintains “the peace and order” in the Village of Cottage Grove and “if disturbance, riot or other apparent necessity occurs,” the President “shall appoint as many special marshals as he shall deem necessary who for the time being shall possess all the powers and rights of constables.” The Village President and/or Village Board appoints and/or hires all service department heads and grants them the day-to-day authority to administer their respective department. Village ordinances legislate the breadth of authority and duties of these departments.

Emergencies, such as response to fires, violation of the law, and emergency medical calls occur every day and do not normally require the direct involvement of the Village President. On a less frequent basis operational departments confront larger scale events surpassing the conventional. These situations, major emergencies, or disasters require services that exceed the capacity of one department to handle alone. Occurrences that strain department capabilities to this extent could require a multi-agency response supplied from inside and outside the village government. Non-village resources include mutual aid with neighboring jurisdictions and other assistance available through inter-governmental agreements or through pre-existing contractual arrangements with private sources of specialized services.

During major disasters or emergencies, the Emergency Government Director advises the Village President and coordinates emergency response actions. If the situation can be handled locally, then responders should use the procedures and checklists in this plan if appropriate. Anytime a situation escalates beyond the level of local control, the Village President may declare a local state of emergency and notify the Dane County Emergency Management Director. The Village President or Emergency Government Director shall provide the Village’s state of emergency declaration to the Dane County Emergency Management Office. The Village Board must, within 30 days, ratify, and publicly notify the declaration of a “Village Emergency” and any executive order(s) invoking a specific emergency power. Failure by the Village Board to ratify the declaration will result in the declaration’s revocation.

County

Once the county becomes involved, it will, respond with county resources as requested and necessary, activate mutual aid agreements, coordinate county resources with municipal resources, notify the Wisconsin Division of Emergency Government Regional Director, forward the uniform damage situation report form, and assist municipalities with prioritizing and allocating resources.

State

If the municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the WI Division of Emergency Management (WDEM). If state assistance is requested, the WDEM Administrator in conjunction with the Regional Director, county emergency management director, and municipal emergency government director assess the disaster or emergency and recommend that personnel, services, and equipment be made available for response, mitigation or recovery. After completing the assessment, the WDEM Regional Director immediately notifies the State WDEM Administrator. The state administrator of Emergency Government notifies the Governor and makes recommendations. If state assistance is granted, procedures will be followed as stated in the Wisconsin emergency preparedness plan and the County emergency preparedness plan.

Federal

Even with the augmentation of state resources, including those available through interstate compacts, the Governor may seek federal government assistance depending on the severity of the situation. The Federal Emergency Management Agency (FEMA) regional director will add his recommendations to the request and forward it to the FEMA National Headquarters in Washington, DC. The national headquarters refers the request to the President, who can either deny the request, make an “Emergency Declaration” if limited federal involvement is warranted, or make a “Major Disaster Declaration” if more substantial federal financial, technical and/or operational support is needed.

Administrative Reporting to State

After a disaster municipalities must, prior to receiving federal or state emergency funds, report the estimated damage of the private sector (homes, businesses, and agriculture); the public sector (costs incurred by government in responding to the disaster, damage to publicly owned facilities, and damage to certain private non-profit facilities); fatalities and injuries; the homeless or those in shelters; and essential services. The locale must also assess the extent of how much insurance might cover. While only estimates, approximations are better than not reporting at all. The community can refine the reports as it proceeds through response and recovery. The report is due to the state within 24 hours after the hazard begins, but the local officials can submit updates if information changes significantly. After the locale completes the report, the county emergency management director compiles the information from all communities, submits a single report (UDSR) for the entire county to the Wisconsin Emergency Management, and consults with local and county officials on requesting outside assistance and coordinating with Wisconsin Emergency Management. Reporting is the only way to obtain federal disaster assistance for both the public and private sectors and provides a basis for keeping permanent records of the disaster event and the associated response and recovery costs.

The following reports will be submitted to the State EOC:

- Situation and damage assessment reports.
- An executive order requesting state assistance stating 1) the specific type of resource

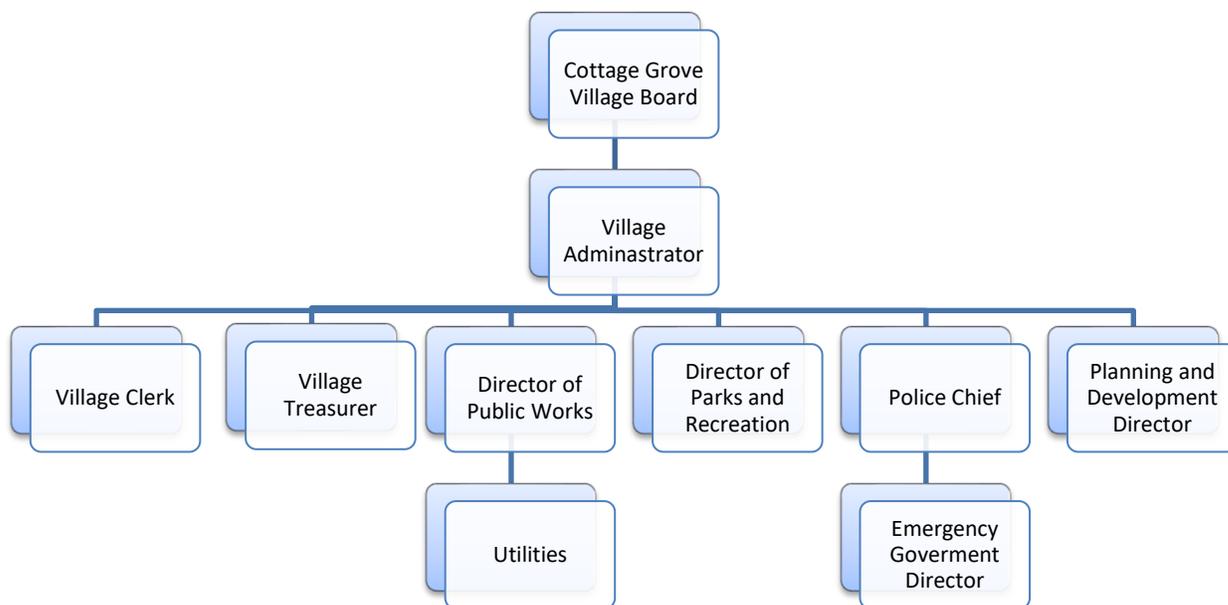
required including those possessed by local, volunteer, commercial and mutual aid entities that are either exhausted, unavailable, or not available in time to save lives, prevent further damage, and/or to alleviate suffering; 2) how long the resource(s) will be needed; 3) where to deliver or report; and 4) the official to whom to report.

- A supplemental justification for a presidential declaration request. This is a narrative format available from the state guide and submitted at the same time the damage assessment reports are completed, i.e., after the state and federal preliminary damage assessment team has added their input to the earlier data supplied by local officials.

Village of Cottage Grove

A. Governance and Administration

Representing the Village of Cottage Grove, the Village President is the chief elected official of the Village Board which consists of six trustees and one Village President. The Board is elected at large with three trustees elected every spring for two-year terms. The Village President presides over Village Board meetings. In the president's absence the Village Clerk will call a meeting to order, and the trustees shall elect among themselves a President pro tem. As the director of village operations, the Village Administrator oversees the day-to-day village operations and serves as a staff liaison to the board without voting power.



B. Human Services

Dane County Human Services (DCHS) manages public health and welfare services through a variety of mechanisms for the county except in the City of Madison which maintains its own Public Health Department. DCHS is responsible for planning and coordinating all

Emergency Human Service resources in Dane County and for Emergency Public/Environmental Health concerns outside of the City of Madison. The American Red Cross, Salvation Army and other local human service agencies, both public and private, are primary service providers. Services may include:

- Congregate care (temporary shelter, food, clothing, etc.);
- Food coupons and food commodities
- Crisis counseling

Emergency Public/Environmental Health services may include:

- Health and medical care at shelters;
- Inoculation of victims;
- Distribution of antidotes, drugs, etc. to shelters; and
- Support and medical care for those who cannot be evacuated

C. Law Enforcement

The Village of Cottage Grove Police Department provides law enforcement services for the Village. These services include reducing casualties, minimizing damage to property, receiving and disseminating warnings, and providing overall security at disaster scenes. The PD assists in organizing, coordinating, and directing plans of operation in the event such incidents occur. If the situation requires more than the PD can provide, the Dane County Sheriff's Department and other local departments will assist.

D. Warning and Communications

Dane County operates a consolidated dispatch center using computer aided dispatch (CAD) and enhanced 911. The center coordinates all police, fire, medical, and other emergency communications in the county. The center is the primary activation point for the Emergency Alert System (EAS) and the outdoor warning siren system. The National Weather Service (NWS) operates a nationwide weather broadcast service that provides severe weather information to the public through weather alert radios. Local radio and television can provide village residents with warning and other emergency information independent of EAS. Finally, Frontier provides telephone services within the community.

E. Fire Services/Hazardous Materials (HAZMAT) Releases

The Cottage Grove Fire District provides fire services and limited response to hazmat releases in the Village of Cottage Grove. Dane County contracts with the City of Madison Fire Department (MFD) for response to Level B hazmat releases in the County. Wisconsin contracts with MFD for response to Level A hazmat releases in Dane County and 10 other counties. Levels A and B hazmat releases are defined in section 166.20 (1), Wisconsin Statutes.

F. Emergency Medical Services (EMS)

Deer Grove Emergency Medical Service provides ambulance emergency services for residents of the Villages of Cottage Grove.

G. Public Works and Parks and Rec.

The Cottage Grove Public Works and Parks and Recreation Departments maintain and plow streets; maintains Village parks and playgrounds; collects brush and provide leaves and yard waste drop-off. They provide municipal water and wastewater collection service. Madison Metropolitan Sewerage District provides wastewater treatment for the Village. Advanced Disposal provides trash and recycling services for residents.

H. Utilities

Alliant Energy supplies electricity and natural gas to the community. The Village provides its own water utility. Madison Metropolitan Sewerage District provides wastewater treatment for the Village.

I. Emergency Management

Dane County Emergency Management maintains the County Emergency Operations Center (EOC) and guides and supports county, municipal, public, and private emergency management activities through an integrated emergency management system.

Comprehensive Emergency Management

The four phases of emergency management include mitigation, preparedness, response and recovery.

1. *Mitigation*: Mitigation activities help prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency. Ways to build a disaster-resistant community include building codes, zoning and land use management, building use regulation, preventative health care, public education, planning a community clean-up day to clean out stream debris, prohibit building in flood plain areas, etc.
2. *Preparedness*: Preparedness activities, programs, and systems exist prior to an emergency and support and enhance the response to an emergency or disaster. Such activities include emergency planning, training, and exercises; warning and communication systems; identifying potential shelters; establishing mutual aid agreements; obtaining essential resources; maintaining inventories; and educating the public.
3. *Response*: Response activities and programs address the immediate and short-term effects of an emergency or disaster by reducing casualties and damage and enhancing recovery time. Examples include warning/informing, mobilizing personnel and equipment, search and rescue, evacuation, shelter, damage assessment, record keeping, and emergency declaration.
4. *Recovery*: Short-term recovery actions assess damage and return vital life support systems to minimum operating standards, as long-term recovery actions may continue for many

years. Short-term examples include temporary housing, restoration of essential services, and food vouchers. Long-term examples include insurance, reconstruction, and counseling programs.

This strategy presumes emergency response can be broken down into specific functions. For the most part Village departments and support organizations provide a number of these functions such as warning, evacuation, and shelter. Each incident by the nature of the conditions it produces dictates the functional choices necessary and feasible.

Relationship between Emergency and Normal Functions

While emergency operations often demand additional personnel and logistical resources and creates an array of urgent needs and actions, the Village's initial response depends on the use of existing departmental assets. Operational departments are accustomed to dealing with everyday emergencies and already systematically manage their first and second response obligations. Unlike everyday occurrences, a major emergency or disaster requires mobilization, direction, and control of a more substantial effort requiring the participation of multiple agencies.

This plan builds on the incident response management systems that are used by Cottage Grove's operational departments every day. Once a department (especially if the "lead agency") realizes that the emergency demands greater resources than those available to the department, the following steps occur:

- A. Depending on the specific type and mix of resource needs requested by the department's senior official on-scene, the department's control center summons assistance from the appropriate source(s).
- B. If the requirements of the situation or in combination with collateral requirements from other incidents that may be happening concurrently cause the department's control center to become overloaded, then a decision will be made:
 1. To call the Emergency Government Director to the scene if the incident is confined to a small localized area and the coordination of multi-agency resources is manageable by one person; or
 2. If the proportions of the incident originate at or escalate to a stage where resource needs are more complex or where wider areas are or will be exposed to a spreading danger, the lead agency department head or the Emergency Government Director may request the county EOC be made available to coordinate support.

The Village departments equipped to perform daily service include Police, Public Works, and Utilities. Additional services contracted by the Village are Deer Grove EMS and Cottage Grove Fire District. Each department head represents his/her village department on the Emergency Preparedness and Mobilization Committee while maintaining his/her department. Within each department the day-to-day hierarchy and reporting channels remain intact unless the department's internal emergency plan specifies otherwise. The same control over organizational assets applies to outside support agencies represented on the committee. The committee coordinates issues requiring cross-input, decisions from Village leadership, and use of all available resources to the highest priorities when necessary.

Continuity of Government

Public employees and their families, facilities, and equipment are vulnerable to the same hazards, and exposed to the same risks as are citizens and the municipal community at-large. Because of this and because local government is situated to respond to protect citizens and property from the damaging effects of any natural, technological, or national security threat, local government should take practical steps so that its essential resources are survivable and available to serve the public's emergency needs.

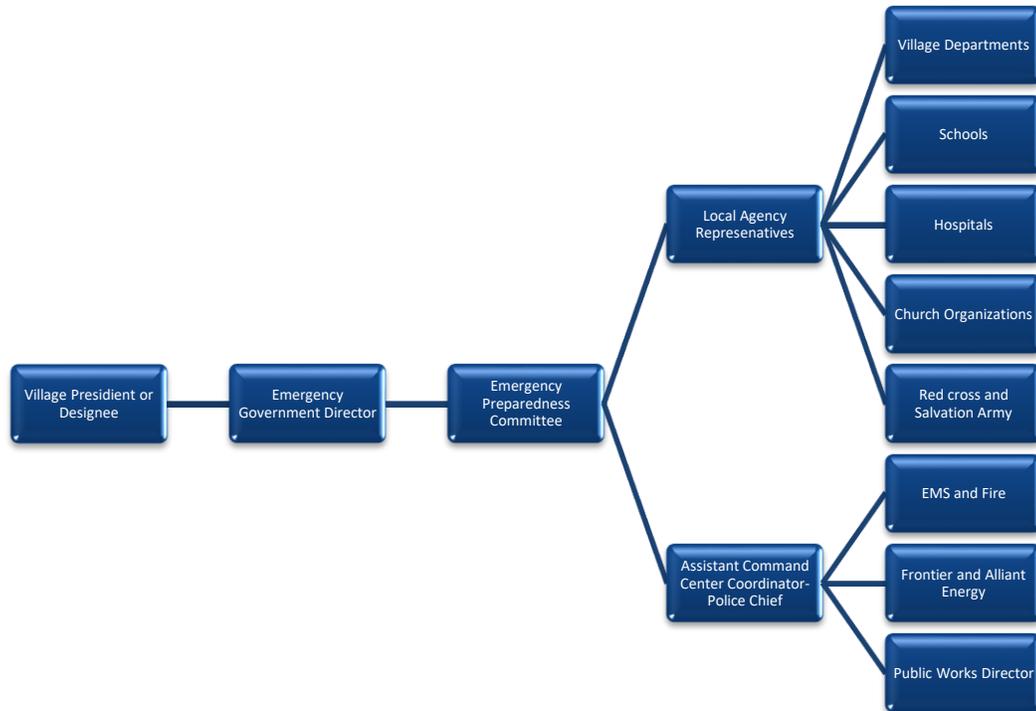
To continue government operations in the wake of any type of major emergency or disaster, Police, Public Works, and Utilities should maintain a department specific emergency preparedness plan. At a minimum the department plan should be consistent with this plan and include provisions regarding:

- Department lines of succession
- Essential records, files, and materials backed up and preserved in a safe alternate location
- The dispersal, sheltering precautions, and/or back-up sources that will be used to protect or replace vital equipment and supplies
- The means used to overcome or restore interrupted services and utilities
- Conducting a periodic "hazard hunt" to identify physical safety hazards that need to be eliminated or secured
- Encouraging employees to make a family preparedness plan, along with preparedness kits for their home and vehicle(s), and establishing an out-of-state contact
- Procedures for receiving, warning and/or alerting proper authorities, employees, and visitors of a life-threatening danger in all department facilities are as follows:
 - 1) Trying to minimize the spread of the hazard(s) if possible;
 - 2) Safeguarding property and equipment as needed;
 - 3) Moving trapped persons and casualties away from immediate peril;
 - 4) Administering first aid and CPR as necessary;
 - 5) Converting the facility into a temporary shelter;
 - 6) Having an evacuation plan which encompasses how and by whom casualties and persons with physical and mental disabilities will be aided;
 - 7) Accounting to first response authorities for the status of all persons evacuated; and
 - 8) Transporting facility occupants to an alternate site to re-establish operations – providing a temporary haven that could be used as a shelter.
- How the department will recall off-duty personnel and where and to whom these people are to report
- How, where, and on what priority department services will be reconstituted. (Alternate facilities should not be in or near an area that is a probable hazard zone, nor in or near an area that could become inaccessible.)
- How the department will manage emergency operations and responsibilities

DIRECTION AND CONTROL

Direction and Assignment of Responsibilities

- A. During routine activity, each agency will follow established procedures for managing incidents. Due to their duration or other factors, some events may require coordinated incident site management.
- B. During actual or imminent disaster events, all agencies, unless the facts and circumstances support a different course of action, will respond in accordance with their own standing operating procedures and the provisions contained herein. If a conflict arises between the two, the provisions in this emergency plan will govern.
- C. The Cottage Grove Emergency Operations Center (EOC) will be activated. The EOC is in the Cottage Grove Fire Department facility at 4030 County Hwy N. If the disaster debilities this location, the emergency preparedness committee will choose an alternate site. All local agencies with emergency responsibilities will have a representative at the EOC. Other local, mutual aid and support agencies may be asked to send a representative to the EOC.
- D. Command posts (“CP”) and staging areas may be established at or near emergency site(s) depending upon the nature of the event. All agencies responding to the site will be represented at the command post. There will be only one command post per site.
 - E. When necessary, communications will be established between the EOC, command post(s), and 9-1-1.
 1. Management of the incident will be achieved jointly by the EOC and CP personnel. The CP(s) will direct site operations with EOC support. Certain functions (coordination of multiple CPs, support of shelter operations, public information, etc.) will be managed by the EOC, including coordination with the County EOC.



Administration and Logistics

Officials of modular organizations, such as the EOC and command posts, should take command, initiate operations, plan strategies and logistics, and anticipate the financial implications of the disaster. The EOC is responsible for tracking expenditures, used resources, and other associated cost information. The Cottage Grove administrative staff will be responsible for overall record management. When considering finances, certain agencies should consider any mutual aid agreements and/or contracts for services.

Finally, a communications plan is crucial to command and EOC operations. The plan should specify a common communications plan, common terminology, and two-way dialogue capability.

Emergency Operations Center Capabilities

An Emergency Operation Center provides a location to conduct centralized, coordinated direction, control, and warning during emergency events beyond the scope of normal public safety responses. The EOC provides an environment where information is gathered and where key officials make critical policy decisions and disseminate decisions to appropriate agencies at the command posts for action. When involving many jurisdictions, the EOC coordinates and supports responses to disaster at all levels of government - local, state, and federal.

EOC Procedures

- A. Upon notice of an actual or imminent disaster, agency designees and EOC support staff will report to the EOC.
- B. Activate the EOC.

1. Activate support systems (lighting, communications, etc.)
2. Set up information management systems (maps, message boards, resource inventories, status board, etc.)

C. Establish communications with CP(s) in the affected area(s) and with 9-1-1.

Joint Incident Command

A. Primary local emergency representatives will jointly assess disaster caused needs. To the extent possible response priority for decision-making will occur in the following order:

- Care for victims (mass casualty response, search and rescue, etc.);
- Prevent further injury to humans (fire suppression, hazardous materials response, etc.);
- Procure and distribute necessities for victims (food, shelter, clothing, etc.);
- Restore and maintain essential community services (utilities, transportation, communications, etc.);
- Protect dwellings (fire suppression, sandbagging, etc.);
- Maintain public order (patrol danger areas, guard property, direct traffic, etc.);
- Protect the environment; and
- Maintain public morale.

B. When able to effectively manage more than one need at the same time, workers should take such simultaneous actions. CP personnel should communicate their findings and requests for assistance to the EOC and/or 9-1-1 through appropriate pre-designated emergency radio channel(s).

C. The EOC will support CP activities and manage certain functions such as supporting shelter operations, maintaining records, and coordinating with other municipal EOCs. In case of multiple CPs, the EOC may have to establish priority of need for resource management purposes.

Incident Command Centers

These areas should be isolated from noise and confusion; provide excellent communications capability, situation boards, or maps; and provide enough space to accommodate the workers if reasonable. The location should be announced as soon as possible. The location should be clearly identified by a flag, light, or other marking.

Each operational department's (utilities, public works, police, etc.) command center dispatches and supports field personnel and their equipment. In an emergency these centers are responsible for actions guided by emergency protocols such as the following (See Appendix E):

- Notification of key officials;
- The call-out of off-duty personnel and the adjustment of shift schedules to accommodate extended workforce requirements;
- Monitoring and keeping a record of field and departmental support activities and costs;

- Dispatching specialized teams or technicians that are part of an automatic response or as requested;
- Alerting other agencies of impending dangers that could affect their resources;
- Conveying requests for outside resources;
- Supporting all other requests made by the senior department official in the field;
- Keeping senior management officials apprised of information they have predetermined to be of essential importance; and
- Calling the Emergency Government Director for assistance.

Village Emergency Operations Center Readiness

The EOC should be immediately available as a hub for essential assistance in any type of hazardous condition that grows beyond the ability of a “lead agency” department to effectively handle on its own. EOC readiness can occur in three phased stages of alertness:

1. Phase I Alert: The first phase pertains to the period before an emergency when various communication mediums forewarn of an impending situation that can be monitored and evaluated to gauge threatening conditions as they emerge, grow, or dissipate. Using various sources of information available, the Emergency Government Director would take preliminary steps to initiate the alert of other emergency staff and prepare the EOC for operational use. These efforts would also be coordinated with the Village President, appropriate departments, and support organizations whose mission makes them a part of any projected emergency response.
2. Phase II Alert. The second phase would make the EOC available for use as a unified coordination site for representatives from all actively involved departments where they would:
 - Monitor, exchange, and coordinate information about the effects and implications of imminent or pending events on their respective and combined services;
 - Jointly formulate and coordinate contingency priorities and options;
 - Identify and, as necessary, refer policy questions and executive decisions for resolution;
 - Identify and deal with resource and assistance needs; and
 - Pass appropriate advice and information to department and agency control centers.

Phase II is initiated by the Emergency Government Director, Village President, or Designee. EOC staffing levels would vary and could be adjusted at any time to match the demands of the current situation. In this phase, representatives in the EOC under the lead of the Emergency Government Director would have the authority to coordinate the use of all locally available resources needed, public and private. Advisory notification of the Phase II alert would include the Village President, the Village Administrator, and the Dane County Department of Emergency Preparedness.

2. Phase III Alert: The third phase would result in actual activation of the EOC and is reserved for those situations that have escalated in seriousness to the point where the Village President’s direct involvement is necessary. Notification of the Phase III Alert shall be made at the earliest practical time to the Dane County Department of Emergency Management. Whenever the EOC is activated, it becomes the Village’s central

headquarters for exerting civil leadership over any major crisis that imperils the safety and welfare of the public.

EOC Line of Authority and Division of Labor

As the Village's Chief Elected Official, the Village President is the ultimate authority in the EOC, and the entire EOC organization is subordinate to him/her. In this capacity, the Village President may:

- Authorize the activation of the EOC;
- Proclaim a "Civil Emergency;"
- Exercise emergency powers vested by Wisconsin law, the Municipal Code, or this plan;
- Obtain Village Board ratification and confirmation for proclamations and executive orders;
- Refer emergency funding issues to the Village Board for resolution;
- Provide monthly emergency operations status updates to the Village Board;
- Direct the management of the EOC;
- Act as chief spokesperson for communicating with the public;
- Coordinate with elected officials of neighboring jurisdictions and higher levels of government and;
- Terminate the "Civil Emergency."

To support the Village President in fulfilling his/her leadership roles, there are three EOC staff functions at his/her disposal to aid with decision making and implementation.

- A Village Board Member
- Village Administrator
- Public Works Director

Line authority or chain of command in the EOC extends from the Village President to the Emergency Government Director to the other department heads on the Emergency Preparedness Committee. The Emergency Government Director is the Village President's principal administrator for overseeing EOC management activities including:

- Directing the tactical size-ups to ascertain the situation's status and parameters.
- Making field decisions regarding what resources are needed, what their composition must be, when they are needed on scene, and when and how they will be employed. To stay ahead of evolving events, these on-scene evaluations should be repeated at regular intervals until containing or neutralizing danger to the public and safely beginning recovery operations.
- Providing the direction for establishing and maintaining staffing levels and shift schedules.
- The continual monitoring and assessment of crisis status and impact.
- Coordinating the resolution of difficulties that cannot be reconciled in the field.
- Directing the preparation of proclamations and executive orders for referral to the Village President.

- The supervision of the operational department heads to assure that emergency needs are accurately and rapidly identified, and that support provided by these departments is appropriate, efficient, coordinated, and recorded.
- Keeping operational department heads current on the overall scope of EOC involvement and working with them to develop short- and long-term plans of action to guide EOC oversight and support.
- Coordination with the village administrator for public information.
- The timely cross and up channeling of required reports and documents to the Dane County and Wisconsin Departments of Emergency Management.
- Coordination with the State EOC to transmit the essential data needed to minimize the time required to receive state and Federal assistance.
- Keeping the Village President briefed on the progress of EOC and field activities and on all pressing concerns that require his/her attention and/or action.

Village department heads and the Emergency Preparedness Committee aid the Emergency Government Director in fulfilling his/her responsibilities. Each department head is responsible for supervising and managing the activities of their respective service groups and coordinating with other department heads. They must also update the director on all significant actions contemplated and taken in a timely manner. These functional departments include:

- Fire services guided by the Fire Chief or designee:
 - 1) Monitor fire, rescue, provide emergency medical service (EMS), and assist county (HAZMAT) team activities in the field provided through mutual aid and state and federal assistance;
 - 2) Provide or coordinate for requested support;
 - 3) Make efforts to anticipate upcoming needs and potential problems;
 - 4) Devise solutions for identified and projected problems, as considered practical, making calculated provisions to control or moderate unwanted outcomes; and
 - 5) Inform subordinate elements of executive decisions, actions, and instructions.
- Police services guided by the Police Chief or designee:
 - 1) Monitor law enforcement activities in the field, including those provided through mutual aid and state and federal assistance;
 - 2) Provide or coordinate for requested support;
 - 3) Look ahead to anticipate upcoming needs and potential problems;
 - 4) Work with the EOC to devise solutions for identified or projected problems, as considered practical, making calculated provision to control or moderate unwanted outcomes; and
 - 5) Inform subordinate elements of executive decisions, actions, and instructions.
- Public Works Director (includes utilities, planning, building inspection, and engineering)
- Logistic Administrative Planning - Emergency Preparedness Committee

EOC Lines of Succession and Span of Control

Each supervisor should limit their oversight to 3-7 people, anticipate span of control problems, and be prepared to correct them.

Action Steps and Lead Agencies

This section describes how the community and its agencies may act in all four phases of emergency management to manage hazards of concern.

A. Mitigation

1. Civil Disorder
2. Drought
3. Earthquake
4. Energy Emergency
5. Fire
6. Flood
 - a. IDENTIFY areas susceptible to flooding and level of risk.
 - b. IDENTIFY mechanisms to protect susceptible areas.
 - c. INFORM residents of the flood hazard, the steps the community is taking to manage the hazard, and the steps they can take to manage the hazard including how to purchase flood insurance.
 - d. IMPLEMENT protective measures as applicable.
 - e. INSURE that potential home buyers are aware of the flood hazard.
 - f. IMPLEMENT sound flood plain management as required for inclusion in the National Flood Insurance Program (NFIP).
7. Hazardous Materials
 - a. MAINTAIN information about facilities that use, store, or produce hazardous materials and about transported hazardous materials (see Hazardous Materials Facilities listing appended to this document).
 - b. INFORM citizens about the chemicals in the community, how the community manages the hazard, and how they can protect themselves
 - c. ENFORCE applicable manufacturing, storage, and handling codes and codes governing transportation of hazardous materials.
8. Heat Wave
9. Major Transportation Incidents (“MTI”)
 - a. IDENTIFY major transportation routes
 - b. IMPLEMENT mechanisms by which MTIs can be averted (speed limits, road use regulations, public education, etc.)

- 10. Nuclear Attack
- 11. Severe Thunderstorm/Tornado
 - a. IDENTIFY tornado shelter areas in all public buildings
 - b. INFORM citizens about thunderstorms and tornadoes and the steps they can take to protect themselves
- 12. Winter Storm
 - a. INFORM citizens about the winter storm hazard and the steps that they can take to protect themselves
 - b. DEVELOP winter storm emergency regulations (alternate side of street parking, snow removal policy, etc.)

B. Preparedness - ALL Hazards

- 1. DEVELOP AND EXERCISE appropriate hazard-specific emergency response procedures
- 2. MAINTAIN an inventory of emergency response supplies and equipment and maintain information about how to obtain resources available from neighboring jurisdictions and Dane County
- 3. TRAIN personnel involved in emergency response including “nontraditional” volunteer groups if available.

C. Response to hazards and the lead agency

- 1. Aircraft Down
 - a. Police Chief - Secure as crime scene, evacuation, traffic control, liaison with NTSB, the FBI, or other agencies for crash investigation.
 - b. Fire/ EMS Chief - fire suppression, rescue operations, and hazardous materials
 - c. Public Works - heavy equipment use and debris removal
- 2. Bomb Threat/Detonation - Police Chief
- 3. Civil Disorder/Hostage/Terrorism/Active Shooter - Police Chief
- 4. Construction Accident
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation and traffic control
 - c. Public Works - use and control of heavy equipment, debris removal, liaison with utilities
- 5. Evacuation - Police Chief
- 6. Explosion (if known to be other than bomb detonation) - Fire Chief
- 7. Fire and Rescue – Fire/ EMS Chief
- 8. Flood - Public Works Director
- 9. Food Poisoning – Dane County Health Department
- 10. Hazardous Materials
 - a. Fire/EMS Chief - fire suppression, rescue, chemical, poison, disease, etiologic agent and radiological releases
 - b. Police Chief - evacuation, traffic control, shelter security
- 11. Damage Assessment

- a. Emergency Management Coordinator - compilation of Uniform Disaster Situation form
 - b. Building Inspector - coordination of field surveys done through assessment teams made up of fire, police, assessor, FEMA, building inspection, public works, and American Red Cross
12. Land Contamination
- a. Dane County Health Department
 - b. Department of Natural Resources
 - c. Department of Agriculture
13. Railroad Accident
- a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation, and traffic control
 - c. Public Works - heavy equipment, debris removal, liaison with railroad company
14. Oil Spill
- a. Fire Chief
 - b. Department of Natural Resources - clean up
15. Pipeline Accident - Fire Chief
16. Product Contamination - Dane County Health Department
17. Public Information
- a. President/ Village Administrator
 - b. Police Chief/Emergency Government Director
 - c. Dane County Emergency Management Public Information Officer
18. Snow Removal - Public Works Director
19. Transportation Accident
- a. Fire/ EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation, and traffic control
 - c. Public Works Director - heavy equipment, debris removal
20. Tornado/Windstorm
- Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - Police Chief - law enforcement, evacuation, and traffic control
 - Public Works Director - heavy equipment, debris removal

If the lead agency is not apparent as described above, the Village's Emergency Government Director, with the Village President's approval, will determine which agency is most capable of helping. Some incidents may involve more than one hazard, but the hazard with the potential for causing the greatest harm will be considered primary. Hence, the department responsible for the primary hazard will be the "lead agency." As an incident evolves and as the original primary hazard is downgraded and supplanted by a different hazard, a "lead agency" transfers between departments may occur. Such centralized functioning avoids delaying or jeopardizing any life-safety measures.

Whenever a hazard is discovered, the Emergency Government Director will assume initial command of the situation. The director will immediately, through local channels or through the county's 9-1-1 line, report an initial assessment, request initial notifications for necessary aid, and take steps to isolate the area if necessary. As soon as the designated "lead agency" arrives

on scene, the most senior official from this department will accept command. If the incident requires a multiple agency response, the senior on-scene official will decide what additional agencies are needed, their specific roles, the force levels and types of equipment each should respond with, the official to report to, the approach route needed to ingress the staging entry control, and any other information that might have a bearing on conditions or precautions. This information will be communicated to the local center or the Dane County Emergency Operations Center.

During a widespread incident, multiple sites could be affected at the same time. Under these circumstances, the Director should attempt to reconcile any competition for scarce resources and/or to eliminate the potential for conflicting or duplicated efforts.

D. Recovery - ALL Hazards

1. IMPLEMENT short- and long-term procedures as needed
2. COMPILE records maintained during response for transmittal to Dane County
3. INFORM victims about relief and recovery resources and agencies
4. IDENTIFY future mitigation opportunities

RESPONSE CHECKLIST

Response Issues

- A. Direction and Control/Incident Command
 - 1. Set up incident and unified command
 - 2. Determine span of control and unity of command
- B. Size up the Incident
 - 1. Determine the size of the area affected
 - 2. Population characteristics
 - 3. Economic profile of the area
- C. Search and Rescue
 - 1. Search the damaged area
 - 2. Rescue the injured and recover bodies
- D. Damage Assessment
 - 1. Activate damage assessment team composed of people familiar with property value
 - 2. Damage assessment important to secure state and federal assistance
 - 3. State and Federal Assistance cannot be delivered unless they know of the village's needs
- E. Public Information
 - 1. Designate people to provide information to the media
 - 2. Establish a location to meet with the media away from the EOC
 - 3. Inform citizens of the status of the response and the recovery
- F. Track Citizen's Needs
 - 1. Designate someone to keep track of request for assistance and the delivery of that assistance
- G. Track Offers of Assistance
 - 1. Be prepared to deal with voluntary help
 - 2. Designate someone to keep track of offers of assistance
 - 3. Discourage shipments of donated goods
 - 4. Identify a location to store donated goods
- H. Debris clean up and disposal
 - 1. Work with DNR on proper disposal of debris
 - 2. Inform the public of proper separation and disposal of debris
- I. Obtain outside assistance (mutual aid)
 - 1. Activate your mutual aid agreements as necessary
- J. Determine public health issues
 - 1. Address health issues such as safe water and food, disease, and mental health as they relate to both victims and responders
- K. Site security/pass system
 - 1. Establish a pass system to access the area
 - 2. Relates to security, orderly clean up, and repair of the affected area

Suggested Response Timeline

The following are suggested timelines for an emergency response. However, the facts and circumstances could require an alternate response timeline.

A. 0-2 Hours

1. Establish Incident Command System
2. Notify all the agencies with a role in your plan
3. Determine the size and nature of the area affected by the disaster
4. Determine the number of people, buildings, and businesses affected by the disaster
5. Conduct search and rescue operations as needed
6. Open shelters as needed
7. Contact Salvation Army/American Red Cross
8. Determine if the area needs access control and set up roadblocks
9. Begin clearing roads and streets
10. Begin to determine the types and amount of outside assistance you may need
11. Notify the County Emergency Management Director
12. Notify Wisconsin Emergency Management
13. Begin public information activities and issue protective actions for the public if necessary
14. Hold one or more Command Staff briefings
15. Consult your agency's response checklist
16. Activate mutual aid agreements
17. Consider the need to declare a State of Emergency

B. 2-4 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Consider the need for 24-hour operations and the establishment of 12-hour shifts
4. Continue shelter operations as needed
5. Inform the hospital(s) of potential casualties
6. Begin preparations for establishing a pass system
7. Activate damage assessment team
8. Assign people to handle request for assistance and to track the needs of special populations
9. Assign people to track request for information on disaster victims
10. Assign people to track offers of assistance and donations
11. Continue clearing roads and streets
12. Determine how debris will be disposed
13. Begin to determine the public health effects of the disaster
14. Begin to consider the needs of special populations
15. Begin to take care of the needs of the responders
16. Consult your agency's response checklist
17. Hold one or more command staff briefings

C. 4-12 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Prepare for the next shift to take over

4. Consider the need for ongoing mutual aid
5. If necessary, activate the pass system
6. Continue to inform the hospital of potential casualties
7. Continue damage assessment activities, compile the information collected by the damage assessment teams, and report to the state
8. Continue clearing roads and streets
9. Take debris to an appropriate land fill
10. Prepare a prioritized list of repairs to critical facilities and transportation routes
11. Begin cleanup activities on public and private property
12. Continue to track the request for assistance and the needs of special populations
13. Continue to track request for information on disaster victims
14. Contact area churches for services related to hospitality/food for workers and victims; work crews as needed; and housing
15. Continue shelter operations as needed
16. Address the public health needs of the disaster victims and responders
17. Take care of the personal needs of the responders
18. Conduct several command staff briefings
19. Consult your agency's response checklist
20. Brief the next shift
21. Coordinate with utilities in the restoration of service
22. Anticipate and address public health issues

D. 12-24 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Continue operation of the pass system if necessary
4. Continue damage assessment activities and submit UDSR
5. Continue repairs to critical facilities
6. Consider the need for ongoing mutual aid
7. Inform the hospital(s) of casualties as necessary
8. Continue cleanup activities on public and private property
9. Take debris to an appropriate land fill
10. Coordinate with utilities in the restoration of service
11. Continue shelter operations as needed
12. Keep records of agency expenses
13. Anticipate and address public health needs
14. Track the request for assistance and the needs of special populations
15. Continue to track request for information on disaster victims
16. Conduct several command staff briefings during each shift
17. Brief the next shift

E. 24-48 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Continue operation of the pass system if necessary
4. Continue damage assessment activities and submit UDSR
5. Continue repairs to critical facilities

6. Consider the need for ongoing mutual aid
7. Continue cleanup activities on public and private property
8. Take debris to an appropriate land fill
9. Coordinate with utilities in the restoration of service
10. Continue shelter operations as needed
11. Keep records of agency expenses
12. Anticipate and address public health needs
13. Continue to track the request for assistance and the needs of special populations
14. Continue to track request for information on disaster victims
15. Coordinate activities of volunteers assisting with cleanup efforts
16. Begin planning for reentry and long-term recovery
17. Conduct several command staff briefings during each shift
18. Brief the next shift

F. 48-?

1. Continue public information activities
2. Continue operation of the pass system if necessary
3. Continue damage assessment activities and submit UDSR
4. Provide updated damage estimates to the state
5. Consider the need for ongoing mutual aid
6. Inform the hospital(s) of casualties as necessary
7. Continue cleanup activities on public and private property
8. Take debris to an appropriate land fill
9. Coordinate with utilities in the restoration of service
10. Continue shelter operations as needed
11. Keep records of agency expenses
12. Anticipate and address public health needs
13. Continue to track the request for assistance and the needs of special populations
14. Continue to track request for information on disaster victims
15. Coordinate the activities of volunteers assisting with cleanup efforts
16. Continue planning for reentry and long-term recovery
17. Provide people to participate in the preliminary damage assessment
18. Conduct several command staff briefings during each shift
19. Brief the next shift
20. Continue public information
21. Debriefing for public safety personnel
22. Consulting services for all participants

ACTION CHECKLISTS

The following are recommended action checklists. However, the facts and circumstances could require an alternate response.

