

VILLAGE OF COTTAGE GROVE
MEETING

NOTICE OF PUBLIC

VILLAGE BOARD OF TRUSTEES

Monday, March 16, 2020 6:30 p.m. Village Municipal
Offices

221 E. Cottage Grove

Rd

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

Documents:

[3-2-20 VB MINUTES.PDF](#)

6. Unfinished Business
 - a. Update on Housing Task Force
7. New Business
 - a. Discuss and consider proposal from Monona Grove School Board regarding new elementary school development.
 - b. Discuss and consider Liquor License application for licensing year July 2019-June 2020 for School Grounds Coffee House.
 - c. Discuss and consider Operator License application for licensing year July 2019-June 2020 for Leland Dammen and Kelly Kennedy.
 - d. Update regarding Village preparedness in response to COVID-19.
 - e. Discuss and consider Resolution 2020-01, a resolution authorizing Village President and Village Administrator to have joint executive authority to implement necessary measures in response to COVID-19.

Documents:

[CG MEMO 31220.PDF](#)
[BUSS ROAD CONCEPTUAL IMPROVEMENTS EXHIBIT.PDF](#)
[ALCOHOL LICENSE-SCHOOL GROUNDS COFFEE HOUSE.PDF](#)
[OPERATOR LICENSE - LELAND DAMMEN.PDF](#)
[OPERATOR LICENSE - KELLY KENNEDY.PDF](#)
[COVID DOCUMENT.PDF](#)
[RESOLUTION 2020-01.PDF](#)

8. Reports From Village Boards, Commissions & Committees

8.I. Public Works & Properties Committee

- a. Discuss and consider award for W. Parkview Street project.
- b. Review of annual MS4 report.
- c. Discuss and consider Ordinance 03-2020 RE: language modification to Ordinance 305-7 Emergency Snow Removal Regulation.

Documents:

[3.3.20 PW PACKET.PDF](#)
[STREET REPAVING AWARD 3.16.2020.PDF](#)
[00094085 LTR, NOA, BID TAB_EMAILED 03052020.PDF](#)
[2019 MS4 ANNUAL REPORT.PDF](#)
[CHAPTER 305-7 PROPOSED REVISION.REDLINED.3.3.20.PDF](#)
[CHAPTER 305-7 PROPOSED REVISION.CLEAN.3.3.2020.PDF](#)
[03-2020 ORDINANCE AMENDING CHAPTER 305-7.PDF](#)

8.II. Library Planning Committee

Documents:

[3-4-20 LIBRARY PLANNING PACKET.PDF](#)

8.III. Community Development Authority

Documents:

[2020-03-09 CDA AGENDA.PDF](#)

8.IV. Ad-Hoc Sustainability Committee

Documents:

[3-10-20 AD HOC SUSTAINABILITY PACKET.PDF](#)

8.V. Ad Hoc Architectural Review Committee

Documents:

[2020-03-16 ARC AGENDA.PDF](#)

8.VI. Plan Commission

- a. Discuss and consider a request from Miracle League of Dane County for approval of a Site Plan for an ADA Accessible Baseball Field in Bakken Park.
- b. Discuss and consider a request from Johnson Health Tech for approval of a Site Plan Amendment to provide additional parking spaces to existing parking lots located at 1600 Landmark Drive in the Commerce Park.
- c. Discuss and Consider Final Plat for Kennedy Hills Subdivision located in the Town of Cottage Grove within the Village of Cottage Grove's Extraterritorial Jurisdiction.

Documents:

[3-11-20 PLAN COMMISSION AGENDA.PDF](#)

CG_VAR_PC_MIRACLEFIELD_2020-03-12.PDF
CG_MIRACLEFIELD_2020-02-27.PDF
MSA_00094093 PHOEBE BAKKEN PARK - MIRACLE FIELD REVIEW
03052020.PDF
PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD_200226.PDF
CG_VAR_PC_JHTSITEPLAN_2020-03-12.PDF
CG_JHTSITEPLAN_2020-03-06.PDF
PARKING STALLS.PDF
CG_VAR_PC_KHILLS-FINALPLAT_2020-03-12.PDF
CG_KHILLS-FINALPLAT_2020-03-11.PDF
PLAT2SHEET1.PDF
PLAT2SHEET2.PDF

8.VII. Ad Hoc Architectural Review Committee

Documents:

[2020-03-16 ARC AGENDA.PDF](#)

9. Reports From Village Officers

- a. Stafford Rosenbaum
 - i. Legal briefings/status updates
 - a. Vaping Ban Opinion Letter
- b. Police Chief Dan Layber
 - i. Annual Report
 - ii. 2020 Department Objectives
 - iii. 2019 Objectives-Report on Achievements
 - iv. 2019 Use of Force Report

Documents:

[VAPING BAN OPINION LETTER.PDF](#)
[ANNUAL REPORT 2019 \(002\).PDF](#)
[GOALS AND OBJECTIVES PD 2020.PDF](#)
[GOALS AND OBJECTIVES PD 2019 RESULTS.PDF](#)
[USE OF FORCE 2019.PDF](#)

10. Communications And Miscellaneous Business

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

Documents:

[BILLS LIST 3-16-20.PDF](#)

11. Closed Session: Consideration Of Request For Change To Required Public Improvements For Monona Grove School District Elementary School.

The Village of Cottage Grove Board may choose to enter into Closed Session related to this request pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. If the Board convenes in Closed Session for this reason, it may reconvene Into Open Session and may further consider Closed Session items.

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

The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

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

14. Adjournment

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

Upcoming Meetings

Peer Court Steering Committee 3/17/2020 @ Village Hall @ 5:15 pm

Parks & Recreation Committee 3/19/2020 @ Village Hall @ 6:30 pm

Deer-Grove EMS 3/19/20 @ Deerfield @ 6:30 pm

Natvig Landfill Monitoring Review Committee 3/23/20 @ ESB @ 6:00 pm

Jt. Fire Department Committee 3/23/20 @ ESB @ 6:30 pm

LEC 3/24/20 @ MSB @ 5:30 pm

Ordinance Review Committee 3/25/20 @ Village Hall @ 5:30 pm

Library Planning Committee 3/25/20 @ MSB @ 6:30 pm

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, March 2, 2020**

MINUTES

1. Call to order

Village President John Williams called the Village Board of Trustees to order at 6:30 pm.

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

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

3. Pledge of Allegiance.

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

None

5. Discuss and Consider the Minutes of The Regular Village Board Meeting on February 17, 2020.

Motion by Lennberg to approve the minutes from February 17, 2020, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

6. Unfinished Business

a. Discuss and consider potential dates for next Joint Village/Town meeting (this item was tabled at the January 6, 2020 Village Board meeting).

No action was taken

7. New Business

a. Discuss and consider Estoppel Certificate relating to 1998 Arrowwood Green Agreement for Subdivision Improvements and 2007 Agreement for Hustons Olde Town Development.

Attorney Manthe indicated that the Hustons have a buyer for the properties and this document is to verify that there are no other restrictions in the developer agreement. Village staff did verify that the improvements are completed and recommends approval. **Motion** by Lennberg to approve the Estoppel Certificate relating to 1998 Arrowwood Green Agreement for Subdivision Improvements and 2007 agreement for Hustons Olde Town Development, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider proposal to complete soil borings in Commerce Park.

Giese reported that this had been discussed as far back as a year ago, and that the issue has come up with other potential buyers of the lots and the cost associated with getting the lots buildable. The information could make the lots more desirable if this work has already been completed. Village Engineer Lord indicated that the quote is straight forward the only added cost would \$500 to have MSA stake the sites for the borings. Valencia questioned if there is enough time to get this done before the TID close, which Giese indicated that it would be good to get it done sooner than later. Murphy asked if the deliverable will be reports which Lord indicated that they would take the reports to Public Works once completed. **Motion** by Murphy to approve the proposal for the soil borings in Commerce Park up to \$14,000, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider providing direction to staff regarding creation of a Housing Task Force.

Giese indicated that this was part of the Village Board priorities and it was also discussed during Giese’s review, so they have been researching housing task force with other municipalities and could bring more information to the next meetings if this is the direction of the Board. Ruth indicated there are different ways on how to put together the Housing Task Force as it could be for a year or it could be for a longer period of time. Williams asked if this would be an addendum to the Comprehensive Plan, which Ruth indicated that it would not, but it could help with the planning. Russell indicated that the list of committee members was good but would take off the developers so it does not show favoritism. **Motion** by Williams to direct staff to continue working on creating a Housing Task Force, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

d. Discuss and consider Operator License application for Amanda Browne and Josh Ray for licensing year July 2019-June 2020.

Motion by Russell to approve Operator License for Amanda Browne and Josh Ray for licensing year July 2019-June 2020, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Parks, Recreation & Forestry Committee

Murphy reported they discussed the 5th Addition to Westlawn Master Plan and they will have the next meeting at Village Hall on March 19th to discuss the outcome of the survey. They also discussed the purchase of a Parks vehicle from the savings of planned equipment purchases, the committee approved the purchase. Ratcliff is glad that they are saving money however was some of the equipment not purchased that was planned. Giese indicated they did not need the size of tractor that they thought and that was a savings. Allen questioned if they should use the savings toward the splash pad, which Williams indicated that it does not help with the shortage of vehicles for the Parks Department.

a. Discuss and consider purchase of a new Parks Maintenance vehicle with savings from CIP purchases.

Motion by Ratcliff to approve the purchase of a new Parks Maintenance vehicle with savings from the CIP purchases, seconded by Russell. **Motion** carried with a voice vote of 6-1-0 with Allen voting No.

Murphy reported they also discussed vaping and smoking in public places and they wanted to pass it along to Law Enforcement Committee. Chief Layber indicated that they would need a legal opinion on vaping in public.

Attorney Manthe indicated that they could look into the issue and report back to the board. Murphy also reported that Willow Run is on deck to get updated equipment and the Miracle League lease is being worked on.

b. Discuss and consider Bakken Park shelter and splash pad bids.

Kevin Lord Village Engineer from MSA was present to discuss the Bakken Park shelter and splash pad bids, which he apologized for the lack of communication on this project and will take the responsibility of keeping the board informed moving forward. Dan Schmitt with MSA was also present to give a breakdown of the bid and where the overages occurred. The main overage was the change from the flow-thru system to the recirculating system because of the insufficient stormwater management system, the soils are poor in the buildable area and that added to the costs of the project along with the increases in the market bidding. They do not see cost savings if they rebid the project and recommend, they award the bid to Harmony Construction as they are the lowest bid and they are a responsible bidder as they have worked with them previously. Valencia questioned where we are at in the financing process, which Giese indicated that the financing is done when the project is nearing completion, because of issues like this, Ehlers will be coming to future meetings to discuss the financing. Giese questioned the contingency amount of \$25,000 if that is enough, which it was indicated by Dan Schmitt that it was built in the bid and given the conditions and scope that amount should be fine. Allen indicated that it may be a good time to get public input on the additional cost of the project. Murphy asked what impact this would have on the borrowing, which Giese indicated that after talking with Ehlers it would be an increase of \$3.80 per year over the 20-year borrowing period. Ratcliff indicated that she does not like that it is over what they had budgeted but she also does not want to wait on the project. Valencia indicated that they had already approved the 1.3 million for the project so this should not stop the project. Williams also commented that we have made the commitment to Miracle League and Rugby to build bathroom facilities. Valencia asked if there is anything MSA can do financially to help with the costs of the project, which Lord indicated that the design fees are way over the \$70,000 which MSA will be covering the additional costs. **Motion** by Ratcliff to approve the bid for Harmony Construction with the alternate bid items for a total of \$995,006 for the Bakken Park Shelter, seconded by Valencia. **Motion** carried with a voice vote of 6-1-0 with Allen voting No.

8.II. Deer-Grove EMS Commission

Allen reported they approved the agreement with MTM for Medicaid payments of interfacility transfers, they approved the orientation program in the employee handbook, and calls were up from same time last year. Chief Lang was present to thank the board for the support of the department and answer any questions they have or if they would like different information on the monthly report or if they would like to meet, he is available. The next meeting will be March 19th in Deerfield.

8.III. Law Enforcement Committee

Williams reported they discussed the wellness program and employees are using the equipment. They were updated on the vandalism issue and it has been cleaned up and they continue the investigation. They discussed the success of the food drive for parking tickets. Chief Layber also reported that the radar sign is up on County N and they will be moving it around the Village. Russell also reported that Chief had submitted the application for the COPS grant.

9. Reports from Village Officers

a. Attorney Larry Konopacki

i. Legal briefings/status updates

No updates

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Valencia to approve the Village portion of the vouchers in the amount of \$279,876.52, seconded by Allen. The check sequence goes from check #46804 to check #46857.

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

b. Correspondence-Williams indicated that the Board received a letter from Steve and Bonnie Campbell addressing concerns about a hotel in Commerce Park.

c. Upcoming community events- Southern Dane County Resource Forum in Oregon April 22nd at Village Hall from 8-12:30pm, Park survey to be completed. Miracle League will have a volleyball fundraiser at Oakstone on March 7th, The Annual Dinner for the Chamber is Friday, The Optimist will have the annual Easter Egg Hunt on April 4th at 10 am.

d. Future agenda items- Housing Task Force, Vaping inforamton

10. Adjournment

Motion by Lennberg to adjourn at 7:58 p.m., seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk

Village of Cottage Grove

Approved:

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

To: Village of Cottage Grove
From: Brian Huibregtse, PE, PTOE, MSA Professional Services, Inc.
Kevin Lord, PE, MSA Professional Services, Inc.
Subject: Monona Grove Elementary School Improvements
Date: March 12, 2020

The recommendations included in the Monona Grove Elementary School TIA were reviewed along with the site layouts provided. The following infrastructure recommendations should be considered as the minimal improvements necessary as part of the interim condition until the full approved and required build out is completed on Buss Road:

- The operational analysis in the TIA shows acceptable delay and queueing at the South Driveway of the School Site. However, it is recommended that at a minimum, a 150-ft northbound right turn lane and a 150-ft southbound left turn lane be constructed at the intersection. The addition of the left turn lane provides the preferred safety benefits required by the Village.
- Volume is anticipated to be low and operations are acceptable at the North Driveway. However, due to the close proximity to the South Driveway, and the North Driveway being located within a shifting taper, southbound left turns should be prohibited as a safety improvement and a continuation of the northbound turn lane to the north entrance is recommended.
- Speed Limits adjacent to the school and within Village boundaries should be reduced to at least 35 MPH.
- Any reconstruction or modification to Buss Road should include the pulverization of the entire cross section of Buss Road with 5-inches of new HMA pavement. A minimum of 3 foot shoulders should be added (2-foot paved, 1-foot gravel) in improvement areas.
- All access paths should be minimum of 10-ft to accommodate both pedestrian and bicycle users. A roadway connection from the entrance along Buss Road to the Glacial Drumlin School and a path connection to Pheasant Run is required.
- A minimum 10-ft multiuse path should be constructed along the east side of Buss Road adjacent to the school property. All curb ramps must be ADA compliant. Type 1 Curb Ramps should not be utilized.
- A 10-ft multiuse path should extend to Lane Street and a ADA compliant cross walk across Buss Road be constructed with a concrete sidewalk access with curb ramps on the west side of Buss Road to allow for a safer crossing of students coming from the neighborhood. Due to the rural nature of the corridor, a Rectangular Rapid Flashing Beacon is required this location to improve driver compliance when pedestrians are in the crosswalk.
- Intersection Sight Distances and Vision Triangles should be confirmed and designs adjusted for compliance at both driveway locations.

DOUBLE YELLOW CENTERLINE PAVEMENT MARKINGS TO CONTINUE 100' NORTH OF LANE STREET

MULTI-USE PATH CROSSING

LANE STREET

SPEED LIMIT 35

INSTALL 35 MPH SIGN NORTH OF LANE STREET FOR SOUTHBOUND TRAFFIC



INSTALL NO LEFT TURN SIGN



INSTALL RECTANGULAR RAPID FLASHING BEACON (RRFB)

NW INFILTRATION BASIN SURFACE=971.80

MULTIPURPOSE GRASS FIELD

(150'x240')

APPROXIMATE GEOTHERMAL FIELD LOCATION

BUSS ROAD

10' WIDE MULTI-USE PATH

FUTURE ADDITION

PROPOSED ELEMENTARY SCHOOL
CIVIL F.F.E. = 967.50
ARCH F.F.E. = 100.00

FIRE LANE

WEST WET POND SURFACE=944.00

SW INFILTRATION BASIN SURFACE=943.00

REPLACE EXISTING NORTHBOUND 45 MPH SIGN WITH 35 MPH SIGN

SPEED LIMIT 35

DOUBLE YELLOW CENTERLINE PAVEMENT MARKINGS TO CONTINUE TO CTH BB FUTURE PROPERTY LINE

FUTURE MULTI-USE PATH CONNECTION TO CTH BB



0 20 40 80

Lisa Kalata

From: David Stortz
Sent: Wednesday, February 26, 2020 3:21 AM
To: Lisa Kalata; Daniel Layber
Subject: RE: Alcohol License-Background check & compliance check

In checking our RMS records, there are no recorded violations (alcohol or other) for School Grounds Coffee House.



From: Lisa Kalata
Sent: Tuesday, February 25, 2020 2:24 PM
To: Daniel Layber <dlayber@cottagegrovepolice.org>; David Stortz <dstortz@cottagegrovepolice.org>
Subject: Alcohol License-Background check & compliance check

Hi Dan & Dave,

Attached is an alcohol license application for School Grounds, they currently hold a Class "B" and Class "C" license, however this would be for a "Class B" liquor license, so we will need a back ground check and a compliance check on the property. This will be going to the Village Board on March 16, 2020. If you have any questions, please let me know.
Thank you,

Lisa Kalata, WCMC

Village Clerk
Village of Cottage Grove
221 East Cottage Grove Rd
Cottage Grove, WI 53527
608.839.4704
Fax 608.839.4698
www.vi.cottagegrove.wi.gov

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning Jan 1, 2020 ending: June 30, 2020
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: Town of } Cottage Grove
 Village of }
 City of }

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

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

Applicant's Wisconsin Seller's Permit Number <u>456-1027033935-03</u>	
FEIN Number <u>26-4376723</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
<input type="checkbox"/> Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
David A Morrow Steven Cantley

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>MORROW</u>	<u>DAVID</u>	<u>ALAN</u>	<u>467 MEADOWLARK Cottage Grove WI 53527</u>
<u>Cantley</u>	<u>Steven</u>	<u>Craig</u>	<u>2819 Mason St, Madison, WI 53705</u>

1. Trade Name School Grounds Coffee House Business Phone Number 608 228 9488
 2. Address of Premises 4691 Conky Road N Post Office & Zip Code Cottage Grove, WI 53527

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

See Attached Document

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No

(b) If yes, under what name was license issued? School Grounds Coffee House

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain Yes No
7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? If yes, explain. Yes No
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain Yes No
9. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain Yes No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? If yes, explain. Yes No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] Yes No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <i>David A. Morrow</i>	Title/Member <i>Owner</i>	Date <i>21 February 2020</i>
Signature <i>[Signature]</i>	Phone Number <i>220.3434</i>	Email Address <i>DMorrow@mishgrievorwoods.com</i>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <i>2/24/2020</i>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk <i>[Signature]</i>
Date license granted	Date license issued	License number issued	



VILLAGE OF COTTAGE GROVE OPERATORS LICENSE APPLICATION

New
Renewal _____

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

Full Name: LELAND Alan DAMMEN
First Middle Last

Complete Address:

Street Address City/State/Zip Code

Phone Number (h) _____ (w) _____

Drivers License Number _____

Previous Names: _____ Date of Birth _____

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

Name address & phone number of Establishment:
Landmark Center

Name of Supervisor:
Josh Kalounsleben

Date and Location of Responsible Beverage Server Course
3-6-20 - Evansville

List all previous addresses within the past 3 years:

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

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

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

For Village Clerk's Use Only

Date Received 3/6/20

Fees Received 25.00

Receipt # 6,008812

Provisional # 1920609

Background Completed 3/11/20

Approved or Denied

Date Issued _____

License # _____

Legal Review if Denied _____

Certification-Please Read Carefully!

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

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

Signature Alan Leland Dammen Date 3-7-20

Sarah Haltaufderheide

From: David Stortz
Sent: Wednesday, March 11, 2020 2:17 AM
To: Sarah Haltaufderheide
Cc: Lisa Kalata; Daniel Layber
Subject: FW: Operators License - Cenex
Attachments: 4339_001.pdf

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



STATE OF WISCONSIN DEPARTMENT OF JUSTICE

- Request Date: **3/11/2020**
- Report Date: **3/11/2020**

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

- Name: **DAMMEN, LELAND A**
- Date of Birth: [REDACTED]
- Alias Names:

NOTICE TO EMPLOYERS

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

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

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



VILLAGE OF COTTAGE GROVE OPERATORS LICENSE APPLICATION

New
Renewal

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

Full Name: Kelly John Kennedy
First Middle Last

Complete Address: _____
Street Address City/State/Zip Code

Phone Number (h) _____

Drivers License Number _____

Previous Names: _____ Date of Birth _____

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

Name address & phone number of Establishment: Dollar General
608-698-0722
Name of Supervisor: Cassie Wunderlin

List all previous addresses within the past 3 years: _____

Date and Location of Responsible Beverage Server Course 2/23/20 Online

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

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

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

For Village Clerk's Use Only
Date Received 3/4/20
Fees Received 25.00
Receipt # 6006807
Provisional # 192059P
Background Completed 3/11/20
 Approved or Denied
Date Issued _____
License # _____
Legal Review if Denied _____

Certification-Please Read Carefully!

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

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

Signature Kelly J. Kennedy Date 3/4/20

Sarah Haltaufderheide

From: David Stortz
Sent: Wednesday, March 11, 2020 2:07 AM
To: Sarah Haltaufderheide
Cc: Lisa Kalata; Daniel Layber
Subject: FW: Operators License - Dollar General
Attachments: 4333_001.pdf

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



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

- Request Date: **3/11/2020**
- Report Date: **3/11/2020**

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

- Name: **KENNEDY, KELLY J**
 - Date of Birth: [REDACTED]
 - Alias Names:
-

NOTICE TO EMPLOYERS

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

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

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

Village of Cottage Grove

POLICE DEPARTMENT

210 Progress Drive, 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 L. Layber
Chief of Police

March 13, 2020

Village Response to Coronavirus Disease (COVID-19)

There have been confirmed cases of Coronavirus Disease (COVID-19) in Dane County. You can read the press release from the Wisconsin Department of Health Services here:

<https://www.dhs.wisconsin.gov/news/releases/031220.htm>

Responding to COVID-19 requires all of us working together:

Steps we are asking employees and citizens to take now:

- Stay home when you are sick
- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched surfaces
- Wash your hands often with soap and water for at least 20 seconds
- Go online and request an absentee ballot by mail for the April 7 election. We are strongly encouraging residents vote by mail for this election.
<https://myvote.wi.gov/en-us/VoteAbsentee>
- Access Village services online or by phone instead of in person when feasible. You can request permits, fill out license applications, pay taxes, etc. on our website
<http://www.village.cottage-grove.wi.us/>
- Follow the Village of Cottage Grove, Cottage Grove, WI Police, or Cottage Grove Parks & Recreation on Facebook. Any critical information or information on event cancellation, building closures etc. will be provided through those channels and posted on the Village website.

Steps we are taking as a Village:

- Village Officials are working with the Dane County Public Health Department and the Dane County Emergency Management Department. The Public Health Department is the best source for local information on COVID-19: <https://www.publichealthmdc.com/>
- The Fire Department, Police Department, DeerGrove EMS, other first responders and all Village Departments are making plans and preparing. These departments have been given personal protective equipment and have policies in place to deal with potentially effected individuals
- We will follow the guidelines of the State and County Public Health Departments on public gatherings. We will keep the public informed of any cancellations on social media and our website.

Dedicated to Keeping Our Community Safe Through Partnership and Professional Service

- We are planning to increase the frequency of cleaning of common areas, door handles, railings etc. at all Village buildings to make them as safe as possible.
- The safety of our citizens is our highest priority. We are committed to maintaining essential public safety services throughout the COVID-19 pandemic. In order to protect our citizens, the vulnerable populations we serve and our employees, we ask that if you need to call 9-1-1 you tell the dispatchers if you have been diagnosed with or have reason to believe you have been exposed to COVID-19. This information is subject to the Health Information Privacy and Portability Act (HIPPA) and will be protected accordingly.

This is a rapid changing and evolving situation. In coordination with the Dane County Public Health Department and the Dane County Emergency Management Department we will work to keep you updated on the situation in Cottage Grove.

Kindly,

Lt. Matt Wagner

Emergency Government Director
Cottage Grove Police Department
Cottage Grove, WI 53527

**RESOLUTION NO. 2020-01
VILLAGE OF COTTAGE GROVE**

A resolution authorizing Village President and Village Administrator to have joint executive authority to implement necessary measures in response to COVID-19

WHEREAS, On March 12, 2020 Wisconsin Governor Tony Evers declared a public health emergency in response to the COVID-19 outbreak, and

WHEREAS, the Village will be continuing preparedness efforts and response to the outbreak for weeks and potentially months to come, and

WHEREAS, the scope and circumstances regarding the outbreak are fluid in nature and often times can change on short notice, and

WHEREAS, the Village may need to take quick action and make rapid decisions during this public health emergency, and

WHEREAS, the Village President and Village Administrator would implement measures deemed necessary for the Village based on information and guidelines as they're made available by the Federal Government and Centers for Disease Control and State Government and Department of Health Services, among other sources, and

WHEREAS, the Village President and Village Administrator would also seek counsel from Village Emergency Government Director Matthew Wagner and Village Legal Counsel, and

WHEREAS, the Village President and Village Administrator will evaluate measures and response from other cities and governments in Wisconsin, as available, to assist in determining the direction the Village may follow, and

WHEREAS, if the Village President and Village Administrator were to become incapacitated or otherwise unable to serve in the aforementioned role, the following staff (in order listed) would assume these duties: Police Chief, Police Lieutenant, Director of Public Works and Utilities, and

WHEREAS, the Village Board of Trustees would reconvene to discuss this resolution if there is a time where all of the aforementioned staff became incapacitated or otherwise unable to serve in said capacity, and

WHEREAS, this resolution shall serve as the Board's direction until such time that the State's public health emergency declaration is lifted,

NOW, THEREFORE, BE IT RESOLVED, the Village Board of Trustees authorizes the Village President and Village Administrator to have joint executive authority to implement measures they determine to be necessary in response to the COVID-19 outbreak.

Adopted this 16th day of March 2020.

VILLAGE OF COTTAGE GROVE

John Williams, Village President

Attest:

Lisa Kalata, Clerk

**PUBLIC WORKS &
PROPERTIES COMMITTEE**

**Tuesday, March 3, 2020
6:00 PM**

**Municipal Services Building
210 Progress Drive**

AGENDA

- 1) Call Meeting to Order**
- 2) Quorum and roll call**
- 3) Public Appearances** – Public’s opportunity to speak about any subject that is not a specific agenda item.
- 4) Old Business**
 - a. Discuss and consider language modification to Ordinance §305-7 Emergency Snow Removal Regulations.
 - b. Update on lighting improvements at Village Hall and MSB.
 - c. Discuss Village road salt use and potential pilot program.
- 5) New Business**
 - a. Discuss and consider bids for West Parkview street project.
 - b. Presentation of Annual Stormwater Report.
 - c. Discuss Clark St. Reconstruction plan for 2021.
- 6) Engineer’s report**
- 7) Director’s report**
- 8) Approve the minutes of the February 4, 2020 Public Works & Properties Committee meeting.**
- 9) Set tentative date for next meeting**
- 10) Future Agenda Items**
- 11) Adjournment**

Notice:

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

Chapter 305. Vehicles and Traffic

§ 305-7. Emergency snow removal regulations.

- A. ~~President~~ Director of Public Works may declare a ~~general or limited~~ snow emergency. Whenever the ~~President~~ Director or the ~~President~~ Director's designee, ~~after consultation with the Chief of Police and/or Director of Public Works,~~ determines that an emergency exists because of existing or threatened snow or ice conditions which necessitate prompt removal of accumulations of ice and snow from ~~such~~ streets and highways, the ~~President~~ Director or the ~~President~~ Director's designee may by appropriate public media declare a ~~general or limited~~ snow emergency during which the following emergency snow parking regulations shall be in force in the Village.
- B. ~~General snow emergency.~~ During a declared general snow emergency no person shall park any vehicle at any time on a ~~designated snow emergency route~~ and no person shall park any ~~vehicle on any other~~ street within the Village.
- C. ~~Limited snow emergency.~~ During a declared limited snow emergency no person shall park any ~~vehicle at any time on a designated snow emergency route.~~
- D. ~~Designated snow emergency routes.~~ The following streets or portions thereof within the Village are ~~designated snow emergency routes:~~ Highway N and Highway BB.
- E. Termination of emergency. A snow emergency may be terminated by public announcement in the appropriate public media declaring the termination.
- F. ~~Signs and posting.~~ The Director of Public Works shall place appropriate "Snow Emergency Route" signs on or along the streets or portions thereof designated in Subsection ~~D~~ and shall also place appropriate signs at or reasonably near the Village limits on all state and County trunk highways and connecting highways informing motorists that snow emergency parking regulations may be in effect in the Village.
- G. Alternate side parking.
[Amended 10-17-1994]
- (1) Alternate side parking regulations shall be in effect on all Village streets from December 1 to March 15 of each year. Parking shall be on the even side of the street on even-numbered days and the odd side of the street on odd-numbered days. The numerical date as of 12:01 a.m. shall be in effect until 8:00 a.m.
[Amended 9-5-2006 by Ord. No. 10-2006]
- (2) The following streets/portions of streets of the Village shall be exempt from the terms of this subsection:

(a) All of Uphoff Drive.

(b) South Main Street from the railroad tracks to Reynolds Street.

(c) All of Reynolds Street.

~~(d) Oak Street from North Main Street to Willow Run.~~

(e) Commerce Parkway, Limestone Pass, Landmark Drive from Commerce Parkway north and Matt Pass from Limestone north.

H. Penalties and enforcement. Any person violating Subsection(s) B, C, or G shall, upon conviction thereof, be subject to a forfeiture of not less than \$25 nor more than \$100 together with costs of prosecution and penalty assessments and in default of payment thereof shall be imprisoned until such forfeiture has been paid, but not to exceed 90 days. Vehicles parked in violation of this section may be ticketed and towed in accordance with § **305-5B** of this chapter. [Amended 2-19-2018 by Ord. No. 01-2018]

Chapter 305. Vehicles and Traffic

§ 305-7. Emergency snow removal regulations.

- A. Director of Public Works may declare a snow emergency. Whenever the Director or the Director's designee determines that an emergency exists because of existing or threatened snow or ice conditions which necessitate prompt removal of accumulations of ice and snow from streets and highways, the Director or the Director's designee may by appropriate public media declare a snow emergency during which the following emergency snow parking regulations shall be in force in the Village.
- B. During a declared snow emergency, no person shall park any vehicle at any time on any street within the Village.
- C. Termination of emergency. A snow emergency may be terminated by public announcement in the appropriate public media declaring the termination.
- D. Alternate side parking.
[Amended 10-17-1994]
- (1) Alternate side parking regulations shall be in effect on all Village streets from December 1 to March 15 of each year. Parking shall be on the even side of the street on even-numbered days and the odd side of the street on odd-numbered days. The numerical date as of 12:01 a.m. shall be in effect until 8:00 a.m.
[Amended 9-5-2006 by Ord. No. 10-2006]
- (2) The following streets/portions of streets of the Village shall be exempt from the terms of this subsection:
- (a) All of Uphoff Drive.
 - (b) South Main Street from the railroad tracks to Reynolds Street.
 - (c) All of Reynolds St.
 - (d) Commerce Parkway, Limestone Pass, Landmark Drive from Commerce Parkway north and Matt Pass from Limestone north.
- E. Penalties and enforcement. Any person violating Subsection(s) B, C, or G shall, upon conviction thereof, be subject to a forfeiture of not less than \$25 nor more than \$100 together with costs of prosecution and penalty assessments and in default of payment thereof shall be imprisoned until such forfeiture has been paid, but not to exceed 90 days. Vehicles parked in violation of this section may be ticketed and towed in accordance with § 305-5B of this chapter.
[Amended 2-19-2018 by Ord. No. 01-2018]

- Municipal Cooperation Attachment
- Other Annual Report Attachment

- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program (*S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.*)
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory (*S050075-03 general permittees 2.6.1 - inventory due to the department by March 31, 2021.*)
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (*S050075-03 general permittees 2.6.2 – document due to the department by March 31, 2021.*)

- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality: Cottage Grove Village

Facility ID # or (FIN): 30921

Updated Information: Check to update mailing address information

Mailing Address: 221 E. Cottage Grove Road

Mailing Address 2:

City: Cottage Grove

State: Wisconsin

Zip Code: 53527 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

First Name: JJ

Last Name: Larson

Select to **update** current contact information

Title: Director of Public Works

Mailing Address: 210 Progress Dr., Suite 2

Mailing Address 2:

City: Cottage Grove

State: WI

Zip Code: 53527 xxxxx or xxxxx-xxxx

Phone Number: 608-839-5813 Ext: xxx-xxx-xxxx

Email: jlarson@village.cottage-grove.wi.us

Additional Contacts Information (Optional)

I&E Program

IDDE Program

**Individual with responsibility for:
(Check all that apply)**

- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

xxxxx or xxxxx-xxxx

Phone Number:

Ext:

xxx-xxx-xxxx

Email:

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

Yes No

- Public Education and Outreach: Madison Area Municipal Stormwater Partnership (MAMSWaP) and Village staff
- Public Involvement and Participation: Madison Area Municipal Stormwater Partnership (MAMSWaP) and Village staff
- Illicit Discharge Detection and Elimination: MSA Professional Services and Village staff
- Construction Site Pollutant Control: MSA Professional Services and Village staff
- Post-Construction Storm Water Management: MSA Professional Services and Village staff
- Pollution Prevention
 - Storm Water Management Facility Inspections: MSA Professional Services and Village staff
 - Public Works Yards and Other Municipally Owned Properties: Village staff
 - Street Sweeping/Cleaning Program: Village staff
 - Catch Basin Sump Cleaning Program: Village staff
 - Leaf Collection Program: N/A only leaf drop off
 - Winter Road Management: Village staff
 - Internal Staff Education & Communication: Village staff
 - Storm Sewer System Map: MSA Professional Services and Village staff

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes No

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (08/19)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topic: Detection and elimination of illicit discharges			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Social media posts</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Educational activities (School presentations, summer camps, etc)</u>	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Social media posts</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Educational activities (School presentations, summer camps, etc)</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Direct one-on-one communication</u>	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Social media posts</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Active distribution of print media (mailings, newsletters, etc)</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Direct one-on-one communication</u>	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Direct one-on-one communication</u>	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Social media posts</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Direct one-on-one communication</u>	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Direct one-on-one communication</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Direct one-on-one communication</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Other (describe): _____

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Select...</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

b. Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

The Village is a member of the Madison Area Stormwater Partnership (MAMSWaP) and regularly shares educational materials from this group and others to increase our social media outreach.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

Topic: Storm Water Management Plan and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Storm water related ordinance and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
None	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups

Business Developers Industries Other:

Topic: MS4 Annual Report			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Citizen Committe Meetings</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Government Event (Public Hearing, Council Meeting, etc)</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Volunteer Opportunities			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>None</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Other (describe) :			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Select...</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic .

Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

b. Brief Public Involvement and Participation program information for inclusion in the Annual Report.
 If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/19)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? 0 Unsure
- d. How many illicit discharge complaints did the municipality receive? 0 Unsure
- e. From the complaint received, how many were confirmed illicit discharges? 0 Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year? 0 Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. Unsure

- Verbal Warning 0
- Written Warning (including email) 0
- Notice of Violation 0
- Civil Penalty/ Citation 0

Additional Information:

- h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

The Village had inspected 49 outfalls in the previous two years for illicit discharges.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year? 6 Unsure
- b. How many construction sites did the municipality issue 4 Unsure

permits for in the reporting year?

c. Do the above numbers include sites <1 acre? Yes No Unsure

d. How many erosion control inspections did the municipality complete in the reporting year? 36 Unsure

e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. Unsure

- No Authority
- Verbal Warning 2
- Written Warning (including email) 13
- Notice of Violation 0
- Civil Penalty/ Citation 0
- Stop Work Order 0
- Forfeiture of Deposit 0
- Other - Describe below

f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

a. How many sites with new structural storm water management facilities* have received local approval? 6 Unsure

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.

b. How many privately owned storm water management facilities were inspected in the reporting year? 2 Unsure
Inspections completed by private land owners should be included in the reported number.

c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the Unsure

reporting year.

- No Authority
- Verbal Warning 0
- Written Warning (including email) 0
- Notice of Violation 0
- Civil Penalty/ Citation 0
- Forfeiture of Deposit 0
- Complete Maintenance 0
- Bill Responsible Party 0
- Other - Describe below

d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities? 66 Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year? 0 Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? Unsure
- d. What elements are looked at during inspections (250 character limit)?
Erosion, woody/plant growth, depth, sediment accumulation
- e. How many of these facilities required maintenance? 0 Unsure

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) Not Applicable

- f. How many inspections of municipal properties have been Unsure

conducted in the reporting year?

g. Have amendments to the SWPPPs been made? Yes No Unsure

h. If yes, describe what changes have been made (200 character limit):

Collection Services - *Street Sweeping / Cleaning Program* Not Applicable

i. Did the municipality conduct street sweeping/cleaning during the reporting year?

Yes No Unsure

j. If known, how many tons of material was removed? 79 Unsure

k. Does the municipality have a low hazard exemption for this material? Yes No

l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?

Yes

No - Explain _____

Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* Not Applicable

m. Did the municipality conduct catch basin sump cleaning during the reporting year?

Yes No Unsure

n. How many catch basin sumps were cleaned in the reporting year? Unsure

o. If known, how many tons of material was collected? Unsure

p. Does the municipality have a low hazard exemption for this material? Yes No

q. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

Yes

No - Explain Model doesn't account cleaning for TSS/TP reduct

Not Applicable

Collection Services - *Leaf Collection Program* Not Applicable

Winter Road Management Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? 75 Unsure

x. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	0	0	0	350	300	0

Liquids (gallons) (ex. brine)

Oct Nov Dec Jan Feb Mar

None

- y. Was salt applying machinery calibrated in the reporting year? Yes No Unsure
- z. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

Internal (Staff) Education & Communication

- aa. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? Yes No Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

- ab. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Public Works & Properties Committee and Village Board meets regularly and are advised of permit requirements and staff efforts.

Municipal Officials

Committee (with elected officials and citizen members) and Village Board meet regularly; as do Department Head staff. Permit requirements and progress are discussed at both formal committee meetings as well as internal staff meetings.

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Public Works staff meets regularly to discuss permit requirements and progress as do Department Heads.

- ac. Brief Pollution Prevention program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year? Yes No Unsure

If yes, check the areas the map items that got updated or changed:

- Storm water treatment facilities
- Storm pipes
- Vegetated swales
- Outfalls
- Other - Describe below

Not sure if new stormwater infrastructure from 2019 projects has been added to GIS at this time; in 2020 staff will be ...

b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

A few years ago the Village had all structures GPS'd and a GIS map built; there is still field verification needed to clean up maps; Stormwater Intern position will be tasked with that work in 2020.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (08/19)

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
-----------------------------------	-----------------------	----------------------	-----------------

Element: Public Education and Outreach

4000	5000	7700	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Public Involvement and Participation

1500	2500	5200	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Illicit Discharge Detection and Elimination

5000	5500	8200	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Construction Site Pollutant Control

0	0	0	<u>Permit fee and/or deposit/escrow</u>
---	---	---	---

Element: Post-Construction Storm Water Management

0	0	0	<u>Permit fee and/or deposit/escrow</u>
---	---	---	---

Element: Pollution Prevention

7000	8000	8000	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Storm Water Quality Management

12000	12000	12000	<u>General revenue fund</u>
-------	-------	-------	-----------------------------

Element: Storm Sewer System Map

3000	3000	5700	<u>General revenue fund</u>
------	------	------	-----------------------------

Other (describe)

Update of Stormwater Model (funded in 2018 & 2019) complete 2019

34000

General revenue fund

Please provide a justification for a "0" entered in the Fiscal Analysis

Construction site and post-construction site inspection/control/management is paid for by builder/developer/project funds & are not captured in our stormwater operating lines from the General Fund.

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes No Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes No Unsure

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

For the summer of 2020, the Village approved funding an intern focused on stormwater. The role will focus on Info & Education programs and materials as well as conduct field inspections (outfalls & illicit discharge) and mapping updates.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (08/19)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Do not close your work until you **SAVE**.

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Attach - Other Supporting Documents

AR SWMap

File Attachment

[CottageGroveStormwater22x34.pdf](#)

AR TMDL

File Attachment

[Cottage Grove SWQMP Update 2019 Optimized.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

IDDE Program

File Attachment

[2018Illicitdischarge inspectionreport pdf.pdf](#)

IDDE Program

File Attachment

[2017-IllicitDischargeInspections.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with Municipality's Governing Body.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Cottage Grove Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

- I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

Engineer's Report

A Review of Projects in the Community

Village of Cottage Grove, WI

PREPARED BY: Kevin Lord PE/PLS

DATE: March 2020 Report

klord@msa-ps.com

BUSS ROAD / COTTAGE GROVE ROAD INTERSECTION PLAN – MSA contacted land owner's to prepare the improved geometry plans for the intersection. MSA traffic team is working on schematic to verify land needs.

5TH ADDITION TO WESTLAWN ESTATES – Contractor continuing to install utilities as weather permits. MSA is working with MMSD on deed restrictions for future phases at this time.

COTTAGE GROVE COMMONS – Contractor said they are a bit behind schedule so public utilities will start in a couple of weeks so in early March.

VILAS ROAD SEWER AND WATER – MSA is planning to bid both the path and the water and sewer projects in hopes of having bids for April meeting. MSA has been verifying the permits and depths to reduce project costs as well as provide for the future drainage area planned.

GLOBAL INFORMATION SYSTEM – MSA is working on the mapping in order to verify the information from the field and determine capacity at key points in the Village. Flow meters have been installed in key sanitary sewer locations to determine the existing flows in Village interceptor sewers and areas to further investigate for inflow and infiltration. These work items will help determine the level of development whether in the west or north that trigger the need for the farm interceptor.

WEST PARKVIEW LRIP – Bids to be received on February 28th and recommendation at March meeting.

MAIN STREET BIKE PATH PARC GRANT – MSA contacted Dane County to verify funding and discuss the second phase of the project.

MGSD SITE PLAN – MSA provided comments on the site plans based on previous comments for utility extensions. Watermain and sanitary sewer connections along with street connections received comments. MSA submitted documents for the MMSD annexation of the school district property.

GLACIAL DRUMLIN PATH/CLARK STREET – MSA prepared a conceptual map to be shared with the Bike Path Committee on March 16th. MSA is looking at parking options and additional street improvements beyond the path limits.



Village of Cottage Grove

Department of Public Works

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

March 3rd, 2020

Snow & Ice

- February saw a number of significant events; and weather forecasts were off a lot.
- Staff reacted well to all; even with little accurate forecast notice.

Staff Update

- Both of our newest hires now have the CDLs; street plow routes are now fully staffed for first time this season.

W. Parkview repaving

- Bids opening was Friday.

Capital Equipment Update

- 2019 Plow Truck ETA - July.
- 2020 Plow Truck ordered last week; ETA for cab & chassis is April, completely built truck by December or January.
- Street Sweeper should be delivered late spring, early summer.

Stormwater Intern position

- Phone interviews a few weeks ago
- Interviewed 2 candidates last week

Glacial Drumlin Bike Path Project (TAP Grant)/Clark St. reconstruction/potential Grove St.

- Ad Hoc Bike Path Committee set a meeting date in mid-March to begin planning
- 2021 construction in conjunction with Clark St.
- MSA looking into options to offer street parking
- Grove St. reconstruction may be planned as part of these projects; scope TBD.

**VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF FEBRUARY 4, 2020**

1. **Call to Order at the Former Public Works Building.** The meeting was called to order at 6:00 p.m. by John Williams.
2. **Determine that a quorum is present and that the agenda was properly posted.**
It was determined that a quorum was present and that the agenda had been properly posted. Committee members present were Andy Eberhardt, Larry Kieck, Scott Schuerman and John Williams (chair). Mike Hackel was absent and excused. Also present were Public Works Director JJ Larson, Utility Clerk Kristen Krause, Village Engineer Kevin Lord of MSA and Village Trustee Melissa Ratcliff.
3. **Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.**
None.
4. **Old Business**
 - a. **Discuss Village road salt use and potential pilot program.**
Larson explained that the delay in implementing the road salt use pilot program is due to still being down one CDL driver. He wants to make sure that all Public Works staff are on their regular routes before putting the program in action. There is a plan for the program in place, however, it is looking like it will not start up until next winter season. When implementation gets closer, Larson stated that he plans to notify residents in the neighborhoods where the modified salt use will occur. No formal action was taken.
 - b. **Discuss potential Village leaf collection program.**
With positive feedback about a leaf collection program, Larson reached out to other communities that already provide this service. Many established communities similar in size to Cottage Grove already provide leaf collection. After speaking with Monona Public Works, Larson found that the Village could potentially get a decent leaf collection vehicle for about what a new dump truck costs. There is a new dump truck budgeted for this year, and Larson was wondering if the committee would like him to pursue switching the dump truck out for a leaf collection vehicle this year. The committee discussed this and decided it would be better to budget for a leaf collection vehicle in 2021 and leave the dump truck in for this year. Another issue is staffing the vehicle. Larson said he would keep this year’s dump truck in the budget and push back the 2021 dump truck to allow for budgeting of a leaf collection vehicle. He also noted that the DNR has not yet specified a date for when leaf collection will become mandatory.
5. **New Business**
 - a. **Discuss and consider addition of “No Parking” signs on Commerce Parkway.**
This issue was brought to Larson’s attention through a complaint from Stihl. They are concerned with the amount of street parking directly in front of their business, which at times, blocks their mailbox and has caused a lot of issues for semis entering/turning into their lot. Larson and Police Chief Dan Layber went out to the Stihl and noticed parking violators in front of Stihl. Larson also pointed out that Matt Pass, which is right around the corner, has plenty of on-street parking available and only a few businesses. **Motion** by Eberhardt, seconded by Kieck, to approve the installation of “No Parking” signs on Commerce Parkway at both the entrances to Stihl and in front of their mailbox. . Motion carried with a unanimous voice vote of 4-0-0.
 - b. **Discuss potential modification of Ordinance §305-7 Emergency Snow Removal Regulations.**
Larson surveyed ten other area communities to find out who or which entity declared snow emergencies. The results ranged from a Public Works Director, Police Chief, Mayor, City Manager, Street Superintendent to no one, just set rules for when an emergency can be declared. The best

discussion he had was with the Deerfield Public Works Director who said he is in charge of declaring snow emergencies. He also said that he has only declared one such emergency in over 20 years because they have alternate side parking in place through the winter season. This would be a similar situation for Cottage Grove. Committee members have no issue with Larson being designated as the person who can declare a snow emergency if the need arises. They feel like the person who is in charge of clearing the streets of snow, should also be the person to declare an emergency. Larson will work on updating the language for the ordinance and bring it back to the committee next month. No formal action was taken at this time.

6. Engineers Report

Quarry Ridge Subdivision

Surety is reduced from \$850,000 to \$350,000 with asphalt surface course, sidewalk and restoration remaining for the spring. A new annual Land Disturbance Permit was released for the quarry area. The permit provides limited operational hours and requires an added gate on Matt Pass to prevent random access and dumping from occurring.

Buss Road/Cottage Grove Road Intersection Plan

James Bongard of MSA will be communicating with landowners to prepare the improved geometry plans for the intersection.

5th Addition to Westlawn Estates

Contractor called and noted the typical roadway section on the plans was incorrect. MSA approved the typical section from the previous additions.

Cottage Grove Commons

Preconstruction meeting was held, and public construction will begin the end of February.

Vilas Road Sewer and Water

The soils report was completed and nothing out of the ordinary was noted. MSA completed the survey of the area and discussed alignments of the path to utilize the existing gravel path and work with the culvert extension along with minimizing wetland impacts. The path extends between Weald Bridge and Progress Drive. MSA will have more information about the plans and bidding in the future. Lord and Bongard will meet with Larson on Thursday this week to discuss the project and hopefully set a schedule for bidding.

Phoebe Bakken Park

MSA has the documents out to bid. The bid opening will be held on February 12. MSA is also checking with the DOT about the potential of reducing the speed limit in front of the park on Vilas Road.

Global Information System

MSA is near completion of the structure measurements of the sanitary and storm system for mapping capacity calculations. MSA is working on the mapping in order to verify the information from the field. We ordered flow meters to install in key sanitary sewer locations to determine the existing flows in Village interceptor sewers. These work items will help determine the level of development whether in the west or north that trigger the need for the farm interceptor.

West Parkview LRIP

MSA is preparing plans for the LRIP project of pulverizing and relaying West Parkview Street in the Village. The Village will receive approximately \$27,000 for the work through the program. MSA will have the project bid opening on February 28, in time for the March Public Works meeting.

Main Street Bike Path PARC Grant

MSA contacted Dane County to verify funding and discuss the second phase of the bike path project. Dane County indicated that there is no PARC Grant funding in 2020. They also noted that funding for the PARC Grant has typically been every other year, although there are no guarantees. If there is funding in 2021, Dane County will not take applications until summer of 2021. This would mean that if the Village waits for

the funding, the second phase of the bike path project would not begin until late fall of 2021. Lord also stated that the costs for the second phase of the project were higher than originally expected. The Village also hasn't yet applied for the \$182,500.00 reimbursement for phase one of the bike path. Another item that is still pending from the first phase is the "way finding" signage that is supposed to be placed along the bike path.

7. Directors Report

Snow & Ice

January made up for December in snow events. The staff have done a remarkable job, especially considering working around vacations, unexpected time off and still being down one CDL driver.

West Parkview Repaving Project

Plan to bid project out in February with a completion date of early July. This project will use \$27,000 of State LRIP (Local Roads Improvement Program) funds.

Changes to CDL License requirements

CDL License holders are now required to register with the Federal Clearinghouse. New entry drivers will have training requirements prior to obtaining a license, however, the start of this requirement has now been postponed until 2022 due to a lot of questions by participants.

ROW permit changes 2020

Larson would like to update the ROW permit. He has begun gathering information from other municipalities. The intention is to develop a formal cost for ROW permits based on size and scope and develop a more formalized process of approval, inspection and close-outs.

Construction specs

Larson, Lord and Bongard have begun working on updating the construction specs.

