

VILLAGE OF COTTAGE GROVE
MEETING

NOTICE OF PUBLIC

VILLAGE BOARD OF TRUSTEES

Monday, June 1, 2020

6:30 p.m.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/97056865725>. You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 970 5686 5725 # When asked for your Participant ID, just press #

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

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1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. Pledge Of Allegiance
4. PUBLIC APPEARANCES-Public's Opportunity To Speak
5. Discuss And Consider The Minutes Of The Regular Village Board Meeting On May 18, 2020.

Documents:

[5-18-20 VB MINUTES.PDF](#)

6. Unfinished Business
 - a. Discuss and consider Resolution 2020-05 Re: Resolution awarding the sale of \$1,850,000 General Obligation Park and Public Grounds Bonds, Series 2020A.
 - b. Discuss and consider a request from Homburg Equipment Inc. for reapproval of a CSM in Coyle Highlands South that has expired after being previously approved on April 15, 2019. The CSM proposed for reapproval is identical to that which was previously approved and is being done for the purpose of reconfiguring lot lines.

Documents:

[2020-05 COTTAGE GROVE V OF - 20 GO BONDS - RESOLUTION.PDF](#)
[CG_VAR_PC_COYLES-CSM_2019-04-11.PDF](#)
[CG_COYLESOUTHCSM_2020-05-28.PDF](#)
[PROPOSED CSM.PDF](#)

7. New Business

- a. Discuss and consider Liquor License applications for licensing year July 2020-June 2021 for the attached list.
- b. Discuss and consider Amusement Device permit applications for licensing year July 2020-June 2021 for the attached list.
- c. Discuss and consider Cigarette License applications for licensing year July 2020-June 2021 for the attached list.
- d. Discuss annual Village Board Prioritization process.
- e. Discuss and consider Emergency Management plan.

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Documents:

[2020-2021 LIQUOR LICENSE.PDF](#)
[2020-2021 AMUSEMENT LICENSES.PDF](#)
[2020-2021 TOBACCO LICENSES.PDF](#)
[2020 PRIORITIZATION PROCESS MEMO.PDF](#)
[PRIORITIZED LIST 2019.PDF](#)
[EMERGENCY GOVERNMENT PLAN MEMO \(002\).PDF](#)
[EMERGENCY PLAN REVISED 5-13-2020 \(2\).PDF](#)

8. Reports From Village Boards, Commissions & Committees

8.I. Parks, Recreation & Forestry Committee

- a. Discuss and consider request from Hydrite to install groundwater extraction and monitoring wells at Huston Park.
- b. Discuss and consider summer recreation programming for 2020.
- c. Discuss and consider donating a damaged set of bleachers to Chris Nelson.

Documents:

[PRFC 5.21.20 PACKET.PDF](#)
[MEMO ON HYDRITE WELLS IN HUSTON PARK - VILLAGE BOARD.PDF](#)
[HUSTON PARK EW INFO 2020-03-27.PDF](#)
[2020 SUMMER PROGRAMMING MEMO.PDF](#)
[2020 SPRING-SUMMER PROGRAM SHEET-STATUS.PDF](#)
[YOUTH SPORTS AND SUMMER CAMPS GUIDANCE.PDF](#)
[CHRIS NELSON BLEACHER MEMO.PDF](#)

8.II. Deer-Grove EMS Commission

Documents:

[05-21-2020 DGEMS COMMISSION PACKET.PDF](#)

8.III. Joint Fire Department Committee

Documents:

[5-28-20 JT FIRE AGENDA.PDF](#)

9. Reports From Village Officers

- a. Stafford Rosenbaum
 - i. Legal briefings/status updates
- b. COVID-19 update

10. Communications And Miscellaneous Business

- a. Consider approval of vouchers

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

Documents:

[BILLS LIST 6-1-20.PDF](#)

11. Closed Session: This Closed Session Is For Background Check From An Operator's License Application (Alcohol Beverage License) Denial From The Police Department.

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

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

13. Adjournment

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

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, May 18, 2020**

MINUTES

1. Call to order

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

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

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

3. Pledge of Allegiance.

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

None.

5. Discuss and Consider the Minutes of The Regular Village Board Meeting on May 4, 2020.

Motion by Allen to approve the minutes from May 4, 2020 as presented, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

6. Unfinished Business

a. Discuss and consider Ordinance 01A-2020 Re: Ordinance amending Chapter 130-1 Commercial Building Code.

Motion by Valencia to approve Ordinance 01A-2020 amending Chapter 130-1 Commercial Building Code, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider Committee Application.

Motion by Ratcliff to approve the committee application as presented, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider Vaping Ordinance.

Motion by Ratcliff to approve Ordinance 05-2020 amending Chapter 224 Prohibition of Smoking in Public Places, seconded by Valencia. **Motion** carried with a voice vote of 7-0-0.

7. New Business

a. Discuss and consider Schedule of Successor of Agent for Wisconsin CVS Pharmacy, LLC.

Motion by Valencia to approve Successor of Agent for Wisconsin CVS Pharmacy, LLC as presented, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Public Works & Properties Committee

Larson reported they discussed the upgraded lighting projects at the MSB and Village Hall, they approved the purchase of a camera for the compost site with the excise funds from the road salt expense budget, they also approved the Task Order Contract with MSA for the Glacial Drumlin Bike Path.

a. Discuss and consider Task Order Contract with MSA for work related to the Glacial Drumlin Bike Path project.

Motion by Valencia to approve the Task Order Contract with MSA for work related to the Glacial Drumlin Bike Path project as presented, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

8.II. Utility Commission

Murphy reported they discussed and approved the request from Hydrite to install groundwater extraction and monitoring wells in Huston Park, this will be going to the Parks and Recreation committee as well. They also discussed the water and sewer extension along Vilas Road. Giese indicated that the agreement needs to be completed by the end of this week with the landowner, which it should be. The next meeting will be June 10th.

8.III. Plan Commission

Williams reported they approved the Huston Hotel project and the Comfort Suites Hotel project, there was also a presentation from Movin Out on a future development in Northlawn along County N., they also discussed the Conditional Use Permits and are getting closer to having it completed.

a. Discuss and Consider a Request from Huston Hotel Group, LLC for approval of a General Development Plan for an Atwell Suites Hotel at 4672 County Highway TT.

Motion by Lennberg to approve the request from Huston Hotel Group, LLC for a General Development Plan for an Atwell Suites Hotel at 4672 County Highway TT with conditions in staff reports, seconded by Valencia.

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

b. Discuss and Consider a Request from Badger Hotel Group for approval of a Precise Implementation Plan for a Comfort Suites Hotel located on Parcel #0711-041-2120-1 on Landmark Drive in the Commerce Park.

Motion by Valencia to approve the request from Badger Hotel Group for a Precise Implementation Plan for a Comfort Suites Hotel located on Parcel #7011-041-2120-1 on Landmark Drive in the Commerce Park, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

8.IV. Ad Hoc Architectural Review Committee

Williams reported that the committee approved the Comfort Suites Hotel with the exception of the signage which will be brought back for approval once they get more details on the requirements from the franchise.

9. Reports from Village Officers

a. John Williams

i. Discuss and consider nomination of Paul VanderVelde to Joint Fire Committee, Natvig Landfill Monitoring Review Committee, and Ordinance Review Committee.

Williams indicated that he would like to add Ad Hoc Architectural Review Committee to the list for VanderVelde as well, because Ratcliff would like to step down from the committee. **Motion** by Ratcliff to approve the appointment of VanderVelde to the committees listed, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

b. Stafford Rosenbaum

i. Legal briefings/status updates

Konopacki reported that he is looking forward to doing a review of the work that has been completed in the last few months, as they have worked through a lot of the backed up work.

c. COVID-19 update

Giese reported that they will be working on the plan for a gradual reopening of Village Hall and MSB to the public. They are looking to install plexiglass barriers at the counters and if they cannot get a large enough piece for the counter at Village Hall, they will use the pass through that was built during the election in the vestibule. They will continue to encourage staff that can work from home to continue to do so and there will be increased cleaning efforts. Larger meetings will continue to be conducted via Zoom as Village Hall can only accommodate about 15 people with the proper social distancing.

President Williams indicated this will be a slow progression as they want to make sure everyone is safe.

Chief Layber reported that it has been normal activity at the Police Department and staff remain safe with no cases reported.

Lieutenant Wagner reported that Dane County has presented plans for Forward Dane to reopen the County, which the first phase will be in effect tomorrow morning at 8:00 am. There will be 14-day increments to see if there are spikes and if not, they will progress to the next phase.

Larson reported that they will not be going to summer hours as they will maintain the work schedule as is so it can remain staggered for employee safety.

Brusegar reported that with Forward Dane they will be allowed to open tennis courts, however it will only be on net. Playgrounds will remain closed. They will look at summer programming at their meeting this week. The work at Bakken park is moving along and they are ahead of schedule at this point.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Allen to approve the Village portion of the vouchers in the amount of \$376,613.64, seconded by Ratcliff. The check sequence goes from check #47093 to check #47153. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence

Williams indicated that they received emails concerning Movin Out

c. Upcoming community events-Virtual Hot2Trot run, Murphy thanked the Lions Club, Chamber and Parks and Recreation department for the planting of a Christmas Tree for Christmas in the Grove event.
d. Future agenda items- Plan Commission items, Emergency Management plan, priorities list from Village Board.

11. Closed Session: For Purposes of Considering Recently Received Legal Bills for Services Rendered In 2019

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 and (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Motion by Williams to enter into closed session at 7:41 p.m. for purposes of considering recently received legal bills for services rendered in 2019 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 and (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved., seconded by Allen. Motion carried with a roll call vote Allen AYE, Lennberg AYE, Murphy AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

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

Motion by Ratcliff to reconvene into open session at 7:57 p.m. seconded by Lennberg. Motion carried with a roll call vote Allen AYE, Lennberg AYE, Murphy AYE, Williams AYE, Ratcliff AYE, Valencia AYE, VanderVelde AYE.

Motion by Ratcliff to approve the final compensation agreement to Attorney Boushea, seconded by Murphy. **Motion** carried with a voice vote of 7-0-0.

13. Adjournment

Motion by Murphy to adjourn at 8:04 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.

RESOLUTION NO. 2020-05

RESOLUTION AWARDING THE SALE OF \$1,850,000
GENERAL OBLIGATION PARK AND PUBLIC GROUNDS
BONDS, SERIES 2020A

WHEREAS, on May 4, 2020, the Village Board of the Village of Cottage Grove, Dane County, Wisconsin (the "Village") adopted an initial resolution authorizing the issuance of general obligation bonds in an amount not to exceed \$1,850,000 for the purpose of paying the cost of parks and public grounds projects (the "Project") (the above-referenced initial resolution is referred to herein as the "Initial Resolution");

WHEREAS, on May 4, 2020, the Village Board of the Village also adopted a resolution (the "Set Sale Resolution"), providing that the general obligation bond issue authorized by the Initial Resolution be issued and sold as a single issue of bonds designated as "General Obligation Park and Public Grounds Bonds, Series 2020A" (the "Bonds") for the purpose of paying the cost of the Project;

WHEREAS, the Village Board hereby finds and determines that the Project is within the Village's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the Village is authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation bonds for such public purpose;

WHEREAS, pursuant to the Set Sale Resolution, the Village has directed Ehlers & Associates, Inc. ("Ehlers") to take the steps necessary to sell the Bonds to pay the cost of the Project;

WHEREAS, Ehlers, in consultation with the officials of the Village, prepared a Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on June 1, 2020;

WHEREAS, the Village Clerk (in consultation with Ehlers) caused a form of notice of the sale to be published and/or announced and caused the Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on June 1, 2020;

WHEREAS, the Village has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation");

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Notice of Sale and is deemed to be the most advantageous to the Village. Ehlers has recommended that the Village accept the Proposal. A copy of said Proposal

submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference; and

WHEREAS, the Village Board now deems it necessary, desirable and in the best interest of the Village that the Bonds be issued in the aggregate principal amount of \$_____.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village that:

Section 1. Ratification of the Notice of Sale and Offering Materials. The Village Board hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Notice of Sale and any other offering materials prepared and circulated by Ehlers are hereby ratified and approved in all respects. All actions taken by officers of the Village and Ehlers in connection with the preparation and distribution of the Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Authorization and Award of the Bonds. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of ONE MILLION EIGHT HUNDRED FIFTY THOUSAND DOLLARS (\$1,850,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The President and Village Clerk or other appropriate officers of the Village are authorized and directed to execute an acceptance of the Proposal on behalf of the Village. The good faith deposit of the Purchaser shall be applied in accordance with the Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Park and Public Grounds Bonds, Series 2020A"; shall be issued in the aggregate principal amount of \$1,850,000; shall be dated June 18, 2020; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2021. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on April 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the Village, on April 1, 2027 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the Village, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

【If the Proposal specifies that any of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the Village shall direct.】

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the Village are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the Village a direct annual irrepealable tax in the years 2020 through 2039 for the payments due in the years 2021 through 2040 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the Village shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the Village and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the Village for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the Village then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the Village, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the Village may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Park and Public Grounds Bonds, Series 2020A, dated June 18, 2020" (the "Debt Service Fund Account") and such account

shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the Village at the time of delivery of and payment for the Bonds; (ii) any premium which may be received by the Village above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the Village, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the Village, unless the Village Board directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the Village and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the Village, charged with the responsibility for issuing the Bonds,

shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The Village represents and covenants that the projects financed by the Bonds and the ownership, management and use of the projects will not cause the Bonds to be "private activity bonds" within the meaning of Section 141 of the Code. The Village further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The Village further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The Village Clerk or other officer of the Village charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the Village certifying that the Village can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The Village also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the Village will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the Village by the manual or facsimile signatures of the President and Village Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the Village of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the Village has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The Village hereby authorizes the officers and agents of the Village to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and

contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by Bond Trust Services Corporation, Roseville, Minnesota, which is hereby appointed as the Village's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The Village hereby authorizes the President and Village Clerk or other appropriate officers of the Village to enter a Fiscal Agency Agreement between the Village and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Bonds.

Section 13. Persons Treated as Owners; Transfer of Bonds. The Village shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the President and Village Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The Village shall cooperate in any such transfer, and the President and Village Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the Village at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the Village agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Village Clerk or other authorized representative of the Village is authorized and directed to execute and deliver to DTC on behalf of the Village to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the Village Clerk's office.

Section 16. Payment of Issuance Expenses. The Village authorizes the Purchaser to forward the amount of the proceeds of the Bonds allocable to the payment of issuance expenses to Old National Bank at Closing for further distribution as directed by Ehlers.

Section 17. Official Statement. The Village Board hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the Village in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate Village official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Village Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The Village hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the Village to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the President and Village Clerk, or other officer of the Village charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the Village's Undertaking.

Section 19. Record Book. The Village Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 20. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the Village are authorized to take all actions necessary to obtain such municipal bond insurance. The President and Village Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the President and Village Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Village Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded June 1, 2020.

John Williams
President

ATTEST:

Lisa Kalata
Village Clerk

(SEAL)

EXHIBIT A

Notice of Sale

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

EXHIBIT B

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

EXHIBIT C

Winning Bid

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

EXHIBIT D-1

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

[EXHIBIT MRP

Mandatory Redemption Provision

The Bonds due on April 1, _____, _____ and _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)]

EXHIBIT E

(Form of Bond)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
DANE COUNTY
NO. R-____ VILLAGE OF COTTAGE GROVE \$_____
GENERAL OBLIGATION PARK AND PUBLIC GROUNDS BOND, SERIES 2020A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
April 1, _____ June 18, 2020 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the Village of Cottage Grove, Dane County, Wisconsin (the "Village"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2021 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by Bond Trust Services Corporation, Roseville, Minnesota (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the Village are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$1,850,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the Village pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of paying the cost of parks and public grounds projects, as authorized by resolutions adopted on May 4, 2020 and June 1, 2020. Said resolutions are recorded in the official minutes of the Village Board for said dates.