First Responder

- A. Advise 9-1-1 and provide as much of the following information as is available:
 1. Location including municipality, address/intersection, landmarks, etc.
 2. Type of incident or disaster
 3. Incident effects (e.g. approximate number of trapped, injured, or dead; destroyed or damaged homes; etc.)
 4. Site accessibility (effects of downed trees, power lines, etc.)
 5. Other pertinent information

- B. Request law enforcement, fire, EMS, etc. response as appropriate.

- C. If possible, establish a Command Post (CP) in a safe area near the scene accessible to emergency vehicles. Advise 9-1-1 of CP location. Anticipate local Emergency Operating Center (EOC) activation.

Village President

- A. Assist the Emergency Government Director or designated person in activating the Command Post (CP) and Emergency Operations Center (EOC).

- B. Report to the EOC.

- C. Ensure that the Emergency Government Director or designated person provides an initial damage assessment and casualty report.

- D. When appropriate, ensure that the Emergency Government Director and community officials brief the EOC staff as to the status of the disaster.

- E. Be ready to issue a declaration of emergency.

- F. When appropriate, ensure the Public Information Officer (POI) and/or designated person is notified and reports to the EOC.

- G. Activate damage assessment activities if needed.

- H. In consultation with the Emergency Government Director, determine whether county, state, or federal assistance should be requested. Local and county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.

Emergency Government Director

- A. Report to the EOC.
- B. Ensure that city officials and county emergency management director have been notified, key facilities warned, sirens activated, etc.
- C. Activate the Municipal EOC (see Appendix E). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
- D. Obtain initial Uniform Disaster Situation Report and other relevant information. Relay this information to the Village President and to the County Emergency Management Director.
- E. Conduct regular briefings of EOC staff as to the status of the situation.
- F. Evaluate available resources, including personnel, by checking with EOC staff. If deficiencies exist, act to obtain the needed resources.
- G. Ensure that all department/agencies heads have begun to keep separate and accurate records of disaster-related expenditures.

Village Administration

- A. Maintain communication with the EOC.
- B. Maintain records indicating Village expenses.
- C. Assist in the damage assessment process by:
 - 1. Providing information regarding the dollar value of property damaged as a result of the disaster.
 - 2. Providing information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed by the disaster.
- D. Delegate authority to department directors to permit acquisition of equipment and supplies if needed following a disaster.
- E. Assign department director account numbers to which emergency expenditures may be charged.

Cottage Grove Police Department

- A. Notify Police Department staff and that they report as the situation directs.
- B. Secure the affected area, perform traffic, and crowd control. Set up the emergency pass system.
- C. Participate in warning the public as the situation warrants.
- D. Determine the scope of the incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
- E. Report the above information to the appropriate law enforcement agencies.
- F. Establish a staging area, designate a CP, and establish initial command until relieved.
- G. If appropriate and available, dispatch a communication's vehicle to the scene of the disaster.
- H. Other responsibilities may include:
 - 1. Enforcing curfew restrictions in the affected area.
 - 2. Coordinate the removal of vehicles blocking evacuation or other response activities.
 - 3. Assist the medical examiner with mortuary services.
 - 4. Assist with search and rescue activities.
 - 5. If the County EOC is activated, establish and maintain contact with the person representing law enforcement.
 - 6. Try to anticipate the department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, implement mutual aid agreements with other law enforcement agencies.

Cottage Grove Fire

- A. Establish and/or respond to the designated EOC and/or CP.
- B. Assist in warning the affected population as the situation warrants.
- C. Rescue injured/trapped persons.
- D. Provide fire services including limited response to hazmat releases as needed.
- E. Designate a person to record the arrival and deployment of emergency personnel and equipment.

- F. Assist law enforcement with evacuation, if needed.
- G. Assist the municipal public works department and utilities with shutting down gas and electric service, if necessary.
- H. Other responsibilities may include:
 1. Assist with traffic control
 2. Assist with debris clearance
 3. If the county EOC is activated, establish and maintain contact with the person representing fire services.
 4. If the Madison Fire Department is needed for a hazmat response, obtain assistance through Dane County 9-1-1.
 5. If additional assistance is necessary, use mutual aid agreements and/or contracts with other fire departments.

Deer Grove EMS

- A. Assist in evacuating special needs facilities as needed.
- B. Coordinate emergency medical care to victims (hospitals and ambulances).
- C. Establish a triage area for victims.
- D. Coordinate medical transportation for victims.
- E. Establish a staging area in the community.

Cottage Grove Public Works Department

- A. When necessary, ensure that all department personnel have been alerted and that they report as the situation directs.
- B. Report to the EOC/CP as needed.
- C. Review the disaster situation with field personnel and report the situation to the Emergency Government Director.
- D. Maintain transportation routes.
- E. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
- F. Coordinate with law enforcement travel restrictions/road closures within the municipality.
- G. Provide emergency generators and lighting.

- H. Assist with traffic control and access to the affected area.
- I. Assist with search and rescue activities as may be requested.
- J. As necessary, assist utilities with the shutdown of gas and electric services.
- K. As necessary, establish a staging area for public works.
- L. Report public facility damage information to the damage assessment team.
- M. If the county EOC is activated, establish and maintain contact with the county highway commissioner.

Dane County Human Services

- A. Coordinate activities of agencies which provide human service-type activities.
- B. Report to the county emergency operations center, if activated.
- C. Coordinate with the Red Cross in opening and managing shelters in the municipality.
- D. Ensure canteen is set up to feed emergency workers in the municipality.
- E. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to person with special needs.
- F. Provide necessary outreach services to citizens affected by emergency or disaster.
- G. Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
- H. Provide psychological counseling and crisis intervention to disaster victims.

Public Information Officer

- A. Function as the sole point of contact of the news media and public officials.
- B. Maintain liaison with the EOC and CP in order to stay abreast of the situation.
- C. Establish news media briefing room and brief the media at periodic intervals.
- D. If the situation escalates and the county EOC is activated, coordinate with the county PIO to prepare news releases.
- E. Conduct press tours of disaster areas within the municipality as the situation stabilizes.

- F. Assist the county in establishing a Joint Public Information Center.
- G. Assist the county with establishing a rumor control center.
- H. Issue protective action recommendations or public service advisories as directed by the chief elected official.

Damage Assessment Staff

- A. Record initial information from first responders such as law enforcement, public works, or fire services.
- B. Obtain the following *preliminary* information:
 - 1. Number of fatalities
 - 2. Number of critical/minor injuries
 - 3. Number of home/business damaged/destroyed
 - 4. Number of power/telephone lines damaged
 - 5. Number of public facilities such as highways, roads, bridges, etc. damaged
 - 6. Number of people who are homeless or in shelters
- C. Within 8 hours, if necessary:
 - 1. Recount items in B above
 - 2. Estimate public and private damage
 - 3. Videotape and/or take photos of major damage
- D. Within 24 hours, if necessary:
 - 1. Update items in C above
 - 2. Complete updated report
- E. Provide damage assessment information to the county emergency management director to assist in the preparation of the Uniform Disaster Survey Report (UDSR).
- F. If the situation warrants, assist with the preparation of a local state of emergency declaration and forward to the county emergency management director.
- G. Plot damage assessment information on status boards in the EOC and plot damaged sites on the map.
- H. Record all expenditures for personnel, equipment, supplies, etc., and track resources.
- I. Prepare reports for the municipal public information officer.

Warning/Communications

- A. Warn the following:
 - 1. Cottage Grove Village Board
 - 2. Municipal Emergency Government Director
 - 3. County Emergency Management Director/Coordinator
 - 4. Municipal Emergency Operations Center representatives
 - 5. Special facilities

- B. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of portable radios, pagers, telephones, and FAX machines.

- C. Activate public warning system. This may consist of the county's emergency sirens, door-to-door visits, phone calls, and loudspeakers. Develop assignment on how alert, watch, and warning would be handled prior to a disaster or emergency.

- D. Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available includes portable radios, pagers, telephones, and FAX machines.

- E. Establish communications with command post if established.

APPENDIX A

LIST OF POSSIBLE HAZARDS

1. **Civil Disorder** – a breach of civil order or peace or a public disturbance
2. **Drought** – a period of abnormally dry weather sufficiently prolonged to cause a serious hydrologic imbalance. There are two types – agricultural and hydrologic.
3. **Earthquake** – a shaking or trembling, sometimes violent movement of the earth’s surface.
4. **Energy Emergency** – any major loss or shortage in electrical power, natural gas, fuel, or heating oil. Dane County experienced numerous short-term electrical outages mostly limited in scope and duration. Outages in 1976, 1991, and 1993 due to severe weather were prolonged. There has never been a major loss or shortage in natural gas, fuel, or heating oil.
5. **Epidemic**- A widespread occurrence of an infectious disease in a community at a particular time.
6. **Fire** – uncontrolled burning on grasslands, brush or woodlands (wildfire), or in residential, commercial, or industrial properties in developed areas (urban fire).
7. **Flood** – partial or complete inundation of normally dry land from overflow of inland waters or unusual or rapid accumulation or runoff of surface waters.
8. **Hazardous Materials Incidents** – involve the accidental release of hazardous substances from facilities that produce, use or store them in the area, or the accidental release of substances from vehicles transporting them through and/or close to the area. Incidents can include deliberate dumping of hazards substances by unknown individuals. Hazardous substances facilities required to report to area, county and state agencies are listed in an attachment to this plan.
9. **Heat Wave** – three consecutive days of 90 degrees or more Fahrenheit temperatures and elevated heat indices (HI).
10. **Major Transportation Incidents** – any incident that requires three or more mutual aid jurisdictions to respond (multiple vehicles, bus, train, aircraft crashed) or that disrupts community functions for a prolonged period.
11. **Nuclear Attack** – an attack upon the United States using nuclear weapons.
12. **Pandemic** – An epidemic which spreads over multiple continents or countries.
13. **Severe Thunderstorms/Tornadoes** – a thunderstorm is an electrical storm accompanied by heavy rain and possibly high winds and hail. A tornado is a violently rotating column of air nearly always visible as a funnel shape. Dane County experiences 5 to 10 severe thunderstorms per year and has recorded more tornado touchdowns than any other Wisconsin County.
14. **Winter Storms** – a blizzard occurs when sustained wind speeds of >35 mph are accompanied by heavy snow or large amounts blowing or drifting snow. An ice storm occurs when rainfall meets cold and dry air near the ground, freezes, and accumulates on exposed surfaces. The ice storm in 1976 caused power outages and prompted a Presidential Disaster Declaration for Dane County.
15. **Plane Crash** – a plane crash could occur in the area or at the Dane County Municipal Airport less than 10 miles away.

16. **Terrorism** – any unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Terrorist activities often use nuclear devices or material and biological and chemical weapons (NBC). NBC weapons differ from other terrorist devices because they utilize military chemical and biological warfare agents or radioactive materials as a primary ingredient. Terrorists have the means, motive, and opportunity. NBC weapons are easy to make and have far-reaching effects.

Weapons of mass destruction differ from hazard materials in that WMD involve super toxic material often difficult to identify, mass casualties, many fatalities, mass decontamination, an unusual risk to emergency responders and the public, crime scene/evidence preservation, interaction of multi-agency response (federal/state/local), and scene communication overload. Additionally, WMD incidents create chaos and mass hysteria, overwhelm resources, kill responders, and are preceded by pre-incident indicators. Primary indicators of an NBC attack include the victim's symptoms, mass casualties, casualty patterns, dissemination devices, and warning given, or credit taken. Secondary indicators include dead animals or birds, statements of victims, things out of place, and unexplained liquids or smells.

Emergency preparedness and planning includes measures for prevention, immediate incident response, and post-incident recovery. Most jurisdictions have response elements in place with the ability to meet normal emergency response needs such as fire hazmat, law enforcement, and EMS. The command structure identifies, notifies, and isolates the area by establishing zones and site security, protecting through evacuation, providing shelter, and utilizing necessary resources.

To identify possible targets of terrorism, planners should consider those locations with a history, an increased potential given statistical research, and a particular community reputation. Also, targets may be influenced by the potential risk to the population, property, and infrastructure. Common sites include symbolic places, places that attract media attention and mass panic, government buildings, public/commercial facilities, recreational facilities, industry, transportation, utilities, hospitals/medical center, academic institutions, and special community events/festivals.

NBC outcomes include mass casualties, panic, confusion, overwhelm emergency response systems, disruption of normal city routine, closing and decontaminating facilities, and lacking faith in the government and its emergency response system.

Nuclear weapons are made of radioactive material. People acquire them by breathing in, swallowing food, and absorption through the skin. Biological weapons are living organisms in the form of a bacteria, virus, or toxin. People acquire them by breathing in, breaks in the skin, injections, eating, or drinking. Symptoms include flu-like symptoms

over a period of days. These weapons are often used in heavily populated enclosed areas such as airports. Chemical weapons are best used indoors and affect the nervous and respiratory systems. People acquire them by breathing in, direct contact, eating, and drinking. Symptoms include red eyes, choking, vomit, dizziness, convulsions, and vision. The affects can begin within minutes of exposure. Indicators include fogs, liquids, containers, and other dead animals. Often, NBC weapons are often invisible and hidden.

NBC weapons are often placed in fire extinguishers, bottles, and air conditioners. Those exposed to these weapons should cover their nose, take short breaths, move away from the scene, and decontaminate themselves by removing clothes, washing off, and notifying the authorities. When warning authorities, give the location, number of victims and symptoms.

APPENDIX B

SAMPLE MUNICIPAL DISASTER PROCLAMATION

WHEREAS, a disaster, namely _____ has struck the Village of Cottage Grove; and

WHEREAS, because of such emergency conditions, the Village Board is unable to meet with promptness;

NOW THEREFORE, pursuant to State Statutes 66.0314 and 323, as Chief Elected Official of the Village of Cottage Grove, I do hereby proclaim a state of emergency in effect until further notice.

Done at the Village Hall this _____ day of _____, 20____.

Village President

Ratifies by Resolution No. _____ of the Village Board on the _____ day of _____, 20____ by a vote of _____ for, _____ against.

APPENDIX C

NOTIFICATION LIST

Cottage Grove Police Department	9-1-1
Cottage Grove Fire Department	9-1-1
Deer Grove EMS	9-1-1
Dane County Sheriff's Office	9-1-1
Dane County Emergency Management	9-1-1
Cottage Grove Public Works	608/839-5813
WI Division of Emergency Management	800/943-0003
American Red Cross, Badger Chapter	608/233-9300
Salvation Army	608/256-2321
Dane County Human Services	608/873-5636
Dane County Public Health	608/846-4509
Dane County Coroner	9-1-1
Chem Trek	800/424-9300
Wisconsin DNR (Local Warden)	800/943-0003
National Response Center	800/424-8802
Wisconsin Central Railroad	715/345-2462
University Hospital	608/263-6400
St. Mary's Hospital	608/251-6100
Meriter Hospital	608/267-6000
Stoughton Hospital	608/873-6611
WI State Patrol – Southwest Region Headquarters	608/846-8500 (General)

ANNEX 1

PUBLIC INFORMATION OFFICER

Responding to disasters cannot occur without the media being involved. While many consider the media intrusive, others find news representatives effective at communicating important information to the general public. The media receives information from the affected community's public information officer ("PIO"). The PIO functions as a spokesperson; a news coordinator; a liaison with county, state, federal, and other PIOs; answers phones; and monitors the media. The PIO gathers, verifies, and processes information; gets authorization to publicize certain information; makes multiple copies of relevant updates and/or posts them on the internet; and presents at news conferences or organizes for another spokesperson. The PIO will be assigned by the Chief Elected Official.

SETTING UP THE MEDIA CENTER OR BRIEFING AREA

Media briefing centers can be established in many places, but there are a few common criteria to consider:

- **Space** for many reporters and cameras,
- **Heat** if in the winter,
- **Electricity** for copy machines, phones, fax machines, and
- **Restrooms** for your staff and theirs.

Long-term incidents may require:

- **Staffing** the center with 24-hour assistance to answer questions on locations, hotels, restaurants, etc. The staff can also provide news releases while not required to answer media questions about current issues. Consider this staff team as "hosts".
- **Access and security** for the media center using a deputy or someone to keep watch over the equipment if you supply a room for the media to work in.
- **Media alert system** to use when events occur after the media left for the night.
- **Phone connections** adequate to the responders' and reporters' needs.
- **Messengers** to help deliver information to various sites.
- **Adequate space** for setting up cameras to get good angles, seating for an audience if needed in front of the cameras. A place to set the microphones without blocking the camera or audience views.
- Enough **amps** to cover broadcast equipment, lighting, computers, etc.
- **Parking space** for cars, sites for satellite trucks so they can get a clear shot to their satellite, an awning or covering if the news conferences need to be held outdoors.
- **Food and coffee** for your staff and the reporters.
- **Provision for posting** news releases and other information, such as bulletin boards.
- **Tape and video recorders** to monitor the media.
- **Back up communications** such as cell phone and ham radio operators.
- **Private meeting room** for one-on-one meetings without the media present, so as not to announce unconfirmed, inaccurate information.
- **Set up a safe haven** for participants who need to relax away from reporters and others such as victims' families.

SUGGESTED MEDIA DO'S

1. **Bridge the conversation** to move a conversation from where the interviewer wants it to be to where you want it.
2. **Turn a negative question into a positive response.** While the negative should be acknowledged, it is possible to move right into the positive without pausing or to make the perceived negative a positive.
3. **Project appropriate, positive, nonverbal language** such as a warm smile and firm handshake.
4. **Do your homework** on the subject matter, interviewer, and audience. Practice the presentation if there is time.
5. **Keep major point in mind when making statement**, particularly when responding to reporters' questions. Speak in 30-second quotes, since 30-second answers usually go on air as stated. Stay with the facts, particularly in spot news situations. Keep major points you want to make in mind when making any statement, and particularly when responding to reporters' questions. If you have a major theme that you hit over and over, you will probably get your message across in at least one "sound bit" or quote.
6. **Emphasize sincere interest in the health and safety of the public.**
7. **Be cooperative, courteous, and considerate**, even when questions become direct and/or uncomfortable. Avoid open animosity with the interviewer and any other members of the media staff. Always exhibit a cooperative attitude. An uncooperative attitude communicates deception to the public. Try to supply the media with adequate facilities, handouts, and advance speech manuscripts when possible.
8. **Know the interviewer** by getting his/her full name, position, title, and the publisher's or station managers too. Get to know personally the editor or other reporters before an emergency. When an interview is anticipated, find out what the reporter hopes to communicate to avoid any hidden agendas.
9. **Be prompt in releasing pertinent facts and figures.**
10. **Appear honest and never lie** even when the interviewer is asking embarrassing questions. Someone in the audience will know the truth, even if the reporter does not. However, it is likely that the reporter knows the answer to a question before it is asked, and nothing can make you look worse than being caught in an untruth before an audience. This does not mean prejudicial or dangerous information should be released. There is much that should not be said and that does not affect public health or safety. If releasing certain information will do harm, or intensify a situation, let the interviewer know. They will often cooperate and seldom want to suffer the repercussions of releasing the information.

QUALITIES TO CONSIDER WHEN ASSIGNING ROLES AS PIO, SPOKESPERSON, OR MEDIA LIAISONS

PERSONAL QUALITIES

1. Credibility, appearance, authoritative stance
2. Sensitivity to the human element, empathy
3. Emotional stability
4. Logical thinker
5. Ability to focus on key issues quickly

PIO SKILLS

1. Writing
2. Public speaking
3. Organizational skills
4. People skills

Because not one person will meet all requirements, a team may be more effective. Ideally, the team should encompass people with as many skills as possible.

LIST OF LOCAL MEDIA WITH TELEPHONE NUMBERS

NEWSPAPERS

<u>The Herald Independent</u>	839-3261
<u>Wisconsin State Journal</u>	252-6100

RADIO STATIONS

<u>AM</u>		<u>FM</u>	
WHA (970)	263-3970	WERN (88.7)	263-3970
WTSO (1070)	274-5450	WORT (89.9)	256-2001
WMAD (1190)	271-1025	WMAD (92.1)	837-9262
WIBA (1310)	271-6397	WOLX (94.9)	281-1949
WTDY (1480)	273-1000	WMLI (96.3)	274-5450
		WMGN (98.1)	273-1000
		WIBA (101.5)	274-5450
		WNWC (102.5)	271-1025
		WZEE (104.1)	274-5450
		WYZM (105.1)	826-0077
		WMMM (105.5)	826-0077
		WWQM (106.3)	273-1000
		WSJY (107.3)	251-5656

TELEVISION STATIONS (Madison)

WISC-TV (CBS)	273-3333
WMTV (NBC)	274-1515
WHA-TV (PBS)	265-2302
WKOW-TV (ABC)	273-2727
WMSN-TV (Fox)	833-0047
Charter Communications	800-581-0081

ANNEX 2 COMMUNICATIONS AND WARNING

A. PURPOSE

This document describes the communications and warning system used by the community and how those systems MAY be used for emergency management purposes.

B. SITUATIONS

1. COMMUNICATIONS – Public safety communications (police, fire, EMS) in the community are provided and coordinated by the Dane County Public Safety Communications Center (9-1-1). This consolidated dispatch center uses computer-aided dispatch and enhanced 9-1-1. Community agencies use other communications systems, including:
 - a. Telephones
 - b. Fax machines
 - c. Cell Phones
 - d. E-mail
 - e. Local radio frequencies
2. WARNING – Community residents are or may be warned of actual or impending danger by any of several mechanisms including:
 - a. Commercial radio or television
 - b. Weather alert radios operated by the National Weather Service
 - c. Alert Monitor Receives, part of the Dane County Emergency Alert System (EAS) managed by Dane County Emergency Management
 - d. Outdoor Warning Sirens, managed by Dane County Emergency Management
 - e. Mobile public address (PA) systems and door-to-door operations
 - f. Reverse 911
3. The 9-1-1 Center is the primary activation point for Outdoor Warning Sirens, with back up from Dane County Emergency Management. Local radio and television stations participate in the County EAS.

C. ASSUMPTIONS

1. Disaster warning and communications should be based on regularly used systems.
2. Communications are frequently disrupted during disaster. Disruption may result from equipment breakdown or from poor coordination, system incompatibility, user error, and so forth.

3. Communications systems should support agency disaster response activities and joint incident management activities.
4. Some citizens will ignore, not hear or not understand warning of impending or actual disaster. For the most part the more people know about hazards and the effects of disaster, the more likely they will act appropriately when warned.

D. CONCEPT OF OPERATIONS/COMPREHENSIVE EMERGENCY MANAGEMENT

1. Cottage Grove and Dane County are jointly responsible for communications and warning. All agencies are responsible for understanding how to use communications systems daily and during disaster response, particularly when circumstances necessitate activation of the EOC. Dane County is responsible for operation and maintenance of the warning systems, and for coordinating warning messages through all parts of the population warning system (sirens, alert monitor receivers, commercial radio and television).
2. Mitigation
 - a. Develop, protect, and maintain communications and warning systems.
 - b. Identify and address vulnerabilities in warning and communications systems.
3. Preparedness
 - a. Analyze and address communications and warning resource requirements, including mechanisms for the hearing and/or visually impaired.
 - b. Coordinate communications and warning systems with the county and the state.
 - c. Integrate capabilities of amateur radio clubs and other groups.
 - d. Develop and implement appropriate emergency management educational programming via print and broadcast media including local cable access.
 - e. Emergency Preparedness planning.
 - f. Maintenance of equipment and supplies.
 - g. Personnel training.
 - h. Mutual aid agreements.
 - i. Emergency response exercises.
 - j. Contracts for services.
4. Response
 - a. Assess incident to determine needs and prioritize communications and warning response.
 - b. Joint incident management support [EOC/COP(s) as needed].

- c. Call in additional staff and resources as needed including mutual aid.
- d. Maintain records of expenditures, activities, etc.
- e. Other duties as appropriate.

5. Recovery

- a. Maintain communications and warning systems as long as needed.
- b. Phase down as appropriate.
- c. Return to normal activities.
- d. Compile records, forward copies to county EOC for possible state/federal reimbursement.
- e. Address critical incident needs if indicated.
- f. Review event at agency and community levels.
- g. Update plans/procedures.
- h. Identify mitigation opportunities.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Dane County Emergency Management, 9-1-1, and all community agencies are responsible for activities described in this annex. Community agencies will also analyze and address their own communication needs. Dane County Emergency Management will support plan development.

F. DIRECTION AND CONTROL/INCIDENT MANAGEMENT

During routine activity, established procedures for incident management will govern. Some events, due to their duration or other factors, may require coordinated site management. In these cases, all appropriate agencies will be represented at the CP and support will be provided through established structures. During major emergencies and disasters, the provisions set forth in the Emergency Plan will govern.

G. ADMINISTRATION AND LOGISTICS

Each agency maintains a complete inventory of communications equipment. Dane County Emergency Management maintains a complete inventory of sirens and Alert Monitor Receivers.

H. PLAN DEVELOPMENT AND MAINTENANCE

Community agencies and Dane County Emergency Management are jointly responsible for developing and maintaining this Annex.

LIST OF RADIO FREQUENCIES

VILLAGE OF COTTAGE GROVE

154.115 Police Department

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA)

162.400, 162.425, 162.475, 162.500, 162.550 MHz

SHERIFF'S DEPARTMENT

155.655

WISCONSIN STATE PATROL

154.935

FIRE DEPARTMENT AND FIRST RESPONDERS

154.400

ESTABLISHED PASS SYSTEM

Disasters may occur at any time, often with little or no warning, as a result of acts of nature or human activity. The Cottage Grove Police Department has a responsibility in the event of a disaster to protect human life and property.

To achieve these goals, it may be necessary to limit or control access into areas of the village impacted by a disaster. As such, the CGPD has developed a “Pass System” for controlling who is allowed into a secured area.

The “Pass System” consists of two forms: A Yellow Work Pass and a Red Temporary Pass.

All persons entering and working in a secured area are always required to wear said pass in plain view, and persons shall check-in and check-out with the duty police officer or firefighter at the secured area’s designated entrance.

Any person found in a secured area who does not possess a valid work or temporary pass shall be immediately taken from the secured area by a law enforcement officer and said person shall be subject to arrest. (This includes arresting media if in a prohibited area.)

WORK PASSES are valid indefinitely when issued. Work passes shall be used by utility and construction personnel, law enforcement personnel, firefighters, medical personnel including first responders, emergency government and state officials, and other persons designated by the Emergency Government Director, the CGPD, and the Incident Commander, as having need for said pass.

TEMPORARY PASSES are valid for up to eight hours when issued. The exact expiration time shall be recorded at the time of issuance. Persons issued temporary passes shall at all times wear and display them in plain sight while in the secured area. In addition, persons issued temporary passes are required to check-in and check-out with the duty police officer or firefighter at the designated area entrance.

WORK AND TEMPORARY PASSES are to be issued by the CGPD to those persons and/or organizations cleared to receive said passes by the Emergency Government Director, Police Chief, and Incident Commander.

ORDINANCE -2020-
AMENDING CHAPTER
36 OF THE VILLAGE OF COTTAGE GROVE MUNICIPAL CODE

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

Section 36-1A. of the Municipal Code is amended to read:

To ensure that the Village of Cottage Grove will be prepared to cope with emergencies resulting from man-made or natural disasters, an emergency government organization is created to ~~carry out all~~ assist in carrying out emergency functions, other than functions for which the military forces are primarily responsible, to minimize and repair injury and damage resulting from fire, tornado or other natural or man-made causes.

Section 36-1C. of the Municipal Code is amended to read:

Chapter ~~166~~ 323 of the Wisconsin Statutes is incorporated into this chapter by reference.

Section 36-2 of the Municipal Code is amended to read:

~~Emergency Government Committee~~ Emergency Preparedness and Mobilization Committee

Section 36-2A. of the Municipal Code is amended to read:

~~How constituted. There is hereby created a Joint Emergency Government Committee with the Town of Cottage Grove. The Committee shall be a combination of appointive members, ex officio members and Committee appointed members deemed necessary or desirable to carry out its functions. Two members shall be appointed by the Board of the Village of Cottage Grove. At least one of such appointees shall be a member of the Village of Cottage Grove Board. The Committee shall elect a Chairman and Vice Chairman. The Chairman of the Committee will serve as acting Director of Emergency Government until such time as a Director is appointed. There is hereby created an Emergency Preparedness and Mobilization Committee. The Committee shall consist of the Village President, a Village Board member appointed by the Village Board, the Village Administrator, the Police Chief, the Fire Chief, the Emergency Medical Services Chief, and the head of every Village department. The Committee shall elect a Chairperson and Vice Chairperson. The Chairperson of the Committee will serve as acting Director of Emergency Government during times that the position of Director is not filled.~~

Section 36-2B. of the Municipal Code is amended to read:

Duties of the Emergency Preparedness and Mobilization ~~Government~~ Committee. The Emergency Preparedness and Mobilization ~~Government~~ Committee shall be an advisory and planning group and shall advise the Village Board and Emergency Government Director on all matters pertaining to emergency government. The Emergency Preparedness and Mobilization ~~Government~~ Committee shall meet ~~once a month or~~ on the call of the Chairperson.

Section 36-3A. of the Municipal Code is amended to read:

Appointment. The office of Director of Emergency Government is hereby created. The Director shall be the Chairperson of the Emergency Preparedness and Mobilization ~~Government~~ Committee until such time as the Village of Cottage Grove Board during times that the position of Director of Emergency Government is not filled.

Section 36-3B.(1) of the Municipal Code is amended to read:

The Director shall have direct responsibility for the organization, administration and operation of the emergency government organization subject to the supervision and control of the Village President and the Village Board. The Director ~~shall~~ is responsible for ~~coordinate~~ coordinating ~~all activities for~~ emergency government activities within the Village; and ~~shall maintain liaison and cooperate~~ with emergency government agencies and organizations of other political subdivisions and of the County, ~~and shall participate~~ participating in County and state emergency government activities upon request, and shall have such additional authority, duties and responsibilities as are authorized by this chapter, and as may from time to time be required by the Village Board.

Section 36-3B.(2) of the Municipal Code is amended to read:

The Director, with the assistance of the Emergency Preparedness and Mobilization ~~Government~~ Committee, shall prepare a comprehensive plan for the emergency government of the Village and shall present such plan to the Village Board for its approval. ~~When the Village Board has approved the plan by resolution, it shall be the duty of all municipal agencies and all emergency government forces of the Village of Cottage Grove to perform the duties and functions assigned by the plan as approved.~~ The plan may be modified in like manner.

Section 36-7A. of the Municipal Code is amended to read:

Upon declaration by the Governor, by the Village President or the Emergency Government Director in the absence of the Village President, or by the Village Board, of a state of emergency, the Director of Emergency Government ~~shall~~ may issue all necessary

proclamations as to the existence of such state of emergency and ~~shall~~ may issue such disaster warnings or alerts ~~as shall be required in~~ recommended by the emergency government plan.

Section 36-7B. of the Municipal Code is amended to read:

~~The emergency government organization shall take action in accordance with the emergency government plan only after the declaration of an emergency and the issuance of official disaster warnings. Such~~ A state of emergency shall continue until terminated by the issuing authority provided that any such declaration not issued by the Governor may be terminated at the discretion of the Village Board.

EFFECTIVE DATE

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

Adopted this _____ day of _____, 2020.

BY ORDER OF THE VILLAGE BOARD
VILLAGE OF COTTAGE GROVE

John Williams, Village President

Attest:

Lisa Kalata, Village Clerk

ORDINANCE -2020-
AMENDING CHAPTER
36 OF THE VILLAGE OF COTTAGE GROVE MUNICIPAL CODE

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

Section 36-1A. of the Municipal Code is amended to read:

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Section 36-1C. of the Municipal Code is amended to read:

Chapter ~~466~~ 323 of the Wisconsin Statutes is ~~herein~~ incorporated into this chapter by reference.

Section 36-2 of the Municipal Code is amended to read:

~~Emergency Government Committee~~ Emergency Preparedness and Mobilization Committees

Section 36-2A. of the Municipal Code is amended to read:

~~How constituted. There is hereby created a Joint Emergency Government Committee with the Town of Cottage Grove. The Committee shall be a combination of appointive members, ex officio members and Committee appointed members deemed necessary or desirable to carry out its functions. Two members shall be appointed by the Board of the Village of Cottage Grove. At least one of such appointees shall be a member of the Village of Cottage Grove Board. The Committee shall elect a Chairman and Vice Chairman. The Chairman of the Committee will serve as acting Director of Emergency Government until such time as a Director is appointed. There is hereby created an Emergency Preparedness and Mobilization Committee. The Committee shall consist of the Village President, a Village Board member appointed by the Village Board, the Village Administrator, the Police Chief, the Fire Chief, the Emergency Medical Services Chief, and the head of every Village department. The Committee shall elect a Chairperson and Vice Chairperson. The Chairperson of the Committee will serve as acting Director of Emergency Government during times that the position of Director is not filled.~~

Section 36-2B. of the Municipal Code is amended to read:

Duties of the Emergency Preparedness and Mobilization Government Committee. The Emergency Preparedness and Mobilization Government Committee shall be an advisory and planning group and shall advise the Village Board and Emergency Government Director on all matters pertaining to emergency government. The Emergency Preparedness and Mobilization Government Committee shall meet ~~once a month~~ or on the call of the ~~Chairman~~person.

Section 36-2C. of the Municipal Code is created to read:

There is hereby created a Joint Emergency Government Committee with the Town of Cottage Grove. The Committee shall be a combination of appointive members, ex officio members and Committee-appointed members deemed necessary or desirable to carry out its functions. Two members shall be appointed by the Board of the Village of Cottage Grove. At least one of such appointees shall be a member of the Village of Cottage Grove Board. The Committee shall elect a Chairperson and Vice Chairperson.

Section 36-2D. of the Municipal Code is created to read:

Duties of the Joint Emergency Government Committee. The Joint Emergency Government Committee shall be an advisory and planning group and may advise the Village Board and Emergency Government Director on matters relevant to joint emergency operations with the Town of Cottage Grove. The Emergency Government Committee shall meet on the call of the Chairperson.

Section 36-3A. of the Municipal Code is amended to read:

Appointment. The office of Director of Emergency Government is hereby created. The Director shall be the ~~Chairman~~person of the Emergency Preparedness and Mobilization Government Committee until such time as the Village of Cottage Grove Board ~~appoints~~ during times that the position of a Director of Emergency Government is not filled.

Section 36-3B.(1) of the Municipal Code is amended to read:

The Director shall have direct responsibility for the organization, administration and operation of the emergency government organization subject to the supervision and control of the Village President and the Village Board. ~~He/she~~ The Director shall ~~is responsible for~~ coordinate ~~coordinating all activities for~~ emergency government activities within the Village, and ~~shall maintain liaison and cooperate~~ with emergency government agencies and organizations of other political subdivisions and of the County, ~~and shall participate~~ participating in County and state emergency government activities upon request, and shall

have such additional authority, duties and responsibilities as are authorized by this chapter, and as may from time to time be required by the Village Board.

Section 36-3B.(2) of the Municipal Code is amended to read:

The Director, with the assistance of the Emergency Preparedness and Mobilization Government Committee, shall prepare a comprehensive plan for the emergency government of the Village and shall present such plan to the Village Board for its approval. ~~When the Village Board has approved the plan by resolution, it shall be the duty of all municipal agencies and all emergency government forces of the Village of Cottage Grove to perform the duties and functions assigned by the plan as approved.~~ The plan may be modified in like manner.

Section 36-7A. of the Municipal Code is amended to read:

Upon declaration by the Governor, by the Village President or the Emergency Government Director in the absence of the Village President, or by the Village Board of a state of emergency, the Director of Emergency Government ~~shall~~ may issue all necessary proclamations as to the existence of such state of emergency and ~~shall~~ may issue such disaster warnings or alerts ~~as shall be required in~~ recommended by the emergency government plan.

Section 36-7B. of the Municipal Code is amended to read:

~~The emergency government organization shall take action in accordance with the emergency government plan only after the declaration of an emergency and the issuance of official disaster warnings. Such~~ A state of emergency shall continue until terminated by the issuing authority provided that any such declaration not issued by the Governor may be terminated at the discretion of the Village Board.

EFFECTIVE DATE

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

Adopted this _____ day of _____, 2020.

BY ORDER OF THE VILLAGE BOARD
VILLAGE OF COTTAGE GROVE

John Williams, Village President

Attest:

Lisa Kalata, Village Clerk

VILLAGE OF COTTAGE GROVE OPERATOR'S LICENSE APPLICATION

New _____

Renewal _____

Please print or type all required information. All questions on 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 operator's 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 Driver's License or I.D. Card. The annual licensing period is from July 1 through June 30.

Full Name: _____

First

Middle

Last

Complete Address: _____

Street Address

City/State/Zip Code

Phone Number (h) _____ (w) _____

Driver's License Number: _____

Previous Names: _____ Date of Birth: _____

List all previous addresses within the past 3 years:

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.

- Have you ever been convicted of any of the following:**

A. A felony.	Yes _____	No _____
B. Illegally purchasing, selling or providing alcoholic beverages.	Yes _____	No _____
C. Violation of closing hours at a licensed premises.	Yes _____	No _____
D. Operating a motor vehicle while under the influence of drugs and/or alcohol. If yes, give municipality and date.	Yes _____	No _____
E. A violation of an alcohol beverage law, regulation or rule not specified above.	Yes _____	No _____
- Have you ever 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 Cottage Grove ordinance?** Yes _____ No _____
- Have you ever had any alcohol beverage license revoked, suspended or not renewed?** Yes _____ No _____

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 shall 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 driver's license check.