Stormwater Quality Plan update complete

The Village is in good shape in both of our watersheds. This updated plan identifies future projects; it quantifies their TSS and TP removals and estimated costs and keep them on the radar for financial planning. Presentation to the Village Board is planned following elections this spring.

Bike path along CTH N/Main Street

See Engineer's Report for an update on potential funding for phase 2.

Glacial Drumlin Bike Path Project (TAP Grant)

The Ad Hoc Committee has set a meeting date in mid-March to begin planning. A 2021 construction is being planned in conjunction with Clark Street. The Village portion of this path will be complete and ready when Dane County connects the path to Madison.

Facility Needs Study – 2020

Since the roof and HVAC at the old Public Works shop haven't been causing problems lately, Larson is not inclined to update either. Instead he would rather invest in a lighting upgrade at both the Village Hall and Municipal Services Building (MSB). The local company he has been working with for lighting would handle the upgrades and the payback would be 3 ½ years for the MSB and 7 ½ years for Village Hall. He wanted to gauge committee interest in pursuing both upgrades.

8. Approve the minutes of the January 7, 2020 Public Works & Properties Committee meeting.

Motion by Kieck, seconded by Eberhardt, to approve the January 7, 2020 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 4-0-0.

9. Set tentative date for next meeting.

The next meeting is tentatively scheduled for Tuesday, March 3, 2020 at 6:00 pm.

10. Future Agenda Items

- Update on lighting improvements.

- Discuss LRIP and West Parkview bids.
- Discuss and consider Snow Emergency Removal Ordinance language.

11. Adjournment

Motion by Eberhardt, seconded by Kieck, to adjourn at 7:18 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: / /20

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

DRAFT



PUBLIC WORKS STAFF REPORT

MEMO DATE:	March 6 th , 2020
MEETING DATE:	March 16 th , 2020
TO:	Village Board
FROM:	JJ Larson, Director of Public Works & Utilities
RE:	2020 Village Street Repaving

BACKGROUND

The Capital Budget includes an allocation for street repaving work annually (\$121,000 in 2020). Our Department identified the area we deemed most appropriate given the condition, traffic, visibility and budget.

OVERVIEW

The area identified is a section of West Parkview St. between CTH N/Main St. and the intersection with Westlawn. The street is showing signs of serious wear, failed maintenance treatments and increasing potholes. It is also a heavily travelled route to & from Taylor Prairie School. On November 5, 2019 the Public Works & Properties Committee voted unanimously to approve the 2020 street repaving plan.

The Village was also awarded Local Road Improvement Funds (LRIP) towards this work in the amount of \$27,316.28.

We requested bids to do full-depth pulverization and repaving of the roadway and received three bids; with Tri-County Paving, Inc. as the lowest bidder. The Public Works & Properties Committee unanimously recommended approving award to Tri-County at the meeting on March 3rd, 2020.

STAFF RECOMMENDATION

I recommend that the Board award the 2020 Village of Cottage Grove Street Repaving work to Tri-County Paving, Inc.



1702 Pankratz Street
Madison, WI 53704

P (608) 242-7779
TF (800) 446-0679
F (608) 242-5664

www.msa-ps.com

March 5, 2020

Matt Giese, Administrator
Village of Cottage Grove
221 East Cottage Grove Road
Cottage Grove Road, WI 53527

Re: W. Parkview St. Road Improvements
Village of Cottage Grove

Dear Mr. Giese:

Upon review of the bids received on February 28, 2020 for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the low responsive bidder listed below be accepted and award made at your next meeting.

Tri County Paving, Inc.
PO Box 394
De Forest, WI 53532

Bid Amount \$116,858.50

Please execute the enclosed Notice of Award in triplicate for the contract and return two copies to our office and keep one for your files. After receiving the executed copies, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Kevin Lord".

Kevin Lord
Team Leader

KL:ld
Enc.

NOTICE OF AWARD

Date: _____

Project:
W. Parkveiw St. Road Improvements

Owner: Village of Cottage Grove	Owner's Contract No.:
Contract: Village of Cottage Grove - W. Parkveiw St. Road Improvements	Engineer's Project No.: 00094085

Bidder:
Tri County Paving, Inc.

Bidder's Address:
PO Box 394

Cottage Grove, WI 53532

You are notified that your Bid dated February 28, 2020 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for W. Parkveiw St. Road Improvements
Base Bid

The Contract Price of your Contract is One Hundred Sixteen Thousand, Eight Hundred Fifty Eight and 50/100 Dollars (\$116,858.50).

3 copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

3 sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner [3] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Village of Cottage Grove
Owner
By: _____
Authorized Signature

Title

Copy to Engineer

W. Parkview St. Road Improvements (#6727526)
Owner: Village of Cottage Grove
Solicitor: MSA Professional Services - Madison
02/28/2020 01:00 PM CST
MSA Project #00094085

Section Title	Line Item	Item Description	UofM	Quantity	Tri County Paving Inc.		Payne & Dolan, Inc.		Wolf Paving	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID										
	1	Mobilization/Bonds/Insurance	LS	1	\$5,000.00	\$5,000.00	\$200.00	\$200.00	\$1,000.00	\$1,000.00
	2	Traffic Control	LS	1	\$500.00	\$500.00	\$200.00	\$200.00	\$500.00	\$500.00
	3	Inlet Protection, In-Grate	EA	2	\$100.00	\$200.00	\$100.00	\$200.00	\$250.00	\$500.00
	4	Pulverize Existing Pavement and Base	SY	6000	\$1.40	\$8,400.00	\$0.20	\$1,200.00	\$0.45	\$2,700.00
	5	Grading and Shaping	LS	1	\$6,500.00	\$6,500.00	\$10,000.00	\$10,000.00	\$16,600.00	\$16,600.00
	6	Excavation Below Subgrade (EBS)	CY	215	\$20.00	\$4,300.00	\$15.50	\$3,332.50	\$15.00	\$3,225.00
	7	3-Inch Breaker Run with Fabric	CY	215	\$40.00	\$8,600.00	\$40.00	\$8,600.00	\$39.00	\$8,385.00
	8	Adjust Manhole Casting	EA	8	\$290.00	\$2,320.00	\$475.00	\$3,800.00	\$300.00	\$2,400.00
	9	Replace Valve Box	EA	5	\$660.00	\$3,300.00	\$300.00	\$1,500.00	\$250.00	\$1,250.00
	10	Asphaltic Pavement, 1.75-Inch Binder Course	TON	595	\$64.15	\$38,169.25	\$73.00	\$43,435.00	\$67.00	\$39,865.00
	11	Asphaltic Pavement, 1.75-Inch Surface Course	TON	595	\$64.15	\$38,169.25	\$73.00	\$43,435.00	\$67.00	\$39,865.00
	12	Dense Graded Base	TON	100	\$14.00	\$1,400.00	\$19.00	\$1,900.00	\$17.00	\$1,700.00
Base Bid Items #1-#12 Total:						\$116,858.50		\$117,802.50		\$117,990.00

Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Reporting Information

Will you be completing the Annual Report or other submittal type? Annual Report Other

Project Name: Cottage Grove Annual Report

County: Dane

Municipality: Cottage Grove Village

Permit Number: S058416

Facility Number: 30921

Reporting Year: 2019

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? Yes No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment

- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program (*S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.*)
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory (*S050075-03 general permittees 2.6.1 - inventory due to the department by March 31, 2021.*)
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (*S050075-03 general permittees 2.6.2 – document due to the department by March 31, 2021.*)

- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Cottage Grove Village

Facility ID # or (FIN): 30921

Updated Information: Check to update mailing address information

Mailing Address: 221 E. Cottage Grove Road

Mailing Address 2:

City: Cottage Grove

State: Wisconsin

Zip Code: 53527 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

First Name: JJ

Last Name: Larson

Select to **update** current contact information

Title: Director of Public Works

Mailing Address: 210 Progress Dr., Suite 2

Mailing Address 2:

City: Cottage Grove

State: WI

Zip Code: 53527 xxxxx or xxxxx-xxxx

Phone Number: 608-839-5813 Ext: xxx-xxx-xxxx

Email: jlarson@village.cottage-grove.wi.us

Additional Contacts Information (Optional)

- I&E Program
- IDDE Program

**Individual with responsibility for:
(Check all that apply)**

- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

xxxxx or xxxxx-xxxx

Phone Number:

Ext:

xxx-xxx-xxxx

Email:

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

Yes No

Public Education and Outreach: Madison Area Municipal Stormwater Partnership (MAMSWaP) and Village staff

Public Involvement and Participation: Madison Area Municipal Stormwater Partnership (MAMSWaP) and Village staff

Illicit Discharge Detection and Elimination: MSA Professional Services and Village staff

Construction Site Pollutant Control: MSA Professional Services and Village staff

Post-Construction Storm Water Management: MSA Professional Services and Village staff

Pollution Prevention

Storm Water Management Facility Inspections: MSA Professional Services and Village staff

Public Works Yards and Other Municipally Owned Properties: Village staff

Street Sweeping/Cleaning Program: Village staff

Catch Basin Sump Cleaning Program: Village staff

Leaf Collection Program: N/A only leaf drop off

Winter Road Management: Village staff

Internal Staff Education & Communication: Village staff

Storm Sewer System Map: MSA Professional Services and Village staff

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes No

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (08/19)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topic: Detection and elimination of illicit discharges			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Passive print media (brochures at front desk, posters, etc.)	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
Social media posts	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
Educational activities (School presentations, summer camps, etc)	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No
Website	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Passive print media (brochures at front desk, posters, etc.)	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
Social media posts	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
Educational activities (School presentations, summer camps, etc)	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
Website	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No
Direct one-on-one communication	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Social media posts</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Active distribution of print media (mailings, newsletters, etc)</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Direct one-on-one communication</u>	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Direct one-on-one communication</u>	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Social media posts</u>	Select...	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Direct one-on-one communication</u>	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Direct one-on-one communication</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Direct one-on-one communication</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Other (describe):

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Select...</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

b. Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

The Village is a member of the Madison Area Stormwater Partnership (MAMSWaP) and regularly shares educational materials from this group and others to increase our social media outreach.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

Topic: Storm Water Management Plan and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Storm water related ordinance and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
None	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Contractors General Public Public Employees Residential School Groups

Business Developers Industries Other:

Topic: MS4 Annual Report			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Citizen Committe Meetings</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Government Event (Public Hearing, Council Meeting, etc)</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Volunteer Opportunities			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>None</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Other (describe) :			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Select...</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic .

Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

b. Brief Public Involvement and Participation program information for inclusion in the Annual Report.
If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/19)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? Unsure
- d. How many illicit discharge complaints did the municipality receive? Unsure
- e. From the complaint received, how many were confirmed illicit discharges? Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year? Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. Unsure

- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation

Additional Information: _____

- h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

The Village had inspected 49 outfalls in the previous two years for illicit discharges.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year? Unsure
- b. How many construction sites did the municipality issue Unsure

permits for in the reporting year?

c. Do the above numbers include sites <1 acre?

Yes No Unsure

d. How many erosion control inspections did the municipality complete in the reporting year? Unsure

e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. Unsure

No Authority

Verbal Warning

Written Warning (including email)

Notice of Violation

Civil Penalty/ Citation

Stop Work Order

Forfeiture of Deposit

Other - Describe below

f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

a. How many sites with new structural storm water management facilities* have received local approval ? Unsure

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.

b. How many privately owned storm water management facilities were inspected in the reporting year ? Unsure

Inspections completed by private land owners should be included in the reported number.

c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the Unsure

reporting year.

No Authority

Verbal Warning

0

Written Warning (including email)

0

Notice of Violation

0

Civil Penalty/ Citation

0

Forfeiture of Deposit

0

Complete Maintenance

0

Bill Responsible Party

0

Other - Describe below

- d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities ? Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year ? Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? Unsure
- d. What elements are looked at during inspections (250 character limit)?
- e. How many of these facilities required maintenance? Unsure

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) Not Applicable

- f. How many inspections of municipal properties have been Unsure

conducted in the reporting year?

g. Have amendments to the SWPPPs been made? Yes No Unsure

h. If yes, describe what changes have been made (200 character limit):

Collection Services - *Street Sweeping / Cleaning Program* Not Applicable

i. Did the municipality conduct street sweeping/cleaning during the reporting year?

Yes No Unsure

j. If known, how many tons of material was removed?

Unsure

k. Does the municipality have a low hazard exemption for this material?

Yes No

l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?

Yes

No - Explain _____

Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* Not Applicable

m. Did the municipality conduct catch basin sump cleaning during the reporting year?

Yes No Unsure

n. How many catch basin sumps were cleaned in the reporting year?

Unsure

o. If known, how many tons of material was collected?

Unsure

p. Does the municipality have a low hazard exemption for this material?

Yes No

q. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

Yes

No - Explain Model doesn't account cleaning for TSS/TP reduct

Not Applicable

Collection Services - *Leaf Collection Program* Not Applicable

Winter Road Management Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control?

Unsure

x. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="350"/>	<input type="text" value="300"/>	<input type="text" value="0"/>

Liquids (gallons) (ex. brine)

	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
<u>None</u>						

- y. Was salt applying machinery calibrated in the reporting year? Yes No Unsure
- z. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No Unsure

If yes, describe what training was provided (250 character limit):

When: How many attended:

Internal (Staff) Education & Communication

- aa. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? Yes No Unsure

If yes, describe what training was provided (250 character limit):

When: How many attended:

- ab. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Public Works & Properties Committee and Village Board meets regularly and are advised of permit requirements and staff efforts.

Municipal Officials

Committee (with elected officials and citizen members) and Village Board meet regularly; as do Department Head staff. Permit requirements and progress are discussed at both formal committee meetings as well as internal staff meetings.

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Public Works staff meets regularly to discuss permit requirements and progress as do Department Heads.

- ac. Brief Pollution Prevention program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year? Yes No Unsure

If yes, check the areas the map items that got updated or changed:

- Storm water treatment facilities
- Storm pipes
- Vegetated swales
- Outfalls
- Other - Describe below

Not sure if new stormwater infrastructure from 2019 projects has been added to GIS at this time; in 2020 staff will be ...

- b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

A few years ago the Village had all structures GPS'd and a GIS map built; there is still field verification needed to clean up maps; Stormwater Intern position will be tasked with that work in 2020.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (08/19)

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
-----------------------------------	-----------------------	----------------------	-----------------

Element: Public Education and Outreach

4000	5000	7700	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Public Involvement and Participation

1500	2500	5200	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Illicit Discharge Detection and Elimination

5000	5500	8200	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Construction Site Pollutant Control

0	0	0	<u>Permit fee and/or deposit/escrow</u>
---	---	---	---

Element: Post-Construction Storm Water Management

0	0	0	<u>Permit fee and/or deposit/escrow</u>
---	---	---	---

Element: Pollution Prevention

7000	8000	8000	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Storm Water Quality Management

12000	12000	12000	<u>General revenue fund</u>
-------	-------	-------	-----------------------------

Element: Storm Sewer System Map

3000	3000	5700	<u>General revenue fund</u>
------	------	------	-----------------------------

Other (describe)

Update of Stormwater Model (funded in 2018 & 2019) complete 2019

34000

General revenue fund

Please provide a justification for a "0" entered in the Fiscal Analysis

Construction site and post-construction site inspection/control/management is paid for by builder/developer/project funds & are not captured in our stormwater operating lines from the General Fund.

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes No Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes No Unsure

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

For the summer of 2020, the Village approved funding an intern focused on stormwater. The role will focus on Info & Education programs and materials as well as conduct field inspections (outfalls & illicit discharge) and mapping updates.

Do not close your work until you SAVE.

--	--	--	--	--	--	--

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Do not close your work until you **SAVE**.

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Attach - Other Supporting Documents

AR SWMap

 File Attachment

[CottageGroveStormwater22x34.pdf](#)

AR TMDL

 File Attachment

[Cottage Grove SWQMP Update 2019 Optimized.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

IDDE Program

 File Attachment

[2018Illicitdischarge_inspectionreport_pdf.pdf](#)

IDDE Program

 File Attachment

[2017-IllicitDischargeInspections.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with Municipality's Governing Body.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)



Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Cottage Grove Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

- I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

Chapter 305. Vehicles and Traffic

§ 305-7. Emergency snow removal regulations.

- A. ~~President~~ **Director of Public Works** may declare a ~~general or limited~~ snow emergency. Whenever the ~~President-Director~~ or the ~~President~~**Director's** designee, ~~after consultation with the Chief of Police and/or Director of Public Works,~~ determines that an emergency exists because of existing or threatened snow or ice conditions which necessitate prompt removal of accumulations of ice and snow from ~~such~~ streets and highways, the ~~President~~**Director** or the ~~President~~**Director's** designee may by appropriate public media declare a ~~general or limited~~ snow emergency during which the following emergency snow parking regulations shall be in force in the Village.
- B. ~~General snow emergency.~~ During a declared ~~general~~ snow emergency no person shall park any vehicle at any time on a ~~designated snow emergency route~~ and no person shall park any ~~vehicle on any other~~ street within the Village.
- C. ~~Limited snow emergency.~~ During a declared ~~limited~~ snow emergency no person shall park any vehicle at any time on a ~~designated snow emergency route.~~
- D. ~~Designated snow emergency routes.~~ The following streets or portions thereof within the Village are designated snow emergency routes: Highway N and Highway BB.
- E. Termination of emergency. A snow emergency may be terminated by public announcement in the appropriate public media declaring the termination.
- F. ~~Signs and posting.~~ The ~~Director of Public Works~~ shall place appropriate "Snow Emergency Route" signs on or along the streets or portions thereof designated in Subsection ~~D~~ and shall also place appropriate signs at or reasonably near the Village limits on all state and County trunk highways and connecting highways informing motorists that snow emergency parking regulations may be in effect in the Village.
- G. Alternate side parking.
[Amended 10-17-1994]
- (1) Alternate side parking regulations shall be in effect on all Village streets from December 1 to March 15 of each year. Parking shall be on the even side of the street on even-numbered days and the odd side of the street on odd-numbered days. The numerical date as of 12:01 a.m. shall be in effect until 8:00 a.m.
[Amended 9-5-2006 by Ord. No. 10-2006]
- (2) The following streets/portions of streets of the Village shall be exempt from the terms of this subsection:

(a) All of Uphoff Drive.

(b) South Main Street from the railroad tracks to Reynolds Street.

(c) All of Reynolds Street.

~~(d) Oak Street from North Main Street to Willow Run.~~

(e) Commerce Parkway, Limestone Pass, Landmark Drive from Commerce Parkway north and Matt Pass from Limestone north.

H. Penalties and enforcement. Any person violating Subsection(s) B, C, or G shall, upon conviction thereof, be subject to a forfeiture of not less than \$25 nor more than \$100 together with costs of prosecution and penalty assessments and in default of payment thereof shall be imprisoned until such forfeiture has been paid, but not to exceed 90 days. Vehicles parked in violation of this section may be ticketed and towed in accordance with § **305-5B** of this chapter. [Amended 2-19-2018 by Ord. No. 01-2018]

Chapter 305. Vehicles and Traffic

§ 305-7. Emergency snow removal regulations.

- A. Director of Public Works may declare a snow emergency. Whenever the Director or the Director's designee determines that an emergency exists because of existing or threatened snow or ice conditions which necessitate prompt removal of accumulations of ice and snow from streets and highways, the Director or the Director's designee may by appropriate public media declare a snow emergency during which the following emergency snow parking regulations shall be in force in the Village.
- B. During a declared snow emergency, no person shall park any vehicle at any time on any street within the Village.
- C. Termination of emergency. A snow emergency may be terminated by public announcement in the appropriate public media declaring the termination.
- D. Alternate side parking.
[Amended 10-17-1994]
 - (1) Alternate side parking regulations shall be in effect on all Village streets from December 1 to March 15 of each year. Parking shall be on the even side of the street on even-numbered days and the odd side of the street on odd-numbered days. The numerical date as of 12:01 a.m. shall be in effect until 8:00 a.m.
[Amended 9-5-2006 by Ord. No. 10-2006]
 - (2) The following streets/portions of streets of the Village shall be exempt from the terms of this subsection:
 - (a) All of Uphoff Drive.
 - (b) South Main Street from the railroad tracks to Reynolds Street.
 - (c) All of Reynolds St.
 - (d) Commerce Parkway, Limestone Pass, Landmark Drive from Commerce Parkway north and Matt Pass from Limestone north.
- E. Penalties and enforcement. Any person violating Subsection(s) B, C, or G shall, upon conviction thereof, be subject to a forfeiture of not less than \$25 nor more than \$100 together with costs of prosecution and penalty assessments and in default of payment thereof shall be imprisoned until such forfeiture has been paid, but not to exceed 90 days. Vehicles parked in violation of this section may be ticketed and towed in accordance with § **305-5B** of this chapter.
[Amended 2-19-2018 by Ord. No. 01-2018]

ORDINANCE 03-2020
AMENDING CHAPTER 305-7 EMERGENCY SNOW REMOVAL
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 I. – BACKGROUND RATIONALE

The ordinance amendment will allow for efficient snow removal when a snow emergency is happening.

SECTION II. – CURRENT LANGUAGE

Section A currently reads:

President may declare a general or limited snow emergency. Whenever the President or the President's designee, after consultation with the Chief of Police and/or Director of Public Works, determines that an emergency exists because of existing or threatened snow or ice conditions which necessitate prompt removal of accumulations of ice and snow from such streets and highways, the President or the President's designee may by appropriate public media declare a general or limited snow emergency during which the following emergency snow parking regulations shall be in force in the Village.

Section A shall be amended to read as follows:

Director of Public Works may declare a snow emergency. Whenever the Director or the Director's designee determines that an emergency exists because of existing or threatened snow or ice conditions which necessitate prompt removal of accumulations of ice and snow from streets and highways, the Director or the Director's designee may by appropriate public media declare a snow emergency during which the following emergency snow parking regulations shall be in force in the Village.

Section B currently reads:

General snow emergency. During a declared general snow emergency no person shall park any vehicle at any time on a designated snow emergency route and no person shall park any vehicle on any other street within the Village.

Section B shall be amended to read as follows:

During a declared snow emergency, no person shall park any vehicle at any time on any street within the Village.

Section C currently reads:

Limited snow emergency. During a declared limited snow emergency no person shall park any vehicle at any time on a designated snow emergency route.

Section C shall be amended to read as follows:

Termination of emergency. A snow emergency may be terminated by public announcement in the appropriate public media declaring the termination.

Section D currently reads:

Designated snow emergency routes. The following streets or portions thereof within the Village are designated snow emergency routes: Highway N and Highway BB.

Section D shall be amended to read as follows:

Alternate side parking.

[Amended 10-17-1994]

(1) Alternate side parking regulations shall be in effect on all Village streets from December 1 to March 15 of each year. Parking shall be on the even side of the street on even-numbered days and the odd side of the street on odd-numbered days. The numerical date as of 12:01 a.m. shall be in effect until 8:00 a.m.

[Amended 9-5-2006 by Ord. No. 10-2006]

(2) The following streets/portions of streets of the Village shall be exempt from the terms of this subsection:

(a) All of Uphoff Drive.

(b) South Main Street from the railroad tracks to Reynolds Street.

(c) All of Reynolds St.

(d) Commerce Parkway, Limestone Pass, Landmark Drive from Commerce Parkway north and Matt Pass from Limestone north.

Section E currently reads:

Termination of emergency. A snow emergency may be terminated by public announcement in the appropriate public media declaring the termination.

Section E shall be amended to read as follows:

Penalties and enforcement. Any person violating Subsection(s) B, C, or G shall, upon conviction thereof, be subject to a forfeiture of not less than \$25 nor more than \$100 together with costs of prosecution and penalty assessments and in default of payment

thereof shall be imprisoned until such forfeiture has been paid, but not to exceed 90 days. Vehicles parked in violation of this section may be ticketed and towed in accordance with § 305-5B of this chapter.

[Amended 2-19-2018 by Ord. No. 01-2018] Section F shall be deleted.

Section F will be removed

Section G will be removed

Section H will now be Section E

SECTION III. - CONFLICT AND SEVERABILITY

Section 305-7 of the MUNICIPAL CODE OF THE VILLAGE OF COTTAGE GROVE shall apply to this ordinance.

SECTION IV. - EFFECTIVE DATE

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

Adopted this 16 day of March 2020.

BY ORDER OF THE VILLAGE BOARD
VILLAGE OF COTTAGE GROVE

John Williams, Village President

Attest:

Lisa Kalata, Village Clerk

VILLAGE OF COTTAGE GROVE

NOTICE OF PUBLIC MEETING

LIBRARY PLANNING COMMITTEE

Wednesday, March 4, 2020

4:30 p.m. *TIME & PLACE CHANGE

Madison Community Foundation
111 N. Fairchild Street, Suite 260
Madison, Wisconsin

AGENDA

- 1) **Call Meeting to Order**
- 2) **Quorum and roll call**
- 3) **Presentation at Madison Community Foundation**, 111 N. Fairchild Street, Suite 260, in Madison.
- 4) **Tour at Madison Central Public Library**, 201 W. Mifflin Street, in Madison after the presentation at Madison Community Foundation. Meeting will stay at Madison Central Public Library.
 - a. Discussion regarding presentation by Madison Community Foundation and Tour of Madison Central Public Library.
- 5) **Public Appearances:** Public's opportunity to speak about any subject that is not a specific agenda item.
- 6) **Old Business:**
 - a. Little Free Libraries locations on Parks Map to review.
- 7) **Approve minutes:**
 - a. February 5, 2020, Library Planning Committee.
[2-5-2020 Agenda_Minutes- Library Planning Committee.docx](#)
- 8) **Friends of Cottage Grove Library Report:**
 - a. Monthly meetings
 - b. Activities
- 9) **Set tentative date for next meeting:** Wednesday, March 25, 2020, at 6:30 p.m. at Municipal Building, 210 Progress Drive, Cottage Grove.
- 10) **Future Agenda items**
- 11) **Adjournment**

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental

body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

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

VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

LIBRARY PLANNING COMMITTEE

Wednesday, February 5, 2020 Municipal Services Building

6:30 p.m. 210 Progress Drive

DRAFT MEETING MINUTES

- 1) **Call Meeting to Order - by Melissa Ratcliff at 6:30 pm**
- 2) **Quorum and roll call - Present: Tiffany Haas, Cindi Kelm-Nelson, Melissa Ratcliff, Anne Schoenemann, David Peterson**
- 3) **Public Appearances:** Public's opportunity to speak about any subject that is not a specific agenda item. **None.**
- 4) **Presentation:** Mark Ibach with South Central Library System (SCLS) and Tracy Herold with Dane County Library Service (DCLS) with information on possible costs of operating and building a library and discussion regarding features in libraries.
 - a. Mark presented the 2018 state annual report. Hard to define operating costs for a brand new library but this is a start. Includes population, square footage, municipal appropriation and total operating expenditures for libraries in SCLS. Stats vary widely. Building costs take into account staffing space, shelving, spaces created to benefit the community. Standards include collection size and staffing, hours open, public internet materials/expenditures and items added each year. State Statute Chapter 43 directs library governance and includes state suggestions.
 - b. Tracy presented a sample operating budget using Dane County standards which include state suggestions. The standards provide funding based on population and a predetermined level of robust service (can't exempt from Dane County Library tax for a small storefront building). If you follow Dane County standards, you are following the state suggestions. The Village population (6720 Jan. 2019) bracket is 5,000-9,999 so the range for requirements is in that bracket. Collection - Add 5% each year for items. Plan for short and long term expenses each year and create a 5 year timeline so the budget doesn't have a dip or high increase.
 - c. Is there data to help us understand the future growth to determine size and services? The school data included all residents they tax. Whereas, the library is serving the Village and any Dane County resident who uses their library card at the library. Need to look at a few sets of data.

- d. In 2008, the library was to cost \$245 square foot to build. Today is estimated at \$300 square foot or 7.4 million at 24,000 square feet (a guesstimate) and starting collection \$750,000.
- e. The library will be funded on more than the county library tax reimbursement - consider that extra funding because the reimbursement varies from year to year. CG pays \$255,000 to the county tax (2018). Volunteers are a bonus but not to be expected to complete library work. They cannot access catalog. Recommend something different than a computer lab. Counter with 2-3 public stations. Teaching with technology can be done in small rooms. Most people bring their own devices. No new school has a computer lab (Tiffany Haas MGSD). Be careful you do not staff with too few people. For example, one person at night. Consider whether to open on Sundays before opening a library.
- f. The actual capital campaign target will be estimated once we know what the community needs and wants via future Library Board survey. Building: \$7-9 million but additional rooms change costs that may not increase operational costs. Certain services can raise operating costs. Work with Parks and Rec, Police/Fire/EMS/ other organizations to create collaborative projects to build community relationships.

5) Old Business:

- a. Little Free Libraries: Facebook and Website Posts, Responses, and Parks Map - Parks and Rec will maintain the map once we add independent boxes. Add addresses and number each box. Anne and Abby can work on the map. Add Park and Recs and Friends on map

6) New Business. None

7) Approve minutes:

- a. January 13, 2020, Library Planning Committee Minutes. Dave Peterson motions to approve, Cindi Kelm-Nelson seconds. Motion carries 5-0.

[1-13-20 Library Planning Committee Minutes.docx](#)

8) Friends of Cottage Grove Library Report:

- a. Monthly meetings - Next meeting February 13th at Monona State Bank - 6-8 pm; Give number of Friends' attendees to Melissa for presentation at Madison Community Foundation and tour at Central Library on March 4th.
- b. Activities-
 - Selecting an App and Creating Donor/Volunteer/Resource Database;
 - Melissa, Nancy Engle and Anne attend Monona Friends' winter fundraiser;
 - National Bookmobile Day planning February 26th 6:30-7:30 at Anne's house;

- Pinney Gala February 29th and Pinney Grand Opening March 12th at 5pm;
- National Library Week April 19-25, 2020.

9) **Set tentative date for next meeting:** Wednesday, March 4, 2020, at 4:30 p.m. at Madison Community Foundation, 111 N. Fairchild Street, Suite 260, Madison, and then Madison Public Library, 201 W. Mifflin Street, in Madison after the presentation at Madison Community Foundation. Wednesday, March 25th 6:30-8 p.m. for survey planning at Municipal Building

10) Future Agenda items

- a. April meeting: panel of elementary school librarians for information on needs of students, Monday, April 13th. Send questions to Tiffany for librarians.
- b. Request GDS and MGHS librarians present another time. High school is changing library design in the near future. Interesting to find out what is happening and why they are changing their design.
- c. May meeting, survey work?
- d. March 25th meet to discuss focus groups and survey work with Michelle.
 - i. What is the structure and timeline of a survey? What data do we need to contact people?
 - ii. Can we see a previous survey?
 - iii. How do we set up for focus groups and what is the process?
 - iv. How do we start building survey questions?
 - v. Which measurables do we use and report back to the Village Board?

11) **Adjournment** Dave Peterson motions to adjourn, Anne Schoenemann seconds. Motion passed 5-0. Meeting ends at 7:59 pm

Notice:

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

Village of Cottage Grove

Notice of Public Meeting

COMMUNITY DEVELOPMENT AUTHORITY

Monday, March 9, 2020

5:30 p.m.

Village Hall
221 E Cottage Grove Rd.

1. Call to order
2. Determination of quorum and that the agenda was properly posted.
3. PUBLIC APPEARANCES- Public's opportunity to speak about any subject that is not a specific agenda item.
4. Discuss and consider approval of minutes of the February 10, 2020 CDA meeting.
Documents: [2-10-2020 CDA MINUTES.PDF](#)
5. Presentation by Greywolf regarding TID 10 Master Plan.
6. Discuss marketing project.
Documents:
 1. [CDA MARKETING 2020-03-05.PDF](#)
 2. [KAUKAUNA WI.PDF](#)
 3. [SHOREWOOD WI.PDF](#)
 4. [WAUSAU WI.PDF](#)
7. Future agenda items
8. Adjournment

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

AD-HOC SUSTAINABILITY COMMITTEE

Tuesday, March 10, 2020

6:00 p.m.

Village Hall
221 E Cottage Grove Rd

1. Call to Order.
2. Determination of quorum and that the agenda was properly posted.
3. **Public Appearances** – Public’s opportunity to speak about any subject that is not a specific agenda item.
4. Introductions
5. Election of Chairperson
6. Election of Secretary
7. Discuss Definition of Sustainability, In-Scope and Out of Scope for Committee and Committee’s Operational Definition for Sustainability.
8. Discuss Background of State, County and Other Area Communities Sustainability Efforts.
9. Discuss Current Sustainability Efforts within the Village.
10. Discuss Village’s Potential Vision and Goals Around Sustainability.
11. Future Agenda Items
12. Adjournment

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



4. Introductions and Context for Committee:

Trustee Murphy noted when reflecting on our Sustainability Committee ‘...with the start of a new decade and this year might be a good time to announce some goals/commitments/resolutions to meet by 2030. This might be something the Committee could work on. 2020 also marks the 50th anniversary of Earth Day and it might be symbolic to have something started by then.’

Earth Day - April 22, 2020

7. Definition of Sustainability, In-Scope and Out of Scope for Committee, and Committee’s Operational Definition for Sustainability

Sustainability: *noun* -

1. The ability to be maintained at a certain rate or level.

‘the sustainability of economic growth’

1.1 Avoidance of the depletion of natural resources in order to maintain an ecological balance.

‘the ecological sustainability of the planet’

Source powered by Oxford: <https://www.lexico.com/en/definition/sustainability>

In-Scope and Out of Scope for Committee

Possibilities:

Suggest Sustainability Vision, Strategy, and Goals

Coordinating, Tracking, and Monitoring Ongoing Sustainability Efforts in Village Review and Leverage Other State, Municipalities, and Organizations are Doing Around Sustainability Efforts

Other?

Operational Definition for Sustainability (areas of focus of Committee and Village):

Possibilities:

Focus on the Environment

- and implement a strategy to minimize Village’s environmental impact

Renewable Energy

- 100% renewable energy for the Village by 2040

Conservation and Support of Natural Areas

Mitigation of impacts of Climate Change

Others?

8. Background of State, County, and Other Area Communities Sustainability Efforts

State:

Executive Order #38 goal state's Office of Sustainability and Clean Energy and directs new office to "achieve a goal of ensuring all electricity consumed within the State of Wisconsin is 100 percent carbon-free by 2050." Link:

<https://www.renewwisconsin.org/governor-evers-delivers-a-clean-energy-vision-for-wisconsin/>

DNR Link: <https://dnr.wi.gov/topic/Sectors/SustainableCommunities.html>

Dane County

Dane County Office of Energy & Climate Change Link:

<https://daneclimateaction.org>

Dane County Government Sustainable

Operations Plan Link:

https://board.countyofdane.com/documents/pdf/final_dane%20county%20sustainable%20operations%20plan_jan2016.pdf

City of Monona

Mission Statement

Sustainability in everything we do.

The City of Monona is a leader in environmental sustainability, and believes that a commitment to the environment is crucial to having a flourishing community. Having sustainability in mind while supporting the ecological, economic, and social needs of our community ensures that we will not deplete or minimize the resources of future generations.

Sustainability Plan Link: <https://www.mymonona.com/1246/Monona-Sustainability-Plan>

City of Madison

"Sustainability is the ability to meet our needs without compromising the needs of future generations." Link: <https://www.cityofmadison.com/sustainability/>

City of Verona

Sustainability Resolution Outlines Community Goals / Actions Around

Sustainability Link: <https://www.ci.verona.wi.us/DocumentCenter/View/2980/CDA-RFP---Appendix-B---Sustainability-Resolution?bidId=>

Some Organizations Sustainability Efforts:

UW System Sustainability Efforts Link: <https://www.wisconsin.edu/sustainability/>

Wisconsin Environment Organization Link: <https://wisconsinenvironment.org>

Sustain Dane Organization Link: <https://sustaindane.org>

9. Current Sustainability Efforts with the Village

Some Ongoing Examples:

Utility Committee - examining placing solar panels on the Municipal Services Building

Public Works Committee - drafting a road salt reduction program; building maintenance

2020 update the lighting to LED in Municipal Services Building in bays and Village Hall

Parks Committee - tree inventory into database

VILLAGE OF COTTAGE GROVE

NOTICE OF PUBLIC MEETING

**AD HOC
ARCHITECTURAL
REVIEW COMMITTEE**

**Monday, March 16, 2020
8:00 a.m.**

**Village Hall
221 E. Cottage Grove Road**

1. Call to Order
2. Roll Call
3. Discuss and Consider Minutes from the January 15, 2020 ARC Meeting.

Documents: [1-15-20 ARC MINUTES.PDF](#)

4. Discuss and Consider A Request from Johnson Health Tech for approval of a Site Plan Amendment to provide additional parking spaces to existing parking lots located at 1600 Landmark Drive in the Commerce Park.

Documents:

1. [CG_JHTSITEPLAN_2020-03-06.PDF](#)
2. [PARKING STALLS.PDF](#)

5. Adjournment

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

PLAN COMMISSION

Wednesday, March 11, 2020

6:30 P.M.

Village Hall
221 E Cottage Grove Rd.

1. Call to Order
2. Determination of Quorum and That the Agenda Was Properly Posted
3. Pledge of Allegiance
4. PUBLIC APPEARANCES-Public's Opportunity to Speak About Any Subject That Is Not A Specific Agenda Item
5. Discuss and Consider the Minutes from The Plan Commission Meeting of February 12, 2020.
Documents: [2-12-2020 PLAN COMMISSION MINUTES.PDF](#)
6. Discuss and Consider A Request from Miracle League of Dane County for approval of a Site Plan for an ADA Accessible Baseball Field in Bakken Park.
Documents:
 1. [CG_MIRACLEFIELD_2020-02-27.PDF](#)
 2. [MSA_00094093_PHOEBE_BAKKEN_PARK - MIRACLE FIELD REVIEW 03052020.PDF](#)
 3. [PHOEBE_BAKKEN_MEMORIAL_PARK - MIRACLE FIELD_200226.PDF](#)
7. Discuss and Consider A Request from Johnson Health Tech for approval of a Site Plan Amendment to provide additional parking spaces to existing parking lots located at 1600 Landmark Drive in the Commerce Park.
Documents:
 1. [CG_JHTSITEPLAN_2020-03-06.PDF](#)
 2. [PARKING_STALLS.PDF](#)
8. Discuss Request from Tim Olson to Amend the Village of Cottage Grove Comprehensive Plan to change Parcels 0711-174-8500-3 and 0711-174-9002-4 Totaling 72 acres from 'Future Development Area' to 'Planned Neighborhood.' For Feedback Only – No Formal Action Will Be Taken.
9. Update on Monona Grove School District elementary school project – No Formal Action Will Be Taken.
10. Discuss Potential Amendments to the Zoning Ordinance related to Conditional Use Permits – No Formal Action Will Be Taken.
Documents:
 1. [CG_CUPORD_2020-03-02.PDF](#)
 2. [TABLE_LANDUSES_FORPC_2020-03-11.PDF](#)
11. Future Agenda Items

12. Adjournment

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



VILLAGE ACTION REPORT

PROJECT: Miracle League Field in Bakken Park

APPLICANT: Andy Meesmann – Snyder & Associates

PROJECT LOCATION: Bakken Park

REPORT DATE: March 12, 2020

PROJECT DESCRIPTION: The applicant is seeking approval of a site plan for an ADA accessible baseball field to players with disabilities.

PLAN COMMISSION MEETING: March 11, 2020

STAFF REPORT PROVIDED BY: X Planner, X Engineer, Public Works

MOTION: by Pickel (1st), Brinkmeier (2nd)

The Site Plan was APPROVED WITH CONDITIONS with the following conditions:

Planning

1. Plant three additional canopy trees between the south side of the field and the existing pedestrian/bike path to provide additional screening for the field lighting.
2. The Parks Dept. and Miracle League shall coordinate the most effective use of the parking lot on game nights to ensure the needs of the field's users are accommodated.

Engineering

1. Storm sewer noted on Sheet L203 is noted as having rims however I do not see anything that details what these structures are intended to be. Please provide if these are manholes and what grates are being used.
2. The piping is noted to be perforated which is indicative of infiltrating soils. No details of the soils are included and should be determined if the intent is to make these areas infiltrating.
3. Developer should provide calculations showing the areas draining to each drain to provide pipe capacity calculations and show the storage areas used during large storm events.
4. Connections are shown to the existing storm sewer. However, it is not noted but should be planned to connect to the existing storm sewer with structures for maintenance purposes. (Possibly connect to the existing structure on the east side of the field.)
5. The watermain being placed for the splashpad should be extended through the Miracle Field at the time of construction on Sheet L204.
6. The landscaping shown on Sheet L206 shows landscaping above the perforated drains. These should be verified as roots will be prone to go to the perforated pipes and cause clogging issues.

7. The landscaping areas are shown as rock mulch and this should be verified with the grates and structures that are on the storm plans.
8. The lighting plans do not show the light beyond the field area and based on the orientation of the lighting I assume this is minimal but would be good to show if there is any trespass on the neighboring amenities and how much.

VOTE: 6 Aye, 0 Nay, 0 Abstain

APPLICANT COMMENTS:

- (Andy Meesmann – Landscape Architect, Snyder & Associates) – provided an overview of the project and available for questions.

PUBLIC COMMENTS:

- None

PLAN COMMISSION COMMENTS:

- (Williams) – Is knowledge from other projects being leveraged for this one? Meesmann replied that Snyder & Associates have worked on several Miracle Fields in other states. Miracle League is a national organization with hundreds of facilities.
- (Jushchyshyn) – What is the size of the field relative to a major league field? Meesmann replied it is much smaller – smaller than a typical little league field.
- (Schulze) – confirmed that the field has lighting? Meesmann replied yes.
- (Pickel) – asked how late the games typically go? Miracle League representatives replied they typically have games at 5:30 and 7. Lights will probably not be used often – mostly in the fall. Field in Milwaukee rarely uses their lights.

STAFF COMMENTS:

- See planning and engineering staff reports.



PLANNING STAFF REPORT

MEMO DATE: February 27, 2020

MTG. DATE: MARCH 11, 2020

TO: Village of Cottage Grove Plan Commission

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

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

RE: **Site Plan for Miracle League Baseball Field at Bakken Park**

BACKGROUND

Property Owner: Village of Cottage Grove

Location: Bakken Park

Area: 28.6 acres

Agent: Bill Schultz – Miracle League of Dane County
Sean Brusegar – Director of Parks & Rec., V. of Cottage Grove
Andy Meesmann – Snyder & Associates

Existing Zoning: Park & Open Space

Proposed Zoning: Park & Open Space

Future Land Use Plan: Park & Open Space

OVERVIEW

The Miracle League is a national entity with 240 member organizations. They build specialized baseball fields with rubberized (wheelchair accessible) surfaces to allow participation by children and adults with physical and mental disabilities. They use a “buddy system” to match each player with an able-bodied peer.

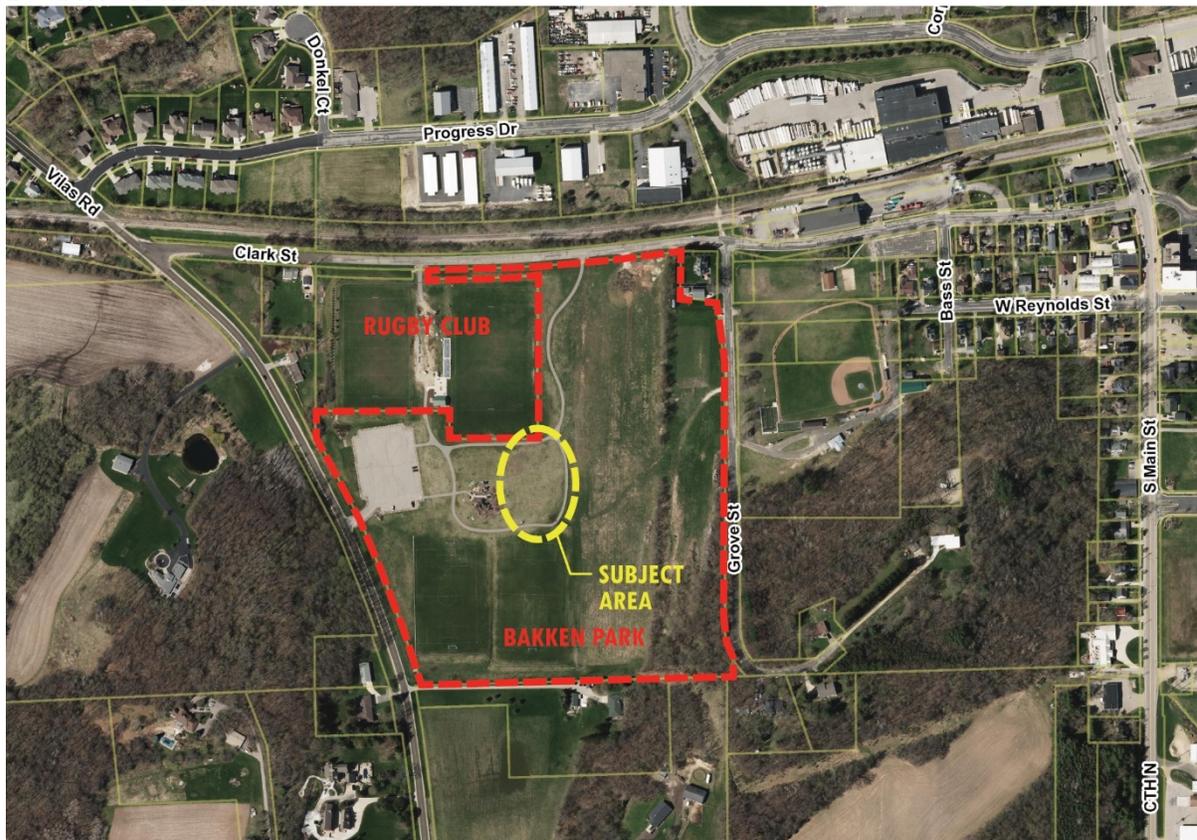


Miracle League of Dane County is collaborating with the Village to build a facility in Bakken Park. It would be the first such facility in the Madison region. Existing facilities in Wisconsin can be found in Milwaukee and Manitowoc.

The proposed facility will be located immediately east of the existing playground and forthcoming splash pad. The facility includes the rubberized field, dugouts, bleachers, picnic tables, a drinking fountain, fencing, lights, and landscaping.

Occupancy is expected to include 36 to 50 users and an additional 30 to 40 spectators during games. The field will be used by Miracle League on Tuesday, Wednesday, and Thursday evenings from 5:30 to 9 from May to mid-August.

LOCATION MAP



COMPREHENSIVE PLAN CONSISTENCY

The property is designated as Park and Open Space on the Future Land Use Map. The proposed site plan amendment is consistent with that designation.

The Park and Open Space Plan approved in 2018 included a master concept plan for Bakken Park. This specific opportunity was unknown at the time the plan was drafted and



approved. However, additional baseball/softball fields are part of the master plan. The specific location proposed for the Miracle League Field contains tennis courts in the master plan, but the courts can easily be accommodated nearby in the future. The Miracle League Field is a unique opportunity that is expected to provide a positive feature for Bakken Park that will complement the adjacent playground, splash pad, and shelter.

In the opinion of staff, the proposed site plan is consistent with the Comprehensive Plan.

ZONING ORDINANCE CONSISTENCY

The Bakken Park parcel is zoned Park and Open Space, as regulated by 325-42 of the zoning ordinance.

Per 325-42(2)(a), both active outdoor public recreation land uses are permitted by right within the district.

The proposed project meets all intensity and bulk requirements of the district.

The baseball field is considered an 'active public outdoor recreation' land use per 325-49(C)(2), which has the following requirements:

(a)(1) Facilities using lighting and adjoining a residentially zoned property shall install and continually maintain a bufferyard with a minimum opacity of 0.6. Said bufferyard shall be located at the property line adjacent to said residential property.

The proposed Miracle League Field does include field lighting, and the park parcel is adjacent to residential parcels on the west, south, and northeast sides. However, the park parcel is quite large (38 acres) and the respective property lines are all more than 600' from the field. So while the parcel is technically adjoining, the field itself is not. In the opinion of staff the bufferyard should not be required. The proposal includes substantial landscaping on the west and northeast sides. While the full bufferyard should not be required the project could benefit from additional canopy trees to the south of the field. Staff recommends three located between the south side of the field and the pedestrian/bike path.

(a)(2) All structures and active recreational areas shall be located at least 50 feet from any residentially zoned property.

As noted above, the field is more than 600' from any residentially zoned property.

(a)(3) Facilities that serve a community-wide function shall be located with primary vehicular access on a collector or arterial street.

The parking lot serving the field is accessed from Vilas Road.

(a)(4) Facilities serving a community-wide function shall provide an off-street loading area if the majority of the users are children.



(b) Parking requirement: 1 space per 4 expected patrons at maximum capacity.

The Miracle League Field will be served by the existing Bakken Park parking lot, which contains 148 spaces. Per the applicant the maximum capacity is expected to be 50 users and 40 spectators, totaling 90 which would require 23 parking spaces. Therefore the existing parking lot should be adequate to handle the field in addition to the playground and splash pad. The field's organizers plan to coordinate schedules with the rugby facility (Miracle Field games will mostly occur on weeknights and most rugby tournaments occur on weekends).

The parking lot has enough accessible spaces per ADA. However, given the specific nature of the Miracle Field there may be demand for more than the minimum amount of ADA spaces. The Parks Dept. should coordinate with the Miracle League on signing standard spaces as ADA spaces during games, maintaining a clear drop off area within the lot, or other accommodations as necessary. This may require some trial periods during the first season to determine the best approach.

STAFF RECOMMENDATIONS

Staff recommends that the proposed Site Plan be **APPROVED WITH CONDITIONS**, with the following conditions:

1. Plant three additional canopy trees between the south side of the field and the existing pedestrian/bike patch to provide additional screening for the field lighting.
2. The Parks Dept. and Miracle League shall coordinate the most effective use of the parking lot on game nights to ensure the needs of the field's users are accommodated.

ENGINEERING REVIEWER:

Kevin Lord, P.E.
 Phone: (608) 242-7779
 klord@msa-ps.com

DATE:

March 5, 2020



Proposed Miracle Field at Phoebe Bakken Memorial Park

REVIEW COMMENTS

MSA has reviewed the site plans submitted February 26, 2020 for the proposed Miracle Field at Phoebe Bakken Memorial Park.

INCLUDED

1. Lighting Plans
2. Grading Plans
3. Utility Plans
4. Landscape Plans

MSA reviewed the drainage and site civil for the project following the submittal and has the following comments.