The Bonds maturing on April 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the Village, on April 1, 2027 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the Village, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Bonds maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolutions referred to above, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the Village, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrevocable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond has been designated by the Village Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the Village kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the Village appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the Village for any tax, fee or other governmental charge required to be paid with respect to such

registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and Village may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Bond shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the Village of Cottage Grove, Dane County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified President and Village Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

VILLAGE OF COTTAGE GROVE
DANE COUNTY, WISCONSIN

By: _____
John Williams
President

(SEAL)

By: _____
Lisa Kalata
Village Clerk

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds of the issue authorized by the within-mentioned resolutions of the Village of Cottage Grove, Dane County, Wisconsin.

**BOND TRUST SERVICES
CORPORATION,
ROSEVILLE, MINNESOTA**

By _____
Authorized Signatory

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)



VILLAGE ACTION REPORT

PROJECT: Coyle Highlands South Certified Survey Maps

APPLICANT: Andrew Homburg – Homburg Equipment, Inc.

PROJECT LOCATION: Coyle Highlands South Subdivision

REPORT DATE: April 12, 2019

PROJECT DESCRIPTION: The applicant is seeking to alter the lot lines of several parcels in the unbuilt portion of the Coyle Highlands South Subdivision. Three certified survey maps have been submitted to accomplish the proposed revision.

PLAN COMMISSION MEETING: April 10, 2019

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

MOTION #1: by Henrich (1st), Pickel (2nd)

The proposed Certified Survey Maps were **APPROVED.**

VOTE: 5 Aye, 0 Nay, 0 Abstain

PUBLIC COMMENTS:

- (Andrew Homburg – applicant) – explained that the 50' setback along the western boundary of Coyle South limits the size of the building envelopes and makes the lots difficult to market. Also, there is an outlot that was intended for use by the Village for a new well. A well is no longer needed or desired at that location. The CSM's remove the outlot and reallocate the land into other parcels. Homburgs will provide a matching amount of land in the new Westlawn developments. Maloney confirmed the well site was not needed in Coyle South.

PLAN COMMISSION COMMENTS:

- None.

STAFF COMMENTS:

- See planning staff report.

VILLAGE BOARD MEETING: April 15, 2019

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

MOTION #1: by Williams (1st), Ratcliff (2nd)

The proposed Certified Survey Maps were **APPROVED.**

VOTE: 7 Aye, 0 Nay, 0 Abstain

PUBLIC COMMENTS:

- None

VILLAGE BOARD COMMENTS:

- None.

STAFF COMMENTS:

- See planning staff report.



PLANNING STAFF REPORT

MEMO DATE: May 28, 2020

MTG. DATE: JUNE 1, 2020

TO: Village of Cottage Grove Board of Trustees

CC: Matt Giese – Village Administrator
Lisa Kalata – Village Clerk
Larry Konopacki – Village Attorney
Kevin Lord – Village Engineer

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

RE: **Coyle South Certified Survey Maps**

BACKGROUND

Property Owner: Homburg Equipment, Inc.

Location: Coyle Highlands South Subdivision

Area: varies

Agent: Andrew Homburg – Homburg Equipment
Mark Kupsch – Homburg Equipment

Existing Zoning: SR-4, TR-8, and NO

Proposed Zoning: SR-4, TR-8, and PB

OVERVIEW

The applicant is seeking the reapproval of three previously approved Certified Survey Maps (CSM). The CSM's were approved by the Village Plan Commission on April 10, 2019 with a 5-0-0 vote and by the Village Board on April 15, 2019 with a 7-0-0 vote.

Following an approval, per Wisconsin Statute, the land divider has one year to record the CSM. Furthermore, the Village Subdivision Ordinance requires recording within 30 days of approval. The applicants did not record the CSMs following the previous approval and therefore the approvals are expired. The requested reapproval would allow the applicant to record the CSMs. There are no changes to the previously approved documents.



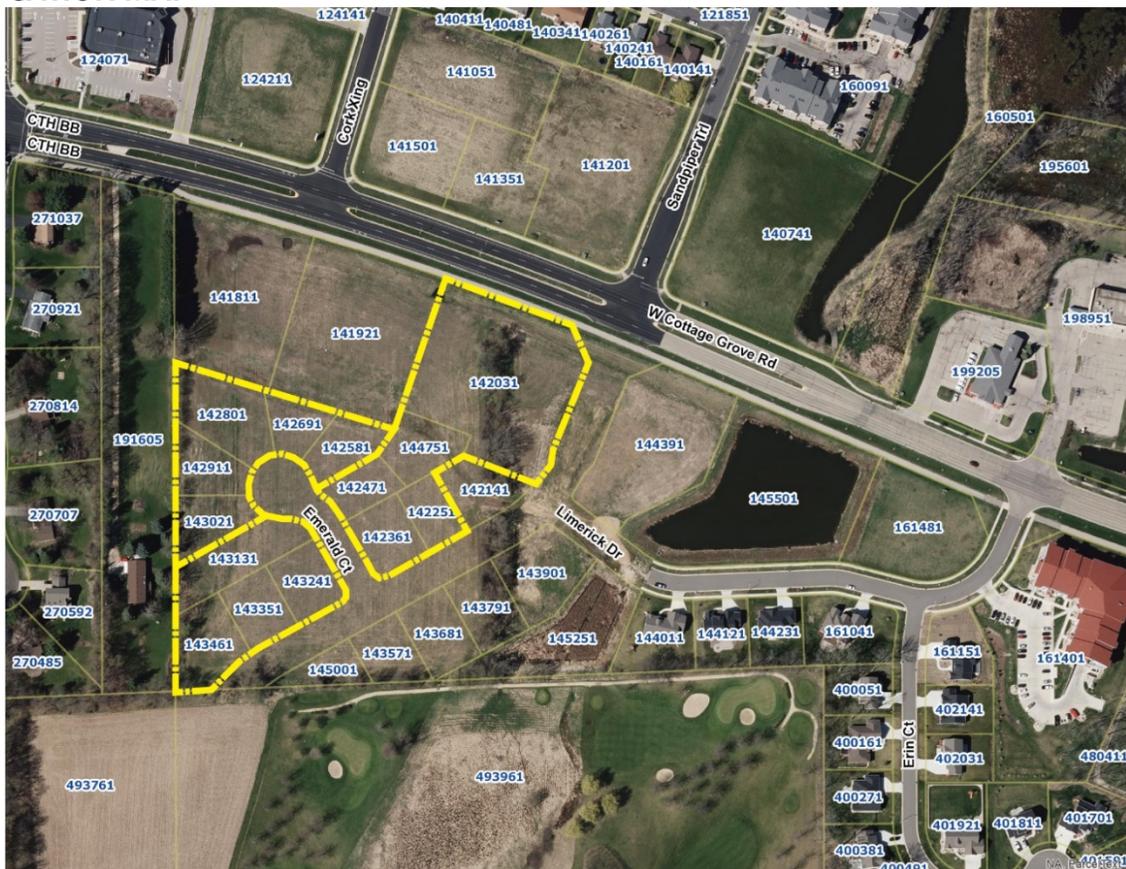
BACKGROUND

The original approval of this subdivision was subject to approval by a joint Town/Village committee as a result of litigation between the communities. This joint committee applied a 50' setback along the west side of the subdivision. This setback cannot be removed by Village. The current and previous developer have found this setback, in combination with the approved lots sizes, severely limiting on the type and size of homes that could be built on those lots. The current developer, Homburg Equipment, proposes to adjust the lot lines.

The proposed certified survey maps result in the removal of one single-family residential lot, while slightly increasing the size of several others. The current street rights-of-way will not be altered.

One of the CSM's also removes Outlot 1, which was originally intended to be a site for a Village well. A well at this location is no longer deemed necessary or desirable. The outlot was never formally dedicated to the Village and remains under the ownership of the developer. The CSM's remove the outlot and reallocate the land to the surrounding parcels.

LOCATION MAP





ZONING ORDINANCE CONSISTENCY

The proposed parcel sizes and dimensions remain consistent with the applicable zoning districts.

COMPREHENSIVE PLAN CONSISTENCY

The proposed CSM's are not inconsistent with the Village of Cottage Grove Comprehensive Plan.

STAFF RECOMMENDATION

Staff recommends that the three proposed Certified Survey Maps be **APPROVED**.

CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 13, LOT 14, LOT 15, AND LOT 16, COYLE HIGHLANDS SOUTH ADDITION, BEING PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 8, TOWN 7 NORTH, RANGE 11 EAST, VILLAGE OF COTTAGE GROVE, DANE COUNTY, WISCONSIN.

LEGAL DESCRIPTION

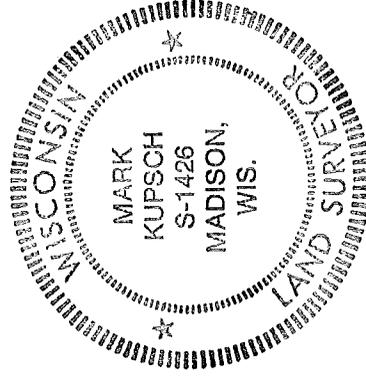
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SAID PARCEL CONTAINS 63898 SQUARE FEET OR 1.47 ACRES

SURVEYOR'S CERTIFICATE

I, MARK KUPSCH, WISCONSIN PROFESSIONAL LAND SURVEYOR S-1426, DO HEREBY CERTIFY THAT BY DIRECTION OF HOMBURG EQUIPMENT, INC, I HAVE SURVEYED, DIVIDED, AND MAPPED THE LANDS DESCRIBED HEREON AND THAT THE MAP IS A CORRECT REPRESENTATION IN ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE VILLAGE OF COTTAGE GROVE, DANE COUNTY, WISCONSIN.


MARK KUPSCH, REGISTERED LAND SURVEYOR, S-1426



VILLAGE OF COTTAGE GROVE APPROVAL

THIS CERTIFIED SURVEY MAP, INCLUDING THE DEDICATIONS SHOWN HEREON, HAS BEEN DULY FILED WITH AND APPROVED BY THE COMMON COUNCIL OF THE VILLAGE OF COTTAGE GROVE, DANE COUNTY, WISCONSIN.

DATED THIS _____ DAY OF _____, 2019

LISA KALATA,
VILLAGE CLERK, VILLAGE OF COTTAGE GROVE

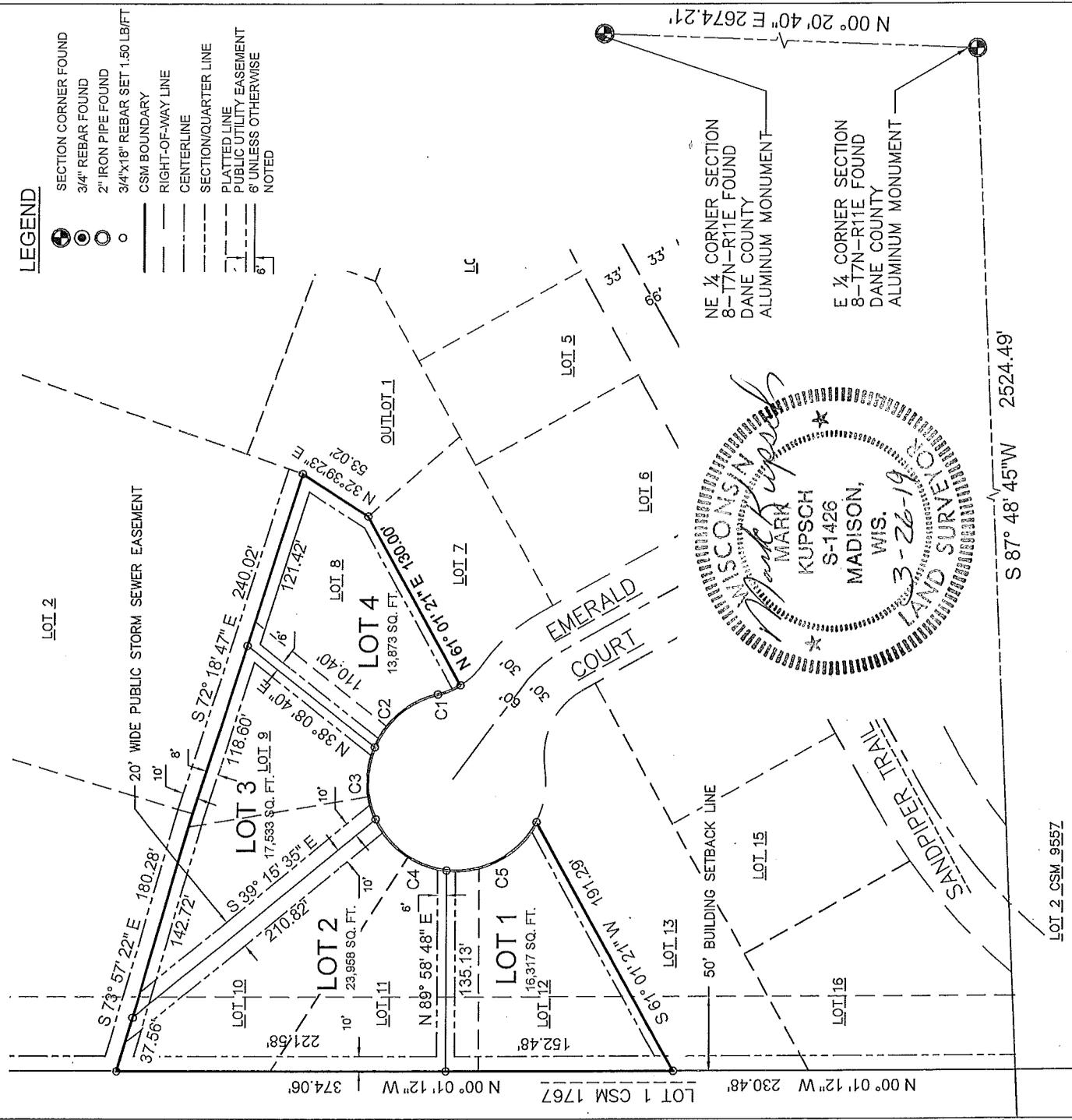
VOL. _____ PAGE _____

DOC. NO. _____

C.S.M. NO. _____

CERTIFIED SURVEY MAP NO.

ALL OF LOT 8, LOT 9, LOT 10, LOT 11, LOT 12 AND PART OF OUTLOT 1, COYLE HIGHLANDS SOUTH ADDITION, BEING PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 8, TOWN 7 NORTH, RANGE 11 EAST, VILLAGE OF COTTAGE GROVE, DANE COUNTY, WISCONSIN.