Signature _____ Date _____

All applicants must specify Name, address and phone of the establishment they will employed. Also the name of supervisor if we have any questions.

Name address & phone number of Establishment:

Name of Supervisor:

Date and Location of Responsible Beverage Server Course

Date: _____

Location: _____

For Village Clerk's Use Only

Date Received _____

Fees Received _____

Receipt # _____

Background Completed

Approved or Denied

Date Issued _____

License # _____

Legal Review if Denied

VILLAGE OF COTTAGE GROVE OPERATOR'S LICENSE APPLICATION

New _____

Renewal _____

Please print or type all required information. All questions on 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 operator's 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 Driver's License or I.D. Card. The annual licensing period is from July 1 through June 30.

Full Name: _____
First Middle Last

Complete Address:

Street Address _____ City/State/Zip Code _____

Phone Number (h) _____ (w) _____

Driver's License Number: _____

Previous Names: _____ Date of Birth: _____

Sex: Male or Female Race _____

List all previous addresses within the past 3 years:

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. Have you ever been ~~arrested, convicted of or are you currently charged with~~ any of the following:

- | | | |
|--|----------------------|---------------------|
| A. A felony. | Yes _____ | No _____ |
| B. Illegally purchasing, selling or providing alcoholic beverages. | Yes _____ | No _____ |
| C. Violation of closing hours at a licensed premises. | Yes _____ | No _____ |
| D. Operating a motor vehicle while under the influence of drugs and/or alcohol. If yes, give municipality and date. | Yes _____ | No _____ |
| E. A violation of an alcohol beverage law, regulation or rule not specified above. | Yes _____ | No _____ |
| F. Disorderly conduct, criminal damage to property or obstructing an officer | Yes _____ | No _____ |

2. Have you ever 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 _____

3. Do you presently have any overdue or outstanding forfeitures resulting from a violation of any ~~county, state or local~~ Cottage Grove ordinance? Yes _____ No _____

4. Have you ever had any alcohol beverage license revoked, suspended or not renewed? Yes _____ No _____

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 shall 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 driver's license check.

Signature _____ Date _____

All applicants must specify Name, address and phone of the establishment they will be employed. Also the name of supervisor if we have any questions.

Name address & phone number of Establishment:

Name of Supervisor:

Date and Location of Responsible Beverage Server Course

Date: _____

Location: _____

For Village Clerk's Use Only

Date Received _____

Fees Received _____

Receipt # _____

Background Completed

Approved or Denied

Date Issued _____

License # _____

Legal Review if Denied

RESOLUTION NO. 2020-08

**VILLAGE OF COTTAGE GROVE
GUIDELINES FOR ISSUANCE OF ALCOHOL BEVERAGE LICENSES**

WHEREAS, the Village of Cottage Grove (“Village”) issues alcohol beverage licenses (“License(s)”) pursuant to Chapter 125 of the Wisconsin Statutes and Chapter 109 of the Village ordinances; and

WHEREAS, the Village recognizes that the granting of a License is a privilege and not a right, and further wishes to promote and protect the health, safety and welfare of its residents and the general public; and

WHEREAS, Wisconsin law states that Licenses may only be issued to a person who is not a habitual law offender, who has not been convicted of a felony, or who does not have an arrest or conviction record subject to Wisconsin Statutes 111.321, 111.322 and 111.335; and

WHEREAS, Wisconsin law specifically states at Wisconsin Statutes 111.335(3)(a) that it is lawful for a village board to deny a License if an applicant has been convicted of any felony, misdemeanor, or other offense which substantially relates to the circumstances of the licensed activity; and

WHEREAS, denial of a License based on illegal conduct has been upheld by the Wisconsin Supreme Court in the case *State ex rel. Smith v. Oak Creek*, 139 Wis. 2d 788 (1987); and

WHEREAS, the Village wishes to provide general guidelines with respect to review and approval or denial of Licenses when the applicant has a conviction record in order to promote consistency and fairness in the review process; and

WHEREAS, the Village recognizes that each application and applicant is unique and that independent review is essential to the Village Board’s proper exercise of its discretion when determining whether to grant or deny a License.

NOW, THEREFORE, based on the above recitals, which are incorporated by reference, the Village Board hereby adopts the following guidelines for reviewing License applications from applicants as follows:

1. OVERVIEW OF RELEVANT PORTIONS OF LICENSE REVIEW PROCESS.

All applications and applicants are subject to a background check. The Cottage Grove Police Department (CGPD) completes the initial review of the application and background check. The CGPD then forwards a recommendation along with a list of the applicant’s prior convictions to the Clerk and/or Village Board for consideration. The Village Board has final authority to approve or deny issuance of the License.

2. OWI.

The Village has generally found convictions for operating while intoxicated (“OWI”) or similar offenses are substantially related to the duties and responsibilities associated with selling or serving alcohol beverages. Such convictions demonstrate a lack of responsibility and judgment because operating while intoxicated is inherently dangerous. Further, such offenses show an inability to know when someone else is intoxicated, which is important for selling or serving alcohol. The following types of convictions have generally been found to be substantially related to holding a License:

- A. Operating Under the Influence of an Intoxicant or Other Drugs, under Wisconsin Statutes 346.63, local ordinances in conformity therewith, or other similar laws from other states, (commonly referred to as OWI, OWPBAC, PBAC, DWI, or DUI); or
- B. Driving any vehicle while under the influence of alcohol or operating a vehicle with a detectable amount of a restricted controlled substance in his or her blood; or
- C. Injuring any person or damaging any property while operating a vehicle under the influence of alcohol or other drugs.

The Village has generally found OWI convictions within one (1) year of application for a License are grounds for denial of a License. The Village has also generally found two or more OWI convictions within 5 years of application for a License can be grounds for denial of a License.

3. UNDERAGE DRINKING.

The Village has generally found as follows:

- A. An underage drinking conviction which is the same as or similar to Wisconsin Statutes 125.07 (3) or (4) within one year of application or two or more convictions within five years of application is substantially related to the duties and responsibilities associated with selling or serving alcohol beverage licenses and typically grounds for denial. This offense is substantially related to holding a License because it establishes the applicant is not responsible in regards to alcohol or the laws regulating the sale or use of alcohol.

4. SERVICE TO UNDERAGE PERSONS.

The Village has generally found as follows:

- A. Two convictions within one year of application for service to underage persons, or an offense which is the same as or similar to Wisconsin Statutes 125.07(1) (a), is substantially related to the duties and responsibilities associated with alcohol beverage licenses, and is typically grounds for denial. Such a conviction establishes a lack of judgment and responsibility regarding the seriousness of the effect alcohol has on minors. It also demonstrates a lack of diligence in ensuring alcohol is not provided to minors.

5. MISCELLANEOUS CONVICTIONS.

The Village has generally found that the following convictions are substantially related to the duties and responsibilities associated with alcohol beverage licenses.

- A. Manufacturing, distributing or delivering a controlled substance or controlled substance analog under Wisconsin Statutes 961.41(1).
- B. Possessing, with intent to manufacture, distribute or deliver, a controlled substance or controlled substance analog under Wisconsin Statutes 961.41(1m).
- C. Possessing, with intent to manufacture, distribute or deliver, or manufacturing, distributing or delivering a controlled substance or controlled substance analog under a federal law or law of another state that is substantially similar to Wisconsin Statutes 961.41(1) or (1m).
- D. Possessing any of the materials listed in s. 961.65 with intent to manufacture methamphetamine under that section or under a federal law or a law of another state that is substantially similar to Wisconsin Statutes 961.65.
- E. Possessing Controlled substances as regulated by Chapter 961.

The Village has generally found any conviction for possession of a controlled substance within one year of application for a License are grounds for denial. The Village has also generally found two or more such convictions within 5 years of application for a License can be grounds for denial of a License.

6. OVERALL CONVICTION RECORD.

Other convictions not specifically listed above may also be grounds for denial of a License.

7. DISCRETION EXERCISED BASED ON INDIVIDUAL CIRCUMSTANCES.

This general policy is intended to provide guidance and promote consistency. It is not intended to, and shall not, substitute for individual review and consideration of an applicant's request for a License. Each application shall be evaluated to determine whether the applicant is qualified to hold a License consistent with Wisconsin law.

If the CGPD recommends denial of a License, an applicant may request an opportunity to speak before the Village Board. The applicant may choose to have such a meeting in open or closed session.

8. FALSE INFORMATION ON APPLICATION

If an applicant for a License provides any false, misleading, or incomplete information on the License application, it may be grounds for denial.

9. AMENDMENT.

This summary is solely intended to serve as guidance to the Village when reviewing applicants who have a conviction record. The Village may amend, revise or eliminate these guidelines at any time.

EFFECTIVE DATE

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

Adopted this ____ day of _____, 2020.

BY ORDER OF THE VILLAGE BOARD
VILLAGE OF COTTAGE GROVE

John Williams, Village President

Attest:

Lisa Kalata, Village Clerk



MEMO DATE: June 30, 2020
MEETING DATE: July 6, 2020

TO: Village Board
Matt Giese, Administrator

FROM: Lisa Kalata, Clerk

RE: **WEC CARES Act Subgrant Program**

OVERVIEW/BACKGROUND

Under the Coronavirus Aid, Relief and Economic Security (CARES) Act, the Wisconsin Elections Commission (WEC) was awarded funds on April 6th to help “prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.” The WEC produced a plan to distribute a majority of these funds to municipalities through the WEC CARES Subgrant program to help them prepare for the remainder of the 2020 election year. The Elections Commission authorized a \$4.1 million WEC CARES subgrant program for municipalities to offset pandemic-related elections costs. The approved WEC CARES Subgrant program provides a \$200 base amount plus an additional \$1.10/per registered voter. This means that if a municipality has 100 registered voters, the municipality will receive the base \$200 plus \$1.10/per those 100 registered voters. That total amount the municipality would receive is \$310.00.

Attached is the agreement with allowable uses and reporting requirements. The Village of Cottage Grove would receive approximately \$5,000, which would offset the amount of postage that will be used for both the August and November elections for absentee ballot requests.

STAFF RECOMMENDATION

Staff recommends **APPROVAL** of the WEC CARES Act Subgrant Program.



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

2020 HAVA CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) SUBGRANT PROGRAM

WEC CARES SUBGRANT AGREEMENT, TERMS AND CERTIFICATION

The purpose of this agreement is to certify that my jurisdiction will use the CARES Subgrant funds solely for costs incurred due to the pandemic affecting the 2020 federal elections and in accordance with the Code of Federal Regulations (CFR) Title 2, and the Wisconsin Election Commission's (the Commission's) documentation retention and reporting requirements.

I. ALLOWABLE USES

Purpose and Use of Funds. The CARES Act makes clear that grant funds are for ADDITIONAL costs associated with the national emergency related to coronavirus and are to be spent *"to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle."* Additional costs are those incurred outside of the jurisdiction's budgeted costs for the 2020 federal elections or those costs that are solely incurred due to the pandemic. For the purpose of this subgrant, those allowable uses span the period **January 20, 2020 through November 30, 2020** and include the seven following categories:

1. **ADDITIONAL BALLOT SUPPLIES, PRINTING, AND POSTAGE COSTS** for higher levels of absentee or vote by mail processes, including printers, scanners, and envelope openers costing less than \$5000 per unit.
2. **ADDITIONAL CLEANING SUPPLIES, CLEANING SERVICES AND PROTECTIVE EQUIPMENT** including additional disinfectants, wipes, paper towels, deep cleaning services for polling places pre- and post-election, masks, gloves, gowns, face shields, plexiglass, thermometers and other equipment for staff and poll workers' virus protection for in-person absentee voting sites, election day polling places and absentee central-count locations.
3. **ADDITIONAL STAFFING FOR PROCESSING** of higher levels of absentee ballot requests and absentee ballot tabulation, as expanded hours, overtime, Hazard Pay and associated benefits costs for election staff and poll workers or unbudgeted temporary election staff or poll workers and for additional staffing for cleaning polling locations and creating other protective measures.
4. **ADDITIONAL MAILINGS FOR PUBLIC COMMUNICATION** of changes in registration, absentee ballot request options, or voting procedures, including information on coronavirus precautions being implemented during the voting process.

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

5. ADDITIONAL ABSENTEE DROP-BOXES, installation, and security.
6. ADDITIONAL SPACE LEASING for new polling places when existing sites are closed or relocated due to the pandemic.
7. ACQUISITION OF ADDITIONAL EQUIPMENT necessary to process the higher volume of absentee ballots. This includes new automated letter opening equipment, paper folding machines, high speed or central count tabulators, and mobile IT equipment. (This “Equipment” category defined as costing equal or greater than \$5000 per unit. Equipment costs less than \$5000 should instead be reported under the applicable category above, most likely Additional Ballot Supplies. Additional reporting and documentation are required for allowable equipment purchases as outlined in the below referenced CFR sections.)
Per the Code of Federal Regulations, Title 2 (2 CFR) §200.33:
“Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.”

II. DOCUMENTATION, AUDIT, AND REPORTING

DOCUMENTATION: The receiving jurisdiction must maintain all documentation of purchases made using subgrant funds provided by this subgrant until December 31, 2024. Documentation includes receipts, invoices, payroll reports, etc. and notations to document that claimed expenditures are due to the pandemic.

A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. Such original purchasing documentation and inventory lists shall be retained by the receiving jurisdiction until the WEC authorizes destruction of said records.

AUDIT: All subgrant funds are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws.

Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a municipality under the subgrant, the municipality shall repay the amount of the subgrant to the Commission.

REPORTING: September 15, 2020 and December 1, 2020. A Check-In is due September 15, 2020 that covers the period of January 20, 2020 – September 1, 2020. The final report is due December 1, 2020, covering January 20, 2020 – November 30, 2020. By those two deadlines, all receiving jurisdictions must complete and submit to the Commission the WEC CARES Subgrant Expenditures Reporting template for the corresponding period reporting the total pandemic-related election expenditures claimed in the seven categories listed below and detailed above:

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

–
Administrator
Meagan Wolfe

1. **Ballots/Ballot Supplies/Printing/Postage**
2. **Cleaning Supplies & Services / Protective Equipment**
3. **Additional Staffing**
4. **Public Communications**
5. **Absentee Ballot Drop-Boxes**
6. **Additional Leasing**
7. **Equipment**

III. TIMELINES

- **EXPENDITURE PERIOD:** January 20, 2020 – November 30, 2020. Allowable expenses must have been incurred between January 20, 2020 through November 30, 2020. All bills/invoices do NOT have to be paid by November 30, 2020, but the expenses need to be incurred by that date to qualify under the subgrant.
- **SUBGRANT AGREEMENT RETURN DEADLINE:** September 1, 2020. The Commission will expedite the disbursement of funds as the agreements are received. Commission staff will award subgrants as a \$200 base subgrant plus an additional \$1.10 per registered voter as of June 1, 2020. Subgrant allocation is within the sole discretion of the Commission staff administering the subgrant program. Subgrant funds may be received through electronic transfer to a jurisdiction's shared revenues account (if available) or a physical check may be sent to a jurisdiction's shared revenues location. For questions related to the processing of subgrant checks, please contact the Commission's financial team via the WEC Help Desk at (608) 261-2028 or elections.finance@wi.gov
- **PANDEMIC EXPENDITURE REPORTING DEADLINES:** Check-In September 15, 2020 and Final Report December 1, 2020. The jurisdiction's final report of all sufficiently documented pandemic expenditures in the seven categories listed in Section II of this agreement, is due December 1, 2020. This deadline allows the Commission's financial staff to meet its federal grant reporting deadlines, therefore it is important for jurisdictions to file the final expenditure report on time. The Commission will provide to participating jurisdictions a template report, and the jurisdiction will fill in the seven total expenditure amounts for the seven categories in Section II of this agreement. This is an important deadline. If a report is not received by December 1, 2020, the jurisdiction may be required to return all subgrant funds received. The same report is to be used for the September 15, 2020 Check-In but covering the period of January 20, 2020 – September 1, 2020.
- **RETURN OF UNUSED FUNDS:** December 15, 2020. Jurisdictions must return any unused subgrant funds by December 15, 2020. Also, if a jurisdiction fails to submit a Pandemic Expenditure Report by December 1, 2020, the jurisdiction may be required to return all subgrant funds received.

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

–
Administrator
Meagan Wolfe

IV. CERTIFICATIONS

Federal and State law require jurisdictions receiving subgrants to certify that they will comply with the terms of the subgrant. By signing and returning this agreement, your jurisdiction certifies the following:

- As the receiving jurisdiction, we certify that we will solely use the WEC CARES Subgrant funds for costs incurred due to the pandemic affecting the 2020 federal elections.
- As the receiving jurisdiction, we certify that we do or will have the necessary processes and systems in place to comply with the reporting requirements.
- As the receiving jurisdiction, we will maintain all documentation of purchases made using subgrant funds provided in this subgrant until December 31, 2024.
- As the receiving jurisdiction, we will return any unused funds by December 15, 2020.
- As the receiving jurisdiction, by September 15, 2020 and December 1, 2020 we will submit to the Commission a simple report of the total expenditures in the seven categories detailed above: 1. Ballots/Ballot Supplies/Printing/Postage, 2. Cleaning/PPE, 3. Staffing, 4. Public Communications, 5. Absentee Ballot Drop-Boxes, 6. Space Leasing/Polling Place Relocation, and 7. Equipment.
- As the receiving jurisdiction, we further certify that we will follow all state and federal laws, including adherence to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200) found here: (<https://www.govinfo.gov/app/collection/cfr/2019/>)

V. SIGNATURE

Please enter your name and the date of certification below to certify the above and *return via your official email* address to elections.finance@wi.gov.

Receiving Jurisdiction's Name and County _____

Signature _____ **Date** _____

(Authorized Representative of Jurisdiction)

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

–
Administrator
Meagan Wolfe

**VILLAGE OF COTTAGE GROVE APPLICATION
FOR A BLOCK PARTY (STREET CLOSING)**

Applicant Name Deborah Trzinski-Becker
Applicant's Street Address 208 Maria Lane
Applicant's Phone Number 608-209-6027
Date & Time of Event July 18th 2008 1pm-9pm
Street to be Closed Maria Lane (small portion in front of 208 Maria Lane)
Will there be any means of amplification (more than a radio/stereo) used at this event?
YES NO If yes, please explain _____
Name and phone number of Person Responsible for placement and removal of barricades and clean-up Deborah Trzinski-Becker 608-209-6027

General Instructions:

- ❖ It will be necessary for you to obtain the signatures of the Majority of households (one signature per household) affected by the street closing before this application will be processed. Use back of form.
- ❖ Fire Hydrants shall not be obstructed by material or objects of any kind
- ❖ No obstructions of material to be placed in the street that cannot be moved easily by two people.
- ❖ All trash must be removed at the conclusion of the street closing
- ❖ Vehicles shall not be utilized as barricades anywhere in the street.
- ❖ At the end of the Event, the barricades are to be placed at the original delivery point for pick-up by the Dept. of Public Works.
- ❖ All Event Permits must be approved by the Village Board. The Village Board meets every **1st and 3rd Monday of the Month**. You must have your application to the Village Clerk a minimum of 15 days in advance of a Village Board meeting for review purposes.
- ❖ A copy of your approved application and your permit will be mailed to the applicant's home address.

Village Use Only	
<u>7/1/20</u> Fee Paid: (\$30.00) Cash/Check # <u>Cash</u>	Receipt Number <u>6007864</u>
Reviewed by the following Departments:	
_____ Fire Dept.	_____ Public Works
_____ EMS Dept.	_____ Police Dept.
_____ Administration	
Approved by the Village Board on _____	

205 Eric Bush

203
m Eric Bush

207 

204 David D. Wilson

202 Steve Wohl

206 Lisa Schmidt

VILLAGE OF COTTAGE GROVE
210 PROGRESS DRIVE SUITE 2
COTTAGE GROVE WI 53527

608-839-5813

Receipt No: 6.007864

Jul 1, 2020

TRZINSKI-BECKER, DEBORAH

Previous Balance:	.00
GEN FUND LICENSES & PERMITS - OTHER PERMITS & FEES	30.00
<hr/>	
Total:	30.00
<hr/> <hr/>	
CASH	30.00
Payor: TRZINSKI-BECKER, DEBORAH	
Total Applied:	30.00
<hr/>	
Change Tendered:	.00
<hr/> <hr/>	

07/01/2020 11:34AM

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Thursday, June 18, 2020

6:30 P.M

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please joining the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/99690232773>
You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 996 9023 2773# When asked for your Participant ID, just press #

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

AGENDA

1. Call to order.
2. Roll call and confirm that the meeting was properly posted.
3. **Public appearances:** Public's opportunity to speak.
4. Discuss and consider programming and shelter reservations.
5. Discuss and consider allowing Music in the Grove beginning in July and moving all concerts to Fireman's Park.
6. Update on Bakken Park shelter and splash pad.
7. COVID-19 Parks & Recreation Update
8. Approve the minutes of the May 21, 2020 meeting.
9. Future Agenda Items
10. Adjournment.

Notice:

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

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE Meeting Minutes for Thursday, May 21, 2020

1. **Call to order virtual Zoom meeting.** The meeting was called to order by Heidi Murphy at 6:33 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. Amy Brice was absent. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Recreation Program Coordinator Sam Frederickson, Public Works Director JJ Larson, Utility Clerk Kristen Krause and Mark Manthey from Tetra Tech.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

None.
4. **Discuss and consider request from Hydrite to install groundwater extraction and monitoring wells at Huston Park.**

Mark Manthey of Tetra Tech gave an overview of the need and installation process for the groundwater extraction and monitoring well that is to be placed on the northwest edge of R.G. Huston Park. The well is a needed measure since a groundwater plume was recently discovered by the Hydrite facility and will provide data for treatment of the groundwater. Homes in the area are not currently affected by the plume. A 6-10" diameter steel pipe will be the only visible part of the well. Kiefer recommended that the neighbors in the area be notified of the placement of the well; JJ Larson and Manthey will work on this notification. **Motion** by Kiefer, seconded by Aguilera, to recommend to the Village Board to accept the proposed installation of an inspection well at Huston Park. A brief discussion was had about the placement of the well at Huston Park. Manthey stated that he will check with JJ Larson before the final placement and installation of the well. **Amended motion** by Kiefer, seconded by Aguilera, to recommend to the Village Board to accept the proposed installation of an inspection well at Huston Park with the Director of Public Works JJ Larson's approval of placement. Motion carried with a voice vote of 4-0-0.
5. **Discuss and consider allowing the Glacial Drumlin Bike Path to go through Bakken Park.**

JJ Larson gave a brief description of the planned trail extension that will run from the Glacial Drumlin Bike Trail, down Clark Street and through Bakken. Brusegar explained that the trail will hook into the existing path at Bakken Park and exit out of the south end of the parking lot driveway onto Vilas Road. This path will eventually connect to the Capital City State Trail. **Motion** by Kiefer, seconded by Laufenberg, to allow the Glacial Drumlin Bike Path to go through Bakken Park as outlined in the plan. Motion carried with a voice vote of 4-0-0.
6. **Discuss and consider donating a damaged set of bleachers to Chris Nelson.**

Brusegar explained that there is a 15-20' section of damaged bleachers located at Fireman's Park. A quote of \$33,765.00 was received to repair and cage the damaged bleachers. Brusegar stated that the Village does not currently need these bleachers and that the only value would be to recycle them, and it would not amount to much. He then explained that community member

Chris Nelson had requested use of the bleachers if the Village was going to dispose of them. Mr. Nelson would utilize the bleachers at a mini-bike racing course that he is affiliated with. Kiefer reminded the committee that Mr. Nelson has been a good neighbor and very supportive of the Village parks. **Motion** by Aguilera, seconded by Laufenberg, to donate the damaged set of bleachers to Chris Nelson contingent on a proper legal agreement. Motion carried with a voice vote of 4-0-0.

7. Discuss and consider summer recreation programming for 2020.

With conditions around Covid-19 changing, Brusegar wanted the committee to advise on some dates for programming and reserving fields and shelters. He also stated that Dane County Health has given some direction with the different phases of reopening to the public. Some plans that have been considered for allowing in-person programming would require use of PPE (personal protective equipment) and handwashing stations, both of which are in short supply and too costly at this time. With additional equipment and lower class/program size restrictions, it would be difficult to cover the costs for running programs this summer. He further referenced other area entities that have cancelled in-person summer programming. Program Coordinator Sam Frederickson also commented on the area summer baseball leagues that are disbanding or close to disbanding for the summer. He added that 3 of the 4 virtual fitness classes have been running. Brusegar said that a 4-question survey was sent out to recreation participants asking what programs they would like to see run this summer. Tennis, baseball and softball were the three programs that people wanted to continue for this summer. The cheer and tumbling instructor believes that cancelling summer programming will be detrimental to her programs, but she said she could look into possible virtual programming. Music in the Grove could possibly continue in July if all events were moved to Fireman's Park and audience members remained in their cars. At this time, Brusegar is recommending cancelling summer in-person programming until August 1 and revisiting program start dates at the June and July committee meetings. He also believes that cancelling field reservations until August 1 is appropriate since programming related to field use will be cancelled. Brusegar and committee members agreed that the issue of reopening fields, shelters and equipment use should be revisited at the June and July meetings.

Motion by Kiefer, seconded by Laufenberg, to suspend all summer in-person programming until August 1, 2020 due to Covid-19 challenges, with the understanding that the committee will revisit this matter in June and July. Motion carried with a voice vote of 4-0-0.

Motion by Murphy, seconded by Aguilera, to suspend park shelter reservations through July 1, 2020 and keeping park shelters locked without a reservation until August 1, 2020 and also suspending field reservations until August 1, 2020. Motion carried with a voice vote of 4-0-0.

8. Update on Bakken Park shelter and splash pad.

Brusegar shared recent drone images that he took of the splash pad and shelter construction and gave a brief update on both. At this time, the splash pad has been dug out and is ready to move forward in construction. Components for the splash pad are scheduled to be installed on July 29. Masons will be in next week to begin block work on the shelter. Trees in the construction area were moved.

9. Covid-19 Parks and Recreation update.

Recreation

Recreation Supervisor Brooke Franseen will be leaving Cottage Grove Parks and Recreation as of tomorrow and taking a position with the Fort Atkinson Parks and Recreation Department as the new

Director of that department. We wish her well. The Recreation Supervisor position will be posted as of Tuesday, May 26, through the month of June and we are looking to conduct in-person interviews in July.

Several of our programs have been canceled as of May 11 and include: Coding Camp, Playground Camp, Paint & Sip (Hydrangea), Succulent Planter Workshop, Paint My Pet, Custom Wood Signs and Safe Kids 101. Virtual adult fitness classes had a total 41 participants in the first session, with 22 of them being in the senior fitness class. We will continue offering the virtual fitness classes. Covid-19 50K ended with a total of 253 participants and 34 states participating. Color the Curve 300 is the current fitness challenge and we are partnering with rec departments in both the state of Oregon and Massachusetts for this event. Participants will earn a t-shirt and color packets upon completion. We currently have 19 registered and the challenge runs through June 14. Franseen was recently on News Channel 3 promoting this program. The other virtual challenges are still going strong. Last week, participants were asked to submit their favorite photograph and we had 22 submissions with 1,674 votes for one winner. We have partnered with local businesses to offer a \$10 gift card to winners. So far, Piggly Wiggly and Oakstone Recreational have sponsored our virtual challenges.

Parks

All playgrounds and shelters remain closed and basketball rims are down. One tennis net has been installed at Northlawn Park per the Forward Dane phasing recommendations. We will look to install a tennis backboard this summer at Northlawn. The mowing staff have been in and mowing regularly. Staff have also been performing much needed maintenance on the Fireman's Park baseball field.

Forestry

Kelly Tuttle is currently in the Village completing the tree inventory and will remain here for approximately 2 weeks. Once she has compiled the data, she will submit the completed report to the Village.

10. Approve the minutes of the April 16, 2020 meeting.

Motion by Laufenberg, seconded by Aguilera, to approve the minutes from the April 16, 2020 meeting as presented. Motion carried with a voice vote of 4-0-0.

11. Future Agenda Items

- Update on Bakken Park shelter and splashpad.
- Music in the Grove for July.
- Shelter reservations.
- Covid update.
- The next PRFC meeting is scheduled for **Thursday, June 18, 2020 at 6:30 pm and will be a virtual Zoom meeting.**

12. Adjournment.

Motion by Kiefer, seconded by Laufenberg, to adjourn the meeting at 8:03 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.

DEER-GROVE EMS COMMISSION MEETING
Cottage Grove Emergency Services Building
4030 County Road N, Cottage Grove, WI 53527
Thursday, June 18, 2020
6:30 P.M.

Meeting will be broadcasted via GoToMeeting. Login information:

<https://global.gotomeeting.com/join/966360917>

You can also dial in using your phone.

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

United States: +1 (312) 757-3121

- One-touch: <tel:+18722403412..966360917#>

Access Code: 966-360-917

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

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AGENDA

1. Call to Order.
2. Public Appearances: The public's opportunity to speak to the commission about any item not on the agenda.
3. Approval of minutes from previous meeting(s).
4. Discuss and consider approval of May Financial Reports.
5. Discuss and consider approval of Bills for Budgeted/Approved Expenses.
6. Discuss and consider approval of Write Offs and Aging of Accounts.
7. Staff Report.
8. Correspondence.
9. Update on COVID-19 (Coronavirus) response.
10. Discuss and consider funding arrangement for monies allocated under the "Routes to Recovery Grants" program using CARES Act dollars and administered by the State of Wisconsin.
11. Discuss and consider process for evaluation and selection of medical direction.
12. Discuss and consider return to in-person meetings.
13. Agenda items for next commission meeting.
14. Adjournment.

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

By: Greg Frutiger, Commission Chairperson

Submitted June 12, 2020

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

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

**DEER-GROVE EMS COMMISSION MEETING
COTTAGE GROVE EMERGENCY SERVICES BUILDING
THURSDAY, MAY 21, 2020
Minutes**

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

Also present: In Person: Chief Eric Lang, Remote: Office Manager Mandy Cysiewski and Jerry McMullen. Matt Mickelson joined at 6:46 p.m.

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

Public Appearances: None.

Approval of minutes from previous meeting(s): Motion by Williams/Frutiger to approve minutes from the April 16, 2020 as written. Motion carried 6-0.

Discuss and consider approval of April Financial Reports: Williams questioned why the insurance – both health and general were over budget. The health insurance is paid one month in advance so it will remain this way until year end. A similar situation applies to general insurance. Frutiger questioned why vehicle maintenance was high. Chief Lang stated it had to do with tires and unexpected maintenance on M80 which he will discuss further down in the agenda. Hampton asked about the \$11k capital purchase. Office Manager Cysiewski stated it was for the final monitor payment. Motion by Hampton/Wieczorek to approve the April financials reports as presented. Motion carried 6-0.

Discuss and consider approval of Bills for Budgeted/Approved Expenses: Hampton questioned if fuel was higher in April. Chief Lang stated gas costs were down so they should not have been. Motion by Hampton/Wieczorek to approve payment of bills as presented. Motion carried 6-0.

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

Staff Report: There were 81 calls in April, including 4 missed calls. This is up from 78 calls in the same month last year. Volunteers provided 592 hours in April, up from 463 hours in the previous month and down from 617 hours during April 2019. In addition to what is in the written report, the following was discussed:

- M80 experienced a mechanical issue (radiator) enroute to a call. It was researched to determine if there were faulty parts from Truckstar when M80 was repaired after the collision. No issues were found, but Truckstar did give Deer Grove parts at cost, and no labor or towing costs were charged.
- Hampton questioned if the comprehensive coverage was used for the windshield. Chief Lang stated there is a \$500 deductible, but he did send it to insurance first. The repair was only \$90 so insurance was not used.
- Allen asked if Deer Grove received the germicidal UV light. Chief Lang stated it was received yesterday (Wednesday). It gives Deer Grove the ability to treat a mask in four minutes, greatly reducing the time to get a mask decontaminated. Chief Lang stated the department has been in contact with the Wisconsin State Laboratory of Hygiene so the system can be set up for other departments to use. The Lab of Hygiene will come out to make sure the room is appropriate and set up correctly. They also provided a training video. Chief Lang also stated the only cost to us is opening the door to let someone into the building to use it. Williams requested Chief Lang share this story with the Herald Independent. Chief Lang stated he will work with them to get an article. Williams is hopeful this will attract more volunteers. Wieczorek asked if Chief Lang had heard about the system the County obtained. Chief Lang stated he has but we've only been treating a few masks per week, so our system has been sufficient.
- Hampton asked if Deer Grove has transported any COVID-19 patients. Chief Lang stated Deer Grove has not yet even with knowing there are some cases in the area. He did add there have been some transports the staffed highly suspected were COVID-19, but those people did not come back positive.
- Chief Lang added a page to the staff report with an updated return to work policy. Per public health the return to work window was moved from seven days to 10 days as it was discovered people were contagious

longer than initially thought. Now staff can return to work 10 days after the start of symptoms and 72 hours fever free.

Correspondence: None

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

- DGEMS is keeping track of what hospitals are doing as some are allowing visitors. Even though some hospitals are taking visitors, DGEMS is not taking passengers unless the patient is a minor. DGEMS will then transport the parent if they have no COVID-19 symptoms.
- Increased recommended use of N95s. Before providers would only wear an N95 mask if they were going to perform a task where respiratory droplets were possible (ie nebulizer treatments, CPR, etc). Now if a staff member may need to use for nebulizers, CPR, etc. they should use an N95 for whole call so they do not have to switch it out.
- Wiczorek asked if Deer Grove has plastic gowns. Chief Lang stated Deer Grove does have them and reusable gowns. Reusable gowns go in a dissolvable bag and into laundry. Wiczorek stated the plastic gowns are the hardest to come by so they should be guarded.
- Chief Lang stated the PAPR masks should arrive in 3 weeks taking the strain off the necessity of N95s and gives staff the option to use a PAPR or an N95.

Discuss and consider allocation of funds received from the CARES Act Provider Relief Fund: Chief Lang stated we received money in April. Some agencies in the area have declined their money, but Chief Lang has not found a reason to decline the money. All expenses need to be COVID related and must be tracked. Chief Lang's recommendation is DGEMS use the funds towards the purchase of the PAPRs. This would leave the FAP funding for something not COVID-19 related. Motion by Hampton/Williams to accept the funds and use for Power Air Purifier Respirators (PAPR). Motion carried 6-0.

Discuss and consider 2021 ambulance replacement process: Chief Lang stated this would be an M81 replacement. M81 will be 12 years old and have over 150,000 miles. Chief Lang wants commission input on their theories to apply, if the communities will support the purchase, and suggestions to make the process go smoothly. Allen doesn't think the Village of Cottage will want to spend money in 2021 due to saying the 2017 ambulances will last 8 years. Chief Lang stated we would still be keeping the 2017s, but put M80 into a backup role. Deer Grove would then have the back up in a regular rotation. Chief Lang stated M81 has been running well, but we do not want to push it. He also stated Deer Grove could then have a reliable back up ambulance to help extend the life of the others. Wiczorek asked if the purchases could be spread out over two years. For example, the chastity one year and the box in the next year to take the hit over two years. Chief Lang stated this is something he has been looking into. Hampton stated run fees may be down in 2020 so it might not be a good time to talk about it. Chief Lang agreed that is another factor. Williams stated income from sales tax and municipal funds will probably be lower. Wiczorek stated Chief can keep looking and when the commission meets in person it can be discussed further. Wiczorek stated there is some uncertainty when the economy will come out on the other end. Chief Lang stated he agrees with uncertainty, but he needed discussion to get process going so it can be a talked about further at budget time. Wiczorek/Valencia motion to table until budget discussions in the fall. Motion carried 6-0.

Discuss and consider SOP 1.1, Policy Development and Implementation: Chief Lang stated this document is for what the commission does and doesn't approve based on discussion at the last commission meeting. He stated a change was made in the "Development, Implementation and Maintenance of Policies" item 1.d. from one week to two weeks. Also, there will be some other minor grammar changes. Chief Lang stated the second page is what he believes the commission is looking for. It defines the process as materially financial, significant operating impact, working conditions of membership or requires legal review by the department attorney. Motion by Hampton/Williams to approve SOP 1.1, Policy Development and Implementation with changes to 1.d. "Development, Implementation and Maintenance of Policies" and cleaning up wording on 1.b. in the same section. Motion carried 6-0.

Discuss and consider election of Commission officers (Chair and Secretary) and designation of check signers:

Allen questioned why we wait until May to elect. Frutiger stated new village/town board members don't take on role until around the April meeting. He also stated at the April meeting people are not assigned to committees yet.

DEER-GROVE EMS COMMISSION MEETING MINUTES – MAY 21, 2020

Motion by Hampton/Valencia to elect Frutiger as chair. Motion carried 6-0. Motion by Frutiger/Wieczorek to elect Hampton as Secretary. Motion carried 6-0. Motion by Wieczorek/Williams to designate the Chief, Chair, Secretary and Allen as check signers. Motion carried 6-0.

Set next commission meeting date and location: The next meeting will be held on Thursday, June 18, 2020 at the Cottage Grove Emergency Services Building with a remote call in option beginning at 6:30 P.M.

Agenda items for next commission meeting: COVID Update, discuss return to in person meetings

Adjournment: Motion by Hampton/Williams to adjourn. Motion carried 6-0. The meeting ended at 7:34 P.M.