Site Plans

1. Storm sewer noted on Sheet L203 is noted as having rims however I do not see anything that details what these structures are intended to be. Please provide if these are manholes and what grates are being used.
2. The piping is noted to be perforated which is indicative of infiltrating soils. No detail of the soils are included and should be determined if the intent is to make these areas infiltrating.
3. Developer should provide calculations showing the areas draining to each drain to provide pipe capacity calculations and verify any show the storage areas used during large storm events.
4. Connections are shown to the existing storm sewer however it is not noted but should be planned to connect to existing storm sewer with structures for maintenance purposes. (Possibly connect to the existing structure on the east side of the field.)

PROJECT REVIEW

5. The watermain being placed for the splashpad should be extended through the Miracle League field at the time of construction on Sheet L204.
6. The landscaping shown on Sheet L206 shows landscaping above the perforated drains. These should be verified as roots will be prone to go to the perforated pipes and cause clogging issues.
7. The landscaping areas are shown as rock mulch and this should be verified with the grates and structures that are on the storm plans.
8. The lighting plans do not show the light beyond the field area and based on the orientation of the lighting I assume that is minimal but would be good to show if there is any trespass on the neighboring amenities and how much.

**VILLAGE OF COTTAGE GROVE
REQUEST FOR SITE PLAN APPROVAL**

APPLICANT: The Miracle League of Dane County and the Village of Cottage Grove Parks, Recreation and Forestry

APPLICANT ADDRESS: 105 North High Point Rd.
Madison, WI 53717
And

210 Progress Drive, Suite 2
Cottage Grove, WI 53527

TELEPHONE: 608.836.5566 (Miracle League of Dane County)
608.839.8968 (Parks, Recreation and Forestry)

EMAIL ADDRESS: bschultz7782@gmail.com and sbrusegar@village.cottage-grove.wi.us

PROJECT LOCATION:

Phoebe Bakken Memorial Park
220 Grove St. Cottage Grove, WI 53527

DESCRIPTION OF PROPOSED PROJECT:

A Miracle League Baseball Field and adjacent plaza space.

APPLICATION SUBMITTAL REQUIREMENTS:

1. Submittal requirements per 325-112(C), see following pages.
2. Fee of \$275.
3. Escrow deposit of \$500 for consultant review. If actual review fees are less, excess will be returned. If actual review fees exceed escrow amount, applicant will be billed for the excess.

2/26/2020
Date


Applicant Signature

.....
For office use only:

Date Received:
Planning Commission Meeting Date:
Village Board Meeting Date:

SUBMITTAL REQUIREMENTS PER 325-112(C): Required items that are deemed to be not applicable to the proposed project may be waived by the Zoning Administrator. Detailed site analysis per 325-112(C)(8) may be required; verify with Village staff. Submittal materials may be submitted as pdf files via email in lieu of printed copies by arrangement with the Village Planning Director.

(1) Written description of the intended use describing in reasonable detail the:

(a) Existing zoning district(s) [and proposed zoning district(s) if different].

The proposed improvement and site are located on land currently zoned parks and open space. Zoning is not expected to change.

(b) Land use plan map designation(s).

See attachment 'A'.

(c) Description of existing environmental features.

Village Park that includes a parking lot, playground and shade shelters, sports fields, bleachers, maintenance building, and walking and bicycle paths. The park is bordered by Vilas Road to the west, Clark Road at the north, Fireman's park to the north east, vegetated hillside to the east, and private property to the south. The site is generally flat with minimal trees and shrubs. There are no wetlands, environmental corridors, open waterways, or other environmentally sensitive areas.

(d) Current land uses present on the subject property.

Park facilities. See description in 'c', above.

(e) Proposed land uses for the subject property.

Park – Miracle League Field. Miracle League is an organization that helps develop baseball fields that provide opportunities for children and adults with disabilities to play baseball unencumbered on a field specifically designed to meet their needs. The proposed field is consistent with the Master Park Plan.

(f) Projected number of residents, employees and daily customers.

There are no residents or employees for the improvements. The field and dugouts are designed to accommodate 36-50 users. Bleachers are designed to accommodate an additional 30-40 spectators.

(g) Proposed amount of dwelling units, floor area, impervious surface area and landscape surface area and resulting site density, floor area ratio, impervious surface area ratio and landscape surface area ratio.

There are no proposed dwelling units.

(h) Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings and traffic generation.

Typical hours of operation are Tuesday, Wednesday, and Thursday from 5:30pm to 9:00pm between May to mid-August. There will be no weekend games except on opening day and end of the season. The proposed park will not likely result in significant increases in water usage, sanitary sewers or septic loadings. Event schedules will be staggered with other activities (Rugby, for instance) so as not to conflict with parking and excess traffic.

(i) Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VI, including street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage and hazardous materials. If no such nuisances

will be created (as indicated by complete and continuous compliance with the provisions of Article VI), then the statement "The proposed development shall comply with all requirements of Article VI" shall be provided.

The proposed development shall comply with all requirements of Article VI. A lighting plan is included within the proposal to document footcandle usage and trespass.

(j) Exterior building and fencing materials.

Black vinyl coated chain link fencing will be installed at the perimeter of the field. A windscreen will be installed on the outfield fencing. A 6x8 metal shed is included at the southwest corner of the field

(k) Possible future expansion and related implications for § 325-112C(1)(a) through (j) above.

No expansion of the field is planned.

(l) Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties

The addition of the Miracle League Field follows the Park Master Plan. The field will help serve an under recognized user (disabled children and adults) or Cottage Grove parks and allow disabled users to freely play on a field that meets their unique needs.

(2) A small location map scalable at 11 inches by 17 inches showing the subject property, all properties within 300 feet and illustrating its relationship to the nearest street. intersection. (A photocopy of the pertinent section of the Village's Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.)

Refer to sheet L100 of attached Site Plan.

(3) A property site plan drawing (and reduction scalable at 11 inches by 17 inches) which includes:

All site plan items below are depicted in the Site Plan (Exhibit 'B') unless otherwise noted. Lighting plans can be found in Exhibit 'C'. Additional graphics are provided in Exhibit 'D'.

(a) A title block which indicates the name, address and phone number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for the project.

(b) The date of the original plan and the latest date of revision to the plan.

(c) A North arrow and a graphic scale. Said scale shall not be smaller than one inch equals 100 feet.

(d) A legal description of the subject property.

(e) All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.

(f) All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.

(g) All required building setback lines.

(h) All existing and proposed buildings, structures and paved areas, including building entrances, walks, drives, decks, patios, fences, walls and utility and drainage systems, connections and fixtures.

(i) The location and dimension (cross section and entry throat) of all access points onto public streets.

(j) The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by this chapter.

- (k) The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.
 - (l) The location of all outdoor storage areas and the design of all screening devices.
 - (m) The location, type, height, size and lighting of all signage on the subject property.
 - (n) The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property, including the clear demonstration of compliance with a limit of 1.0 footcandles at nonresidential property lines and 0.5 footcandles at residential property lines.
 - (o) The location and type of any permanently protected green space areas.
 - (p) The location of existing and proposed drainage facilities.
 - (q) In the legend, data for the subject property: [1] Lot area; [2] Floor area; [3] Floor area ratio (b/a); [4] Impervious surface area; [5] Impervious surface ratio (d/a); and [6] Building height.
- (4) A detailed landscaping plan of the subject property, at the same scale as the main plan (and reduction scalable at 11 inches by 17 inches), showing the location of all required bufferyard and landscaping areas and existing and proposed landscape point 4/11/16 fencing and berm options for meeting said requirements. The landscaping plan shall demonstrate complete compliance with the requirements of Village landscaping requirements. (NOTE: the individual plant locations and species, fencing types and heights and berm heights need to be provided.)
See Site Plan sheets L205 and L206
- (5) A grading and erosion control plan at the same scale as the main plan (and reduction scalable at 11 inches by 17 inches) showing existing and proposed grades, including retention walls and related devices, and erosion control measures per Wisconsin Administrative Code, COMM Chapter 21, Uniform Dwelling Code, and Chapter 65, Commercial Construction.
See Site Plan sheets L202 and L203
- (6) Elevation drawings of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment shall also be submitted, with adequate labels provided to clearly depict exterior materials, texture, color and overall appearance. Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.
Not applicable.
- (7) A certified survey may be required by the Zoning Administrator in instances where he determines compliance with setback requirements may be difficult. The survey shall be prepared by a registered land surveyor and shall depict property lines and proposed buildings, structures and paved areas.
See Site Plan sheet L100

Exhibit 'A'.

Land Use Map

Map Number	Owner	Property Address	Billing Street Address	Billing City State Zip
1	WI DOT		2101 WRIGHT ST	MADISON WI 53704
2	HYDRITE CHEMICAL CO		PO BOX 59365	SCHAUMBURG IL 60159-0365
3	Current Owner	401 PROGRESS DR	475 PROGRESS DR	COTTAGE GROVE WI 53527
4	Current Owner	429 PROGRESS DR	475 PROGRESS DR	COTTAGE GROVE WI 53527
5	Current Owner	375 PROGRESS DR	375 PROGRESS DR	COTTAGE GROVE WI 53527
6	Current Owner	379 PROGRESS DR	375 PROGRESS DR	COTTAGE GROVE WI 53527
7	STEVE B WOHLERS	351 PROGRESS DR	202 MARIA LN	COTTAGE GROVE WI 53527
8	STEVE B WOHLERS	373 PROGRESS DR	202 MARIA LN	COTTAGE GROVE WI 53527
9	J & M USELMAN LLC	321 PROGRESS DR	PO BOX 247	COTTAGE GROVE WI 53527
10	301 PROGRESS LLC	301 PROGRESS DR	301 PROGRESS DR	COTTAGE GROVE WI 53527
11	301 PROGRESS LLC	323 PROGRESS DR	301 PROGRESS DR	COTTAGE GROVE WI 53527
12	COTTAGE GROVE, VILLAGE OF		221 E COTTAGE GROVE RD	COTTAGE GROVE WI 53527
13	COTTAGE GROVE, VILLAGE OF		221 E COTTAGE GROVE RD	COTTAGE GROVE WI 53527
14	COTTAGE GROVE, VILLAGE OF		221 E COTTAGE GROVE RD	COTTAGE GROVE WI 53527
15	COTTAGE GROVE, VILLAGE OF		221 E COTTAGE GROVE RD	COTTAGE GROVE WI 53527
16	COTTAGE GROVE, VILLAGE OF		221 E COTTAGE GROVE RD	COTTAGE GROVE WI 53527
17	LANDMARK SERVICES COOPERATIVE	241 CLARK ST	PO BOX 277	COTTAGE GROVE WI 53527
18	LANDMARK SERVICES COOPERATIVE		PO BOX 277	COTTAGE GROVE WI 53527
19	WI DOT		2101 WRIGHT ST	MADISON WI 53704

Map Number	Owner	Property Address	Billing Street Address	Billing City State Zip
20	COTTAGE GROVE, VILLAGE OF		4058 COUNTY HIGHWAY N	COTTAGE GROVE WI 53527
21	CHRISTIAN M NELSON	203 GROVE ST	203 GROVE ST	COTTAGE GROVE WI 53527
22	COTTAGE GROVE, VILLAGE OF		4058 COUNTY HIGHWAY N	COTTAGE GROVE WI 53527
23	WRC SPORTS COMPLEX INC	4064 VILAS RD	PO BOX 45598	MADISON WI 53744-5598
24	RICHARD J BOLLIG		4089 VILAS RD	COTTAGE GROVE WI 53527
25	COTTAGE GROVE, VILLAGE OF		221 E COTTAGE GROVE RD	COTTAGE GROVE WI 53527
26	HOLMES TR, TERRY & KATHLEEN	377 GROVE ST	377 GROVE ST	COTTAGE GROVE WI 53527
27	LISA M HATTON	362 GROVE ST	362 GROVE ST	COTTAGE GROVE WI 53527
28	LANDMARK SERVICES COOPERATIVE	203 W COTTAGE GROVE RD	PO BOX 277	COTTAGE GROVE WI 53527
29	LAWRENCE D COOPER	357 GROVE ST	357 GROVE ST	COTTAGE GROVE WI 53527
30	Current Owner	365 GROVE ST	365 GROVE ST	COTTAGE GROVE WI 53527
31	EDWARD R ZABEL	4030 VILAS RD	4030 VILAS RD	COTTAGE GROVE WI 53527
32	Current Owner	4090 VILAS RD	4090 VILAS RD	COTTAGE GROVE WI 53527
33	RICHARD J BOLLIG	4089 VILAS RD	4089 VILAS RD	COTTAGE GROVE WI 53527
34	TERRY VIAL	4075 VILAS RD	4075 VILAS RD	COTTAGE GROVE WI 53527
35	JEFFREY R EVENSEN	2643 CLARK ST	2643 CLARK ST	COTTAGE GROVE WI 53527
36	Current Owner	4136 VILAS RD	4136 VILAS RD	COTTAGE GROVE WI 53527
37	WIDEN REV TR, REED C & LEANNE M	4141 VILAS RD	4141 VILAS RD	COTTAGE GROVE WI 53527

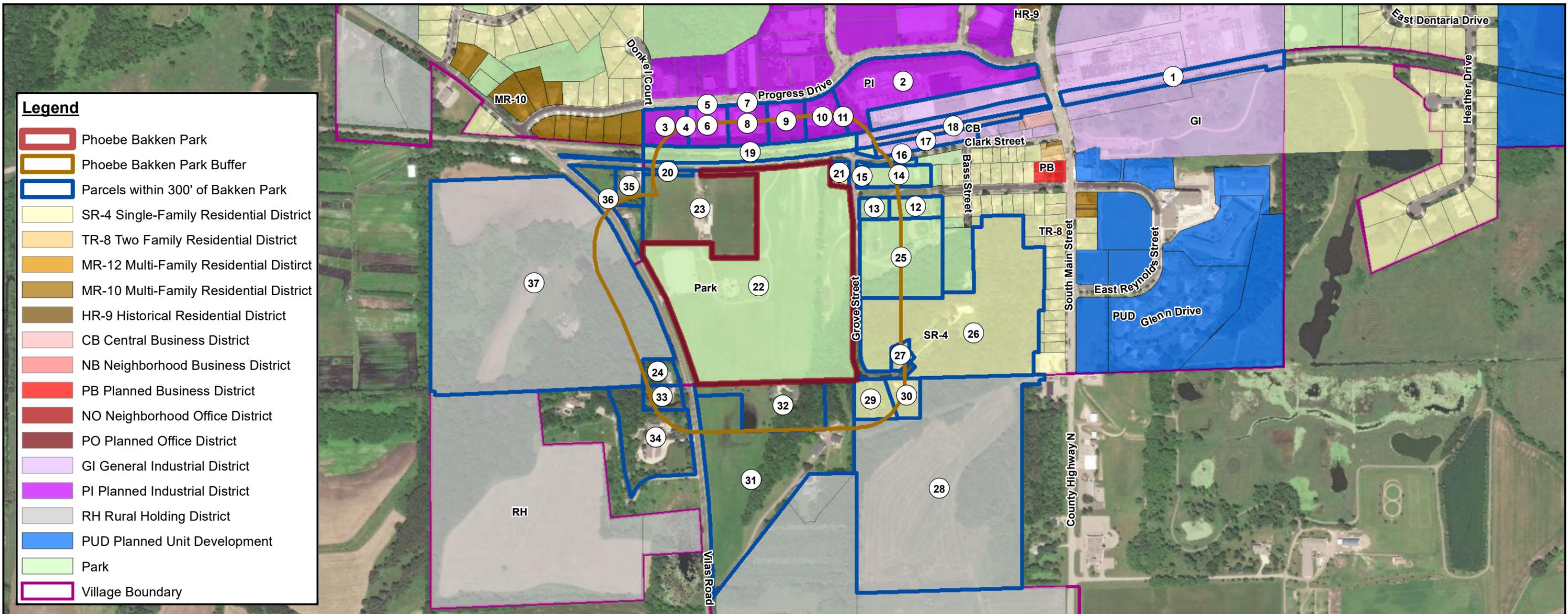


Exhibit 'B'

Site Plan

GENERAL NOTES

- 1. DRAWINGS ARE INTENDED TO BE PRINTED ON 22" X 34" PAPER. PRINTING THESE DRAWINGS AT A DIFFERENT SIZE WILL IMPACT THE SCALE. VERIFY THE GRAPHIC SCALE BEFORE REFERENCING ANY MEASUREMENTS ON THESE SHEETS. THE RECIPIENT OF THESE DRAWINGS SHALL BE RESPONSIBLE FOR ANY ERRORS RESULTING FROM INCORRECT PRINTING, COPYING, OR ANY OTHER CHANGES THAT ALTER THE SCALE OF THE DRAWINGS.
2. VERIFY ALL PLAN DIMENSIONS PRIOR TO START OF CONSTRUCTION. NOTIFY THE OWNER'S REPRESENTATIVE TO ADDRESS ANY QUESTIONS OR CLARIFY ANY DISCREPANCIES.
3. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.
4. GEOTECHNICAL SOILS REPORT RECOMMENDATIONS SHALL BE FOLLOWED DURING CONSTRUCTION. THE CONTRACTOR SHALL USE THESE CONTRACT DOCUMENTS AS A BASIS FOR THE BID.
5. CONTRACTOR SHALL CONFIRM THAT SITE CONDITIONS ARE SIMILAR TO THE PLANS, WITHIN TOLERANCES STATED IN THE CONTRACT DOCUMENTS, AND SATISFACTORY TO THE CONTRACTOR PRIOR TO START OF WORK. SHOULD SITE CONDITIONS BE DIFFERENT THAN REPRESENTED ON THE PLANS OR UNSATISFACTORY TO THE CONTRACTOR, THE CONTRACTOR SHALL CONTACT THE OWNER'S REPRESENTATIVE FOR CLARIFICATION AND FURTHER DIRECTION.
6. THE CONTRACTOR IS RESPONSIBLE TO PAY FOR, AND OBTAIN, ANY REQUIRED APPLICATIONS, PERMITTING, LICENSES, INSPECTIONS AND METERS ASSOCIATED WITH WORK.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY FINES OR PENALTIES ASSESSED TO THE OWNER RELATING TO ANY VIOLATIONS OR NON-COMFORMANCE WITH THE PLANS, SPECIFICATIONS, CONTRACT DOCUMENTS, JURISDICTIONAL CODES, AND REGULATORY AGENCIES.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF ALL UTILITY LOCATES PRIOR TO ANY EXCAVATION. REFER TO UTILITY PLANS FOR ALL PROPOSED UTILITY LOCATIONS AND DETAILS. NOTIFY OWNER'S REPRESENTATIVE IF EXISTING OR PROPOSED UTILITIES INTERFERE WITH THE ABILITY TO PERFORM WORK.
9. UNLESS IDENTIFIED ON THE PLANS FOR DEMOLITION OR REMOVAL, THE CONTRACTOR IS RESPONSIBLE FOR THE COST TO REPAIR UTILITIES, ADJACENT OR EXISTING LANDSCAPE, ADJACENT OR EXISTING PAVING, OR ANY PUBLIC AND PRIVATE PROPERTY THAT IS DAMAGED BY THE CONTRACTOR OR THEIR SUBCONTRACTOR'S OPERATIONS DURING INSTALLATION, ESTABLISHMENT OR DURING THE SPECIFIED MAINTENANCE PERIOD. ALL DAMAGES SHALL BE REPAIRED TO PRE-CONSTRUCTION CONDITIONS AS DETERMINED BY THE OWNER'S REPRESENTATIVE. CONTRACTOR SHALL BE RESPONSIBLE FOR LOGGING ANY DAMAGES PRIOR TO START OF CONSTRUCTION AND DURING THE CONTRACT PERIOD.
10. ALL WORK SHALL BE CONFINED TO THE AREA WITHIN THE CONSTRUCTION LIMITS AS SHOWN ON THE PLANS. ANY AREAS OR IMPROVEMENTS DISTURBED OUTSIDE THESE LIMITS SHALL BE RETURNED TO THEIR ORIGINAL CONDITION AT THE CONTRACTOR'S EXPENSE. IN THE EVENT THE CONTRACTOR REQUIRES A MODIFICATION TO THE CONSTRUCTION LIMITS, WRITTEN PERMISSION MUST BE OBTAINED FROM THE OWNER'S REPRESENTATIVE PRIOR TO ANY DISTURBANCE OUTSIDE OF THE LIMITS OF WORK.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OF ANY OF THEIR TRENCHES OR EXCAVATIONS THAT SETTLE.
12. THE CONTRACTOR SHALL BE RESPONSIBLE TO PREPARE AND SUBMIT A TRAFFIC CONTROL PLAN TO THE APPROPRIATE JURISDICTIONAL AGENCIES AND THE OWNER'S REPRESENTATIVE IF THEIR WORK AND OPERATIONS AFFECT OR IMPACT THE PUBLIC RIGHTS-OF-WAY. OBTAIN APPROVAL PRIOR TO ANY WORK WHICH AFFECTS OR IMPACTS THE PUBLIC RIGHTS-OF-WAY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY FINES OR PENAL TIES ASSESSED TO THE OWNER RELATING TO THIS REQUIREMENT DURING THE CONTRACT PERIOD.
13. SIGHT TRIANGLES AND SIGHT LINES SHALL REMAIN UNOBSTRUCTED BY EQUIPMENT, CONSTRUCTION MATERIALS, PLANT MATERIAL OR ANY OTHER VISUAL OBSTACLE DURING THE CONTRACT PERIOD AND AT MATURITY OF PLANTS PER LOCAL JURISDICTIONAL REQUIREMENTS.
14. NO PLANT MATERIAL OTHER THAN GROUND COVER IS ALLOWED TO BE PLANTED ADJACENT TO FIRE HYDRANTS AS STIPULATED BY JURISDICTIONAL REQUIREMENTS.
15. COORDINATE SITE ACCESS, STAGING, STORAGE AND CLEANOUT AREAS WITH OWNER'S REPRESENTATIVE.
16. CONTRACTOR IS RESPONSIBLE FOR PROVIDING TEMPORARY SAFETY FENCING AND BARRIERS AROUND ALL IMPROVEMENTS SUCH AS WALLS, PLAY STRUCTURES, EXCAVATIONS, ETC. ASSOCIATED WITH THEIR WORK UNTIL SUCH FACILITIES ARE COMPLETELY INSTALLED PER THE PLANS, SPECIFICATIONS AND MANUFACTURER'S RECOMMENDATIONS.
17. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTION OF THEIR MATERIAL STOCK PILES AND WORK FROM VANDALISM, EROSION OR UNINTENDED DISTURBANCE DURING THE CONSTRUCTION PERIOD AND UNTIL FINAL ACCEPTANCE IS ISSUED.
18. THE CONTRACTOR SHALL KNOW, UNDERSTAND AND ABIDE BY ANY STORM WATER POLLUTION PREVENTION PLAN (SWPPP) ASSOCIATED WITH THE SITE. IF A STORM WATER POLLUTION PREVENTION PLAN IS NOT PROVIDED BY THE OWNER'S REPRESENTATIVE, REQUEST A COPY BEFORE PERFORMANCE OF ANY SITE WORK.
19. MAINTAIN ANY STORM WATER MANAGEMENT FACILITIES THAT EXIST ON SITE FOR FULL FUNCTIONALITY. THE CONTRACTOR SHALL INSTALL AND MAINTAIN ANY NEW STORM WATER MANAGEMENT FACILITIES THAT ARE IDENTIFIED IN THE SCOPE OF WORK TO FULL FUNCTIONALITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY FINES OR PENALTIES ASSESSED TO THE OWNER FOR FAILURE TO MAINTAIN STORM WATER MANAGEMENT FACILITIES DURING THE CONTRACT PERIOD.
20. THE CONTRACTOR SHALL PREVENT SEDIMENT, DEBRIS AND ALL OTHER POLLUTANTS FROM EXITING THE SITE OR ENTERING THE STORM SEWER SYSTEM DURING ALL DEMOLITION OR CONSTRUCTION OPERATIONS THAT ARE PART OF THE INSTALLATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY FINES OR PENALTIES ASSESSED TO THE OWNER RELATING TO THESE REQUIREMENTS DURING THEIR CONTRACTED COURSE OF WORK.

GENERAL NOTES CONTINUED

- 21. THE CONTRACTOR SHALL BE RESPONSIBLE TO PREVENT ANY IMPACTS TO ADJACENT WATERWAYS, WETLANDS, OR OTHER ENVIRONMENTALLY SENSITIVE AREAS RESULTING FROM WORK DONE AS PART OF THIS PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY FINES OR PENALTIES ASSESSED TO THE OWNER RELATING TO THESE STANDARDS DURING THEIR CONTRACTED COURSE OF WORK.
22. THE CONTRACTOR AND/OR THEIR AUTHORIZED AGENTS SHALL ENSURE THAT ALL LOADS OF CONSTRUCTION MATERIAL IMPORTED TO OR EXPORTED FROM THE PROJECT SITE SHALL BE PROPERLY COVERED TO PREVENT LOSS OF MATERIAL DURING TRANSPORT. TRANSPORTATION METHODS ON PUBLIC RIGHT-OF WAYS SHALL CONFORM TO JURISDICTIONAL REQUIREMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY FINES OR PENALTIES ASSESSED TO THE OWNER RELATING TO THESE REQUIREMENTS.
23. THE CLEANING OF EQUIPMENT IS PROHIBITED AT THE JOB SITE UNLESS AUTHORIZED BY THE OWNER'S REPRESENTATIVE IN A DESIGNATED AREA. THE DISCHARGE OF WATER, WASTE CONCRETE, POLLUTANTS, OR OTHER MATERIALS SHALL ONLY OCCUR IN AREAS DESIGNED FOR SUCH USE AND APPROVED BY THE OWNER'S REPRESENTATIVE.
24. THE CLEANING OF CONCRETE EQUIPMENT IS PROHIBITED AT THE JOB SITE EXCEPT IN DESIGNATED CONCRETE WASHOUT AREAS. THE DISCHARGE OF WATER CONTAINING WASTE CONCRETE IN THE STORM SEWER IS PROHIBITED.
25. LOCAL, STATE AND FEDERAL JURISDICTIONAL REQUIREMENTS, RESTRICTIONS OR PROCEDURES SHALL SUPERSEDE THESE PLANS, NOTES AND SPECIFICATIONS WHEN MORE STRINGENT. NOTIFY THE OWNER'S REPRESENTATIVE IF CONFLICTS OCCUR.

CONSTRUCTION SEQUENCE

- 1. INSTALL AND MAINTAIN THE TEMPORARY GRAVEL CONSTRUCTION ENTRANCE/EXIT'S AS DESCRIBED IN THE DANE COUNTY EROSION CONTROL AND STORMWATER MANAGEMENT MANUAL. ADDITIONALLY INSTALL CONSTRUCTION EQUIPMENT PARKING AREAS. STABILIZE BARE AREAS IMMEDIATELY WITH GRAVEL AND TEMPORARY VEGETATION AS CONSTRUCTION TAKES PLACE. THE TEMPORARY ACCESS POINT SHALL BE PLACED IN THE LOCATION SHOWN ON THE GRADING AND EROSION CONTROL PLAN. THE ENTRANCE/EXITS WILL BE INSPECTED DAILY. IF THE AGGREGATE WITHIN THE TEMPORARY ACCESS PADS BECOMES COVERED WITH SOIL OR IF SIGNIFICANT QUANTITIES OF SOIL ARE TRACKED ONTO THE EXISTING ROADWAY THEN ADDITIONAL AGGREGATE WILL BE INSTALLED TO ALLOW THE ENTRANCE/EXITS TO FUNCTION PROPERLY.
2. INSTALL EROSION AND SEDIMENT CONTROL BARRIERS (SILT FENCE) IMMEDIATELY DOWNSLOPE OF AREAS TO BE DISTURBED DURING CONSTRUCTION AS SHOWN ON THE APPROVED GRADING PLAN. THE BARRIERS MUST BE INSTALLED PARALLEL TO THE SITE CONTOURS TO THE EXTENT PRACTICABLE WITH THE ENDS EXTENDED UPSLOPE ONE TO TWO FEET TO PREVENT FLANKING OF THE RUNOFF. AT NO TIME FROM THE START OF ROUGH GRADING UNTIL SITE STABILIZATION SHALL AN UNBROKEN SLOPE EXIST BETWEEN DISTURBED AREAS AND THE RECEIVING WATERS. THE DANE COUNTY EROSION CONTROL AND STORMWATER MANAGEMENT MANUAL WILL BE REFERENCED FOR THE PROPER INSTALLATION AND MAINTENANCE OF SILT FENCE AND ALL OTHER EROSION CONTROL MEASURES ON THE SITE.
3. SEDIMENT BASIN SHALL BE CONSTRUCTED PRIOR TO ANY LAND DISTURBANCE ACTIVITIES AND SHALL BE RESTORED AT THE TIME OF SITE STABILIZATION.
4. STRIP TOPSOIL FROM THE AREAS OF THE SITE THAT WILL BE GRADED WITHIN 48 HOURS. ANY AREAS THAT WILL NOT BE IMMEDIATELY GRADED MUST NOT BE STRIPPED OF TOPSOIL UNTIL THE PRECEDING AREAS ARE TOPSOILED, SEEDED AND MULCHED. PLACE SOIL STOCKPILES AT LEAST 25 FEET AWAY FROM ANY DOWNSLOPE STREET, DRIVEWAY, OR DITCH. ALL TOPSOIL PILES WILL HAVE SILT FENCE PLACED ON THEIR DOWNSLOPE SIDES. TOPSOIL PILES WILL BE SEEDED WITH ANNUAL RYE IF THEY ARE IN PLACE FOR MORE THAN 7 DAYS. ANY AREAS LEFT INACTIVE FOR MORE THAN 7 DAYS WILL BE STABILIZED IMMEDIATELY WITH SEED AND MULCH.
5. GRADING WILL BE PHASED TO THE EXTENT PRACTICABLE TO LIMIT THE AMOUNT OF THE EXPOSED SOIL AT ANY ONE TIME AND TO PROVIDE A BUFFER BETWEEN THE GRADED AREAS AND THE RECEIVING WATERS. THE INTENT OF THESE GRADING RESTRICTIONS IS TO PROVIDE AN UNDISTURBED BUFFER AREA ALLOWING ADDITIONAL EROSION AND SEDIMENTATION PROTECTION DURING CONSTRUCTION.
6. TOPSOIL, SEED AND MULCH ALL AREAS WHICH ARE AT FINAL GRADE AND WHICH WILL NOT BE DISTURBED DURING SUBSEQUENT PHASES OF CONSTRUCTION. ANY AREAS LEFT INACTIVE FOR MORE THAN 7 DAYS MUST BE STABILIZED IMMEDIATELY.
7. INSTALL SANITARY SEWER, WATER MAIN, & STORM SEWER.
8. COMPLETE FINAL GRADING FOR ROADWAY AND STABILIZE WITH GRAVEL.
9. COMPLETE FINAL GRADE OF THE SITE.
10. UTILITY TRENCHES SHALL BE FILLED WITH SUITABLE BACKFILL MATERIAL AND COMPACTED AS NEEDED. TOPSOIL SHALL BE REPLACED, FERTILIZED, SEEDED AND PROTECTED AS CALLED FOR BELOW IN ITEMS 11 AND 12. UTILITY CONSTRUCTION SHALL BE COORDINATED WITH OTHER GRADING ACTIVITIES SO THAT RESTORATION CAN BE COMPLETED AS SOON AS POSSIBLE AFTER CONSTRUCTION.
11. WITHIN 7 DAYS OF THE COMPLETION OF FINAL GRADING, A MINIMUM OF 4 INCHES OF TOPSOIL SHALL BE REPLACED ON ALL DISTURBED SURFACES THAT ARE TO BE REVEGETATED. TOPSOIL SHALL BE UNIFORMLY PLACED, GRADED SMOOTH AND SCARIFIED FOR SEEDING.
12. FERTILIZE ALL AREAS TO BE SEEDED OR SODDED WITH 500LBS. PER ACRE OF 16-8-8 (MINIMUM). INCORPORATE THE FERTILIZER INTO THE SOIL BY SCARIFYING AS INDICATED ABOVE IN ITEM 11. SEED ALL DISTURBED AREAS WITH THE FOLLOWING SEEDING MIXTURE:
108.9 LBS/ACRE OF KENTUCKY BLUEGRASS
54.45 LBS/ACRE OF CREEPING RED FESCUE
54.45 LBS/ACRE OF TURF-TYPE PERENNIAL RYE GRASS

- THE OWNER RESERVES THE RIGHT TO REVISE THE SEEDING MIXTURE SUBJECT TO APPROVAL BY THE VILLAGE OF COTTAGE GROVE.
SOD MAY BE SUBSTITUTED FOR SEEDING ON ALL AREAS TO BE SEEDED AND IS RECOMMENDED FOR ALL AREAS WITH SLOPES OF 5:1 OR STEEPER.

CONSTRUCTION SEQUENCE CONTINUED

- MULCH ALL SEEDED AREAS WITH 1.5 TONS PER ACRE OF CLEAN STRAW. STRAW SHALL BE ANCHORED IN PLACE WITH SUITABLE EQUIPMENT OR STAKING WITH TWINE.
FOR AREAS ON WHICH GRADING IS COMPLETED AFTER SEPTEMBER 30, TEMPORARY SEED SHALL INCLUDE A SOIL STABILIZING POLYMER AND COVER CROP OF WINTER RYE (AT A RATE OF 75#/ACRE) AND MUST BE APPLIED AS SOON AS THESE AREAS REACH THEIR FINAL GRADE. ADDITIONAL EROSION CONTROL BARRIERS MAY BE NEEDED DOWNSLOPE OF THESE AREAS UNTIL FINAL SEEDING OR SODDING IS COMPLETED IN SPRING (BY JUNE 1). ANY AREAS WITH SLOPES GREATER THAN 6:1 MUST BE SEEDED AND MULCHED BUT NOT TOPSOILED. AREAS WITH SLOPED LESS THAN 6:1 MUST BE TOPSOILED, SEEDED AND MULCHED. ALL AREAS MUST BE TOPSOILED, SEEDED AND MULCHED AS DESCRIBED ABOVE IN THE FOLLOWING SPRING.
13. WHENEVER POSSIBLE, PRESERVE EXISTING TREES, SHRUBS, AND OTHER VEGETATION. TO PREVENT ROOT DAMAGE, DO NOT GRADE, PLACE SOIL PILES, OR PARK VEHICLES NEAR TREES MARKED FOR PRESERVATION.
14. SILT FENCE MAINTENANCE: EROSION CONTROL BARRIERS (SILT FENCE) MUST BE INSPECTED WITHIN 24 HOURS AFTER EACH RAINFALL OF 0.5-INCHES OR MORE, AND DAILY DURING PERIODS OF PROLONGED RAINFALL. REPAIRS OR REPLACEMENT SHALL BE MADE IMMEDIATELY. SEDIMENT DEPOSITS ON THE UPSLOPE SIDE ON THE SILT FENCES SHALL BE REMOVED WHEN THE DEPOSITS REACH HALF THE HEIGHT OF THE SILT FENCE.
15. GRAVEL TRACKING PAD MAINTENANCE: ADDITIONAL STONE IS REQUIRED IF EXISTING STONE BECOMES BURIED OR IF SEDIMENT IS NOT BEING REMOVED EFFECTIVELY FROM TIRES. SEDIMENT THAT IS TRACKED ONTO THE ROADWAY MUST BE REMOVED IMMEDIATELY. TRACKING PADS MAY REQUIRE PERIODIC CLEANING TO MAINTAIN THE EFFECTIVENESS OF THE PRACTICE, WHICH MAY INCLUDE THE REMOVAL AND RE-INSTALLATION OF THE STONE.

DEMO NOTES

- 1. ALL UTILITIES INDICATED ON THE DRAWINGS REFLECT APPROXIMATE LOCATIONS. THE CONTRACTOR IS TO VERIFY EXACT LOCATIONS OF BOTH EXISTING AND PROPOSED UTILITIES PRIOR TO BEGINNING CONSTRUCTION OPERATIONS.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OF ANY DAMAGE TO EXISTING UTILITIES, WALKWAYS OR OTHER EXISTING STRUCTURES AND IMPROVEMENTS THAT IS A RESULT OF THEIR WORK. THE REPAIR OF SUCH DAMAGE WILL BE AT NO ADDITIONAL COST TO THE OWNER. DOCUMENT ALL EXISTING DAMAGES PRIOR TO BEGINNING WORK. ANY DAMAGES NOT DOCUMENTED SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
3. THE EXISTING CONDITIONS PLAN INDICATES THE APPROXIMATE LOCATIONS OF WORK ITEMS WHICH WILL BE REQUIRED AS PART OF THIS CONTRACT. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO FAMILIARIZE THEMSELV WITH THE SITE AND TO VERIFY THE QUANTITIES AND LOCATIONS OF ITEMS TO BE CLEANED UP AND REMOVED.
4. ALL USEABLE SALVAGED MATERIALS TO BE TURNED OVER TO THE OWNER'S REPRESENTATIVE UNLESS OTHERWISE INDICATED.
5. THE CONTRACTOR SHALL TAKE MEASURES TO PROTECT THE EXISTING TREES ON THE SITE FROM ANY DAMAGES DURING THE PROGRESS OF WORK.
6. THE CONTRACTOR IS RESPONSIBLE FOR SECURITY OF THE SITE WHEN LEFT UNATTENDED. FENCES AND OR BARRICADES SHALL BE MAINTAINED ALONG THE LIMITS OF CONSTRUCTION.
7. KEEP THE PREMISES CLEAN AND ORDERLY DURING CONSTRUCTION. DISPOSE OF ALL REMOVED MATERIALS AT AN APPROVED DUMP SITE WITHIN 24 HOURS OF REMOVAL. STOCKPILING ON THE SITE WILL BE ALLOWED ONLY WITH APPROVAL FROM THE OWNER'S REPRESENTATIVE. SCHEDULE REMOVALS TO INSURE THAT NO PARTIALLY DISASSEMBLED EQUIPMENT'S LEFT ON SITE OVERNIGHT.
8. ALL ADJACENT LANDSCAPE, UTILITIES, SIGNS AND HARDSCAPE SHALL REMAIN UNDISTURBED UNLESS SPECIFICALLY AUTHORIZED BY THE OWNER'S REPRESENTATIVE.
9. IF UNEXPECTED CONDITIONS ARE ENCOUNTERED DURING DEMOLITION, NOTIFY THE OWNER'S REPRESENTATIVE IMMEDIATELY FOR RESOLUTION.

UTILITY NOTES

- 1. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF CONSTRUCTION.
2. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED ACCORDING TO WISCONSIN ADMINISTRATIVE CODE. SECTION SPS 382-384, LATEST EDITION, THE STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN, LATEST EDITION, AND THE LOCAL ORDINANCES AND SPECIFICATIONS.
3. BEFORE PROCEEDING WITH ANY UTILITY CONSTRUCTION, THE CONTRACTOR SHALL EXCAVATE EACH EXISTING LATERAL OR POINT OF CONNECTION AND VERIFY THE LOCATION AND ELEVATION OF ALL UTILITIES. IF ANY EXISTING UTILITIES ARE NOT AS SHOWN ON THE DRAWINGS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY FOR POSSIBLE REDESIGN.
4. ALL CONNECTIONS TO EXISTING PIPES AND MANHOLES SHALL BE CORED CONNECTIONS.
5. MATERIALS FOR SANITARY SEWER SHALL BE AS FOLLOWS
SANITARY SEWER PIPE SHALL BE PVC, ASTM D-3034, SDR-35 WITH RUBBER GASKETED JOINTS, CONFORMING TO ASTM D-3212.
TRENCH SECTION SHALL BE CLASS "B" BEDDING. CRUSHED STONE CHIPS SHALL BE USED FOR BEDDING MATERIAL.
PREFABRICATED WYE CONNECTIONS ARE REQUIRED FOR SANITARY LATERALS
CONFORM TO VILLAGE OF COTTAGE GROVE STANDARD SPECIFICATIONS FOR PUBLIC WORKS IMPROVEMENTS, LATEST EDITION.

UTILITY NOTES CONTINUED

- 7. MATERIALS FOR WATER SERVICE SHALL BE AS FOLLOWS:
WATER SERVICE SHALL BE PVC, AWWA C900, WITH A DIMENSION RATIO (DR) OF 18 OR LESS.
ALL FITTINGS SHALL BE MECHANICAL JOINT, DUCTILE IRON CONFORMING TO AWWA C-110.
GATE VALVES SHALL BE IN ACCORDANCE WITH THE VILLAGE OF COTTAGE GROVE STANDARD SPECIFICATIONS FOR PUBLIC WORKS IMPROVEMENTS, LATEST EDITION.
TRENCH SECTION SHALL BE IN ACCORDANCE WITH THE VILLAGE OF COTTAGE GROVE STANDARD SPECIFICATIONS FOR PUBLIC WORKS IMPROVEMENTS, LATEST EDITION.
8. EXTREME CAUTION MUST BE FOLLOWED REGARDING THE COMPACTION OF ALL UTILITY TRENCHES. MECHANICALLY COMPACTED GRANULAR BACKFILL IS REQUIRED UNDER AND WITHIN 5 FEET OF ALL PAVEMENT INCLUDING SIDEWALKS. FLOODING OF BACKFILL MATERIAL IS NOT ALLOWED. THE COST OF THIS GRANULAR MATERIAL AND ITS COMPACTION IS CONSIDERED INCIDENTAL AND SHALL BE INCLUDED IN THE COST OF THE PROPOSED UTILITY.
9. UPON COMPLETION OF FINAL PAVING OPERATIONS, THE UTILITY CONTRACTOR SHALL ADJUST ALL MANHOLE AND INLET RIMS AND VALVE BOXES TO FINISHED GRADE.
10. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING THE OWNER WITH A SET OF MARKED-UP PRINTS SHOWING ALL CHANGES MADE DURING THE CONSTRUCTION PROCESS. ANY CHANGES TO THE DRAWINGS OR ADDITIONAL ITEMS MUST BE REPORTED TO THE OWNER.
11. TRACER WIRE SHALL BE INSTALLED ON ALL BURIED NON-METALLIC SANITARY SEWERS, PRIVATE SANITARY INTERCEPTOR MAIN SEWERS, STORM BUILDING SEWERS, AND PRIVATE STORM INTERCEPTOR MAIN SEWERS THAT DISCHARGE TO MUNICIPAL MAINS. TRACER WIRE SHALL BE IN ACCORDANCE WITH COMM 82.30(11)(h)(1). TRACER WIRE SHALL BE A MINIMUM OF 18-GAUGE, INSULATED, SINGLE-CONDUCTOR COPPER WIRE OR EQUIVALENT. TRACER WIRE COLOR SHALL BE BLUE FOR POTABLE WATER, GREEN FOR SANITARY SEWER, AND BROWN FOR STORM SEWER.

LAYOUT NOTES

- 1. WRITTEN DIMENSIONS WILL TAKE PRECEDENCE OVER SCALED DIMENSIONS.
2. SHOULD SITE CONDITIONS BE DIFFERENT THAN WHAT IS INDICATED ON THE DRAWINGS, CONTACT THE LANDSCAPE ARCHITECT IMMEDIATELY FOR CLARIFICATION.
3. CURVED WALKS AND CURB EDGES ARE INTENDED TO BE CONSTRUCTED WITH SMOOTH FLOWING CURVES. ANYTHING OTHER THAN SMOOTH FLOWING CURVES WILL BE REJECTED.
4. THE CONTRACTOR SHALL OBTAIN, AT HIS EXPENSE, ALL PERMITS WHICH ARE NECESSARY TO PERFORM THE PROPOSED WORK.
5. THE CONTRACTOR SHALL PROVIDE A STAKED LAYOUT OF ALL SITE IMPROVEMENTS FOR INSPECTION BY THE OWNER'S REPRESENTATIVE AND MAKE MODIFICATIONS AS REQUIRED AT NO ADDITIONAL COST TO THE OWNER. ALL LAYOUT INFORMATION IS AVAILABLE IN DIGITAL FORMAT FOR USE BY THE CONTRACTOR.
6. LAYOUT WALKS, SCORE JOINTS AND PAVING PATTERNS AS CLOSELY AS POSSIBLE TO PLANS, DETAILS, AND SPECIFICATIONS. DO NOT DEVIATE FROM PLANS UNLESS SPECIFIC APPROVAL IS OBTAINED FROM THE OWNER'S REPRESENTATIVE.
7. ALL WORK SHALL BE CONFINED TO THE AREA WITHIN THE CONSTRUCTION LIMITS AS SHOWN ON THE PLANS. ANY AREAS OR IMPROVEMENTS DISTURBED OUTSIDE THESE LIMITS SHALL BE RETURNED TO THEIR ORIGINAL CONDITION AT THE CONTRACTOR'S EXPENSE. IN THE EVENT THE CONTRACTOR REQUIRES A MODIFICATION TO THE CONSTRUCTION LIMITS, WRITTEN PERMISSION MUST BE OBTAINED FROM THE LANDSCAPE ARCHITECT PRIOR TO ANY DISTURBANCE OUTSIDE OF THE LIMITS OF WORK.
8. WHEN APPLICABLE CONTRACTOR IS RESPONSIBLE FOR PROVIDING TEMPORARY FENCING AROUND ALL PLAY STRUCTURES UNTIL PROPER FALL SURFACE IS COMPLETELY INSTALLED PER MANUFACTURER'S SPECIFICATIONS.
9. CONTRACTOR IS RESPONSIBLE FOR SUPERVISING ALL SAFETY SURFACING AND PAVEMENT DURING THE CURING PROCESS.

GRADING NOTES

- 1. THE CONTRACTOR IS TO REVIEW, UNDERSTAND AND ADHERE TO SPOT ELEVATIONS AND CONTOURS AS INDICATED ON THE GRADING PLAN UNLESS SPECIFICALLY AUTHORIZED BY THE OWNERS REPRESENTATION. CONTRACTOR SHALL VERIFY THAT ALL MINIMUM AND MAXIMUM SLOPES IDENTIFIED ON THE PLANS ARE ACHIEVABLE IN THE FIELD PRIOR TO START OF WORK.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF ALL STAKING NECESSARY TO COMPLETE THE WORK. THIS SHALL INCLUDE ANY RE-STAKING IF NECESSARY. THE CONTRACTOR SHALL PAY FOR ALL STAKING FOR THE PROJECT UNLESS SPECIFICALLY AGREED TO OTHERWISE IN THE CONTRACT DOCUMENTS.
3. ALL AREAS SHALL BE GRADED TO ACHIEVE POSITIVE DRAINING. MINIMUM SLOPE ON THE LANDSCAPED AREAS SHALL BE 2%. MAXIMUM SLOPE SHALL BE 25% (4:1) UNLESS OTHERWISE INDICATED ON THE PLANS. MAXIMUM ALLOWED FINAL GRADES FOR LONGITUDINAL SLOPE ON WALKS AND PAVED AREAS SHALL BE 5% UNLESS OTHERWISE INDICATED ON THE PLANS.
4. ALL FINAL GRADES FOR WALKS SHALL HAVE A MINIMUM 1% CROSS SLOPE AND MAXIMUM 2% CROSS SLOPE UNLESS OTHERWISE INDICATED ON THE PLANS.
5. EXCAVATION INCLUDES ALL MATERIAL ENCOUNTERED TO WHATEVER DEPTH INDICATED ON THE PLANS. EXCAVATE TO ALLOW FOR PROPER FILL MATERIAL, SLABS, VOIDS, FORMS, AND FOUNDATIONS.

GRADING NOTES CONTINUED

- 7. REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION REGARDING GRADING AND EXCAVATION INCLUDING GUIDELINES AND RESTRICTIONS FOR EARTHWORK AND PLACING OF PAVEMENT AND LANDSCAPE SURFACING FOR THIS PROJECT.
8. CONTRACTOR SHALL ENSURE EXISTING GRADES ARE WITHIN 0.1 OF A FOOT PRIOR TO START OF WORK, AND SHALL NOTIFY OWNER'S REPRESENTATIVE IF CONDITIONS ARE DIFFERENT, PRIOR TO THE START OF WORK.
9. CONTRACTOR SHALL ENSURE THEIR COMPLETED GRADES ARE WITHIN 0.01 OF A FOOT WHEN COMPLETED WITH WORK.
10. FINISH GRADE SHOWN ON THESE PLANS SHALL REPRESENT COMPACTION REQUIREMENTS AS DEFINED BY PLANS, DETAILS, AND SPECIFICATIONS.