Curve	Radius	Chord Bearing	Chord Length	Arc Length	Central Angle
C1	50.00'	N 21° 55' 56" W	16.48'	16.56'	18° 58' 32"
C2	60.00'	N 39° 50' 18" W	55.21'	57.37'	54° 48' 08"
C3	60.00'	S 88° 53' 40" W	48.57'	50.00'	47° 45' 11"
C4	60.00'	S 35° 36' 20" W	58.94'	61.61'	58° 49' 53"
C5	60.00'	S 28° 19' 33" E	68.00'	72.29'	69° 01' 52"

PREPARED FOR:
HOMBURG EQUIPMENT (OWNER)
6106 MILWAUKEE ST.
MADISON, WI 53718

PREPARED BY:
MARK KUPSCH
HOMBURG CONTRACTORS, INC.
6106 MILWAUKEE ST.
MADISON, WI 53718
(608) 244-3554

NOTES:

- FIELD WORK PERFORMED BY HOMBURG CONTRACTORS
- NORTH REFERENCE FOR THIS SURVEY AND MAP ARE BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM, NAD 83 (2011) WISCONS DANE, GRID NORTH. THE EAST LINE OF THE NORTHEAST QUARTER OF SECTION 8 BEARS N 00° 20' 40" E
- THESE PARCELS ARE SUBJECT TO ALL EASEMENTS AND AGREEMENTS, BOTH RECORDED AND UNRECORDED.



CERTIFIED SURVEY MAP NO. _____

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LEGAL DESCRIPTION

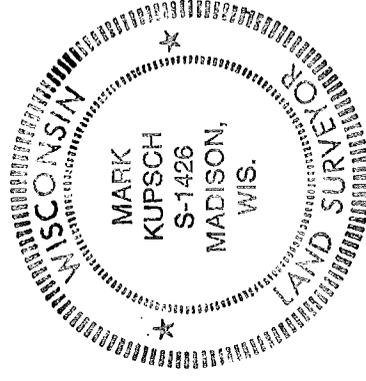
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SAID PARCEL CONTAINS 72539 SQUARE FEET OR 1.67 ACRES

SURVEYOR'S CERTIFICATE

I, MARK KUPSCH, WISCONSIN PROFESSIONAL LAND SURVEYOR S-1426, DO HEREBY CERTIFY THAT BY DIRECTION OF HOMBURG EQUIPMENT, INC, I HAVE SURVEYED, DIVIDED, AND MAPPED THE LANDS DESCRIBED HEREON AND THAT THE MAP IS A CORRECT REPRESENTATION IN ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE VILLAGE OF COTTAGE GROVE, DANE COUNTY, WISCONSIN.

Mark Kupsch 3-26-19
MARK KUPSCH, REGISTERED LAND SURVEYOR, S-1426



VILLAGE OF COTTAGE GROVE APPROVAL

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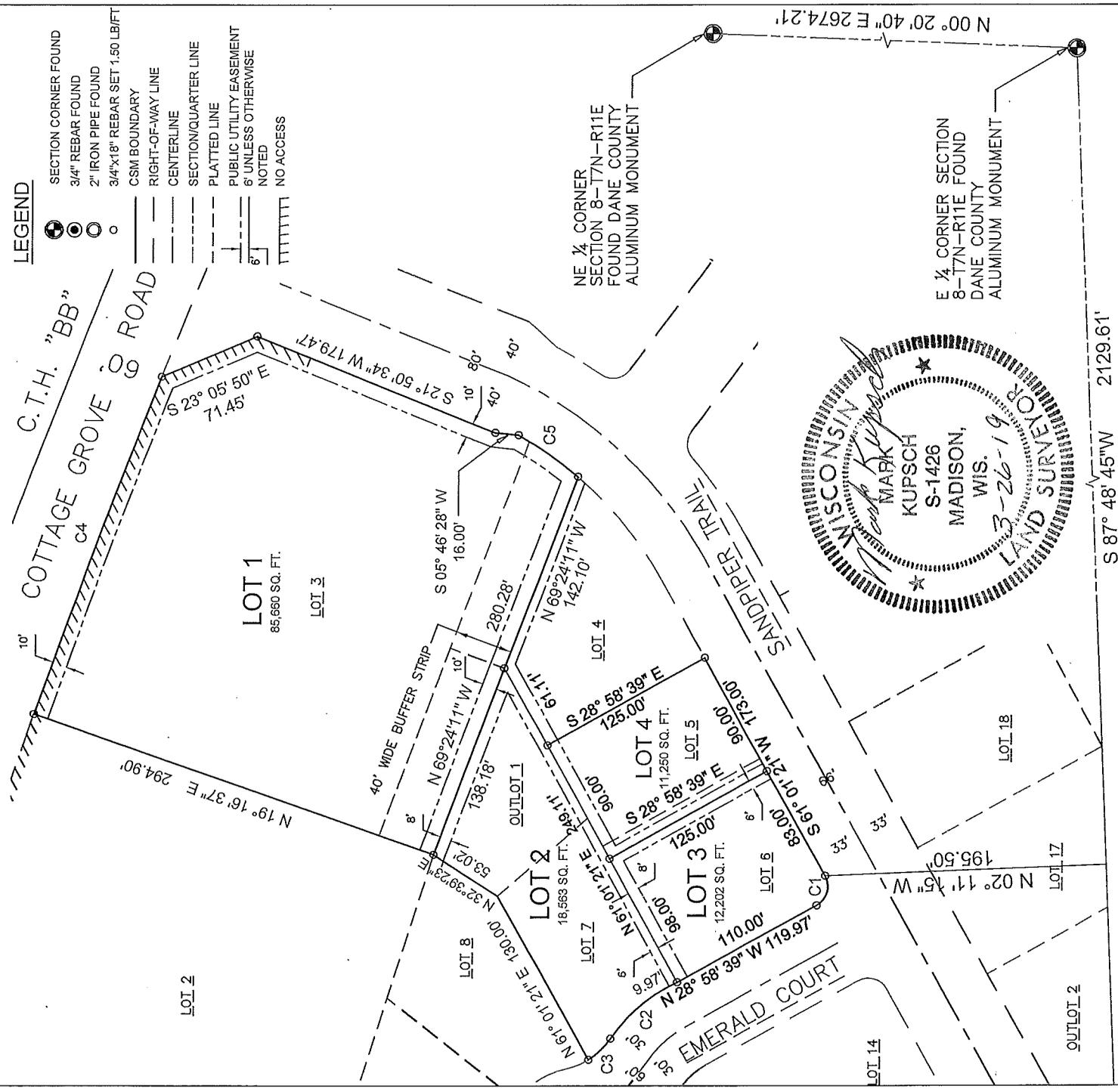
DATED THIS _____ DAY OF _____, 2019

LISA KALATA,
VILLAGE CLERK, VILLAGE OF COTTAGE GROVE

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

CERTIFIED SURVEY MAP NO.

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LOT 2_CSM 9557

Curve	Radius	Chord Bearing	Chord Length	Arc Length	Central Angle
C1	15.00'	N 73° 58' 39" W	21.21'	23.56'	90° 00' 00"
C2	110.00'	N 42° 22' 55" W	51.00'	51.47'	26° 48' 31"
C3	50.00'	N 43° 36' 11" W	21.10'	21.26'	24° 21' 59"
C4	5670.00'	S 69° 27' 23" E	250.15'	250.17'	02° 31' 41"
C5	267.00'	S 35° 11' 10" W	50.12'	50.19'	10° 46' 15"

NOTES:

1. FIELD WORK PERFORMED BY HOMBURG CONTRACTORS
2. NORTH REFERENCE FOR THIS SURVEY AND MAP ARE BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM, NAD 83 (2011) WISCONS DANE, GRID NORTH. THE EAST LINE OF THE NORTHEAST QUARTER OF SECTION 8 BEARS N 00° 20' 40" E
3. THESE PARCELS ARE SUBJECT TO ALL EASEMENTS AND AGREEMENTS, BOTH RECORDED AND UNRECORDED.

PREPARED FOR:
HOMBURG EQUIPMENT (OWNER)
6106 MILWAUKEE ST.
MADISON, WI 53718

PREPARED BY:
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LEGAL DESCRIPTION

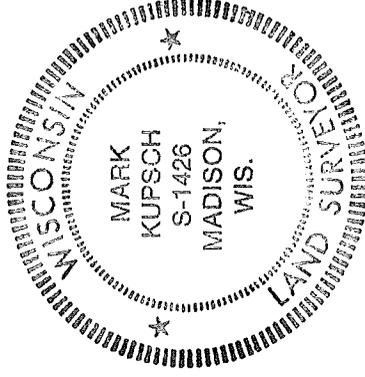
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SAID PARCEL CONTAINS 126813 SQUARE FEET OR 2.91 ACRES

SURVEYOR'S CERTIFICATE

I, MARK KUPSCH, WISCONSIN PROFESSIONAL LAND SURVEYOR S-1426, DO HEREBY CERTIFY THAT BY DIRECTION OF HOMBURG EQUIPMENT, INC, I HAVE SURVEYED, DIVIDED, AND MAPPED THE LANDS DESCRIBED HEREON AND THAT THE MAP IS A CORRECT REPRESENTATION IN ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE VILLAGE OF COTTAGE GROVE, DANE COUNTY, WISCONSIN.


MARK KUPSCH, REGISTERED LAND SURVEYOR, S-1426



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DATED THIS _____ DAY OF _____, 2019

LISA KALATA,
VILLAGE CLERK, VILLAGE OF COTTAGE GROVE

2020 - 2021 Liquor License Applicants

Permit #	TYPE	DBA	CLASS "A" LICENSE APPLICATIONS				ADDRESS	OFFICERS	Comments-PD Background Check
			CORPORATE NAME	AGENT	Phone Number				
456-0000317778-03	Liquor/Beer	Piggly Wiggly	Schommer Foods, Inc.	David A. Schommer	839-3350	421 W. Cottage Grove Rd.	David A. Schommer Jeanne M. Schommer	Completed	
456-0000513686-02	Beer Only	Cenex Conv. Store	Landmark Services Cooperative	Jarod Leeder	819-3128	203 W. Cottage Grove Rd.	James Dell Keith Arnold	Completed	
456-0000156861-03	Beer Only Cider Only "Class A"	Stop-N-Go # 259	Stop-N-Go of Madison, Inc.	Andrew Bowman	839-1348	401 W. Cottage Grove Rd.	Andrew Bowman Kevin O'Brien	Completed	
456-0000287614-03	Liquor/Beer	Kwik Trip #650	Kwik Trip, Inc	Marc Wynne	839-4167	1601 Landmark Dr.	Donald Zietlow Jeffrey Wrobel	Completed	
456-000208845-05	Liquor/Beer	Dollar Gen #10408	Dolgenercorp, LLC	Chris Engelhardt	688-0722	214 W. Cottage Grove Rd	Jason Reiser	Completed	
456-0000477267-03	Liquor/Beer	Village Liquors	Monumental Enterprises, Inc.	Samuel Fassbender	839-0222	214 W. Cottage Grove Rd.	Samuel Fassbender Nathaniel Romick	Completed	
456-1020039383-04	Liquor/Beer	CVS Pharmacy	Wis CVS Phar LLC	Christi Williams	839-3704	605 W. Cottage Grove Rd	Attached to org'l filings	Completed	
456-0000156861-03	Beer/Liquor	Stop-N-Go # 232	Stop-N-Go of Madison, Inc.	Andrew Bowman	839-3154	1100 N. Windsor Ave	Andrew Bowman Kevin O'Brien	Completed	
CLASS "B" LICENSE APPLICATIONS									
Permit #	TYPE	DBA	CORPORATE NAME	AGENT	Phone Number	ADDRESS	OFFICERS	Comments-PD Background Check	
456-0000296422-03	Liquor/Beer	Black Bear Inn	n/a	Dominick DeRosa	839-5222/225-3235 Cell	320 W. Cottage Grove Rd.	Dominick DeRosa	Completed	
456-0000531987-03	Liquor/Beer	The Outpost	Retention, Inc.	David Hanson	839-5205	227 S. Main St.	Dave & Kathy Hanson	Completed	
456-0002898233-02	Beer Only	CG Vol Fire Dept	n/a	Jason Kudrna	839-4343	Fireman's Park/Exclude Burger Stand	Kevin Laufenberg	Completed	
456-0003372575-02 26-0745667	Liquor/Beer	1855 Saloon & Grill	A.D.D. Partners, LLC	Wade Huston	608-839-3700	218 S. Main St.	Brad Huston Wade Huston	Completed	
456-0000147506-03	Beer Only	Papa Jimmy's Pizza	Papa Jimmy's Inc.	Jim Spalding	608-839-3102	224 W. Cottage Grove Rd.	James Spalding	Completed	
456-1026490480-05	Liquor/Beer	Farm Golf Course	Bradt Holding LLC	James Bradt	608-509-2457	4226 Vilas Road	James & Doug Bradt	Completed	
456-0000147506-03	Wine Only	Papa Jimmy's Pizza	Papa Jimmy's Inc.	Jim Spalding	608-839-3102	224 W. Cottage Grove Rd.	James Spalding	Completed	
456-1027033935-03	Liquor/Beer	School Grounds Café	Gaston School Gallery, Inc.	David Morrow	608-228-9488	4691 County Road N	David Morrow Steven Cantley	Completed	
456-1030009985-02	Liquor/Beer	BB Jacks	BB Jacks FEC, LLC	Todd Stimac	920-757-4700	1609 Landmark Dr, Ste 120	Todd Stimac Joseph Wagner	Completed	
456-1029835123-02	Liquor/Beer	Oakstone Recreational	Oakstone Recreational, LLC	Jennifer Vinluan	414-630-1721	304 Commerce Parkway	Jennifer Vinluan	Completed	
456-1029846202-02	Beer Only	Doundrins Distilling	Doundrins Distilling	Abby Abramovich	262-357-4482	300 Progress Dr., Ste F	Abby Abramovich		

							Nickolas Abramovich	Completed
							Ryan Lovejoy	
456-1030411389-04	Liquor/beer	Don Maguey, LLC	Don Maguey	Alejandro Ramirez	608-334-7139	1609 Landmark Dr., Suite 101	Alejandro Ramirez	Completed
							Jose Alvarado Samuel Ramirez	

Wisconsin Dept. of Revenue

Liquor License Lists
 Mail Stop 3-252
 PO Box 8901
 Madison, WI 53708-8901

VILLAGE OF COTTAGE GROVE, DANE COUNTY, WISCONSIN

221 E. Cottage Grove Road, Cottage Grove, WI 53527

Lisa Kalata, Clerk

Telephone: (608)839-4704

 Signature

DBA	CORP NAME	AGENT	ADDRESS
Black Bear Inn	n/a	Dominick DeRosa	320 W. Cottage Grove Rd.
The Outpost	Retention, Inc.	David Hanson	227 S. Main St.
Papa Jimmy's Pizzeria	Papa Jimmys Inc	Jim Spaulding	224 W. Cottage Grove Rd.
BB Jack's FEC, LLC	BB Jack's FEC, LLC	Todd Stimac	1609 Landmark Dr, Ste 120
Oakstone Recreational	Oakstone Recreational, LLC	Jennifer Vinluan	304 Commerce Parkway

BUSINESS NAME:	CORPORATION NAME:	AGENT NAME:	LOCATION/ADDRESS:	METHOD OF DELIVERY:
Piggly Wiggly	Schommer Foods Inc	David A. Schommer	421 W Cottage Grove Rd	Over the Counter
Cenex Conv Store	Landmark Services Cooperative	Jarod Leeder	203 W Cottage Grove Rd	Over the Counter
Stop-N-Go # 259	Stop-N-Go of Madison, Inc	Andrew Bowman	401 W Cottage Grove Rd	Over the Counter
Kwik Trip #650	Kwik Trip, Inc	Marc Wynne	1601 Landmark Dr.	Over the Counter
Dollar General	Dolgencorp, LLC	Chris Engelhardt	214 W. Cottage Grove Rd	Over the Counter
Village Liquor	Monumental Enterprises, Inc.	Samuel Fassbender	214 W Cottage Grove Rd	Over the Counter
Stop-N-Go # 232	Stop-N-Go of Madison, Inc.	Andrew Bowman	1100 N. Windsor Ave	Over the Counter

License Fee: \$50.00

All businesses located in the Village of Cottage Grove, 53527

VILLAGE OF COTTAGE GROVE, DANE COUNTY, WISCONSIN	
221 E. Cottage Grove Road, Cottage Grove, WI 53527	
<u>Lisa Kalata, Clerk</u>	Telephone: (608)839-4704
_____ Signature	

**Mail to: UW Survey Center
475 N. Charter Street, Suite B607
Madison, WI 53706-9801**



MEMO DATE: May 29, 2020

TO: Village Board

FROM: Matt Giese – Village Administrator

RE: 2020 Village Board Prioritization Process

BACKGROUND

The following is the overall list of priorities that the Board came up with last year (with short descriptions of each priority. Each item is listed exactly how they were submitted to staff). Following each item I included the initials of the Board member so you can see who submitted what. Also attached is a spreadsheet displaying the outcome of 2019's process.