Submitted by Mandy Cysiewski

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

	5/12th of					Jan - May 19
	Jan - May 20	Budget	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense						
Income						
230 · Training Center Income	178.94	1,041.67	2,500.00	-2,321.06	7.16%	2,813.00
300 · Special Event Fee	0.00	833.33	2,000.00	-2,000.00	0.0%	720.00
4999 · Uncategorized Income	9,572.33	0.00	0.00	9,572.33	100.0%	1,602.66
610 · Town/Villages Assesments	520,617.20	216,923.83	520,617.20	0.00	100.0%	519,772.55
620 · Ambulance Run Fees	246,162.03	229,166.67	550,000.00	-303,837.97	44.76%	259,872.56
625 · Misc Government Revenue	8,018.86	0.00	0.00	8,018.86	100.0%	0.00
630 · Contracted Revenue	49,956.40	27,672.00	66,412.80	-16,456.40	75.22%	49,289.98
640 · Interest Earned	344.82	208.33	500.00	-155.18	68.96%	329.95
693 · Donations	0.00	0.00	0.00	0.00	0.0%	25,038.84
694 · Proceeds from sale of equip.	0.00	0.00	0.00	0.00	0.0%	943.86
999 · Insurance Reimbursement	500.00	0.00	0.00	500.00	100.0%	5,458.86
Total Income	835,350.58	475,845.83	1,142,030.00	-306,679.42	73.15%	865,842.26
Gross Profit	835,350.58	475,845.83	1,142,030.00	-306,679.42	73.15%	865,842.26
Expense						
6140 · Credit Card Fees	260.31	0.00	0.00	260.31	100.0%	0.23
720 · Wages	181,955.53	211,062.50	506,550.00	-324,594.47	35.92%	168,570.00
721 · Health Insurance	62,488.40	57,133.33	137,120.00	-74,631.60	45.57%	52,866.70
722 · Workmans Comp	11,409.25	11,579.17	27,790.00	-16,380.75	41.06%	0.00
723 · Retirement Plan	24,949.38	24,458.33	58,700.00	-33,750.62	42.5%	22,532.79
724 · Employers FICA Expense	17,924.56	18,641.67	44,740.00	-26,815.44	40.06%	17,223.92
725 · Staff Continuing Education	922.00	3,750.00	9,000.00	-8,078.00	10.24%	2,170.01
726 · Travel/Mileage Reimbursement	0.00	208.33	500.00	-500.00	0.0%	30.00
728 · Medical Director Fee	2,500.00	2,500.00	6,000.00	-3,500.00	41.67%	2,500.00
729 · COVID-19 Leave	441.48	0.00	0.00	441.48	100.0%	0.00
734 · Overtime	49,064.49	47,191.67	113,260.00	-64,195.51	43.32%	51,376.43
735 · EMT Stipend	7,164.00	10,416.67	25,000.00	-17,836.00	28.66%	7,902.00
736 · LifeQuest Billing	18,652.79	18,958.33	45,500.00	-26,847.21	41.0%	20,553.66
740 · Office Equipment (expense)	420.96	679.17	1,630.00	-1,209.04	25.83%	356.17
742 · Office Supplies	461.45	833.33	2,000.00	-1,538.55	23.07%	970.13
770 · Communications	2,094.62	2,500.00	6,000.00	-3,905.38	34.91%	2,863.49
775 · IT expenses	2,324.98	2,854.17	6,850.00	-4,525.02	33.94%	1,863.48
790 · Publicity and Advertising	0.00	833.33	2,000.00	-2,000.00	0.0%	1,478.12
791 · Training Center Expense	436.48	833.33	2,000.00	-1,563.52	21.82%	492.51
810 · EMT Recognition	443.82	1,041.67	2,500.00	-2,056.18	17.75%	-90.49
820 · EMT Continuing Education	0.00	2,083.33	5,000.00	-5,000.00	0.0%	240.00
825 · Chief Continuing Education	312.08	625.00	1,500.00	-1,187.92	20.81%	628.76
829 · Vehicle Maintenance	7,041.01	4,325.00	10,380.00	-3,338.99	67.83%	9,194.99
831 · Fuel	4,559.99	5,833.33	14,000.00	-9,440.01	32.57%	5,814.67
840 · Equipment/Non-Disposable	5,586.44	7,000.00	16,800.00	-11,213.56	33.25%	2,342.93
842 · Equipment Maintenance	2,879.89	1,500.00	3,600.00	-720.11	80.0%	2,598.69
845 · Capital Purchase	41,125.36	0.00	0.00	41,125.36	100.0%	42,749.35
850 · Medical Supplies	15,614.96	18,791.67	45,100.00	-29,485.04	34.62%	14,461.41
852 · Training Medical Supplies	0.00	416.67	1,000.00	-1,000.00	0.0%	0.00
860 · Clothing	9,042.05	5,375.00	12,900.00	-3,857.95	70.09%	1,026.24
870 · Insurance	4,214.00	3,583.33	8,600.00	-4,386.00	49.0%	4,142.00
871 · Group Life Insurance	346.75	291.67	700.00	-353.25	49.54%	266.53
872 · Unemployment Insurance	0.00	1,666.67	4,000.00	-4,000.00	0.0%	50.00
878 · Community Medic Program	50.00	129.17	310.00	-260.00	16.13%	50.00
879 · Health Maintenance & Safety	1,010.98	1,041.67	2,500.00	-1,489.02	40.44%	995.20
880 · Legal Fees	4,902.00	2,083.33	5,000.00	-98.00	98.04%	780.00
881 · Accounting Fees	7,900.00	3,333.33	8,000.00	-100.00	98.75%	8,000.00
885 · Overdue Run Fees	26,316.76	0.00	0.00	26,316.76	100.0%	57,627.55
898 · Building and Grounds	1,686.25	1,458.33	3,500.00	-1,813.75	48.18%	2,640.37
899 · Miscellaneous Expenses	49.95	833.33	2,000.00	-1,950.05	2.5%	255.60
Total Expense	516,552.97	475,845.83	1,142,030.00	-625,477.03	45.23%	507,523.44
Net Ordinary Income	318,797.61	0.00	0.00	318,797.61	100.0%	358,318.82

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

	May 31, 20
ASSETS	
Current Assets	
Checking/Savings	593,507.26
Accounts Receivable	
1200 · Accounts Receivable	9.23
1210 · Lifequest Receivables	157,083.97
Total Accounts Receivable	157,093.20
Other Current Assets	995.00
Total Current Assets	751,595.46
Fixed Assets	519,234.78
Other Assets	
112 · Allowance for Doubtful Accounts	-47,399.60
Total Other Assets	-47,399.60
TOTAL ASSETS	1,223,430.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	8,339.80
Credit Cards	
301 · One Card	2,632.14
Total Credit Cards	2,632.14
Other Current Liabilities	
Lifequest Deposit Adjustments	479.50
Payroll Liabilities	9,432.13
231 · Deferred Run Revenue	24,194.69
Total Other Current Liabilities	34,106.32
Total Current Liabilities	45,078.26
Total Liabilities	45,078.26
Equity	
1110 · Retained Earnings	122,192.89
380 · Fund Balance-Unrestricted	199,670.23
381 · Fund Balance-Restricted (FAP)	
Aids & Training	8,527.82
EMT Basic Training	9,928.91
Total 381 · Fund Balance-Restricted (FAP)	18,456.73
383 · Investment in Fixed Asset	519,234.92
Net Income	318,797.61
Total Equity	1,178,352.38
TOTAL LIABILITIES & EQUITY	1,223,430.64

Deer Grove EMS District
Bill Payment Detail
May 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20970	Liability Check	05/05/2020	Delta Dental		101 · Operating Checking	-136.24	
					224 · FICA/Fed Payable	136.24	-136.24
TOTAL						136.24	-136.24
20977	Liability Check	05/08/2020	Fire Fighters Local 311		101 · Operating Checking	-229.32	
					Local 311 Dues	229.32	-229.32
TOTAL						229.32	-229.32
20971	Liability Check	05/05/2020	Minnesota Life Insurance Company	2832-GL	101 · Operating Checking	-140.38	
				2832-GL	Additional	56.10	-56.10
				2832-GL	Basic	57.78	-57.78
				2832-GL	Spouse/Dependent	10.50	-10.50
				2832-GL	Supplemental	16.00	-16.00
TOTAL						140.38	-140.38
20972	Bill Pmt -Check	05/05/2020	Ace Hardware	Tape/Wetjet/paint accessories/hooks/wire	101 · Operating Checking	-36.96	
	Bill	04/15/2020	COVID-19	Tape/Wetjet/paint accessories/hooks/wire	898 · Building and Grounds	5.00	-5.00
				Tape/Wetjet/paint accessories/hooks/wire	898 · Building and Grounds	31.96	-31.96
TOTAL						36.96	-36.96
20973	Bill Pmt -Check	05/05/2020	Landmark Services Cooperative	April Fuel	101 · Operating Checking	-388.09	
	Bill	04/30/2020		April Fuel	831 · Fuel	388.09	-388.09
TOTAL						388.09	-388.09
20974	Bill Pmt -Check	05/05/2020	New Glarus Motors	Oil filter new batteries M80	101 · Operating Checking	-839.96	
02087	Bill	04/28/2020		Oil filter new batteries M80	829 · Vehicle Maintenance	839.96	-839.96
TOTAL						839.96	-839.96
20975	Bill Pmt -Check	05/05/2020	US Bank		101 · Operating Checking	-1,092.38	
	Bill	04/28/2020			One Card - Office Use Only	718.48	-718.48
	Bill	04/28/2020			One Card - Eric Lang	164.49	-164.49
	Bill	04/28/2020			One Card - Mandy Cysiewski	209.41	-209.41
TOTAL						1,092.38	-1,092.38
20976	Bill Pmt -Check	05/05/2020	WEX Bank	April Fuel	101 · Operating Checking	-417.02	

Deer Grove EMS District
Bill Payment Detail
May 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
65265300	Bill	04/30/2020		April Fuel	831 · Fuel	417.02	-417.02
TOTAL						417.02	-417.02
EFT	Liability Check	05/08/2020	Bank of Deerfield		101 · Operating Checking	-17,169.62	
					Direct Deposit Liability	16,469.62	-16,469.62
					Direct Deposit Liability	700.00	-700.00
TOTAL						17,169.62	-17,169.62
EFT	Liability Check	05/08/2020	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-430.00	
				98971-01	WI Deferred Comp Liability	280.00	-280.00
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						430.00	-430.00
EFT	Liability Check	05/12/2020	EFTTPS		101 · Operating Checking	-6,087.60	
					224 · FICA/Fed Payable	2,292.00	-2,292.00
					2242 · FICA/Fed Payable-ER	1,538.10	-1,538.10
					2241 · FICA/Fed Payable-EE	1,538.10	-1,538.10
					2242 · FICA/Fed Payable-ER	359.70	-359.70
					2241 · FICA/Fed Payable-EE	359.70	-359.70
TOTAL						6,087.60	-6,087.60
EFT	Liability Check	05/14/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,187.16	
				036-0000519180-02	225 · State Withholding	1,187.16	-1,187.16
TOTAL						1,187.16	-1,187.16
20990	Liability Check	05/22/2020	Fire Fighters Local 311		101 · Operating Checking	-222.15	
					Local 311 Dues	222.15	-222.15
TOTAL						222.15	-222.15
EFT	Liability Check	05/22/2020	Bank of Deerfield		101 · Operating Checking	-15,414.31	
					Direct Deposit Liability	14,714.31	-14,714.31
					Direct Deposit Liability	700.00	-700.00
TOTAL						15,414.31	-15,414.31
EFT	Liability Check	05/22/2020	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-430.00	
				98971-01	WI Deferred Comp Liability	280.00	-280.00

Deer Grove EMS District
Bill Payment Detail
May 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						430.00	-430.00
EFT	Liability Check	05/26/2020	EFTTPS		101 · Operating Checking	-5,612.40	
					224 · FICA/Fed Payable	2,161.00	-2,161.00
					2242 · FICA/Fed Payable-ER	1,398.59	-1,398.59
					2241 · FICA/Fed Payable-EE	1,398.59	-1,398.59
					2242 · FICA/Fed Payable-ER	327.11	-327.11
					2241 · FICA/Fed Payable-EE	327.11	-327.11
TOTAL						5,612.40	-5,612.40
EFT	Liability Check	05/22/2020	Employee Trust Funds	5300000	101 · Operating Checking	-11,778.38	
				5300000	Health Insurance Liability - ER	10,414.76	-10,414.76
				5300000	Health Insurance Liability - EE	1,363.62	-1,363.62
TOTAL						11,778.38	-11,778.38
20978	Liability Check	05/18/2020	Delta Dental		101 · Operating Checking	-136.24	
					224 · FICA/Fed Payable	136.24	-136.24
TOTAL						136.24	-136.24
EFT	Liability Check	05/28/2020	Employee Trust Funds	5300000	101 · Operating Checking	-8,137.50	
				5300000	2272 · Employer Share WRS	5,166.82	-5,166.82
				5300000	2271 · Employee Share WRS	2,970.68	-2,970.68
TOTAL						8,137.50	-8,137.50
EFT	Liability Check	05/28/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,104.47	
				036-0000519180-02	225 · State Withholding	1,104.47	-1,104.47
TOTAL						1,104.47	-1,104.47
20979	Bill Pmt -Check	05/18/2020	Ace Hardware		101 · Operating Checking	-17.97	
	Bill	05/18/2020	COVID-19	Sprayer	898 · Building and Grounds	7.98	-7.98
				Hooks/wire	898 · Building and Grounds	9.99	-9.99
TOTAL						17.97	-17.97
20980	Bill Pmt -Check	05/18/2020	Bound Tree Medical, LLC		101 · Operating Checking	-109.60	
83612706	Bill	05/04/2020		Misc Medical Supplies	850 · Medical Supplies	50.00	-50.00
83619058	Bill	05/08/2020		Misc Medical Supplies	850 · Medical Supplies	59.60	-59.60
TOTAL						109.60	-109.60

Deer Grove EMS District
Bill Payment Detail
May 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20981	Bill Pmt -Check	05/18/2020	Deerfield Fire Department	St 2 Phone/Internet	101 · Operating Checking	-107.32	
4	Bill	05/01/2020		St 2 Phone/Internet	770 · Communications	107.32	-107.32
TOTAL						107.32	-107.32
20982	Bill Pmt -Check	05/18/2020	Embroidery Professionals	Misc shirts/clothing	101 · Operating Checking	-4,339.29	
1437	Bill	05/07/2020		Misc shirts/clothing	860 · Clothing	4,339.29	-4,339.29
TOTAL						4,339.29	-4,339.29
20983	Bill Pmt -Check	05/18/2020	Forward Pharmacy		101 · Operating Checking	-977.18	
	Bill	05/11/2020	COVID-19	Filter/Ventolin Glucagen	850 · Medical Supplies 850 · Medical Supplies	377.18 600.00	-377.18 -600.00
TOTAL						977.18	-977.18
20984	Bill Pmt -Check	05/18/2020	Johnson Block and Company, Inc.	Remaining Audit Fee	101 · Operating Checking	-400.00	
475661	Bill	05/15/2020		Remaining Audit Fee	881 · Accounting Fees	400.00	-400.00
TOTAL						400.00	-400.00
20985	Bill Pmt -Check	05/18/2020	Life-Assist, Inc.		101 · Operating Checking	-1,301.51	
999301	Bill	05/04/2020		Albuterol	850 · Medical Supplies	13.35	-13.35
999048	Bill	05/04/2020		VividTrac Adult/Peds	850 · Medical Supplies	459.34	-459.34
999756	Bill	05/05/2020		Nitro/Sodium Bicarb	850 · Medical Supplies	186.48	-186.48
1002180	Bill	05/13/2020		Misc Medical Supplies	850 · Medical Supplies	642.34	-642.34
TOTAL						1,301.51	-1,301.51
20986	Bill Pmt -Check	05/18/2020	Med Alliance Group Inc.	Filter	101 · Operating Checking	-51.17	
190305	Bill	05/01/2020		Filter	850 · Medical Supplies	51.17	-51.17
TOTAL						51.17	-51.17
20987	Bill Pmt -Check	05/18/2020	Piggly Wiggly	Ship Narc Boxes	101 · Operating Checking	-18.81	
	Bill	05/01/2020		Ship Narc Boxes	770 · Communications	18.81	-18.81
TOTAL						18.81	-18.81
20988	Bill Pmt -Check	05/18/2020	Stryker Medical	2 - LUCAS devices	101 · Operating Checking	-29,471.20	
3020152M	Bill	05/06/2020		2 - LUCAS devices	845 · Capital Purchase	29,471.20	-29,471.20
TOTAL						29,471.20	-29,471.20
20989	Bill Pmt -Check	05/18/2020	Truckstar Collision Center	M80 Repairs	101 · Operating Checking	-1,091.35	
15641	Bill	05/07/2020		M80 Repairs	829 · Vehicle Maintenance	1,091.35	-1,091.35

Deer Grove EMS District
Bill Payment Detail
May 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL							1,091.35	-1,091.35
		Bill Pmt -CCard	05/05/2020	Airgas USA, LLC	O2	One Card - Office Use Only	-95.20	
	9100301818	Bill	04/14/2020		O2	850 · Medical Supplies	95.20	-95.20
TOTAL							95.20	-95.20
		Bill Pmt -CCard	05/05/2020	GFC Leasing WI	Copier Lease	One Card - Office Use Only	-48.30	
	100579577	Bill	04/20/2020		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL							48.30	-48.30
		Bill Pmt -CCard	05/15/2020	Charter Communications	Station 1 phone and internet	One Card - Office Use Only	-158.39	
	0000443050120	Bill	05/01/2020		May Shared Internet Services	770 · Communications	69.99	-69.99
					May phone/fax	770 · Communications	88.40	-88.40
TOTAL							158.39	-158.39
		Bill Pmt -CCard	05/09/2020	Bound Tree Medical, LLC	Misc Medical Supplies	One Card - Office Use Only	-287.30	
	93619057	Bill	05/08/2020		Misc Medical Supplies	850 · Medical Supplies	287.30	-287.30
TOTAL							287.30	-287.30
		Bill Pmt -CCard	05/18/2020	Bound Tree Medical, LLC	Misc Medical Supplies	One Card - Office Use Only	-514.01	
	83626097	Bill	05/14/2020		Misc Medical Supplies	850 · Medical Supplies	514.01	-514.01
TOTAL							514.01	-514.01
		Bill Pmt -CCard	05/22/2020	Airgas USA, LLC	O2	One Card - Office Use Only	-63.32	
	9970191169	Bill	05/01/2020		O2	850 · Medical Supplies	63.32	-63.32
TOTAL							63.32	-63.32
		Bill Pmt -CCard	05/22/2020	Bound Tree Medical, LLC	Misc Medical Supplies	One Card - Office Use Only	-90.10	
	83636106	Bill	05/22/2020		Misc Medical Supplies	850 · Medical Supplies	90.10	-90.10
TOTAL							90.10	-90.10
		Bill Pmt -CCard	05/22/2020	Dinges Fire Company	Boots	One Card - Office Use Only	-124.00	
	09646	Bill	05/06/2020		Boots	860 · Clothing	124.00	-124.00
TOTAL							124.00	-124.00
		Bill Pmt -CCard	05/22/2020	Gordon Flesch	April Copy Charges	One Card - Office Use Only	-24.53	

Deer Grove EMS District
Bill Payment Detail
May 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
IN12931305	Bill	05/07/2020		April Copy Charges	740 · Office Equipment (expense)	24.53	-24.53
TOTAL						24.53	-24.53
	Bill Pmt -CCard	05/22/2020	Verizon Wireless		One Card - Office Use Only	-177.77	
9854314583	Bill	05/10/2020		Car 79 Jet pack	770 · Communications	30.03	-30.03
				M81 Jet pack	770 · Communications	30.03	-30.03
				M80 phone	770 · Communications	1.25	-1.25
				M81 phone	770 · Communications	0.91	-0.91
				M78 phone	770 · Communications	1.01	-1.01
				C79 phone	770 · Communications	0.91	-0.91
				M80 cradlepoint	770 · Communications	30.03	-30.03
				Chief	770 · Communications	53.57	-53.57
				M78 cradlepoint	770 · Communications	30.03	-30.03
TOTAL						177.77	-177.77
	Bill Pmt -CCard	05/29/2020	Bound Tree Medical, LLC	Misc Medical Supplies	One Card - Office Use Only	-92.60	
83639426	Bill	05/27/2020		Misc Medical Supplies	850 · Medical Supplies	92.60	-92.60
TOTAL						92.60	-92.60

Deer Grove EMS District Credit Card Purchases

May 2020

Date	Source Name	Memo	Split	Amount
301 - One Card				
One Card - Eric Lang				
05/08/2020	XO Safety	FIT Test online course	879 · Health Maintenance & ...	49.00
05/08/2020	Weather Pods	Intubation Pod	840 · Equipment/Non-Dispos...	254.42
05/18/2020	Menards		-SPLIT-	19.37
05/18/2020	EBay	Sport bands	860 · Clothing	38.77
Total One Card - Eric Lang				361.56
One Card - Mandy Cysiewski				
05/04/2020	Amazon.com	Water Sprayer	898 · Building and Grounds	14.98
05/07/2020	Amazon.com	Laptop Backpack	742 · Office Supplies	60.43
05/11/2020	Amazon.com		-SPLIT-	172.98
05/18/2020	Amazon.com	Ear Probe Covers	850 · Medical Supplies	-44.85
05/18/2020	USPS	Commission Packets	742 · Office Supplies	9.20
05/25/2020	Amazon.com		-SPLIT-	36.98
05/25/2020	Amazon.com	Garbage Bags	-SPLIT-	103.47
Total One Card - Mandy Cysiewski				353.19
Total 301 - One Card				714.75
TOTAL				714.75

Deer Grove EMS District Payroll Transaction Detail May 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
05/08/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	48	1,030.56
			Anders, Devon C	Vacation Hourly Rate	16	343.52
			Anders, Devon C	Vacation OT Hourly Rate	8	257.68
			Anders, Devon C	Regular Hourly Rate	1	21.47
						1,653.23
05/22/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	80	1,717.60
			Anders, Devon C	Overtime Hourly Rate	16	515.36
						2,232.96
05/08/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	54	1,489.86
			Antoniewicz, Lisa M	Regular Hourly Rate	23	634.57
			Antoniewicz, Lisa M	Overtime Hourly Rate	18	745.02
			Antoniewicz, Lisa M	Overtime Hourly Rate	1	41.39
						2,910.84
05/22/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	29.5	813.91
			Antoniewicz, Lisa M	Overtime Hourly Rate	24	993.36
			Antoniewicz, Lisa M	Regular Hourly Rate	31.5	869.09
			Antoniewicz, Lisa M	Overtime Hourly Rate	3	124.17
			Antoniewicz, Lisa M	Vacation Hourly Rate	18	496.62
						3,297.15
05/08/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	78	1,730.04
			Belden, Elliott H	Overtime Hourly Rate	18	598.86
			Belden, Elliott H	Regular Hourly Rate	2	44.36
						2,373.26
05/22/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	80	1,774.40
			Belden, Elliott H	Overtime Hourly Rate	16	532.32
						2,306.72
05/08/2020	DD	Paycheck	Bell, Cristalyne J	Training Attendance Stipend	1	18.00
						18.00
05/08/2020	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	1	17.00
						17.00
05/08/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	52	1,116.44
			Cummings, Ross E	Overtime Hourly Rate	32	1,030.72
			Cummings, Ross E	Vacation Hourly Rate	12	257.64
						2,404.80

Deer Grove EMS District
Payroll Transaction Detail
 May 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
05/22/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	68	1,459.96
			Cummings, Ross E	Overtime Hourly Rate	32	1,030.72
			Cummings, Ross E	Vacation Hourly Rate	12	257.64
						2,748.32
05/08/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	12	204.00
						204.00
05/22/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	24	408.00
						408.00
05/08/2020	DD	Paycheck	Cushing, Daniel P	Training Attendance Stipend	1	18.00
						18.00
05/08/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	24.5	441.00
			Cysiewski, Mandy J	Vacation Hourly Rate	7.5	135.00
			Cysiewski, Mandy J	Training Attendance Stipend	1	18.00
						594.00
05/22/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32	576.00
						576.00
05/22/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	24	408.00
						408.00
05/08/2020	DD	Paycheck	Einstein, Justin D	Weekday Stipend	10	180.00
						180.00
05/08/2020	DD	Paycheck	Fedorowicz, Samantha E	Weekday Stipend	3	54.00
			Fedorowicz, Samantha E	Weekend Stipend	2	36.00
			Fedorowicz, Samantha E	Training Attendance Stipend	1	18.00
						108.00
05/08/2020	DD	Paycheck	Furger, Jenna J	Weekday Stipend	10	180.00
						180.00
05/08/2020	DD	Paycheck	Griffin, Elisabeth A	Weekday Stipend	2	36.00
			Griffin, Elisabeth A	Weekend Stipend	2	36.00
						72.00

Deer Grove EMS District Payroll Transaction Detail May 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
05/08/2020	DD	Paycheck	Hartman, Michael D	Weekday Stipend	2	36.00
			Hartman, Michael D	Training Attendance Stipend	1	18.00
						54.00
05/08/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
05/22/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
05/08/2020	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	78.5	1,741.13
			Lasko, Wendy J	Overtime Hourly Rate	41.5	1,380.71
			Lasko, Wendy J	Regular Hourly Rate	1.5	33.27
						3,155.11
05/22/2020	DD	Paycheck	Lasko, Wendy J	Sick Hourly Rate	24	532.32
			Lasko, Wendy J	Regular Hourly Rate	40	887.20
			Lasko, Wendy J	Overtime Hourly Rate	8	266.16
						1,685.68
05/08/2020	DD	Paycheck	Luebke, Joshua R	Training Attendance Stipend	1	18.00
						18.00
05/08/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	1	17.00
						17.00
05/22/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	24	408.00
						408.00
05/08/2020	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	24	432.00
			McMullen, Jeremy B	Weekend Stipend	24	432.00
			McMullen, Jeremy B	Training Attendance Stipend	1	18.00
						882.00
05/08/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	40	778.80
			Mickelson, Matthew A	Overtime Hourly Rate	8	233.68
			Mickelson, Matthew A	Vacation Hourly Rate	40	778.80
			Mickelson, Matthew A	Vacation OT Hourly Rate	8	233.68
						2,024.96

Deer Grove EMS District Payroll Transaction Detail May 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
05/22/2020	DD	Paycheck	Mickelson, Matthew A	Vacation Hourly Rate	14	272.58
			Mickelson, Matthew A	Regular Hourly Rate	62	1,207.14
			Mickelson, Matthew A	Vacation OT Hourly Rate	8	233.68
						1,713.40
05/08/2020	DD	Paycheck	Miles, Thomas E	Weekday Stipend	2	36.00
			Miles, Thomas E	Weekend Stipend	5	90.00
			Miles, Thomas E	Training Attendance Stipend	1	18.00
						144.00
05/08/2020	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	12	204.00
						204.00
05/08/2020	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	24	408.00
			Salov, Courtney A	Regular Hourly Rate	1	17.00
						425.00
05/08/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	1,374.08
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
						1,631.76
05/22/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	80	1,717.60
			Sanders, Seth C	Overtime Hourly Rate	16	515.36
						2,232.96
05/08/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	80	1,637.60
			Schlicht, Trevor A	Overtime Hourly Rate	18	552.78
						2,190.38
05/22/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	64	1,310.08
			Schlicht, Trevor A	Overtime Hourly Rate	8	245.68
						1,555.76
05/22/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	24	408.00
						408.00
05/08/2020	DD	Paycheck	Severson, Erik L	Weekday Stipend	2	36.00
			Severson, Erik L	Training Attendance Stipend	1	18.00
						54.00

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

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
05/08/2020	DD	Paycheck	Smithback, Melissa A	Training Attendance Stipend	1	18.00
						18.00
05/08/2020	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
05/08/2020	DD	Paycheck	Wargo, Thomas V	Weekday Stipend	2	36.00
			Wargo, Thomas V	Training Attendance Stipend	1	18.00
						54.00
05/08/2020	DD	Paycheck	Yelk Meinholz, Amy M	Weekday Stipend	6	108.00
			Yelk Meinholz, Amy M	Training Attendance Stipend	1	18.00
						126.00
TOTAL						48,750.75

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06/11/20

Accrual Basis

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

Type	Date	Num	Name	Memo	Amount
1512 · Member Personal Expenses Due					
Total 1512 · Member Personal Expenses Due					
Member Reimbursements Payable					
Paycheck	05/08/2020	DD	Lang, Eric A		106.92
Total Member Reimbursements Payable					106.92
TOTAL					106.92

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06/11/20

Deer Grove EMS District
Deposit Detail
May 2020

Type	Date	Name	Memo	Account	Amount
General Journal	05/31/2020	LifeQuest	Payment Received - Overpayment Returns - May	105 · Hometown Bank	40,896.70
		LifeQuest	Payment Received - Overpayment Returns - May	1210 · Lifequest Receivables	-40,896.70
TOTAL					-40,896.70
General Journal	05/31/2020		Payment received with no paperwork	105 · Hometown Bank	479.38
			Payment received with no paperwork	Lifequest Deposit Adjustments	-479.38
TOTAL					-479.38
Deposit	05/26/2020		Deposit	103 · Savings bank of Deerfield	2,295.01
		Department of Administration Village of Deerfield	Coverdell Stroke Program Binder Lift Reimbursement	4999 · Uncategorized Income 840 · Equipment/Non-Disposable	-1,500.00 -795.01
TOTAL					-2,295.01
Deposit	05/27/2020		Deposit	103 · Savings bank of Deerfield	214.02
		US Bank	Deposit	4999 · Uncategorized Income	-214.02
TOTAL					-214.02
Deposit	05/28/2020		Deposit	103 · Savings bank of Deerfield	7,429.06
		FEMA	First payment for Plymovent	4999 · Uncategorized Income	-7,429.06
TOTAL					-7,429.06
Deposit	05/31/2020		Interest	103 · Savings bank of Deerfield	93.67
			Interest	640 · Interest Earned	-93.67
TOTAL					-93.67
Deposit	05/31/2020		Interest	101 · Operating Checking	1.13
			Interest	640 · Interest Earned	-1.13
TOTAL					-1.13

Aging Summary Report

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

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

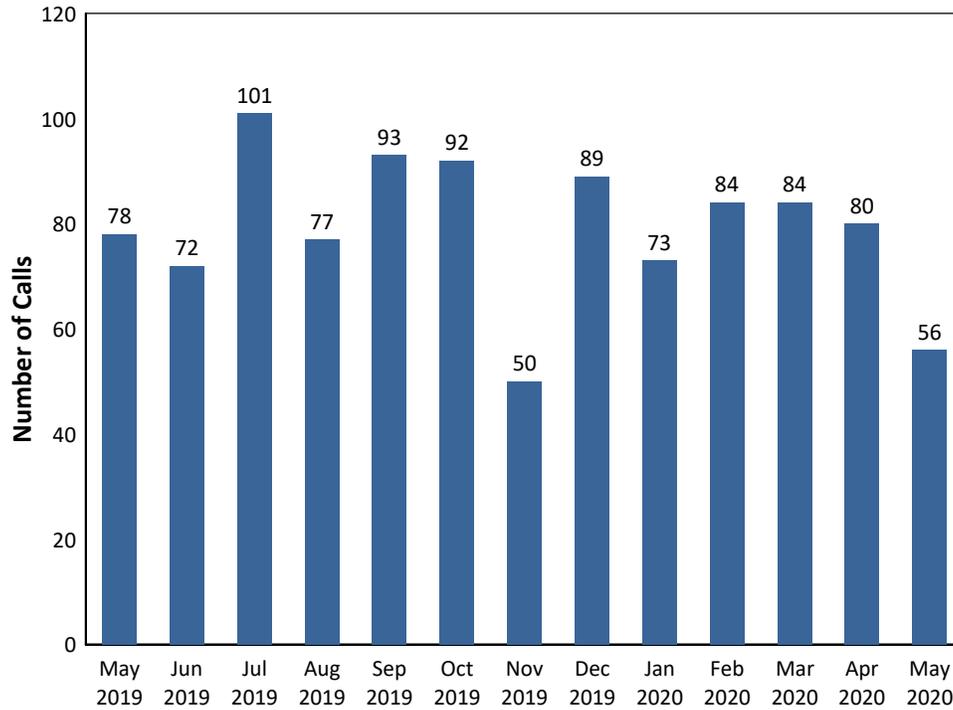
2020	Billable Units								Deposit from		
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	136	69,553.65	25,928.60	17,294.08	4,664.02	9,032.50		11,891.90	138,364.75		59,576.49
February	142	73,178.63	34,980.89	20,277.10	8,794.14	4,121.05		12,619.95	153,971.76		32,226.95
March	134	52,221.77	41,585.77	12,039.52	14,988.30	2,799.60		10,327.70	133,962.66		38,048.92
April	134	55,925.08	32,793.27	18,757.47	8,853.60	9,774.70		5,770.10	131,874.22		37,289.94
May	144	54,908.13	61,216.75	18,435.19	10,877.50	5,876.30		5,770.10	157,083.97		37,218.29
June											
July											
August											
September											
October											
November											
December											
	690									0.00	204,360.59

Total Runs Entered

Deer-Grove EMS District

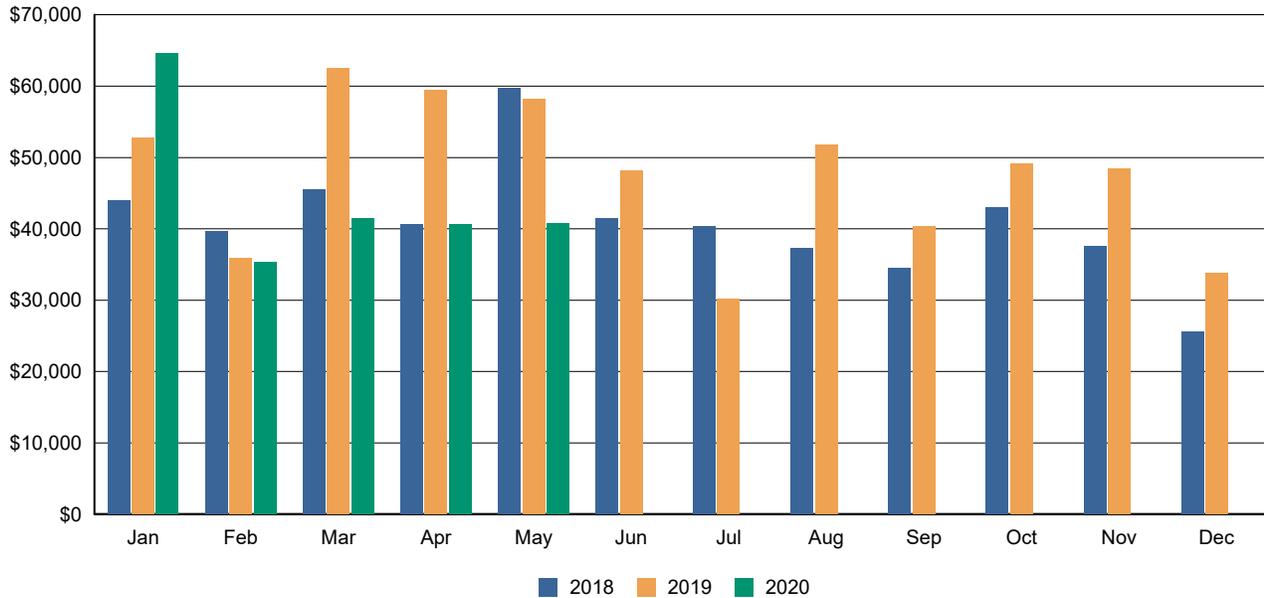
May 2019 to May 2020

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 May 2020



	2018	2019	2020
January	\$44,000	\$52,789	\$64,581
February	\$39,682	\$35,874	\$35,349
March	\$45,580	\$62,603	\$41,495
April	\$40,624	\$59,518	\$40,565
May	\$59,762	\$58,122	\$40,785
June	\$41,489	\$48,182	\$0
July	\$40,426	\$30,114	\$0
August	\$37,271	\$51,774	\$0
September	\$34,504	\$40,318	\$0
October	\$42,987	\$49,181	\$0
November	\$37,564	\$48,473	\$0
December	\$25,614	\$33,842	\$0
Total Gross Revenue	\$489,503	\$570,790	\$222,775

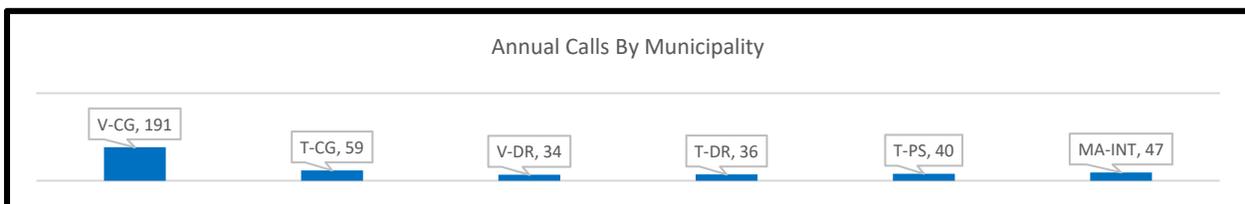
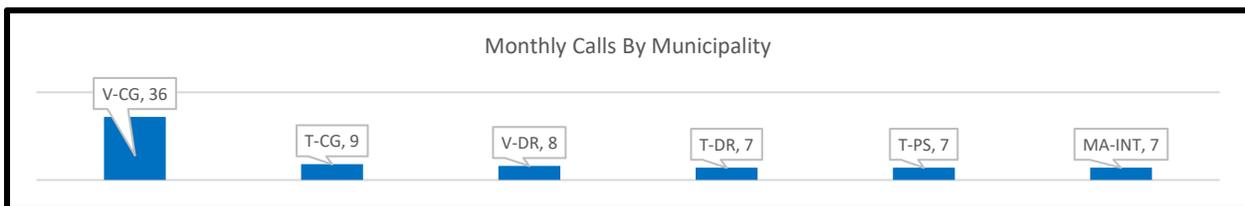
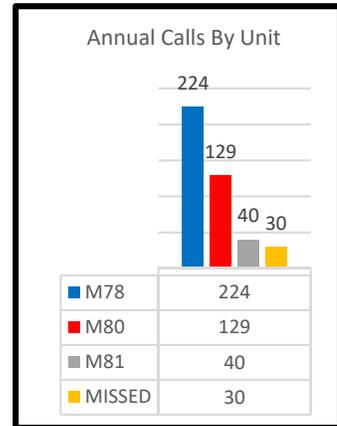
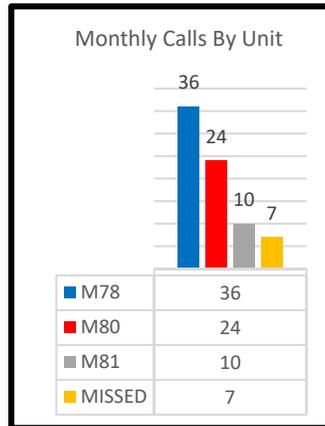
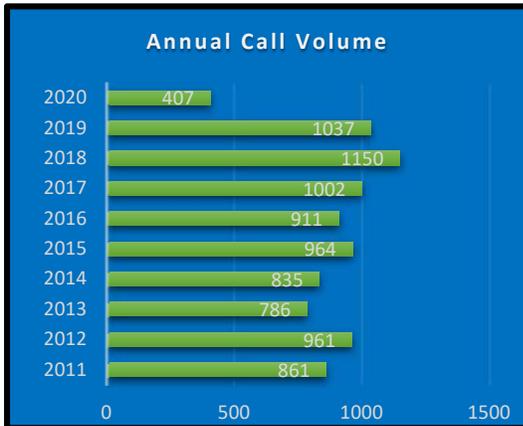
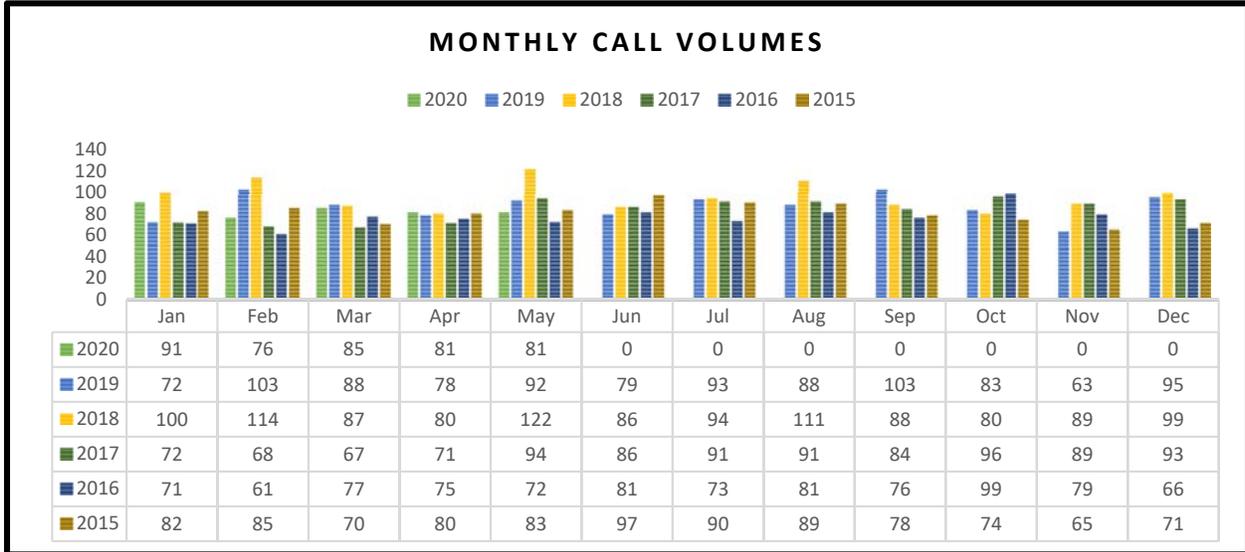