EROSION CONTROL NOTES

- 1. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING COPIES OF ALL PERMITS, INCLUDING WISDNR WPDES DISCHARGE PERMIT (IF APPLICABLE), COUNTY AND LOCAL EROSION CONTROL PERMIT. CONTRACTOR IS RESPONSIBLE FOR ABIDING BY ALL PERMIT REQUIREMENTS AND RESTRICTIONS.
2. ALL EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO LAND DISTURBING ACTIVITIES.
3. ALL INSTALLATION AND MAINTENANCE OF EROSION CONTROL PRACTICES SHALL BE IN ACCORDANCE WITH THE APPLICABLE WISCONSIN DEPARTMENT OF NATURAL RESOURCES (WDNR) TECHNICAL STANDARD, FOUND AT: http://dnr.wi.gov/topic/stormwater/standards/const_standards.html OR THE WISCONSIN CONSTRUCTION SITE BEST MANAGEMENT PRACTICE HANDBOOK IF A TECHNICAL STANDARD IS NOT AVAILABLE.
4. ALL EROSION CONTROL FACILITIES SHALL BE MAINTAINED THROUGHOUT THE DURATION OF THE PROJECT AND WARRANTY PERIOD IN CONFORMANCE WITH ALL APPLICABLE PERMITS ISSUED FOR THE PROJECT.
5. ALL EROSION AND SEDIMENTATION CONTROL PRACTICES SHALL BE INSPECTED WEEKLY AND WITHIN 24 HOURS AFTER EVERY PRECIPITATION EVENT THAT PRODUCES 0.5 INCHES OF RAIN OR MORE DURING A 24 HOUR PERIOD. REPAIRS SHALL BE MADE IMMEDIATELY TO EROSION CONTROL PRACTICES AS NECESSARY.
6. TEMPORARY STOCKPILES SHALL BE STABILIZED IF NOT REMOVED IN 10 DAYS. PERIMETER CONTROL ON THE DOWNHILL SIDE SHALL BE IN PLACE AT ALL TIMES (SILT FENCE OR APPROVED EQUAL).
7. ALL WATER FROM CONSTRUCTION DEWATERING SHALL BE TREATED IN ACCORDANCE WITH WDNR TECHNICAL STANDARD 1061 PRIOR TO DISCHARGE TO WATERS OF THE STATE, WETLANDS, OR OFFSITE.
8. THE CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF ANY ADDITIONAL EROSION CONTROL MEASURES NECESSARY TO PREVENT EROSION AND SEDIMENTATION. ALL DISTURBED AREAS ARE TO DRAIN TO APPROVED SEDIMENT CONTROL MEASURES AT ALL TIMES DURING SITE DEVELOPMENT UNTIL FINAL STABILIZATION IS ACHIEVED. DEPENDING ON HOW THE CONTRACTOR GRADES THE SITE, IT MAY BE NECESSARY TO INSTALL TEMPORARY EROSION CONTROL AND/OR SEDIMENT TRAPS IN VARIOUS LOCATIONS THROUGHOUT THE PROJECT. TEMPORARY SEDIMENT TRAPS SHALL BE DESIGNED, INSTALLED, AND MAINTAINED IN ACCORDANCE WITH WDNR TECHNICAL STANDARD 1063.
9. TRACKED MATERIAL TO ADJACENT STREETS SHALL BE COLLECTED AT THE END OF EACH WORKING DAY OR AS REQUIRED BY THE LOCAL MUNICIPALITY.
10. DUST CONTROL SHALL BE PROVIDED AS NECESSARY IN ACCORDANCE WITH WDNR TECHNICAL STANDARD 106B.
11. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL EROSION CONTROL FACILITIES AND MEASURES NECESSARY TO CONTROL EROSION AND SEDIMENTATION AT THE PROJECT SITE. THESE FACILITIES AND MEASURES MAY OR MAY NOT BE SHOWN ON THE DRAWINGS AND THEIR ABSENCE ON THE DRAWINGS DOES NOT ALLEVIATE THE CONTRACTOR FROM PROVIDING THEM. ANY MEASURES AND FACILITIES SHOWN ON THE DRAWINGS ARE THE MINIMUM ACTIONS REQUIRED.
12. ERODED MATERIAL THAT HAS LEFT THE CONSTRUCTION SITE SHALL BE COLLECTED AND RETURNED TO THE SITE BY THE CONTRACTOR.
13. AFTER FINAL VEGETATION IS ESTABLISHED, REMOVE ALL EROSION CONTROL FACILITIES. RESTORE AREAS DISTURBED BY THE REMOVALS.
14. KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.
15. COMPLETE AND STABILIZE SEDIMENT BASINS/TRAPS PRIOR TO MASS LAND DISTURBANCE TO CONTROL RUNOFF DURING CONSTRUCTION. REMOVE SEDIMENT AS NEEDED TO MAINTAIN 3 FEET OF DEPTH TO THE OUTLET, AND PROPERLY DISPOSE OF SEDIMENT REMOVED DURING MAINTENANCE. CONSTRUCT AND MAINTAIN THE SEDIMENT BASIN PER WDNR TECHNICAL STANDARDS.

Table with columns: MARK, REVISION, Checked By, Date, Engineer, Technician, Scale, T-R-S, Project No. Values include: ENGR, TECH, CHKD, 02-26-2020, 1" = AS SHOWN, T-R-S: TTN-RRW-SS, 12010089.30

PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD
NOTES
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Sheet L101

NOT FOR CONSTRUCTION

GENERAL LANDSCAPE NOTES

- UTILITY WARNING: THE UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND/OR RECORDS OBTAINED. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEY FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED.
- NOTIFY UTILITY OWNERS PRIOR TO BEGINNING ANY CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR DETERMINING EXISTENCE, EXACT LOCATION AND DEPTH OF ALL UTILITIES. AVOID DAMAGE TO UTILITIES AND SERVICES DURING CONSTRUCTION. ANY DAMAGE DUE TO THE CONTRACTOR'S CARELESSNESS SHALL BE CORRECTED AT THE CONTRACTOR'S EXPENSE. COORDINATE AND COOPERATE WITH UTILITY COMPANIES DURING CONSTRUCTION.
- THE CONTRACTOR SHALL FOLLOW THE LANDSCAPE PLANS AND SPECIFICATIONS AS CLOSELY AS POSSIBLE. ANY SUBSTITUTION OR ALTERATION SHALL NOT BE ALLOWED WITHOUT APPROVAL OF THE OWNER'S REPRESENTATIVE. OVERALL PLANT QUANTITY AND QUALITY SHALL BE CONSISTENT WITH THE PLANS.
- ALL PLANT MATERIAL SHALL AT LEAST MEET MINIMUM REQUIREMENTS SHOWN IN THE "AMERICAN STANDARDS FOR NURSERY STOCK" (ANSI Z60.1-LATEST EDITION).
- MULCH SHALL NOT BE PLACED AROUND THE COLLAR OF SHRUB OR TREE. PROVIDE A MINIMUM OF 2" BETWEEN MULCH AND COLLAR OF SHRUB OR TREE.
- ALL PLANT MATERIAL SHALL BE GROWN IN ZONE CAPABLE OF WITHSTANDING LOCAL CLIMATE AND GROWING CONDITIONS.
- TREE OR SHRUB SHALL STAND PLUMB. DO NOT ALLOW AIR POCKETS TO FORM WHEN BACK FILLING.
- LIVE PLANTS CAN BE PLANTED IN THE FIELD DURING THE GROWING SEASON FROM SEPTEMBER 1 TO OCTOBER 15 AND PRIOR TO JUNE 1, BUT NOT AFTER CANDLES EXCEED 1 INCH FOR EVERGREENS, DECIDUOUS PLANTS (B&B AND CONTAINER) TO BE INSTALLED AUGUST 15 TO OCTOBER 15 AND IN THE SPRING PRIOR TO JUNE 1. ANY SUGGESTED PLANTING TIMES NOT IN THIS WINDOW SHALL BE APPROVED BY LANDSCAPE ARCHITECT. IF PLANTING OCCURS OUTSIDE OF THIS WINDOW, ADDITIONAL MEASURES MAY NEED TO BE TAKEN (I.E. MULCH) TO ENSURE PLANT SURVIVAL. IN THESE INSTANCES, THE CONTRACT PRICE MAY NEED TO BE ADJUSTED ACCORDINGLY.
- PLANTS SHOULD BE WATERED IN AFTER INSTALLATION TO ENSURE THEIR SURVIVAL. THIS TYPICALLY INVOLVES WATERING AT TIME OF INSTALLATION AND 2 TIMES WEEKLY FOR A ONE MONTH PERIOD OR UNTIL GROUND FREEZE UP IF NATURAL RAINFALLS ARE INSUFFICIENT. A SINGLE WATERING EVENT INVOLVES WATERING THE SOIL IN THE PLANTED AREAS TO THE POINT OF SATURATION BUT STOPPING SHORT OF SOIL DISPLACEMENT. SHOULD VERY DRY CONDITIONS DEVELOP WITHIN ONE YEAR OF PLANTING, ADDITIONAL WATERINGS MAY BE NECESSARY, CONSULTANT OR LANDSCAPE ARCHITECT WILL DETERMINE THIS AND CONTRACT PRICES MAY BE ADJUSTED TO ACCOMMODATE THIS ACTION.
- ALL PLANT MATERIAL SHALL BE SPECIMEN QUALITY, HEALTHY, FREE OF DISEASE AND INSECTS AND SHALL HAVE HEALTHY, WELL-DEVELOPED ROOT SYSTEMS. PLANTS SHALL ALSO BE FREE FROM PHYSICAL DAMAGE OR OTHER CONDITIONS THAT WOULD PREVENT VIGOROUS GROWTH.
- ALL PROPOSED PLANTS SHALL BE LOCATED AS SHOWN ON PLANS. ALL TREES TO BE PLANTED A MINIMUM DISTANCE OF 5 FEET FROM PAVEMENTS AND 6 FEET FROM ALL HYDRANTS.
- CONTRACTOR IS RESPONSIBLE FOR PLANTS AWAITING INSTALLATION AND SHALL PROTECT THEM FROM INJURY AND THEFT.
- THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL PLANT QUANTITIES. GRAPHIC QUANTITIES TAKES PRECEDENCE OVER WRITTEN QUANTITIES.

GENERAL LANDSCAPE NOTES CONT.

- THE OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO INSPECT AND TAG ALL PLANT MATERIAL PRIOR TO SHIPPING TO THE SITE. IN ALL CASES, THE OWNER'S REPRESENTATIVE MAY REJECT PLANT MATERIAL AT THE SITE IF MATERIAL IS DAMAGED, DISEASED, OR DECLINING IN HEALTH AT THE TIME OF ONSITE INSPECTIONS OR IF THE PLANT MATERIAL DOES NOT MEET THE MINIMUM SPECIFIED STANDARD IDENTIFIED ON THE PLANS AND IN THE SPECIFICATIONS. THE CONTRACTOR SHALL COORDINATE WITH THE OWNER'S REPRESENTATIVE FOR INSPECTION AND APPROVAL OF ALL MATERIALS AND PRODUCTS PRIOR TO INSTALLATION.
- THE OWNER'S REPRESENTATIVE MAY ELECT TO UPSIZE PLANT MATERIAL AT THEIR DISCRETION BASED ON SELECTION, AVAILABILITY, OR TO ENHANCE SPECIFIC AREAS OF THE PROJECT. THE CONTRACTOR SHALL VERIFY PLANT MATERIAL SIZES WITH OWNER'S REPRESENTATIVE PRIOR TO PURCHASING, SHIPPING OR STOCKING OF PLANT MATERIALS. SUBMIT CHANGE ORDER REQUEST TO OWNER'S REPRESENTATIVE FOR APPROVAL IF ADDITIONAL COST IS REQUESTED BY THE CONTRACTOR PRIOR TO INSTALLATION. RE-STOCKING CHARGES WILL NOT BE APPROVED IF THE CONTRACTOR FAILS TO SUBMIT A REQUEST FOR MATERIAL CHANGES.
- THE CONTRACTOR SHALL WARRANTY ALL CONTRACTED WORK AND MATERIALS FOR A PERIOD OF ONE YEAR AFTER SUBSTANTIAL COMPLETION HAS BEEN ISSUED BY THE OWNER'S REPRESENTATIVE FOR THE ENTIRE PROJECT UNLESS OTHERWISE SPECIFIED IN THE CONTRACT DOCUMENTS OR SPECIFICATIONS.
- LANDSCAPE MATERIAL LOCATIONS SHALL HAVE PRECEDENCE OVER IRRIGATION MAINLINE AND LATERAL LOCATIONS. COORDINATE INSTALLATION OF IRRIGATION EQUIPMENT SO THAT IT DOES NOT INTERFERE WITH THE PLANTING OF TREES OR OTHER LANDSCAPE MATERIAL.
- THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING POSITIVE DRAINAGE EXISTS IN ALL LANDSCAPE AREAS. SURFACE DRAINAGE ON LANDSCAPE AREAS SHALL NOT FLOW TOWARD STRUCTURES AND FOUNDATIONS. MAINTAIN SLOPE AWAY FROM FOUNDATIONS PER THE GEOTECHNICAL REPORT RECOMMENDATIONS. ALL LANDSCAPE AREAS BETWEEN WALKS AND CURBS SHALL DRAIN FREELY TO THE CURB UNLESS OTHERWISE IDENTIFIED ON THE GRADING PLAN. IN NO CASE SHALL THE GRADE, TURF THATCH, OR OTHER LANDSCAPE MATERIALS DAM WATER AGAINST WALKS. MINIMUM SLOPES ON LANDSCAPE AREAS SHALL BE 2%; MAXIMUM SLOPE SHALL BE 25% UNLESS SPECIFICALLY IDENTIFIED ON THE PLANS OR APPROVED BY THE OWNER'S REPRESENTATIVE.
- PRIOR TO INSTALLATION OF PLANT MATERIALS, AREAS THAT HAVE BEEN COMPACTED OR DISTURBED BY CONSTRUCTION ACTIVITY SHALL BE THOROUGHLY LOOSENEED TO A DEPTH OF 8" - 12" AND AMENDED PER SPECIFICATIONS.
- ALL LANDSCAPED AREAS ARE TO RECEIVE ORGANIC SOIL PREPARATION PER RATE IDENTIFIED BY A SOIL TEST OR AS NOTED IN THE TECHNICAL SPECIFICATIONS.
- TREES SHALL NOT BE LOCATED IN DRAINAGE SWALES, DRAINAGE AREAS, OR UTILITY EASEMENTS. CONTACT OWNER'S REPRESENTATIVE FOR RELOCATION OF PLANTS IN QUESTIONABLE AREAS PRIOR TO INSTALLATION.
- THE CENTER OF EVERGREEN TREES SHALL NOT BE PLACED CLOSER THAN 8' AND THE CENTER OF ORNAMENTAL TREES CLOSER THAN 6' FROM A SIDEWALK, STREET OR DRIVE LANE. EVERGREEN TREES SHALL NOT BE LOCATED ANY CLOSER THAN 15' FROM IRRIGATION ROTOR HEADS. NOTIFY OWNER'S REPRESENTATIVE IF TREE LOCATIONS CONFLICT WITH THESE STANDARDS FOR FURTHER DIRECTION.
- ALL EVERGREEN TREES SHALL BE FULLY BRANCHED TO THE GROUND AND SHALL NOT EXHIBIT SIGNS OF ACCELERATED GROWTH AS DETERMINED BY THE OWNER'S REPRESENTATIVE.
- ALL TREES ARE TO BE STAKED AND GUYED PER DETAILS FOR A PERIOD OF 1 YEAR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING STAKES AT THE END OF 1 YEAR FROM ACCEPTANCE OF LANDSCAPE INSTALLATION BY THE OWNER'S REPRESENTATIVE. OBTAIN APPROVAL BY OWNER'S REPRESENTATIVE PRIOR TO REMOVAL.
- ALL TREES INSTALLED ABOVE RETAINING WALLS UTILIZING GEO-GRID MUST BE HAND DUG TO PROTECT GEO-GRID. IF GEO-GRID MUST BE CUT TO INSTALL TREES, APPROVAL MUST BE GIVEN BY OWNER'S REPRESENTATIVE PRIOR TO DOING WORK.
- ALL TREES IN SEED OR TURF AREAS SHALL RECEIVE MULCH RINGS. OBTAIN APPROVAL FROM OWNER'S REPRESENTATIVE FOR ANY TREES THAT WILL NOT BE MULCHED FOR EXCESSIVE MOISTURE REASONS.
- EXISTING TURF AREAS THAT ARE DISTURBED DURING CONSTRUCTION, ESTABLISHMENT AND THE MAINTENANCE PERIOD SHALL BE RESTORED WITH NEW SOD TO MATCH EXISTING TURF SPECIES. DISTURBED NATIVE AREAS WHICH ARE TO REMAIN SHALL BE OVER SEEDED AND RESTORED WITH SPECIFIED SEED MIX.
- WHEN COMPLETE, ALL GRADES SHALL BE WITHIN +/- 1/8" OF FINISHED GRADES AS SHOWN ON THE PLANS.
- WHEN PLANTER POTS ARE SHOWN ON PLANS, CONTRACTOR SHALL INCLUDE THE FOLLOWING: PLANTER MIX, ANNUAL FLOWER PLANTING PROGRAM (INCLUDES 2 PLANTINGS FOR THE 1ST YEAR (SPRING AND FALL) AND WINTER HAND-WATERING AS NEEDED. UNLESS OTHERWISE SPECIFIED, CONTRACTOR TO PROVIDE ANNUAL PLANTING SELECTION FOR REVIEW BY OWNER. IRRIGATION FOR PLANTERS TO BE ON SEPARATE ZONE(S). CONTRACTOR TO COORDINATE PLACEMENT OF NECESSARY SLEEVING PRIOR TO PLACEMENT OF PAVEMENT.
- PRIOR TO THE PLACEMENT OF MULCH AND WEED FABRIC, A GRANULAR, PRE-EMERGENT, WEED CONTROL AGENT SHALL BE ADDED TO ALL PLANTING BEDS IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTION, EXCEPT AROUND ORNAMENTAL GRASSES.
- THE CONTRACTOR IS EXPECTED TO KNOW AND UNDERSTAND THE CITY AND COUNTY SPECIFICATIONS FOR LANDSCAPE AND IRRIGATION. IN CASES OF DISCREPANCIES THE HIGHER OF THE TWO STANDARDS SHALL HAVE PRECEDENCE.
- ALL TREES PLANTED WITHIN RIGHT-OF-WAY WILL INCLUDE CITY APPROVED ROOT BARRIERS.

ZONING

EXISTING - PARK
PROPOSED - PARK

PARCEL NUMBER

071116290251

PLANT SCHEDULE						
QTY	KEY	BOTANICAL NAME	COMMON NAME	INSTALL SIZE	MATURE SIZE	COMMENTS
CANOPY TREES						
3	RO	Quercus rubra	NORTHERN RED OAK	2" Cal.	60'h x 60'w	B&B
3	SM	Acer x freemanii 'Sienna'	SIENNA GLEN MAPLE	2 1/2" Cal.	60'h x 40'w	B&B
TALL DECIDUOUS TREES						
3	MP	Malus x 'Prairifire'	PRAIRIFIRE CRABAPPLE	1 1/2" Cal.	20'h x 20'w	B&B
DECIDUOUS SHRUBS						
5'-7" SPREAD						
3	SH	Hydrangea arborescens 'Annabelle'	SMOOTH HYDRANGEA	24" Ht.	5'h x 6'w	#5 CONT. (6' O.C.)
14	RD	Cornus stolonifera 'Farrow'	ARCTIC FIRE DOGWOOD	18" Ht.	3'h x 3'w	#5 CONT. (3' O.C.)
3	NB	Physocarpus opulifolius 'Donna May'	LITTLE DEVIL NINEBARK	24" Ht.	4'h x 5'w	#5 CONT. (7' O.C.)
7+ SPREAD						
2	RA	Rhus aromatica 'GRO-LO'	GRO LO SUMAC	24" Ht.	2'h x 8'w	#5 CONT. (7' O.C.)
7	VB	Viburnum x burkwoodii	BURKWOOD VIBURNUM	24" Ht.	10'h x 7'w	#5 CONT. (7' O.C.)
EVERGREEN SHRUBS						
5'-7" SPREAD						
6	JV	Juniperus virginiana 'Grey Owl'	GREY OWL JUNIPER	6" Ht.	3'h x 5'w	#5 CONT. (6' O.C.)
ORNAMENTAL GRASSES						
32	PD	Sporobolus heterolepis	PRAIRIE DROPSEED	8" Ht.	36" Ht.	#1 CONT. (3' O.C.)
42	LB	Schizachyrium scoparium	LITTLE BLUESTEM	8" Ht.	36" Ht.	#1 CONT. (3' O.C.)
37	PS	Panicum virgatum 'shenandoah'	SHENANDOAH SWITCH GRASS	8" Ht.	48" Ht.	#1 CONT. (3' O.C.)

PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD

NOTES

COTTAGE GROVE, DANE COUNTY, WISCONSIN

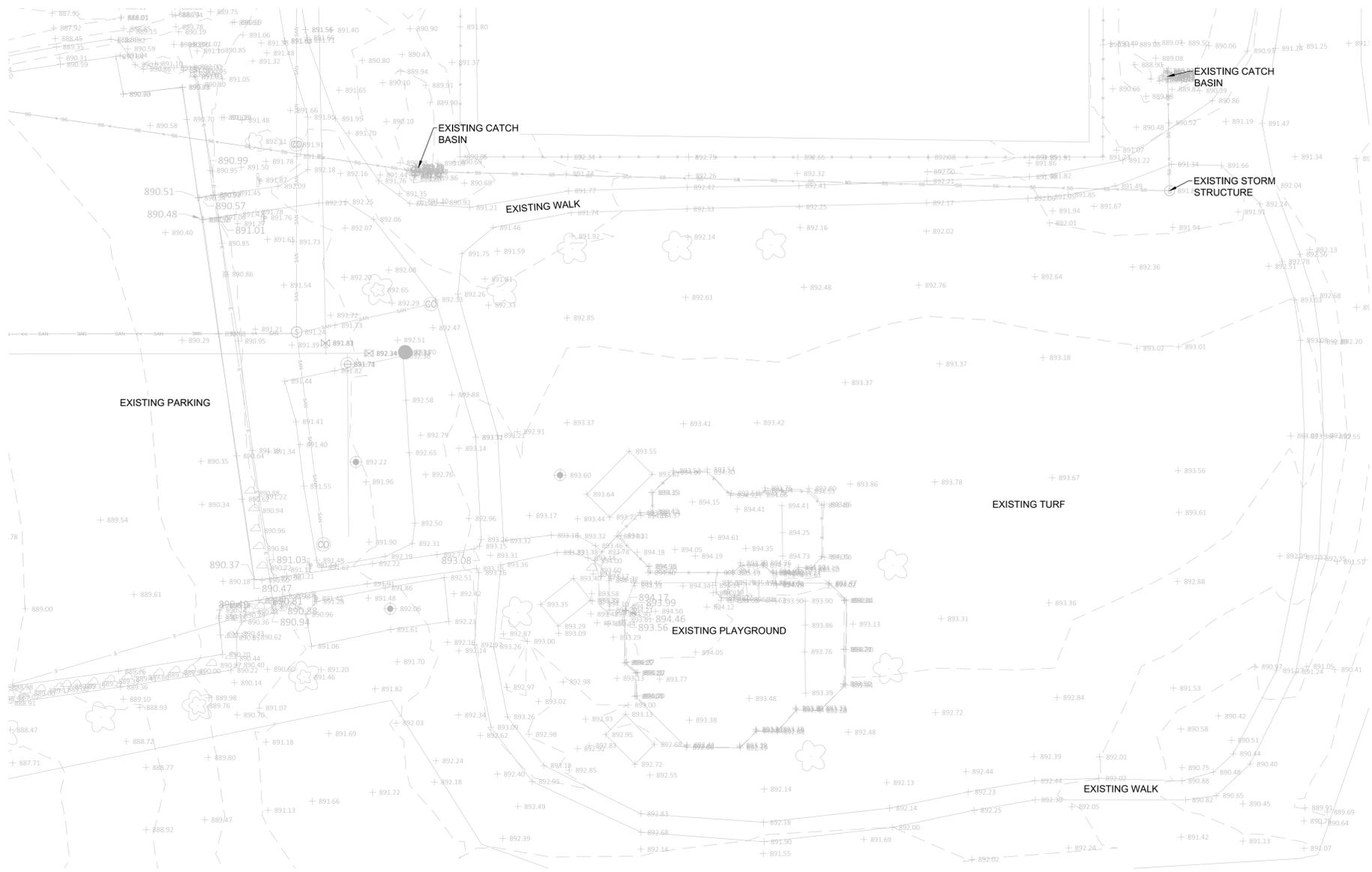
SNYDER & ASSOCIATES, INC. |

5010 VOGES ROAD
MADISON, WISCONSIN 53718
608-838-0444 | www.snyder-associates.com

MARK	REVISION	DATE	BY
ENGR	Checked By: CHKD	Scale: 1" = AS SHOWN	T-R-S; TTN-RRW-SS
TECH	Date: 02-26-2020		
Technician:			
Project No:	120.0089.30		
			Sheet L101

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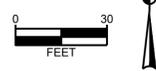




EXISTING CONDITIONS LEGEND

-  EXISTING TREE
-  EXISTING SPOT ELEVATION
-  EXISTING CONTOUR
-  EXISTING STORM STRUCTURE
-  EXISTING CATCH BASIN
-  EXISTING STORM SEWER

EXISTING CONDITIONS



PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD
EXISTING CONDITIONS
 COTTAGE GROVE, DANE COUNTY, WISCONSIN
SNYDER & ASSOCIATES, INC. I

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ENGR	Checked By: CHKD	02-26-2020	Scale: 1" = AS SHOWN
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Project No: 120.0089.30			Sheet L103



Project No: 120.0089.30
Sheet L103

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DEMOLITION PLAN

DEMOLITION PLAN CONSTRUCTION NOTES

1. EXISTING FEATURES, PROTECT THE FOLLOWING:
 - A. EXISTING TREE TO BE PROTECTED. PROVIDE TEMPORARY ORANGE CONSTRUCTION FENCE AT DRIPLINE PERIMETER OF TREE OR LIMITS SHOWN. IF T POSTS ARE USED, PLASTIC CAPS ARE REQUIRED. SEE DETAIL 1/L300.
 - B. EXISTING UTILITIES. VERIFY LOCATION PRIOR TO CONSTRUCTION. ANY DAMAGE DUE TO CONSTRUCTION SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE TO THE OWNER'S SPECIFICATIONS. ADJUST EXISTING UTILITY APPURTENANCES TO FINISHED GRADE. COORDINATE ANY ADJUSTMENTS WITH UTILITY OWNER.
 - C. EXISTING PAVEMENTS TO REMAIN. ANY DAMAGE TO PAVEMENT DUE TO CONSTRUCTION SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE TO THE OWNER'S SPECIFICATIONS.
 - D. EXISTING PLAYGROUND EQUIPMENT, SHELTERS, & FENCING TO REMAIN AND BE PROTECTED.
2. DEMOLITION. REMOVE AND DISPOSE OF THE FOLLOWING:
 - A. OWNER SHALL RELOCATE OR REMOVE EXISTING TREE(S) INCLUDING STUMPS, ROOTBALLS, AND VEGETATION NEEDED TO CONSTRUCT IMPROVEMENTS.
 - B. CONTRACTOR TO PROVIDE 6' HT. CHAINLINK CONSTRUCTION FENCE AND GATES, WITH TOP RAIL, AS NEEDED TO SECURE THE CONSTRUCTION AREAS.

LEGEND

- CONSTRUCTION FENCE
- LIMIT OF WORK
- CONSTRUCTION ACCESS

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PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD

DEMOLITION PLAN

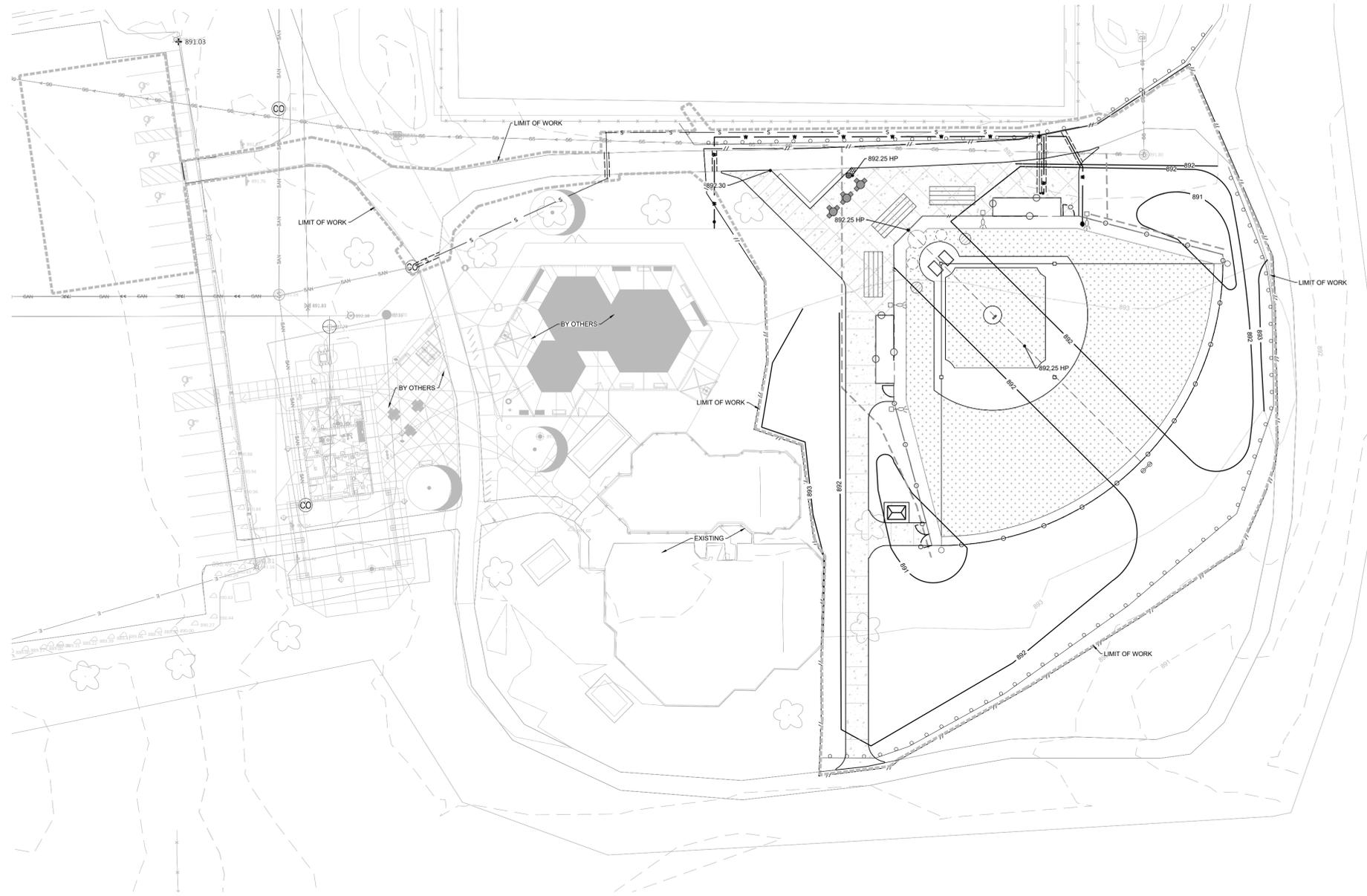
COTTAGE GROVE, DANE COUNTY, WISCONSIN

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OVERALL SITE IMPROVEMENT PLAN



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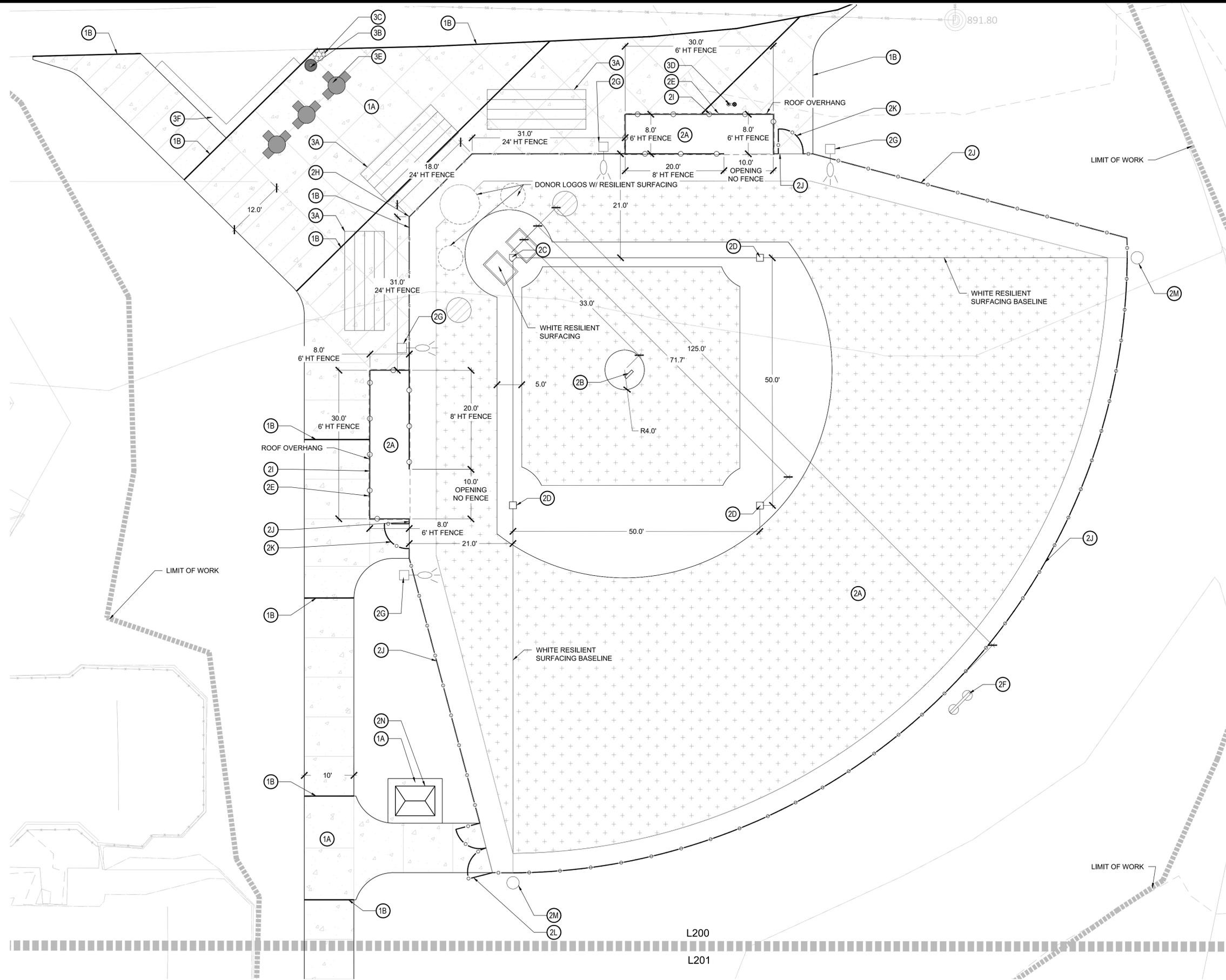
PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD
OVERALL SITE IMPROVEMENT PLAN COTTAGE GROVE, DANE COUNTY, WISCONSIN
SNYDER & ASSOCIATES, INC.

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 Sheet L105

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LAYOUT PLAN CONSTRUCTION NOTES

1. PAVEMENT PROVIDE THE FOLLOWING:
 - A. PCC SIDEWALKS, 6" DEPTH PAVEMENT, CONTRACTOR TO FOLLOW JOINTING PLAN PROVIDED BY LANDSCAPE ARCHITECT. SEE DETAIL 1/L301.
 - B. EXPANSION JOINT. SEE DETAIL 1/L301. INCLUDE EXPANSION JOINT AT ALL AREAS WHERE FENCING ABUTS CONCRETE.
2. MIRACLE FIELD PROVIDE THE FOLLOWING:
 - A. RESILIENT SURFACING: SURFACING TO BE EVERTOP MIRACLE LEAGUE SYSTEM. ACCEPTABLE MANUFACTURER IS SURFACE AMERICA. CONTACT TOM DISCIPIO 800-999-0555 EX. 203 (TDD@SURFACEAMERICA.COM) FOR MORE INFORMATION. INSTALL PER MANUFACTURER'S RECOMMENDATIONS, REQUIREMENTS, AND SPECIFICATIONS. SURFACING COLORS TO BE APPROVED BY OWNER. SEE DETAIL 4/L301.
 - B. PITCHERS MOUND LAYOUT. SEE DETAIL 5/L301.
 - C. HOMEPLATE LAYOUT. SEE DETAIL 6/L301.
 - D. TYPICAL BASE LAYOUT. SEE DETAIL 7/L301.
 - E. 30' X 8' DUGOUT WITH ROOF AND BENCH SEATS. SEE DETAIL 1/L304 & 2/L304.
 - F. SCOREBOARD. SEE SITE UTILITY PLAN AND DETAIL 2/L303.
 - G. LED SPORTS FIELD LIGHT. SEE SITE UTILITY PLAN AND DETAIL 1/L303.
 - H. 24' HT BLACK VINYL COATED BACKSTOP FENCE. SEE DETAIL 3/L302.
 - I. 6-8' HT BLACK VINYL COATED DUGOUT FENCE. SEE DETAIL 5/L302.
 - J. 4' HT BLACK VINYL COATED FENCE AND GATES W/ FENCE FABRIC ON PLAYSIDE AND YELLOW POLY-CAP FENCE TOP PROTECTOR. SEE DETAIL 1/L302.
 - K. 5' W SWING GATE
 - L. 10' W DOUBLE SWING GATE
 - M. 12' FOUL POLE POST. SEE DETAIL 4/L302
 - N. 6'X8' STORAGE SHED. SEE DETAIL 4/L303.
3. SITE AMENITIES PROVIDE THE FOLLOWING:
 - A. BLEACHERS. SEE DETAIL 8/L303.
 - B. TRASH RECEPTACLE. SEE DETAIL 3/L303.
 - C. RECYCLING RECEPTACLE. SEE DETAIL 6/L303.
 - D. DRINKING FOUNTAIN. SEE DETAIL 7/L303.
 - E. ADA ACCESSIBLE TABLE. SEE DETAIL 5/L303.
 - F. WOOD TOP CONCRETE SEATWALL. 2/L301
3. PLANTING LAYOUT- SEE SHEETS L205 & L206

LEGEND

- CONCRETE
- MIRACLE FIELD RESILIENT SURFACING COLOR: GREEN
- MIRACLE FIELD RESILIENT SURFACING COLOR: BROWN
- 24' HT BACKSTOP FENCE
- 6-8' DUGOUT FENCE
- 4' HT FENCE
- EXPANSION JOINT
- SCOREBOARD
- LED SPORTS FIELD LIGHTING
- DRINKING FOUNTAIN
- TRASH RECEPTACLE
- RECYCLING RECEPTACLE
- ADA ACCESSIBLE TABLE
- LIMIT OF WORK
- MATCHLINE

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Project No: 120.0089.30			Sheet L200

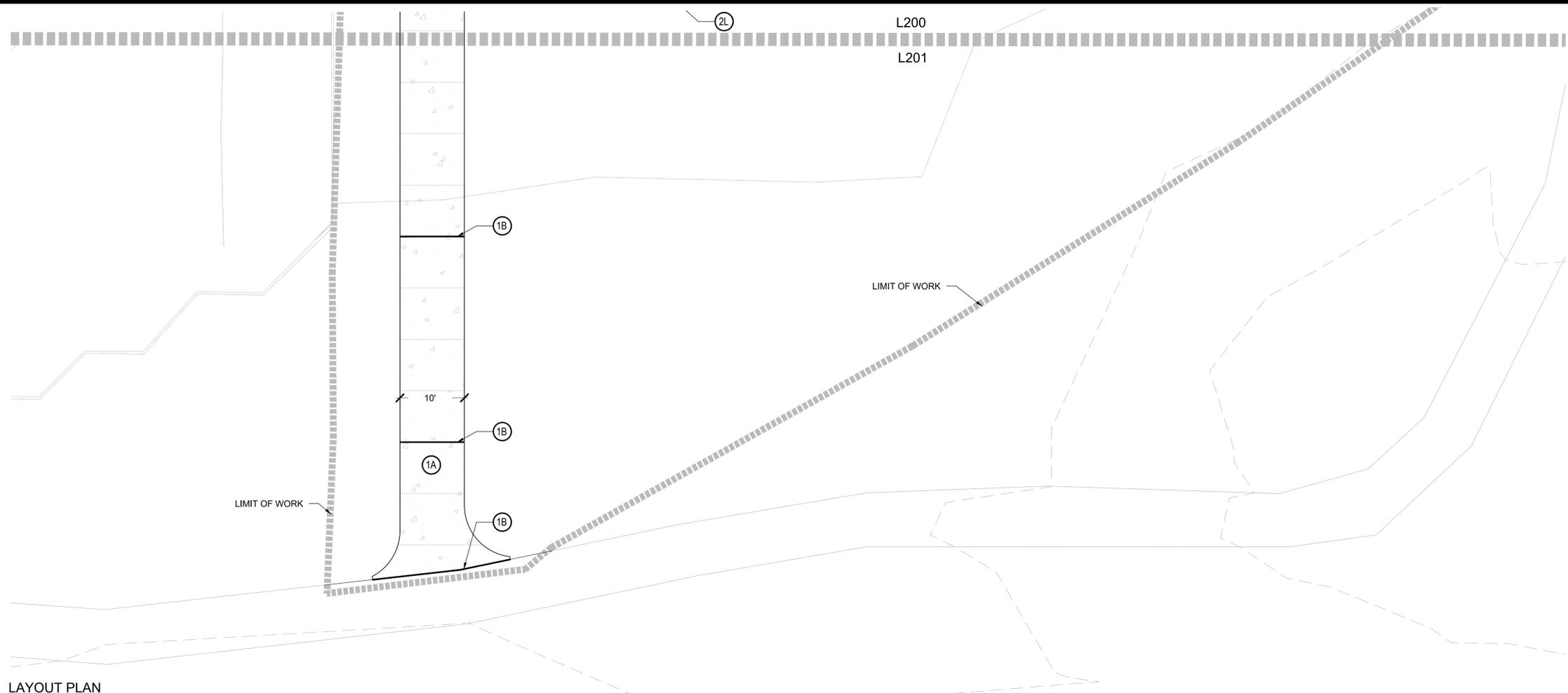
PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD
SITE LAYOUT PLAN
 COTTAGE GROVE, DANE COUNTY, WISCONSIN
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LAYOUT PLAN

L200
L201

NOT FOR CONSTRUCTION



LAYOUT PLAN

LAYOUT PLAN CONSTRUCTION NOTES

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 - A. PCC SIDEWALKS, 6" DEPTH PAVEMENT, CONTRACTOR TO FOLLOW JOINTING PLAN PROVIDED BY LANDSCAPE ARCHITECT. SEE DETAIL 1/L301.
 - B. EXPANSION JOINT. SEE DETAIL 1/L301. INCLUDE EXPANSION JOINT AT ALL AREAS WHERE FENCING ABUTS CONCRETE.
2. MIRACLE FIELD PROVIDE THE FOLLOWING:
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 - C. HOMEPLATE LAYOUT. SEE DETAIL 6/L301.
 - D. TYPICAL BASE LAYOUT. SEE DETAIL 7/L301.
 - E. 30' X 8' DUGOUT WITH ROOF AND BENCH SEATS. SEE DETAIL 1/L304 & 2/L304.
 - F. SCOREBOARD. SEE SITE UTILITY PLAN AND DETAIL 2/L303.
 - G. LED SPORTS FIELD LIGHT, SEE SITE UTILITY PLAN AND DETAIL 1/L303.
 - H. 24' HT BLACK VINYL COATED BACKSTOP FENCE. SEE DETAIL 3/L302.
 - I. 6'-8" HT BLACK VINYL COATED DUGOUT FENCE. SEE DETAIL 5/L302.
 - J. 4' HT BLACK VINYL COATED FENCE AND GATES W/ FENCE FABRIC ON PLAYSIDE AND YELLOW POLY-CAP FENCE TOP PROTECTOR. SEE DETAIL 1/L302.
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 - M. 12' FOUL POLE POST. SEE DETAIL 4/L302
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 - C. RECYCLING RECEPTACLE. SEE DETAIL 6/L303.
 - D. DRINKING FOUNTAIN. SEE DETAIL 7/L303.
 - E. ADA ACCESSIBLE TABLE. SEE DETAIL 5/L303.
 - F. WOOD TOP CONCRETE SEATWALL. 2/L301
3. PLANTING LAYOUT- SEE SHEETS L205 & L206

LEGEND

- CONCRETE
- MIRACLE FIELD RESILIENT SURFACING COLOR: GREEN
- MIRACLE FIELD RESILIENT SURFACING COLOR: BROWN
- 24' HT BACKSTOP FENCE
- 6'-8' DUGOUT FENCE
- 4' HT FENCE
- EXPANSION JOINT
- SCOREBOARD
- LED SPORTS FIELD LIGHTING
- DRINKING FOUNTAIN
- TRASH RECEPTACLE
- RECYCLING RECEPTACLE
- ADA ACCESSIBLE TABLE
- LIMIT OF WORK
- MATCHLINE

NOT FOR CONSTRUCTION

MARK	REVISION	DATE	BY

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 Sheet L201

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GRADING PLAN & EROSION CONTROL PLAN

LEGEND

- SILT FENCE, SEE DETAIL 2/L300.
- 6" PERFORATED PE SUBDRAIN, SEE DETAIL 3/L301.
- LIMIT OF WORK
- MATCHLINE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- HP HIGH POINT
- INV PIPE INVERT, SEE DETAIL 3/L301.
- EXISTING SPOT ELEVATION
- EXISTING STORM STRUCTURE
- EXISTING CATCH BASIN
- INLET PROTECTION, SEE DETAIL 6/L300.
- CONSTRUCTION ENTRANCE

NOTES

1. ALL SILT FENCE MUST BE INSTALLED BY THE CONTRACTOR AND INSPECTED BY THE VILLAGE OF COTTAGE GROVE PRIOR TO ANY SITE WORK.
2. SITE EROSION CONTROL MEASURES MUST BE IN PLACE AT ALL TIMES. SHOULD DEVICES BE REMOVED FOR WORK ACCESS, THEY SHALL BE REINSTALLED AT THE END OF EACH WORK DAY UNTIL PAVEMENTS HAVE BEEN INSTALLED AND ALL LANDSCAPE AREAS HAVE BEEN MULCHED AND SODDED. SEEDED AREAS MUST EXHIBIT MINIMUM OF 70% SOIL COVERAGE.
3. REFER TO THE EROSION CONTROL PLAN NOTES AND DETAILS FOR MORE INFORMATION

CONSTRUCTION SEQUENCE

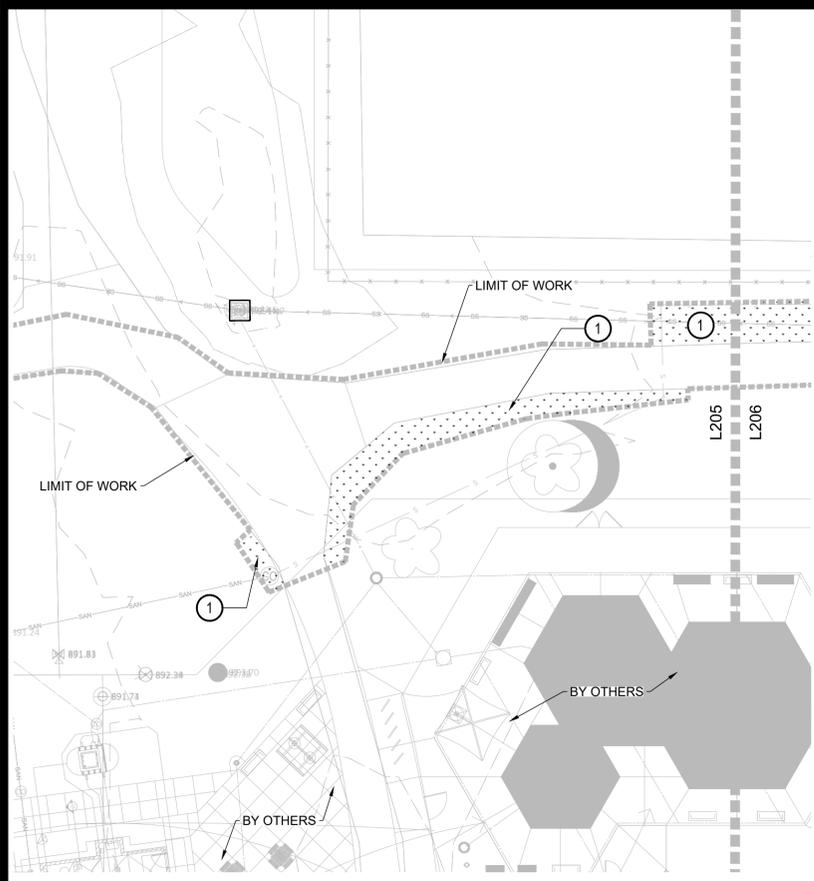
1. INSTALL EROSION SEDIMENT CONTROL MEASURES
2. INSTALL STORM SEWER
3. INSTALL STRUCTURES
4. INSTALL PAVEMENTS
5. INSTALL LAWN/LANDSCAPE
6. FLUSH STORM SEWER
7. REMOVE EROSION CONTROL MEASURES ONLY AFTER ALL PAVEMENTS HAVE BEEN INSTALLED
8. ALL SOILS HAVE BEEN STABILIZED

MARK	REVISION	DATE	BY
Engineer: ENGR	Checked By:	Scale: 1" = AS SHOWN	T-TN-RRW/SS
Technician: TECH	Date: 02-26-2020		
Project No: 120.0089.30			Sheet L202

PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD
GRADING & EROSION CONTROL PLAN COTTAGE GROVE, DANE COUNTY, WISCONSIN
SNYDER & ASSOCIATES, INC. |
 5010 VOGES ROAD
 MADISON, WISCONSIN 53718
 608-838-0444 | www.snyder-associates.com



NOT FOR CONSTRUCTION



PLANTING PLAN

PLANT SCHEDULE		
QTY	KEY	COMMON NAME
CANOPY TREES		
	RO	NORTHERN RED OAK
	SM	SIENNA GLEN MAPLE
ORNAMENTAL TREES		
	MP	PRAIRIFIRE CRABAPPLE
DECIDUOUS SHRUBS		
5'-7' SPREAD		
	SH	SMOOTH HYDRANGEA
	RD	ARCTIC FIRE DOGWOOD
	NB	LITTLE DEVIL NINEBARK
7' + SPREAD		
	RA	GRO LO SUMAC
	VB	BURKWOOD VIBURNUM
EVERGREEN SHRUBS		
5'-7' SPREAD		
	JV	GREY OWL JUNIPER
ORNAMENTAL GRASSES		
	PD	PRAIRIE DROPSEED
	LB	LITTLE BLUESTEM
	PS	SHENANDOAH SWITCH GRASS

LANDSCAPE LEGEND

- SOD, REFER TO CONSTRUCTION NOTES FOR TYPE
- ROCK MULCH, REFER TO CONSTRUCTION FOR TYPE
- SHRUB BED WITH HARDWOOD MULCH (DOES NOT INCLUDE STAND-ALONE TREES OUTSIDE SHRUB BED AREAS), REFER TO CONSTRUCTION NOTES FOR TYPE
- SPADE CUT EDGER AT 4" DEPTH
- LIMIT OF WORK
- MATCHLINE
- DECIDUOUS CANOPY TREE
- LARGE DECIDUOUS ORNAMENTAL TREE
- DECIDUOUS SHRUBS
- ORNAMENTAL GRASSES
- LANDSCAPE BOULDERS

LANDSCAPE CONSTRUCTION NOTES

- BADGER BLEND SOD PROVIDED BY PAUL'S TURF & TREE NURSERY (608.655.3600) OR APPROVED EQUAL.
- ROCK MULCH SHALL BE 2 1/2" BIG JOHN'S RIVER ROCK PROVIDED BY MIDWEST DECORATIVE STONE & LANDSCAPE SUPPLY (608.273.9787) OR APPROVED EQUAL. SUBMIT PHOTO SAMPLES PRIOR TO PURCHASE.
- PROVIDE 3" DEPTH SHREDDED HARDWOOD MULCH AROUND ALL STAND-ALONE TREES TO A MIN. 3-FOOT PERIMETER, AND IN ALL AREAS NOTED ON PLANS OVER GEO-TEXTILE WEED CONTROL FABRIC. NO WEED CONTROL FABRIC IS REQUIRED IN GROUND COVER OR PERENNIAL AREAS. MULCHED LANDSCAPE BEDS SHALL HAVE A SPADED VERTICAL EDGE WHEN PERIMETER IS NOT CONCRETE CURB.
- AQUA BLUE BOULDERS MINIMUM SIZE 3' X 3' X 3' PROVIDED BY MIDWEST DECORATIVE STONE & LANDSCAPE SUPPLY (608.273.9787) OR APPROVED EQUAL. SUBMIT PHOTO SAMPLES PRIOR TO PURCHASE. RE: DETAIL 4/L300 FOR INSTALL
- MULCHED LANDSCAPE BEDS SHALL HAVE A SPADED VERTICAL EDGE AT 4" DEPTH WHEN PERIMETER IS NOT CONCRETE SIDEWALK OR CURB.
- REFER TO CONSTRUCTION SEQUENCE FOR NOTES REGARDING SITE RESTORATION.