Overall List (in alphabetical order) (/// = similar priority or category submitted)

A---Economics - Support existing businesses and accelerate commercial / retail development to provide citizens with more local options as well as improve our tax base ratio. Also, support residential development. Engage Chamber of Commerce and other key Stakeholders (e.g. Town of Cottage Grove) to market / promote existing businesses. Opportunities to activate TIDs 8, 9, and 10 (JW). /// Encourage more business/retail growth; to include support to the chamber of commerce and residential growth to support the businesses, including providing a workforce (JR). /// Encourage More Business and Retail Growth: We shall focus on community growth and strengthening. We shall encourage walkable, mixed-use development along our main corridors which will enhance consumer support for our existing businesses while creating opportunities for additional businesses to infill. We can do this by pursuing streetscape improvements that will promote residents and visitors to spend more time on our main streets. We can also enhance community design along our key commercial corridors to project an attractive and unique experience for residents and visitors. We shall pursue opportunities for economic growth that will build upon our desire to meet the needs of current and potential residents while enhancing the character of our community (HM). /// Encourage more business/retail growth, both new and existing which will take some of the tax burden off our citizens (TA). /// Business growth (JL).



B---Sustainability - Implement additional areas where the Village can reduce its environmental impact i.e.: Increase tree planting efforts through doubling of tree budget; Continue to partner with community organizations and support their environmental efforts (i.e. Boy Scouts bee hives; Lions annual tree planting; etc.); Install solar panels on municipal buildings where practical (e.g. municipal services building with large roof); Reduce the salt usage on winter streets leveraging best practices from other communities; action on Public Works committee already (JW).

C---Remain Fiscally Responsible - strive for minimal tax increase for the Village portion of the taxes (JW). **///** Fiscal responsibility, strive for zero Village tax increase (TA). **///** Stabilize and lower village taxes (JL).

D---Engagement and Communication - improve engagement with Village Residents and those outside the Village: Quarterly joint meeting with Town of Cottage Grove Board; take more opportunities to connect with Village Residents (i.e. Fireman's Festival or MarketPlace booths; attending Music in the Grove; promoting our website, facebook, Polco, etc.; plug Parks and Rec's many opportunities for fun and recreation; etc.) (JW). **///** More transparent communication with board members, staff, town & school boards, and constituents (especially those that attend meetings and wish to speak) (JR). **///** In the past couple years we have seen more citizen involvement and feel we should continue to encourage that (TA).

E---Emergency Management Plan. I think it is important for the Village to have an Emergency Management Plan that has been reviewed by Village departments and staff and the plan and the information contained in it is feasible to them and has been approved by our Village Board (MR).

F---Parks, Recreation, and Open Space: We shall continue to promote an active community where bicycling, walking, and recreation are a safe, healthy, and accessible part of our daily activities. We shall make it a priority to implement the Parks and Open Space Plan and update the Plan to incorporate new development. We shall prioritize expanding the recreational opportunities and facilities to meet the needs of our community's senior, youth, and adult populations. We shall continue to include public involvement with forums, focus groups, and with interactive surveys (HM). **///** Make Bakken park (or other location) a destination location for the community and visitors to gather (JR). **///** Focus on family activities in our community. Our Parks & Rec department does a great job of providing activities for our community, but we need more. Our residents need to have somewhere to go with their children in the winter or on a rainy day and somewhere for their children to go after school or in the summer during the day. We need somewhere for our older population to meet others and do activities (MR). **///** More family amenities in village (JL).



G---Long range facility and land use plan for village-owned property (JR). **///** Long range facility planning including study of energy efficiency of buildings. We need to determine what space we have and what space we'll need as our community continues to grow. Additionally, we should determine the current energy efficiency of our present and future buildings (MR). **///** Long range facility and land use plan (SV). **///** Long Range Facilities Study/Space Needs Analysis: Planning ahead to meet the needs of our residents is critical, especially as our community continues to grow and demographics change. We shall make it a priority to provide the services our residents need. We shall conduct a space needs analysis based on a 20-year growth projection and also include 5 and 10 year horizons. The analysis shall include future staffing and space needs for all municipal departments, site master plans, various options for future needs, future expansion options, estimates for capital and facility operations costs associated with the future staffing and space needs. There shall be an emphasis on sustainable design including alternative energy options. We shall also consider different segments of the population in the space needs analysis including the needs of our youth and seniors (HM).

H---Explore transitioning the fire department from an all-volunteer department into a fire district with both full-time, part-time and volunteer fire fighters (JR).

I---Establish a boundary agreement in partnership with the town and city of Madison to ensure some green space exists between cottage grove and Madison (JR).

J---Village wide revaluation with partial revaluation scheduled and in the budget annually (MR). **///** Total Village Wide Re-Evaluation. We have sufficient money available in our cash reserves to conduct this re-evaluation. We are out of compliance with the state. Cost and impact to citizens will only continue to become greater the longer the Village waits (SV). **///** Total Village Wide Revaluation: We shall take a systematic, scheduled approach to reassessments. It is our duty to have an accurate and uniformly applied tax system. We shall also take steps to create an annual partial revaluation schedule after the Village Wide Revaluation to eliminate current tax disparities and reduce drastic assessment jumps for property owners (HM).

K---Housing options. We need to have housing options for our residents for their grown children to return to live here, or when our residents become empty-nesters, or when they grow older and want to downsize, our current residents aren't going to be able to stay in our community. We have to have choices for our residents in order to maintain our current population. Also, residential and commercial growth go together. We can't focus on bringing in businesses to our community without providing options for their employees to live (MR). **///** Affordable housing options: Affordable Housing does not mean 'low-income housing'. Salary ranges needed to afford a home in Cottage Grove far exceed the average salary for Dane County residents. For example, a two-income family of two Monona Grove School District teachers could barely afford one of the few homes listed at the lowest range of housing options. We need to provide affordable housing options for average, middle class residents of Dane County – including condos, apartments, duplexes, and smaller-scale single-family homes (SV). **///** Residential Growth, new neighborhoods, affordable housing; working with developers in positive relationships (JL).



L---Continue to update and implement the Comprehensive Plan (SV). **///** Update the Comprehensive Plan: Promote land use policies that will advance goals for a healthy community, create positive economic outcomes, and environmental benefits. Goals for the Comprehensive Plan shall include a detailed inventory of current housing options and create a vision for increasing options in the future including a greater variety of home values, unit sizes, lot sizes, apartments, town homes, duplexes, and condos. The Plan shall include an assessment of new businesses and industries that are desired in the Village to complement our current businesses and enhance the opportunities for our residents, promote public health for all age groups, emphasize increased transportation options and connectivity, encourage green infrastructure, protect natural resources, and promote local community building through both our open-spaces and built environment (HM).

M---More street maintenance, what we spend today will save us in the future and cost less (TA).

N---Transportation impact fee (TA).

RECOMMENDED PROCESS FOR 2020

Please submit to me your personal list of 4 – 6 projects/initiatives/purchases (hereafter to be referenced as “projects”) with a short description of each by **June 11th**. Feel free to resubmit any items/descriptions from last year’s process if you wish.

A comprehensive list will be compiled by staff and sent out to the Board as part of the packet for **June 15th**’s meeting. The Board can discuss the project list at this meeting and answer questions Board members may have about someone’s submittal.

Prioritization: each Board member will have 20 “points” to allocate to the comprehensive list of projects as he/she sees fit. For example, one point towards 20 projects; two points towards 10 projects; or even all 20 points on one project. Please submit your individual prioritized list to me by **June 26th**. I will compile everyone’s points and submit the results in the **July 6th** meeting packet.

As a reminder, the final list does not bind the Board to approve or move forward with any specific projects. The main purpose of this process is for the Board, staff and public to see what is and isn’t a priority for the current Board. Staff will take general direction from the final list as a means of making budget proposals in the draft 2021 budget as well as establishing staff performance goals.

2019 Village Board List of Priorities

Rank	Item	Description	John Williams	Troy Allen	Jeff Lennberg	Heidi Murphy	Melissa Ratcliff	Jon Russell	Sarah Valencia	Total
1	A	Economy/Economic Development	6	2	5	3	0	5	2	23
2	K	Expanding housing options/affordable housing/residential growth	0	0	10	2	4	0	5	21
3	F	Parks, Recreation and Open Space	2	0	3	3	4	5	2	19
4	G	Long Range Village Facility and Land Use Planning	0	0	0	3	4	4	5	16
5	C	Fiscal Responsibility/Stabilize taxes	2	10	2	0	0	0	0	14
6	J	Village wide revaluation	0	0	0	1	4	0	4	9
7	B	Sustainability	6	0	0	2	0	0	0	8
8	L	Continue update of the Comprehensive Plan	2	0	0	3	0	0	2	7
9	D	Engagement and Communication	2	2	0	1	0	1	0	6
10	E	Emergency Management Plan	0	0	0	1	4	0	0	5
11	N	Transportation impact fee	0	4	0	0	0	0	0	4
12	H	Exploring Fire Department options for expanding into full-time/part-time staff	0	0	0	0	0	3	0	3
12	M	Increase Street Mainenance	0	2	0	1	0	0	0	3
14	I	Boundary Agreement - Madison and Town of Cottage Grove	0	0	0	0	0	2	0	2
			20	20	20	20	20	20	20	140

note: please see corresponding list for further description of items listed

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

29 May 2020

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

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

The planning and purpose of this plan is mandated by Wisconsin Statute 166.03(4). All local government units shall adopt an “effective” program of emergency management consistent with the state plan of emergency management and appoint a head of emergency management services. While mandated, an emergency plan ultimately seeks to minimize loss of life and property damage to residents of the Village and to determine how the locale can quickly restore operations to minimize economic loss to persons and businesses.

It is the recommendation of Village staff, after legal review and Village Board review, the emergency preparedness plan, as drafted, be approved by the Village Board.

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



VILLAGE OF
COTTAGE GROVE, WI

Emergency Preparedness Plan

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DRAFT

PREFACE

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

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

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

Such planning and programming which is the purpose of this manual is mandated by Wisconsin Statute 166.03(4). All local government units shall adopt an "effective" program of emergency management consistent with the state plan of emergency management and appoint a head of emergency management services. While mandated, an emergency plan ultimately seeks to minimize loss of life and property damage to residents of a community and to determine how the locale can most quickly restore operations to minimize economic loss to persons and businesses.

EMERGENCY PREPAREDNESS AND MOBILIZATION COMMITTEE

All local government units shall adopt an effective program of emergency management consistent with the state plan of emergency management and appoint a head of emergency management services (Wisconsin Statute 166.03(4)).

Purpose of Committee

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

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

This committee ensures the coordination of all emergency functions of the Village of Cottage Grove to the maximum extent practical with existing services and facilities of this Village and comparable functions of the federal, state, county governments, other political subdivisions, and various private agencies. This cooperation will ensure effective preparation and use of manpower, resources, and facilities for dealing with any disaster.

Membership

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

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

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

Emergency Management Plan

Emergency Management Plan is recommended by the Emergency Government Director, approved by the Village Board, and maintained by the committee. The Emergency Government Director will communicate with Village Departments regarding changes to the plan after approval by the Village Board.

Each department head or designee assigned responsibility in the Emergency Plan shall carry out all duties and functions assigned. Duties include the organization and training of village employees and volunteers within their departments. Upon the recommendation of the Emergency Government Director, the Village Board may amend the plan and its annexes.

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

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

Emergency Government Director

The Director shall:

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

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

Utilization of Existing Services and Facilities

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

Emergency Regulations

When an emergency occurs for which the Village Board has not adopted regulations (COVID-19), the Village President, or in his absence, the Emergency Government Director, may proclaim, promulgate, and enforce orders, rules and regulations relating to the conduct of persons and the use of property which must protect public peace, health, and safety; preserve lives and property; and ensure the cooperation necessary in emergency situations. The Village must post such proclamations in three public places. The Village Board may rescind the proclamation by resolution at any time.

Declaration of Emergencies

The emergency government shall act in accordance with the emergency plan only after the declaration of an emergency and issuance of the official disaster warning. The Governor, the Village President, or in his absence, the Emergency Government Director shall declare the emergency. The state of emergency will continue until terminated by the issuing authority. The Village Board may terminate the emergency provided the Governor did not issue the declaration.

Obstruction of Emergency Operations

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

VILLAGE OF COTTAGE GROVE EMERGENCY PREPAREDNESS PLAN

OVERVIEW

Purpose

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

- Providing a coordinated governmental response and recovery effort that minimizes the adversity that a major emergency or disaster could inflict on citizens and property.
- Quickly restoring government services impaired from the effects of a major emergency or disaster.
- Developing an increased level of emergency preparedness among all segments of the population so individuals, families, communities, businesses, and public and private institutions may sustain themselves for a minimum of 72 hours. Such preparedness helps to cope with a catastrophic disaster that inhibits or overwhelms governmental services, thus delaying the normal public safety response.
- Promoting mitigation strategies to improve critical infrastructure and using land use and building code authority to reduce the public's exposure to recurrent hazards.
- Supporting regular training and exercise programs so public and outside organization officials maintain their readiness to perform emergency management duties.
- Integrating with other jurisdictions and the county effectively.

Liability

The existence of an emergency plan also protects against litigation. Legal actions against municipalities often occur when local officials misunderstand the law and falsely assume that a municipal or public official cannot be sued. More often, liability suits result from poorly written plans that 1) lack standard operating procedures or guidelines, 2) are out-of-date, 3) contain unrealistic assumptions, or 4) base responses on non-existent resources.

To avoid suspicion decision makers must be authorized and act in an official capacity with reason not malice. Planners must identify evacuation plans, schedule and document training exercises or drills, rope off dangerous areas when disaster occurs (attractive nuisance liability),

recognize when volunteers exceed the scope of the “Good Samaritan Law” (vicarious liability), select reliable and competent responders and supervisors, and protect U.S. Constitutional rights.