Deer-Grove EMS

STAFF REPORT MAY 2020

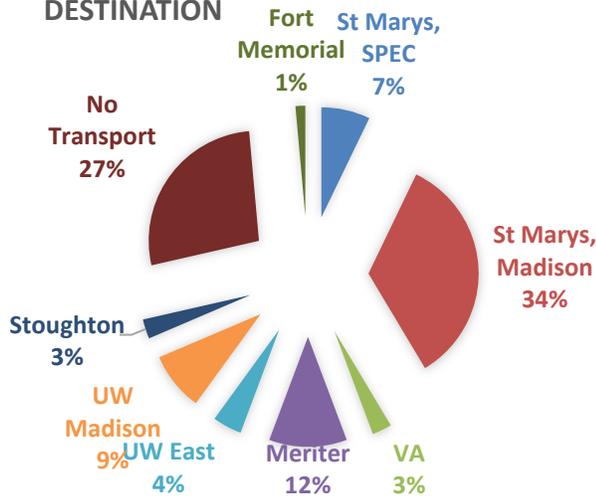
MISSION:

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

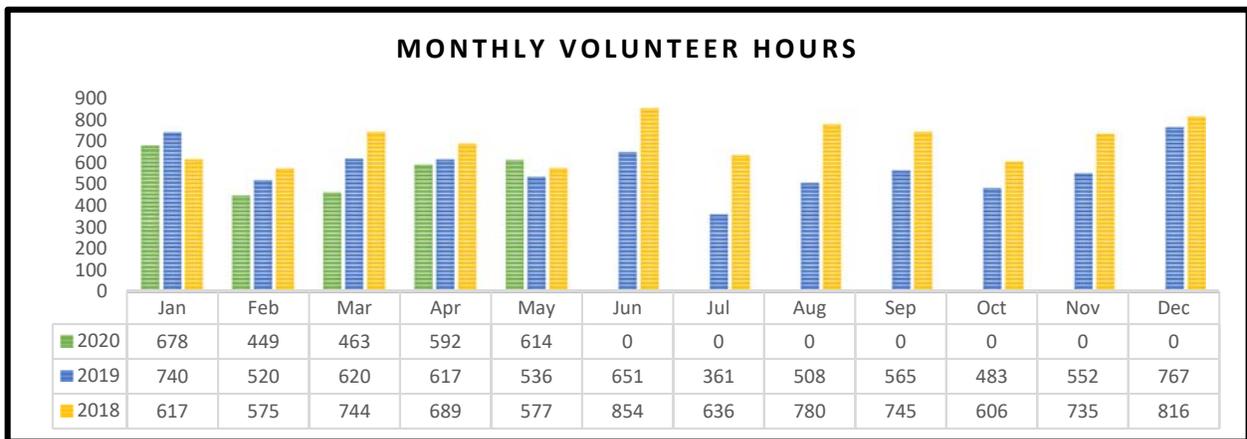


MONTHLY HOSPITAL

DESTINATION



Top 10 Provider Impressions
Neuro - Altered Mental Status
Acute pain due to trauma
Fever
Pain - Back NOS
Abuse of Alcohol - Intoxication
CV - Chest Pain - Angina
History of falling
Injury - Elbow
Injury - Head without L.O.C.
Injury - Lower leg



Membership Roster:

Full-Time

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

Limited-Term

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

Volunteer

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

*= Currently on Leave of Absence

**= Part-Time Office/Accounts Manager

Vehicle Maintenance Notes:

- M78 was taken to Badger Motors for a coolant leak. This was found to have been repaired once and is related to the ambulance conversion. The bill was submitted to and paid by Pomasl under warranty.
- While transporting a patient on a call for service, M80 struck a large deer and suffered largely right front bumper damage.
 - It was able to stay in service and complete the patient care transport after the deerlision.
 - Insurance was contacted and TruckStar provided an estimate for repair.
 - The newly installed bumper guard protected the vehicle from greater damage.
 - A bumper had already been ordered for M78, so it was diverted to repair M80
 - TruckStar found a bit more damage while installing the bumper, which delayed completion by a couple days.

Vehicle	Beginning Mileage	Ending Mileage	Beginning Hours	Ending Hours
M78	50,732	51,843	2342	2396
M80	67,975	69,269	3221	3282
M81	150,211	150,859	8214	8263
C79	45,075	45,455		

Deputy Chief's Report

Training Report:

- The membership met virtually for training in May due to the COVID-19 Pandemic. Training covering the lecture/theory components of High-Performance CPR and the LUCAS device.
- The membership will begin practicing the hands-on portion of these skills during shifts in June.
- Our monthly training meeting will meet in person in June to continue practicing cardiac arrest management and high-performance CPR.

Upcoming training sessions:

- SSM High-Performance CPR – June 18 - Virtual
- UW Emergency Care and Trauma Symposium – Jun 22/23 – Wisc Dells – Canceled
- Autism Training – Jan 25 – Deerfield (Rescheduled)

Training Center:

- No classes were taught in May due to the Safer at Home Order.
- Hydrite Chemical has tentatively scheduled First Aid/CPR classes for August, with the understanding that this may change in response to the state of the pandemic.

Public Relations/Special Events:

- Nearly all in person public events were either canceled or postponed.
- We continue to participate in small community birthday/graduation parades when requested.
- DGEMS supported rehab functions during the Cottage Grove house burn on May 30th.

Upcoming events:

- ARCA Race – Aug 7

Canceled/Postponed:

Ragnar Relay – May 16 - canceled
 Triad Senior Session on Safety – May 19 - canceled
 Cottage Grove Memory Café Presentation – May 27 – postponed
 Deerfield Festival – May 29/30/31 - canceled
 Ironman 70.3 – June 14 - postponed
 Cottage Grove Festival – June 18/19/20/21 - canceled
 Rugby HS Tournament – June 6 - canceled
 Hot2Trot Run – June 20 – gone virtual (no standby unit needed)
 Rugby Midwest RCT – June 27/28 – canceled

Chief's Report

- Access to the stations has been eased slightly. Members may use the work out areas and group meetings will be scheduled, but the buildings are still closed to the public.
- The approved COVID-19 return to work guideline was adjusted at the recommendation of Public Health.
 - Parameters for asymptomatic persons with a positive test result needed to be added. (Revision Attached)
- Policy SOP COVID-19 N95 Respirator Sanitization- UV Toaster and SOP COVID-19 3m Powered Air Purifying Respirator Use were both activated
- Worked with the Wisconsin State Laboratory of Hygiene to streamline our UV-Toaster process. This will allow DGEMS to be added to the listing so other agencies can use this site to decontaminate their N95 masks.

- Installation of the Plymovent system by Hastings Air Energy Control was completed on June 8th. The system is active, and all three vehicles have the same magnet flange for the nozzle to extract exhaust fumes.
- DGEMS has been working with St. Mary's Hospital, a software company called ESO, LifeQuest, and our patient care software company ImageTrend to implement a health data exchange.
 - This will provide a bi-directional link for all patients we transport to St. Mary's facilities
 - Our patient care report will automatically transfer into the patient's Epic file.
 - In return, we get the patient's most current billing information and outcomes data like discharge diagnosis or treatments provided while in the ED.

May Quick Stats						
<u>Date</u>	<u>Amb 1</u>	<u>Amb 2</u>	<u>First Responder</u>	<u>Reason Used</u>	<u>Ending Miles</u>	<u>Driver</u>
1	24	0	0	EMERGENCY CALL	45081	Eric Lang
2	24	0	0	Meeting - Out of District	45131	Eric Lang
3	24	0	0	Meeting - In District	45306	Eric Lang
4	24	0	0	Meeting - Out of District	45338	Eric Lang
5	24	8	0	Meeting - In District	45377	Eric Lang
6	24	0	0	Meeting - Out of District	45436	Eric Lang
7	24	13	0	Community Event	45455	Lisa Antoniewicz
8	24	0	0			
9	24	0	0			
10	24	23	0			
11	24	7	5			
12	24	8	0			
13	24	0	0			
14	24	0	0			
15	24	24	0			
16	24	12	0			
17	24	0	0			
18	24	0	12			
19	24	7	5			
20	24	8	0			
21	24	0	0			
22	24	0	24			
23	24	0	24			
24	24	0	0			
25	24	24	0			
26	24	0	13			
27	24	10	3			
28	24	0	0			
29	24	14	0			
30	24	24	0			
31	24	23	0			
Total	744	205	86			
1035 hours of coverage total						
Total of 139% coverage						

Car 79 Responded to 1 incident in April 2020

DGEMS-MAEMS Collaborative Response
2020 Responses

DGEMS Response Area		MAEMS Response Area	
2020	0	2020	1
April	0	April	0
May Missed	3	May Missed	3
YTD Missed	9	YTD Missed	6



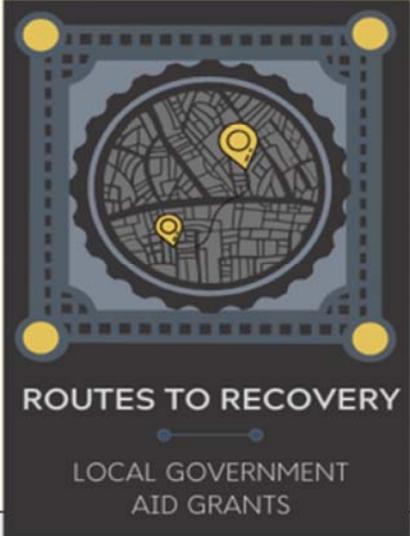
DEER-GROVE EMS DISTRICT

4030 County Highway N, Cottage Grove, WI 53527

608-839-5658

(fax) 608-839-4427

Routes to Recovery Local Government Aid Grant



Routes to Recovery Grants provide \$200 million in flexible grants for local government's unbudgeted expenditures incurred this year due to the COVID-19 pandemic, that have not already been covered through existing State of Wisconsin virus response efforts. Grants will cover reimbursements for:

- Emergency operation activities, including those related to public health, emergency services, and public safety response
- Purchases of personal protective equipment
- Cleaning/sanitizing supplies and services, including those related to elections administration
- Temporary isolation housing for infected or at-risk individuals
- Testing and contact tracing costs above those covered by existing State programs
- FMLA and sick leave for public health and safety employees to take COVID-19 precautions
- Meeting local match requirements for expenses submitted for reimbursement by FEMA, to the extent permitted by federal law

The determination of a local government's **Routes to Recovery Grant** amount is a formula based on the jurisdiction's population, as well as the priority of providing Wisconsin's units of local government no less than \$5,000, regardless of size of the population.

\$10 million of **Routes to Recovery Grants** have also been set aside for Wisconsin's Tribal Partners.

Each of the five communities we serve received an allocation for this grant project, with amounts as follows:

Village of Deerfield - \$40,384

Town of Deerfield - \$26,516

Village of Cottage Grove - \$109,251

Town of Cottage Grove - \$63,860

Town of Pleasant Springs - \$52,284

To divide our COVID-related costs fairly, we propose using a percentage of estimated population formula which currently is:

- Village of Deerfield, population 2,484 (15.51%)
- Town of Deerfield, population 1,631 (10.19%)
- Village of Cottage Grove, population 6,720 (41.96%)
- Town of Cottage Grove, population 3,928 (24.53%)
- Town of Pleasant Springs, population 1,250 (7.81%)

Respectfully submitted,



Eric A Lang, Chief
Deer-Grove EMS



SERVICE MEDICAL DIRECTOR

Medical direction is a necessary component of our department, as it is a position required by WI DHS 110.49. Our current service medical director is Peter Stier, MD. Dr. Stier has been in this position since August 2011.

The following is excerpted from DHS 110.49-

Responsibilities. The service medical director shall do all the following:

- (a) Prescribe patient care protocols under which the provider's EMS personnel treat.
- (b) Develop, review, and approve in writing all patient care protocols that will be used by EMS personnel delivering patient care under the operational plan.
- (c) Ensure that physicians providing on-line medical control do so in a manner consistent with the department approved patient care protocols.
- (d) Ensure that all aspects of the emergency medical services are under medical supervision and direction at all times.
- (e) Establish, participate in, and ensure the continuing implementation of a quality assurance program as part of a patient care improvement process.
- (f) Approve, limit or withdraw credentials as provided under s. [DHS 110.52](#).
- (g) Maintain liaison with the medical community, including hospitals, emergency departments, urgent care clinics, physicians, nurses, and other healthcare providers.
- (h) Work with regional, state and local EMS authorities to ensure that standards, needs and requirements are met, and resource utilization is optimized.
- (i) Maintain, through continuing education, current knowledge, and skills appropriate for a service medical director.
- (j) Approve, direct, and assist in providing training activities that assure EMS personnel are competent to provide safe and efficient patient care, based on the department approved patient care protocols.

Based on the length of the current agreement, careful evaluation of the provisions in the agreement for time allotted to Deer-Grove versus time received, and the current needs of the department, we would like to ensure we receive the following from our Medical Director!:

- The DGEMS physician medical directors must be intricately familiar and conversant with all relevant aspects of affiliated EMS systems that relate to patient safety and outcomes. Board certification in EMS medicine is preferred, making them best prepared to lead an EMS system in the role of physician medical director.
- The DGEMS physician medical director must actively engage all staff members outside of scheduled training sessions or QA coaching. This might include riding along on calls for service, periodic station visits and participation in department scheduled special events.
- The DGEMS physician medical director needs to actively direct and oversee credentialing programs that serve in determining initial and ongoing clinical privileges for individual providers in our EMS system. The physician medical director will have authority to immediately withdraw clinical privileges as part of a due process structure if an EMS professional poses potential imminent threat to patient safety and welfare.
- The DGEMS physician medical director will actively participate in the hiring process of any new members and have influence over the selection of new members.

1-<https://www.acep.org/patient-care/policy-statements/the-role-of-the-physician-medical-director-in-emergency-medical-services-leadership/#:~:text=EMS%20physician%20medical%20directors%20should%20actively%20direct%20and%20oversee%20the,dispatch%20privileges%20for%20communications%20specialists.>

- The DGEMS physician medical director should actively direct and lead the clinical performance in our EMS system, serving with recognized ultimate clinical authority.
- The DGEMS physician medical directors will actively guide and direct our EMS system design that is based on evidence-supported clinical practices and outcomes.
- The DGEMS physician medical director will actively direct and oversee our continuous quality improvement program based on evidence-supported practices and outcomes, so as to critically appraise and advance the quality of clinical performance in our EMS system.
 - The medical director will review all cases involving cardiac arrest, advanced airway procedures, defibrillation/cardioversion, major trauma, and any patient having a time critical diagnosis
 - The results of the QA review will be shared the members no more than two weeks after the incident
- As necessary, the DGEMS physician medical director will act as the liaison between other pre-hospital medical control physician groups, other health care organizations or hospital groups, Madison and Dane County Public Health, WI DHS EMS Office, and primary care physicians for patient within our primary response area.

PHYSICIAN MEDICAL DIRECTOR PROPOSAL

- We desire to have a more hands-on and involved medical director program.
- Having an medical director to actively monitor the medical review aspects of our responses and directing the creation of continuing education will enhance our service by allowing the Chief and Deputy Chief to focus on all other areas of importance.
- Using the responsibilities listed in DHS 110 and the desirable attributes, we suggest we solicit medical direction proposals from our current provider, Madison Emergency Physicians, and the UW ALS Consortium.

Respectfully submitted,



Eric A Lang, Chief
Deer-Grove EMS

VILLAGE OF COTTAGE GROVE LAW ENFORCEMENT COMMITTEE

NOTICE OF PUBLIC MEETING

TUESDAY, JUNE 23, 2020, 5:30 p.m., COTTAGE GROVE POLICE DEPARTMENT

***Please note location change**

Village Hall-221 E. Cottage Grove Rd, 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 to committee on COVID 19 issues for the CGPD.
 - b. Update on protests and issues surrounding Minneapolis Use of Force case for CGPD.
 - c. Update on CGPD Use of Force policy.
 - d. Update on racial incidents in Cottage Grove.
 - e. Update on vandalism issue to CGPD Officer's personal car while in CGPD lot.
 - f. SRO contract with Monona Grove School District.
 - g. Nuisance properties.
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
25 February 2020
Draft - Meeting Minutes

1. Call to Order

The February 25, 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 Russell to approve minutes from 28 January 2020 meeting seconded by Peters. Motion carried with a voice vote of 5-0-0.

4. New Business

- a. Update on fitness/wellness plan: Chief Layber relayed that the fitness equipment is in and all of it is nearly all set-up. The equipment that is set-up is already being used by both some of the officers and other Village staff. For the officers who want to volunteer for the program, they will take a baseline physical test, build to the achieving the goal, and once achieved they will earn additional time off.
- b. Update on recent vandalism: Chief noted that they are continuing to investigate the recent vandalism of tagged garage door, cars, and street signs in the Village, Town, and in Madison.
- c. Update on success of food pantry/parking ticket program: Chief Layber shared that we had 5 large truck loads to the food pantry and they were very appreciative. The program was used by half about of the citizens issued tickets during the program period. Chief did note that he had fewer complaints than he typically gets. The committee and Chief discuss the potential to implement the program next winter.

5. Chief's Report

- a. Police Department Activity Report: Chief Layber highlighted one radar sign installed and brackets have been attached several other posts; the COPS

application has been submitted our focus is on addressing domestic violence; Chief also let our local congressional representative office of our submittal. We are early in the year so nothing to note thus far in the year. Chief will present his annual 2019 report to the Village Board likely at March 16th board meeting.

- b. Detective Report: Chief Layber walked through the report.
 - c. K9 Report: no report.
 - d. SRO Report: Chief Layber shared a few highlights from SRO's report.
6. Future agenda items and next meeting date:
- Usual agenda items.
 - Next meeting scheduled for March 24th at 5:30 p.m.
7. Adjournment

Motion to adjure 5:50 p.m. by Valencia and second by Peters and carried voice vote 5-0-0.

MINUTES - Submitted by
John Williams

Village of Cottage Grove Law Enforcement Committee meeting held on 25Feb2020

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	930	783	674								
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	40.3	33.2	25.3	22.5								
CALLS PER SHIFT	13.4	11.1	8.4	7.5								
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



Incident Activity Report

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

Print Date/Time: 05/21/2020 09:15
 Login ID: cgcms
 Layer: All
 Areas: All

From Date: 04/01/2020 00:01
 To Date: 04/30/2020 23:59

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

Hour	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%
24	4	0.6	12	1.8	10	1.5	9	1.3	14	2.1	8	1.2	19	2.8	76	11.3
1	3	0.4	8	1.2	4	0.6	7	1.0	3	0.4	5	0.7	7	1.0	37	5.5
2	1	0.1	1	0.1	1	0.1	2	0.3	1	0.1	7	1.0	1	0.1	14	2.1
3	2	0.3	3	0.4	2	0.3	2	0.3	6	0.9	6	0.9	2	0.3	23	3.4
4	2	0.3	3	0.4	3	0.4	5	0.7	4	0.6	4	0.6	5	0.7	26	3.9
5	0	0.0	1	0.1	1	0.1	4	0.6	0	0.0	0	0.0	1	0.1	7	1.0
6	0	0.0	0	0.0	0	0.0	2	0.3	0	0.0	0	0.0	1	0.1	3	0.4
7	0	0.0	0	0.0	0	0.0	1	0.1	2	0.3	1	0.1	0	0.0	4	0.6
8	0	0.0	5	0.7	3	0.4	2	0.3	2	0.3	1	0.1	0	0.0	13	1.9
9	4	0.6	2	0.3	5	0.7	2	0.3	4	0.6	1	0.1	5	0.7	23	3.4
10	3	0.4	0	0.0	2	0.3	2	0.3	4	0.6	2	0.3	4	0.6	17	2.5
11	2	0.3	9	1.3	6	0.9	7	1.0	5	0.7	5	0.7	5	0.7	39	5.8
12	2	0.3	7	1.0	2	0.3	2	0.3	6	0.9	3	0.4	3	0.4	25	3.7
13	3	0.4	0	0.0	1	0.1	4	0.6	1	0.1	1	0.1	3	0.4	13	1.9
14	2	0.3	6	0.9	3	0.4	3	0.4	5	0.7	2	0.3	3	0.4	24	3.6
15	8	1.2	5	0.7	2	0.3	7	1.0	6	0.9	3	0.4	4	0.6	35	5.2
16	6	0.9	9	1.3	5	0.7	9	1.3	5	0.7	5	0.7	6	0.9	45	6.7
17	5	0.7	1	0.1	4	0.6	4	0.6	5	0.7	4	0.6	4	0.6	27	4.0
18	5	0.7	3	0.4	7	1.0	2	0.3	4	0.6	7	1.0	2	0.3	30	4.5
19	3	0.4	5	0.7	1	0.1	7	1.0	2	0.3	3	0.4	6	0.9	27	4.0
20	5	0.7	7	1.0	3	0.4	6	0.9	4	0.6	3	0.4	2	0.3	30	4.5
21	0	0.0	1	0.1	2	0.3	5	0.7	2	0.3	2	0.3	0	0.0	12	1.8
22	2	0.3	2	0.3	8	1.2	2	0.3	5	0.7	7	1.0	2	0.3	28	4.2
23	11	1.6	16	2.4	19	2.8	20	3.0	10	1.5	7	1.0	13	1.9	96	14.2
Totals:	73	10.8	106	15.7	94	14.0	116	17.2	100	14.8	87	12.9	98	14.5	674	100.0



Incident Breakdown By Month Report

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

Print Date/Time: 05/21/2020 09:16
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	37.5	0	0.0	1	12.5	1	12.5	3	37.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8
911 Call Playing	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
911 Call Question	1	16.7	4	66.7	0	0.0	0	0.0	1	16.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	6
911 Call Silent	1	11.1	3	33.3	2	22.2	1	11.1	2	22.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	9
911 Call	12	21.4	5	8.9	14	25.0	13	23.2	12	21.4	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	56
911 Disconnect	3	20.0	2	13.3	4	26.7	4	26.7	2	13.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	15
911 Misdial Call	0	0.0	1	12.5	4	50.0	1	12.5	2	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8
Accident Hit and	0	0.0	2	25.0	3	37.5	1	12.5	2	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8
Accident Mv/Deer	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
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	44.4	4	22.2	2	11.1	3	16.7	1	5.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	18
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	25.0	1	25.0	1	25.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Adult Arrested	0	0.0	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	2
Alarm	4	19.0	5	23.8	6	28.6	4	19.0	2	9.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	21
Animal Bite	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Animal	0	0.0	1	33.3	1	33.3	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Animal Found	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Animal Lost	0	0.0	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Animal Stray	2	22.2	1	11.1	2	22.2	3	33.3	1	11.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	9
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	27.9	36	26.5	26	19.1	22	16.2	14	10.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	136
Assist Citizen	1	33.3	1	33.3	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Assist Community	1	14.3	3	42.9	2	28.6	1	14.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7
Assist EMS/Fire	36	22.1	25	15.3	35	21.5	41	25.2	26	16.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	163
Assist K9	4	21.1	4	21.1	4	21.1	2	10.5	5	26.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	19



Incident Breakdown By Month Report

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

Print Date/Time: 05/21/2020 09:16
Login ID: cgcms
Year: 2020

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

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Assist Police	19	28.4	11	16.4	13	19.4	12	17.9	12	17.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	67
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	7.1	0	0.0	5	35.7	2	14.3	6	42.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	14
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
Burglary	0	0.0	0	0.0	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	2
Check Person	14	18.9	18	24.3	10	13.5	21	28.4	11	14.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	74
Check Property	337	19.6	310	18.0	389	22.6	445	25.9	240	13.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1721
Check Property	29	42.0	25	36.2	13	18.8	2	2.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	69
Child Abuse	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Civil Dispute	2	66.7	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Damage to	1	9.1	2	18.2	4	36.4	1	9.1	3	27.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	11
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	50.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Disturbance	2	14.3	5	35.7	1	7.1	3	21.4	3	21.4	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	14
Disturbance	1	25.0	1	25.0	0	0.0	1	25.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Domestic	4	36.4	1	9.1	2	18.2	3	27.3	1	9.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	11
Drug	6	42.9	5	35.7	2	14.3	0	0.0	1	7.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	14
Extortion	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Follow-Up	19	50.0	8	21.1	6	15.8	3	7.9	2	5.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	38
Foot Patrol	3	14.3	5	23.8	8	38.1	2	9.5	3	14.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	21
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	23.1	1	7.7	2	15.4	6	46.2	1	7.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	13
Information	12	30.8	8	20.5	5	12.8	11	28.2	3	7.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	39
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	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



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Incident Type: All

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Juvenile Complaint	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
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	4.4	4	4.4	3	3.3	1	1.1	79	86.8	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	91
Local Ordinance	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
Missing Adult	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Missing	0	0.0	1	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	33.3	0	0.0	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	3
Noise Complaint	0	0.0	1	20.0	0	0.0	2	40.0	2	40.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	5
OMVWI	4	36.4	3	27.3	1	9.1	1	9.1	2	18.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	11
Parking Complaint	218	69.4	72	22.9	3	1.0	6	1.9	15	4.8	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	314
Phone	12	16.2	22	29.7	15	20.3	15	20.3	10	13.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	74
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	50.0	2	25.0	1	12.5	1	12.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8
Property Found	7	46.7	5	33.3	2	13.3	0	0.0	1	6.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	15
Property Lost	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Recovered/Stolen	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Repo	2	50.0	1	25.0	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	4
Safety Hazard	8	25.8	8	25.8	6	19.4	4	12.9	5	16.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	31
Sex Offense	1	50.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Sexual Assault of	1	33.3	0	0.0	0	0.0	1	33.3	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Solicitors	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
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	50.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Stolen Auto	3	75.0	0	0.0	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	4



Incident Breakdown By Month Report

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

Print Date/Time: 05/21/2020 09:16
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
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
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	21.4	3	21.4	3	21.4	3	21.4	2	14.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	14
Suspicious Vehicle	17	31.5	10	18.5	7	13.0	9	16.7	11	20.4	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	54
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	75.0	0	0.0	0	0.0	1	12.5	1	12.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8
Theft from Auto	1	16.7	0	0.0	3	50.0	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	6
Theft Retail	0	0.0	2	40.0	0	0.0	1	20.0	2	40.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	5
Threats Complaint	7	53.8	1	7.7	1	7.7	1	7.7	3	23.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	13
Towed Vehicle	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Traffic Arrest	132	49.1	87	32.3	41	15.2	6	2.2	3	1.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	269
Traffic	14	46.7	4	13.3	7	23.3	2	6.7	3	10.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	30
Traffic Incident	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Traffic Stop	217	42.1	175	33.9	109	21.1	5	1.0	10	1.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	516
Trespass	0	0.0	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	2
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
Total:	1250	30.1	930	22.4	783	18.8	676	16.3	519	12.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4158

CALLS FOR SERVICE SUMMARY

2020 Village	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TOTAL	1250	930	783	674	739							
NUMBER OF DAYS PER MONTH	31	28	31	30	31	30	31	31	30	31	30	31
CALLS PER DAY	40.3	33.2	25.3	22.5	23.8							
CALLS PER SHIFT	13.4	11.1	8.4	7.5	7.9							
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



Incident Activity Report

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

Print Date/Time: 06/16/2020 11:21
 Login ID: cgcms
 Layer: All
 Areas: All

From Date: 05/01/2020 00:01
 To Date: 05/31/2020 23:59

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

Hour	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%
24	8	1.1	6	0.8	10	1.4	9	1.2	16	2.2	10	1.4	12	1.6	71	9.6
1	8	1.1	3	0.4	4	0.5	15	2.0	6	0.8	5	0.7	8	1.1	49	6.6
2	3	0.4	4	0.5	7	0.9	14	1.9	4	0.5	7	0.9	10	1.4	49	6.6
3	5	0.7	2	0.3	6	0.8	2	0.3	4	0.5	6	0.8	8	1.1	33	4.5
4	1	0.1	2	0.3	3	0.4	6	0.8	2	0.3	5	0.7	5	0.7	24	3.2
5	0	0.0	0	0.0	0	0.0	0	0.0	1	0.1	0	0.0	1	0.1	2	0.3
6	1	0.1	1	0.1	0	0.0	0	0.0	2	0.3	1	0.1	1	0.1	6	0.8
7	1	0.1	1	0.1	0	0.0	0	0.0	0	0.0	0	0.0	1	0.1	3	0.4
8	1	0.1	0	0.0	3	0.4	1	0.1	4	0.5	2	0.3	5	0.7	16	2.2
9	1	0.1	4	0.5	1	0.1	1	0.1	5	0.7	6	0.8	3	0.4	21	2.8
10	8	1.1	5	0.7	1	0.1	4	0.5	1	0.1	6	0.8	6	0.8	31	4.2
11	6	0.8	8	1.1	8	1.1	8	1.1	4	0.5	5	0.7	1	0.1	40	5.4
12	2	0.3	1	0.1	0	0.0	4	0.5	5	0.7	7	0.9	5	0.7	24	3.2
13	1	0.1	3	0.4	4	0.5	2	0.3	1	0.1	3	0.4	2	0.3	16	2.2
14	3	0.4	6	0.8	4	0.5	2	0.3	2	0.3	5	0.7	4	0.5	26	3.5
15	3	0.4	4	0.5	2	0.3	2	0.3	2	0.3	2	0.3	2	0.3	17	2.3
16	0	0.0	4	0.5	7	0.9	9	1.2	3	0.4	9	1.2	4	0.5	36	4.9
17	5	0.7	6	0.8	5	0.7	6	0.8	10	1.4	4	0.5	2	0.3	38	5.1
18	3	0.4	2	0.3	3	0.4	7	0.9	3	0.4	6	0.8	4	0.5	28	3.8
19	4	0.5	3	0.4	6	0.8	1	0.1	2	0.3	6	0.8	5	0.7	27	3.7
20	2	0.3	4	0.5	4	0.5	3	0.4	3	0.4	8	1.1	6	0.8	30	4.1
21	2	0.3	1	0.1	2	0.3	0	0.0	0	0.0	2	0.3	3	0.4	10	1.4
22	8	1.1	4	0.5	1	0.1	6	0.8	7	0.9	4	0.5	9	1.2	39	5.3
23	14	1.9	14	1.9	12	1.6	16	2.2	9	1.2	20	2.7	18	2.4	103	13.9
Totals:	90	12.2	88	11.9	93	12.6	118	16.0	96	13.0	129	17.5	125	16.9	739	100.00



Incident Breakdown By Month Report

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

Print Date/Time: 06/16/2020 11:21
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	25.0	0	0.0	1	8.3	1	8.3	3	25.0	4	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	12
911 Call Playing	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
911 Call Question	1	14.3	4	57.1	0	0.0	0	0.0	1	14.3	1	14.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7
911 Call Silent	1	9.1	3	27.3	2	18.2	1	9.1	4	36.4	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	11
911 Call	12	16.9	5	7.0	14	19.7	13	18.3	18	25.4	9	12.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	71
911 Disconnect	3	18.8	2	12.5	4	25.0	4	25.0	2	12.5	1	6.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	16
911 Misdialed Call	0	0.0	1	12.5	4	50.0	1	12.5	2	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8
Accident Hit and	0	0.0	2	25.0	3	37.5	1	12.5	2	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8
Accident Mv/Deer	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Accident Private	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	2	66.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Accident Property	8	42.1	4	21.1	2	10.5	3	15.8	1	5.3	1	5.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	19
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	20.0	1	20.0	1	20.0	0	0.0	2	40.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	5
Adult Arrested	0	0.0	0	0.0	2	66.7	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Alarm	4	12.5	5	15.6	6	18.8	4	12.5	10	31.3	3	9.4	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	32
Animal Bite	0	0.0	0	0.0	0	0.0	1	50.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Animal	0	0.0	1	33.3	1	33.3	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Animal Found	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Animal Lost	0	0.0	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Animal Stray	2	16.7	1	8.3	2	16.7	3	25.0	2	16.7	2	16.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	12
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	23.8	36	22.5	26	16.3	22	13.8	28	17.5	10	6.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	160
Assist Citizen	1	33.3	1	33.3	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Assist Community	1	14.3	3	42.9	2	28.6	1	14.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7
Assist Dane	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Assist EMS/Fire	36	19.5	25	13.5	35	18.9	41	22.2	33	17.8	15	8.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	185



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 ORI Number: WI0131900
 Incident Type: All

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Assist K9	4	18.2	4	18.2	4	18.2	2	9.1	5	22.7	3	13.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	22
Assist Police	19	23.2	11	13.4	13	15.9	12	14.6	17	20.7	10	12.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	82
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	7.1	0	0.0	5	35.7	2	14.3	6	42.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	14
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
Burglary Non-	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Burglary	0	0.0	0	0.0	1	33.3	1	33.3	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Check Person	14	16.7	18	21.4	10	11.9	21	25.0	13	15.5	8	9.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	84
Check Property	337	17.1	310	15.7	389	19.8	445	22.6	350	17.8	138	7.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1969
Check Property	29	42.0	25	36.2	13	18.8	2	2.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	69
Child Abuse	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Civil Dispute	2	66.7	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Damage to	1	7.1	2	14.3	4	28.6	1	7.1	5	35.7	1	7.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	14
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	33.3	0	0.0	0	0.0	0	0.0	1	33.3	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Disturbance	2	10.0	5	25.0	1	5.0	3	15.0	5	25.0	4	20.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	20
Disturbance	1	16.7	1	16.7	0	0.0	1	16.7	1	16.7	2	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	6
Domestic	4	33.3	1	8.3	2	16.7	3	25.0	2	16.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	12
Drug	6	42.9	5	35.7	2	14.3	0	0.0	1	7.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	14
Extortion	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Follow-Up	19	38.8	8	16.3	6	12.2	3	6.1	2	4.1	11	22.4	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	49
Foot Patrol	3	11.5	5	19.2	8	30.8	2	7.7	5	19.2	3	11.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	26
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	17.6	1	5.9	2	11.8	6	35.3	2	11.8	3	17.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	17
Information	12	24.0	8	16.0	5	10.0	11	22.0	6	12.0	8	16.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	50



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	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Intoxicated Person	2	66.7	0	0.0	0	0.0	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Juvenile Arrest	1	33.3	2	66.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Juvenile Complaint	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Landlord Tenant	0	0.0	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Liquor Law	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Liquor Law/Bar	4	3.1	4	3.1	3	2.4	1	0.8	86	67.7	29	22.8	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	127
Local Ordinance	1	33.3	1	33.3	0	0.0	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Missing Adult	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Missing	0	0.0	1	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	33.3	0	0.0	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	3
Noise Complaint	0	0.0	1	14.3	0	0.0	2	28.6	3	42.9	1	14.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7
OMVWI	4	28.6	3	21.4	1	7.1	1	7.1	3	21.4	2	14.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	14
Parking Complaint	218	67.5	72	22.3	3	0.9	6	1.9	19	5.9	5	1.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	323
Pharmaceutical	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Phone	12	12.0	22	22.0	15	15.0	15	15.0	19	19.0	17	17.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	100
PNB/AED	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Preserve the	0	0.0	4	44.4	2	22.2	1	11.1	1	11.1	1	11.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	9
Problem Solving	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Property Found	7	38.9	5	27.8	2	11.1	0	0.0	3	16.7	1	5.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	18
Property Lost	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Recovered/Stolen	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Repo	2	50.0	1	25.0	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	4
Safety Hazard	8	21.1	8	21.1	6	15.8	4	10.5	7	18.4	5	13.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	38
Sex Offense	1	50.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Sexual Assault of	1	33.3	0	0.0	0	0.0	1	33.3	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Solicitors	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2



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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	50.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Stolen Auto	3	42.9	0	0.0	1	14.3	0	0.0	0	0.0	3	42.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7
Stolen Other	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Suspicious Person	3	20.0	3	20.0	3	20.0	3	20.0	2	13.3	1	6.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	15
Suspicious Vehicle	17	25.0	10	14.7	7	10.3	9	13.2	19	27.9	6	8.8	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	68
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	54.5	0	0.0	0	0.0	1	9.1	2	18.2	2	18.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	11
Theft from Auto	1	16.7	0	0.0	3	50.0	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	6
Theft Retail	0	0.0	2	25.0	0	0.0	1	12.5	2	25.0	3	37.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8
Threats Complaint	7	35.0	1	5.0	1	5.0	1	5.0	5	25.0	5	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	20
Towed Vehicle	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Traffic Arrest	132	46.5	87	30.6	41	14.4	6	2.1	6	2.1	12	4.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	284
Traffic	14	41.2	4	11.8	7	20.6	2	5.9	6	17.6	1	2.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	34
Traffic Incident	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Traffic Stop	217	38.5	175	31.1	109	19.4	5	0.9	16	2.8	41	7.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	563
Trespass	0	0.0	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	2
Violation of Court	0	0.0	1	50.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Total:	1250	26.2	930	19.5	783	16.4	676	14.2	740	15.5	385	8.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4764