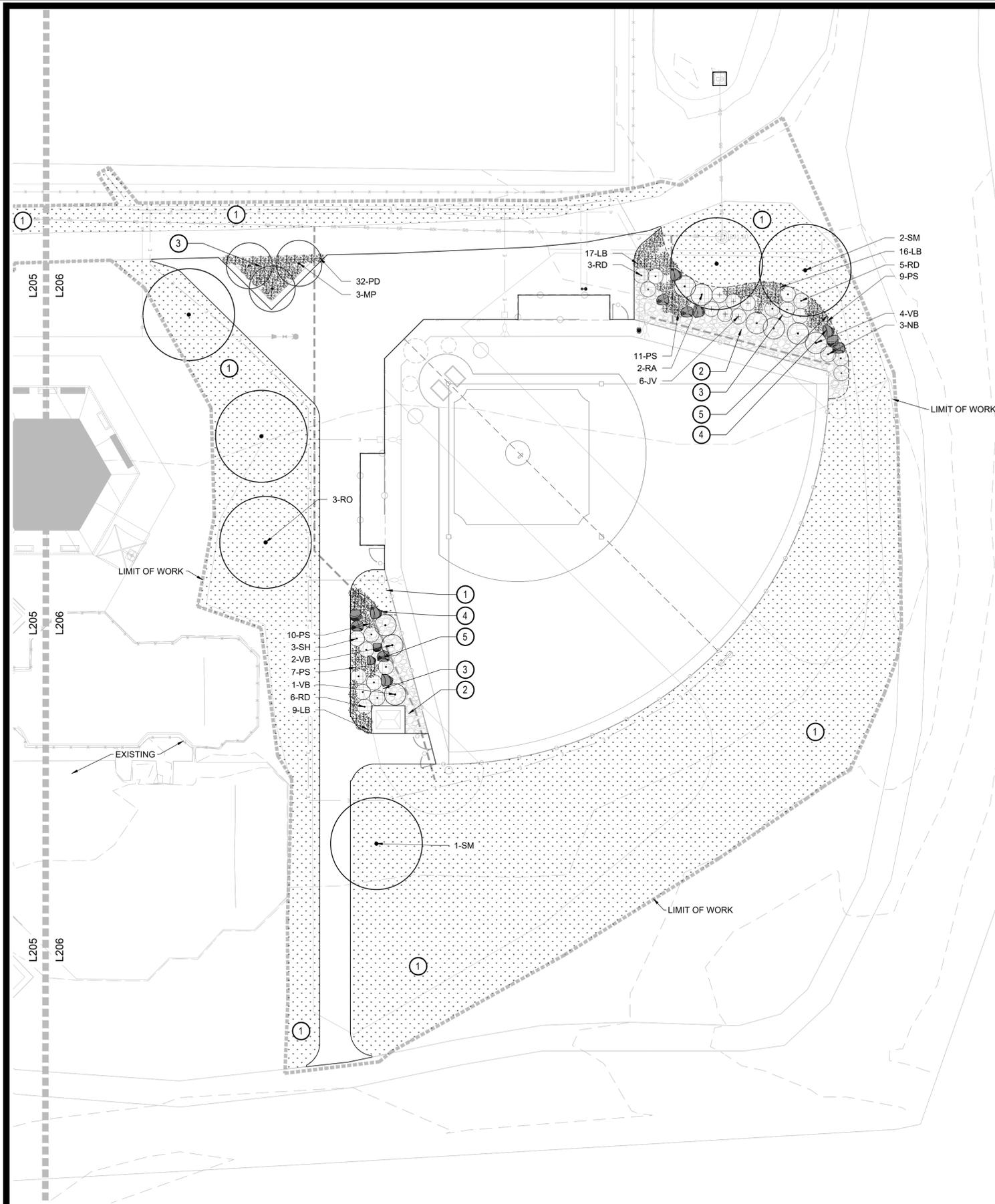
MARK	REVISION	DATE	BY

Engineer: ENGR Checked By: CHKD Scale: 1" = AS SHOWN
 Technician: TECH Date: 02-26-2020 T-R-S: TTN-RRW-SS
 Project No: 120.0089.30

PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD
 COTTAGE GROVE, DANE COUNTY, WISCONSIN
PLANTING PLAN
SNYDER & ASSOCIATES, INC.
 5010 VOGES ROAD
 MADISON, WISCONSIN 53718
 608-838-0444 | www.snyder-associates.com



NOT FOR CONSTRUCTION



PLANT SCHEDULE		
QTY	KEY	COMMON NAME
CANOPY TREES		
	RO	NORTHERN RED OAK
	SM	SIENNA GLEN MAPLE
ORNAMENTAL TREES		
	MP	PRAIRIFIRE CRABAPPLE
DECIDUOUS SHRUBS		
5'-7' SPREAD		
	SH	SMOOTH HYDRANGEA
	RD	ARCTIC FIRE DOGWOOD
	NB	LITTLE DEVIL NINEBARK
7' + SPREAD		
	RA	GRO LO SUMAC
	VB	BURKWOOD VIBURNUM
EVERGREEN SHRUBS		
5'-7' SPREAD		
	JV	GREY OWL JUNIPER
ORNAMENTAL GRASSES		
	PD	PRAIRIE DROPSEED
	LB	LITTLE BLUESTEM
	PS	SHENANDOAH SWITCH GRASS

LANDSCAPE LEGEND

- SOD, REFER TO CONSTRUCTION NOTES FOR TYPE
- ROCK MULCH, REFER TO CONSTRUCTION FOR TYPE
- SHRUB BED WITH HARDWOOD MULCH (DOES NOT INCLUDE STAND-ALONE TREES OUTSIDE SHRUB BED AREAS), REFER TO CONSTRUCTION NOTES FOR TYPE
- SPADE CUT EDGER AT 4" DEPTH
- LIMIT OF WORK
- MATCHLINE
- DECIDUOUS CANOPY TREE
- LARGE DECIDUOUS ORNAMENTAL TREE
- DECIDUOUS SHRUBS
- ORNAMENTAL GRASSES
- LANDSCAPE BOULDERS

- ### LANDSCAPE CONSTRUCTION NOTES
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 - REFER TO CONSTRUCTION SEQUENCE FOR NOTES REGARDING SITE RESTORATION.

PLANTING PLAN

NOT FOR CONSTRUCTION

MARK	REVISION	DATE	BY	Scale: 1" = AS SHOWN	TFR-S: TTN-RRW-SS	Sheet L206	
Engineer: ENGR	Checked By: CHKD	Date: 02-26-2020				Project No: 120.0089.30	
Technician: TECH						www.snyder-associates.com	

PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD

PLANTING PLAN

COTTAGE GROVE, DANE COUNTY, WISCONSIN

SNYDER & ASSOCIATES, INC.

SNYDER & ASSOCIATES

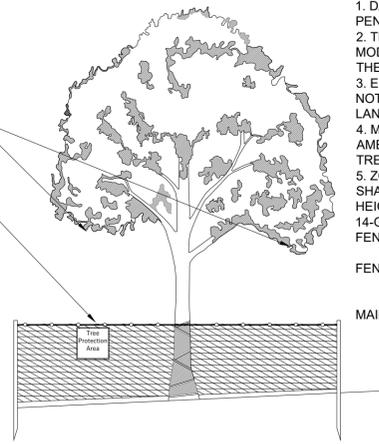
Project No: 120.0089.30
Sheet L206

TREE PROTECTION AREA
THE AREA INSIDE A PERIMETER ESTABLISHED AT THE CRITICAL ROOT ZONE (CRZ). THE CRZ IS EQUAL TO THE DRIPLINE, FURTHEST EXTENT OF TREE CANOPY, OR IS EQUAL TO ONE FOOT RADIALLY FROM THE TREE FOR EVERY ONE INCH OF TRUNK DIAMETER AT BREST HEIGHT (DBH = 4.5' ABOVE SOIL LINE), OR WHICHEVER IS GREATER.

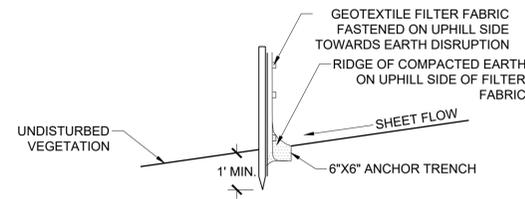
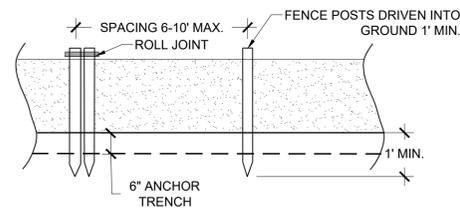
ZONE 2
LOWER CANOPY PROTECTION CONTACT LANDSCAPE ARCHITECT IF ANY PRUNING IS NEEDED PRIOR TO WORK IF POTENTIAL FOR DAMAGE EXISTS.

ZONE 1
DENOTES PERIMETER OF TREE PROTECTION AREA. THE FOLLOWING MUST BE AUTHORIZED BY A REGISTERED LANDSCAPE ARCHITECT PRIOR TO WORK COMMENCEMENT: ANY DIGGING, EXCAVATING, TRENCHING, CHANGING OF GRADE, OR OTHER ACTIONS THAT MAY POTENTIALLY IMPACT THE ROOTING ENVIRONMENT. WORK WITHIN THE CRZ MUST TAKE PLACE IN ACCORDANCE WITH THE CONDITIONS ESTABLISHED BY THE LANDSCAPE ARCHITECT.

ZONE 3
REQUIRED IF CONSTRUCTION OCCURS WITHIN TEN FEET OR LESS (PERMITTED INSIDE THE CRZ ONLY IF EQUIPMENT IS OPERATED EXCLUSIVELY ON EXISTING HARDSCAPE AND NO SOIL COMPACTION TAKES PLACE).



- NOTES:**
- DAMAGE TO PROTECTED TREES IS SUBJECT TO PENALTY.
 - THE TREE PROTECTION AREA SHALL NOT BE MODIFIED OR REMOVED PRIOR TO CONSENT OF THE LANDSCAPE ARCHITECT.
 - ENTRANCE TO THE TREE PROTECTION AREA IS NOT PERMITTED WITHOUT CONSENT OF THE LANDSCAPE ARCHITECT.
 - MATERIALS, DEBRIS, EQUIPMENT, AND SITE AMENITIES SHALL NOT BE STORED WITHIN THE TREE PROTECTION AREA.
 - ZONE ONE TREE PROTECTION AREA FENCING SHALL BE "ORANGE SAFETY FENCING," MIN. 48" IN HEIGHT, TOP SECURED TO METAL T-POSTS WITH 14-GAUGE WIRE WOVEN THROUGH TOP OF FENCING FOR ENTIRE LENGTH.
 - T-POSTS SHALL BE PLACED SO THAT WIRE & FENCE ARE TAUT.
 - CHAIN LINK FENCING IS ALSO ACCEPTABLE.
 - "TREE PROTECTION AREA" SIGNS SHALL BE MAINTAINED IN THE CONDITION.

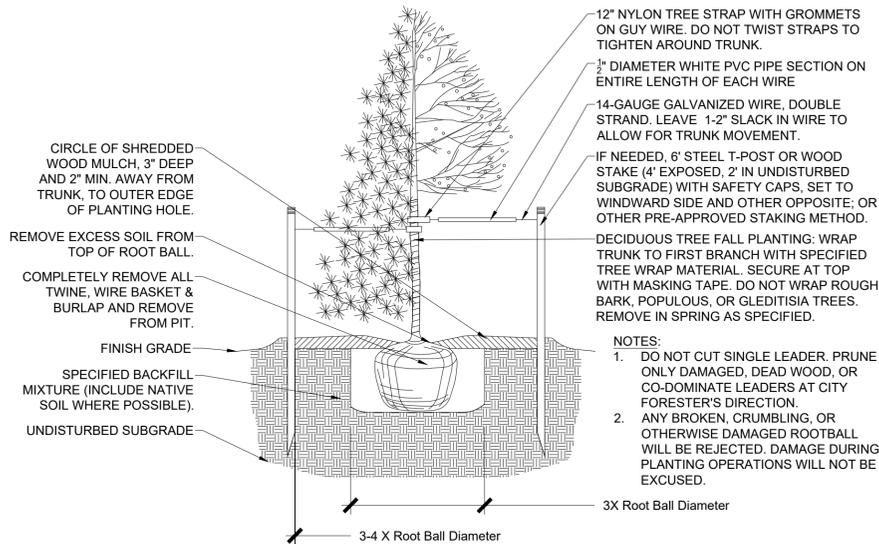


1 TREE PRESERVATION

NO SCALE

2 SILT FENCE

SCALE: 3/4" = 1'-0"



3' X 3' X 3' MINIMUM SIZE AQUA BLUE BOULDERS BY MIDWEST STONE OR APPROVED EQUAL CONTRACTOR SHALL SUBMIT SMALL SAMPLE OR PHOTOS FOR APPROVAL.

SPECIFIED LANDSCAPE MATERIAL, REFER TO LANDSCAPE PLAN

AMENDED TOPSOIL

PARTIALLY BURIED BOULDER FOR NATURAL APPEARANCE

- NOTES:**
- DO NOT CUT SINGLE LEADER, PRUNE ONLY DAMAGED, DEAD WOOD, OR CO-DOMINATE LEADERS AT CITY FORESTER'S DIRECTION.
 - ANY BROKEN, CRUMBLING, OR OTHERWISE DAMAGED ROOTBALL WILL BE REJECTED. DAMAGE DURING PLANTING OPERATIONS WILL NOT BE EXCUSED.

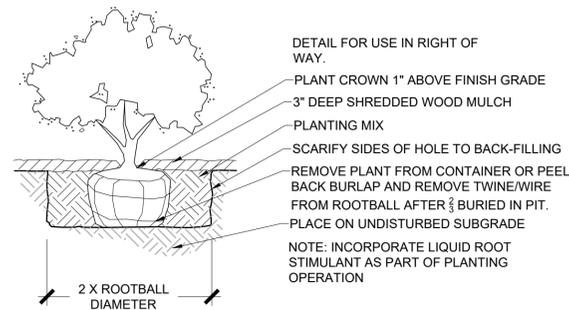
- NOTES:**
- REFER TO PLANS FOR LOCATIONS.
 - LANDSCAPE ARCHITECT TO FIELD VERIFY LOCATIONS AND QUANTITY PRIOR TO FINAL INSTALLATION.
 - SUPPLIER CONTACT INFO: MIDWEST STONE & LANDSCAPE SUPPLY (608.273.9787)

3 TREE PLANTING

SCALE: 1/2" = 1'-0"

4 BOULDER - FREE STANDING

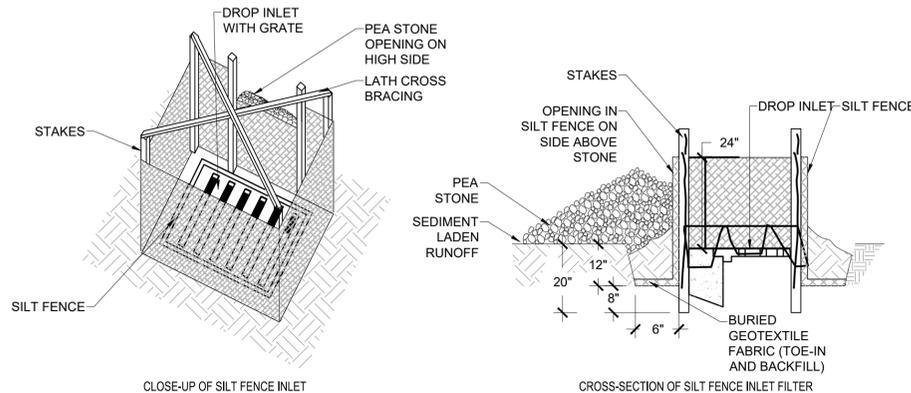
SCALE: 3/4" = 1'-0"



5 SHRUB PLANTING

SCALE: 1/2" = 1'-0"

6 INLET PROTECTION - FABRIC FENCE



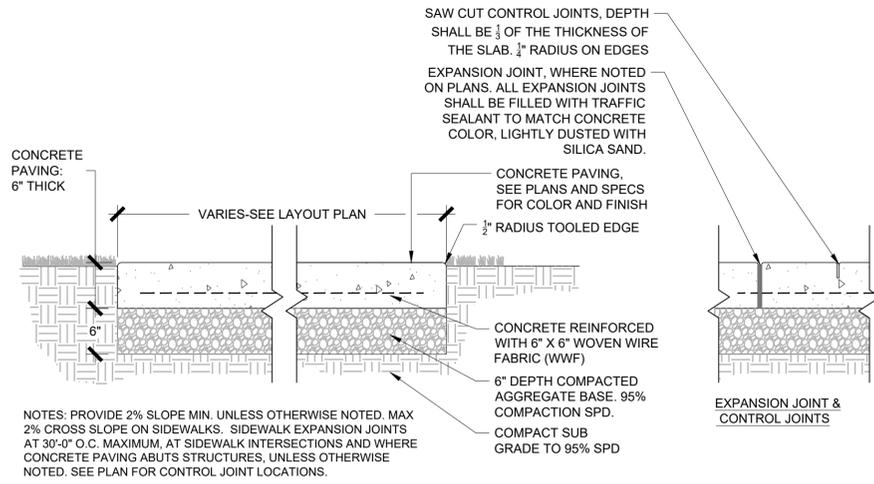
NOT FOR CONSTRUCTION

PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD
LANDSCAPE DETAILS
COTTAGE GROVE, DANE COUNTY, WISCONSIN
SNYDER & ASSOCIATES, INC. | 5010 VOGES ROAD, MADISON, WISCONSIN 53718, 608-838-0444 | www.snyder-associates.com

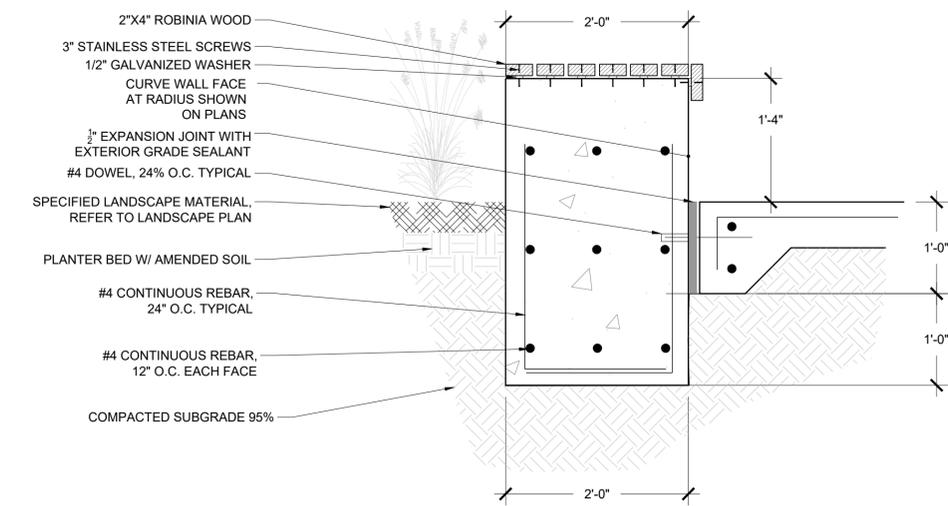


Project No: 120.0089.30
SCALE: 1/2" = 1'-0"
Sheet L300

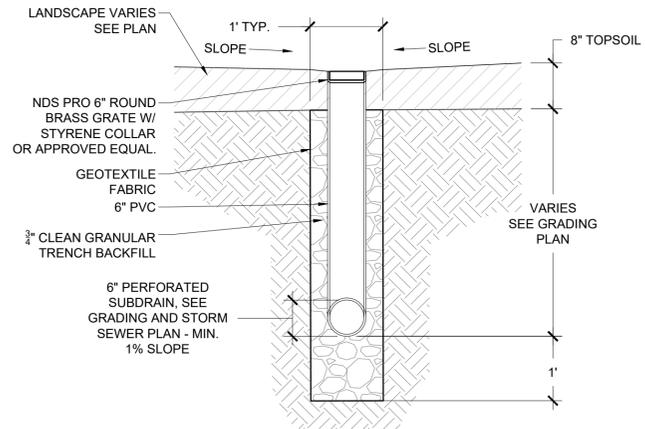
MARK	ENGR	Checked By: CHKD	Date: 02-26-2020	Scale: 1" = AS SHOWN	Scale: 1" = AS SHOWN
REVISION	TECH	Technician: TECH		T-R-S: TTN-RRW-SS	
DATE	BY				
					Project No: 120.0089.30
					Sheet L300



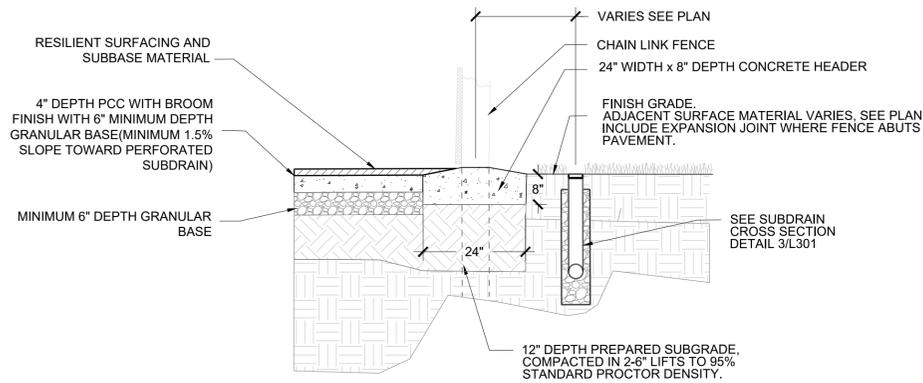
1 CONCRETE PAVING SCALE: 1" = 1'-0"



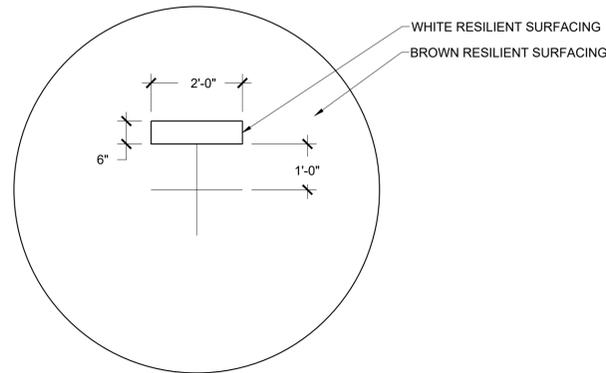
2 WOOD TOP CONCRETE SEATWALL SCALE: 1" = 1'-0"



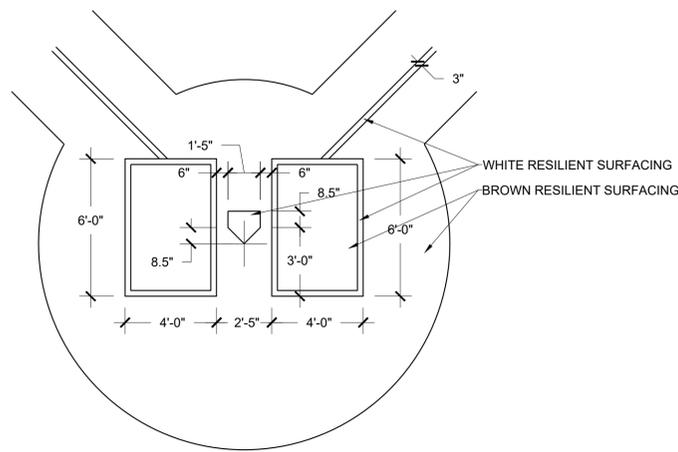
3 SUBDRAIN CROSS SECTION DETAIL SCALE: 3/4" = 1'-0"



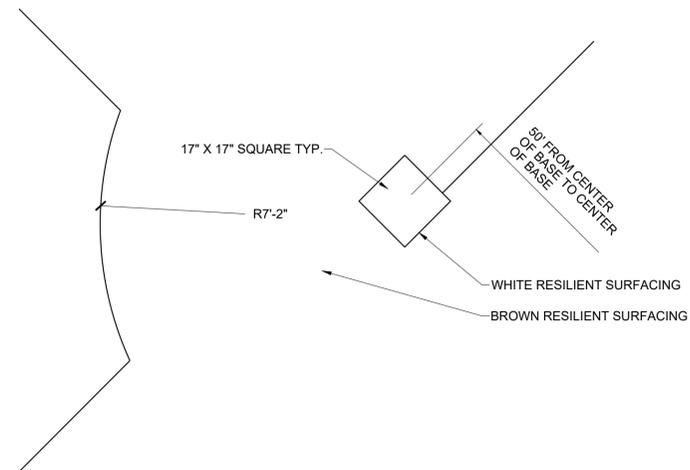
4 RESILIENT SURFACING AND CONCRETE HEADER SCALE: 1/2" = 1'-0"



5 PITCHING MOUND LAYOUT SCALE: 1/2" = 1'-0"



6 HOMEPLATE LAYOUT SCALE: 1/4" = 1'-0"



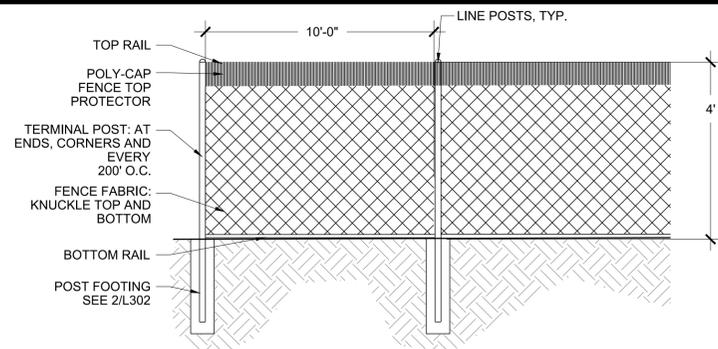
7 TYPICAL BASE LAYOUT SCALE: 1/2" = 1'-0"

NOT FOR CONSTRUCTION

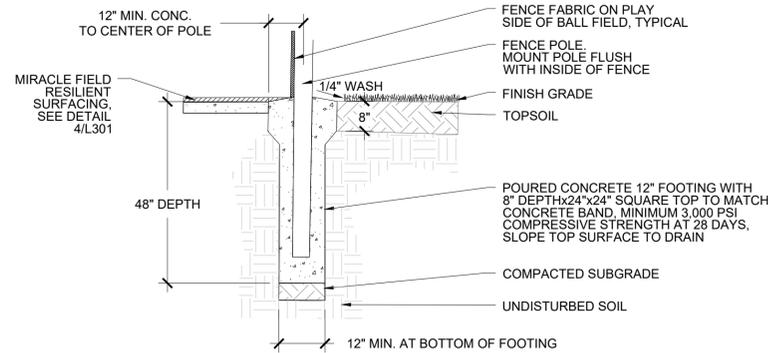
MARK	REVISION	DATE	BY
ENGR	Checked By: CHKD	02-26-2020	AS SHOWN
TECH	Technician: TECH		T-R-S: TTN-RRW-SS
Project No: 120.0089.30			Sheet L301

PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD
SITE DETAILS
 COTTAGE GROVE, DANE COUNTY, WISCONSIN
SNYDER & ASSOCIATES, INC.
 5010 VOGES ROAD
 MADISON, WISCONSIN 53718
 608-838-0444 | www.snyder-associates.com





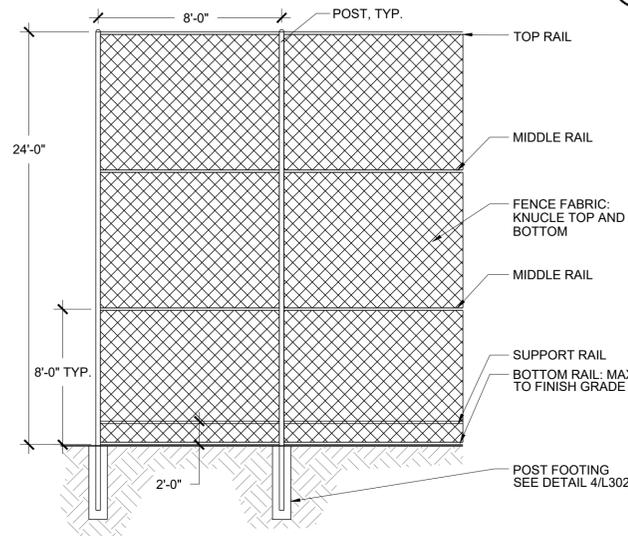
- NOTES:
- FENCE TO BE BLACK VINYL COATED MESH WITH BLACK POWDER COAT FINISH ON ALL POSTS, POST TOPS, AND RAILS
 - END & CORNER POSTS: 3" O.D., SCH. 40 GALVANIZED PIPE W/ BLACK POWDER COAT FINISH
 - LINE POSTS: 2 1/2" O.D.
 - POST TOPS: HEAVY MALLEABLE IRON OR ALUMINUM SAND CASTINGS. FITTING OVER TOP AND OUTSIDE OF POST. WHEN APPLICABLE, PROVIDE WITH MEANS OF PASSING OR SUPPORTING TOP RAIL. POST TOPS SHALL BE BLACK POWDER COAT FINISH.
 - POST SPACING: 10' O.C. MAXIMUM, UNLESS OTHERWISE APPROVED.
 - CONCRETE FOOTINGS: SEE DETAIL 13/L302
 - TOP RAIL: 1 5/8" O.D. GALVANIZED PIPE W/ BLACK POWDER COAT FINISH
 - BOTTOM RAIL: 1 5/8" O.D. GALVANIZED PIPE WITH BLACK POWDER COAT FINISH
 - BRACING: 1 5/8" O.D., AT ALL END AND CORNER POSTS
 - FABRIC: USE 2" MESH NO. 9 W&M GAUGE STEEL WIRE.



- NOTES:
- CONNECT RAILINGS TO POSTS W/ ALL APPLICABLE HARDWARE.
 - PROVIDE EXPANSION JOINTS WHERE POST FOOTING ABUTS ADJACENT CONCRETE SIDEWALK OR 8" DEPTH CONCRETE HEADER.

1 4' HT. FENCE

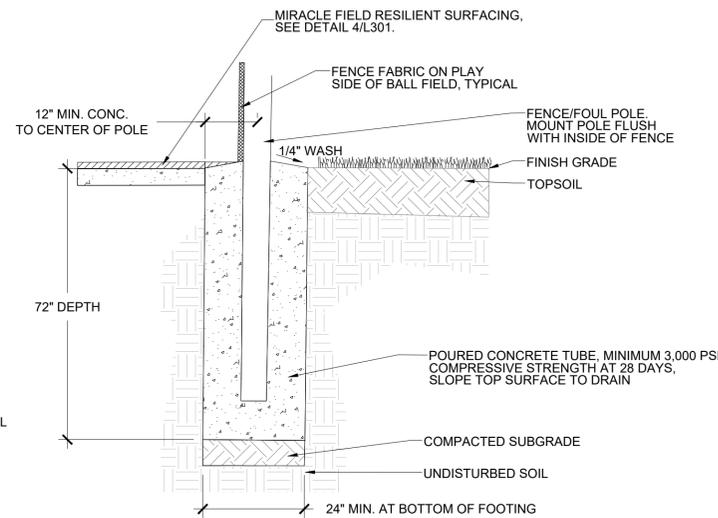
SCALE: 1/4" = 1'-0"



- NOTES:
- FENCE TO BE BLACK VINYL COATED MESH WITH BLACK POWDER COAT FINISH ON ALL POSTS, POST TOPS, AND RAILS.
 - POSTS: 6 5/8" O.D., SCH. 40 GALVANIZED PIPE WITH BLACK POWDER COAT FINISH
 - POST TOPS: HEAVY MALLEABLE IRON OR ALUMINUM SAND CASTINGS. FITTING OVER TOP AND OUTSIDE OF POST. POST TOPS SHALL BE BLACK POWDER COAT FINISH.
 - POST SPACING: 8' O.C. MAXIMUM, UNLESS OTHERWISE APPROVED.
 - CONCRETE FOOTINGS: 24" DIA./72" DEPTH
 - TOP RAIL: 1 5/8" O.D.
 - MIDDLE RAIL: 1 5/8" O.D.
 - SUPPORT RAIL: 1 5/8" O.D.
 - BOTTOM RAIL: 1 5/8" O.D.
 - FABRIC: USE 2" MESH NO. 9 W&M GAUGE STEEL WIRE.

4 POST FOOTING SECTION FOR BACKSTOP FENCE AND FOUL POLES

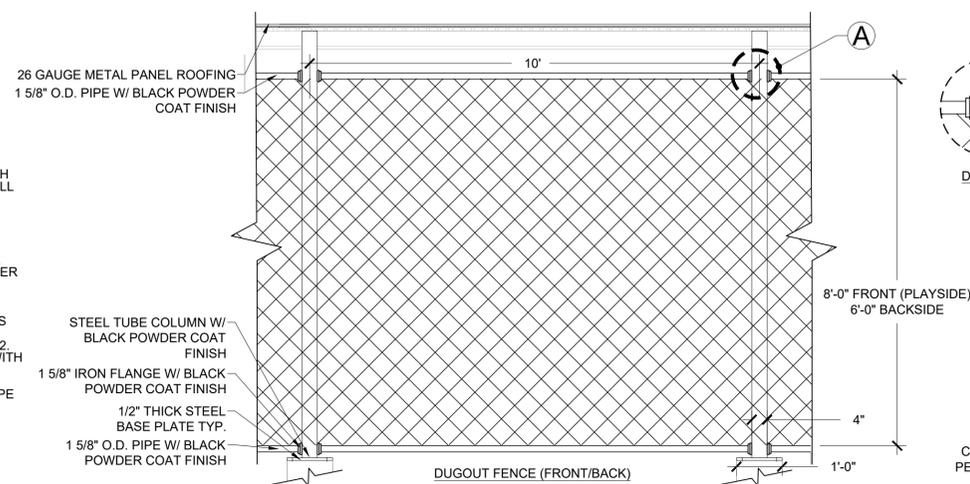
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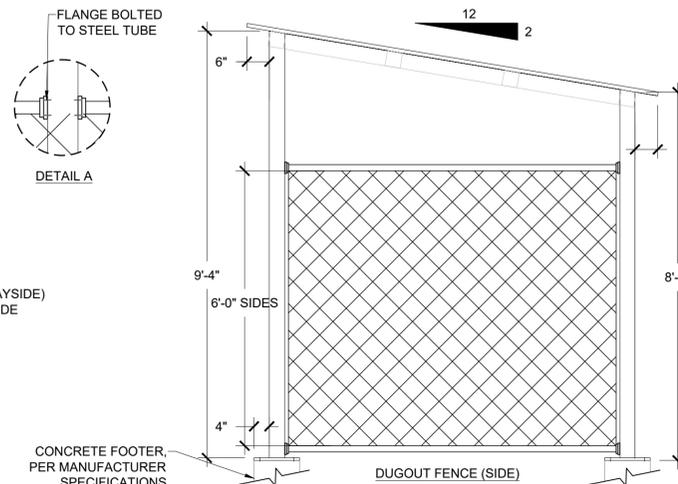
- NOTES:
- CONNECT RAILINGS TO POSTS AND FOUL POLE W/ ALL APPLICABLE HARDWARE.
 - PROVIDE EXPANSION JOINTS WHERE POST FOOTING ABUTS ADJACENT CONCRETE SIDEWALK OR 8" DEPTH CONCRETE HEADER.

3 BACKSTOP FENCE

SCALE: 3/16" = 1'-0"



- NOTES:
- FENCE TO BE BLACK VINYL COATED MESH WITH BLACK POWDER COAT FINISH ON ALL POSTS, POST TOPS, AND RAILS.
 - END & CORNER POSTS: 3" O.D., SCH. 40 GALVANIZED PIPE WITH BLACK POWDER COAT FINISH.
 - LINE POSTS: 2 1/2" O.D.
 - POST TOPS: HEAVY MALLEABLE IRON OR ALUMINUM SAND CASTINGS. FITTING OVER TOP AND OUTSIDE OF POST. WHEN APPLICABLE, PROVIDE WITH MEANS OF PASSING OR SUPPORTING TOP RAIL.
 - POST SPACING: 8' O.C. MAXIMUM, UNLESS OTHERWISE APPROVED.
 - CONCRETE FOOTINGS: SEE DETAIL 4/L302.
 - TOP RAIL: 1 5/8" O.D. GALVANIZED PIPE WITH BLACK POWDER COAT FINISH.
 - MIDDLE RAIL: 1 5/8" O.D.
 - BOTTOM RAIL: 1 5/8" O.D. GALVANIZED PIPE WITH BLACK POWDER COAT FINISH.
 - BRACING: 1 5/8" O.D., AT ALL END AND CORNER POSTS
 - FABRIC: USE 2" MESH NO. 9 W&M GAUGE STEEL WIRE.



5 DUGOUT FENCE ELEVATIONS 6-8" FENCE

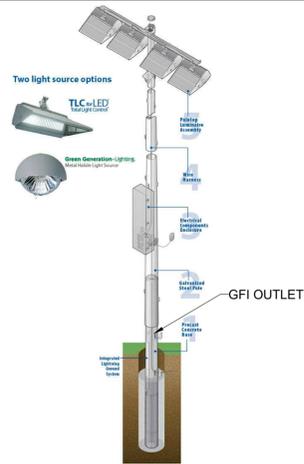
SCALE: 1/2" = 1'-0"

NOT FOR CONSTRUCTION

MARK	ENGR	Checked By: CHKD	Date: 02-26-2020
REVISION	DATE	BY	Scale: 1" = AS SHOWN
T-R-S	TTN-RRW-SS		
Project No: 120.0089.30			Sheet L302

PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD
 COTTAGE GROVE, DANE COUNTY, WISCONSIN
 SNYDER & ASSOCIATES, INC. |
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 608-838-0444 | www.snyder-associates.com





MANUFACTURE: MUSCO
 MODEL: LED SPORTS FIELD LIGHT WITH TOTAL LIGHT CONTROL SYSTEM
 SIZE: 60' MOUNTING HT
 CONTACT: WWW.MUSCO.COM, 800.825.6030

1 SPORTS FIELD LIGHT

NO SCALE



MANUFACTURE: DAKTRONICS
 MODEL NO: MS2025 OR APPROVED EQUAL.
 COLOR: BLUE
 DISPLAY SIZE: 3'-6" H x 6' W x 8" D
 COLUMN SIZE: 15" H ABOVE GRADE
 CONTACT: WWW.DAKTRONICS.COM, 800.325.8766

2 SCOREBOARD

NO SCALE



MANUFACTURE: THOMAS STEELE
 MODEL NO: CHTR-32 W/ SIDE OPENING DOOR
 COLOR: E-STEEL E GUNMETAL
 CONTACT: WWW.THOMAS-STEELE.COM, 800.448.7931

3 TRASH CAN

NO SCALE



MANUFACTURE: DURA MAX BUILDING PRODUCTS
 MODEL NO: 50371 PENT ROOF WITH FRONT WALL SKYLIGHT OR APPROVED EQUAL.
 SIZE: 8' X 6'
 COLOR: LIGHT GREY WITH OFF WHITE TRIM
 CONTACT: WWW.DURAMAXBP.COM 800.483.4674

4 STORAGE SHED

NO SCALE



MANUFACTURE: THOMAS STEELE
 MODEL: LAT3B
 COLOR: E-STEEL E GUNMETAL
 CONTACT: WWW.THOMAS-STEELE.COM, 800.448.7931

5 TABLE

NO SCALE



MANUFACTURE: THOMAS STEELE
 MODEL NO: CHTR-32 W/ SIDE OPENING DOOR & RECYCLE LID
 COLOR: E-STEEL E GUNMETAL
 CONTACT: WWW.THOMAS-STEELE.COM, 800.448.7931

6 RECYCLE CAN

NO SCALE



MANUFACTURE: MOST DEPENDABLE
 MODEL NO: 440 SM OR APPROVED EQUAL.
 COLOR: BLACK
 CONTACT: WWW.MOSTDEPENDABLE.COM, 901.867.0039

7 DRINKING FOUNTAIN

NO SCALE



MANUFACTURE: BEACON ATHLETICS
 MODEL: ECONOMY ALUMINUM BLEACHERS OR APPROVED EQUAL.
 ROWS: 4
 LENGTH: 21'
 FOOT PLANK: 10" SINGLE
 COLOR: UNPAINTED ALUMINUM
 CONTACT: WWW.BLEACHERS.NET, 888.568.9064

8 BLEACHERS

NO SCALE

MARK	REVISION	DATE	BY
Engineer: ENGR	Checked By: CHKD	Scale: 1" = AS SHOWN	T-R-S: TTN-RRW-SS
Technician: TECH	Date: 02-26-2020		
Project No: 120.0089.30			Sheet L303

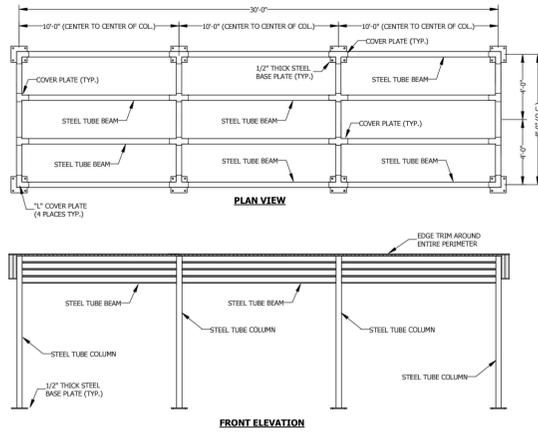
PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD
 COTTAGE GROVE, DANE COUNTY, WISCONSIN
 SITE DETAILS
 SNYDER & ASSOCIATES, INC. |
 5010 VOGES ROAD
 MADISON, WISCONSIN 53718
 608-838-0444 | www.snyder-associates.com



Project No: 120.0089.30

Sheet L303

NOT FOR CONSTRUCTION



MANUFACTURE: BEACON ATHLETICS
 MODEL NO: ST830N OR APPROVED EQUAL.
 SIZE: 8' X 30'
 COLOR: BLACK POWDER COAT WITH ORANGE METAL ROOF. SUBMIT
 ROOF COLOR TO LANDSCAPE ARCHITECTURE FOR APPROVAL.
 CONTACT: WWW.BEACONATHLETICS.COM, 800.747.5985

1 DUGOUT NO SCALE



MANUFACTURE: BEACON ATHLETICS
 MODEL: PLAYER BENCH WITH STORAGE SHELF OR APPROVED EQUAL.
 SIZE: 15'
 COLOR: UNPAINTED ALUMINUM
 CONTACT: WWW.BEACONATHLETICS.COM, 800.747.5985

2 DUGOUT BENCH NO SCALE

MARK	REVISION	DATE	BY
Engineer: ENGR	Checked By: CHKD	Date: 02-26-2020	Scale: 1" = AS SHOWN
Technician: TECH	Date: 02-26-2020	T-R-S; TTN-RRW-SS	
Project No: 120.0089.30			Sheet L304

PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD

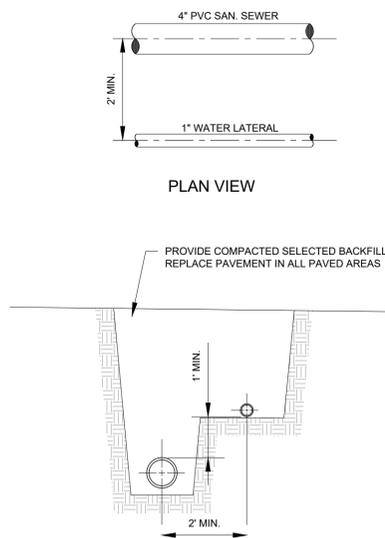
SITE DETAILS COTTAGE GROVE, DANE COUNTY, WISCONSIN

SNYDER & ASSOCIATES, INC.

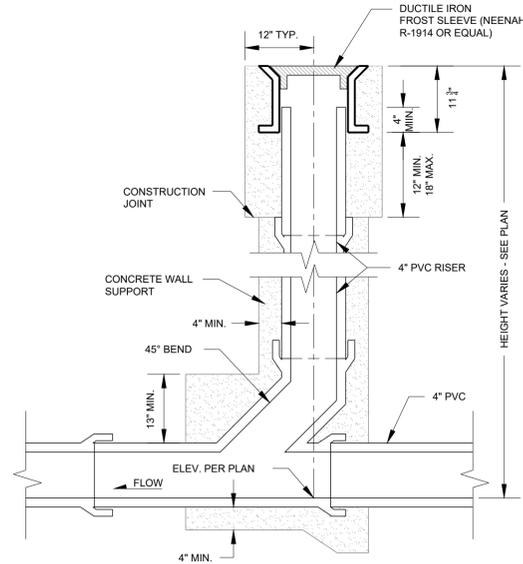
5010 VOGES ROAD
 MADISON, WISCONSIN 53718
 608-838-0444 | www.snyder-associates.com



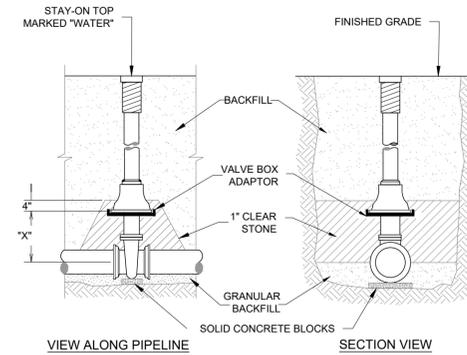
NOT FOR CONSTRUCTION



1 SEWER AND WATER JOINT TRENCH DETAIL SCALE: NTS

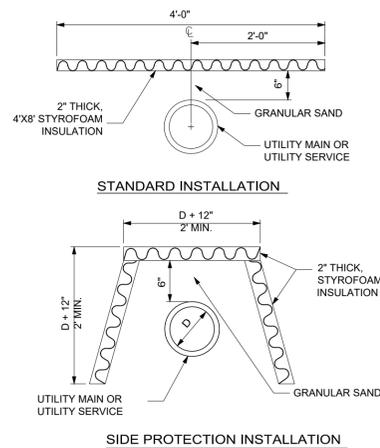


2 SANITARY SEWER CLEANOUT DETAIL SCALE: NTS



NOTES:
 - SOLID CONCRETE BLOCKS SHALL BE USED. HARDWOOD BLOCKS ARE PROHIBITED.
 - VALVES SHALL BE SECURED WITH RODDING OR MEGALUGS TO THE NEAREST "TEE" FITTING OR TO THE FIRST JOINT CONNECTING A FULL SECTION OF WATER MAIN PIPE.

3 WATER VALVE DETAIL SCALE: NTS



GENERAL NOTES:
 1. THE SIDE PROTECTION INSTALLATION SHALL BE USED WHERE FROST WILL PENETRATE BELOW THE PIPE INVERT.

4 SEWER INSULATION DETAIL SCALE: NTS

MARK	REVISION	DATE	BY
Engineer: ENGR	Checked By: CHKD	Date: 02-26-2020	Scale: 1" = AS SHOWN
Technician: TECH			T-R-S: TTN-RRW-SS
Project No: 120.0089.30			Sheet L305

PHOEBE BAKKEN MEMORIAL PARK - MIRACLE FIELD
 UTILITY DETAILS
 COTTAGE GROVE, DANE COUNTY, WISCONSIN
SNYDER & ASSOCIATES, INC.
 5010 VOGES ROAD
 MADISON, WISCONSIN 53718
 608-838-0444 | www.snyder-associates.com



NOT FOR CONSTRUCTION

Exhibit 'C'

Lighting Plan

Bakken Park Miracle Field

Cottage Grove, WI

Lighting System

Pole / Fixture Summary						
Pole ID	Pole Height	Mtg Height	Fixture Qty	Luminaire Type	Load	Circuit
A1-A2	60'	60'	4	TLC-LED-1200	4.68 kW	A
		16'	1	TLC-BT-575	0.58 kW	A
2			10		10.51 kW	

Circuit Summary			
Circuit	Description	Load	Fixture Qty
A	Miracle League	10.51 kW	10

Fixture Type Summary							
Type	Source	Wattage	Lumens	L90	L80	L70	Quantity
TLC-LED-1200	LED 5700K - 75 CRI	1170W	136,000	>81,000	>81,000	>81,000	8
TLC-BT-575	LED 5700K - 75 CRI	575W	52,000	>81,000	>81,000	>81,000	2

Light Level Summary

Calculation Grid Summary								
Grid Name	Calculation Metric	Illumination					Circuits	Fixture Qty
		Ave	Min	Max	Max/Min	Ave/Min		
Miracle League (Infield)	Horizontal Illuminance	51	38	59	1.55	1.34	A	10
Miracle League (Outfield)	Horizontal Illuminance	32.4	20	43	2.13	1.62	A	10

From Hometown to Professional



We Make It Happen.