Public officials must understand relevant laws, identify local hazards, recognize local capabilities, and plan a course of response before disaster strikes. Even while taking these precautions, a municipality or public official can be sued for not doing what is reasonable when a disaster occurs. For this to happen, the plaintiff needs to prove that:

1. Government owes the plaintiff a degree of care as defined by law, case law, or statute;
2. The standard of care is that degree of care which any reasonable, prudent person would exercise under like circumstances;
3. The municipality or official failed to conform to an established standard of care or failed to carry out a duty owed to plaintiff;
4. Injury/damage/destruction was foreseeable;
5. A casual connection exists between the act of the wrongdoer and the resulting injury; and
6. Actual loss, injury, or damage occurred

To avoid liability, officials must take certain precautions. First before a hazard occurs, a Village representative should meet with legal counsel and examine whether the municipality is exposed under present laws, where areas of liability may be incurred, and where modifications should be made to existing procedures to reduce exposure. The committee and all village agencies should work for the passage of legal instruments to reduce liability. Everyone should review policy issues to reduce exposure to litigation.

Secondly, during a hazard, village workers must document all action. This includes recording telephone/radio traffic, taking photographs/video tapes, maintaining written logs of events/action, and retaining all documents, i.e., shipping papers, etc. Workers should work within their defined responsibilities and levels of authority. Finally, after an emergency or disaster, officials must file records and reports promptly, develop a master file of events and all agency responses, consult with legal counsel, and correct noted response deficiencies.

Legal Basis (see Appendix A)

FEDERAL LAW

THE STAFFORD ACT, Public Law 103-337

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

CERCLA Comprehensive Environmental Response, Compensation, and Liability Act

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

EPCRA Emergency Planning and Community Right-to-Know Act

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

WISCONSIN STATUTES

- 21.1 Call to active service
- 59.03 Administrative Home Rule, Consolidation of Municipal Services, Home Rule, Metropolitan District
- 59.031 County Executive/Administrator Powers – empowered to take care that state or federal law is observed, enforced, and administered
- 59.07 General Powers of County Board – cooperation, maintain public peace and good order within county
- 59.53 (2) Health and Human Services Emergency Energy Relief
- 59.54 (8) Local Emergency Planning Committees
- 61.34 Powers of Village Board
- 66.325 Emergency Powers
- 83.09 Emergency Repairs of County Trunk Highways
- 166.03 Powers and Duties of the Governor, Counties and Municipalities, and the Heads of Emergency Government Services; Adoption of an “effective” program of emergency management
- 166.06 Emergency Temporary Locations of Government for Counties and Municipalities
- 166.07 Succession to Local Offices
- 166.08 (5) Enabling Authority for Emergency Interim Successors for Local Offices
- 166.15 Radioactive Waste Emergencies
- 166.20 Hazardous Substances Information and Emergency Planning
- 166.21 Emergency Planning Grants
- 166.22 Local Agency Response and Reimbursement
- 213.095 Police Power of Fire Chief/Rescue Squads
- 895.48 (1) Civil Liability Exemption, Emergency Care, etc.

LOCAL ORDINANCES

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

OTHER PROCEDURES

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

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

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

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

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

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

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

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

Stocking of Emergency Supplies. Public Works will maintain limited stocks of basic emergency supplies in all village owned and leased facilities. Department heads must train employees in the use of these emergency supplies. Departments should maintain these basic stocks so that department workers may sustain themselves in these facilities for a minimum of 72 hours, if necessary.

Emergency Workers. The village treasurer's office, in cooperation with all other village departments, shall register emergency service workers appropriately for compensation and reimbursement.

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

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

Authority to Enter into Contracts and Incur Obligations. If time is vital to saving lives and reducing property damage or hardship, the Village President may order departments to dispense with normal purchasing practices that unduly postpone the receipt of required equipment, supplies, or services, except those constitutionally mandated. The Village Board will review and appropriate legislation for any order promptly presented to the Board such as:

- findings by resolution with respect to actions taken;
- authorization of payment for services, supplies, equipment loans, and commandeered property used during disaster response activities;
- approval of gifts, grants, or loans accepted by the Village President during the emergency; and
- levy of taxes to meet costs of disaster response and recovery operations.

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

Village Attributes

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

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

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

Hazard Analysis/Assessment (see Appendix B)

Emergency management experts suggest municipalities conduct a hazard analysis to determine which hazards are most likely to occur in their locations. To begin this process, the municipality should obtain a copy of the county's hazard analysis. If it does not contain enough information to proceed with the village planning process and determine where the village must focus its efforts, then additional analysis must be done.

Local officials must first identify hazards and determine their vulnerability (the potential for causing harm to people and/or property). Vulnerability is determined by developing a community profile. This profile includes locating major structures and geographic features, essential facilities (shelters and hospitals), special-needs centers (schools, nursing homes, and hospitals), and other sites which could pose an imminent hazard (fuel storage facilities). For each hazard, obtain all available information from EOC records, newspaper files, insurance companies, fire department records, accident records, weather records and projections.

Questions to ask include:

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

Assumptions

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

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

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

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

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

Plan Development and Maintenance

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

Review

For this plan to remain meaningful and offer reliable guidance for administering the Village's comprehensive emergency management program on a day-to-day basis and during times of crises, the committee must keep the plan current. Each department must annually review and update its portion of this plan. The department head will submit its portion of the plan upon completion to the Emergency Preparedness Committee for coordination, executive and legislative review, approval, printing, and distribution. Copies will be sent to the county and state departments of emergency management.

Exercises

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

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

When responding to a disaster, responders must realize that assessing the damage permeates all their actions. All levels of government participate in this assessment. Before the disaster occurs, planners must determine who has lead responsibility for assessing the damage and who makes up the team. The village must train team members how to assess the damage and even how to compile useful information in advance (see checklist).

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

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

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

Budget Planning for Necessary Equipment

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

Community Education

Planning for a disaster is only as effective as the community's awareness. The Emergency Committee should provide residents information through the newspaper, sending material home with school children, simulating disasters with volunteers, and broadcasting material on cable and radio.

CONCEPT OF OPERATIONS

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

Local

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

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

As the situation unfolds, the Emergency Government Director advises the Village President and coordinates all emergency response actions. If the situation can be handled locally, then responders should use the procedures and checklists in this plan. Anytime a situation escalates beyond the level of local control, the Village President declares a local state of emergency and notifies the Dane County Emergency Management Director. The Village President also forwards the Village’s state of emergency declaration to the Dane County Emergency Management Office (see Appendix D). The Village Board must ratify, confirm, and publicly notify both the declaration of a “Village Emergency” and any executive order(s) invoking a specific emergency power.

County

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

State

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

Federal

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

Administrative Reporting to State

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

The following reports will be submitted to the State EOC:

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

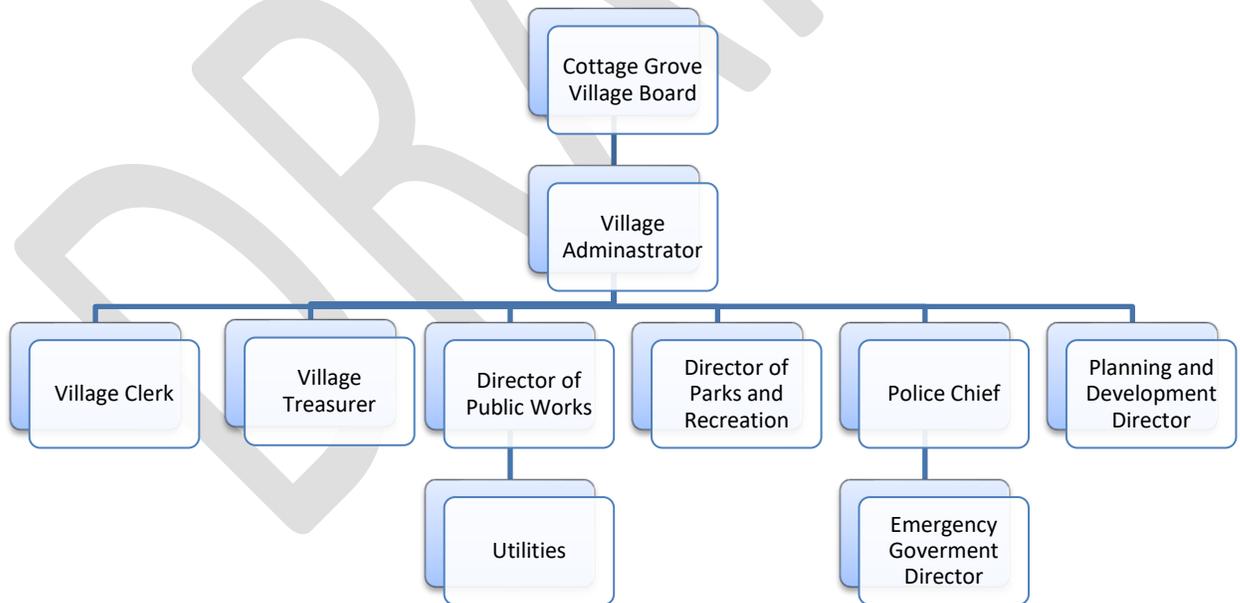
required including those possessed by local, volunteer, commercial and mutual aid entities that are either exhausted, unavailable, or not available in time to save lives, prevent further damage, and/or to alleviate suffering; 2) how long the resource(s) will be needed; 3) where to deliver or report;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

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

Village of Cottage Grove

A. Governance and Administration

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



B. Human Services

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

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

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

Emergency Public/Environmental Health services may include:

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

C. Law Enforcement

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

D. Warning and Communications

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

E. Fire Services/Hazardous Materials (HAZMAT) Releases

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

F. Emergency Medical Services (EMS)

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

G. Public Works and Parks and Rec.

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

H. Utilities

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

I. Emergency Management

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

Comprehensive Emergency Management

The four phases of emergency activity include mitigation, preparedness, response and recovery. The extent to which we act in all four phases, through an integrated process, determines the effectiveness of any emergency management program.

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

4. *Recovery*: Short-term recovery actions assess damage and return vital life support systems to minimum operating standards, as long-term recovery actions may continue for many years. Short-term examples include temporary housing, restoration of essential services, and food vouchers. Long-term examples include insurance, reconstruction, and counseling programs.

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

Relationship Between Emergency and Normal Functions

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

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

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

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

coordinates issues requiring cross-input, decisions from Village leadership, and use of all available resources to the highest priorities when necessary.

Continuity of Government

Public employees and their families, facilities, and equipment are vulnerable to the same hazards, and exposed to the same risks as are citizens and the municipal community at-large. Because of this and because local government has an inherent legal responsibility to respond to protect citizens and property from the damaging effects of any natural, technological, or national security threat, local government must ensure that its essential resources are survivable and available to serve the public's emergency needs.

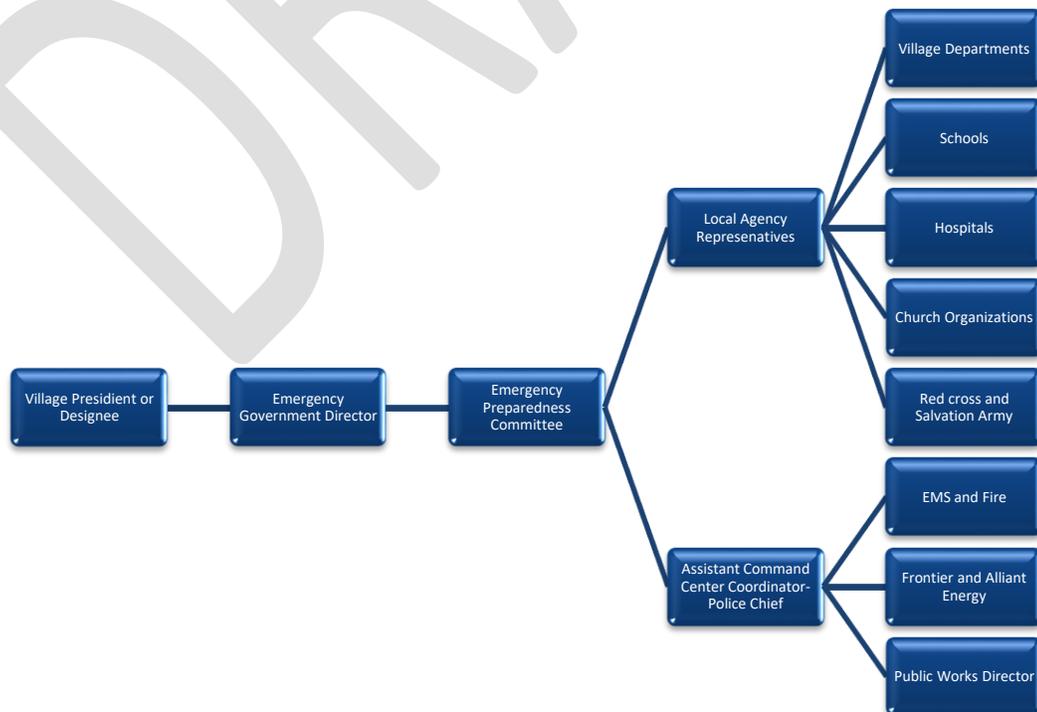
To attain the maximum capacity to continue government operations in the wake of any type of major emergency or disaster, Police, Public Works, and Utilities will maintain a current department specific emergency preparedness plan as well as the real means to implement it. At a minimum the department plan must be consistent with this plan and will include provisions:

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

DIRECTION AND CONTROL

Direction and Assignment of Responsibilities

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



Administration and Logistics

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

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

Emergency Operations Center (EOC) Locations and Capabilities

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

The Village of Cottage Grove EOC is located at the Cottage Grove Fire Department at 4030 County Highway N or other designated area like the Municipal Services Building (MSB). If the disaster debilitates these locations, the emergency preparedness committee will choose an alternate site.

EOC Procedures

- A. Upon notice of an actual or imminent disaster, agency designees and EOC support staff will report to the EOC.
- B. Activate the EOC.
 1. Activate support systems (lighting, communications, etc.)
 2. Set up information management systems (maps, message boards, resource inventories, status board, etc.)
- C. Establish communications with CP(s) in the affected area(s) and with 9-1-1.

Joint Incident Command

- A. Primary local emergency representatives will jointly assess disaster caused needs. To the extent possible response priority for decision-making will occur in the following order:
 - Care for victims (mass casualty response, search and rescue, etc.);
 - Prevent further injury to humans (fire suppression, hazardous materials response,

- evacuation, etc.);
 - Procure and distribute necessities for victims (food, shelter, clothing, etc.);
 - Restore and maintain essential community services (utilities, transportation, communications, etc.);
 - Protect dwellings (fire suppression, sandbagging, etc.);
 - Maintain public order (patrol danger areas, guard property, direct traffic, etc.);
 - Protect the environment; and
 - Maintain public morale.
- B. When able to effectively manage more than one need at the same time, workers should take such simultaneous actions. CP personnel will communicate their findings and requests for assistance to the EOC and/or 9-1-1 through appropriate pre-designated emergency radio channel(s).
- C. The EOC will support CP activities and manage certain functions such as supporting shelter operations, maintaining records, and coordinating with other municipal EOCs. In case of multiple CPs, the EOC may have to establish priority of need for resource management purposes.

Incident Command Centers

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

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

- Notification of key officials;
- The call-out of off-duty personnel and the adjustment of shift schedules to accommodate extended workforce requirements;
- Monitoring and keeping a record of field and departmental support activities and costs;
- Dispatching specialized teams or technicians that are part of an automatic response or as requested;
- Alerting other agencies of impending dangers that could affect their resources;
- Conveying requests for outside resources;
- Supporting all other requests made by the senior department official in the field;
- Keeping senior management officials apprised of information they have predetermined to be of essential importance; and
- Calling the Emergency Government Director for assistance.