**COTTAGE GROVE 2020 DEPARTMENT BUDGET
MONTHLY EXPENDITURES**

	<u>Expenditure</u>	<u>Remaining</u>	<u>Invoice</u>	<u>Description</u>	<u>Month</u>
<u>100-52100-210 PROFESSIONAL SERVICES</u>					
	Budgeted Amount	\$ 12,000.00			
Herald Independent	\$ 368.00	\$ 11,632.00	02/29/2020	Village Guide Printing	Feb
<u>100-52100-214 DATA PROCESSING</u>					
	Budgeted Amount	\$ 40,000.00			
Deer Creek Technologies	\$ 297.00	\$ 39,703.00	2020-110	Deer Creek Annual	Jan
WI DOJ	\$ 318.00	\$ 39,385.00	455TIME-7813	Time System Access	Jan
US Cellular	\$ 223.59	\$ 39,161.41	352430725	Modem Account	Jan
Power DMS	\$ 1,166.62	\$ 37,994.79	32802	Start-up Fees	Jan
Protection Technologies	\$ 480.00	\$ 37,514.79	21452	Installs	Feb
US Cellular	\$ 241.59	\$ 37,273.20	357782483	Modem Account	Feb
US Cellular	\$ 232.59	\$ 37,040.61	363004936	Modem Account	Mar
WI DOJ	\$ 318.00	\$ 36,722.61	455TIME-8505	Time System Access	Apr
Atlas Business Solutions	\$ 540.00	\$ 36,182.61	INV308214	Schedule Anywhere Annual	Apr
Roxio	\$ 31.64	\$ 36,150.97	MC	CD/DVD Software	Mar
US Cellular	\$ 205.59	\$ 35,945.38	368462776	Modem Account	Apr
Power DMS	\$ 4,751.25	\$ 31,194.13	34142	Power DMS	Mar
City of Madison	\$ 7,780.89	\$ 23,413.24	29186	LERMS Maint.	May
<u>100-52100-225 TELEPHONE</u>					
	Budgeted Amount	\$ 5,000.00			
Frontier	\$ 70.88	\$ 4,929.12	1/1/2020	Emergency Line/Fax Machine	Jan
US Cellular	\$ 404.68	\$ 4,524.44	353770261	Cell Phones	Jan
Frontier	\$ 70.65	\$ 4,453.79	2/1/2020	Emergency Line/Fax Machine	Feb
US Cellular	\$ 396.33	\$ 4,057.46	359115458	Cell Phones	Feb
Frontier	\$ 70.63	\$ 3,986.83	3/1/2020	Emergency Line/Fax Machine	Mar
US Cellular	\$ 392.32	\$ 3,594.51	364506157	Cell Phones	Mar
Frontier	\$ 70.19	\$ 3,524.32	4/1/2020	Emergency Line/Fax Machine	Apr
US Cellular	\$ 378.64	\$ 3,145.68	369960938	Cell Phones	Apr
Frontier	\$ 70.07	\$ 3,075.61	5/1/2020	Emergency Line/Fax Machine	May
<u>100-52100-240 REPAIR/MAIN EQUIP</u>					
	Budgeted Amount	\$ 2,300.00			
Schmidt's Auto	\$ 125.00	\$ 2,175.00	548630	Squad Tow	Mar
<u>100-52100-310 OFFICE SUPPLIES</u>					
	Budgeted Amount	\$ 4,000.00			
Complete Office	\$ 60.64	\$ 3,939.36	MC	Office Supplies	Jan
Complete Office	\$ 115.64	\$ 3,823.72	MC	Office Supplies	Jan
Amazon	\$ 63.28	\$ 3,760.44	MC	Office Supplies	Jan
Amazon	\$ 103.59	\$ 3,656.85	MC	Office Supplies	Jan
Amazon	\$ (118.16)	\$ 3,775.01	MC	Office Supplies	Jan
Office Depot	\$ 39.40	\$ 3,735.61	MC	Office Supplies	Feb
Target	\$ 9.16	\$ 3,726.45	MC	Office Supplies	Feb
Amazon	\$ 15.75	\$ 3,710.70	MC	Office Supplies	Feb
Amazon	\$ 90.73	\$ 3,619.97	MC	Office Supplies	Feb
Amazon	\$ 34.69	\$ 3,585.28	MC	Office Supplies	Feb
Piggly Wiggly	\$ 9.46	\$ 3,575.82	MC	Office Supplies	Mar
CVS Pharmacy	\$ 28.65	\$ 3,547.17	MC	Office Supplies	Mar
Amazon	\$ 47.90	\$ 3,499.27	MC	Office Supplies	Mar
Complete Office	\$ 55.00	\$ 3,444.27	MC	Office Supplies	Mar
Complete Office	\$ 126.15	\$ 3,318.12	MC	Office Supplies	Apr
<u>100-52100-311 POSTAGE</u>					
	Budgeted Amount	\$ 600.00			
Post Office	\$ 24.65	\$ 575.35	MC	Postage for Return	Jan
Post Office	\$ 7.10	\$ 568.25	MC	Certified Mail	Jan
<u>100-52100-320 PUBLICATIONS/DUES</u>					
	Budgeted Amount	\$ 1,500.00			

Chamber of Commerce	\$	110.00	\$	1,390.00	12/31/2019	Chamber Dues	Dec
WI CPA	\$	80.00	\$	1,310.00	12/30/2019	Wagner Membership	Dec
DCCPA	\$	80.00	\$	1,230.00	2020-CGPD	Chief/LT Dues	Jan
IACP	\$	190.00	\$	1,040.00	94383	Chief Dues	Jan
WILEAG	\$	650.00	\$	390.00	12/7/2019	Accreditation	Dec
WI CPA	\$	130.00	\$	260.00	3363	Chief Dues	Dec
MOCIC	\$	150.00	\$	110.00	3/11/2020	Chief Dues	Mar

100-52100-330 TRAINING

Budgeted Amount		\$ 11,000.00					
WICPA	\$	200.00	\$	10,800.00	3967	Chief Conference	Jan
PayPal	\$	275.00	\$	10,525.00	MC	Anderson	Jan
Kalahari	\$	82.00	\$	10,443.00	MC	Anderson	Jan
Kalahari	\$	254.80	\$	10,188.20	MC	Wagner	Feb
Kalahari	\$	212.15	\$	9,976.05	MC	Stortz	Feb
Kalahari	\$	239.98	\$	9,736.07	MC	Layber	Feb
Kalahari	\$	(30.15)	\$	9,766.22	MC	Stortz Credit	Feb
WI AWP	\$	175.00	\$	9,591.22	MC	O'Dell	Feb
Best Western	\$	276.66	\$	9,314.56	MC	Helgeland	Feb
Holiday Inn	\$	139.60	\$	9,174.96	MC	Helgeland	Feb
Holiday Inn Amber Grill	\$	13.72	\$	9,161.24	MC	Helgeland	Feb
Ground Round Oshkosh	\$	13.64	\$	9,147.60	MC	Helgeland	Feb
Calibre Press	\$	359.00	\$	8,788.60	MC	Helgeland	Mar
Top Pack Defense, LLC	\$	885.00	\$	7,903.60	MC	Department	Mar
Kalahari	\$	(34.80)	\$	7,938.40	MC		Mar
Holiday Inn	\$	(16.65)	\$	7,955.05	MC		Mar
Kalahari	\$	(82.00)	\$	8,037.05	MC	Anderson	Mar
WI AWP	\$	(175.00)	\$	8,212.05	MC	O'Dell Credit	Apr

100-52100-340 OPERATING SUPPLIES

Budgeted Amount		\$ 20,000.00					
Engraving & Trophy Specialists, Inc.	\$	75.00	\$	19,925.00	59785	Jude Wolf Award	Jan
Deer Grove EMS	\$	154.04	\$	19,770.96	20201	Defibrillator Pads	Jan
Unity Point Health	\$	37.97	\$	19,732.99	1/27/2020	Blood Draw; Case #20-36070	Jan
Ace Hardware	\$	13.99	\$	19,719.00	2/7/2020	Flashlight Battery	Feb
Deerfield Pistol Center	\$	1,725.80	\$	17,993.20	MC	Glock & Ammo	Jan
Eleven	\$	59.92	\$	17,933.28	MC	Evidence	Jan
Amazon	\$	13.07	\$	17,920.21	MC	Amazon Prime	Jan
Amazon	\$	195.70	\$	17,724.51	MC	Maglite Charges	Jan
Voiance	\$	25.00	\$	17,699.51	1069569	Language Line	Feb
Pellitteri	\$	38.76	\$	17,660.75	1014448	Confidential Shredding	Feb
Menards	\$	50.53	\$	17,610.22	MC	Cleaning Squad Supplies	Feb
Bill's Key Shop	\$	100.00	\$	17,510.22	MC	Master Keys	Feb
Amazon	\$	13.05	\$	17,497.17	MC	Amazon Prime	Feb
Intoximeters, Inc	\$	166.65	\$	17,330.52	MC	Equipment	Feb
Engraving & Trophy Specialists, Inc.	\$	7.50	\$	17,323.02	59957	Engraving	Mar
Deer Grove EMS	\$	999.86	\$	16,323.16	202006	Trauma Bags	Mar
Voiance	\$	25.00	\$	16,298.16	1082773	Language Line	Mar
Unity Point Health	\$	37.97	\$	16,260.19	4/5/2020	Blood Draw; Case #20-94250	Apr
Amazon	\$	(6.32)	\$	16,266.51	MC	Credit	Mar
Amazon	\$	20.93	\$	16,245.58	MC	Hand Cleaner	Mar
Lloyd Mats	\$	71.63	\$	16,173.95	MC	Tahoe Floor Mats	Mar
Amazon	\$	13.05	\$	16,160.90	MC	Amazon Prime	Mar
Sirchie	\$	85.06	\$	16,075.84	MC	Evidence	Mar
Glock, Inc.	\$	369.25	\$	15,706.59	MC	O'Dell Replacement Glock	Mar
Amazon	\$	22.11	\$	15,684.48	MC	Sharps Container	Mar
Pellitteri	\$	38.76	\$	15,645.72	1157880	Confidential Shredding	Apr
Voiance	\$	25.00	\$	15,620.72	1094350	Language Line	Apr
Dane County Treasurer	\$	74.69	\$	15,546.03	37849	Printing Forms	May
Amazon	\$	32.69	\$	15,513.34	MC	16GB Flash Drives; Evidence	Apr
Amazon	\$	13.05	\$	15,500.29	MC	Amazon Prime	Apr

100-52100-342 UNIFORMS

Budgeted Amount		\$ 10,000.00					
Deerfield Pistol Center	\$	138.90	\$	9,861.10	54034	Matte	Jan

Galls	\$	57.65	\$	9,803.45	MC	Layber	Jan
Galls	\$	8.13	\$	9,795.32	MC	Arndt	Feb
Galls	\$	72.26	\$	9,723.06	MC	Arndt	Feb
Uniform Warehouse	\$	190.56	\$	9,532.50	MC	Arndt	Feb
Top Pack Defense	\$	80.00	\$	9,452.50	MC	Arndt	Feb
Top Pack Defense	\$	69.94	\$	9,382.56	MC	Koratko	Feb
Columbia	\$	105.49	\$	9,277.07	MC	Anderson	Feb
Galls	\$	23.30	\$	9,253.77	MC	Carter	Feb
Deerfield Pistol Center	\$	101.90	\$	9,151.87	59269	Jeffords	Apr
Deerfield Pistol Center	\$	7.33	\$	9,144.54	MC	Koratko	Mar

100-52100-380 VEHICLE REPAIR

		Budgeted Amount		\$ 10,000.00			
Meineke	\$	40.65	\$	9,959.35	28065	Squad 162	Jan
Meineke	\$	40.65	\$	9,918.70	28068	Squad 14	Jan
Kayser	\$	182.13	\$	9,736.57	631059	K9 Squad	Jan
Meineke	\$	37.44	\$	9,699.13	27037	Squad 161	Feb
Meineke	\$	59.54	\$	9,639.59	28817	K9 Squad	Mar
Meineke	\$	40.65	\$	9,598.94	28844	Squad 161	Mar
Meineke	\$	39.69	\$	9,559.25	29164	Squad 18	Apr
Meineke	\$	40.65	\$	9,518.60	29162	Squad 162	Apr
GoodYear	\$	698.80	\$	8,819.80	MC	Squad 18	Mar
GoodYear	\$	698.00	\$	8,121.80	MC	Squad 162	Mar
GoodYear	\$	698.00	\$	7,423.80	MC	Squad 161	Mar
Meineke	\$	458.32	\$	6,965.48	29226	Squad 162	Apr
Meineke	\$	98.43	\$	6,867.05	29329	Tahoe	May

100-52100-385 MOTOR FUEL

		Budgeted Amount		\$ 14,000.00			
Landmark	\$	1,338.35	\$	12,661.65	01/31/2020	January Fuel	Jan
Landmark	\$	1,135.70	\$	11,525.95	02/29/2020	February Fuel	Feb
Kwik Trip	\$	17.80	\$	11,508.15	MC	Helgeland Fuel	Feb
Landmark	\$	1,052.65	\$	10,455.50	03/31/2020	March Fuel	Mar
Landmark	\$	570.59	\$	9,884.91	04/30/2020	April Fuel	Apr

<u>Year to Date</u>	<u>Expenditures</u>	<u>Budgeted</u>	<u>Difference</u>	
\$	36,498.94	\$ 130,400.00	\$ 93,901.06	28%

Workout Room

Johnson Health Tech	\$78.00
Walmart	2.79
Menards	2.1

100-52100-810

	\$4,000.00
Decker Supply Co.	\$2,950.00
Decker Supply Co.	\$750.00

2020 Revenues:

<i>General Fund: Fines & Forfeitures</i>	\$ 175.00	6134	Jan
<i>Parking Violations</i>	\$ 50.00	6260	Jan
	\$ 200.00	6596	Jan
	\$ 125.00	6658	Jan
	\$ 25.00	6697	Jan
	\$ 75.00	6675	Jan
	\$ 300.00	6764	Feb
	\$ 100.00	6773	Feb
	\$ 125.00	6784	Feb
	\$ 350.00	6793	Feb
	\$ 25.00	6797	Feb
	\$ 150.00	6822	Mar
	\$ 25.00	6841	Mar
	\$ 25.00	7283	Apr
	\$ 50.00	7702	May
Total:	\$ 1,800.00		

General Fund: Public Charges SVCS

Total: \$ -

Police Dept Fund: Police Training

\$ 275.00	4684	Apr
Total: \$ 275.00		

*Police Dept Fund: Other Earning
Gen Gov*

\$ 20.00	6135	Jan
\$ 15.00	6659	Jan
\$ 25.00	6597	Jan
\$ 5.00	6765	Feb
\$ 15.00	6785	Feb
\$ 15.00	6865	Apr
\$ 5.00	7659	May
\$ 30.00	7658	May
Total: \$ 130.00		

*Police Dept Fund: Police Training
Intergov Aid/State*

\$ 146.32	4633	Feb
\$ 1,159.25	4715	Apr
\$ 1,157.52	4716	Apr
\$ 2,197.85	4718	May
\$ 1,518.09	4739	May
Total: \$ 6,179.03		

Police Dept Fund: Patronage Dividend

\$ 70.93	4688	Apr
Total: \$ 70.93		

Police Dept Fund: Misc. - Donations

Total:

TOTALS: \$ 8,454.96 \$ 8,454.96

**COTTAGE GROVE 2020 DEPARTMENT BUDGET
MONTHLY EXPENDITURES**

	<u>Expenditure</u>	<u>Remaining</u>	<u>Invoice</u>	<u>Description</u>	<u>Month</u>
<u>100-52100-210 PROFESSIONAL SERVICES</u>					
	Budgeted Amount	\$ 12,000.00			
Herald Independent	\$ 368.00	\$ 11,632.00	02/29/2020	Village Guide Printing	Feb
<u>100-52100-214 DATA PROCESSING</u>					
	Budgeted Amount	\$ 40,000.00			
Deer Creek Technologies	\$ 297.00	\$ 39,703.00	2020-110	Deer Creek Annual	Jan
WI DOJ	\$ 318.00	\$ 39,385.00	455TIME-7813	Time System Access	Jan
US Cellular	\$ 223.59	\$ 39,161.41	352430725	Modem Account	Jan
Power DMS	\$ 1,166.62	\$ 37,994.79	32802	Start-up Fees	Jan
Protection Technologies	\$ 480.00	\$ 37,514.79	21452	Installs	Feb
US Cellular	\$ 241.59	\$ 37,273.20	357782483	Modem Account	Feb
US Cellular	\$ 232.59	\$ 37,040.61	363004936	Modem Account	Mar
WI DOJ	\$ 318.00	\$ 36,722.61	455TIME-8505	Time System Access	Apr
Atlas Business Solutions	\$ 540.00	\$ 36,182.61	INV308214	Schedule Anywhere Annual	Apr
Roxio	\$ 31.64	\$ 36,150.97	MC	CD/DVD Software	Mar
US Cellular	\$ 205.59	\$ 35,945.38	368462776	Modem Account	Apr
Power DMS	\$ 4,751.25	\$ 31,194.13	34142	Power DMS	Mar
City of Madison	\$ 7,780.89	\$ 23,413.24	29186	LERMS Maint.	May
US Cellular	\$ 205.59	\$ 23,207.65	373767087	Modem Account	May
<u>100-52100-225 TELEPHONE</u>					
	Budgeted Amount	\$ 5,000.00			
Frontier	\$ 70.88	\$ 4,929.12	1/1/2020	Emergency Line/Fax Machine	Jan
US Cellular	\$ 404.68	\$ 4,524.44	353770261	Cell Phones	Jan
Frontier	\$ 70.65	\$ 4,453.79	2/1/2020	Emergency Line/Fax Machine	Feb
US Cellular	\$ 396.33	\$ 4,057.46	359115458	Cell Phones	Feb
Frontier	\$ 70.63	\$ 3,986.83	3/1/2020	Emergency Line/Fax Machine	Mar
US Cellular	\$ 392.32	\$ 3,594.51	364506157	Cell Phones	Mar
Frontier	\$ 70.19	\$ 3,524.32	4/1/2020	Emergency Line/Fax Machine	Apr
US Cellular	\$ 378.64	\$ 3,145.68	369960938	Cell Phones	Apr
Frontier	\$ 70.07	\$ 3,075.61	5/1/2020	Emergency Line/Fax Machine	May
US Cellular	\$ 394.10	\$ 2,681.51	375333801	Cell Phones	May
Frontier	\$ 69.95	\$ 2,611.56	6/1/2020	Emergency Line/Fax Machine	Jun
<u>100-52100-240 REPAIR/MAIN EQUIP</u>					
	Budgeted Amount	\$ 2,300.00			
Schmidt's Auto	\$ 125.00	\$ 2,175.00	548630	Squad Tow	Mar
<u>100-52100-310 OFFICE SUPPLIES</u>					
	Budgeted Amount	\$ 4,000.00			
Complete Office	\$ 60.64	\$ 3,939.36	MC	Office Supplies	Jan
Complete Office	\$ 115.64	\$ 3,823.72	MC	Office Supplies	Jan
Amazon	\$ 63.28	\$ 3,760.44	MC	Office Supplies	Jan
Amazon	\$ 103.59	\$ 3,656.85	MC	Office Supplies	Jan
Amazon	\$ (118.16)	\$ 3,775.01	MC	Office Supplies	Jan
Office Depot	\$ 39.40	\$ 3,735.61	MC	Office Supplies	Feb
Target	\$ 9.16	\$ 3,726.45	MC	Office Supplies	Feb
Amazon	\$ 15.75	\$ 3,710.70	MC	Office Supplies	Feb
Amazon	\$ 90.73	\$ 3,619.97	MC	Office Supplies	Feb
Amazon	\$ 34.69	\$ 3,585.28	MC	Office Supplies	Feb
Piggly Wiggly	\$ 9.46	\$ 3,575.82	MC	Office Supplies	Mar
CVS Pharmacy	\$ 28.65	\$ 3,547.17	MC	Office Supplies	Mar
Amazon	\$ 47.90	\$ 3,499.27	MC	Office Supplies	Mar
Complete Office	\$ 55.00	\$ 3,444.27	MC	Office Supplies	Mar
Complete Office	\$ 126.15	\$ 3,318.12	MC	Office Supplies	Apr
<u>100-52100-311 POSTAGE</u>					
	Budgeted Amount	\$ 600.00			
Post Office	\$ 24.65	\$ 575.35	MC	Postage for Return	Jan
Post Office	\$ 7.10	\$ 568.25	MC	Certified Mail	Jan

100-52100-320 PUBLICATIONS/DUES

Budgeted Amount		\$ 1,500.00				
Chamber of Commerce	\$ 110.00	\$ 1,390.00	12/31/2019	Chamber Dues	Dec	
WI CPA	\$ 80.00	\$ 1,310.00	12/30/2019	Wagner Membership	Dec	
DCCPA	\$ 80.00	\$ 1,230.00	2020-CGPD	Chief/LT Dues	Jan	
IACP	\$ 190.00	\$ 1,040.00	94383	Chief Dues	Jan	
WILEAG	\$ 650.00	\$ 390.00	12/7/2019	Accreditation	Dec	
WI CPA	\$ 130.00	\$ 260.00	3363	Chief Dues	Dec	
MOCIC	\$ 150.00	\$ 110.00	3/11/2020	Chief Dues	Mar	

100-52100-330 TRAINING

Budgeted Amount		\$ 11,000.00				
WICPA	\$ 200.00	\$ 10,800.00	3967	Chief Conference	Jan	
PayPal	\$ 275.00	\$ 10,525.00	MC	Anderson	Jan	
Kalahari	\$ 82.00	\$ 10,443.00	MC	Anderson	Jan	
Kalahari	\$ 254.80	\$ 10,188.20	MC	Wagner	Feb	
Kalahari	\$ 212.15	\$ 9,976.05	MC	Stortz	Feb	
Kalahari	\$ 239.98	\$ 9,736.07	MC	Layber	Feb	
Kalahari	\$ (30.15)	\$ 9,766.22	MC	Stortz Credit	Feb	
WI AWP	\$ 175.00	\$ 9,591.22	MC	O'Dell	Feb	
Best Western	\$ 276.66	\$ 9,314.56	MC	Helgeland	Feb	
Holiday Inn	\$ 139.60	\$ 9,174.96	MC	Helgeland	Feb	
Holiday Inn Amber Grill	\$ 13.72	\$ 9,161.24	MC	Helgeland	Feb	
Ground Round Oshkosh	\$ 13.64	\$ 9,147.60	MC	Helgeland	Feb	
Calibre Press	\$ 359.00	\$ 8,788.60	MC	Helgeland	Mar	
Top Pack Defense, LLC	\$ 885.00	\$ 7,903.60	MC	Department	Mar	
Kalahari	\$ (34.80)	\$ 7,938.40	MC		Mar	
Holiday Inn	\$ (16.65)	\$ 7,955.05	MC		Mar	
Kalahari	\$ (82.00)	\$ 8,037.05	MC	Anderson	Mar	
WI AWP	\$ (175.00)	\$ 8,212.05	MC	O'Dell Credit	Apr	

100-52100-340 OPERATING SUPPLIES

Budgeted Amount		\$ 20,000.00				
Engraving & Trophy Specialists, Inc.	\$ 75.00	\$ 19,925.00	59785	Jude Wolf Award	Jan	
Deer Grove EMS	\$ 154.04	\$ 19,770.96	20201	Defibrillator Pads	Jan	
Unity Point Health	\$ 37.97	\$ 19,732.99	1/27/2020	Blood Draw; Case #20-36070	Jan	
Ace Hardware	\$ 13.99	\$ 19,719.00	2/7/2020	Flashlight Battery	Feb	
Deerfield Pistol Center	\$ 1,725.80	\$ 17,993.20	MC	Glock & Ammo	Jan	
Eleven	\$ 59.92	\$ 17,933.28	MC	Evidence	Jan	
Amazon	\$ 13.07	\$ 17,920.21	MC	Amazon Prime	Jan	
Amazon	\$ 195.70	\$ 17,724.51	MC	Maglite Charges	Jan	
Voiance	\$ 25.00	\$ 17,699.51	1069569	Language Line	Feb	
Pellitteri	\$ 38.76	\$ 17,660.75	1014448	Confidential Shredding	Feb	
Menards	\$ 50.53	\$ 17,610.22	MC	Cleaning Squad Supplies	Feb	
Bill's Key Shop	\$ 100.00	\$ 17,510.22	MC	Master Keys	Feb	
Amazon	\$ 13.05	\$ 17,497.17	MC	Amazon Prime	Feb	
Intoximeters, Inc	\$ 166.65	\$ 17,330.52	MC	Equipment	Feb	
Engraving & Trophy Specialists, Inc.	\$ 7.50	\$ 17,323.02	59957	Engraving	Mar	
Deer Grove EMS	\$ 999.86	\$ 16,323.16	202006	Trauma Bags	Mar	
Voiance	\$ 25.00	\$ 16,298.16	1082773	Language Line	Mar	
Unity Point Health	\$ 37.97	\$ 16,260.19	4/5/2020	Blood Draw; Case #20-94250	Apr	
Amazon	\$ (6.32)	\$ 16,266.51	MC	Credit	Mar	
Amazon	\$ 20.93	\$ 16,245.58	MC	Hand Cleaner	Mar	
Lloyd Mats	\$ 71.63	\$ 16,173.95	MC	Tahoe Floor Mats	Mar	
Amazon	\$ 13.05	\$ 16,160.90	MC	Amazon Prime	Mar	
Sirchie	\$ 85.06	\$ 16,075.84	MC	Evidence	Mar	
Glock, Inc.	\$ 369.25	\$ 15,706.59	MC	O'Dell Replacement Glock	Mar	
Amazon	\$ 22.11	\$ 15,684.48	MC	Sharps Container	Mar	
Pellitteri	\$ 38.76	\$ 15,645.72	1157880	Confidential Shredding	Apr	
Voiance	\$ 25.00	\$ 15,620.72	1094350	Language Line	Apr	
Dane County Treasurer	\$ 74.69	\$ 15,546.03	37849	Printing Forms	May	
Amazon	\$ 32.69	\$ 15,513.34	MC	16GB Flash Drives; Evidence	Apr	
Amazon	\$ 13.05	\$ 15,500.29	MC	Amazon Prime	Apr	
Voiance	\$ 25.00	\$ 15,475.29	1109350	Language Line	May	

Amazon	\$	13.05	\$	15,462.24	MC	Amazon Prime	May
Dane County Treasurer	\$	64.82	\$	15,397.42	38020	Printing Forms	Jun
Amazon	\$	17.09	\$	15,380.33	MC; 1473	Headphones	Apr
Adobe	\$	23.88	\$	15,356.45	MC; 1523	Annual Adobe Fee	Apr
Intoximeters, Inc	\$	46.00	\$	15,310.45	MC; 1515	Intox Mouth Tubes	May

100-52100-342 UNIFORMS

	Budgeted Amount		\$	10,000.00			
Deerfield Pistol Center	\$	138.90	\$	9,861.10	54034	Matte	Jan
Galls	\$	57.65	\$	9,803.45	MC	Layber	Jan
Galls	\$	8.13	\$	9,795.32	MC	Arndt	Feb
Galls	\$	72.26	\$	9,723.06	MC	Arndt	Feb
Uniform Warehouse	\$	190.56	\$	9,532.50	MC	Arndt	Feb
Top Pack Defense	\$	80.00	\$	9,452.50	MC	Arndt	Feb
Top Pack Defense	\$	69.94	\$	9,382.56	MC	Koratko	Feb
Columbia	\$	105.49	\$	9,277.07	MC	Anderson	Feb
Galls	\$	23.30	\$	9,253.77	MC	Carter	Feb
Deerfield Pistol Center	\$	101.90	\$	9,151.87	59269	Jeffords	Apr
Deerfield Pistol Center	\$	7.33	\$	9,144.54	MC	Koratko	Mar
Deerfield Pistol Center	\$	393.90	\$	8,750.64	61091	Jeffords	June
Sandstrom Precision, LLC	\$	28.30	\$	8,722.34	MC; 1499	Koratko	May
US Homely	\$	56.90	\$	8,665.44	MC; 1465	OBrien	Apr
US Homely	\$	34.94	\$	8,630.50	MC; 1465	OBrien	Apr

100-52100-380 VEHICLE REPAIR

	Budgeted Amount		\$	10,000.00			
Meineke	\$	40.65	\$	9,959.35	28065	Squad 162	Jan
Meineke	\$	40.65	\$	9,918.70	28068	Squad 14	Jan
Kayser	\$	182.13	\$	9,736.57	631059	K9 Squad	Jan
Meineke	\$	37.44	\$	9,699.13	27037	Squad 161	Feb
Meineke	\$	59.54	\$	9,639.59	28817	K9 Squad	Mar
Meineke	\$	40.65	\$	9,598.94	28844	Squad 161	Mar
Meineke	\$	39.69	\$	9,559.25	29164	Squad 18	Apr
Meineke	\$	40.65	\$	9,518.60	29162	Squad 162	Apr
GoodYear	\$	698.80	\$	8,819.80	MC	Squad 18	Mar
GoodYear	\$	698.00	\$	8,121.80	MC	Squad 162	Mar
GoodYear	\$	698.00	\$	7,423.80	MC	Squad 161	Mar
Meineke	\$	458.32	\$	6,965.48	29226	Squad 162	Apr
Meineke	\$	98.43	\$	6,867.05	29329	Tahoe	May
Meineke	\$	496.66	\$	6,370.39	29623	Squad 161	May

100-52100-385 MOTOR FUEL

	Budgeted Amount		\$	14,000.00			
Landmark	\$	1,338.35	\$	12,661.65	01/31/2020	January Fuel	Jan
Landmark	\$	1,135.70	\$	11,525.95	02/29/2020	February Fuel	Feb
Kwik Trip	\$	17.80	\$	11,508.15	MC	Helgeland Fuel	Feb
Landmark	\$	1,052.65	\$	10,455.50	03/31/2020	March Fuel	Mar
Landmark	\$	570.59	\$	9,884.91	04/30/2020	April Fuel	Apr
Landmark	\$	849.01	\$	9,035.90	05/31/2020	May Fuel	May

<u>Year to Date</u>	<u>Expenditures</u>	<u>Budgeted</u>	<u>Difference</u>	
\$	39,218.13	\$	130,400.00	\$ 91,181.87
				30%

100-52100-810

	\$4,000.00
Decker Supply Co.	\$2,950.00
Decker Supply Co.	\$750.00

2020 Revenues:

<i>General Fund: Fines & Forfeitures</i>	\$ 175.00	6134	Jan
<i>Parking Violations</i>	\$ 50.00	6260	Jan
	\$ 200.00	6596	Jan
	\$ 125.00	6658	Jan
	\$ 25.00	6697	Jan
	\$ 75.00	6675	Jan
	\$ 300.00	6764	Feb
	\$ 100.00	6773	Feb
	\$ 125.00	6784	Feb
	\$ 350.00	6793	Feb
	\$ 25.00	6797	Feb
	\$ 150.00	6822	Mar
	\$ 25.00	6841	Mar
	\$ 25.00	7283	Apr
	\$ 50.00	7702	May
	\$ 50.00	7797	Jun

Total: \$ 1,850.00

General Fund: Public Charges SVCS

Total: \$ -

Police Dept Fund: Police Training

\$ 275.00 4684 Apr

Total: \$ 275.00

Police Dept Fund: Other Earning

Gen Gov

	\$ 20.00	6135	Jan
	\$ 15.00	6659	Jan
	\$ 25.00	6597	Jan
	\$ 5.00	6765	Feb
	\$ 15.00	6785	Feb
	\$ 15.00	6865	Apr
	\$ 5.00	7659	May
	\$ 30.00	7658	May
	\$ 15.00	7796	Jun
	\$ 30.00	7795	Jun
	\$ 15.00	7794	Jun

Total: \$ 190.00

Police Dept Fund: Police Training

Intergov Aid/State

	\$ 146.32	4633	Feb
	\$ 1,159.25	4715	Apr
	\$ 1,157.52	4716	Apr
	\$ 2,197.85	4718	May
	\$ 1,518.09	4739	May

Total: \$ 6,179.03

Police Dept Fund: Patronage Dividend

\$ 70.93 4688 Apr

Total: \$ 70.93

Police Dept Fund: Misc. - Donations

Total:

TOTALS: \$ 8,564.96 \$ 8,564.96

DETECTIVE ANDERSON MONTHLY REPORT

April 2020



CASES WOKRED-

- 18-343047, 1st degree Reckless Homicide, follow up continuing
- 19-456788, Death Investigation/Drug Investigation, follow up continuing
- Drug Investigation with Dane County Task Force, continuing (on hold)
- 20-126005, Assist with Communication search warrant
- 19-305882, prep for federal trial

OTHER CASES ASSISTED AND OTHER JOBS CONDUCTED BY DETECTIVE

- Accreditation
- Purge of evidence room with Lt Wagner
- Policy and Procedure review
- Finish Power point for EVOC
- Assist Patrol off duty with questions on 2 cases
- Review Patrol reports being sent to DA office
- Assisted Patrol with possible theft, was later determined not in our jurisdiction
- Assist with Crime Stoppers alert
- Assist citizen with tire change
- Assist Patrol with Fraud case

TRAININGS/MEETINGS:

- Dane County SO**
- In-service meeting, for future trainings**

- ❖ 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.

Due to COVID-19 minimum follow up was done on some cases

DETECTIVE ANDERSON MONTHLY REPORT

May 2020



CASES WOKRED-

- 18-343047, 1st degree Reckless Homicide, follow up continuing
- 19-456788, Death Investigation/Drug Investigation, follow up continuing
- Drug Investigation with Dane County Task Force
- 20-126005, Assist with case, Subpoena sent

OTHER CASES ASSISTED AND OTHER JOBS CONDUCTED BY DETECTIVE

- **Accreditation**
- **Policy and Procedure review**
- **Assist Patrol with Domestic arrest (follow up to conduct)**
- **Info to Portage County on previous case worked**
- **Assist Patrol with Fraud case**
- **Assist Patrol with Theft case**
- **Open records requests**
- **Assist State Patrol with video request**
- **Assist Patrol with suspicious person**
- **Follow up on past sexual assault case**

TRAININGS/MEETINGS:

-Meeting on Gardiner case

- ❖ 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.

Due to COVID-19 minimum follow up was done on some cases

Village of Cottage Grove
POLICE DEPARTMENT



210 Progress Dr. Suite #1
Cottage Grove, WI 53527
Dispatch: (608) 255-2345
Business Office: (608) 839-4652
Fax: (608) 839-4588
Email: dlayber@cottagegrovepolice.org
Website: www.cottagegrovepolice.org

Daniel Layber
Chief of Police

Cottage Grove Police K9 Monthly Report for March, 2020

- ✓ **Calls for Service:**
- ✓ 3/6 -Assisted the Dane County Sheriff's Office at the BP gas station in the Township of Sun Prairie for a vehicle sniff. K9 alerted on the exterior of the passenger side rear door. The DCSO Deputies on scene conducted a search of the interior and located a small amount of heroin and heroin drug paraphernalia. Driver and lone occupant of the vehicle was arrested and transported to the Dane County Jail by Deputies.
- ✓ 3/7 -Assisted the Madison Police Department with clearing of the old Eastgate Cinema on High Crossing Blvd. for an alarm and with an open door and signs of forced entry. Entire building was cleared with the K9 along with MPD Officer's in teams. Suspect not located. It was believed the suspect fled after hearing the alarm. MPD still investigating.
- ✓ 3/31 -Assisted the Sun Prairie Police Department with a track for a residential burglary. Homeowners were awakened by the sound of their garage door opening. The homeowner went to the garage to investigate and witnessed a tall slender white male fleeing from the garage. A K9 track went for a block from the residence around a curve into dark area of an adjoining street where the K9 indicated a vehicle pick up by laying down and barking. The homeowner reported that after calling 911 he heard a vehicle start and "racing out" in the general area of the K9 indication. This is an ongoing investigation according to the Sun Prairie Police Department.

Calls for service utilizing K9 units in the county have been limited due to the COVID 19 Pandemic. This information was obtained through a local training group the CGPD K9 Unit is associated with.

✓ **Trainings:**

Law enforcement trainings have been either cancelled or set out for a later date due to the Pandemic.

Prepared by: Officer Koratko

Village of Cottage Grove
POLICE DEPARTMENT



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Daniel Layber
Chief of Police

Cottage Grove Police K9 Monthly Report for April, 2020

- **Calls for Service:**

- ✓ 4/3 -The Village of Cottage Grove Police utilized the K9 Unit for a track of a suspect in a domestic violence incident reported on this date. The suspect also had two outstanding warrants for their arrest with one of them being for a previous domestic related incident. Upon arrival on scene the suspect of a physical domestic fled on foot. The K9 Unit tracked the suspect for two blocks through backyards and then to an intersection where the K9 laid down as trained, alerting the suspect may have been picked up in a vehicle. Due to other circumstances with the case a phone ping was approved by the suspects cellular phone carrier and placed the suspect in the Township of Deerfield. Charges related to this incident were forwarded to the Dane County DA's Office as numerous future attempts to bring the suspect into custody were unsuccessful.

***** There were no other requests or utilizations for the K9 Unit during the pandemic *****

- **Training:**

No Trainings were attended this month due to COVID 19.