EQUIPMENT LIST FOR AREAS SHOWN

Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
2	A1-A2	60'	-	15.5'	TLC-BT-575	1	1	0
				60'	TLC-LED-1200	4	4	0
TOTALS						10	10	0

Bakken Park Miracle Field

Cottage Grove, WI

GRID SUMMARY

Name: Miracle League
Size: 125'/125'/125' - basepath 50'
Spacing: 20.0' x 20.0'
Height: 3.0' above grade

ILLUMINATION SUMMARY

MAINTAINED HORIZONTAL FOOTCANDLES

	Infield	Outfield
Guaranteed Average:	50	30
Scan Average:	50.98	32.44
Maximum:	59	43
Minimum:	38	20
Avg / Min:	1.34	1.60
Guaranteed Max / Min:	2	2.5
Max / Min:	1.55	2.13
UG (adjacent pts):	1.20	1.69
CU:	0.62	
No. of Points:	25	16

LUMINAIRE INFORMATION

Color / CRI: 5700K - 75 CRI
Luminaire Output: 136,000 / 52,000 lumens
No. of Luminaires: 10
Total Load: 10.51 kW

Luminaire Type	Lumen Maintenance		
	L90 hrs	L80 hrs	L70 hrs
TLC-LED-1200	>81,000	>81,000	>81,000
TLC-BT-575	>81,000	>81,000	>81,000

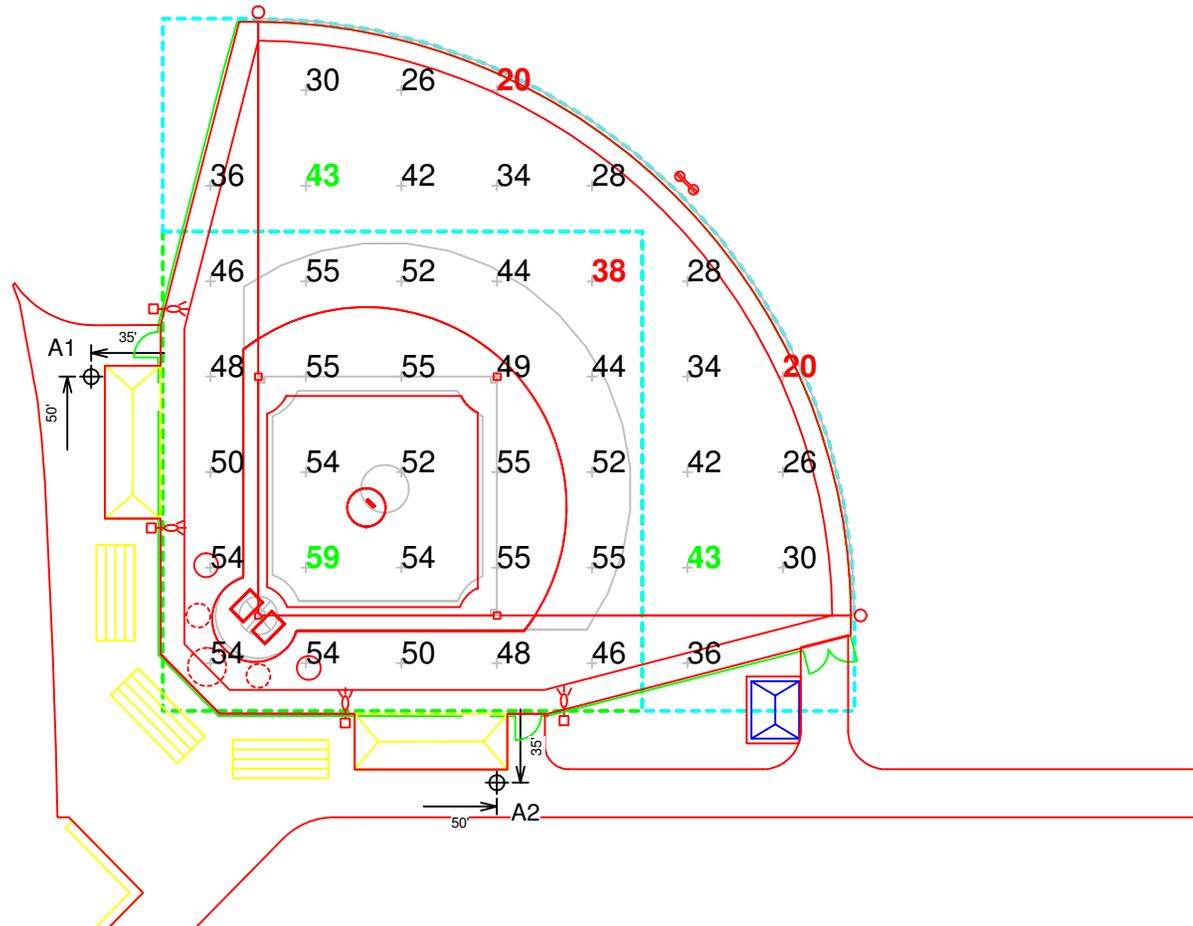
Reported per TM-21-11. See luminaire datasheet for details.

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



SCALE IN FEET 1 : 40



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



We Make It Happen.

Bakken Park Miracle Field

Cottage Grove, WI

EQUIPMENT LAYOUT

INCLUDES:
 · Miracle League

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

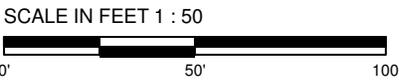
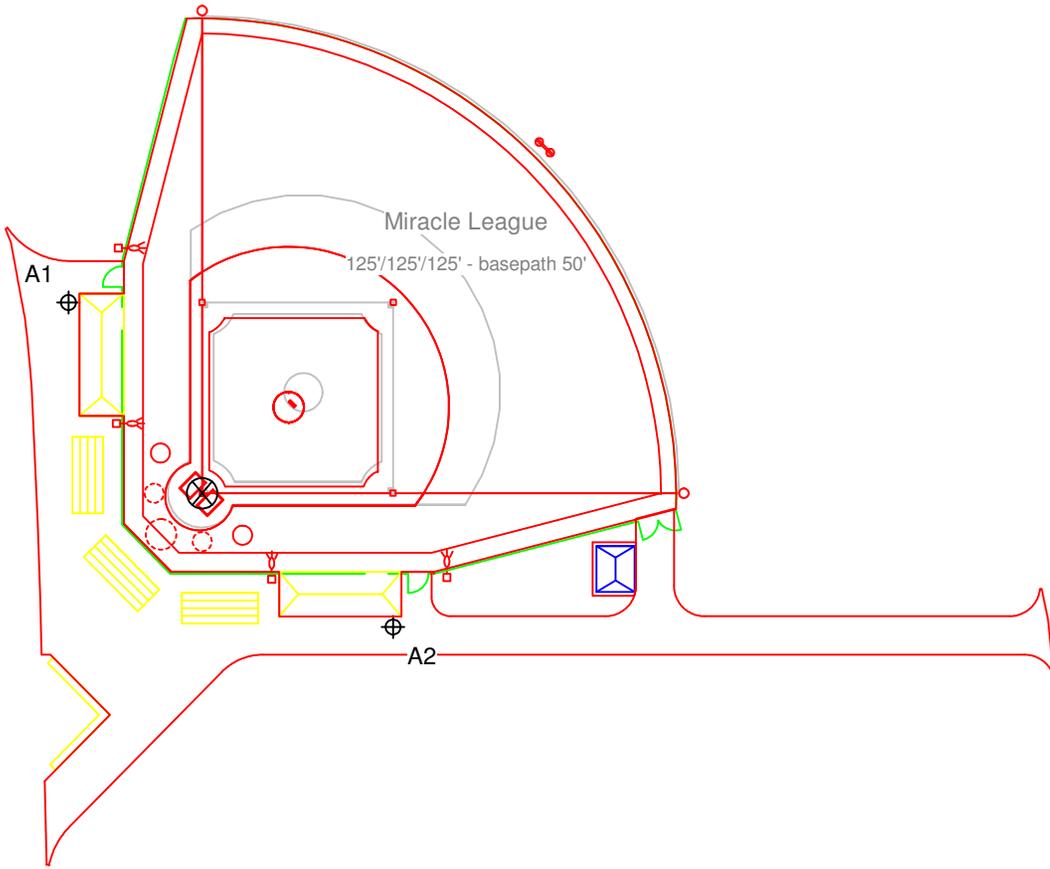
Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

EQUIPMENT LIST FOR AREAS SHOWN

QTY	Pole			Luminaires		QTY/POLE
	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	
2	A1-A2	60'	-	15.5'	TLC-BT-575	1
				60'	TLC-LED-1200	4
2	TOTALS					10

SINGLE LUMINAIRE AMPERAGE DRAW CHART

Ballast Specifications (.90 min power factor)	Line Amperage Per Luminaire (max draw)						
	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
Single Phase Voltage	7.0	6.6	6.1	5.2	4.2	4.0	3.0
TLC-LED-1200	3.4	3.2	2.9	2.5	2.0	1.8	1.5
TLC-BT-575							



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

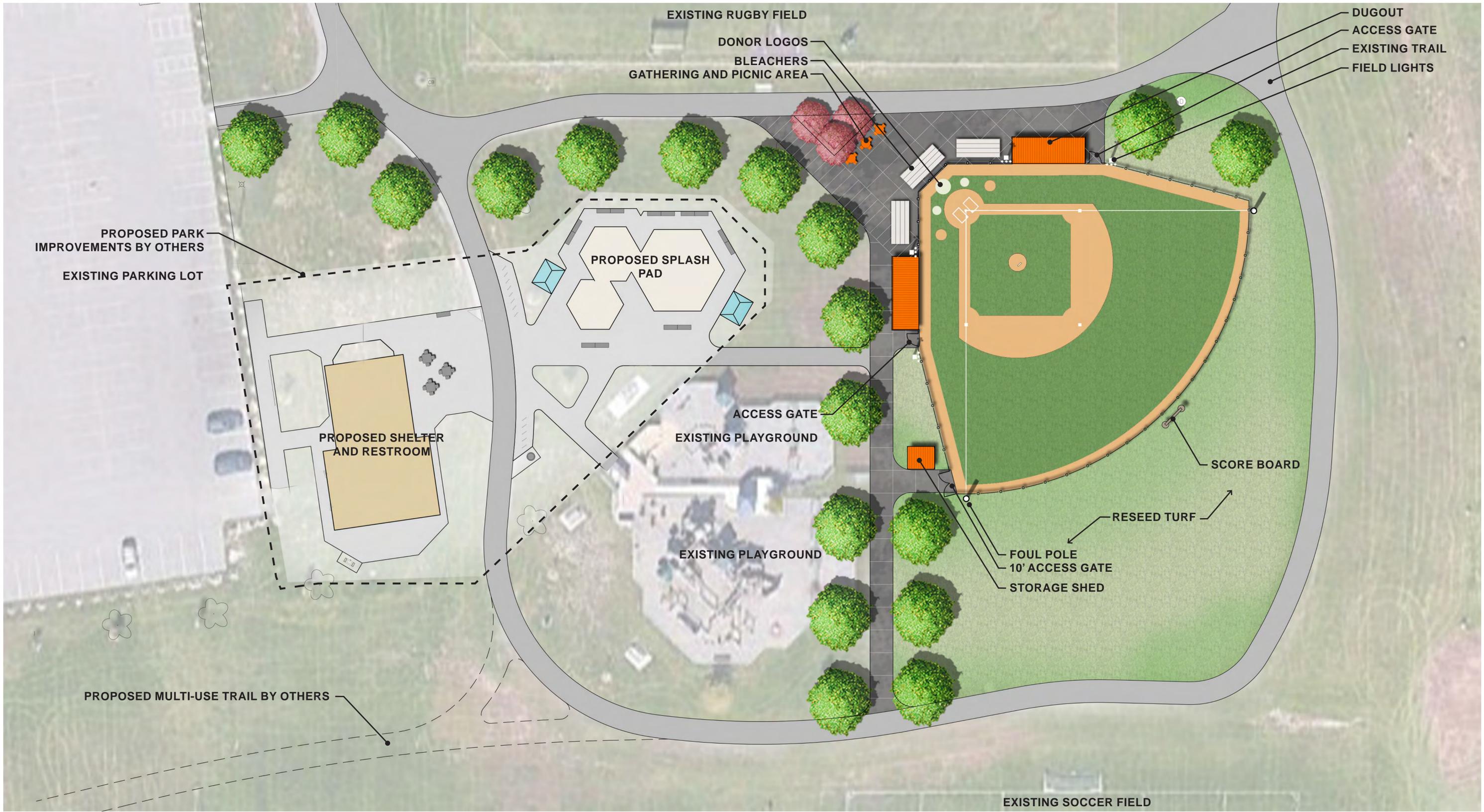


We Make It Happen.

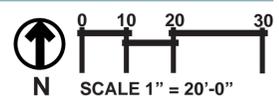
Not to be reproduced in whole or part without the written consent of Musco Sports Lighting, LLC. ©1981, 2020 Musco Sports Lighting, LLC.

Exhibit 'D'

Renderings



PROPOSED CONCEPT SITE PLAN



Miracle Field at Cottage Grove Phoebe Bakken Memorial Park - Concept Plan

Village of Cottage Grove, Wisconsin

February 26, 2020



PERSPECTIVE LOOKING SOUTHEAST



PERSPECTIVE LOOKING SOUTHEAST



VILLAGE ACTION REPORT

PROJECT: Johnson Health Tech Site Plan Amendment

APPLICANT: Todd Fossum – Johnson Health Tech

PROJECT LOCATION: 1600 Landmark Drive

REPORT DATE: March 12, 2020

PROJECT DESCRIPTION: The applicant is seeking approval of a site plan amendment to create an additional 40 parking spaces in the existing parking lots.

PLAN COMMISSION MEETING: March 11, 2020

STAFF REPORT PROVIDED BY: X Planner, ___ Engineer, ___ Public Works

MOTION: by Pickel (1st), Jushchyshyn (2nd)

The Site Plan Amendment was APPROVED WITH CONDITIONS with the following conditions:

1. Trees and other landscaping features removed to accommodate the parking expansion shall be replaced on the property. Provide a landscaping plan showing removals and new plantings for staff verification.
2. Provide engineering plans as needed by the Village Engineer to verify satisfactory storm water management.
3. The Village Engineer shall verify the design of modified curbs.

VOTE: 6 Aye, 0 Nay, 0 Abstain

APPLICANT COMMENTS:

- (Gary Blazek – Vierbicher & Todd Fossum – Johnson Health Tech) – provided an overview and available for questions.

PUBLIC COMMENTS:

- None

PLAN COMMISSION COMMENTS:

- (Ratcliff) – asked how many employees park on the street now? Fossum estimated 40 to 60.
- (Williams) – asked if there are other options as the company continues to grow. Fossum replied that they currently incentivize employee carpooling and bike commuting. The company continues to review options.

STAFF COMMENTS:

- (Ruth) – see staff report.



PLANNING STAFF REPORT

MEMO DATE: March 6, 2020

MTG. DATE: MARCH 11, 2020

TO: Village of Cottage Grove Plan Commission

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

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

RE: Johnson Health Tech Site Plan Amendment

BACKGROUND

Property Owner: Johnson Health Tech

Location: 1600 Landmark Drive

Area: 14.71 acres

Agent: Bret Newcomb – Newcomb Construction
Robin Salzwedel – Johnson Health Tech

Existing Zoning: Planned Industrial

Proposed Zoning: Planned Industrial

Future Land Use Plan: Planned Office/Industrial

OVERVIEW

Johnson Health Tech has been a long-time property owner in the Commerce Park. Through natural growth and interior renovations their existing parking situation has become stressed with many employees forced to park off-site.

Johnson Health Tech is seeking a site plan amendment to create an additional 40 parking spaces which would increase the total on-site from 227 to 267.



LOCATION MAP



COMPREHENSIVE PLAN CONSISTENCY

The property is designated as Planned Office/Industrial in the Comprehensive Plan. The proposed parking expansion is consistent with the plan.

ZONING ORDINANCE CONSISTENCY

The property is zoned Planned Industrial, per 325-41(A).

The additional parking spaces comply with the 10' minimum paved surface setback, per 325-41(A)(7)(b)(6).

The 40 parking spaces add approximately 6,000 sq. ft. of paved area. This lowers the percentage of pervious green space on the property from approximately 27% to approximately 26%, which remains in compliance with the minimum 20% landscape surface ratio per 325-41(A)(7)(a)(2).



STAFF RECOMMENDATIONS

Staff recommends that the proposed Site Plan Amendment be **APPROVED WITH CONDITIONS**, with the following conditions:

1. Trees and other landscaping removed to accommodate the parking lot shall be replaced on the property. Provide a landscaping plan showing removals and new plantings for staff verification.
2. Provide engineering plans as needed by the Village Engineer to verify satisfactory storm water management.
3. The Village Engineer shall verify the design of modified curbs.



VILLAGE ACTION REPORT

PROJECT: Kennedy Hills ETJ Final Plat

APPLICANT: Dave Riesop - developer

PROJECT LOCATION: NE corner of CTH BB and Kennedy Rd.

REPORT DATE: March 12, 2020

PROJECT DESCRIPTION: The applicant is seeking approval of the final plat for the Kennedy Hills subdivision. The preliminary plat was approved in July 2019.

PLAN COMMISSION MEETING: March 11, 2020

STAFF REPORT PROVIDED BY: X Planner, Engineer, Public Works

MOTION: by Schulze (1st), Jushchyshyn (2nd)

The Final Plat was APPROVED WITH CONDITIONS with the following conditions:

1. Provide map showing any streetlight locations, if applicable.
2. Provide any covenants, deed restrictions, or homeowner's association documents for review prior to certifying the final plat.
3. The Village authorizes lot sizes less than 1 acre, as long as those lot sizes are also approved by the Town of Cottage Grove Board, per 274-32(4).

VOTE: 6 Aye, 0 Nay, 0 Abstain

APPLICANT COMMENTS:

- (Dave Riesop - developer) – provided an overview of the project and available for questions.

PUBLIC COMMENTS:

- None

PLAN COMMISSION COMMENTS:

- (Ratcliff) – has the Town Board and County Board approved the final plat? Riesop replied the Town hasn't yet. It's on an upcoming agenda and Village approval was a condition for Town approval. Riesop replied that the County approved with conditions last year.
- (Ratcliff) – have the necessary development rights been assembled? Riesop replied he has options to purchase pending approvals. Ratcliff asked if they are needed prior to approval. Riesop replied he will need to finalize them prior to recording the plat.

STAFF COMMENTS:

- (Ruth) – asked if the project will have streetlights. Riesop replied he does not intend to have them. They were not required by the Town.

NORTH 1/4 CORNER SECTION 10-07-11 ALUMINUM MONUMENT FOUND

60' radius Temporary unaround easement, recorded on separate document. To be eliminated at such time street is extended.

2656.19'

N88°53'45"E

N88°52'55"E, 1328.28' (N88°52'55"E, 1328.29')

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____ 20 _____

Department of Administration

60' radius Temporary unaround easement, recorded on separate document. To be eliminated at such time street is extended.

N88°53'45"E

N88°54'35"E, 1327.91' (N88°58'11"E, 1327.93')

NORTHEAST CORNER SECTION 10-07-11 ALUMINUM MONUMENT FOUND

KENNEDY ROAD

FIELDS ROAD

SCENIC OAK DRIVE

WOODED RIDGE TRAIL

BUCKLEY RIDGE CIRCLE

CTH BB

KENNEDY HILLS

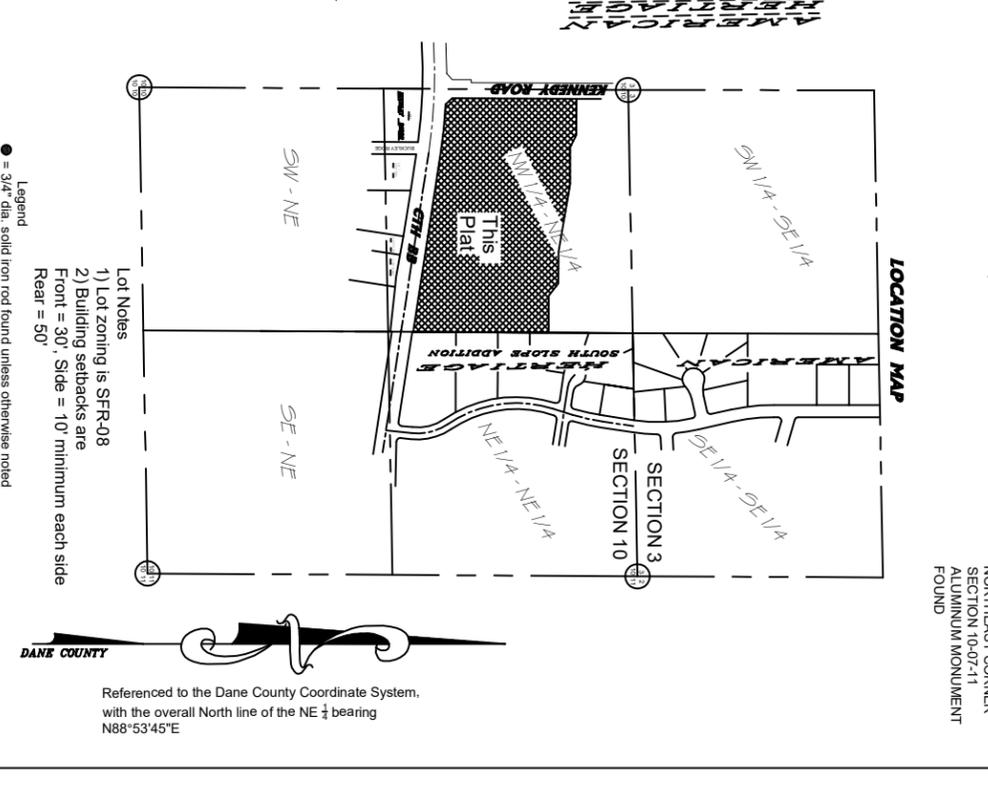
Part of the Northwest 1/4 of the Northeast 1/4 of Section 10, T. 7N., R. 11E., Town of Cottage Grove, Dane County, Wisconsin.

30' Buffer Strip
 "This strip reserved for the planting of trees or shrubs by the owner; the building of structures hereon is prohibited, and the rear 30 feet of the strip shall not be counted as any required yard. Maintenance of this strip is a responsibility of the lot owner."



CURVE TABLE

Curve	Delta Angle	Radius	Long Chord	Arc	Tangent Bearings
1-2	90°00'00"	30.00'	N45°19'30"W, 42.43'	47.12'	N00°19'30"E, S89°40'30"E
3-4	88°14'38"	30.00'	S45°33'11"E, 41.77'	46.20'	S89°40'30"E, S01°25'52"E
4-5	20°41'32"	233.00'	S11°46'38"E, 83.69'	84.15'	S01°25'52"E, S22°07'24"E
5-6	24°47'02"	233.00'	S34°30'55"E, 100.00'	100.78'	S22°07'24"E, S46°54'26"E
6-7	24°47'02"	233.00'	S59°17'57"E, 100.00'	100.78'	S46°54'26"E, S71°41'28"E
7-8	07°20'16"	233.00'	S75°21'36"E, 29.82'	29.82'	S71°41'28"E, S79°01'44"E
8	77°35'52"	233.00'	S40°13'48"E, 292.00'	315.57'	S01°25'52"E, S79°01'44"E
9-10	07°45'50"	433.00'	S85°54'59"E, 38.63'	38.67'	S79°01'44"E, S86°47'34"E
10-11	15°39'46"	433.00'	N68°42'36"E, 133.00'	133.53'	N79°32'40"E, N59°52'32"E
11-12	17°40'08"	433.00'	N51°02'28"E, 133.00'	133.53'	N59°52'32"E, N42°12'24"E
12-13	17°40'08"	433.00'	N22°46'17"E, 288.15'	293.76'	N42°12'24"E, N03°20'10"E
13-14	38°52'14"	433.00'	N01°50'30.5"E, 22.58'	22.58'	N03°20'10"E, N00°20'51"E
14-15	02°59'19"	433.00'	N50°39'33.5"E, 66.64'	76.04'	S79°01'44"E, N00°20'51"E
15-17	09°58'16"	367.00'	S05°19'59"W, 63.79'	63.87'	S00°20'51"W, S10°19'07"W
17-18	30°02'44"	367.00'	S25°20'29"W, 190.25'	192.45'	S10°19'07"W, S40°21'51"W
18-19	31°41'58"	367.00'	S56°12'50"W, 200.47'	203.05'	S40°21'51"W, S72°03'49"W
19-20	100°37'25"	367.00'	S86°31'02.5"W, 183.20'	185.16'	S72°03'49"W, N79°01'44"W
20-21	11°20'26"	167.00'	N73°21'31"W, 33.00'	33.05'	S00°20'51"W, N79°01'44"W
21-22	68°00'48"	167.00'	N33°40'54"W, 186.80'	198.24'	N67°41'18"W, N00°19'30"E
22-23	68°00'48"	167.00'	N39°21'07"W, 213.24'	231.29'	N79°01'44"W, N00°19'30"E
23-25	90°00'00"	30.00'	S45°19'30"W, 42.43'	47.13'	S00°19'30"W, N89°40'30"E
26-27	90°00'00"	30.00'	N44°40'30"W, 42.43'	47.13'	N89°40'30"W, N00°19'30"E
28-29	00°44'18"	2930.00'	N81°40'37"W, 37.74'	37.74'	N81°18'28"W, N82°02'46"W
29-30	04°41'40"	2930.00'	N84°23'36"W, 240.00'	240.07'	N82°02'46"W, N86°44'26"W
30-30	05°25'58"	2930.00'	N84°01'27"W, 277.71'	277.81'	N81°18'28"W, N86°44'26"W



Surveyor's Certificate

I, David C. Riesop, Professional Land Surveyor do hereby certify that in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the Chapter 15, Land Division and Planning Code of the Town of Cottage Grove, and under the direction of Kennedy Hills, LLC, owner, I have surveyed, divided and mapped the plat of Kennedy Hills, and that such plat correctly represents the exterior boundaries thereof and the subdivision of the land surveyed, and is more fully described as follows:

Part of the NW ¼ of the NE ¼ of Section 10, T.7N., R.11E, Town of Cottage Grove, Dane County, Wisconsin, described as follows:

Commencing at the North ¼ corner of Section 10; thence N88°5'25"E, 50.02 feet to the East line of Kennedy Road; thence S00°19'30"E, 280.71 feet along said East line to the point of Beginning; thence S89°40'30"E, 200.40 feet; thence S63°43'03"E, 73.41 feet; thence S89°40'30"E, 136.17 feet; thence S80°03'41"E, 378.54 feet; thence S89°39'13"E, 175.92 feet; thence S51°54'07"E, 83.47 feet; thence S89°39'13"E, 200.00 feet to the East line of the NW 1/4 of the NE ¼; thence S00°20'50"W along said line, 736.58 feet to the North line of County Trunk Highway BB; thence N81°18'28"W along said line, 977.61 feet to the point of curvature of a curve to the left, said curve having a radius of 2930.00 feet and a delta angle of 5°25'58", the long chord of which bears N84°01'27"W, 277.71 feet; thence Northwesterly along the arc of said curve and North line, 277.81 feet; thence N43°15'53"W, 49.08 feet to the East line of Kennedy Road; thence N00°19'30"E along said line, 678.04 feet to the point of beginning.
The above described containing 924,275 square feet or 21.22 acres.

David C. Riesop _____

Owners Certificate
Kennedy Hills, LLC, as owner hereby certifies that it has caused the land described hereon to be surveyed, divided, mapped and dedicated a represented on this plat. It also certifies that this plat is required by S. 236.10 and S. 236.12 to be submitted to the following agencies for approval or objection:

Department of Administration
Dane County Zoning and Land Regulation Committee
Town of Cottage Grove
Village of Cottage Grove

In witness hereof, Kennedy Hills, LLC has caused these presents to be executed this _____ day of _____, 2020.

Kennedy Hills LLC, by: _____
David C. Riesop, member

STATE OF WISCONSIN)
COUNTY OF DANE)ss.
Personally came before me this _____ day of _____, 2020, the above named owner to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Dane County, Wisconsin
my commission expires _____

Consent of Mortgage Holder

Bank of Deerfield, a banking association duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this Certified Survey Map, and does hereby consent to the above certificate of Kennedy Hills, LLC, owners.

IN WITNESS WHEREOF, the said Bank of Deerfield has caused these presents to be signed by _____ its Authorized Officer, at Deerfield, Wisconsin on this _____ day of _____, 2020.

(name, title)

STATE OF WISCONSIN)
COUNTY OF DANE)ss.
Personally came before me this _____ day of _____, 2020, the above named officer to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Dane County, Wisconsin
my commission expires _____

Town of Cottage Grove Certificate
This plat of Kennedy Hills has been approved by the Town Board of the Town of Cottage Grove as per action of the Town Board on _____, 2020.

Kim Barigan _____ dated _____
Clerk, Town of Cottage Grove

Village of Cottage Grove Certificate (Extraterritorial Jurisdiction)
This plat of Kennedy Hills has been approved by the Village Board of the Village of Cottage Grove as per Village Board action on _____, 2020.

Lisa Kalata _____ dated _____
Clerk, Village of Cottage Grove

Town Treasurer's Certificate
I, Debra Abel, being the duly elected, qualified and acting Treasurer for the Town of Cottage Grove, hereby certify that in accordance with the records in my office, there are no unpaid taxes and no unpaid special assessments as of _____, 2020 affecting any of the lands included in the plat of Kennedy Hills.

Debra Abel _____
Treasurer, Town of Cottage Grove

County Treasurer's Certificate
I, Adam Gallagher, being the duly elected, qualified and acting Treasurer for the County of Dane, hereby certify that in accordance with the records in my office, there are no unpaid taxes and no unpaid special assessments as of _____, 2020 affecting any of the lands included in the plat of Kennedy Hills.

Adam Gallagher _____
Treasurer, County of Dane

County Approval
This plat know as Kennedy Hills is hereby approved by the Dane County Zoning and Land Regulation Committee this _____ day of _____, 2020.

Jerry Bollig, Chair _____
Dane County Zoning and Land Regulation Committee

Register of Deeds Certificate
Received for recording this _____ day of _____, 2020, at _____ o'clock _____ M., and recorded in Volume _____ of Plats, _____ as document number _____ on pages _____.

Kristi Chlebowski _____
Dane County Register of Deeds

KENNEDY HILLS

Part of the Northwest 1/4 of the Northeast 1/4 of Section 10, T.7N., R.11E., Town of Cottage Grove, Dane County, Wisconsin.

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.
Certified _____, 20____

Department of Administration



KENNEDY HILLS

Part of the Northwest 1/4 of the Northeast 1/4 of Section 10, T.7N., R.11E., Town of Cottage Grove, Dane County, Wisconsin.

VILLAGE OF COTTAGE GROVE

NOTICE OF PUBLIC MEETING

**AD HOC
ARCHITECTURAL
REVIEW COMMITTEE**

**Monday, March 16, 2020
8:00 a.m.**

**Village Hall
221 E. Cottage Grove Road**

1. Call to Order
2. Roll Call
3. Discuss and Consider Minutes from the January 15, 2020 ARC Meeting.

Documents: [1-15-20 ARC MINUTES.PDF](#)

4. Discuss and Consider A Request from Johnson Health Tech for approval of a Site Plan Amendment to provide additional parking spaces to existing parking lots located at 1600 Landmark Drive in the Commerce Park.

Documents:

1. [CG_JHTSITEPLAN_2020-03-06.PDF](#)
2. [PARKING STALLS.PDF](#)

5. Adjournment

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

To Village of Cottage Grove Board of Trustees

From Rick Manthe

Date March 11, 2020

Re Banning Vaping on Municipal Property

The Village of Cottage Grove (Village) requested an opinion as to whether the Village could regulate or ban vaping on open air Village properties. It is our opinion that the Village may regulate or ban vaping on all Village property.

Generally, the Village can enact ordinances regulating conduct on Village property. Wis. Stat. §§ 61.34(1) and (5). Additionally, Wis. Stat. § 101.123 generally governs prohibitions against smoking. The statute lists specific indoor and outdoor areas where smoking is prohibited. In addition, Wis. Stat. § 101.123(4m) provides authority for local governments to further regulate smoking, including in outdoor areas under local government jurisdiction. The statute specifies that it does not limit the authority of local governments to “enact ordinances...that...protect the health and comfort of the public”. The statute limits the scope of ordinances regulating or prohibiting outside smoking “only to the public property under the jurisdiction of the” Village. Although this statute only applies to smoking in the traditional sense, it arguably grants the Village authority to also regulate vaping on public property to “protect the health and comfort of the public”.

Accordingly, neither generally applicable statutes nor statutes specific to tobacco use prohibit the Village from regulating the use of vaping products on Village property. Therefore, it is our opinion that the Village can enact an ordinance prohibiting vaping within Village parks, including outdoor areas under the Village’s jurisdiction.

Village of Cottage Grove POLICE DEPARTMENT

2019 ANNUAL ACTIVITIES REPORT



*Prepared by:
Daniel Layber
Chief of Police*

A NOTE FROM CHIEF LAYBER

It is with a great deal of pride that I present to you the 2019 Village of Cottage Grove Police Department 5th Annual Activities Report. The report is a testament to the work being done by all of our police officers and support staff, which represents a compilation of statistical data and crime prevention programs that were a part of our on-going organizational mission of “Keeping Cottage Grove Safe” throughout 2019. Those efforts would not be possible without the dedicated support we are fortunate enough to enjoy from elected and appointed government officials, as well as the citizens we are proud to serve. Cottage Grove has a lot to be proud of and the police department staff is very experienced and motivated. In May of 2018, we were accredited by the Wisconsin Law Enforcement Accreditation Group (WILEAG) after an onsite inspection from March of 2018. We are one of only 42 cities and counties accredited in the state by WILEAG out of 529 total law enforcement agencies. We also added body worn cameras in 2018 for all officers to wear on duty. The cameras were purchased from Axon on a 5 year payment plan. These cameras are an integral part of our law enforcement mission and we are happy to have this technology available for our use. Our budget was \$1,492,131 for 2019 and we came in under budget at the end of the fiscal year. We instituted a police bicycle patrol program in 2019 which enhanced our profile in the parks and residential areas of the village. We also instituted a police physical fitness and wellness program in late 2019 which will provide officers and all village employees with access to exercise equipment, an Employee Assistance Program, fitness trainer and a dietician to enhance employee well-being and their ability to better serve our community. Please enjoy reading our 2019 department report and feel free to contact me at the police department with any questions or suggestions.



Daniel L. Layber, Chief of Police

MISSION STATEMENT

The members of the Cottage Police Department are dedicated to establishing and developing strong community partnerships, as well as, providing professional service to all in our community. We are an organization that seeks to enhance the quality of life of our community by actively seeking opportunities to work with our community partners in fighting crime and solving identified problems. Furthermore, we seek to prevent crime, reduce the fear of crime and improve the quality of life in our neighborhoods through proactive programming.

Our officers respond to an average of approximately 1,045 documented calls for service a month, or an average of 35 calls for service a day. Fewer than 2% of those calls for service result in a criminal arrest and fewer than 10% result in a citation being issued. These statistics reflect our organizational philosophy that emphasizes solving problems creatively, through citizen cooperation with a focus of improving the quality of life in Cottage Grove through voluntary compliance, rather than mere enforcement of the law. Our safety and success as a police department is largely contingent upon the cooperation we get from our citizens. Their support via established programs in 2019 includes social media programs and community outreach that represent a commitment to active citizen involvement that keeps Cottage Grove safe. It is through our partnership with those we serve that we will be able to continue to keep Cottage Grove safe. As we enter 2020, as Police Chief, I thank all of you for your support of our agency and its Mission and ask you to remain an active partner with us in 2020 as we continue to live the mission of “Keeping Cottage Grove Safe.”

DEPARTMENT DESCRIPTION

The Cottage Grove Police Department is responsible for providing 24 hour police services and protection in the Village of Cottage Grove. The department employs thirteen full-time and two part-time police officers, as well as two full-time administrative service personnel. The police department emphasizes the well-known concept of community policing, which is reflected in our organizational structure and enforcement philosophy. We believe in the critical importance of partnering with our community to identify and solve community problems so that we can maintain and enhance the quality of life in Cottage Grove. The department consists of three different programming areas, each with specialized positions which are subsequently then divided into three different shift teams. The programming areas include police administration, the patrol division and the support services division.

Police Administration: Police Administration consists of the Chief of Police, Daniel L. Layber, and one Lieutenant (implemented March 2016) and a Sergeant of Police created in late 2017. The Chief of Police is responsible for the organization, control and direction of personnel and resources of the department, budget development and maintenance, and under the provisions of Wisconsin State Law, is given authority in matters of operations, discipline, the development and implementation of Department rules and regulations, policy and procedures. The Chief of Police is also the overall supervisor for all three shifts of officers. Chief Layber worked as a Special Agent and Special Agent Supervisor for the Wisconsin Department of Justice, Division of Criminal Investigation for 28 years, and as Chief of the Milton, WI Police Department for 4 years before joining the Cottage Grove Police Department in 2015.

Lieutenant: (Matthew Wagner): This position is responsible for coordinating the day to day operations schedule, training, and staff development of all employees of the police department. The position also serves as the court-liaison officer to municipal court. The position is further responsible for assisting in budget maintenance, equipment and fleet maintenance, and oversees all community outreach programs. The lieutenant also manages the department's state accreditation program through the Wisconsin Law Enforcement Accreditation Group and has oversight of all policy and procedure development for the organization. This position is further responsible for overseeing the field training program, including supervision and policy development in our field training program.

Sergeant: (David Stortz): This position is responsible for the 3rd shift officers that patrol the Village from 10:00 p.m. to 6:00 a.m. daily. Sergeant Stortz is also an evidence tech, a hostage negotiator and a field training officer, and he has been with the department for 20 years.

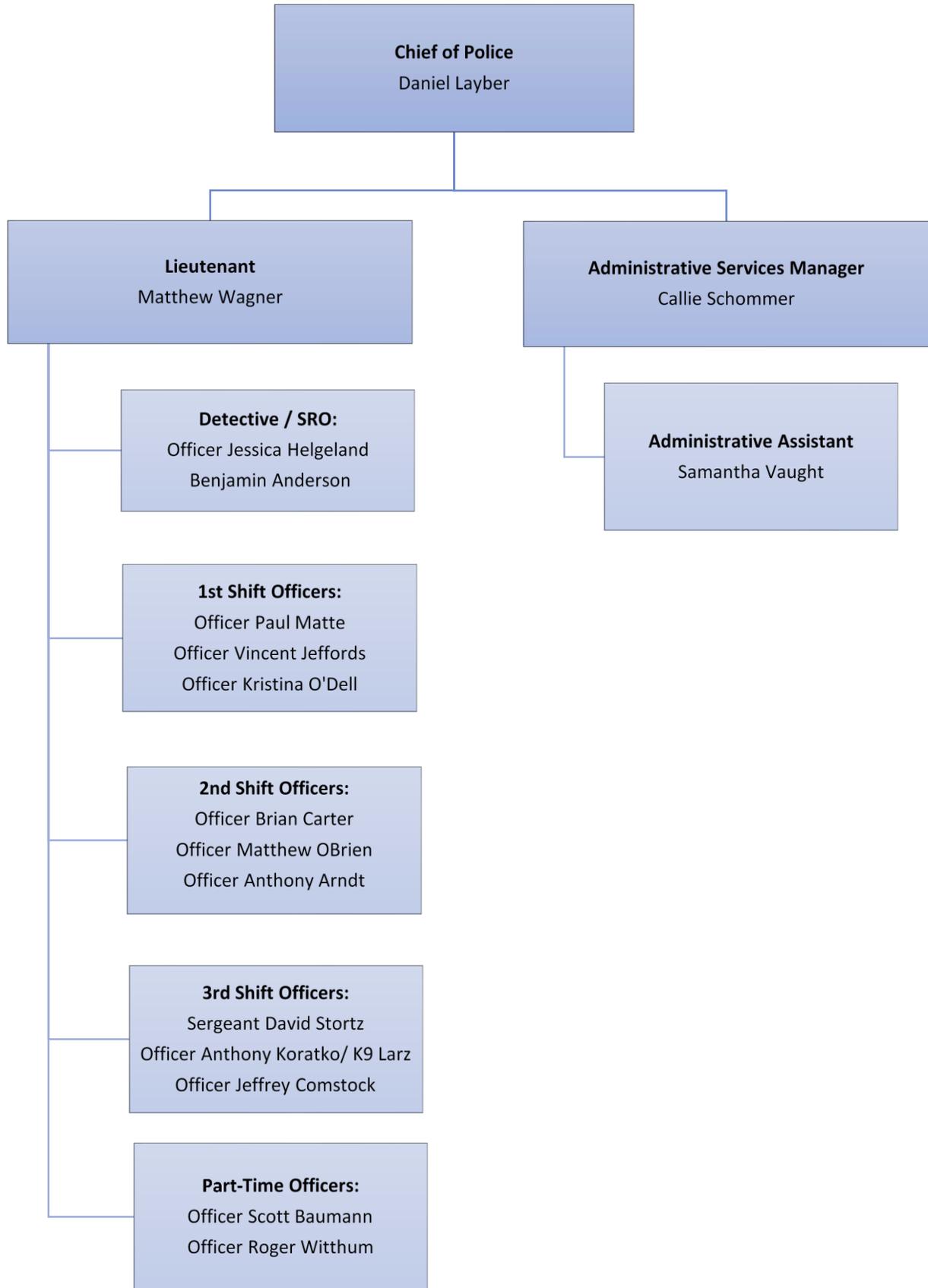


Lieutenant Wagner



Sergeant Stortz

Patrol Division: The patrol division is made up of three (3) teams of officer deployment. Officers are deployed in permanent shifts, which make up the day team (6:00 a.m. – 2:00 p.m.), the afternoon team (2:00 p.m. – 10:00 p.m.) and the night team (10:00 p.m. – 6:00 a.m.). All three shifts have 3 officers assigned on a rotating 6 days on, 3 days off schedule. Each shift has officers with specialized training designed to enhance the service of the police department to our residents. A breakdown of each shift team and specialized training is provided below:



Day Shift Team (School Resource Officer, Detective and Three Full-Time Sworn Officers):

School Resource Officer (Jessica Helgeland): The full-time SRO position is responsible for providing a safe environment for the students, staff and visitors at the three Cottage Grove schools. Officer Helgeland has performed in this position for almost two years. She is an instructor for our department in DAAT, Taser, Tactical Response, Scenarios, and ALICE disciplines. Officer Helgeland has been with the department for 15 years.

Detective (Ben Anderson): The full-time detective position is responsible for follow-up on all criminal investigations reported to the patrol division from all three shifts. Detective Anderson is trained as an instructor in Emergency Vehicle Operations, Vehicle Contacts, Child Forensic Interviewing, and he is a field training officer and an evidence technician. Detective Anderson has been with the department for 18 years.



SRO Helgeland



Detective Anderson

Patrol Officer / 1st Shift (Paul Matte): This position is a regular patrol officer position. Officer Matte's trainings include death investigation, financial crimes, drug investigations, sexual assault, property room management, first line supervisor, evidence technician and field training officer schools and certifications. Officer Matte has served with the department for 21 years.

Patrol Officer / 1st Shift (Vince Jeffords): This position is a regular patrol officer position. Officer Jeffords is a field training officer. Officer Jeffords has served with the department for 21 years.

Patrol Officer / 1st Shift (Kristina O'Dell): This position is a regular patrol officer position. Officer O'Dell is a firearms instructor, evidence tech, policy review and update expert, field training officer and a fleet management expert. Officer O'Dell has served with the department for 18 years.



Officer Matte



Officer Jeffords



Officer O'Dell

Afternoon Shift Team (Lieutenant and Three Full-Time Sworn Officers)

Patrol Officer / 2nd shift: (Brian Carter): This position is responsible for responding to calls for service on the afternoon team of officers. Officer Carter is a Standardized Field Sobriety Test and OWI instructor. Officer Carter has served with the department for 9 years.

Patrol Officer / 2nd shift: (Matthew OBrien): This position is responsible for responding to calls for service on the afternoon team of officers. Officer OBrien has served with the department for 3 years, completing his probationary period in 2018.

Patrol Officer / 2nd shift: (Anthony Arndt): This position is responsible for responding to calls for service on the afternoon team of officers. Officer Arndt has served with the department for 3 years.



Officer Carter



Officer OBrien



Officer Arndt

Night Shift Team (Three Full-Time Sworn Officers)

Patrol Sergeant: (David Stortz): This position is responsible for responding to calls for service on the night shift team of officers and supervision of the other officers on this shift. Sergeant Stortz is also an evidence tech, a hostage negotiator and a field training officer. Sergeant Stortz has served with the department for 20 years.

Police K9 Patrol Officer: (Anthony Koratko): This position serves as the department K9 coordinator and handler for canine “Larz,” a 7 year old German Shepherd trained in tracking, drug detection, apprehensions and patrol techniques. The K9 team averages 100 deployments per year for the Village of Cottage Grove and mutual aid requests in the Dane County area. K9 Larz and Officer Koratko attended Steinig Tal Kennels K9 Academy in Campbellsport, WI in August of 2013 for four weeks, successfully completing the 160-hour handler course. They are certified in drug detection, building and area search, apprehension and article/evidence search. The K9 team attends two maintenance trainings per month, one with the Madison Police Department and the second with Steinig Tal Kennels. Officer Koratko is also a field training officer and a firearms instructor. Officer Koratko has served with the department for 14 years.

Patrol Officer: (Jeff Comstock): This position is responsible for responding to calls for service on the night shift team of officers. Officer Comstock is a drug recognition expert (DRE). Officer Comstock has served with the department for 9 years.



K9 Officer Koratko



K9 Larz



Officer Comstock



Larz performing a training exercise

Administrative Services Division (2 Full-Time Civilian Employees)

Administrative Services Manager: (Callie Schommer): This position functions as a principal support staff person to the Chief of Police and provides comprehensive administrative and clerical support services to all police department staff. This position is responsible for coordinating the dictation and oversight of all records and records management. The police department processes over 10,000 records annually, ranging from full incident criminal arrests to written warnings. Proper processing is coordinated with Dane County's shared records management system and the routing of all those records to various agencies requiring them, such as the DA's Office, health and human service departments, as well as outside agency requests, which are processed through this position. This position creates monthly statistical reports on police expenditures and prepares confidential correspondence, as well as generating statistical information and monthly police department activity reports for the Village of Cottage Grove Law Enforcement Committee. Equipment purchases, payroll, personnel issues, budget development and maintenance, answering non-emergency telephone calls during business hours and processing walk-in complaints/payments/inquiries are all among the many responsibilities of this position. This position also schedules and supervises support staff to ensure maximum coverage for clerical support and other duties as assigned by the Chief of Police.

Administrative Assistant: (Samantha Vaught): The Administrative Assistant position is full-time. Sam was hired in August of 2017 to fill this full-time position. She graduated with an Associate Degree in Criminal Justice. Prior to becoming the department's new Administrative Assistant, Sam worked as a dispatcher in Madison for the Capitol Police Department for two years. This position maintains and updates department files, enters data into the records management software, to include arrests, incidents, referral, etc., and also transcribes recorded dictations. Sam also maintains police records in accordance with established procedures, such as filing, scanning and updating reports. This position also answers non-emergency telephone calls during regular business hours and processes walk-in complaints. When you stop down at the police department, Sam is the first face you will see. She will greet you from the front office and assist you in any way she can, either by getting information for you or getting you in touch with the correct officer for your situation.



Admin Mgr. Callie Schommer



Admin Asst. Samantha Vaught

TOTAL CALLS FOR SERVICE 2019

The Cottage Grove Police Department responded to a total of 12,541 calls for service in 2019 compared to 13,988 documented calls for service in 2018. These incidents include not only calls for service, but also officer self-initiated activity. Self-initiated calls can be traffic stops, property checks, foot patrols, or other calls that are proactive in nature instead of reactive responses. The call volume for the police department represents approximately 1,045 calls for service a month, or approximately 35 documented calls for service per day.

CRIME IN COTTAGE GROVE

The following charts detail the crimes that were committed in the Village of Cottage Grove in 2019 as reported by our agency to the Wisconsin Uniform Crime Reporting (UCR) data submission website run by the Wisconsin and U.S. Departments of Justice. UCR reporting is done by law enforcement agencies across the United States so that there is a uniform method of reporting crime for all. Arrests are reported along with crime clearances for the reported crimes. The Village of Cottage Grove has a **low crime rate** and a very **high clearance rate** when comparing state and national averages. When combining violent and property crimes together for cities over 4,000 population in the state of Wisconsin, we are one of the **top 20 safest cities in the state coming in at 16th safest**. We are the 2nd safest city in Dane County, trailing only Cross Plains. The police department is very proud of this ranking; however, we do not take complete credit for this accomplishment. Our community remains at a comparatively low rate year after year, but we would like to think that our crime prevention strategies, community outreach, investigative efforts and patrol strategies have been instrumental in helping with these impressive low rates of crime. Our citizens and businesses are great partners in the fight against crime and together we share credit for making the village safe for all.

The violent crime rate for Wisconsin is 3 per 1,000 residents. The national average is 3.7 per 1,000. In Cottage Grove, our violent crime rate is 0.9 per 1,000 residents.

The property crime rate in Wisconsin is 15.6 per 1,000 residents. The national average is 22 per 1,000 residents. In Cottage Grove, our property crime rate is 3.0 per 1,000 residents. The national solve rate for violent crimes is 46%, and 18% for property crimes. The Cottage Grove Police Department solves violent crimes at 96 %, and property crimes at 55%. The crimes are grouped according to *Crimes Against Persons*, *Crimes Against Property* and *Crimes Against Society*. These categories were developed by the US Department of Justice. Crimes against society are the supposed ‘victimless’ crimes because nobody was assaulted or had their property stolen. At the end of the UCR data tables, you will see a graph showing crime in Cottage Grove for the past 3 years.