Village Emergency Operations Center (EOC) Readiness

The Emergency Preparedness Committee must maintain a prepared EOC to insure pro-active upgrades and support for emergency operations in the field. The center must be immediately available as a hub for essential assistance in any type of hazardous condition that grows beyond the ability of a “lead agency” department to effectively handle on its own. EOC readiness can occur in three phased stages of alertness:

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

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

3. Phase III Alert: The third phase would result in actual activation of the EOC and is reserved for those situations that have escalated in seriousness to the point where the Village President’s direct involvement is necessary. Notification of the Phase III Alert shall be made at the earliest practical time to the Dane County Department of Emergency Management. Whenever the EOC is activated, it becomes the Village’s central headquarters for exerting civil leadership over any major crisis that imperils the safety and welfare of the public.

EOC Line of Authority and Division of Labor

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

- Authorizing the activation of the EOC;
- Proclaiming a "Civil Emergency;"
- Exercising emergency powers vested by the Municipal Code;
- Obtaining Village Board ratification and confirmation for proclamations and executive orders;
- Referring emergency funding issues to the Village Board for resolution;
- Keeping the Village Board informed on the status of emergency operations;
- Directing the management of the EOC;
- Acting as chief spokesperson for communicating with the public, instilling confidence in the government, rallying morale, and marshaling support and cooperation from all sectors of the community;
- Coordinating with elected officials of neighboring jurisdictions and higher levels of government;
- Deciding the resolution of issues presented to him/her that are entangling or intractable or both; and
- Terminating the "Civil Emergency."

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

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

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

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

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

Village department heads and the Emergency Preparedness Committee aid the Emergency Government Director in fulfilling his/her responsibilities. Each is responsible for supervising and managing the activities of their respective service groups and for ensuring that information and requests for support, when necessary, are efficiently coordinated with one or more of the other groups. They must also update the director on all significant actions contemplated and taken in a timely manner. These functional departments include:

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

EOC Lines of Succession and Span of Control

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

Action Steps and Lead Agencies

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

A. Mitigation

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

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

B. Preparedness - ALL Hazards

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

C. Response to hazards and the lead agency

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

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

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

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

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

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

D. Recovery - ALL Hazards

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

RESPONSE CHECKLIST

Response Issues

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

Response Timeline

A. 0-2 Hours

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

B. 2-4 Hours

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

C. 4-12 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Prepare for the next shift to take over
4. Consider the need for ongoing mutual aid

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

D. 12-24 Hours

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

E. 24-48 Hours

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

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

F. 48-?

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

ACTION CHECKLISTS

First Responder

- A. Immediately advise 9-1-1 and provide as much of the following information as is available:
 - 1. Location including municipality, address/intersection, landmarks, etc.
 - 2. Type of incident or disaster
 - 3. Incident effects (e.g. approximate number of trapped, injured, or dead; destroyed or damaged homes; etc.)
 - 4. Site accessibility (effects of downed trees, power lines, etc.)
 - 5. Other pertinent information
- B. Request law enforcement, fire, EMS, etc. response as appropriate.
- C. If possible, establish a Command Post (CP) in a safe area near the scene accessible to emergency vehicles. Advise 9-1-1 of CP location. Anticipate local Emergency Operating Center (EOC) activation.

Village President

- A. Ensure that the Emergency Government Director or designated person has activated/is activating the Command Post (CP) and Emergency Operations Center (EOC).
- B. Report to the EOC.
- C. Ensure that the Emergency Government Director or designated person provides an initial damage assessment and casualty report.
- D. Ensure that the Emergency Government Director and community officials brief the EOC staff as to the status of the disaster.
- E. Be ready to issue a declaration of emergency.
- F. Ensure the Public Information Officer (POI) and/or designated person is notified and reports to the EOC.
- G. Activate damage assessment activities if needed.
- H. In consultation with the Emergency Government Director, determine whether county, state, or federal assistance should be requested. Local and county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.

Emergency Government Director

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

Village Administration

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

Cottage Grove Police Department

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

Cottage Grove Fire

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

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

Deer Grove EMS

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

Cottage Grove Public Works Department

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

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

Dane County Human Services

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

Public Information Officer

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

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

Damage Assessment Staff

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

Warning/Communications

- A. Warn the following:
1. Cottage Grove Village Board
 2. Municipal Emergency Government Director
 3. County Emergency Management Director/Coordinator
 4. Municipal Emergency Operations Center representatives
 5. Special facilities
- B. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of portable radios, pagers, telephones, and FAX machines.
- C. Activate public warning system. This may consist of the county's emergency sirens, door-to-door visits, phone calls, and loudspeakers. Develop assignment on how alert, watch, and warning would be handled prior to a disaster or emergency.
- D. Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available includes portable radios, pagers, telephones, and FAX machines.
- E. Establish communications with command post if established.

APPENDIX A

LIST OF POSSIBLE HAZARDS

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

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

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

Emergency preparedness and planning must include measures for prevention, immediate incident response, and post-incident recovery. Most jurisdictions have response elements in place with the ability to meet normal emergency response needs such as fire hazmat, law enforcement, and EMS. A WMD incident, however, requires an incident command system to save lives, stabilize the incident, and mitigate property and infrastructure damage. The command structure identifies, notifies, and isolates the area by establishing zones and site security, protecting through evacuation, providing shelter, and utilizing necessary resources.

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

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

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

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

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

DRAFT

APPENDIX B

SAMPLE MUNICIPAL DISASTER PROCLAMATION

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

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

NOW THEREFORE, pursuant to State Statutes 66.325 and 166, as Chief Elected Official of the Village of Cottage Grove, I do hereby proclaim a state of emergency in effect until further notice.

IN TESTIMONY WHEREOF I have hereunto set my hand and have caused the great seal of the Village of Cottage Grove to be affixed.

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

Village President

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

APPENDIX C

NOTIFICATION LIST

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

ANNEX 1

PUBLIC INFORMATION OFFICER

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

SETTING UP THE MEDIA CENTER OR BRIEFING AREA

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

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

Long-term incidents may require:

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

MEDIA DO'S

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

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

PERSONAL QUALITIES

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

PIO SKILLS

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

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

LIST OF LOCAL MEDIA WITH TELEPHONE NUMBERS

NEWSPAPERS

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

RADIO STATIONS

<u>AM</u>		<u>FM</u>	
WHA (970)	263-3970	WERN (88.7)	263-3970
WTSO (1070)	274-5450	WORT (89.9)	256-2001
WMAD (1190)	271-1025	WMAD (92.1)	837-9262
WIBU (1240)		WJJO (94.1)	273-1000
WIBA (1310)	271-6397	WOLX (94.9)	281-1949
WTDY (1480)	273-1000	WMLI (96.3)	274-5450
WWQM (1550)		WMGN (98.1)	273-1000
		WIBA (101.5)	274-5450
		WNWC (102.5)	271-1025
		WZEE (104.1)	274-5450
		WYZM (105.1)	826-0077
		WMMM (105.5)	826-0077
		WWQM (106.3)	273-1000
		WSJY (107.3)	251-5656

TELEVISION STATIONS (Madison)

WISC-TV (CBS)	273-3333
WMTV (NBC)	274-1515
WHA-TV (PBS)	265-2302
WKOW-TV (ABC)	273-2727
WMSN-TV (Fox)	833-0047
WOW-Cable Channel	291-0148
Charter Communications	800-581-0081

ANNEX 2 COMMUNICATIONS AND WARNING

A. PURPOSE

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

B. SITUATIONS

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

C. ASSUMPTIONS

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

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

D. CONCEPT OF OPERATIONS/COMPREHENSIVE EMERGENCY MANAGEMENT

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

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

5. Recovery

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

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

F. DIRECTION AND CONTROL/INCIDENT MANAGEMENT

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

G. ADMINISTRATION AND LOGISTICS

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

H. PLAN DEVELOPMENT AND MAINTENANCE

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

LIST OF RADIO FREQUENCIES

VILLAGE OF COTTAGE GROVE

154.115 Police Department

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA)

162.400, 162.425, 162.475, 162.500, 162.550 MHz

SHERIFF'S DEPARTMENT

155.655

WISCONSIN STATE PATROL

154.935

FIRE DEPARTMENT AND FIRST RESPONDERS

DRAFT

ESTABLISHED PASS SYSTEM

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

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

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

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

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

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

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

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

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Thursday, May 21, 2020

6:30 P.M

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please joining the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/94697194192> You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 946 9719 4192# When asked for your Participant ID, just press #

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

AGENDA

1. Call to order.
2. Roll call and confirm that the meeting was properly posted.
3. **Public appearances:** Public's opportunity to speak.
4. Discuss and consider request from Hydrite to install groundwater extraction and monitoring wells at Huston Park.
5. Discuss and consider allowing the Glacial Drumlin Bike path to go through Bakken Park.
6. Discuss and consider donating a damaged set of bleachers to Chris Nelson.
7. Discuss and consider summer recreation programming for 2020.
8. Update on Bakken Park shelter and splash pad.
9. COVID-19 Parks & Recreation Update
10. Approve the minutes of the April 16, 2020 meeting.
11. Future Agenda Items
12. Adjournment.

Notice:

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



PUBLIC WORKS STAFF REPORT

MEMO DATE:	May 8 th , 2020
MEETING DATE:	May 21 st , 2020
TO:	Parks, Recreation & Forestry Committee
FROM:	JJ Larson, Director of Public Works & Utilities
RE:	Hydrite wells in Huston Park

BACKGROUND

Hydrite Chemical, acting proactively upon the discovery that a shallow, low concentration groundwater plume existed further northeast than previously known, reached out to nearby property owners and conducted vapor intrusion investigations at the company's expense. No vapor intrusion was detected at any of the properties. In order to ensure that the plume does not migrate further, this plan is proposed for a groundwater extraction well, testing and potential treatment.

OVERVIEW

The proposal included in this packet details the specifics of the plan. Essentially, a well will be installed to pump groundwater from the area for investigation and treatment planning. If contaminants are found at this time, the water would be discharged to our sanitary sewer system. Should on-going treatment be required, additional wells and infrastructure will be installed to pump the water to Hydrite's property for treatment with the treated water then discharged to the storm sewer system.

STAFF RECOMMENDATION

Hydrite's proactive action is in the best interest of the community and the protection of our groundwater. They have always been an extremely cooperative partner in my years with the Village and the proposed plan offers minimal disruption to the park. I recommend approval.

**Information Concerning Shallow Unconsolidated Deposits Groundwater
Extraction Well Proposed for Huston Park**

With the 2019 discovery of a shallow, low concentration, groundwater plume extending to the northeast from the Hydrite Chemical Co. (Hydrite) Cottage Grove facility, Hydrite completed vapor intrusion investigations and confirmed that residential homes in that vicinity were not experiencing exposure to vapors from the groundwater contaminants. Out of an abundance of caution and to eliminate any future risks, Hydrite is taking the preventive measure to install a groundwater extraction system to intercept and divert the groundwater flow away from those homes. It will be assumed that the groundwater intercepted by this system may contain contaminants from the facility and the system will include equipment to treat the pumped groundwater prior to discharge. To design this system, Hydrite proposes the following workplan:

Hydrite Chemical Co. proposes to install one groundwater extraction well (EW-165) completed in the unconsolidated deposits in the northeast corner of Huston Park at the location shown on the attached figure (Figure 1). The extraction well will be drilled using a truck-mounted drill rig and support vehicle. Mud mats will be laid down in front of the path of the drill rig as the drill rig mobilizes to and de-mobilizes from the proposed well location to minimize disturbance of the grass in Huston Park. It is anticipated the extraction well will be completed at an approximate depth of 40 feet below ground surface to accommodate the installation of an electric submersible pump in the well and the anticipated drawdown of the water table in the well induced by pumping. The extraction well will be constructed of 6-inch nominal diameter schedule 40 PVC casing and 0.010-inch slot well screen. The screen length will be approximately 35 feet. A schematic diagram of the extraction well is attached. The extraction well will be developed by the drilling subcontractor (Cascade Drilling Technical Services) after installation. The groundwater produced during development will be contained in frac tanks and tested for contaminants. If contaminants are detected, the water would be transported and discharged to the Village of Cottage Grove sanitary sewer at the 110 South Main Street lift station into the same manhole to which the groundwater pumped from the three existing Hydrite Chemical hydraulic barrier system extraction wells is discharged. The discharge to the sanitary sewer would be contingent on receiving approval from the Village of Cottage Grove and Madison Metropolitan Sewerage District (MMSD). It is anticipated the installation and development of the extraction well will take two to three days to complete, weather permitting.

Pumping tests will be performed on the extraction well to determine the radius of influence of the extraction well under various pumping rates, the maximum sustainable pumping rate of the well and the number, if any, of additional extraction wells that should be installed to adequately intercept the shallow groundwater flow beneath Huston Park. Groundwater levels in the extraction well and the temporary monitor wells located in and north of Huston Park will be monitored during the pumping tests to document the radius of influence of the extraction well and estimate the hydraulic properties of the unconsolidated deposits. It is anticipated the groundwater produced during the pumping tests will be discharged to the sanitary sewer contingent on receiving approval from the Village of Cottage Grove and MMSD. The pumping tests should take two to three days to complete.

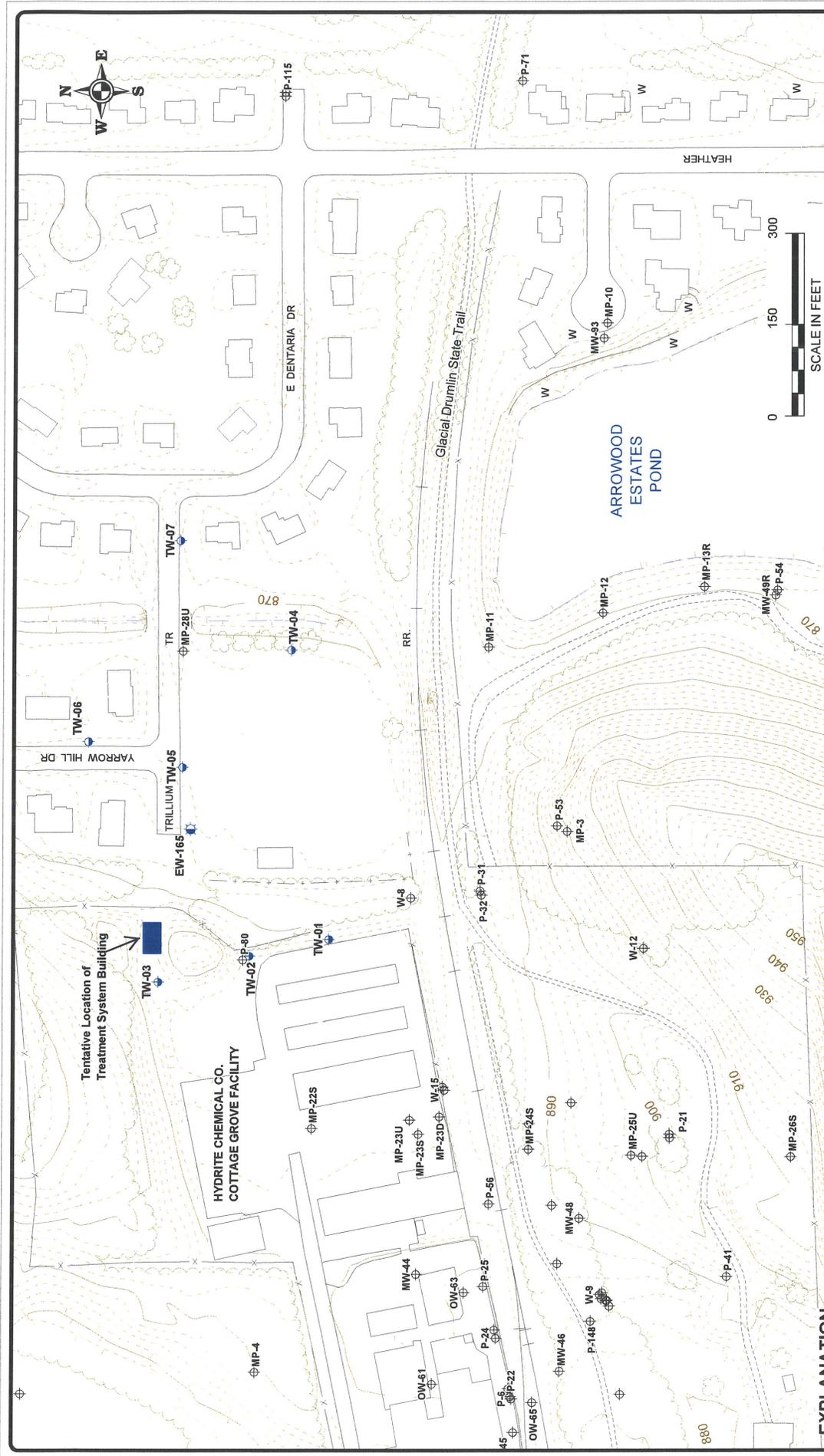
A second information package will be submitted to the Village of Cottage Grove after the pumping tests are completed. If the data obtained from the pumping tests indicates one or more additional extraction wells are required to capture the shallow groundwater flow beneath Huston Park, the second information package will include a request to approve the installation of the additional extraction well(s). The second information package will also include a figure showing the proposed location(s) of the additional extraction well(s) and the preliminary routing of the extraction well(s) discharge lines and the routing of the treated groundwater effluent line along Trillium Trail for discharge to the storm sewer that discharges to Arrowwood Estates Pond located south of Huston Park (Figure 1). The tentative location of the treatment equipment building near the northeast corner of the Hydrite Cottage Grove facility is shown on Figure 1.