Prepared by: Officer Koratko

Village of Cottage Grove
POLICE DEPARTMENT



210 Progress Dr. Suite #1
Cottage Grove, WI 53527
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Email: dlayber@cottagegrovepolice.org
Website: www.cottagegrovepolice.org

Daniel Layber
Chief of Police

Cottage Grove Police K9 Monthly Report for May, 2020

- **Calls for Service:**
- ✓ 5/6 -The Dane County Narcotics Task Force requested the K9 Unit for a package sniff at an undisclosed location. The request was done for a package that was obtained in a large-scale drug trafficking arrest the Task Force had conducted. The K9 indicated/alerted on the package which later turned out to be a large amount of cash.
- ✓ 5/7 -The Marshall Police Department requested the K9 Unit for a track of several subjects going through unlocked vehicles. The K9 Unit track started from a vehicle known to have been gone through by one of the suspects. While the K9 was tracking a Dane County Sheriff's Deputy had stopped a vehicle blocks away. The driver and sole occupant admitted to being involved but was not forthcoming with information on other parties involved. The suspect was released after citations were issued by the Marshall Police Department. The K9 was tracking in the direction of where the suspect vehicle was stopped.
- ✓ 5/10 -The Dane County Sheriff's Office along with the McFarland Police Department requested the K9 Unit after a vehicle was stopped at a high rate of speed going through the Village of McFarland. The suspect was uncooperative during the traffic stop and had fled in the vehicle from the stop location. The K9 was requested as a low speed pursuit evolved with the suspect vehicle involving several agencies. The suspect was contacted by phone during the pursuit to utilize dialog to get compliance in stopping the vehicle. The suspect eventually sped away at high speed while law enforcement terminated its attempts. The suspect later turned himself in to at a Madison Police District and was transported to jail on related charges. Later during this same scheduled shift, the K9 Unit was again requested to assist the arresting agency McFarland in locating an item that was thrown from the suspect vehicle prior to it being initially stopped. The item was not located, and it was later found out through an interview with the suspect that he had another party pick up the item(s). The suspect was charged additionally for this.
- ✓ 5/15 -The Madison Police Department requested the K9 Unit with an open door and alarm at neighborhood church on the east side of the city. The K9 Unit with the assistance of several Madison Officers cleared the building and no one was located within it. It was later found that nothing appeared to be missing and no damage was found.

Dedicated to Keeping Our Community Safe Through Partnership and Professional Service

- **Training:**

No Trainings were attended this month due to COVID 19.

Prepared by: Officer Koratko

AGENDA

**JOINT REVIEW BOARD
VILLAGE OF COTTAGE GROVE, WISCONSIN
JOINT REVIEW BOARD ANNUAL MEETING FOR TAX INCREMENTAL DISTRICTS
NO. 5, 6, 7, 8, 9 & 10**

June 23, 2020 at 6:00 p.m.

Due to the COVID-19 pandemic, this meeting will take place virtually via gotomeeting. Please join the meeting from your computer, tablet or smartphone by visiting <https://global.gotomeeting.com/join/815275829>. You can also participate via phone by dialing 1 877 309 2073 and use Access Code: 815-275-829 When asked for your Participant ID, just press #

You may also choose to participate by providing public comment prior to the meeting via email to Village Treasurer Deb Winter at dwinter@village.cottage-grove.wi.us.

1. Call to order
2. Review and consideration of minutes from Joint Review Board meeting on July 9, 2019.
3. Review Annual PE-300 Reports and the performance and status of:
 - a. Tax Incremental District No. 5 (Sun Prairie Area S.D.).
 - b. Tax Incremental District No. 6 (Monona Grove S.D.).
 - c. Tax Incremental District No. 7 (Monona Grove S.D.).
 - d. Tax Incremental District No. 8 (Monona Grove S.D.).
 - e. Tax Incremental District No. 9 (Monona Grove S.D.).
 - f. Tax Incremental District No. 10 (Sun Prairie Area S.D.)
4. Adjourn.

LIBRARY PLANNING COMMITTEE

Wednesday, July 1, 2020

6:30 p.m.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/96427172739>. You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 964 2717 2739 # When asked for your Participant ID, just press #

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

- 1) **Call Meeting to Order**
- 2) **Quorum and roll call**
- 3) **Public Appearances:** Public's opportunity to speak about any subject that is not a specific agenda item.
- 4) **Presentation:**
- 5) **Old Business:**
 - a. Discuss Parks and Little Libraries Map [Free Little Libraries Map_6-12-20 copy.pdf](#)
 - b. Discuss and consider community outreach and survey questions.
[Library-Survey-Brainstorming.docx](#)
[DemographicsDistrict.pdf](#)
- 6) **New Business:**
 - a. Discuss and consider timeline.
 - b. Discuss and consider what "support" means.
 - c. Discuss meeting location in person or via zoom
- 7) **Approve minutes:**
 - a. June 3, 2020, Library Planning Committee.
[6-3-2020 Library Planning Committee Minutes.docx](#)
- 8) **Friends of Cottage Grove Library Report:**
 - a. Monthly meetings
 - b. Activities
- 9) **Set tentative date for next meeting:** Monday, July 13, 2020, at 6:30 p.m.
- 10) **Future Agenda items:** school librarians; surveys; reach out to groups

11) Adjournment

Notice:

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

Cottage Grove's Free Little Libraries

Locations

North of BB, West of N
 Clover Lane and North Parkview Street (North Lawn Park)
 900 North Parkview Street (Taylor Prairie School)
 404 Coyle Parkway

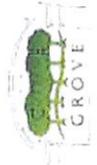
South of BB, West of N
 4064 Vilas Road (Baaken Park)
 Meadow Crest and 731 Weald Bridge (Strause Park)
 801 Damascus Trail (Glacial Drumlin School)
 210 Progress Drive (CG Parks and Rec Office)
 419 West Cottage Grove Road (Bank of Sun Prairie)

South of BB, East of N
 470 North Main Street (Cottage Grove School)
 100 Block of Taylor Street
 400 Trillium Trail and Yarrow Hill (R.G. Huston Park)

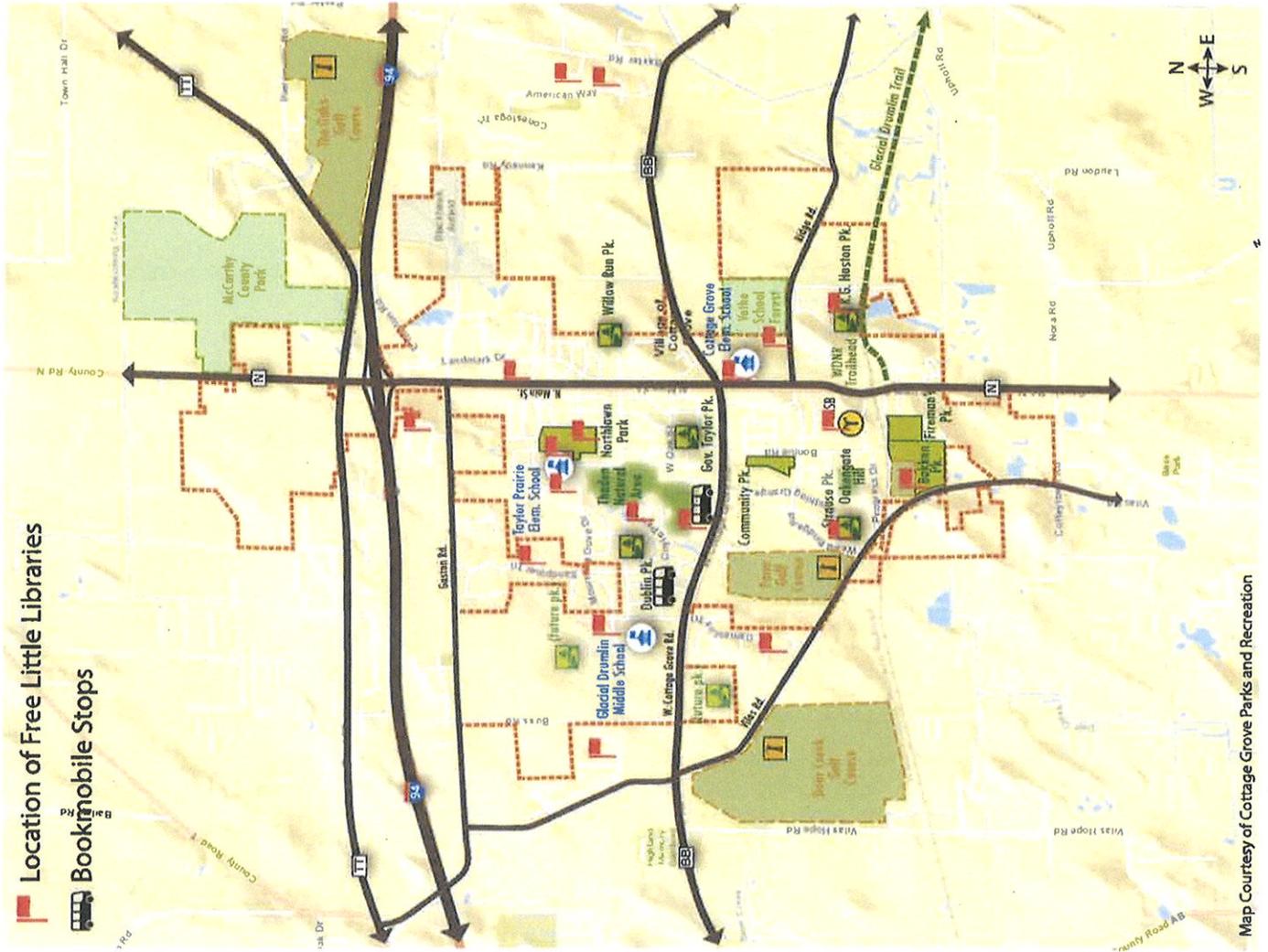
North of BB, East of N
 4590 County Road N (UW Health Clinic)

Town of Cottage Grove
 Damascus Trail
 Sr. Airman Dan Johnson Memorial Park
 Conestoga Trail
 Lane Street
 Gaston Circle
 Sandpiper Trail

Bookmobile
 The bookmobile visits Cottage Grove every
 Wednesday from 2-4 pm at Dublin Park
 and 5-8pm at the Piggly Wiggly.



VILLAGE OF
COTTAGE GROVE, WI



Map Courtesy of Cottage Grove Parks and Recreation

Library Survey Brainstorming

A. Demographics

The purpose of this section is to XXX.

What is your gender?

- A. Male
- B. Female
- C. Transgender
- D. Non-binary
- E. Other
- F. Prefer not to answer

What is your age group?

- A. 18-29
- B. 30-39
- C. 40-49
- D. 50-59
- E. 60 or over

How would you describe your race and ethnicity?

Do you identify as a person with any of the following conditions?

- A. Blind/Visual
- B. Deaf/Auditory
- C. Physical
- D. Learning/Cognitive
- E. Vocal/Speech
- F. Chronic Illness
- G. Developmental/Neurological Disability

Have you completed

- A. 4th grade
- B. 5th grade
- C. 6th grade
- D. 7th grade
- E. 8th grade
- F. 9th grade
- G. 10th grade
- H. 11th grade
- I. High School
- J. Some College
- K. 2 years of college
- L. College Graduate
- M. Postgraduate work (masters or doctorate)

Do you have access to the internet at home?

- A. Yes
- B. No

Do you have a library card?

- A. Yes
- B. No

Do you have children in your household?

- A. Under the age of 12
- B. Between the ages of 13-19
- C. No children living at home

Commented [CAK1]: I would want to see a variety of questions.

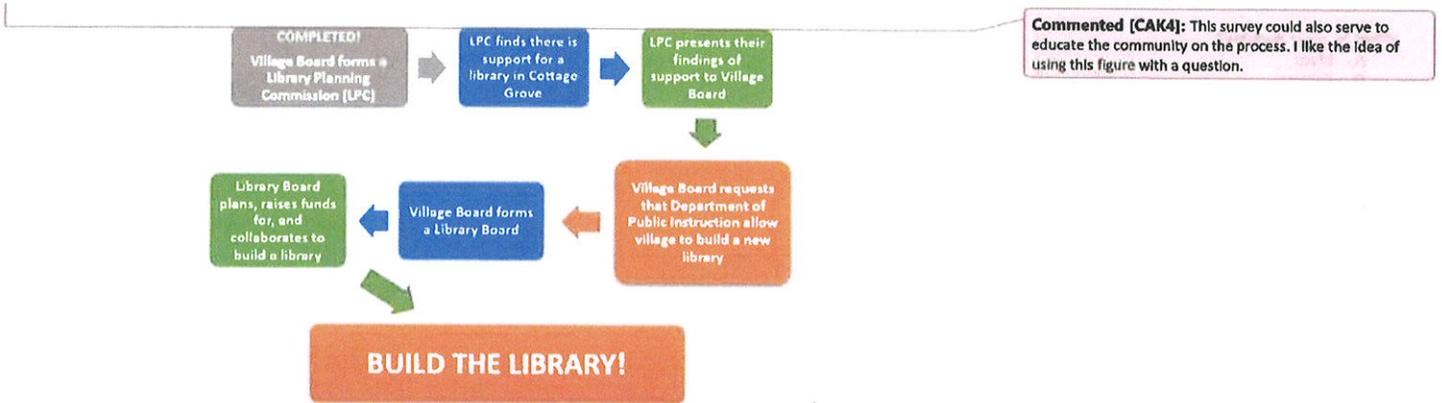
- A. Make sure we capture the demographics of cottage grove residents
- B. An idea of how residents would use or currently use library services (does this match with what the bookmobile presentation told us about where CG residents go)

Commented [CAK2]: I like the idea of having three sections with a purpose.

Commented [CAK3]: Alternatively, consider a question targeting Senior services.

B. Support

Currently, the Village pays approximately \$250,000 to operate the bookmobile. Given this information, do you support the initiative to investigate the building of a physical library building?



Overall, how satisfied are you with library services currently available within the Village of Cottage Grove?

- A. Very dissatisfied
- B. Dissatisfied
- C. Slightly dissatisfied
- D. Slightly satisfied
- E. Satisfied
- F. Very satisfied

How important is the library as a community service

- A. Very important
- B. Important
- C. Somewhat important
- D. Not important

How interested would you be in having the Village investigate the building of a library?

- A. Yes
- B. No

Would you be willing to pay more taxes than you currently do for library services to ensure that library services are maintained and improved?

- A. Yes
- B. No

True or False

The library is essential to the community

Commented [CAK5]: Using a variety of yes/no, true/false, multiple choice, maybe an open ended question? A variety of questions gives us multiple ways to look at the data

B. Knowledge of Library Services/Survey of Community Need

How often do you visit the bookmobile in Cottage Grove?

- A. At least once a week
- B. Once every three weeks
- C. Once a month
- D. Once every six months
- E. Once a year
- F. Never

How often do you visit the other branches (e.g. Monona, Piney, Madison)?

- A. At least once a week
- B. Once every three weeks
- C. Once a month
- D. Once every six months
- E. Once a year
- F. Never

If you have not visited the Public Library in the last year, which of the following reasons describes why?

- A. I didn't have time
- B. The library hours were not convenient
- C. I buy books and read them at home
- D. I get all the information I need elsewhere
- E. I get the information I need from the Internet
- F. The library is too far
- G. The library is only for children
- H. In the past I didn't find what I needed
- I. The library would not have what I needed
- J. I don't know where the library is
- K. I don't need a library
- L. It's too difficult for me to get to the library
- M. I don't feel welcome at the library
- N. The service at the library isn't very good
- O. The library is not handicap accessible

What are your main reasons for using the Library (check all that apply)

- A. To borrow best sellers
- B. To borrow other fiction
- C. To borrow non-fiction books
- D. For reference/research
- E. To use the children's library
- F. To use the young adult area
- G. To borrow videos, CD's or audio tapes
- H. To use the copy machine
- I. To read magazines
- J. To read newspapers
- K. To use the Internet
- L. To get information for a school project
- M. To use government publications
- N. To attend storyhour or children's programs
- O. To use the computers (non-Internet)
- P. To get information for home/car repairs
- Q. To get income tax forms
- R. To study/work

How important is each of the following library services to you?

	Very Important	Important	Somewhat Important	Not Important	Don't know/Not Applicable
Borrowing materials (books, DVDs, music, etc.)	<input type="checkbox"/>				
Reference (research assistance from librarians)	<input type="checkbox"/>				
Programs (classes, storytimes, etc.)	<input type="checkbox"/>				
Computers and printers	<input type="checkbox"/>				
Help using computers, printers, etc.	<input type="checkbox"/>				
Study rooms/reading areas	<input type="checkbox"/>				
Community meeting rooms	<input type="checkbox"/>				
Internet access	<input type="checkbox"/>				
ILL (Inter-library loan)	<input type="checkbox"/>				
Online services (website, catalog, research databases, etc.)	<input type="checkbox"/>				
Photocopier	<input type="checkbox"/>				
Newspapers and magazines	<input type="checkbox"/>				
Bookmobile	<input type="checkbox"/>				
Homebound services	<input type="checkbox"/>				
Overall, how important is the library to you and your family?	<input type="checkbox"/>				

How do you find out about what is happening at the library?

- A. Friend
- B. Teacher
- C. Library publications
- D. Social Media
- E. Local publications
- F. Friends of the Library web site

In your opinion, which of the following community services is most beneficial to the community (rank from 1 (the highest) to 6 (lowest))

- A. Swimming Pools
- B. Parks
- C. Arenas
- D. Libraries
- E. Sports Fields
- F. Art galleries/museums

In a new library, which of the following services would you like to see expanded to better serve the needs of our growing community?

- A. Quiet reading space
- B. Computer/Internet stations
- C. Community meeting space
- D. Book selection
- E. Children & Teen activities
- F. Audio-Visual material

What is important for libraries to offer, check all that apply:

- Free events and activities (classes, cultural events) for people of all ages
- Jobs, employment, career resources
- Free databases
- Programs and classes
- Quiet study spaces
- Community room for meetings
- Free access to computers and internet
- Borrowing books
- Librarians that help people find information they need
- Collaboration with local schools
- Free early literacy programs
- comfortable spaces for reading, working, and relaxing at the library
- broader selection of e-books
- interactive learning experiences similar to museum exhibits
- Help users digitize material such as family photos or historical documents
- Program that allowed people to try out the newest tech devices or applications

In the future, how would you as a resident of Cottage Grove support a library (check all that apply):

- Using a library
- Encouraging others to use a library
- Voting in favor of library ballot items
- Donating books
- Advocating for the library
- Making monetary donations to the library
- Volunteering time
- Other _____
- None of the above

Open Ended Questions

Please report any changes you feel the library should make in its service to the community.

How does the bookmobile not meet your expectations?

What do you like best about the library?

What do you value most about the library?

How does the library benefit you or the community?

Commented (CAK6): Just a few, but it would also give us a way to get personal feedback since we can't have face-to-face focus groups

Engage Dane Basic Demographic Profile Supervisory District 36



	District 36		Dane County		Wisconsin	
	Estimate	Percent of total	Estimate	Percent of total	Estimate	Percent of total
Total Population	13,221		488,073		5,686,986	
Adult Population	9,648	73.0%	381,989	78.3%	4,347,494	76.4%
Adult Population, Male	4,801	36.3%	187,127	38.3%	2,136,810	37.6%
Adult Population, Female	4,847	36.7%	194,862	39.9%	2,210,684	38.9%
Youth Population (persons under 18 years)	3,574	27.0%	106,084	21.7%	1,339,492	23.6%
Persons 65 and Over	1,318	10.0%	50,144	10.3%	777,314	13.7%
Race & Ethnicity						
White alone	12,314	93.1%	399,488	81.9%	4,738,411	83.3%
Black or African American alone	194	1.5%	24,717	5.1%	350,898	6.2%
American Indian or Alaska Native alone	18	0.1%	1,338	0.3%	48,511	0.9%
Asian alone	221	1.7%	22,903	4.7%	128,052	2.3%
Native Hawaiian & Other Pacific Islander alone	0	0.00%	145	0.03%	1,565	0.03%
Some Other Race alone	19	0.1%	628	0.1%	4,095	0.1%
Two or more races	167	1.3%	9,929	2.0%	79,398	1.4%
Hispanic or Latino	288	2.2%	28,925	5.9%	336,056	5.9%
Households	4,884	--	203,750	--	2,279,768	--
Selected Social and Economic Characteristics						
Language other than English spoken at home (persons over 5 years)	1,154	8.7%	58,693	11.9%	470,501	8.7%
Persons in Poverty	830	6.0%	63,003	12.4%	692,719	12.3%
Median Household Income	\$92,226	--	\$67,631	--	\$56,759	--
Per Capita Income	\$39,145	--	\$37,193	--	\$30,557	--
Persons with a disability, under age 65	783	5.6%	27,488	5.2%	400,098	7.0%
Persons without health insurance, under age 65	439	3.1%	25,494	4.8%	366,746	6.4%

Prepared by the Applied Population Laboratory, UW-Madison/Extension



Sources: 2010 Census of Population and Housing, SF1; 2013-2017 American Community Survey 5-year estimates

Note: The above figures were derived through a population-weighted areal interpolation process. Census and ACS data for census blocks, census block groups, and census tracts were used to "fit" the data into county supervisory district boundaries. The "fit" is rarely perfect so the above figures should be used as estimates with some small inherent error. As a result, the county supervisory district totals will not necessarily sum to the county total. In addition, the detailed socio-economic data comes from the American Community Survey which produces estimates based on a relatively small sample. There is also some error associated with ACS estimates that is represented by "margins of error" around published estimates. The "margins of error" for the estimates above are not included.

VILLAGE OF COTTAGE GROVE LIBRARY PLANNING COMMITTEE

Wednesday, June 3, 2020 6:30 p.m.

Notice of Meeting: Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting

<https://zoom.us/j/94001923797?pwd=NFd2VmIiNOXInM2FDSnVRL1AwV1lZQT09>.

You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 940 0192 3797 # When asked for your Participant ID, just press # You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us

AGENDA

1) Call Meeting to Order - 6:31 pm

2) Quorum and roll call - Quorum present: Melissa Ratcliff, Tiffany Haas, Cindi Kelm-Nelson, David Peterson, Anne Schoenemann

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

4) Presentation: none.

5) Old Business:

a. Discuss and Consider Little Free Libraries and Parks Map

Cindi updated the FLL map, Parks and Rec print? Melissa check, Link at Village and Friends website, Title change from Village to CG community FLL? Melissa check, David made the motion to approve the map. Tiffany second motion. Motion passed 5-0. Cindi will send the map to the parks director and Melissa will follow up. May update map based on park director feedback.

6) New Business:

a. Discuss community outreach - Michelle Roach, unable to attend due to death in the family

1. Most local organizations are not meeting.

2. MGSD may have another referendum. Approval of exceeding operating costs 5 year referendum of 2016 expires 2021. "As we look ahead, we must balance current concerns with the Board's long-range budget planning initiated last summer. You may remember that in 2016, Monona and Cottage Grove voters supported a five-year operational referendum that allowed us to temporarily close the budget deficit and manage the growing gap between inflation and per-pupil revenues. Your approval provided funding to maintain existing programs, services, and staff through the 2020-2021"

3. Ways to reach community:

a. Find out when civic groups are meeting online

b. Mass US mail

c. Online survey - Village, Town and Friends websites and local links

d. Emails - we do not have a full list in the community

e. Talk to Promote Local for next steps - survey questions, how to circulate, who will gather the data

f. Contact people who use the bookmobile

3. What questions do we want to ask? What data does the Village Bd want to know? (finding support for the library in CG)

a. Demographics

- b. Which community services do you want?
- c. What are your interests and activities you would participate in?
- d. What are the needs of the community?
- e. Type of questions: Yes/No, likert scale, select what are applicable
- f. Offer online and PDF printable survey versions
- g. Ask local organizations to add survey link to their websites - important

7) Approve minutes:

- a. March 6, 2020, Library Planning Committee. LPC draft minutes 3.4.20.pdf
- b. Changes: 4)d) 1.4 n=mil to 1.4 mil 4)g) con to can
- c. Anne made the motion to approve with changes. Cindi second. Motion passed 5-0

8) Friends of Cottage Grove Library Report:

a. Monthly meetings

Financial meeting in March, Membership and executives meeting in May, Next membership meeting June 11 via Zoom - public welcome to attend

b. Activities

Friends on FB, Instagram and website with email and google voice accounts - to build ground swell of support

Finalized mission, vision and value statements - send to Melissa to send to the group-

Mission:

We are championing a community gathering place in Cottage Grove that celebrates literacy, education and technology for all.

Vision:

We create connections across generations and cultures to foster personal, community, and economic growth.

Slogan: Community, Inspiration, Belonging

Value Statements: We believe our community can work collaboratively to empower lifelong learning.

We inspire each other to discover, create, achieve, and cultivate.

We advocate a sense of belonging, inclusiveness, and respect for people of all ages and abilities.

Events/Calendar committee will meet soon to plan upcoming activities

Updating donor list

Creating first newsletter

9) Set a tentative date for the next meeting: Wednesday, June 24, 2020, at 6:30 p.m. Melissa suggested we start meeting bi-monthly. Upcoming dates: Monday, July 13 and Wednesday, July 29

10) Future Agenda items

Timeline to conduct survey

How to create survey

Define what is support from the community for the library

Discuss how to meet in the future

Discuss how to reach out to civic groups to share survey and presentations ideas

Local librarians come to share what are important components of a library for our community

11) Adjournment Notice:

Tiffany makes motion to adjourn. David second. Motion Passed 5-0-0. Adjourned at 7:35 p.m.

Submitted by Anne Schoenemann

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.

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

3. Any item on the agenda is subject to final action.



MEMO DATE: July 2, 2020
MEETING DATE: July 6, 2020

TO: Village Board
Matt Giese, Administrator

FROM: Lisa Kalata, Clerk

RE: **Update: 7th circuit court of Appeals Ruling in One Wisconsin Institute Case and August Primary election day process**

OVERVIEW/BACKGROUND

On June 29, 2020 the 7th Circuit Court of Appeals issued its ruling in the One Wisconsin Institute case that had been on appeal since 2016. WEC staff are in contact with the Wisconsin Department of Justice and are currently analyzing the details of the ruling and will be providing comprehensive guidance regarding the impacts of the decision soon. At this time that guidance has not been issued by WEC, we should have it by next week. What is clear are the following items and will be done immediately.

In-Person Absentee Voting

The Court determined that limitations on days, hours and locations for in-person absentee voting contained in the current statute are permissible under the law and that the requirements established by 2017 Wisconsin Act 369 are constitutional and enforceable. For the August 11 Primary you may not begin conducting in-person absentee voting until Tuesday, July 28.

Voter Residency

Voters must have resided at their current address for 28 days prior to election day in order to register at that address. Voters who do not meet the 28-day requirement at their new address are eligible to participate at their former address. Wis. Stat. § 6.02(1) and (2).

Electronic Ballot Delivery

Clerks may not send absentee ballots to regular absentee voters via fax or email delivery. Clerk must continue to send absentee ballots to military and overseas voters via fax or email delivery.

Absentee Ballot Certificate Envelope

State law requires the certification language on the absentee ballot return envelope to include the residency requirement in the voter affirmation section. Wis. Stat. § 6.87(2). Existing stock of return envelopes that list the 10-day standard may still be used, but the clerk should manually change the reference to the 28-day residency requirement, and initial this change, before issuing the return envelope to an absentee voter.

August Primary Election Day Process-Update

Due to the increase of COVID-19 cases in Dane County it has been decided that we will use the same set-up and process for voting on August 11, 2020 as was done for the April election. We will have the tent, doors in place and all voters will remain on the outside of the building with poll workers on the inside. The process went well in April and we anticipate it will work the same in August. We will put out communications to the public, so they are aware of the process prior to election day.

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
ADS MECHANICAL					
243	ADS MECHANICAL	24071	VILAS LIFT STATION VENTILATION RE-ROUTE	601-60831-350	3,982.00
243	ADS MECHANICAL	24071	VILAS LIFT STATION VENTILATION RE-ROUTE	601-60832-340	3,982.00
243	ADS MECHANICAL	24084	MSB PD SIDE HVAC WORK	100-51700-340	229.50
243	ADS MECHANICAL	24084	MSB PD SIDE HVAC WORK	600-60935-340	20.25
243	ADS MECHANICAL	24084	MSB PD SIDE HVAC WORK	601-60834-340	20.25
Total ADS MECHANICAL:					8,234.00
AFLAC					
880	AFLAC	196996	AFLAC PREMIUM - JUNE 2020	100-21536	544.72
880	AFLAC	196996	AFLAC PREMIUM - JUNE 2020	100-52100-156	167.70
Total AFLAC:					712.42
AGUILER, PENNY					
6369	AGUILER, PENNY	6369-070720	CITIZEN'S PER DIEM FOR PARKS, REC & FOREST	100-51100-140	80.00
Total AGUILER, PENNY:					80.00
ALLIANT ENERGY/WP&L					
31	ALLIANT ENERGY/WP&L	31-070720	0420288389 - 230 PROGRESS DR	100-51700-221	111.59
31	ALLIANT ENERGY/WP&L	31-070720	0420288389 - 230 PROGRESS DR	600-60920-221	9.85
31	ALLIANT ENERGY/WP&L	31-070720	0420288389 - 230 PROGRESS DR	601-60850-221	9.85
31	ALLIANT ENERGY/WP&L	31-070720	0470910000 - 240 PROGRESS DR	100-51700-221	214.30
31	ALLIANT ENERGY/WP&L	31-070720	0470910000 - 240 PROGRESS DR	600-60920-221	18.91
31	ALLIANT ENERGY/WP&L	31-070720	0470910000 - 240 PROGRESS DR	601-60850-221	18.91
31	ALLIANT ENERGY/WP&L	31-070720	0627540000 - LANDMARK DR STREET LIGHTS	100-53420-221	302.50
31	ALLIANT ENERGY/WP&L	31-070720	0648330000 - FORRESTON DR SUMP PUMP	100-53440-340	43.49
31	ALLIANT ENERGY/WP&L	31-070720	1162130000 - GROVE ST MIDWAY	100-55200-221	16.70
31	ALLIANT ENERGY/WP&L	31-070720	1366250000 - 200 PROGRESS DR	100-51700-221	1,141.06
31	ALLIANT ENERGY/WP&L	31-070720	1366250000 - 200 PROGRESS DR	600-60920-221	100.68
31	ALLIANT ENERGY/WP&L	31-070720	1366250000 - 200 PROGRESS DR	601-60850-221	100.68
31	ALLIANT ENERGY/WP&L	31-070720	1441950000 - 125 N MAIN ST LIGHT/SIGN	100-53420-221	62.14
31	ALLIANT ENERGY/WP&L	31-070720	1670310000 - 1507 LANDMARK DR WELL #4	600-60620-221	1,921.85
31	ALLIANT ENERGY/WP&L	31-070720	1922710000 - COMMUNITY PARK BATTING CAGE	100-55200-221	14.73
31	ALLIANT ENERGY/WP&L	31-070720	1960850000 - DONNA ST WELL #2	600-60620-221	1,660.00
31	ALLIANT ENERGY/WP&L	31-070720	2222530000 - 4195 VILAS RD LOT LIGHTS	601-60821-221	42.30
31	ALLIANT ENERGY/WP&L	31-070720	2320700000 - 704 N MAIN ST WELL #3	600-60620-221	15.07
31	ALLIANT ENERGY/WP&L	31-070720	2620600000 - 540 N MAIN ST LIGHTS	100-53420-221	42.33
31	ALLIANT ENERGY/WP&L	31-070720	3017850000 - NORTHLAWN PARK	100-55200-221	29.23
31	ALLIANT ENERGY/WP&L	31-070720	3143950000 - HWY N TOWER	600-60620-221	55.78
31	ALLIANT ENERGY/WP&L	31-070720	3245730000 - COMMUNITY PARK/LORI LN	100-55200-221	20.49
31	ALLIANT ENERGY/WP&L	31-070720	3655740000 - LIONS SHELTER	100-55200-221	26.70
31	ALLIANT ENERGY/WP&L	31-070720	3917900000 - 220 GROVE ST	600-60620-221	18.88
31	ALLIANT ENERGY/WP&L	31-070720	4153410000 - 110 S MAIN ST	601-60821-221	1,011.69
31	ALLIANT ENERGY/WP&L	31-070720	4668230000 - TRILLIUM TRL LIFT STATION	601-60821-221	59.46
31	ALLIANT ENERGY/WP&L	31-070720	5067730000 - 4195 VILAS RD LIFT STATION	601-60821-221	1,316.38
31	ALLIANT ENERGY/WP&L	31-070720	5097830000 - MAIN ST TRAFFIC & STREET LIGHTS	100-53420-221	49.65
31	ALLIANT ENERGY/WP&L	31-070720	5163650000 - RG HUSTON PARK	100-55200-221	21.64
31	ALLIANT ENERGY/WP&L	31-070720	5282160000 - HWY N STOP LIGHT	100-53400-221	60.04
31	ALLIANT ENERGY/WP&L	31-070720	5656440000 - OLDE TOWN STREET LIGHTS	407-57351-820	74.44
31	ALLIANT ENERGY/WP&L	31-070720	5909800000 - 220 PROGRESS DR	100-51700-221	58.19
31	ALLIANT ENERGY/WP&L	31-070720	5909800000 - 220 PROGRESS DR	600-60920-221	5.14
31	ALLIANT ENERGY/WP&L	31-070720	5909800000 - 220 PROGRESS DR	601-60850-221	5.14
31	ALLIANT ENERGY/WP&L	31-070720	6101720000 - 4720 GASTON CIR WATER TOWER	600-60620-221	130.62
31	ALLIANT ENERGY/WP&L	31-070720	6345350000 - W REYNOLDS ST SHED	100-55200-221	18.30

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
31	ALLIANT ENERGY/WP&L	31-070720	6397100000 - 4062 HWY N TRAFFIC LIGHTS	100-53400-221	16.86
31	ALLIANT ENERGY/WP&L	31-070720	7255110000 - 221 E COTTAGE GROVE RD	100-51600-221	180.68
31	ALLIANT ENERGY/WP&L	31-070720	7255110000 - 221 E COTTAGE GROVE RD	600-60920-221	60.22
31	ALLIANT ENERGY/WP&L	31-070720	7255110000 - 221 E COTTAGE GROVE RD	601-60850-221	60.22
31	ALLIANT ENERGY/WP&L	31-070720	7541940000 - 704 N MAIN ST WELL #3	600-60620-221	970.35
31	ALLIANT ENERGY/WP&L	31-070720	8469260000 - 225 BONNIE RD	100-53200-221	56.91
31	ALLIANT ENERGY/WP&L	31-070720	8469260000 - 225 BONNIE RD	600-60920-221	18.97
31	ALLIANT ENERGY/WP&L	31-070720	8469260000 - 225 BONNIE RD	601-60850-221	18.97
31	ALLIANT ENERGY/WP&L	31-070720	9204600000 - COMMERCE PKWY LIFT STATION	601-60821-221	145.81
31	ALLIANT ENERGY/WP&L	31-070720	9615510000 - 801 DAMASCUS TRL TRAFFIC LIGHT	100-53400-221	23.08
31	ALLIANT ENERGY/WP&L	31-070720	9745820000 - FIREMANS PARK	100-55200-221	44.29
31	ALLIANT ENERGY/WP&L	31-070720	9816850000 - HWY N STREET & TRAFFIC LIGHTS	100-53420-221	179.48
31	ALLIANT ENERGY/WP&L	31-070720	9829150000 - 1000 DAMASCUS TRL PRV STATION	600-60620-221	67.48
31	ALLIANT ENERGY/WP&L	31-070720	9892110000 - DUBLIN CIR SHELTER	100-55200-221	19.22
Total ALLIANT ENERGY/WP&L:					10,671.05

ALSCO					
1462	ALSCO	IMIL1578190	MATS AT MUNICIPAL SERVICES BLDG	100-51700-210	32.15
1462	ALSCO	IMIL1578190	MATS AT MUNICIPAL SERVICES BLDG	600-60920-340	10.71
1462	ALSCO	IMIL1578190	MATS AT MUNICIPAL SERVICES BLDG	601-60850-340	10.71
1462	ALSCO	IMIL1578191	MATS	100-51700-210	20.57
1462	ALSCO	IMIL1578191	UNIFORMS	100-53200-340	33.29
1462	ALSCO	IMIL1578191	MATS & UNIFORMS	600-60920-340	12.92
1462	ALSCO	IMIL1578191	MATS & UNIFORMS	601-60850-340	12.92
1462	ALSCO	IMIL1578192	MATS AT VILLAGE HALL	100-51600-210	23.99
1462	ALSCO	IMIL1578192	MATS AT VILLAGE HALL	600-60920-340	7.99
1462	ALSCO	IMIL1578192	MATS AT VILLAGE HALL	601-60850-340	7.99
1462	ALSCO	IMIL1580438	MATS AT MUNICIPAL SERVICES BLDG	100-51700-210	32.15
1462	ALSCO	IMIL1580438	MATS AT MUNICIPAL SERVICES BLDG	600-60920-340	10.71
1462	ALSCO	IMIL1580438	MATS AT MUNICIPAL SERVICES BLDG	601-60850-340	10.71
1462	ALSCO	IMIL1580439	MATS	100-51700-210	20.57
1462	ALSCO	IMIL1580439	UNIFORMS	100-53200-340	33.29
1462	ALSCO	IMIL1580439	MATS & UNIFORMS	600-60920-340	12.92
1462	ALSCO	IMIL1580439	MATS & UNIFORMS	601-60850-340	12.92
1462	ALSCO	IMIL1580440	MATS AT VILLAGE HALL	100-51600-210	23.99
1462	ALSCO	IMIL1580440	MATS AT VILLAGE HALL	600-60920-340	7.99
1462	ALSCO	IMIL1580440	MATS AT VILLAGE HALL	601-60850-340	7.99
1462	ALSCO	IMIL1582708	MATS AT MUNICIPAL SERVICES BLDG	100-51700-210	32.15
1462	ALSCO	IMIL1582708	MATS AT MUNICIPAL SERVICES BLDG	600-60920-340	10.71
1462	ALSCO	IMIL1582708	MATS AT MUNICIPAL SERVICES BLDG	601-60850-340	10.71
1462	ALSCO	IMIL1582709	MATS	100-51700-210	20.57
1462	ALSCO	IMIL1582709	UNIFORMS	100-53200-340	33.29
1462	ALSCO	IMIL1582709	MATS & UNIFORMS	600-60920-340	12.92
1462	ALSCO	IMIL1582709	MATS & UNIFORMS	601-60850-340	12.92
1462	ALSCO	IMIL1582710	MATS AT VILLAGE HALL	100-51600-210	23.99
1462	ALSCO	IMIL1582710	MATS AT VILLAGE HALL	600-60920-340	7.99
1462	ALSCO	IMIL1582710	MATS AT VILLAGE HALL	601-60850-340	7.99
Total ALSCO:					519.72