Wisconsin Uniform Crime Reporting

Wisconsin Department of Justice - Bureau of Justice Information & Analysis

Crime Counts - Cottage Grove PD, WI0131900

Group A Crime Counts by Incident/Arrest Date

01/2019 - 12/2019

Date Updated: 03/09/2020

Crime Category	Offenses	Victims	Clearances	Adult Arrests	Juvenile Arrests	Total Arrests
Total Crime	112	117	93	54	29	83
Crimes Against Persons	24	24	23	17	4	21
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Sex Offenses	1	1	1	1	0	1

Rape	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0	0
Fondling	1	1	1	1	0	1
Sex Offenses - Nonforcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Assault Offenses	23	23	22	16	4	20
Aggravated Assault	3	3	3	1	1	2
Simple Assault	18	18	17	13	2	15
Intimidation	2	2	2	2	1	3
Kidnapping/Abduction	0	0	0	0	0	0
Human Trafficking	0	0	0	0	0	0
Human Trafficking, Commercial Sex Acts	0	0	0	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0	0	0	0

Crimes Against Property	40	45	22	8	13	21
Robbery	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Theft/Larceny	23	27	14	6	8	14
Theft - Pocket-Picking	2	2	2	0	1	1
Theft - Purse Snatching	0	0	0	0	0	0
Theft - Shoplifting	5	5	5	5	0	5
Theft From Building	0	0	0	0	0	0
Theft From Coin-Op. Machine	0	0	0	0	0	0
Theft From Motor Vehicle	4	7	0	0	0	0
Theft of Motor Vehicle Parts	0	0	0	0	0	0

Theft - All Other Larceny	12	13	7	1	7	8
Motor Vehicle Theft	1	1	1	0	0	0
Stolen Property Offenses	2	2	1	0	2	2
Arson	0	0	0	0	0	0
Counterfeiting/Forgery	1	2	0	0	0	0
Fraud Offenses	4	4	1	0	1	1
Fraud - False Pretenses	0	0	0	0	0	0
Fraud - Credit Card/ATM	1	1	0	0	0	0
Fraud - Impersonation	1	1	0	0	0	0
Fraud - Welfare	0	0	0	0	0	0
Fraud - Wire	0	0	0	0	0	0
Fraud - Identity Theft	2	2	1	0	1	1
Fraud - Hacking/Computer Invasion	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Extortion/Blackmail	0	0	0	0	0	0
Bribery	0	0	0	0	0	0
Destruction/Vandalism	9	9	5	2	2	4

Crimes Against Society	48	48	48	29	12	41
Weapon Law Violations	4	4	4	3	2	5
Prostitution Offenses	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0
Prostitution - Assisting	0	0	0	0	0	0
Prostitution - Purchasing	0	0	0	0	0	0
Drug/Narcotic Offenses	44	44	44	26	10	36
Drug/Narcotics Violations	25	25	25	14	5	19
Drug Equipment Violations	19	19	19	12	5	17
Gambling Offenses	0	0	0	0	0	0

Gambling - Betting	0	0	0	0	0	0
Gambling - Operating	0	0	0	0	0	0
Gambling - Equipment Violations	0	0	0	0	0	0
Gambling - Sports Tampering	0	0	0	0	0	0
Pornography	0	0	0	0	0	0
Animal Cruelty	0	0	0	0	0	0

Group B Arrests by Arrest Date

01/2019 - 12/2019

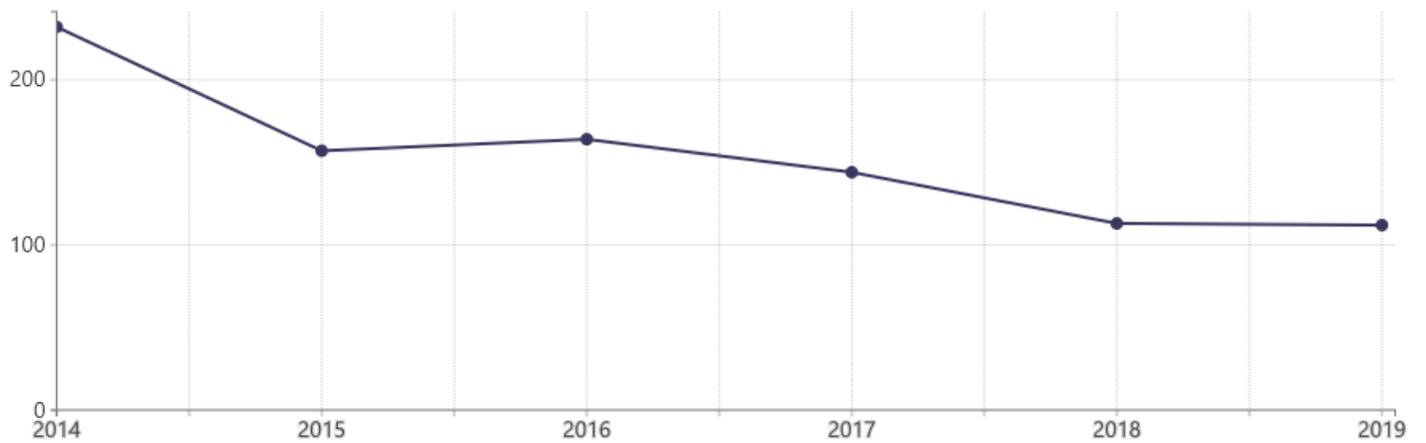
Date Updated: 03/09/2020

Crime Category	Adult Arrests	Juvenile Arrests	Total Arrests
Total Group B Arrests	110	36	146
Bad Checks	1	0	1
Curfew/Loitering/Vagrancy	0	0	0
Disorderly Conduct	23	22	45
Driving Under the Influence	17	0	17
Family Offenses, Nonviolent	1	0	1
Liquor Law Violation	1	11	12
Peeping Tom	0	0	0
Trespass of Real Property	1	0	1
All Other Offenses	66	3	69

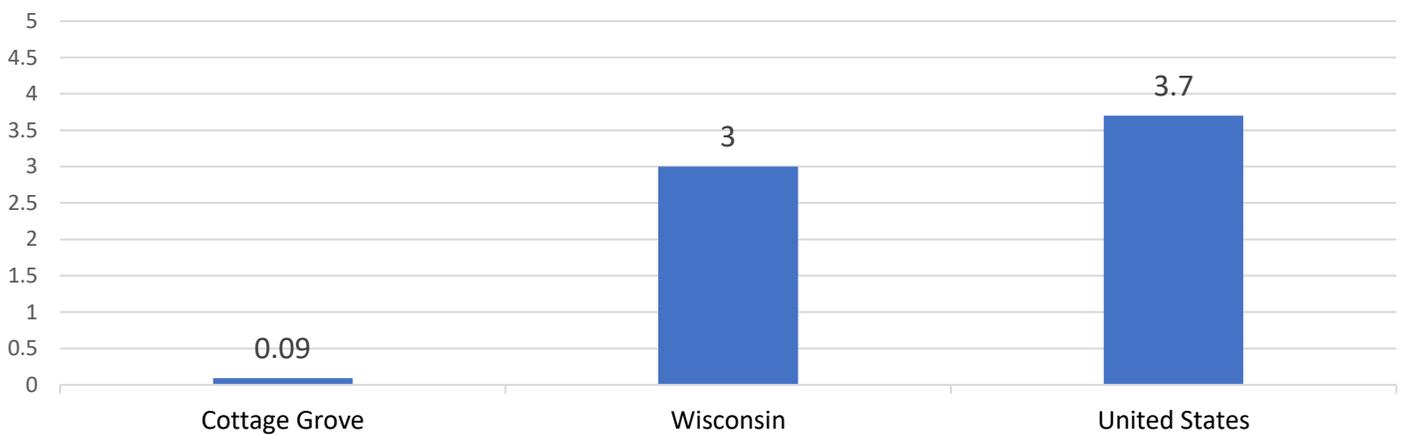
Offense	2015	2016	2017	2018	2019
Total	157	164	144	113	112
► Crimes Against Persons	13	16	26	16	24
► Crimes Against Property	104	109	66	29	40
► Crimes Against Society	40	39	52	68	48

Total Offenses for Cottage Grove PD
2014 - 2019

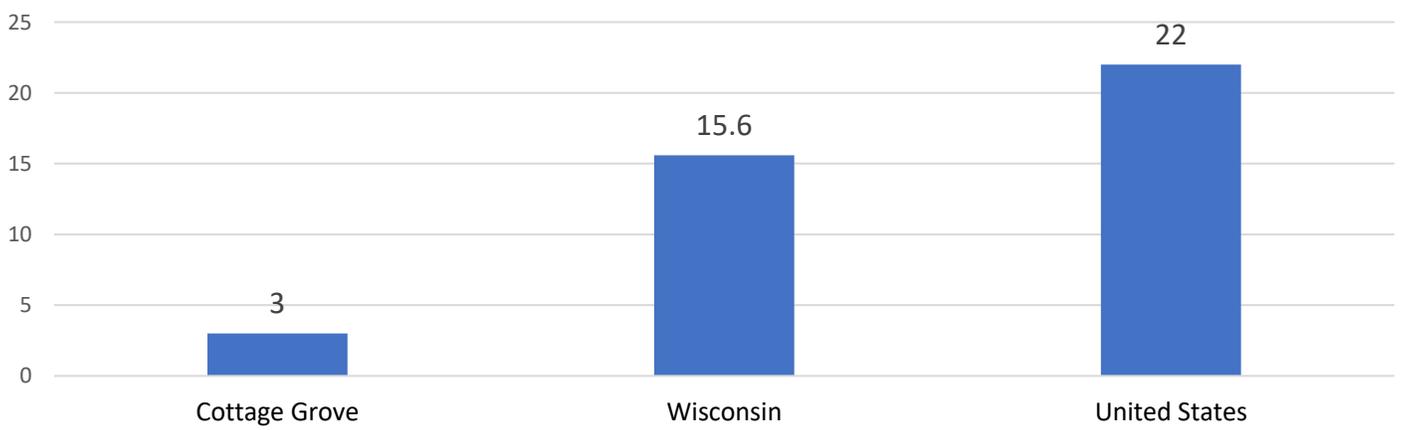
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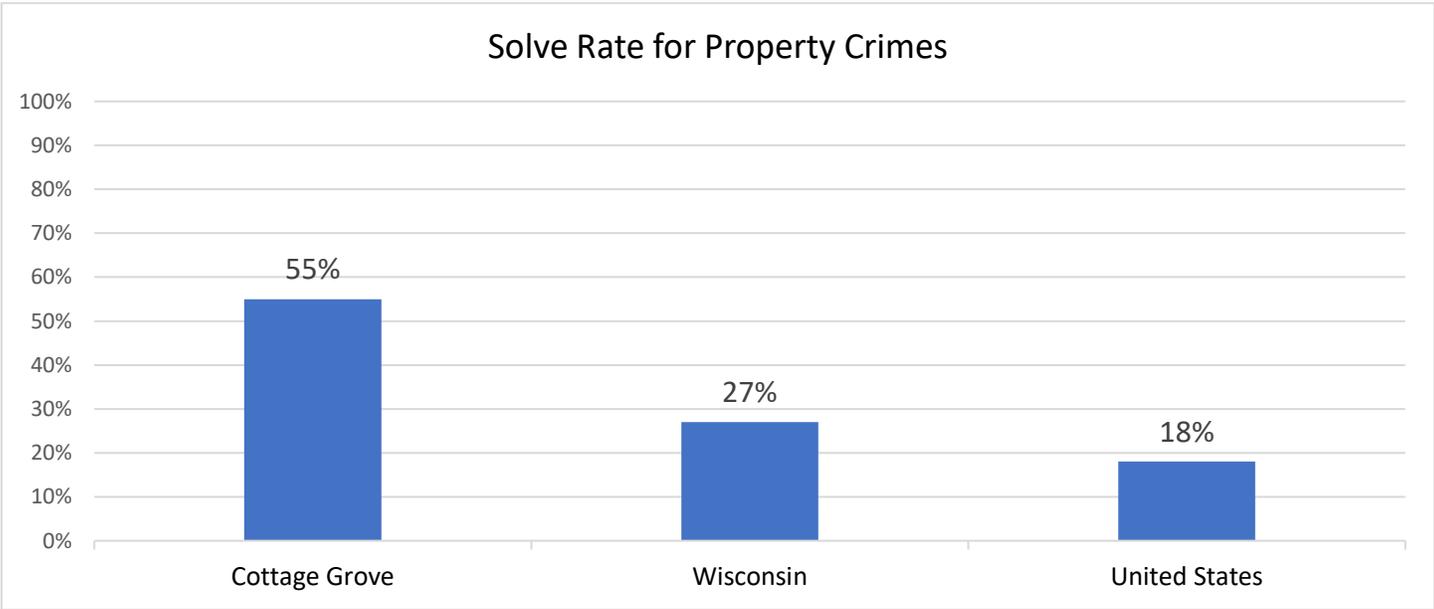
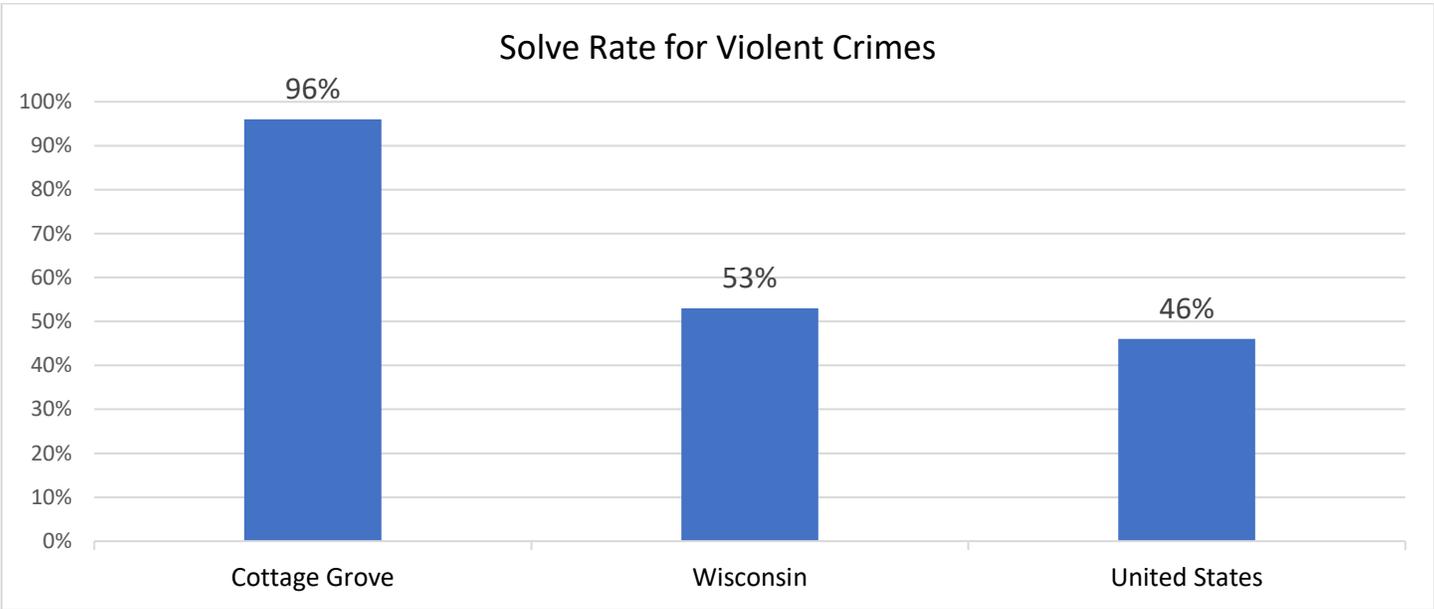


Violent Crime Comparison (per 1,000 residents)



Property Crime Comparison (per 1,000 residents)





ACCREDITATION

Many have heard the term accreditation, but few fully understand its relationship to modern law enforcement. The basic principle of all accreditation processes, regardless of their field of governance, is for an independent body to establish a set of standards by which the operations of entities can be evaluated. The Wisconsin Law Enforcement Accreditation Group (WILEAG) has become this independent evaluating body for law enforcement agencies in the State of Wisconsin.

The WILEAG governing board established its first set of standards in 1995. In 2017, WILEAG published its Fifth Edition which consists of 242 standards that contain 602 separate dimensions. These standards are specifically tailored to address the needs and capabilities of Wisconsin Law Enforcement Agencies.

To become an accredited agency, or to maintain your accredited status, a police department must review and update each of its policies and operating procedures, making certain that they comply with WILEAG standards, every three years. Agencies must also collect “proofs” that document their compliance with every standard and dimension annually. Every

third year, a team of WILEAG evaluators conduct on-site assessments of each agency seeking accreditation. During these assessments, the evaluators examine both the agencies policies and proofs, making certain they comply with each of the established standards. These on-site evaluations generally take three full days and they include facility inspections and public input hearings.

In March of 2018, the Cottage Grove Police Department went through its first on-site assessment. The team of three independent evaluators found the Cottage Grove Police Department to be in full compliance with all relevant WILEAG standards. On May 11, 2018, the Governing Board of the Wisconsin Law Enforcement Accreditation Group awarded the Cottage Grove Police Department with a Certificate of Accreditation.

Lieutenant Matthew Wagner oversees the accreditation process for the Cottage Grove Police Department as the department Accreditation Manager, but the accreditation process is an agency wide project and accomplishment. In 2021, we will need to go through re-accreditation which will require us to show for the past three years that we have been conforming to all standards.

In these challenging times for law enforcement agencies around the nation, the Cottage Grove Police Department will continue to utilize the WILEAG accreditation process to conduct ongoing self-evaluation to maintain the highest quality standards in our operations.

INVESTIGATIONS

Detective Benjamin Anderson is the full time investigator for the Cottage Grove Police Department. Detective Anderson investigated several felony and misdemeanor cases in 2019 and continued to follow up on historical cases. Some of these cases investigated included adult and child sexual assaults, drug cases, missing person cases, reckless homicides cases, child pornography cases, burglary cases, theft cases, child neglect cases, stalking case, counterfeit case, terrorist threats cases (school related), and fraudulent prescription cases. Detective Anderson received the “Chief’s Commanders Commendation Award” for the Kurt Meyer missing person case he worked in 2019.

Detective Anderson also assisted patrol staff with around 35 other cases and responded to calls with patrol when needed. Detective Anderson assisted outside agencies that included Dane County with a drug case, Monona Police Department with a search warrant, Wisconsin DOJ with an elder abuse case, Dane County Sheriff’s Department with a sexual assault, Pleasant Prairie Police Department with a background check, Madison Police Department with a sexual assault, drug investigation, an armed robbery case, Winnebago County Sheriff’s Department with a theft from vehicle case, McFarland Police Department with a drug investigation, and the Minneapolis Police with an invasion of privacy case. Detective Anderson is also currently working a joint sex offense case with the River Falls Police Department.

Detective Anderson also processed over 400+ items of property/evidence as the department’s evidence room custodian, completed over 60 court officer trips to the Dane County District Attorney’s Office, and assisted the Dane County District Attorney’s Office with several follow up requests and video/evidence request. Detective Anderson completed over 50 open records request for public and defense attorneys.

Detective Anderson completed numerous background checks for the parks and rec department, village employee backgrounds, and liquor license checks.

Detective Anderson investigated numerous major cases this year, in which some to note are included below:

MISSING PERSON/DEATH INVESTIGATION CASE-KURT MEYER:

In January of 2019, Detective Anderson was asked to assist and take lead on a missing person complaint. After working numerous hours throughout the day, Detective Anderson reached out to the Wisconsin Department of Justice-Division of Criminal Investigation major crimes unit to assist with the case. Detective Anderson worked with probation and parole to start searching for evidence of Meyer’s disappearance. Detective Anderson initially requested bank records, cellular phone companies, and social media to retrieve a timeline of Meyer’s activities. Detective Anderson interviewed numerous subjects during this investigation. Meyer was later located deceased in the Village of Marshall. At this time, the Wisconsin Division of Criminal Investigation (DCI) took lead on this case due to jurisdiction. Detective Anderson

was asked by the Special Agent that would now lead the investigation with DCI to continue and assist with the case. Numerous hours around the clock were spent on this case.

DEATH INVESTIGATION:

In September of 2018, an adult female was located deceased at her residence in Cottage Grove. After numerous hours of investigation, a suspect was identified in connection to her death. In February of 2019, Detective Anderson worked alongside DCI a drug investigation also involving the suspect. The suspect was eventually arrested for Maintaining a Drug Dwelling, and Possession of Heroin. This suspect was also then later charged by the Dane County District Attorney's Office with 1st Degree Reckless Homicide.

JIMMY NICHOLSON DRUG CASE:

In May of 2019, Detective Anderson worked numerous hours on a drug investigation that involved maintaining a drug dwelling, possession of intent to deliver cocaine, and possession of cocaine. There were numerous complaints of suspicious activity at the residence and calls coming in from citizens. Detective Anderson worked numerous hours conducting surveillance, and other investigative techniques. Detective Anderson later had a search warrant signed by a Dane County Judge and was then executed in the Village of Cottage Grove. Jimmy Nicholson was the suspect in this case and was later arrested during the search warrant and later charged for Possession with Intent to Deliver and Maintaining a Drug Dwelling.

ADRIAN GARDINER CASE: (FEDERAL CASE)

In July of 2019, Detective Anderson was asked to take lead on a child sexual assault case. Detective Anderson worked numerous hours on this case and was also called off-duty to come in and assist with the case. This case involved a joint investigation with the Wisconsin Division of Criminal Investigation and Indiana State Police. A suspect was later identified as Adrian Gardiner from the State of Indiana. 41 year old Adrian Gardiner was later arrested. Detective Anderson and Special Agent Ryan Condon went to Indiana to interview the suspect, in which they later received a confession. Gardiner was later indicted on four federal charges that included Child Pornography and Child Enticement.

THREATS TO SCHOOL:

In October of 2019, Detective Anderson was contacted off-duty two separate times to come in and assist with a threats to school incident. Detective Anderson was asked to assist the School Resource Officer with these cases. After numerous hours of investigation, two juveniles were eventually arrested in connection to the threats. Detective Anderson assisted with interviewing, and drafting search warrants for both cases.

ASSIST MINNEAPOLIS POLICE:

In December of 2019, Detective Anderson was asked to assist Minneapolis Police Detectives with an invasion of privacy case that occurred in Minneapolis, Minnesota. Detective Anderson and DCI met and briefed with Minneapolis Police. Detective Anderson assisted in drafting a search warrant for Minneapolis Police and was later executed on a suspect and suspect residence in the Village of Cottage Grove. Detective Anderson and DCI will continue to investigate this case. DCI has asked Detective Anderson to assist on historical cases that have involved the suspect. This case still remains under investigation.

COTTAGE GROVE TRIAD

We are also members of the Cottage Grove TRIAD, which is a partnership between law enforcement and seniors in the Cottage Grove area. Police personnel attend regular meetings and participate in winter driving inspections of vehicles, presentations on issues importance to seniors such as scams and frauds and helping to keep the seniors in our community up to date on many issues that may affect them. We have a Cottage Grove police officer on the state board of the TRIAD, which has greatly enhanced our contribution to the organization and provided us with more insight on issues facing our senior citizens.



DOMESTIC ABUSE

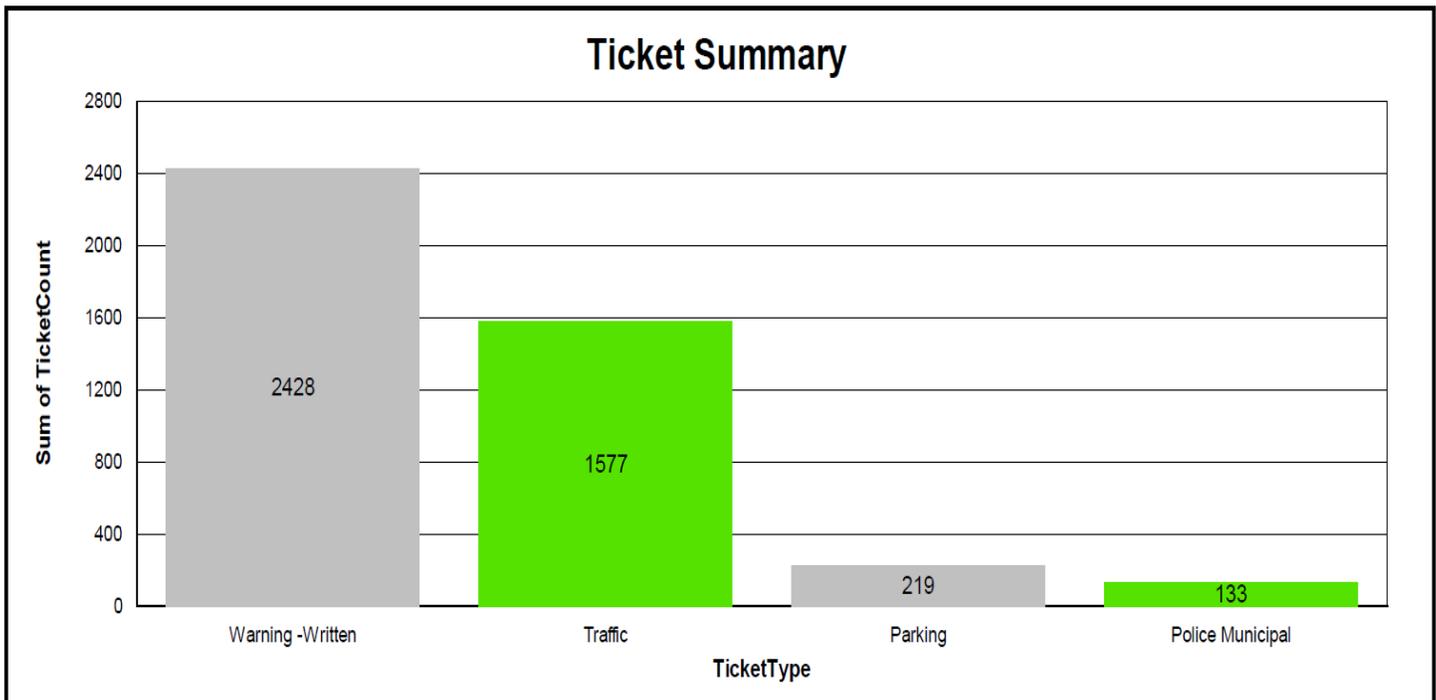
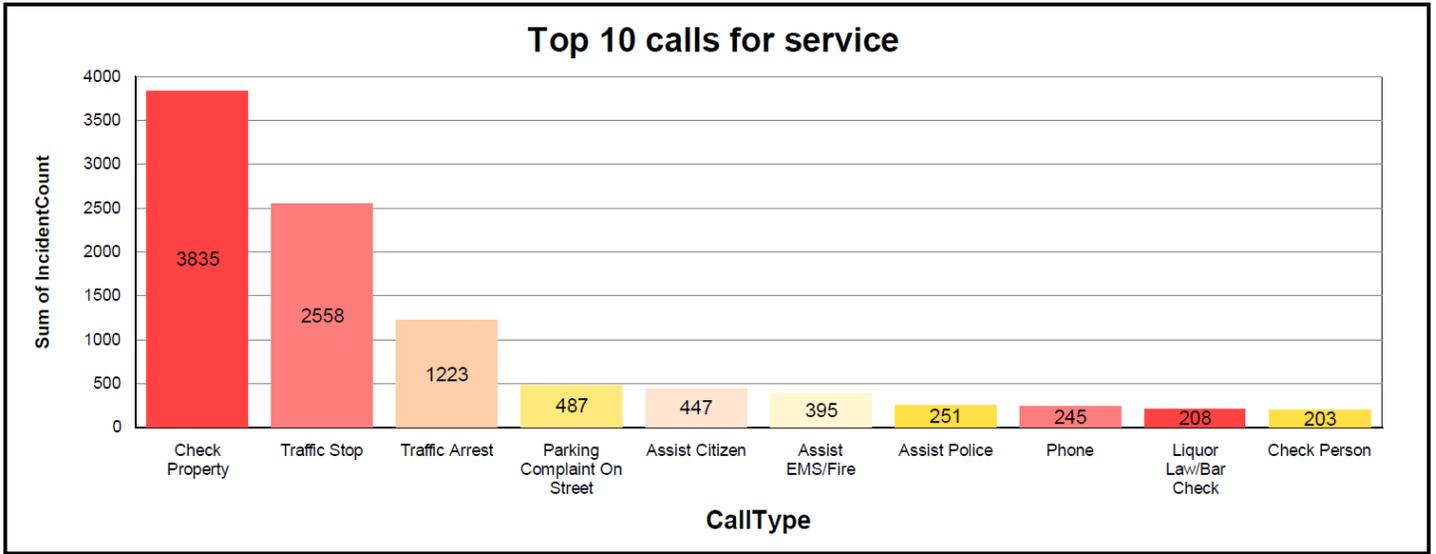
In 2019, we had 38 calls for domestic abuse, 43 calls for domestic abuse in 2018, and 38 domestic abuse cases in 2017. The police department is proactive in this area by responding to residences when a possible conflict may occur (exchange of property) and standing by to preserve the peace, which happened 17 times in 2019. Pursuant to the State of Wisconsin mandatory arrest law, many of these incidents resulted in criminal arrests, which account for 1/3 of all criminal referrals to the Dane County District Attorney's Office. In an effort to prevent future domestic violence incidents from our community, officers actively communicate regional resource availability, such as the private, non-profit, Domestic Abuse Intervention Services (DAIS), which provides crisis intervention and community education and prevention programs, the Dane County District Attorney's Office Domestic Violence Unit, and the YWCA of Dane County to all victims of domestic violence incidents. We also educate victims on the availability of obtaining temporary restraining orders and their victim rights. Numerous members of the Cottage Grove Police Department have attended training offered by the Dane County District Attorney's Office/Domestic Violence Unit and the Dane County Sheriff's Office. The police department will be implementing a Domestic Police Officer program in 2020 to coordinate our efforts with the domestic violence providers in the county. We will receive extra training and will provide intensified services to the victims of domestic violence with the goals being a reduction in violence and a decrease in recidivism.

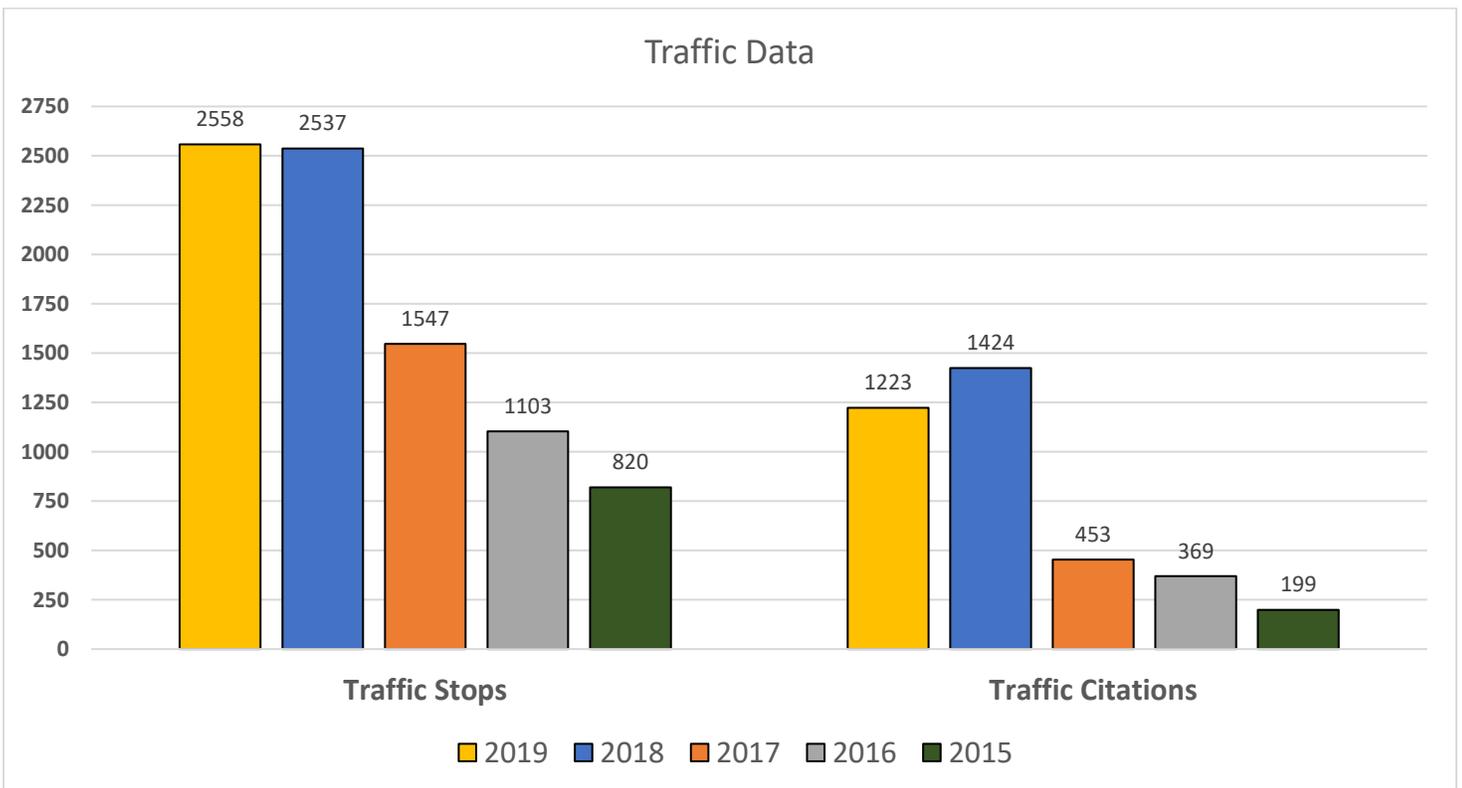
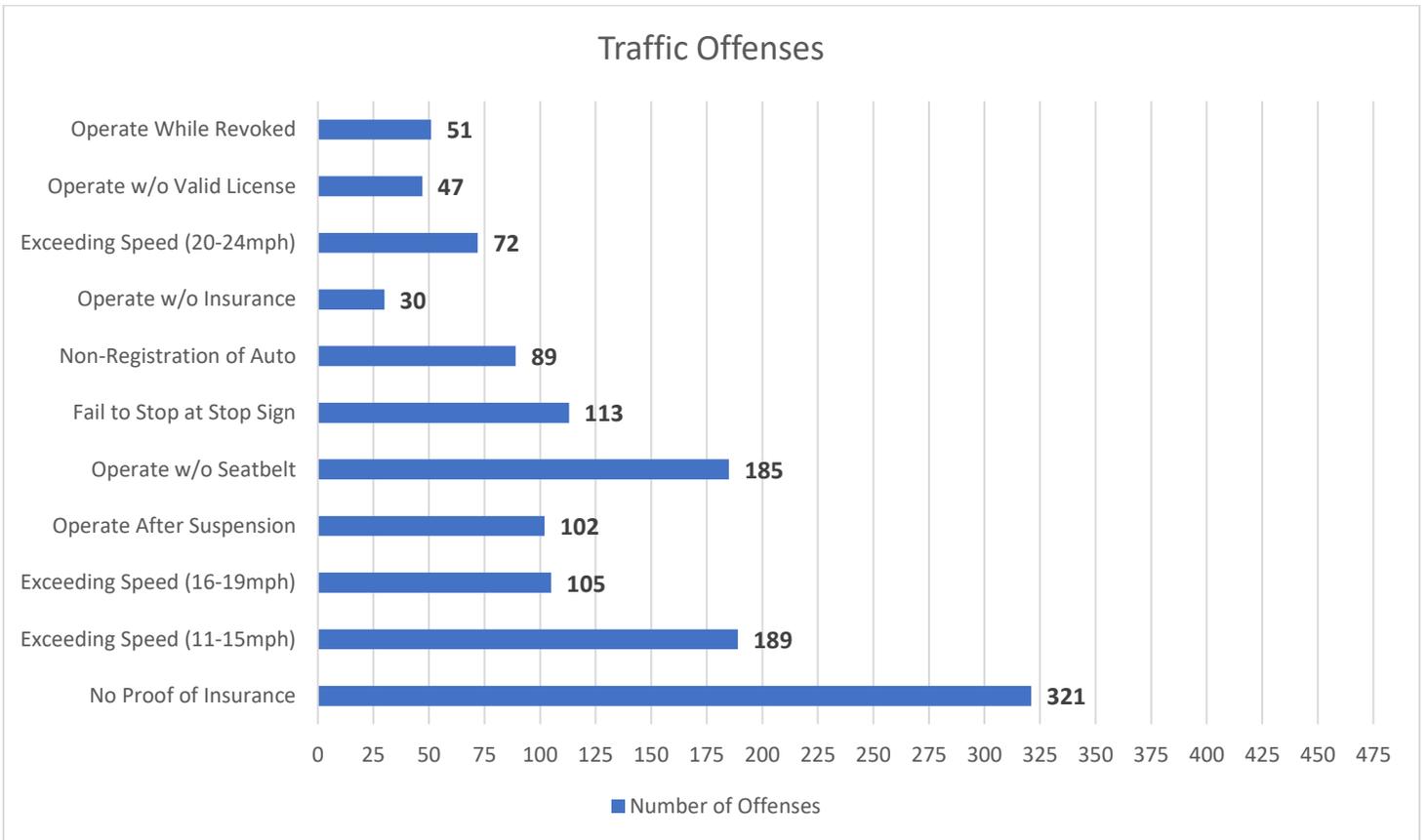
MEDICAL ASSISTANCE

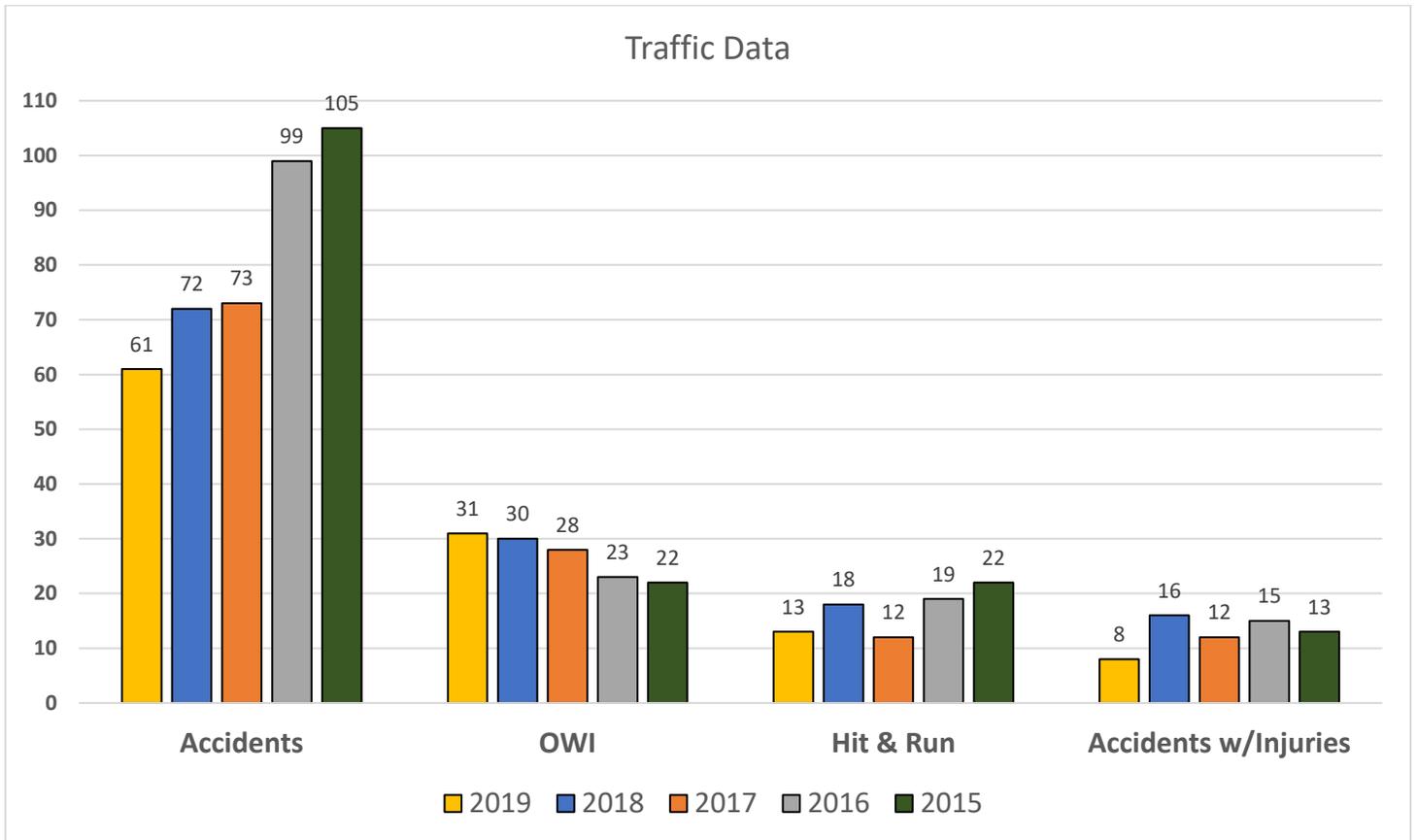
Our officers responded to 395 calls to assist our citizens with medical issues in 2019, and 457 calls to assist our citizens with medical issues in 2018. We assist Deer Grove EMS with their patients, sometimes arriving before EMS personnel do. It is extremely important to have officers on scene so fast to administer basic first aid, comfort the patient, assist the EMS personnel, administer Narcan and provide basic life saving techniques. We have equipped all officers with tourniquets for their own personal use and to stop the bleeding when a citizen may be in need. Deer Grove EMS provides annual training to us in basic first aid and we try to stay up to date with the best practices for first responder first aid. All police squads have AEDs and Narcan for heart attacks and opiate overdoses. We upgrade our AEDs as often as possible to provide the best care for our citizens.

TRAFFIC & PARKING ENFORCEMENT

One of our primary objectives at the Cottage Grove Police Department is to keep our streets safe for pedestrian, bicycle and vehicular travel. This objective is accomplished through proactive patrol and traffic enforcement that is aimed at keeping our streets safe. We don't always issue citations at every traffic stop. Some traffic stops result in warnings, some in citations, or a combination of both. In 2019, we had 2,558 traffic stops that resulted in 1,223 citations. We also issued 2,428 written warnings. The chart below highlights the most frequent, and some of the most serious offenses we cited drivers for in 2019. The next chart compares traffic enforcement efforts and results with previous years. We also issued 219 parking tickets in 2019. Most were during the winter as we try to keep the streets clear for plowing operations.





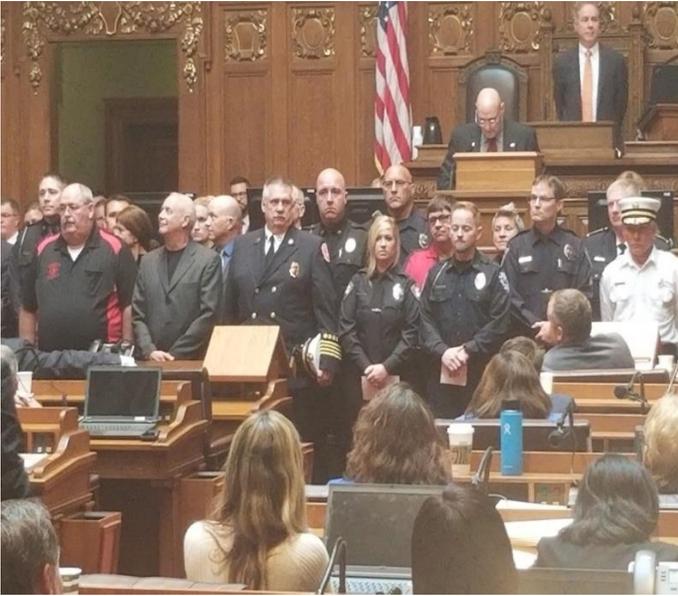


NON-TRAFFIC ORDINANCE VIOLATIONS

We issued 133 municipal citations (non-traffic) in 2019.

SCHOOL RESOURCE OFFICER

Officer Helgeland is our SRO for the Cottage Grove schools. She was a volunteer for this position and she has performed admirably so far. She serves all three Cottage Grove schools but is primarily providing services at Glacial Drumlin Middle School. She stays extremely busy and has numerous interactions with students daily and is truly having an impact on these young people. The role of an SRO is providing safe learning environments in our schools, providing valuable resources to school staff members, fostering positive relationships with youth, developing strategies to resolve problems affecting youth and protecting all students, so that they can reach their fullest potential. An SRO is not only a police officer, they are educators and informal counselors/mentors. Officer Helgeland has taught personal safety and internet safety in the 6th grade health classes. She has taught the children how to be safe when they are home alone, when confronted by a stranger, or other dangers that threaten their safety. Internet safety presentations in regard to inappropriate content and sexting dangers has been a big emphasis for Officer Helgeland as this area has been a huge problem across the country and in our middle school. In October of 2019, Officer Jessica Helgeland was recognized as the first responder of the year for the 46th assembly district. Officer Helgeland, along with other first responders in the state, were recognized for outstanding service to their communities. Thank you to State Representative Gary Hebl for recognizing Officer Helgeland.



PROACTIVE PROGRAMMING

Neighborhood Watch: A Village wide effort is being made to engage more citizens in neighborhood watch efforts. When crimes occur in the Village, we communicate directly with residents by canvassing the neighborhood and making contact with as many victims as possible, and to warn others in the neighborhood about the crimes being committed in their area and what to look for to help the police catch these violators. We also post the crime issue to the department Facebook page, the Village website, the local newspaper and the Cottage Grove Crime Watch website. We receive many tips about these crimes and the feedback we receive from citizens has been very positive when we take the time to educate them about what is occurring in their community.

ALICE training, Building Security Assessments: **ALICE Training** has a solution for your organization. **ALICE** (Alert, Lockdown, Inform, Counter, Evacuate) **Training** instructor led classes provide preparation and a plan for individuals and organizations on how to more proactively handle the **threat** of an aggressive intruder or **active shooter** event. The Cottage Grove Police Department has a certified instructor in this discipline and has provided the training to all of the Cottage Grove Schools along with numerous businesses and groups. We have also provided security assessments to businesses so that they know where their strengths and weaknesses are at. They are provided with a personalized report to use as they see fit.

Caught Wearing a Helmet: We reward children for wearing their helmets when riding their bikes by giving them coupons from various businesses in the community when our officers participate in ‘Caught Wearing a Helmet.’ This program allows officers on patrol to make contact with children they see on the street wearing their helmets by immediately giving them a coupon for a sport drink, a donut, a bottle of water, an ice cream cone and other items of interest to the children. This greatly encourages the children to wear their helmets and gives our community a chance to get to know our officers in a non-threatening environment. Many children now look for our officers in the warmer months to patrol through their neighborhood in anticipation of receiving one of these coupons. We also hand out water bottles, pencils, key chains, chip clips and other novelty items to children and adults at community outreach events with safety tips thereon.

Cottage Grove Police Department Special Needs Awareness Program: As part of our desire to provide the very best police services to our residents, the Cottage Grove Police Department is seeking to enhance its base of knowledge and awareness of the special needs children and adults in our community. As a police department, we regularly have contact with children and adults who have a variety of special needs. While in many instances, we are aware of the individual needs of a particular person with whom we are in contact and how to best help them during a stressful event, at other times we are not familiar with an individual and this can cause difficulty in determining how to best help them. The goal of this program is to coordinate with family members in gaining the valuable knowledge that will help prepare us to assist

an individual in need. We encourage the parents and caretakers of special needs children and adults to participate in the program. To find out more about and/or participate in the program, please contact Officer Helgeland at the police department.

Vehicle Lockouts: We are one of a few remaining police departments that will open a vehicle that has been locked with the keys inside. We provide this as a service to our community members for free and we have received much praise for providing this service. We respond quickly and only ask that the citizen sign a waiver that holds us harmless for any damage caused by attempting to unlock their vehicle.

The Cottage Grove Coalition Cares: Organization made up of law enforcement (CGPD), community members, educators, parents, drug treatment and awareness groups, and other volunteers interested in teaching drug and alcohol abuse prevention to our community and especially our school aged children and young adults. We host drug take back days twice per year at Forward Pharmacy in Cottage Grove and also present seminars to educate the public about the abuse of drugs and alcohol.



Coffee With a Cop at School Grounds Café

IMPROVED COMMUNICATION THROUGH TECHNOLOGY

Facebook: The police department Facebook site has greatly enhanced our communication with the community in this age of the internet being used by so many. The Cottage Grove Police Department currently has 2,554 friends that follow our Facebook page. Many of our press releases are posted on the Village website so that a larger audience can be reached. A link to the Chief of Police's e-mail account is available via the Village of Cottage Grove website so that citizens may contact the department via e-mail to receive updates on cases or reports. Citizens can also submit a crime tip for cash to the Madison Area Crime Stoppers (of which Cottage Grove is part of) on our website. The Cottage Grove Police Department is also fortunate to have a strong relationship with our community's newspaper, the Herald Independent, in that periodic police related news releases and Facebook posts communicate areas of public safety concern in our community.

Nextdoor: The police department is now a full member of Nextdoor and we are currently sharing and receiving information from the almost 1,601 households in 8 neighborhoods who belong to Nextdoor. Nextdoor allows communities to easily create private websites to facilitate communication among neighbors and build stronger neighborhoods. Residents can exchange information about crime and safety issues. We monitor the 8 neighborhood sites and exchange information with concerned neighbors. We sometimes become aware of issues that were not reported to us and residents get information from us they might otherwise not know about. The following are some of the benefits to having the Cottage Grove Police Department on Nextdoor:

1. Residents get to know local police officers or government representatives
2. Stay in the loop about crime and safety issues
3. Be invited to upcoming events, like town halls and “Coffee with a Cop”
4. Organize disaster plans as a community
5. Voice your concerns to government representative
6. Provide feedback on government initiatives

The Cottage Grove Police Department can post messages, polls, or urgent alerts to the neighborhoods in their service area where the information would be relevant. Community members can thank their posts, reply to them, or send a local official a private message. The private message feature has been an efficient method of talking with people about sensitive matters. Again, we encourage people to call us whenever they have a concern. That is what we are here for!

Ring Doorbell Neighbor App: The police department is a member of the Neighborhood app which allows us to share crime information with fellow members and to share videos of events. This is especially helpful when a crime has occurred in our village. The police department sends out a video request for a certain geographic area, date and time. Homeowners with Ring doorbells, and others who have signed up for this app, can share the videos with us if they choose to. We then examine the videos and use them to help solve crimes.

Crime Prevention: The mission of the Cottage Grove Police Department includes crime prevention among its areas of greatest concern. The department is committed to the development and fostering of community based crime prevention efforts. We have a crime prevention coordinator for the department and have developed an associated policy. Specific crime prevention efforts include; Preserve the Peace, in which the police department stands by when a situation may need a police presence to keep the situation from getting out of hand and becoming a crime, vacation checks for our citizens that are out of town, Operation I.D., Crime Stoppers, Safe Night Out, and safety education presentations, such as bicycle helmet awareness, anti-bullying, underage drinking, updates on laws concerning driving, texting, cell phones, and safe use of computers.

INTERACTION WITH PUBLIC



Interacting with Girl Scouts



Police Appreciation from the Cottage Grove Girl Scouts



Touch a Truck Event at Cottage Grove Elementary



Touch a Truck Event 2019



National Night Out 2019 in Monona



Cottage Grove, WI Police

Published by Shared via AddThis [?] · December 6, 2019 ·

Thank you WKOW for bringing exposure to this great program.



WKOW.COM

Cottage Grove parking tickets payable by food pantry donations - WKOW

Cottage Grove Food Pantry donation program in lieu of paying a parking ticket was launched in December of 2019. Anyone receiving a parking ticket could donate five food items to the pantry and have their parking ticket dismissed. Many took advantage of this program and we delivered five car-loads of food to the pantry in 2019 and early 2020.

EMPLOYEE TRAINING: PROFESSIONAL GROWTH AND DEVELOPMENT

The Cottage Grove Police Department is committed to providing training to its employees so that they maintain their proficiency and learn advanced skills that will advance their knowledge base and improve our police services to the community. Officers are required to receive a bare minimum of 24 hours of training annually to maintain their state law enforcement certifications. In 2019, the department provided 250 hours of training to its officers and supplemented it with over 320 hours of advanced training. That training included mandatory firearms qualification, pursuit training/emergency vehicle operations, and TASER deployment. Officers also received training from the department and outside experts, in less lethal training, vehicle contacts, defense and arrest tactics, room clearing, legal updates, policy and procedure updates, computer and technology updates, dementia recognition and interaction, major case investigation and force transition training. Other specialized training included topics such as interview and interrogation, crisis intervention training, active shooter training, homicide investigation, white collar crime investigation, instructor development, first aid and CPR, diversity training, and de-escalation of dangerous situations. The K9 team participated in 90 hours of training to build up their skills and to maintain proficiency. This does not include the many hours the team must train to maintain their skills on a daily basis.