The groundwater pumped from the extraction wells will be conveyed via underground piping to the treatment system building located on the Hydrite Chemical Cottage Grove facility property. The connection of the in-well piping from the submersible pump to the underground piping will be made a minimum of 4 feet below ground surface at the well using a pitless adapter. The treated groundwater will be discharged to the storm sewer that discharges to Arrowwood Estates Pond under a general Wisconsin Pollutant Discharge Elimination System (WPDES) permit.

The pump controls and meters and the groundwater treatment equipment will be housed in the treatment equipment building. The wiring to power the electrical submersible pumps in the two extraction wells will be laid in the same underground boring in which the extraction wells discharge piping is installed.

Design plans for the extraction wells pumps and in-well piping, treatment system, underground extraction wells discharge lines and underground treated groundwater discharge line will be prepared and submitted to the Village of Cottage for review and approval before these items are installed. The design plans will be finalized based on the comments received from the Village of Cottage Grove.

Hydrite Chemical would like to install, develop and test the first extraction well in April and May of this year. The additional extraction well(s), if required, will be installed and developed as soon as possible after receiving approval from the Village of Cottage Grove. Completion of the preliminary design plans for the treatment system and horizontal borings is targeted for late August or September with construction to follow as soon as possible after approval or conditional approval of the design plans by the Village of Cottage Grove. It is anticipated construction activities will be completed by the end of November or mid-December and that the extraction wells and treatment system will be brought on-line before the end of the year or in January 2021.



EXPLANATION

- MW-93 Monitor well location and designation.
- TW-04 Temporary monitor well location and designation.
- EW-165 Proposed unconsolidated deposits extraction well location and designation.
- Intermediate topographic contour
- Index topographic contour (feet above msl)

TITLE PROPOSED UNCONSOLIDATED DEPOSITS EXTRACTION WELLS LOCATIONS

LOCATION HYDRATE CHEMICAL CO., COTTAGE GROVE, WISCONSIN

DATE 3/12/2020

FIGURE 1

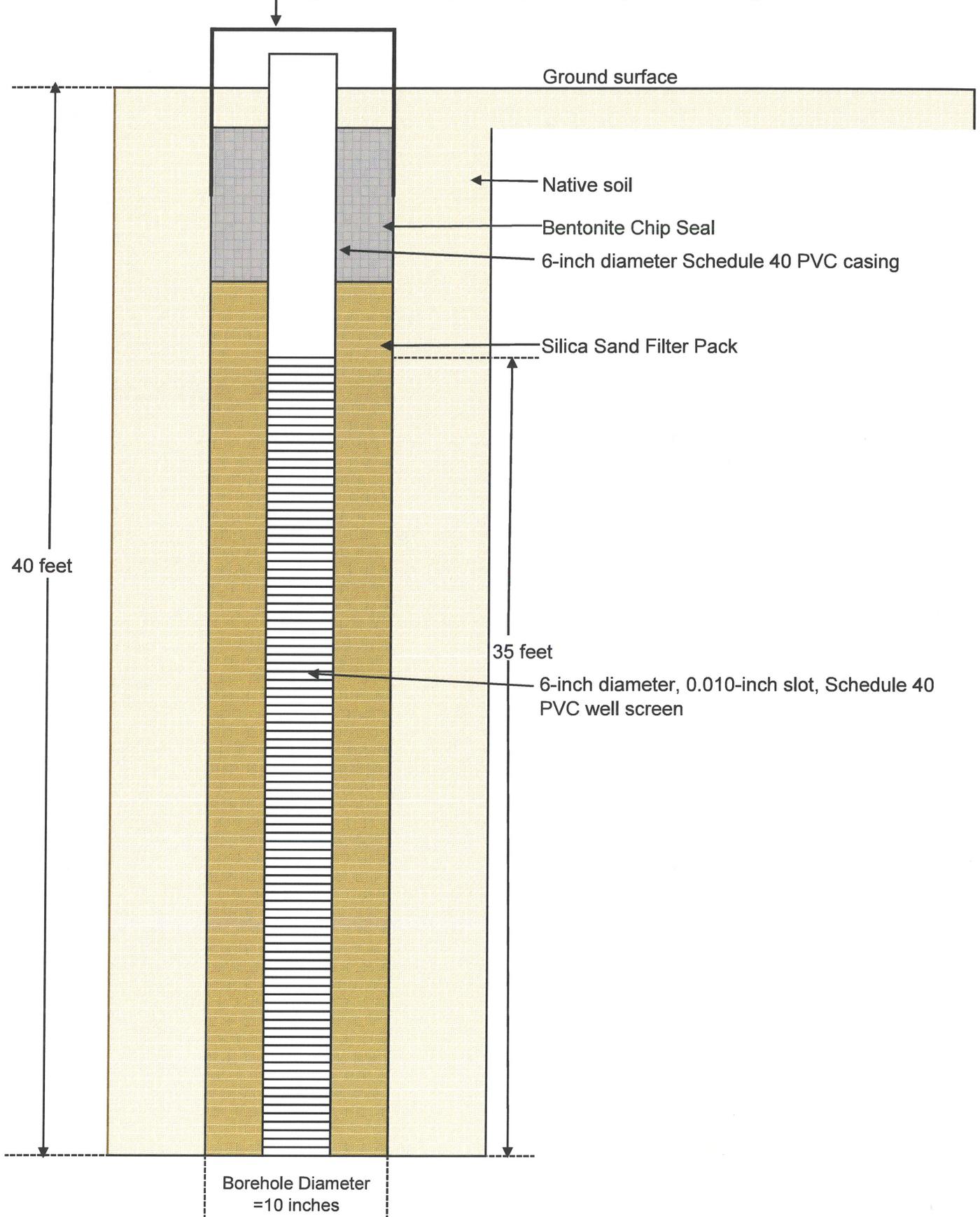
TETRA TECH

CHECKED: M.A.M.
 DRAFTED: M.A.M.
 PROJECT: 117-305942
 DATE: 3/12/2020

Datum: Mean Sea Level (msl)
 Contour Interval: 2 feet

Unconsolidated Deposits Extraction Well Schematic

10-inch diameter Protective Casing with Lock completed approximately 2 feet above ground level.





Cottage Grove Parks and Recreation

210 Progress Drive Suite 2 • Cottage Grove, WI 53527 • Phone: (608) 839-8968

May 12, 2020

RE: **Phoebe Bakken Village Park**
Project ID 3625-00-04
Cottage Grove, Glacial Drumlin Trail
(Vilas Road – Main Street)
Non-Hwy
Dane County

Dear Ms. Kurten:

This letter is regarding the construction on the multi-use path extension of the Glacial Drumlin Trail within temporary limited easement (TLE) area and in the above referenced Phoebe Bakken Village Park shown on the plans for the WisDOT TAP grant project from MSA Professional Services, Inc. (MSA).

The Village of Cottage Grove owns and maintains the Phoebe Bakken Village Park through which the Glacial Drumlin Trail will traverse through to connect between Vilas Road and Grove Street. It is our opinion that the following are true regarding said path work associated with this this project:

1. The duration of the proposed work is temporary in nature and the contractor will only be working within area needed for construction of the new path.
2. The scope of the work is minor in nature and magnitude of the changes to the property are minimal.
3. There are no permanent adverse physical impacts, nor will there be any impact to the protected activities, features, or attributes of the property, on either a temporary or a permanent basis.
4. The land being used will be fully restored and return to a condition at least as good as that which existing prior to the project.

In general, we recognize this park is designated as a 4(f) resource and have reviewed the preliminary plans and the necessary temporary limited easement for the construction of the new path. We agree the necessary temporary work will not adversely affect the long-term value and significance of the park and in fact will be considered an enhancement over the existing conditions. We approve of the project and the work being done within the limits of the park.

Sincerely,

Sean Brusegar
Director of Parks, Recreation, and Forestry

Gerber Leisure Products, Inc.

PO Box 42
Mount Horeb, WI 53582

Phone: 800-236-7758

Fax: 800-909-5059

Prepared by: Kyla Reamon



QUOTE

DATE:	11/30/16
QUOTE Name:	Bleacher Quote
Valid Until:	5/12/2017

Customer

Sean Brusegar, CPRP
Village of Cottage Grove
Director of Parks, Recreation and Forestry

DESCRIPTION	QTY	PRICE	AMOUNT
(1) Non-elevated 5 row x 27' Unit - Add Double Footboard & riser to row 4 & 5 w/ Riser rail row 5; Add Guard Rail System.	1	1650	1,650.00
(1) Non-elevated 5 row x 21' Unit - Add Double Footboard & riser to row 4 & 5 w/ Riser rail row 5; Add Guard Rail System.	5	1400	7,000.00
(1) Non-elevated 5 row x 15' Unit - Add Double Footboard & riser to row 4 & 5 w/ Riser rail row 5; Add Guard Rail System.	3	1180	3,540.00
1 3/4" x 9 9/16 (2 x 10) Anodized Aluminum Seat Plank w/ End caps	2	145	290.00
Non-elevated 5 x 21' Understructure only w/ Hardware	1	600	600.00
5 row aluminum frame w/ Hardware	3	145	435.00
1 3/4" x 9 9/16 End Cap w/ Hardware.	7	2.25	15.75
Pair of 5 row cross brace w/ Hardware	4	40	160.00
Add 4' aisle to 5 row unit	9	400	3,600.00
Freight	1	800	800.00
			0.00
Installation	1	15,675	15,675.00
			0.00

Subtotal	\$33,765.75
Taxable	\$0.00
Tax rate	0.000%
Tax due	\$0.00
Other	\$0.00
TOTAL Due	\$33,765.75

TERMS AND CONDITIONS

1. Customer will be billed after delivery of materials
2. Payment will be due within 30 days of invoice date
3. Please fax, mail or email signed price quote to the address above

Customer Acceptance (sign below):

x _____

Print Name:

If you have any questions about this price quote, please contact

Kyla Reamon, 608-437-7037, kyla@gerberleisure.com

Thank You For Your Business!

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE Meeting Minutes for Thursday, April 16, 2020

1. **Call to order virtual Zoom meeting.** The meeting was called to order by Heidi Murphy at 6:34 pm.
2. **Roll call and confirm that the meeting was properly posted.**

It was determined that a quorum was present, and that the agenda had been properly posted. Present for the meeting were Heidi Murphy (chair), Penny Aguilera, Jay Kiefer, and Kevin Laufenberg. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Recreation Supervisor Brooke Franseen, Public Works Director JJ Larson, Utility Clerk Kristen Krause and Jennifer Pickel.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

Former Parks, Recreation and Forestry Committee member Jennifer Pickel was present to thank the committee for their hard work and to say goodbye as she has recently moved out of Cottage Grove.
4. **Discuss and consider the Village of Cottage Grove Parks & Recreation Department absorbing electrical and water fees for the Miracle Field.**

Brusegar explained that both the electrical and water costs that will be associated with the future Miracle Field at Bakken Park will be minimal (currently estimated at approximately \$200 or less) and he thought it would be appropriate to offer to absorb those fees for the field. Public Works Director JJ Larson agreed with Brusegar. Murphy was asked by a resident(s) if it would be worth fundraising for the electrical and water fees. After Brusegar presented the estimated fees, committee members agreed that fundraising wouldn't be necessary. Since the Village is currently working on the lease for the Miracle Field, Brusegar would like to include this absorption of fees in the lease if the committee thought it was feasible. **Motion** by Kiefer, seconded by Aguilera, to recommend approval for the Village of Cottage Grove to absorb the electrical and water fees for the Miracle Field. Motion carried with a voice vote of 4-0-0.
5. **Update on Bakken Park shelter and splash pad.**

Harmony Construction began work on the splashpad water and sewer connections earlier this week. They plan to dig the foundation for the shelter sometime next week. Brusegar noted that even though people are staying away from the park due to the Covid-19 crisis, the Kids Park area, along with the construction area, will be fenced off and closed during construction. Brusegar informed the committee that despite some budget issues and other items that have since popped up items (security cameras not being included in original proposal), construction on the splashpad and shelter is projected to wrap up by October of this year. If the project stays on schedule, Brusegar suggested the possibility of moving the grand opening to early June 2021. He will also continue to post updates on both the Village website and Parks & Rec Facebook page.
6. **Covid-19 Parks and Recreation update.**

Recreation

All programs have been canceled through April, but we are still allowing registration for summer programs through a waitlist (non-monetary transactions). Fitness classes may soon return virtually via Zoom. The classes would be led by instructors filming at home. Meetings for baseball and softball coaches are currently being held using Zoom. At this point, we have to plan for summer activities and hope they will continue.

Virtual presence through virtual programming has increased our Facebook followers by more than 130. Current free virtual programs include weekly scavenger hunts, weekly virtual contests including Cake Wars with 13 submissions and 505 votes, and the pen pal program which includes 4-year-olds to senior citizens and has about 50 participants.

Our first fee-based program since canceling all programs, is the NOvid-19 50K Virtual Challenge. This program challenges participants to complete 31 miles or 620 minutes of activity by May 4th to earn a cool medal. It is open to all ages and abilities and even has a buddy/athlete system for those physically unable to complete the challenge themselves. All activities, including neighborhood walks, jumping on the trampoline, running, etc., count towards miles/minutes. This virtual challenge has spread across the nation and now includes 34 states and 235 participants as of today. The goal is to be in all 50 states. Cost of the program is \$15 per person and \$7 shipping fee for the medal. So far, we have been featured for this program in the Herald-Independent newspaper, on the radio and on Channel 3 news.