ANGER, ALISON					
6252	ANGER, ALISON	6252-070720	REFUND REQUEST - U8 SOFTBALL CANCELLATIO	100-46720-000	75.00
Total ANGER, ALISON:					75.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
ASSOC APPRAISAL CONSULTANT INC					
90	ASSOC APPRAISAL CONSULTANT IN	149047	PROF SERVICES - JUNE 2020	100-51530-210	1,250.00
90	ASSOC APPRAISAL CONSULTANT IN	149047	INTERNET POSTING	100-51530-210	37.77
90	ASSOC APPRAISAL CONSULTANT IN	149047	2020 REVALUATION PROGRAM	100-51530-210	3,182.50
90	ASSOC APPRAISAL CONSULTANT IN	149047	POSTAGE FOR REVALUATION PROGRAM	100-51530-210	28.00
Total ASSOC APPRAISAL CONSULTANT INC:					4,498.27
BRICE, DAVE					
6600	BRICE, DAVE	6600-070720	REFUND REQUEST - U14 SOFTBALL CANCELLATI	100-46720-000	90.00
Total BRICE, DAVE:					90.00
BRINKMEIER, DONALD					
2786	BRINKMEIER, DONALD	2786-070720	CITIZEN'S PER DIEM FOR JOINT REVIEW BOARD-	405-51410-340	25.00
2786	BRINKMEIER, DONALD	2786-070720	CITIZEN'S PER DIEM FOR PLAN COMISSION - 1/1/2	100-51100-140	80.00
Total BRINKMEIER, DONALD:					105.00
BROOM, KYLE					
6368	BROOM, KYLE	6368-070720	CITIZEN'S PER DIEM FOR PLAN COMMISSION - 1/1	100-51100-140	80.00
Total BROOM, KYLE:					80.00
BURKE TRUCK & EQUIPMENT					
2	BURKE TRUCK & EQUIPMENT	26906	PLOW TRUCK REPAIR	100-53300-340	426.28
2	BURKE TRUCK & EQUIPMENT	26906	PLOW TRUCK REPAIR	600-60935-340	142.09
2	BURKE TRUCK & EQUIPMENT	26906	PLOW TRUCK REPAIR	601-60834-340	142.09
Total BURKE TRUCK & EQUIPMENT:					710.46
CARNEY, STEPHANIE					
6599	CARNEY, STEPHANIE	6599-070720	REFUND REQUEST - PLAYGROUND CAMP	100-46727-000	160.00
Total CARNEY, STEPHANIE:					160.00
CGC INC					
6481	CGC INC	55952	TESTING COMPACTION OF PUBLIC ROADWAYS D	210-13898	2,022.51
Total CGC INC:					2,022.51
CHARTER COMMUNICATIONS					
2421	CHARTER COMMUNICATIONS	54194060620	INTERNET AND TV @ MUNICIPAL SERVICES BUILD	100-51700-225	156.75
2421	CHARTER COMMUNICATIONS	54194060620	INTERNET AND TV @ MUNICIPAL SERVICES BUILD	600-60920-225	13.83
2421	CHARTER COMMUNICATIONS	54194060620	INTERNET AND TV @ MUNICIPAL SERVICES BUILD	601-60850-225	13.83
2421	CHARTER COMMUNICATIONS	58542061020	PHONE @ MUNICIPAL SERVICES BLDG	100-51700-225	167.53
2421	CHARTER COMMUNICATIONS	58542061020	PHONE @ MUNICIPAL SERVICES BLDG	600-60920-225	14.78
2421	CHARTER COMMUNICATIONS	58542061020	PHONE @ MUNICIPAL SERVICES BLDG	601-60850-225	14.78
Total CHARTER COMMUNICATIONS:					381.50
CINTAS					
6480	CINTAS	5018592656	FIRST AID KIT SUPPLIES - MSB	100-51700-340	38.45
6480	CINTAS	5018592656	FIRST AID KIT SUPPLIES - MSB	600-60935-340	3.39
6480	CINTAS	5018592656	FIRST AID KIT SUPPLIES - MSB	601-60834-340	3.39

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total CINTAS:					45.23
CITI CARDS					
5700	CITI CARDS	5700-070720	NOVID-19 50K POSTAGE FOR MEDALS	100-55310-345	22.85
Total CITI CARDS:					22.85
CIVIC SYSTEMS					
411	CIVIC SYSTEMS	CVC19280	CONNECT, MIBUDGET, MIAP LICENSE FEES	600-60902-340	3,955.00
411	CIVIC SYSTEMS	CVC19280	CONNECT, MIBUDGET, MIAP LICENSE FEES	601-60840-340	3,955.00
411	CIVIC SYSTEMS	CVC19280	CONNECT, MIBUDGET, MIAP LICENSE FEES	410-57320-225	11,865.00
411	CIVIC SYSTEMS	CVC19347	SEMI ANNUAL SOFTWARE SUPPORT FEES	100-51520-210	2,160.00
411	CIVIC SYSTEMS	CVC19347	SEMI ANNUAL SOFTWARE SUPPORT FEES	600-60923-210	720.00
411	CIVIC SYSTEMS	CVC19347	SEMI ANNUAL SOFTWARE SUPPORT FEES	601-60852-210	720.00
Total CIVIC SYSTEMS:					23,375.00
COMPUTER MAGIC INC					
930	COMPUTER MAGIC INC	5052	CAMERA INSTALLED AT BONNIE ROAD	100-53100-340	21.00
930	COMPUTER MAGIC INC	5052	CAMERA INSTALLED AT BONNIE ROAD	600-60920-340	7.00
930	COMPUTER MAGIC INC	5052	CAMERA INSTALLED AT BONNIE ROAD	601-60850-340	7.00
930	COMPUTER MAGIC INC	5064	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-51100-340	155.93
930	COMPUTER MAGIC INC	5064	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-51420-214	1,247.50
930	COMPUTER MAGIC INC	5064	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-52100-214	779.69
930	COMPUTER MAGIC INC	5064	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-55310-340	311.88
930	COMPUTER MAGIC INC	5064	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-53100-340	311.88
930	COMPUTER MAGIC INC	5064	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	600-60920-340	155.94
930	COMPUTER MAGIC INC	5064	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	601-60850-340	155.94
930	COMPUTER MAGIC INC	5111	POSITIVE SSL CERTIFICATE - VILLAGE STAFF	100-51420-214	100.00
Total COMPUTER MAGIC INC:					3,253.76
CONNEY SAFETY PRODUCTS					
244	CONNEY SAFETY PRODUCTS	05870968	MASKS	100-51520-700	141.12
Total CONNEY SAFETY PRODUCTS:					141.12
CORE & MAIN LP					
1463	CORE & MAIN LP	M430809	HYDRANT BACK FLOW PREVENTOR	600-60654-340	967.00
Total CORE & MAIN LP:					967.00
COTTAGE GROVE WATER & SEWER					
189	COTTAGE GROVE WATER & SEWER	189-070720	1270.00 COMMUNITY PARK	100-51700-221	100.63
189	COTTAGE GROVE WATER & SEWER	189-070720	1805.00 POST OFFICE LIFT STATION	600-60920-221	292.98
189	COTTAGE GROVE WATER & SEWER	189-070720	2350.00 FIREMANS PARK BUBBLER	601-60850-221	58.93
189	COTTAGE GROVE WATER & SEWER	189-070720	2355.00 FIREMANS PARK FOOD STAND	100-51700-221	99.63
189	COTTAGE GROVE WATER & SEWER	189-070720	2360.00 LIONS SHELTER	600-60920-221	99.63
189	COTTAGE GROVE WATER & SEWER	189-070720	2783.00 VILLAGE HALL	601-60850-221	82.73
189	COTTAGE GROVE WATER & SEWER	189-070720	2783.00 VILLAGE HALL	100-53420-221	27.58
189	COTTAGE GROVE WATER & SEWER	189-070720	2783.00 VILLAGE HALL	100-53440-340	27.58
189	COTTAGE GROVE WATER & SEWER	189-070720	6713.00 NORTHLAWN PARK	100-55200-221	106.68
189	COTTAGE GROVE WATER & SEWER	189-070720	8465.00 RG HUSTON PARK	100-51700-221	101.65
189	COTTAGE GROVE WATER & SEWER	189-070720	8990.01 PUBLIC WORKS BUILDING	600-60920-221	95.43
189	COTTAGE GROVE WATER & SEWER	189-070720	8990.01 PUBLIC WORKS BUILDING	601-60850-221	31.81
189	COTTAGE GROVE WATER & SEWER	189-070720	8990.01 PUBLIC WORKS BUILDING	100-53420-221	31.81

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
189	COTTAGE GROVE WATER & SEWER	189-070720	10105.01 200 PROGRESS DRIVE	600-60620-221	659.88
189	COTTAGE GROVE WATER & SEWER	189-070720	10105.01 200 PROGRESS DRIVE	100-55200-221	58.23
189	COTTAGE GROVE WATER & SEWER	189-070720	10105.01 200 PROGRESS DRIVE	600-60620-221	58.23
189	COTTAGE GROVE WATER & SEWER	189-070720	10107.01 200 PROGRESS DRIVE-FP	601-60821-221	127.50
189	COTTAGE GROVE WATER & SEWER	189-070720	10107.01 200 PROGRESS DRIVE-FP	100-53420-221	11.25
189	COTTAGE GROVE WATER & SEWER	189-070720	10107.01 200 PROGRESS DRIVE-FP	600-60620-221	11.25
189	COTTAGE GROVE WATER & SEWER	189-070720	10110.02 220 PROGRESS DRIVE	100-53420-221	100.95
189	COTTAGE GROVE WATER & SEWER	189-070720	10110.02 220 PROGRESS DRIVE	100-55200-221	8.91
189	COTTAGE GROVE WATER & SEWER	189-070720	10110.02 220 PROGRESS DRIVE	600-60620-221	8.91
189	COTTAGE GROVE WATER & SEWER	189-070720	10115.02 230 PROGRESS DRIVE	601-60821-221	485.36
189	COTTAGE GROVE WATER & SEWER	189-070720	10115.02 230 PROGRESS DRIVE	601-60821-221	42.83
189	COTTAGE GROVE WATER & SEWER	189-070720	10115.02 230 PROGRESS DRIVE	601-60821-221	42.83
189	COTTAGE GROVE WATER & SEWER	189-070720	10120.01 240 PROGRESS DRIVE	100-53420-221	86.41
189	COTTAGE GROVE WATER & SEWER	189-070720	10120.01 240 PROGRESS DRIVE	100-55200-221	7.62
189	COTTAGE GROVE WATER & SEWER	189-070720	10120.01 240 PROGRESS DRIVE	100-53400-221	7.62
189	COTTAGE GROVE WATER & SEWER	189-070720	50000.00 WELL HOUSE #4	407-57351-820	126.82
189	COTTAGE GROVE WATER & SEWER	189-070720	52000.00 VILAS ROAD LIFT STATION	100-51700-221	1,205.06
Total COTTAGE GROVE WATER & SEWER:					4,206.73
DANE CO TREASURER					
254	DANE CO TREASURER	38020	PRINTING FORMS - PD	100-52100-340	64.82
87	DANE CO TREASURER	87-070720	DOG TAGS #7466-7492	100-44210-000	386.25
Total DANE CO TREASURER:					451.07
DECKER SUPPLY CO INC					
6445	DECKER SUPPLY CO INC	910739	SPEED LIMIT SIGNS	100-53400-370	202.80
6445	DECKER SUPPLY CO INC	910767	SPEED LIMIT SIGNS	100-53400-370	135.20
6445	DECKER SUPPLY CO INC	910768	SIGN PARTS	100-53400-370	150.00
Total DECKER SUPPLY CO INC:					488.00
DELTA DENTAL OF WISCONSIN					
94	DELTA DENTAL OF WISCONSIN	1459039	DENTAL PREMIUM - JULY 2020	100-21532	3,753.69
Total DELTA DENTAL OF WISCONSIN:					3,753.69
DISPLAY SALES					
5866	DISPLAY SALES	SO-324471-2	PARTS FOR VILLAGE FLAG	100-53500-000	58.20
Total DISPLAY SALES:					58.20
EBERHARDT, ANDREW					
2789	EBERHARDT, ANDREW	2789-070720	CITIZEN'S PER DIEM FOR PUBLIC WORKS & PROP	100-51100-140	80.00
Total EBERHARDT, ANDREW:					80.00
ELDER, MICHAEL					
5583	ELDER, MICHAEL	5583-070720	CITIZEN'S PER DIEM FOR AD HOC ARCHITECTUR	405-51410-340	40.00
5583	ELDER, MICHAEL	5583-070720	CITIZEN'S PER DIEM FOR COMMUNITY DEVELOP	100-51100-140	60.00
Total ELDER, MICHAEL:					100.00
ENVIROTECH EQUIPMENT COMPANY					
5805	ENVIROTECH EQUIPMENT COMPAN	20-0013376	SWEEPER MAINTENANCE	100-53300-380	550.94

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total ENVIROTECH EQUIPMENT COMPANY:					550.94
FRONTIER					
3912	FRONTIER	3912-070720	608-839-4698 VILLAGE HALL FAX	100-51600-225	41.68
3912	FRONTIER	3912-070720	608-839-4698 VILLAGE HALL FAX	600-60920-225	13.90
3912	FRONTIER	3912-070720	608-839-4698 VILLAGE HALL FAX	601-60850-225	13.90
Total FRONTIER:					69.48
GENERAL CODE PUBLISHERS					
690	GENERAL CODE PUBLISHERS	PG000022167	SUPPLEMENT#27 - PARTIAL SUPP INVOICE 2 OF 2	100-51310-210	434.00
Total GENERAL CODE PUBLISHERS:					434.00
GFC LEASING CO					
5	GFC LEASING CO	100593298	LEASE #M107469 & M111367 - 7/20/2020-8/19/2020	100-51420-340	110.50
5	GFC LEASING CO	100593298	LEASE #M107469 & M111367 - 7/20/2020-8/19/2020	100-52100-340	167.09
5	GFC LEASING CO	100593298	LEASE #M107469 & M111367 - 7/20/2020-8/19/2020	100-53100-340	110.50
5	GFC LEASING CO	100593298	LEASE #M107469 & M111367 - 7/20/2020-8/19/2020	100-55310-340	110.50
5	GFC LEASING CO	100593298	LEASE #M107469 & M111367 - 7/20/2020-8/19/2020	600-60920-340	55.25
5	GFC LEASING CO	100593298	LEASE #M107469 & M111367 - 7/20/2020-8/19/2020	601-60850-340	55.25
Total GFC LEASING CO:					609.09
GIESE, KATHLEEN D					
2594	GIESE, KATHLEEN D	2594-070720	CITIZEN'S PER DIEM FOR PEER COURT STEERING	100-51100-140	20.00
Total GIESE, KATHLEEN D:					20.00
GORDON FLESCH CO					
212	GORDON FLESCH CO	IN12971974	CONTRACT COPY CHARGES FROM 5/15/20-6/15/20	100-51420-340	23.46
212	GORDON FLESCH CO	IN12971974	CONTRACT COPY CHARGES FROM 5/15/20-6/15/20	100-55310-340	23.47
212	GORDON FLESCH CO	IN12971974	CONTRACT COPY CHARGES FROM 5/15/20-6/15/20	100-53100-340	23.47
212	GORDON FLESCH CO	IN12971974	CONTRACT COPY CHARGES FROM 5/15/20-6/15/20	600-60920-340	11.74
212	GORDON FLESCH CO	IN12971974	CONTRACT COPY CHARGES FROM 5/15/20-6/15/20	601-60850-340	11.74
212	GORDON FLESCH CO	IN12971975	CONTRACT COPY CHARGES FROM 5/15/20-6/15/20	100-52100-340	13.57
Total GORDON FLESCH CO:					107.45
GSM AUTOMOTIVE LLC					
6404	GSM AUTOMOTIVE LLC	7604	DODGE TRUCK REPAIR	100-53300-340	264.91
6404	GSM AUTOMOTIVE LLC	7604	DODGE TRUCK REPAIR	600-60935-340	88.30
6404	GSM AUTOMOTIVE LLC	7604	DODGE TRUCK REPAIR	601-60834-340	88.30
Total GSM AUTOMOTIVE LLC:					441.51
HACKEL, MICHAEL					
2609	HACKEL, MICHAEL	2609-070720	CITIZEN'S PER DIEM FOR AD HOC ARCHITECTUR	405-51410-340	60.00
2609	HACKEL, MICHAEL	2609-070720	CITIZEN'S PER DIEM UTILITY COMMISSION - 1/1/20	600-60923-125	30.00
2609	HACKEL, MICHAEL	2609-070720	CITIZEN'S PER DIEM UTILITY COMMISSION - 1/1/20	601-60852-140	30.00
2609	HACKEL, MICHAEL	2609-070720	CITIZEN'S PER DIEM PUBLIC WORKS COMMITTEE	100-51100-140	80.00
Total HACKEL, MICHAEL:					200.00
HALVERSON, BRUCE					
5095	HALVERSON, BRUCE	5095-070720	CITIZEN'S PER DIEM UTILITY COMMISSION - 1/1/20	600-60923-125	30.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
5095	HALVERSON, BRUCE	5095-070720	CITIZEN'S PER DIEM UTILITY COMMISSION - 1/1/20	601-60852-140	30.00
Total HALVERSON, BRUCE:					60.00
HARMONY CONSTRUCTION MGMT INC					
6577	HARMONY CONSTRUCTION MGMT I	6577-070720	PAY REQUEST #3 - BAKKEN PARK IMPROVEMENT	410-57330-821	291,828.60
Total HARMONY CONSTRUCTION MGMT INC:					291,828.60
HAWKINS INC					
6121	HAWKINS INC	4744075	WATER TREATMENT CHEMICALS	600-60630-340	695.60
Total HAWKINS INC:					695.60
HEPFINGER, MARK					
1831	HEPFINGER, MARK	1831-070720	CITIZEN'S PER DIEM PEER COURT STEERING CO	100-51100-140	20.00
Total HEPFINGER, MARK:					20.00
HESS, NICHOLAS					
6601	HESS, NICHOLAS	6601-070720	CITIZEN'S PER DIEM AD HOC SUSTAINABILITY CO	100-51100-140	40.00
Total HESS, NICHOLAS:					40.00
HOGAN, JOHN W					
5594	HOGAN, JOHN W	5594-070720	CITIZEN'S PER DIEM COMMUNITY DEVELOPMENT	100-51100-140	40.00
Total HOGAN, JOHN W:					40.00
HYDROCORP					
6454	HYDROCORP	0057728-IN	CROSS CONNECTION CONTROL PROGRAM	600-60923-210	1,147.00
Total HYDROCORP:					1,147.00
JANSEN, JEROME					
6598	JANSEN, JEROME	6598-070720	REFUND REQUEST - U8 SOFTBALL CANCELLATIO	100-46720-000	105.00
Total JANSEN, JEROME:					105.00
JUSHCHYSHYN, ALEX					
6442	JUSHCHYSHYN, ALEX	6442-070720	CITIZEN'S PER DIEM BOARD OF REVIEW - 1/1/20-6/	100-51100-140	50.00
6442	JUSHCHYSHYN, ALEX	6442-070720	CITIZEN'S PER DIEM ORDINANCE REVIEW COMMIT	100-51100-140	20.00
6442	JUSHCHYSHYN, ALEX	6442-070720	CITIZEN'S PER DIEM PLAN COMMISSION - 1/1/20-6/	100-51100-140	120.00
Total JUSHCHYSHYN, ALEX:					190.00
K & R CONCRETE INC					
6039	K & R CONCRETE INC	5069	SIDEWALK REPLACEMENTS	100-53430-230	7,920.00
Total K & R CONCRETE INC:					7,920.00
KIECK, LAWRENCE					
4798	KIECK, LAWRENCE	4798-070720	CITIZEN'S PER DIEM PUBLIC WORKS COMMITTEE	100-51100-140	80.00
Total KIECK, LAWRENCE:					80.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
KIEFER, JAY					
2610	KIEFER, JAY	2610-070720	CITIZEN'S PER DIEM PARK, REC, & FORESTRY CO	100-51100-140	100.00
2610	KIEFER, JAY	2610-070720	CITIZEN'S PER DIEM PEER COURT STEERING CO	100-51100-140	20.00
Total KIEFER, JAY:					120.00
KNUDTSON, JAMES J					
5207	KNUDTSON, JAMES J	5207-070720	CITIZEN'S PER DIEM FOR AD HOC ARCHITECTUR	405-51410-340	60.00
Total KNUDTSON, JAMES J:					60.00
LAFORCE INC					
5854	LAFORCE INC	1134936	PW SHOP CAMERA	100-53300-370	2,375.00
5854	LAFORCE INC	1135427	DOOR REPLACEMENT - PW SHOP	100-53200-340	2,525.00
Total LAFORCE INC:					4,900.00
LAUFENBERG, KEVIN					
5302	LAUFENBERG, KEVIN	5302-070720	CITIZEN'S PER DIEM FOR PARKS, REC & FOREST	100-51100-140	100.00
Total LAUFENBERG, KEVIN:					100.00
LUCEY, BRETT					
6597	LUCEY, BRETT	6597-070720	REFUND REQUEST - LEGION BASEBALL CANCEL	100-46721-000	145.00
Total LUCEY, BRETT:					145.00
MABIE, RONALD					
347	MABIE, RONALD	347-070720	CITIZEN'S PER DIEM LAW ENFORCEMENT COMMI	100-51100-140	60.00
Total MABIE, RONALD:					60.00
MADISON EXTINGUISHER SERVICE					
6431	MADISON EXTINGUISHER SERVICE	20218	ANNUAL FIRE EXTINGUISHER INSPECTIONS AND	100-53300-340	68.72
6431	MADISON EXTINGUISHER SERVICE	20218	ANNUAL FIRE EXTINGUISHER INSPECTIONS AND	600-60935-340	68.73
6431	MADISON EXTINGUISHER SERVICE	20218	ANNUAL FIRE EXTINGUISHER INSPECTIONS AND	601-60834-340	68.73
6431	MADISON EXTINGUISHER SERVICE	20218	ANNUAL FIRE EXTINGUISHER INSPECTIONS AND	100-51600-340	51.55
6431	MADISON EXTINGUISHER SERVICE	20218	ANNUAL FIRE EXTINGUISHER INSPECTIONS AND	600-60935-340	51.55
6431	MADISON EXTINGUISHER SERVICE	20218	ANNUAL FIRE EXTINGUISHER INSPECTIONS AND	601-60834-340	51.55
6431	MADISON EXTINGUISHER SERVICE	20218	ANNUAL FIRE EXTINGUISHER INSPECTIONS AND	100-51700-340	51.55
6431	MADISON EXTINGUISHER SERVICE	20218	ANNUAL FIRE EXTINGUISHER INSPECTIONS AND	100-55200-340	206.19
6431	MADISON EXTINGUISHER SERVICE	20218	ANNUAL FIRE EXTINGUISHER INSPECTIONS AND	600-60600-340	206.19
6431	MADISON EXTINGUISHER SERVICE	20218	ANNUAL FIRE EXTINGUISHER INSPECTIONS AND	601-60834-340	206.19
Total MADISON EXTINGUISHER SERVICE:					1,030.95
MADISON ROCK & SAND LLC					
1631	MADISON ROCK & SAND LLC	23853	COMPOST DISPOSAL	100-53620-340	467.90
Total MADISON ROCK & SAND LLC:					467.90
MAGESTRO, TONY					
4340	MAGESTRO, TONY	4340-070720	EROSION CONTROL DEPOSIT REFUND- 3024 PHE	100-23170	425.00
Total MAGESTRO, TONY:					425.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
MALCHESKI, CATIE					
6602	MALCHESKI, CATIE	6602-070720	CITIZEN'S PER DIEM AD HOC SUSTAINABILTY CO	100-51100-140	40.00
Total MALCHESKI, CATIE:					40.00
MID-AMERICAN RESEARCH CHEMICAL					
5137	MID-AMERICAN RESEARCH CHEMIC	0701368-IN	VEG-A-KILL PLUS & DISINFECTANT	100-55200-340	389.99
Total MID-AMERICAN RESEARCH CHEMICAL:					389.99
MILLAGE, MICHAEL					
6370	MILLAGE, MICHAEL	6370-070720	CITIZEN'S PER DIEM COMMUNITY DEVELOPMENT	100-51100-140	40.00
Total MILLAGE, MICHAEL:					40.00
MINUTEMAN PRESS					
6530	MINUTEMAN PRESS	20604	COLOR THE CURVE SHIRTS	100-55310-345	310.00
Total MINUTEMAN PRESS:					310.00
MULCAHY SHAW WATER INC					
6542	MULCAHY SHAW WATER INC	322593	FLOW MONITORING	601-60831-350	309.50
6542	MULCAHY SHAW WATER INC	322593	FLOW MONITORING	601-60852-210	309.50
Total MULCAHY SHAW WATER INC:					619.00
NAPA AUTO PARTS					
167	NAPA AUTO PARTS	693986	OIL AND AIR FILTERS	100-53300-340	47.73
167	NAPA AUTO PARTS	693986	OIL AND AIR FILTERS	600-60935-340	15.91
167	NAPA AUTO PARTS	693986	OIL AND AIR FILTERS	601-60834-340	15.91
Total NAPA AUTO PARTS:					79.55
O'REILLY AUTO PARTS					
4458	O'REILLY AUTO PARTS	4331-337639	SHOP SUPPLIES	100-53300-340	7.66
4458	O'REILLY AUTO PARTS	4331-337639	SHOP SUPPLIES	600-60935-340	2.56
4458	O'REILLY AUTO PARTS	4331-337639	SHOP SUPPLIES	601-60834-340	2.56
4458	O'REILLY AUTO PARTS	4331-338426	SHOP SUPPLIES - TOOLS	100-53300-340	11.98
4458	O'REILLY AUTO PARTS	4331-338426	SHOP SUPPLIES - TOOLS	600-60935-340	4.00
4458	O'REILLY AUTO PARTS	4331-338426	SHOP SUPPLIES - TOOLS	601-60834-340	4.00
Total O'REILLY AUTO PARTS:					32.76
PEDRACINE, PHILLIP					
6604	PEDRACINE, PHILLIP	6604-070720	REFUND REQUEST - U12 SOFTBALL CANCELLATI	100-46720-000	90.00
Total PEDRACINE, PHILLIP:					90.00
PETERS, KIMBERLY J					
3315	PETERS, KIMBERLY J	3315-070720	CITIZEN'S PER DIEM LAW ENFORCEMENT COMMI	100-51100-140	60.00
Total PETERS, KIMBERLY J:					60.00
PICKEL, JENNIFER					
5896	PICKEL, JENNIFER	5896-070720	CITIZEN'S PER DIEM PARKS, REC & FORESTRY C	100-51100-140	20.00
5896	PICKEL, JENNIFER	5896-070720	CITIZEN'S PER DIEM PLAN COMMISSION - 1/1/20-6/	100-51100-140	40.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total PICKEL, JENNIFER:					60.00
POMP'S TIRE SERVICE INC					
2813	POMP'S TIRE SERVICE INC	80215016	NEW TIRES - T16 UTILITY TRUCK	100-53300-340	329.64
2813	POMP'S TIRE SERVICE INC	80215016	NEW TIRES - T16 UTILITY TRUCK	600-60935-340	109.88
2813	POMP'S TIRE SERVICE INC	80215016	NEW TIRES - T16 UTILITY TRUCK	601-60834-340	109.88
2813	POMP'S TIRE SERVICE INC	80215883	BOBCAT SKID STEER TIRES	100-53300-340	559.20
2813	POMP'S TIRE SERVICE INC	80215883	BOBCAT SKID STEER TIRES	600-60935-340	186.40
2813	POMP'S TIRE SERVICE INC	80215883	BOBCAT SKID STEER TIRES	601-60834-340	186.40
2813	POMP'S TIRE SERVICE INC	80216215	TIRE REPAIRS	100-53300-340	66.00
2813	POMP'S TIRE SERVICE INC	80216215	TIRE REPAIRS	600-60935-340	22.00
2813	POMP'S TIRE SERVICE INC	80216215	TIRE REPAIRS	601-60834-340	22.00
2813	POMP'S TIRE SERVICE INC	80216703	TIRE REPAIRS	100-53300-340	54.60
2813	POMP'S TIRE SERVICE INC	80216703	TIRE REPAIRS	600-60935-340	18.20
2813	POMP'S TIRE SERVICE INC	80216703	TIRE REPAIRS	601-60834-340	18.20
2813	POMP'S TIRE SERVICE INC	80217239	TIRE REPAIRS	100-53300-340	143.92
2813	POMP'S TIRE SERVICE INC	80217239	TIRE REPAIRS	600-60935-340	47.97
2813	POMP'S TIRE SERVICE INC	80217239	TIRE REPAIRS	601-60834-340	47.97
2813	POMP'S TIRE SERVICE INC	80217503	TIRE REPAIRS	100-53300-340	16.50
2813	POMP'S TIRE SERVICE INC	80217503	TIRE REPAIRS	600-60935-340	5.50
2813	POMP'S TIRE SERVICE INC	80217503	TIRE REPAIRS	601-60834-340	5.50
Total POMP'S TIRE SERVICE INC:					1,949.76
POSTMASTER					
111	POSTMASTER	111-070120	POSTAGE - WATER & SEWER BILLS	600-60902-311	329.61
111	POSTMASTER	111-070120	POSTAGE - WATER & SEWER BILLS	601-60840-311	329.60
Total POSTMASTER:					659.21
QUILL CORP					
12	QUILL CORP	7659520	SHIPPING LABELS FOR ABSENTEE BALLOTS	100-51440-340	107.95
12	QUILL CORP	7659520	POP UP NOTES	100-51420-340	12.77
12	QUILL CORP	7659520	POP UP NOTES	600-60902-310	4.26
12	QUILL CORP	7659520	POP UP NOTES	601-60840-340	4.26
12	QUILL CORP	7897634	DYMO LABEL WRITTER FOR ABSENTEE BALLOT L	100-51440-340	148.99
12	QUILL CORP	7899492	SHIPPING LABELS FOR ABSENTEE BALLOTS	100-51440-340	107.95
12	QUILL CORP	8047821	TOILET TISSUE FOR VILLAGE HALL	100-51420-340	41.99
12	QUILL CORP	8047821	TOILET TISSUE FOR VILLAGE HALL	600-60902-310	14.00
12	QUILL CORP	8047821	TOILET TISSUE FOR VILLAGE HALL	601-60840-340	14.00
12	QUILL CORP	8050198	HANDTOWELS AND GARBAGE BAGS FOR VILLAG	100-51600-340	67.77
12	QUILL CORP	8050198	HANDTOWELS AND GARBAGE BAGS FOR VILLAG	600-60902-310	22.59
12	QUILL CORP	8050198	HANDTOWELS AND GARBAGE BAGS FOR VILLAG	601-60840-340	22.59
Total QUILL CORP:					569.12
REINDERS INC					
4447	REINDERS INC	1834748-00	REPAIR PARTS	100-53300-340	43.17
4447	REINDERS INC	1834748-00	REPAIR PARTS	600-60935-340	14.39
4447	REINDERS INC	1834748-00	REPAIR PARTS	601-60834-340	14.39
4447	REINDERS INC	2277421-00	SEED AND RAKES	100-53440-340	53.22
4447	REINDERS INC	2277421-00	SEED AND RAKES	600-60935-340	53.22
4447	REINDERS INC	2277421-00	SEED AND RAKES	601-60834-340	53.22
Total REINDERS INC:					231.61

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
RG HUSTON COMPANY INC					
371	RG HUSTON COMPANY INC	371-070720	PAY REQUEST #1 - VILAS ROAD BIKE PATH	410-57332-820	99,837.60
Total RG HUSTON COMPANY INC:					99,837.60
ROGERS, CHARLES					
2898	ROGERS, CHARLES	2898-070720	CITIZEN'S PER DIEM FOR UTILITY COMMISSION -	600-60923-125	37.50
2898	ROGERS, CHARLES	2898-070720	CITIZEN'S PER DIEM FOR UTILITY COMMISSION -	601-60852-140	37.50
Total ROGERS, CHARLES:					75.00
ROGERS, JENNY					
6603	ROGERS, JENNY	6603-070720	CITIZEN'S PER DIEM AD HOC SUSTRAINABILITY C	100-51100-140	40.00
Total ROGERS, JENNY:					40.00
ROSSING, JERRUD					
5584	ROSSING, JERRUD	5584-070720	CITIZEN'S PER DIEM COMMUNITY DEVELOPMENT	100-51100-140	40.00
Total ROSSING, JERRUD:					40.00
RUSSELL, JON					
2897	RUSSELL, JON	2897-070720	CITIZEN'S PER DIEM BOARD OF REVIEW - 1/1/20-6/	100-51100-140	50.00
Total RUSSELL, JON:					50.00
SAFE STEP LLC					
5366	SAFE STEP LLC	3401	SIDEWALK SAW-CUT REPAIRS	100-53430-230	5,999.93
Total SAFE STEP LLC:					5,999.93
SALE, KIM					
6527	SALE, KIM	6527-070720	CITIZEN'S PER DIEM FOR COMMUNITY DEVELOP	100-51100-140	60.00
6527	SALE, KIM	6527-070720	CITIZEN'S PER DIEM FOR PLAN COMMISSION- 1/1/	100-51100-140	20.00
Total SALE, KIM:					80.00
SCHILLING SUPPLY COMPANY					
1901	SCHILLING SUPPLY COMPANY	780173-00	MSB TOWELS	100-51700-340	115.01
1901	SCHILLING SUPPLY COMPANY	780173-00	MSB TOWELS	600-60935-340	10.15
1901	SCHILLING SUPPLY COMPANY	780173-00	MSB TOWELS	601-60834-340	10.15
Total SCHILLING SUPPLY COMPANY:					135.31
SCHUERMAN, SCOTT					
2501	SCHUERMAN, SCOTT	2501-070720	CITIZEN'S PER DIEM PUBLIC WORKS COMMITTEE	100-51100-140	60.00
Total SCHUERMAN, SCOTT:					60.00
SCHULZE, FRED J					
5351	SCHULZE, FRED J	5351-070720	CITIZEN'S PER DIEM PLAN COMMISSION - 1/1/20-6/	100-51100-140	120.00
Total SCHULZE, FRED J:					120.00
SCHWAAB INC					
213	SCHWAAB INC	4999838	INK PAD REFILLS	100-51520-340	53.22
213	SCHWAAB INC	4999838	INK PAD REFILLS	600-60920-340	17.74

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
213	SCHWAAB INC	4999838	INK PAD REFILLS	601-60850-340	17.74
213	SCHWAAB INC	4999838	INK PAD REFILLS	100-51440-340	47.25
Total SCHWAAB INC:					135.95
STAFFORD ROSENBAUM LLP					
4428	STAFFORD ROSENBAUM LLP	1238695	GENERAL	100-51300-210	6,629.00
4428	STAFFORD ROSENBAUM LLP	1238696	FIRE	100-52200-340	630.00
4428	STAFFORD ROSENBAUM LLP	1238697	DUE FROM GREYWOLF HOTEL	210-13895	380.00
4428	STAFFORD ROSENBAUM LLP	1238698	DUE FROM HOMBURGS - 5TH ADD TO WESTLAWN	210-13809	1,062.00
4428	STAFFORD ROSENBAUM LLP	1238699	GENERAL - COVID19	100-51300-210	336.00
4428	STAFFORD ROSENBAUM LLP	1238700	DUE FROM BRADT FARMS	210-13830	2,263.00
4428	STAFFORD ROSENBAUM LLP	1238701	DUE FROM HUSTON ENTERPRISE - HOTEL	210-13803	59.00
4428	STAFFORD ROSENBAUM LLP	1238702	TID #10 - USA AMENDMENT	510-57120-820	1,150.50
4428	STAFFORD ROSENBAUM LLP	1238703-709	MUNICIPAL COURT	100-51200-210	764.00
Total STAFFORD ROSENBAUM LLP:					13,273.50
TOTAL WATER TREATMENT SYSTEMS					
4987	TOTAL WATER TREATMENT SYSTEM	867381	BOTTLED WATER - JULY 2020 - VILLAGE HALL	100-51420-340	13.20
4987	TOTAL WATER TREATMENT SYSTEM	867381	BOTTLED WATER - JULY 2020 - VILLAGE HALL	600-60920-340	4.40
4987	TOTAL WATER TREATMENT SYSTEM	867381	BOTTLED WATER - JULY 2020 - VILLAGE HALL	601-60850-340	4.40
4987	TOTAL WATER TREATMENT SYSTEM	867381	BOTTLED WATER - JULY 2020 - POLICE DEPARTM	100-52100-340	100.84
TOTAL WATER TREATMENT SYSTEMS:					122.84
TOWN OF COTTAGE GROVE					
92	TOWN OF COTTAGE GROVE	2020018	SHARED SERVICES - MAY 2020	100-52200-340	8,936.76
92	TOWN OF COTTAGE GROVE	2020018	SHARED SERVICES - MAY 2020	100-52210-221	475.01
92	TOWN OF COTTAGE GROVE	2020018	SHARED SERVICES - MAY 2020	100-52210-340	190.75
92	TOWN OF COTTAGE GROVE	2020018	SHARED SERVICES - MAY 2020	100-52300-340	23.73
92	TOWN OF COTTAGE GROVE	2020018	SHARED SERVICES - MAY 2020	100-53630-210	412.57
Total TOWN OF COTTAGE GROVE:					10,038.82
US CELLULAR					
594	US CELLULAR	378429855	AMI AT WATER TOWER	600-60902-340	32.69
594	US CELLULAR	379095090	POLICE DEPT MODEM	100-52100-214	205.59
Total US CELLULAR:					238.28
VIGDAL-OLSON, KATIE					
6596	VIGDAL-OLSON, KATIE	6596-070720	REFUND REQUEST - U14 SOFTBALL CANCELLATI	100-46720-000	90.00
Total VIGDAL-OLSON, KATIE:					90.00
WI STATE LABORATORY OF HYGIENE					
6373	WI STATE LABORATORY OF HYGIEN	638577	WATER TESTING	600-60630-210	1,013.00
Total WI STATE LABORATORY OF HYGIENE:					1,013.00
WILDES, LINDA M					
6250	WILDES, LINDA M	6250-070720	MAILBOX DAMAGE REIMBURSEMENT	100-53300-340	35.00
Total WILDES, LINDA M:					35.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
WILLIAMS, JOANNA					
6367	WILLIAMS, JOANNA	6367-070720	CITIZEN'S PER DIEM FOR UTILITY COMMISSION -	600-60923-125	20.00
6367	WILLIAMS, JOANNA	6367-070720	CITIZEN'S PER DIEM FOR UTILITY COMMISSION -	601-60852-140	20.00
Total WILLIAMS, JOANNA:					40.00
Grand Totals:					513,706.33

Village -	\$ 478,080.58
Water & Sewer -	\$ <u>35,625.75</u>
Total Invoices -	\$ 513,706.33