Firearms/Rifle Training at the Dane County Sheriff's Outdoor Range in Waunakee

Village of Cottage Grove
POLICE DEPARTMENT

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Website: www.cottagegrovepolice.org



Daniel L. Layber
Chief of Police

To: Law Enforcement Committee, Village Administrator
From: Daniel Layber, Chief of Police
Date: 2-25-2020
Re: Village of Cottage Grove Police Department Management Plan

The following is the Village of Cottage Grove Police Department **Goals and Objectives for 2020**.

Goal #1: Maintain Accreditation

The Cottage Grove Police Department is currently accredited by the WILEAG (WI Law Enforcement Accreditation Group). The Department achieved accreditation in May of 2018. The Department will have to continue to maintain the standards of accreditation and prove we are complying every year, including 2020. We will need to re-achieve accreditation in 2021.

Goal #2: Enhance the Bicycle Patrol Program

The Cottage Grove Police Department began the bicycle patrol program in 2019. Bike patrol programs can be useful in addressing crime issues and enhancing community outreach. Officers on bicycles are much more approachable than officers in squad cars. We sent one officer to a bike patrol training program in 2019 and made attempts at getting officers out at special events and in neighborhoods when the weather allowed. In 2020 we will send another officer to the bike training program and try to become even more visible in the community during the warmer weather.

Goal #3: Enhance and Implement a Physical Fitness/Wellness Program for the Police Department

The Department purchased physical fitness equipment in late 2019. The equipment is now fully set up and operational. We have 2 treadmills, an elliptical machine, a stairclimbing machine, a stationary bicycle, free weights, racks for various exercises and a cable machine intended for resistance weightlifting. When weather allows in 2020, we will test the officers who volunteer to participate in the exercise program. For those that can pass the physical fitness standard for recruits, as set by the WI DOJ, they will be rewarded with extra leave days. For those that cannot pass the test, they will be given a program to follow by a trainer that will hopefully get them in position to pass this test. For those that make substantial gains, but still cannot pass the test, they may be rewarded in other ways. We will also bring in a dietician to consult with the officers to get them eating healthier. The physical fitness trainer will also be available for consultation for all members of the department. The goal for 2020 is to have as many officers as possible participating in the wellness program so that we become a healthier department mentally and physically.

Goal #4: Maintain Solve Rate for Violent Crimes and Property Crimes

We currently solve violent and property crimes at rates well above the state of Wisconsin averages. Our goal for 2020 is to maintain these excellent solve rates and to always be on the lookout for better and innovative ways to do so. We have signed up for Ring's Neighborhood portal which allows for us to request videos from citizens with these cameras in specific geographic areas of the village. We have received many videos using this portal and in 2020 we hope to expand the program. We are also members of the Neighborhood app which is generally used for neighbors to share non-crime related news and services. However, there is a crime and neighborhood watch component to this app which we will attempt to expand our use of in 2020. In 2020 we will be on the lookout for new ways to help us reach the community to develop partnerships to help us solve crime and disorder issues.

Goal #5: Develop a Domestic Violence Officer Program

The department applied for a federal COPS grant in March of 2020, which if approved, would give the department the opportunity to hire another officer in 2020 who would focus on becoming a domestic violence officer. The domestic violence officer would partner with the Dane County Victim Witness Unit, and the private entity, Domestic Abuse Intervention Service (DAIS), to provide enhanced services to victims of abuse to hopefully decrease recidivism rates in our community. If we do not receive this grant position, we will send some officers in 2020 to receive more training in this area and deploy them in the community to help the victims. They will coordinate efforts with Dane County Victim/Witness and DAIS to provide proactive efforts at reducing domestic violence in our community.

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Website: www.cottagegrovepolice.org



Daniel L. Layber
Chief of Police

To: Law Enforcement Committee, Village Administrator
From: Daniel Layber, Chief of Police
Date: 2-20-2019
Re: Village of Cottage Grove Police Department Management Plan

The following is the Village of Cottage Grove Police Department goals and objectives for 2019.

Goal #1: Maintain Accreditation

The Cottage Grove Police Department is currently accredited by the WILEAG (WI Law Enforcement Accreditation Group). The Department achieved accreditation in May of 2018. The Department will have to continue to maintain the standards of accreditation and prove they are in compliance every year.

Achieved – We have all proofs in place for 2019.

Goal #2: Implement a Bicycle Patrol Program

The Cottage Grove Police Department does not currently have a bicycle patrol program. Bike patrol programs are useful in addressing crime issues and community outreach. Officers on bicycles are much more approachable than officers in squad cars. We will attempt to obtain a police patrol bike for free or at a greatly reduced price. We will send at least two officers to a bike patrol training program and make attempts at getting officers out at special events and in neighborhoods when the weather permits.

Achieved – We sent an officer to police bicycle patrol school in 2019 and patrols during the summer months were conducted.

Goal #3: Define, Develop and Implement a Physical Fitness Program for the Police Department

The Department does not currently have any type of physical fitness program for its officers. We believe that employees/officers that are healthy/healthier are better able to perform their job duties with less injuries and absenteeism. There is a cost to the village for unhealthy employees and a physical fitness program could help address these issues. We would need to develop some type of policy, secure funding and implement a program to improve physical fitness. This would need village board approval during the budgeting process for 2020.

Achieved – We received approval from the Village Administrator, the Law Enforcement Committee and the Village Board to implement this program and to use leftover capital funds to pay for the equipment needed. The equipment is housed in the west end of the Municipal Services Building.

Goal #4: Maintain Solve Rate for Violent Crimes

The Department currently solves violent crimes at a 94% rate. This is well above the state rate of 53%. The goal for 2019 is to maintain that solve rate. This may be difficult due to achieve because this rate is well above the state and national averages, but every effort will be made to achieve this goal.

Achieved – We solved 23 out of 24 crimes against persons in 2019, which is a 96% clearance rate.

Goal #5: Maintain Solve Rates for Property Crimes

The department currently solves thefts/property crimes at an 83% rate. This is well above the state rate of solving thefts which was 27% in 2018. The goal for 2019 is to maintain that solve rate which may be difficult due to the high number of car break-ins that we encounter during the summer months that are notoriously difficult to solve, however, every effort will be made to achieve this goal.

Achieved/Not Achieved – We solved 22 out of 40 property crimes in 2019, which did not meet our goal of 83%. This was a 55% solve rate which is double the state average of 27%.

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Daniel L. Layber
Chief of Police

2019 Village of Cottage Grove Police Department Annual Report on Use of Force

As required by the Village of Cottage Grove Police Department's "Use of Force" policy, Chief Layber is required to prepare an annual report and analysis of the department's use of force incidents. The report will note any areas needing improvement, and any patterns or trends that could indicate training needs and/or policy modifications.

In 2019 the Cottage Grove Police Department had 4 documented use of force incidents, compared to 9 in 2018, and 6 in 2017.

The first incident involved a 25-year-old male who was operating a motor vehicle in the Village of Cottage Grove. The vehicle was being surveilled by the Madison Police Department because the driver was suspected of having four warrants for his arrest. The Madison Police Department contacted the CGPD and requested one of our on-duty officers stop the vehicle so that identification and possible arrest of the subject could be conducted. Due to the nature of the warrants, the CGPD officer initiated a felony traffic stop of the vehicle and during the stop he briefly pointed his handgun at the vehicle. It was later determined that the subject driving the vehicle was not the wanted subject, however, the passenger was related. The CGPD Use of Force Policy states that pointing a firearm at a subject is a reportable use of force. Many police departments and academics do not classify this as a use of force situation. The driver and passenger were not taken into custody, they were not injured, they made no complaints of injuries or excessive use of force.

The second incident involved a 13-year-old female student at school who was being escorted from the building due to her behavior. While being escorted by the School Resource Officer and another CGPD officer, the officers each grabbed one of her arms to prevent her from fleeing. While walking her to a squad car, she kicked the officers multiple times and had to be directed to the ground twice because of this conduct. While trying to get the female into the squad car she struck the SRO twice in the face. She was eventually placed in handcuffs and restrained for 10 minutes. She calmed down and was released from the handcuffs. Officers had to restrain the female by grasping her arms and legs and holding her down. The female did not complain of any injuries, she did not receive any medical attention, and the officers did not notice any injuries to her. Parents were notified of what occurred and no complaints were received at the police department. The officer that was kicked and punched did experience pain but did not require medical attention.

The third incident involved an 18-year-old male who was causing a disturbance and threatening employees at a gas station in the Village of Cottage Grove. When the CGPD officer arrived on scene, the male left the station and started walking down a nearby street. The officer ordered the subject to stop, however he did not. The officer caught up with the subject and again, asked him multiple times to stop and had to place his hand on the subject's arm. The subject became physically combative with the officer and they fell to the ground while the officer and subject were struggling with each other. At one point in the confrontation, the subject was on top of the officer and tried to grab the officer's gun. The officer tried to use his Taser to control the subject, but it was ineffective. Shortly thereafter, a citizen came to the aid of the officer and physically helped the officer get the subject in handcuffs. EMS was called to the scene because of the Taser deployment and they removed the prongs from the Taser which were in the stomach area of the subject. He was checked by EMS for injuries and evaluated. He refused transport to the hospital and EMS determined that he was not in need of further medical

Dedicated to Keeping Our Community Safe Through Partnership and Professional Service

treatment. He was arrested and subsequently charged with felonies. The officer sustained injuries to his elbow, knee and back. He missed two days of work as a result.

The fourth incident involved a 10-year-old student at a school in Cottage Grove who was being disruptive in class and refused to leave the classroom. The School Resource Office and a staff member of the school had to physically remove the student. The SRO grabbed an arm to escort the student from the class and while the student was struggling, the officer moved the student's arm behind his back as a come-along hold. Once they reached an officer area the student kicked the SRO in the leg. The student was not injured, and no first aid was rendered. There were no complaints received at the police department regarding this incident.

In Chief Layber's review of the incidents, the officer's actions were deemed appropriate in all situations they were faced with. They used the minimum amount of force necessary to control the subjects and no subjects were injured because of the use of force.

Due to the minimal number of police use of force incidents, it is difficult to note any patterns or trends that could indicate training needs and/or policy modifications. It appears that the police officers involved were well trained and applied their training and experience appropriately during these encounters. No follow-up complaints were made to the police department by the subjects or their representatives alleging excessive force was used.

Sincerely,

Daniel Layber
Police Chief

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
ADS MECHANICAL					
243	ADS MECHANICAL	23772	HVAC REPAIR - MSB	100-51700-210	104.06
243	ADS MECHANICAL	23772	HVAC REPAIR - MSB	600-60935-340	20.24
243	ADS MECHANICAL	23772	HVAC REPAIR - MSB	601-60834-340	20.24
243	ADS MECHANICAL	23782	HVAC REPAIR - MSB	100-51700-210	735.94
243	ADS MECHANICAL	23782	HVAC REPAIR - MSB	600-60935-340	64.94
243	ADS MECHANICAL	23782	HVAC REPAIR - MSB	601-60834-340	64.94
Total ADS MECHANICAL:					1,010.36
ADVANCED DISPOSAL					
3820	ADVANCED DISPOSAL	A20000503933	GARBAGE COLLECTION - FEBRUARY 2020	100-53620-295	21,530.23
3820	ADVANCED DISPOSAL	A20000503933	RECYCLING COLLECTION - FEBRUARY 2020	100-53620-296	9,223.97
Total ADVANCED DISPOSAL:					30,754.20
ALLIANT ENERGY/WP&L					
31	ALLIANT ENERGY/WP&L	31-031720	2225830000 STREET LIGHTS	100-53420-221	6,740.25
Total ALLIANT ENERGY/WP&L:					6,740.25
ALSCO					
1462	ALSCO	IMIL1544820	MATS AT VILLAGE HALL	100-51600-210	23.99
1462	ALSCO	IMIL1544820	MATS AT VILLAGE HALL	600-60920-340	7.99
1462	ALSCO	IMIL1544820	MATS AT VILLAGE HALL	601-60850-340	7.99
1462	ALSCO	IMIL1547202	MATS AT MUNICIPAL SERVICES BLDG	100-51700-210	32.15
1462	ALSCO	IMIL1547202	MATS AT MUNICIPAL SERVICES BLDG	600-60920-340	10.71
1462	ALSCO	IMIL1547202	MATS AT MUNICIPAL SERVICES BLDG	601-60850-340	10.71
1462	ALSCO	IMIL1547203	MATS	100-51700-210	20.57
1462	ALSCO	IMIL1547203	UNIFORMS	100-53200-340	33.29
1462	ALSCO	IMIL1547203	MATS & UNIFORMS	600-60920-340	12.92
1462	ALSCO	IMIL1547203	MATS & UNIFORMS	601-60850-340	12.92
1462	ALSCO	IMIL1547204	MATS AT VILLAGE HALL	100-51600-210	23.99
1462	ALSCO	IMIL1547204	MATS AT VILLAGE HALL	600-60920-340	7.99
1462	ALSCO	IMIL1547204	MATS AT VILLAGE HALL	601-60850-340	7.99
1462	ALSCO	IMIL154818	MATS AT MUNICIPAL SERVICES BLDG	100-51700-210	32.15
1462	ALSCO	IMIL154818	MATS AT MUNICIPAL SERVICES BLDG	600-60920-340	10.71
1462	ALSCO	IMIL154818	MATS AT MUNICIPAL SERVICES BLDG	601-60850-340	10.71
1462	ALSCO	IMIL1844819	MATS	100-51700-210	20.57
1462	ALSCO	IMIL1844819	UNIFORMS	100-53200-340	33.29
1462	ALSCO	IMIL1844819	MATS & UNIFORMS	600-60920-340	12.92
1462	ALSCO	IMIL1844819	MATS & UNIFORMS	601-60850-340	12.92
Total ALSCO:					346.48
APG MEDIA OF WISCONSIN LLC					
6540	APG MEDIA OF WISCONSIN LLC	25602-0220	PARK AND REC SPRING 2020 GUIDE	100-55310-340	996.00
6540	APG MEDIA OF WISCONSIN LLC	25602-0220	PARK AND REC SPRING 2020 GUIDE	100-52100-210	368.00
6540	APG MEDIA OF WISCONSIN LLC	25602-0220	PARK AND REC SPRING 2020 GUIDE	100-53100-340	220.80
6540	APG MEDIA OF WISCONSIN LLC	25602-0220	PARK AND REC SPRING 2020 GUIDE	600-60920-340	73.60
6540	APG MEDIA OF WISCONSIN LLC	25602-0220	PARK AND REC SPRING 2020 GUIDE	601-60850-340	73.60
6540	APG MEDIA OF WISCONSIN LLC	25602-0220	PARK AND REC SPRING 2020 GUIDE	100-51100-340	368.00
Total APG MEDIA OF WISCONSIN LLC:					2,100.00
BADGER WELDING SUPPLIES INC					
33	BADGER WELDING SUPPLIES INC	3576578	#4 ACETYLENE	100-53300-340	35.87

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
33	BADGER WELDING SUPPLIES INC	3576578	#4 ACETYLENE	600-60935-340	11.95
33	BADGER WELDING SUPPLIES INC	3576578	#4 ACETYLENE	601-60834-340	11.95
Total BADGER WELDING SUPPLIES INC:					59.77
BAER INSURANCE SERVICES LLC					
1062	BAER INSURANCE SERVICES LLC	3356	LIABILITY - 2ND QUARTER 2020 - GENERAL FUND	100-51930-510	3,394.82
1062	BAER INSURANCE SERVICES LLC	3356	LIABILITY - 2ND QUARTER 2020 - STREETS	100-53300-510	1,839.95
1062	BAER INSURANCE SERVICES LLC	3356	LIABILITY - 2ND QUARTER 2020 - WATER	600-60924-510	1,880.02
1062	BAER INSURANCE SERVICES LLC	3356	LIABILITY - 2ND QUARTER 2020 - SEWER	601-60853-510	4,488.93
1062	BAER INSURANCE SERVICES LLC	3356	LIABILITY - 2ND QUARTER 2020 - POLICE	100-52100-510	3,743.09
1062	BAER INSURANCE SERVICES LLC	3356	LIABILITY - 2ND QUARTER 2020 - COURT	100-51200-520	63.19
1062	BAER INSURANCE SERVICES LLC	3356-WC	WORKERS COMP - 2ND QUARTER 2020 - COURT	100-51200-511	110.42
1062	BAER INSURANCE SERVICES LLC	3356-WC	WORKERS COMP - 2ND QUARTER 2020 - POLICE	100-52100-511	4,941.44
1062	BAER INSURANCE SERVICES LLC	3356-WC	WORKERS COMP - 2ND QUARTER 2020 - CROSSIN	100-51930-511	125.86
1062	BAER INSURANCE SERVICES LLC	3356-WC	WORKERS COMP - 2ND QUARTER 2020 - GENERA	100-51930-511	919.68
1062	BAER INSURANCE SERVICES LLC	3356-WC	WORKERS COMP - 2ND QUARTER 2020 - INSPECT	100-52400-511	9.51
1062	BAER INSURANCE SERVICES LLC	3356-WC	WORKERS COMP - 2ND QUARTER 2020 - PUBLIC	100-53300-511	915.79
1062	BAER INSURANCE SERVICES LLC	3356-WC	WORKERS COMP - 2ND QUARTER 2020 - RECREA	100-55310-511	517.10
1062	BAER INSURANCE SERVICES LLC	3356-WC	WORKERS COMP - 2ND QUARTER 2020 - CABLE	201-51600-511	22.73
1062	BAER INSURANCE SERVICES LLC	3356-WC	WORKERS COMP - 2ND QUARTER 2020 - WATER O	600-60925-511	1,042.72
1062	BAER INSURANCE SERVICES LLC	3356-WC	WORKERS COMP - 2ND QUARTER 2020 - SEWER	601-60853-511	861.12
1062	BAER INSURANCE SERVICES LLC	3356-WC	WORKERS COMP - 2ND QUARTER 2020 - BOARD	100-51930-511	163.94
1062	BAER INSURANCE SERVICES LLC	3356-WC	WORKERS COMP - 2ND QUARTER 2020 - POLL WO	100-51930-511	12.69
Total BAER INSURANCE SERVICES LLC:					25,053.00
BALLWEG, MATTHEW					
6495	BALLWEG, MATTHEW	6495-031720	CDL ROAD TEST REIMBURSEMENT	100-53100-330	90.00
6495	BALLWEG, MATTHEW	6495-031720	CDL ROAD TEST REIMBURSEMENT	600-60920-330	30.00
6495	BALLWEG, MATTHEW	6495-031720	CDL ROAD TEST REIMBURSEMENT	601-60850-330	30.00
Total BALLWEG, MATTHEW:					150.00
BLAIR, TODD					
6537	BLAIR, TODD	6537-031720	BASKETBALL REFEREE - 3/7 X 4 GAMES	100-55310-342	100.00
Total BLAIR, TODD:					100.00
BOBCAT OF MADISON INC					
754	BOBCAT OF MADISON INC	01-83114	TOOLCAT REPAIRS	100-53300-340	543.10
754	BOBCAT OF MADISON INC	01-83114	TOOLCAT REPAIRS	600-60935-340	181.04
754	BOBCAT OF MADISON INC	01-83114	TOOLCAT REPAIRS	601-60834-340	181.04
754	BOBCAT OF MADISON INC	01-83572	TOOLCAT REPAIRS	100-53300-340	1,124.39
754	BOBCAT OF MADISON INC	01-83572	TOOLCAT REPAIRS	600-60935-340	374.79
754	BOBCAT OF MADISON INC	01-83572	TOOLCAT REPAIRS	601-60834-340	374.79
754	BOBCAT OF MADISON INC	31705	BOBCAT LOADER TRADE PROGRAM	410-57501-820	1,732.50
754	BOBCAT OF MADISON INC	31705	BOBCAT LOADER TRADE PROGRAM	600-37300	371.25
754	BOBCAT OF MADISON INC	31705	BOBCAT LOADER TRADE PROGRAM	601-37300	371.25
Total BOBCAT OF MADISON INC:					5,254.15
BOHN, MITCHEL					
5575	BOHN, MITCHEL	5575-031720	BASKETBALL REFEREE - 2/29 X 5 GAMES	100-55310-342	125.00
5575	BOHN, MITCHEL	5575-031720	BASKETBALL REFEREE - 3/7 X 7 GAMES	100-55310-342	175.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total BOHN, MITCHEL:					300.00
BRUSEGAR, BRADY T					
5373	BRUSEGAR, BRADY T	5373-031720	BASKETBALL REFEREE - 2/29 X 4 GAMES	100-55310-342	100.00
Total BRUSEGAR, BRADY T:					100.00
BRUSEGAR, COLE J					
5215	BRUSEGAR, COLE J	5215-031720	BASKETBALL REFEREE - 2/29 X 4 GAMES	100-55310-342	100.00
Total BRUSEGAR, COLE J:					100.00
BURKE TRUCK & EQUIPMENT					
2	BURKE TRUCK & EQUIPMENT	26685	HALF DOWN DEPOSIT ON 2020 BUDGETED PLOW	410-57501-810	26,051.54
2	BURKE TRUCK & EQUIPMENT	26685	HALF DOWN DEPOSIT ON 2020 BUDGETED PLOW	600-37300	5,582.48
2	BURKE TRUCK & EQUIPMENT	26685	HALF DOWN DEPOSIT ON 2020 BUDGETED PLOW	601-37300	5,582.48
Total BURKE TRUCK & EQUIPMENT:					37,216.50
CAPITAL AREA REGIONAL PLANNING					
5621	CAPITAL AREA REGIONAL PLANNING	474	REVIEW OF SEWER EXTENSION #7-10-13 SHADY	210-13874	651.94
Total CAPITAL AREA REGIONAL PLANNING:					651.94
CAPITAL NEWSPAPERS					
4818	CAPITAL NEWSPAPERS	1692368	PLANNING	100-56300-340	83.48
Total CAPITAL NEWSPAPERS:					83.48
CARD SERVICE CENTER					
30	CARD SERVICE CENTER	30-031719VH	BACKGROUND CHECKS FOR NEW OPERATOR LIC	100-51420-340	35.00
30	CARD SERVICE CENTER	30-031719VH	SUBWAY - SANDWICHES FOR FEB ELECTION WO	100-51440-340	84.38
30	CARD SERVICE CENTER	30-031719VH	WMCA MEMBERSHIP RENEWAL - SARAH HALTAUF	100-51420-320	65.00
30	CARD SERVICE CENTER	30-031719VH	WMCA DISTRICT MEETING - LISA KALATA	100-51420-330	40.00
30	CARD SERVICE CENTER	30-031719VH	APT US&C - MEMBERSHIP	100-51520-210	145.00
30	CARD SERVICE CENTER	30-031719VH	ADOBE CREATIVE CLOUD - 1 YEAR SUBSCRIPTIO	100-56300-340	316.44
30	CARD SERVICE CENTER	30-031719VH	ADOBE CREATIVE CLOUD - 1 YEAR SUBSCRIPTIO	100-56700-340	316.43
30	CARD SERVICE CENTER	30-031719VH	AMAZON - PICTURE MATS	100-51520-340	9.48
30	CARD SERVICE CENTER	30-031719VH	PDFFILLER BASIC PLAN	100-51520-210	96.00
30	CARD SERVICE CENTER	30-031719VH	DIFFERENCE FROM ELECTRONIC PAYMENT LAST	410-57320-225	22.69
30	CARD SERVICE CENTER	30-031719VH	CREDIT - HOTEL CHIEF LAYBER SWITHCED CHAR	100-52100-330	134.69
30	CARD SERVICE CENTER	30-031720PD	OFFICE SUPPLIES	100-52100-310	189.73
30	CARD SERVICE CENTER	30-031720PD	SUPPLIES	100-52100-340	330.23
30	CARD SERVICE CENTER	30-031720PD	TRAINING AND TRAVEL	100-52100-330	1,295.40
30	CARD SERVICE CENTER	30-031720PD	UNIFORMS	100-52100-342	549.68
30	CARD SERVICE CENTER	30-031720PD	FUEL	100-52100-385	17.80
30	CARD SERVICE CENTER	30-031720PW	TABLET FOR PROGRAMMING METERS	600-34600	199.99
30	CARD SERVICE CENTER	30-031720PW	F550 PLOW LIGHT REPAIR	100-53300-340	200.26
30	CARD SERVICE CENTER	30-031720PW	F550 PLOW LIGHT REPAIR	600-60935-340	66.75
30	CARD SERVICE CENTER	30-031720PW	F550 PLOW LIGHT REPAIR	601-60834-340	66.75
30	CARD SERVICE CENTER	30-031720PW	1/2 PAYMENT FOR HOTEL - JJ LARSON APWA SPRI	100-53100-330	44.86
30	CARD SERVICE CENTER	30-031720PW	1/2 PAYMENT FOR HOTEL - JJ LARSON APWA SPRI	600-60920-330	44.86
30	CARD SERVICE CENTER	30-031720PW	1/2 PAYMENT FOR HOTEL - JJ LARSON APWA SPRI	601-60850-330	44.87
30	CARD SERVICE CENTER	30-031720PW	APWA SPRING CONFERENCE REGISTRATION - JJ	100-53100-330	83.34
30	CARD SERVICE CENTER	30-031720PW	APWA SPRING CONFERENCE REGISTRATION - JJ	600-60920-330	83.33
30	CARD SERVICE CENTER	30-031720PW	APWA SPRING CONFERENCE REGISTRATION - JJ	601-60850-330	83.33

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total CARD SERVICE CENTER:					4,296.91
CHARTER COMMUNICATIONS					
2421	CHARTER COMMUNICATIONS	17282030520	MONTHLY BASIC BUSINESS TV & INTERNET - 3/5/2	100-51600-350	99.44
2421	CHARTER COMMUNICATIONS	17282030520	MONTHLY BASIC BUSINESS TV & INTERNET - 3/5/2	600-60920-340	33.15
2421	CHARTER COMMUNICATIONS	17282030520	MONTHLY BASIC BUSINESS TV & INTERNET - 3/5/2	601-60850-340	33.15
2421	CHARTER COMMUNICATIONS	57023030120	BUSINESS TV @ MUNICIPAL SERVICES BUILDING	100-51700-225	30.51
2421	CHARTER COMMUNICATIONS	57023030120	BUSINESS TV @ MUNICIPAL SERVICES BUILDING	600-60920-225	2.69
2421	CHARTER COMMUNICATIONS	57023030120	BUSINESS TV @ MUNICIPAL SERVICES BUILDING	601-60850-225	2.69
2421	CHARTER COMMUNICATIONS	73715030520	MONTHLY PHONE CHARGE - 3/5/2020-4/4/2020	100-51600-350	84.80
2421	CHARTER COMMUNICATIONS	73715030520	MONTHLY PHONE CHARGE - 3/5/2020-4/4/2020	600-60920-340	28.26
2421	CHARTER COMMUNICATIONS	73715030520	MONTHLY PHONE CHARGE - 3/5/2020-4/4/2020	601-60850-340	28.26
Total CHARTER COMMUNICATIONS:					342.95
CINTAS					
6480	CINTAS	5016208781	FIRST AID KIT SUPPLIES - MSB	100-51700-340	26.41
6480	CINTAS	5016208781	FIRST AID KIT SUPPLIES - MSB	600-60935-340	2.33
6480	CINTAS	5016208781	FIRST AID KIT SUPPLIES - MSB	601-60834-340	2.33
Total CINTAS:					31.07
CNA SURETY					
4312	CNA SURETY	4312-031720	BOND FOR VILLAGE TREASURER	100-51930-512	60.00
4312	CNA SURETY	4312-031720	BOND FOR VILLAGE TREASURER	600-60924-510	20.00
4312	CNA SURETY	4312-031720	BOND FOR VILLAGE TREASURER	601-60853-510	20.00
4312	CNA SURETY	4312-031720A	BOND FOR VILLAGE MUNICIPAL JUDGE	100-51200-520	340.00
Total CNA SURETY:					440.00
COMPUTER MAGIC INC					
930	COMPUTER MAGIC INC	4865	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-51100-340	184.89
930	COMPUTER MAGIC INC	4865	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-51420-214	1,479.09
930	COMPUTER MAGIC INC	4865	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-52100-214	924.44
930	COMPUTER MAGIC INC	4865	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-55310-340	369.78
930	COMPUTER MAGIC INC	4865	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	100-53100-340	369.78
930	COMPUTER MAGIC INC	4865	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	600-60920-340	184.89
930	COMPUTER MAGIC INC	4865	SERVICE AGREEMENT - COTTAGE GROVE GOLD -	601-60850-340	184.89
930	COMPUTER MAGIC INC	4894	COMPUTER UPGRADE	410-57320-225	605.00
Total COMPUTER MAGIC INC:					4,302.76
CORE & MAIN LP					
1463	CORE & MAIN LP	M002610	VALVE BOX PLUGS	600-60651-340	82.93
Total CORE & MAIN LP:					82.93
COTTAGE DEVELOPMENT INC					
5826	COTTAGE DEVELOPMENT INC	5826-031720	1ST HALF DEVELOPER INCENTIVE PAYMENT TAX	405-57700-000	27,750.00
Total COTTAGE DEVELOPMENT INC:					27,750.00
CRYSTAL CLEANERS INC					
5220	CRYSTAL CLEANERS INC	22166	CLEANING AT MSB - FEBRUARY 2020	100-51700-210	187.20
5220	CRYSTAL CLEANERS INC	22166	CLEANING AT MSB - FEBRUARY 2020	600-60935-340	36.40
5220	CRYSTAL CLEANERS INC	22166	CLEANING AT MSB - FEBRUARY 2020	601-60834-340	36.40

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
5220	CRYSTAL CLEANERS INC	22167	CLEANING AT MSB PD - FEBRUARY 2020	100-51700-210	310.40
5220	CRYSTAL CLEANERS INC	22168	CLEANING AT VILLAGE HALL - FEBRUARY 2020	100-51600-210	214.00
Total CRYSTAL CLEANERS INC:					784.40
DANE CO TREASURER					
87	DANE CO TREASURER	87-031720	DOG TAGS #7421-7448	100-44210-000	381.25
Total DANE CO TREASURER:					381.25
DECKER SUPPLY CO INC					
6445	DECKER SUPPLY CO INC	909206	RADAR SIGN AND BRACKET	100-52100-810	2,950.00
Total DECKER SUPPLY CO INC:					2,950.00
DIESEL FORWARD					
5223	DIESEL FORWARD	SRI-007531	F550 MAINTENANCE	100-53300-340	166.39
5223	DIESEL FORWARD	SRI-007531	F550 MAINTENANCE	600-60935-340	55.46
5223	DIESEL FORWARD	SRI-007531	F550 MAINTENANCE	601-60834-340	55.46
5223	DIESEL FORWARD	SRI-007594	ANNUAL INSPECTION - 1 TON	100-53300-340	37.70
5223	DIESEL FORWARD	SRI-007594	ANNUAL INSPECTION - 1 TON	600-60935-340	12.56
5223	DIESEL FORWARD	SRI-007594	ANNUAL INSPECTION - 1 TON	601-60834-340	12.56
Total DIESEL FORWARD:					340.13
DORNER COMPANY					
5751	DORNER COMPANY	151632-IN	PRV FLOW METER REPLACEMENT	600-60651-340	2,645.00
Total DORNER COMPANY:					2,645.00
FRONTIER					
3912	FRONTIER	3912-031720	608-839-8064 CLERK OF COURT	100-51200-340	54.27
3912	FRONTIER	3912-031720	608-839-1603 FAX & SCADA SYSTEM	100-53100-225	83.28
3912	FRONTIER	3912-031720	608-839-1603 FAX & SCADA SYSTEM	100-55310-225	83.28
3912	FRONTIER	3912-031720	608-839-1603 FAX & SCADA SYSTEM	600-60935-340	55.52
3912	FRONTIER	3912-031720	608-839-1603 FAX & SCADA SYSTEM	601-60832-340	55.52
3912	FRONTIER	3912-031720	608-839-4588 EMERGENCY PHONE & FAX	100-52100-225	70.63
Total FRONTIER:					402.50
GENNRICH, RODNEY					
6520	GENNRICH, RODNEY	6520-031720	BASKETBALL REFEREE - 3/7 X 3 GAMES	100-55310-342	75.00
Total GENNRICH, RODNEY:					75.00
GFC LEASING CO					
5	GFC LEASING CO	I00568954	LEASE #M107469 & M111367 - 3/20/2020-4/19/2020	100-51420-340	110.50
5	GFC LEASING CO	I00568954	LEASE #M107469 & M111367 - 3/20/2020-4/19/2020	100-52100-340	167.09
5	GFC LEASING CO	I00568954	LEASE #M107469 & M111367 - 3/20/2020-4/19/2020	100-53100-340	110.50
5	GFC LEASING CO	I00568954	LEASE #M107469 & M111367 - 3/20/2020-4/19/2020	100-55310-340	110.50
5	GFC LEASING CO	I00568954	LEASE #M107469 & M111367 - 3/20/2020-4/19/2020	600-60920-340	55.25
5	GFC LEASING CO	I00568954	LEASE #M107469 & M111367 - 3/20/2020-4/19/2020	601-60850-340	55.25
Total GFC LEASING CO:					609.09
HAWKINS INC					
6121	HAWKINS INC	4673236	WATER TREATMENT CHEMICALS	600-60630-340	743.55

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total HAWKINS INC:					743.55
HYDROCORP					
6454	HYDROCORP	0056280-IN	CROSS CONNECTION CONTROL PROGRAM	600-60923-210	1,147.00
Total HYDROCORP:					1,147.00
INSTY PRINTS					
236	INSTY PRINTS	215683	BUSINESS CARDS - SAM FREDERICKSON	100-55310-340	78.00
Total INSTY PRINTS:					78.00
JACKSON, MAURICE					
6330	JACKSON, MAURICE	6330-031720	BASKETBALL REFEREE - 2/29 X 5 GAMES	100-55310-342	125.00
6330	JACKSON, MAURICE	6330-031720	BASKETBALL REFEREE - 3/7 X 7 GAMES	100-55310-342	175.00
Total JACKSON, MAURICE:					300.00
KALATA, LISA					
5738	KALATA, LISA	5738-031720	PARKING - TRAINING CLASS IN MADISON	100-51420-330	9.75
Total KALATA, LISA:					9.75
KAYSER AUTOMOTIVE GROUP					
5238	KAYSER AUTOMOTIVE GROUP	K0719	2019 FORD F250 - NEW PARK AND REC VEHICLE	410-57501-810	37,869.50
Total KAYSER AUTOMOTIVE GROUP:					37,869.50
KIENBAUM, JACOB					
6465	KIENBAUM, JACOB	6465-031720	LUNCH FOR JAKE AND MATT AT TRAINING - 2/27/2	100-53100-330	10.68
6465	KIENBAUM, JACOB	6465-031720	LUNCH FOR JAKE AND MATT AT TRAINING - 2/27/2	600-60920-330	3.56
6465	KIENBAUM, JACOB	6465-031720	LUNCH FOR JAKE AND MATT AT TRAINING - 2/27/2	601-60850-330	3.56
Total KIENBAUM, JACOB:					17.80
LANDMARK SERVICES COOPERATIVE					
3	LANDMARK SERVICES COOPERATIV	03-031720PD	POLICE DEPT FUEL - FEBRUARY 2020	100-52100-385	1,135.70
3	LANDMARK SERVICES COOPERATIV	03-031720PW	PW FUEL - FEBRUARY 2020	100-53300-385	1,559.06
3	LANDMARK SERVICES COOPERATIV	03-031720PW	PW FUEL - FEBRUARY 2020	600-60933-385	519.69
3	LANDMARK SERVICES COOPERATIV	03-031720PW	PW FUEL - FEBRUARY 2020	601-60828-385	519.69
3	LANDMARK SERVICES COOPERATIV	03-031720PW	PARKS FUEL - FEBRUARY 2020	100-55200-385	109.32
Total LANDMARK SERVICES COOPERATIVE:					3,843.46
MADISON METRO SEWERAGE DIST					
37	MADISON METRO SEWERAGE DIST	IN000015699	SEWER PLAN FEE FOR 5TH ADD TO WESTLAWN E	210-13809	1,475.00
37	MADISON METRO SEWERAGE DIST	IN000015704	ANNEXATION FEES FOR 5TH ADD TO WESTLAWN	210-13809	1,350.00
Total MADISON METRO SEWERAGE DIST:					2,825.00
MEINEKE COTTAGE GROVE #2474					
5772	MEINEKE COTTAGE GROVE #2474	28817	OIL CHANGE AND MAINTENANCE - K9 SQUAD	100-52100-380	59.54
Total MEINEKE COTTAGE GROVE #2474:					59.54

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
MSA PROFESSIONAL SERVICES INC					
99	MSA PROFESSIONAL SERVICES INC	99031720	DUE FROM HOMBURG - WESTLAWN 5TH ADD	210-13809	9,577.75
99	MSA PROFESSIONAL SERVICES INC	99031720	DUE FROM HOMBURG - WESTLAWN HEIGHTS	210-13809	27.50
99	MSA PROFESSIONAL SERVICES INC	99031720	DUE FROM HUSTONS - HOTEL	210-13803	85.00
99	MSA PROFESSIONAL SERVICES INC	99031720	DUE FROM CLARCORP - ATLANTIS VALLY FOODS	210-13886	82.50
99	MSA PROFESSIONAL SERVICES INC	99031720	DUE FROM MG SCHOOL DISTRICT	210-13840	2,980.00
99	MSA PROFESSIONAL SERVICES INC	99031720	COTTAGE GROVE ROAD & BUSS ROAD IMPROVE	410-57333-820	1,081.25
99	MSA PROFESSIONAL SERVICES INC	99031720	DUE FROM COTTAGE GROVE COMMONS	210-13898	818.75
99	MSA PROFESSIONAL SERVICES INC	99031720	GENERAL ENGINEERING - VILLAGE MAP	100-53110-210	240.00
99	MSA PROFESSIONAL SERVICES INC	99031720	GENERAL ENGINEERING - BAKKEN PARK MASTER	100-53110-210	378.00
99	MSA PROFESSIONAL SERVICES INC	99031720	GENERAL ENGINEERING - FIBER INSTALLATION	100-53110-210	150.00
99	MSA PROFESSIONAL SERVICES INC	99031720	GENERAL ENGINEERING - 22 ACRE PARK MASTER	100-53110-210	1,500.00
99	MSA PROFESSIONAL SERVICES INC	99031720	COTTAGE GROVE - BAKKEN PARK IMPROVEMENT	205-55201-820	24,092.54
99	MSA PROFESSIONAL SERVICES INC	99031720	TID #5 - NEW DEVELOPMENT	405-57120-820	142.25
99	MSA PROFESSIONAL SERVICES INC	99031720	TID #5 - SOIL BORINGS	405-57120-820	75.00
99	MSA PROFESSIONAL SERVICES INC	99031720	TID #10 - USA AMENDMENT	510-57700-000	250.00
99	MSA PROFESSIONAL SERVICES INC	99031720	WESTLAWN PARKVIEW LRIP PLANS	410-57331-820	3,403.75
99	MSA PROFESSIONAL SERVICES INC	99031720	GLACIAL DRUMLIN PATH IMPROVEMENT (TAP)	410-57331-820	8,397.25
99	MSA PROFESSIONAL SERVICES INC	99031720	WATER UTILITY - ENGINEERING FOR VILAS ROAD	600-39508	26,786.43
99	MSA PROFESSIONAL SERVICES INC	99031720	WATER UTILITY - GIS MAPPING	600-60651-340	1,889.44
99	MSA PROFESSIONAL SERVICES INC	99031720	WATER UTILITY - GIS MAPPING	600-60652-340	314.90
99	MSA PROFESSIONAL SERVICES INC	99031720	WATER UTILITY - GIS MAPPING	600-60653-340	125.96
99	MSA PROFESSIONAL SERVICES INC	99031720	WATER UTILITY - GIS MAPPING	600-60654-340	188.94
99	MSA PROFESSIONAL SERVICES INC	99031720	SEWER UTILITY - GENERAL ENGINEERING	601-60852-210	2,215.98
99	MSA PROFESSIONAL SERVICES INC	99031720	SEWER UTILITY - GIS MAPPING	601-60827-340	629.81
99	MSA PROFESSIONAL SERVICES INC	99031720	SEWER UTILITY - GIS MAPPING	601-60831-240	1,889.42
99	MSA PROFESSIONAL SERVICES INC	99031720	SEWER UTILITY - GIS MAPPING	601-60831-350	944.71
99	MSA PROFESSIONAL SERVICES INC	99031720	SEWER UTILITY - GIS MAPPING	601-60832-340	314.90
Total MSA PROFESSIONAL SERVICES INC:					88,582.03
MTAW					
168	MTAW	168-031720	MTAW SPRING 2020 CONFERENCE - DEB WINTER	100-51520-330	100.00
Total MTAW:					100.00
MULCAHY SHAW WATER INC					
6542	MULCAHY SHAW WATER INC	322431	FLOW MONITORING SANITARY SEWER	601-60852-210	7,784.54
6542	MULCAHY SHAW WATER INC	322431	FLOW MONITORING SANITARY SEWER	601-60831-350	7,784.55
Total MULCAHY SHAW WATER INC:					15,569.09
NAPA AUTO PARTS					
167	NAPA AUTO PARTS	686921	AIR & OIL FILTER RETURNS	100-53300-340	69.30-
167	NAPA AUTO PARTS	686921	AIR & OIL FILTER RETURNS	600-60935-340	23.10-
167	NAPA AUTO PARTS	686921	AIR & OIL FILTER RETURNS	601-60834-340	23.10-
167	NAPA AUTO PARTS	687787	AIR FILTERS	100-53300-340	61.32
167	NAPA AUTO PARTS	687787	AIR FILTERS	600-60935-340	20.44
167	NAPA AUTO PARTS	687787	AIR FILTERS	601-60834-340	20.44
167	NAPA AUTO PARTS	688226	AIR & OIL FILTERS	100-53300-340	105.05
167	NAPA AUTO PARTS	688226	AIR & OIL FILTERS	600-60935-340	35.01
167	NAPA AUTO PARTS	688226	AIR & OIL FILTERS	601-60834-340	35.01
167	NAPA AUTO PARTS	688227	OIL DRY	100-53300-340	12.34
167	NAPA AUTO PARTS	688227	OIL DRY	600-60935-340	4.12
167	NAPA AUTO PARTS	688227	OIL DRY	601-60834-340	4.12

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total NAPA AUTO PARTS:					182.35
NUMMELIN TESTING SERVICES INC.					
6544	NUMMELIN TESTING SERVICES INC.	15073	SUBSURFACE SOIL INVESTIGATION & REPORT	600-39508	8,342.00
Total NUMMELIN TESTING SERVICES INC.:					8,342.00
PELLITTERI WASTE SYSTEMS					
2506	PELLITTERI WASTE SYSTEMS	1014448	DATA SHRED - PD	100-52100-340	38.76
Total PELLITTERI WASTE SYSTEMS:					38.76
QUADIENT					
6410	QUADIENT	INV57407407	METER RENTAL	100-51420-311	17.04
6410	QUADIENT	INV57407407	METER RENTAL	100-51520-311	17.03
6410	QUADIENT	INV57407407	METER RENTAL	100-51440-311	2.85
6410	QUADIENT	INV57407407	METER RENTAL	100-51200-340	2.84
6410	QUADIENT	INV57407407	METER RENTAL	600-60902-311	8.53
6410	QUADIENT	INV57407407	METER RENTAL	601-60840-311	8.52
Total QUADIENT:					56.81
RITEWAY BUS SERVICE INC					
6529	RITEWAY BUS SERVICE INC	17785	BUS FOR CASCADE MOUNTAIN SKI TRIP - 2/7/2020	100-55310-344	350.00
Total RITEWAY BUS SERVICE INC:					350.00
SAFEGUARD BUSINESS SYSTEMS					
6543	SAFEGUARD BUSINESS SYSTEMS	033988962	DEPOSIT TICKETS	100-51520-340	122.60
6543	SAFEGUARD BUSINESS SYSTEMS	033988962	DEPOSIT TICKETS	600-60920-340	40.87
6543	SAFEGUARD BUSINESS SYSTEMS	033988962	DEPOSIT TICKETS	601-60850-340	40.87
Total SAFEGUARD BUSINESS SYSTEMS:					204.34
SAWYER, THOMAS					
6541	SAWYER, THOMAS	6541-031720	BASKETBALL REFEREE - 3/7 X 4 GAMES	100-55310-342	100.00
Total SAWYER, THOMAS:					100.00
SCHNEIDER, JOHN					
6545	SCHNEIDER, JOHN	6545-031720	RETURN OF ESCROW FOR WEST DRUMLIN	210-13890	3,000.00
Total SCHNEIDER, JOHN:					3,000.00
SECURIAN FINANCIAL GROUP INC					
10	SECURIAN FINANCIAL GROUP INC	10-031720	LIFE INS PREMIUMS - APRIL 2020	100-21530	932.85
Total SECURIAN FINANCIAL GROUP INC:					932.85
SUPERIOR CHEMICAL CORP					
11	SUPERIOR CHEMICAL CORP	253779	CLEANING SUPPLIES - MSB	100-53300-340	234.42
11	SUPERIOR CHEMICAL CORP	253779	CLEANING SUPPLIES - MSB	600-60935-340	78.14
11	SUPERIOR CHEMICAL CORP	253779	CLEANING SUPPLIES - MSB	601-60834-340	78.14
11	SUPERIOR CHEMICAL CORP	254332	LIFT STATION WET WELL DEGREASER	601-60827-340	1,024.02

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total SUPERIOR CHEMICAL CORP:					1,414.72
TORTORICI, CARMEN L					
5568	TORTORICI, CARMEN L	5568-031720	BASKETBALL REFEREE- 3/7 X 3 GAMES	100-55310-342	75.00
Total TORTORICI, CARMEN L:					75.00
TOTAL WATER TREATMENT SYSTEMS					
4987	TOTAL WATER TREATMENT SYSTEM	848688	BOTTLED WATER - FEBRUARY 2020 - VILLAGE HA	100-51420-340	13.20
4987	TOTAL WATER TREATMENT SYSTEM	848688	BOTTLED WATER - FEBRUARY 2020 - VILLAGE HA	600-60920-340	4.40
4987	TOTAL WATER TREATMENT SYSTEM	848688	BOTTLED WATER - FEBRUARY 2020 - VILLAGE HA	601-60850-340	4.40
4987	TOTAL WATER TREATMENT SYSTEM	848688	BOTTLED WATER - FEBRUARY 2020 - POLICE DEP	100-52100-340	80.38
TOTAL WATER TREATMENT SYSTEMS:					102.38
US CELLULAR					
594	US CELLULAR	358947796	CELL PHONE CHARGES - PUBLIC WORKS	100-53100-225	88.15
594	US CELLULAR	358947796	CELL PHONE CHARGES - PUBLIC WORKS	600-60920-225	29.38
594	US CELLULAR	358947796	CELL PHONE CHARGES - PUBLIC WORKS	601-60850-225	29.38
594	US CELLULAR	358947796	CELL PHONE CHARGES - PARKS	100-55200-225	195.97
594	US CELLULAR	358947796	TABLET DATA CHARGES	601-60850-225	45.74
594	US CELLULAR	358947796	TABLET DATA CHARGES	600-60920-225	45.74
594	US CELLULAR	359115458	CELL PHONE CHARGES - POLICE DEPT	100-52100-225	396.33
Total US CELLULAR:					830.69
VOIANCE LANGUAGE SERVICES LLC					
6539	VOIANCE LANGUAGE SERVICES LL	1069569	LANGUAGE LINE	100-52100-340	25.00
Total VOIANCE LANGUAGE SERVICES LLC:					25.00
WI CHIEFS OF POLICE ASSOCIATION					
563	WI CHIEFS OF POLICE ASSOCIATIO	3363	MEMBERSHIP RENEWAL 2020 - CHIEF LAYBER	100-52100-320	130.00
Total WI CHIEFS OF POLICE ASSOCIATION:					130.00
WI STATE LABORATORY OF HYGIENE					
6373	WI STATE LABORATORY OF HYGIEN	628013	WATER TESTING & FLUORIDE	600-60630-210	212.00
Total WI STATE LABORATORY OF HYGIENE:					212.00
WILEAG					
5576	WILEAG	5576-031720	2020 ANNUAL PROGRAM FEES	100-52100-320	600.00
5576	WILEAG	5576-031720	WIPAC MEMBERSHIP	100-52100-320	50.00
Total WILEAG:					650.00
WISCONSIN RURAL WATER ASSOCIATION					
6458	WISCONSIN RURAL WATER ASSOCI	3927	SAFETY TRAINING CLASS - MATT & JAKE	100-53100-330	37.79
6458	WISCONSIN RURAL WATER ASSOCI	3927	SAFETY TRAINING CLASS - MATT & JAKE	600-60920-330	37.79
6458	WISCONSIN RURAL WATER ASSOCI	3927	SAFETY TRAINING CLASS - MATT & JAKE	601-60850-330	37.80
Total WISCONSIN RURAL WATER ASSOCIATION:					113.38
WISCONSIN SPORTS SERVICES					
6026	WISCONSIN SPORTS SERVICES	6026-031720	REGISTRATION FOR U13 BADGERLAND TEENERS	100-55310-341	975.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total WISCONSIN SPORTS SERVICES:					975.00
WOLF PAVING & EXCAVATING CO.					
635	WOLF PAVING & EXCAVATING CO.	66301	.93 TON QPR	100-53300-370	117.13
Total WOLF PAVING & EXCAVATING CO.:					117.13
WPRA					
759	WPRA	1383	MEMBERSHIP DUES 2020 - SAM FREDERICKSON	100-55310-320	150.00
Total WPRA:					150.00
YOUTH ENRICHMENT LEAGUE					
6501	YOUTH ENRICHMENT LEAGUE	3931	TAYLOR PRAIRIE CHESS CLASS (7) - 1/13-3/2	100-55310-344	490.00
6501	YOUTH ENRICHMENT LEAGUE	3931	COTTAGE GROVE CHESS CLASS (11) - 1/10-2/19	100-55310-344	770.00
6501	YOUTH ENRICHMENT LEAGUE	3931	COTTAGE GROVE BRICKBUILDERS RACERS (11) -	100-55310-344	660.00
Total YOUTH ENRICHMENT LEAGUE:					1,920.00
Grand Totals:					326,521.25

Village - \$ 236,463.28
 Water & Sewer- \$ 90,057.97
 Total Invoices- \$ 326,521.25