Parks

All playgrounds and park shelters are currently closed. We have removed basketball rims per suggestion from Dane County Health. Tennis nets have not been installed and will not until the stay at home order is lifted. Brusegar anticipates opening things slowly once the order is lifted. Shelters and equipment will need to be thoroughly cleaned before they can be utilized. At this point, no one is sure what product to use for this type of cleaning. The parks mowing crew will resume mowing work starting next week. They will be working from the red shed at Fireman's Park and will not be sharing equipment.

Brusegar noted that there hasn't been an issue with congregating at parks other than a baseball team using the batting cage at Fireman's. The batting cage privilege has since been removed.

The March Parks and Recreation meeting that was scheduled as an open house for input on the new 22-acre park in Westlawn, was canceled. Brusegar has emailed the approximately 80+ people that responded to the previous survey for the park that want to be kept in the loop on the park.

7. Approve the minutes of the February 20, 2020 meeting.

Motion by Laufenberg, seconded by Kiefer, to approve the minutes from the February 20, 2020 meeting as presented. Motion carried with a voice vote of 4-0-0.

8. Future Agenda Items

- Future - 5th Addition to Westlawn master plan and open house.
- Update on Bakken Park shelter and splashpad.
- The next PRFC meeting is scheduled for **Thursday, May 21, 2020 at 6:30 pm.**

9. Adjournment.

Motion by Kiefer, seconded by Aguilera, to adjourn the meeting at 7:12 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: ____

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



PUBLIC WORKS STAFF REPORT

MEMO DATE:	May 26 th , 2020
MEETING DATE:	June 1 st , 2020
TO:	Village Board
FROM:	JJ Larson, Director of Public Works & Utilities
RE:	Hydrite wells in Huston Park

BACKGROUND

Hydrite Chemical, acting proactively upon the discovery that a shallow, low concentration groundwater plume existed further northeast than previously known, reached out to nearby property owners and conducted vapor intrusion investigations at the company's expense. No vapor intrusion was detected at any of the properties. In order to ensure that the plume does not migrate further, this plan is proposed for a groundwater extraction well, testing and potential treatment.

OVERVIEW

The proposal included in this packet details the specifics of the plan. Essentially, a well will be installed to pump groundwater from the area for investigation and treatment planning. If contaminants are found at this time, the water would be discharged to our sanitary sewer system. Should on-going treatment be required, additional wells and infrastructure will be installed to pump the water to Hydrite's property for treatment with the treated water then discharged to the storm sewer system.

STAFF RECOMMENDATION

Hydrite's proactive action is in the best interest of the community and the protection of our groundwater. They have always been an extremely cooperative partner in my years with the Village and the proposed plan offers minimal disruption to the park. I recommend approval.

Utility Commission unanimously recommended approval on May 13th, 2020.

Parks, Recreation & Forestry committee unanimously recommended approval on May 21st, 2020.

**Information Concerning Shallow Unconsolidated Deposits Groundwater
Extraction Well Proposed for Huston Park**

With the 2019 discovery of a shallow, low concentration, groundwater plume extending to the northeast from the Hydrite Chemical Co. (Hydrite) Cottage Grove facility, Hydrite completed vapor intrusion investigations and confirmed that residential homes in that vicinity were not experiencing exposure to vapors from the groundwater contaminants. Out of an abundance of caution and to eliminate any future risks, Hydrite is taking the preventive measure to install a groundwater extraction system to intercept and divert the groundwater flow away from those homes. It will be assumed that the groundwater intercepted by this system may contain contaminants from the facility and the system will include equipment to treat the pumped groundwater prior to discharge. To design this system, Hydrite proposes the following workplan:

Hydrite Chemical Co. proposes to install one groundwater extraction well (EW-165) completed in the unconsolidated deposits in the northeast corner of Huston Park at the location shown on the attached figure (Figure 1). The extraction well will be drilled using a truck-mounted drill rig and support vehicle. Mud mats will be laid down in front of the path of the drill rig as the drill rig mobilizes to and de-mobilizes from the proposed well location to minimize disturbance of the grass in Huston Park. It is anticipated the extraction well will be completed at an approximate depth of 40 feet below ground surface to accommodate the installation of an electric submersible pump in the well and the anticipated drawdown of the water table in the well induced by pumping. The extraction well will be constructed of 6-inch nominal diameter schedule 40 PVC casing and 0.010-inch slot well screen. The screen length will be approximately 35 feet. A schematic diagram of the extraction well is attached. The extraction well will be developed by the drilling subcontractor (Cascade Drilling Technical Services) after installation. The groundwater produced during development will be contained in frac tanks and tested for contaminants. If contaminants are detected, the water would be transported and discharged to the Village of Cottage Grove sanitary sewer at the 110 South Main Street lift station into the same manhole to which the groundwater pumped from the three existing Hydrite Chemical hydraulic barrier system extraction wells is discharged. The discharge to the sanitary sewer would be contingent on receiving approval from the Village of Cottage Grove and Madison Metropolitan Sewerage District (MMSD). It is anticipated the installation and development of the extraction well will take two to three days to complete, weather permitting.

Pumping tests will be performed on the extraction well to determine the radius of influence of the extraction well under various pumping rates, the maximum sustainable pumping rate of the well and the number, if any, of additional extraction wells that should be installed to adequately intercept the shallow groundwater flow beneath Huston Park. Groundwater levels in the extraction well and the temporary monitor wells located in and north of Huston Park will be monitored during the pumping tests to document the radius of influence of the extraction well and estimate the hydraulic properties of the unconsolidated deposits. It is anticipated the groundwater produced during the pumping tests will be discharged to the sanitary sewer contingent on receiving approval from the Village of Cottage Grove and MMSD. The pumping tests should take two to three days to complete.

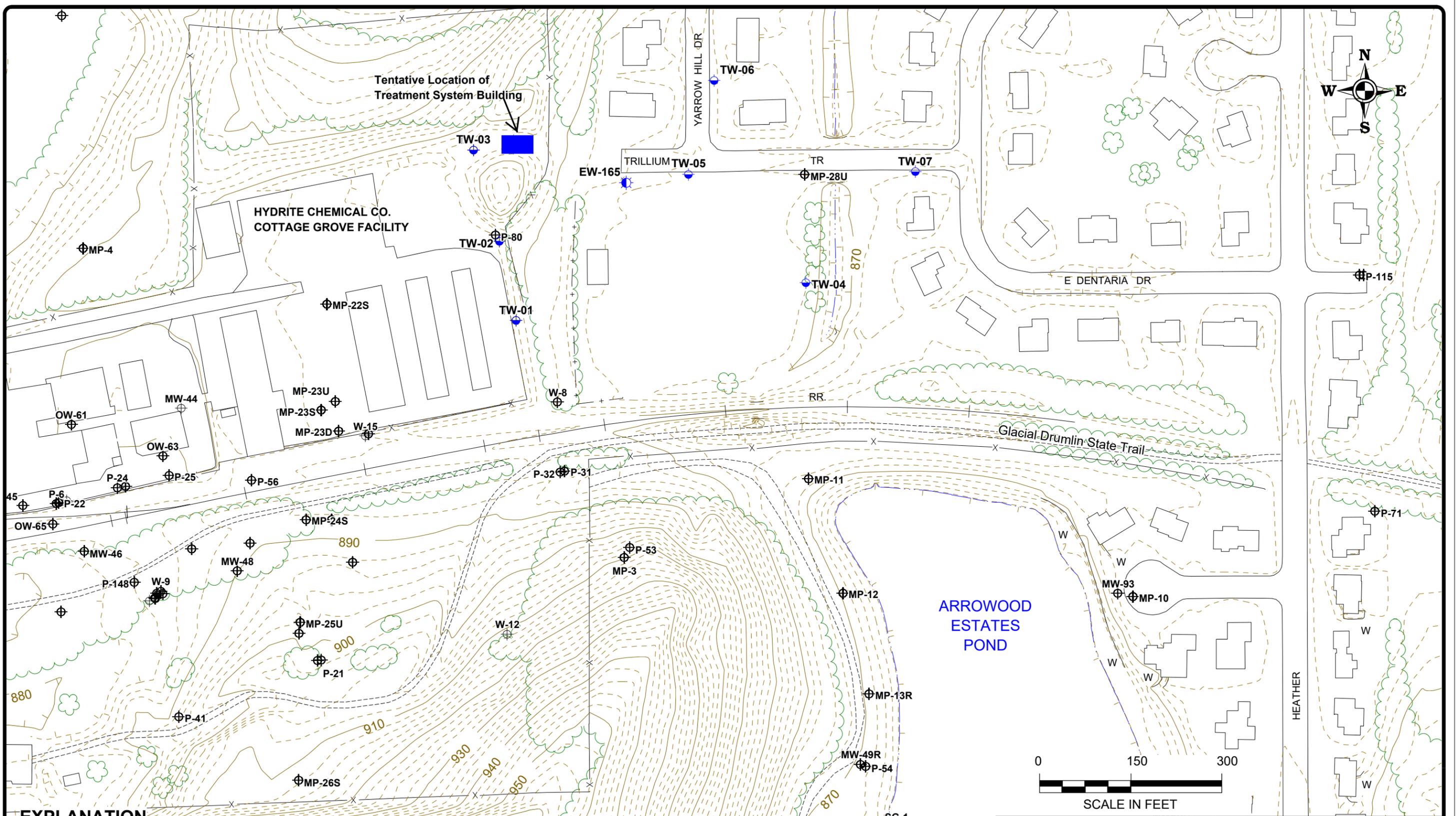
A second information package will be submitted to the Village of Cottage Grove after the pumping tests are completed. If the data obtained from the pumping tests indicates one or more additional extraction wells are required to capture the shallow groundwater flow beneath Huston Park, the second information package will include a request to approve the installation of the additional extraction well(s). The second information package will also include a figure showing the proposed location(s) of the additional extraction well(s) and the preliminary routing of the extraction well(s) discharge lines and the routing of the treated groundwater effluent line along Trillium Trail for discharge to the storm sewer that discharges to Arrowwood Estates Pond located south of Huston Park (Figure 1). The tentative location of the treatment equipment building near the northeast corner of the Hydrite Cottage Grove facility is shown on Figure 1.

The groundwater pumped from the extraction wells will be conveyed via underground piping to the treatment system building located on the Hydrite Chemical Cottage Grove facility property. The connection of the in-well piping from the submersible pump to the underground piping will be made a minimum of 4 feet below ground surface at the well using a pitless adapter. The treated groundwater will be discharged to the storm sewer that discharges to Arrowwood Estates Pond under a general Wisconsin Pollutant Discharge Elimination System (WPDES) permit.

The pump controls and meters and the groundwater treatment equipment will be housed in the treatment equipment building. The wiring to power the electrical submersible pumps in the two extraction wells will be laid in the same underground boring in which the extraction wells discharge piping is installed.

Design plans for the extraction wells pumps and in-well piping, treatment system, underground extraction wells discharge lines and underground treated groundwater discharge line will be prepared and submitted to the Village of Cottage for review and approval before these items are installed. The design plans will be finalized based on the comments received from the Village of Cottage Grove.

Hydrite Chemical would like to install, develop and test the first extraction well in April and May of this year. The additional extraction well(s), if required, will be installed and developed as soon as possible after receiving approval from the Village of Cottage Grove. Completion of the preliminary design plans for the treatment system and horizontal borings is targeted for late August or September with construction to follow as soon as possible after approval or conditional approval of the design plans by the Village of Cottage Grove. It is anticipated construction activities will be completed by the end of November or mid-December and that the extraction wells and treatment system will be brought on-line before the end of the year or in January 2021.



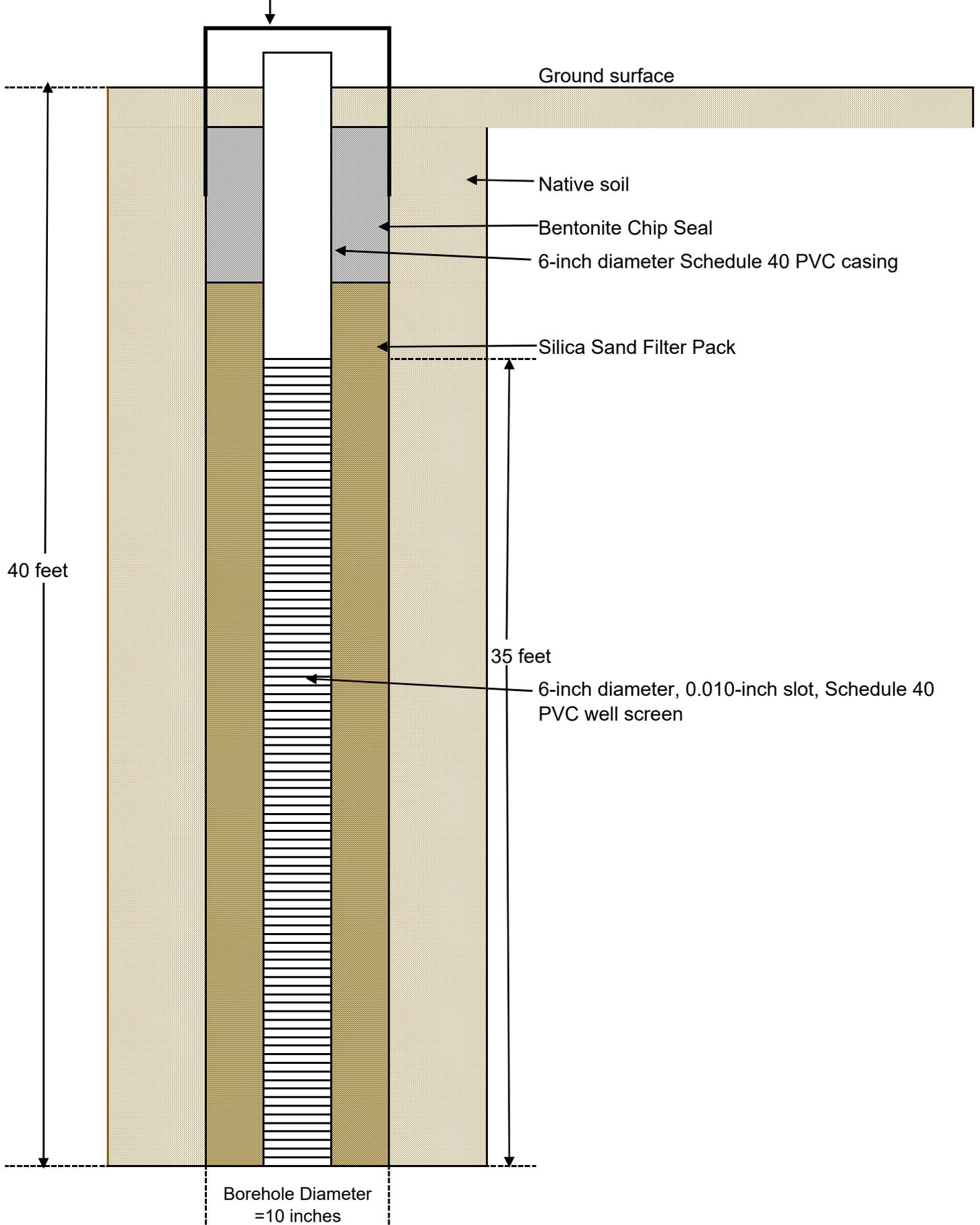
EXPLANATION	
	MW-93 Monitor well location and designation.
	Intermediate topographic contour
	Index topographic contour (feet above msl)
	TW-04 Temporary monitor well location and designation. Contour Interval: 2 feet
	EW-165 Proposed unconsolidated deposits extraction well location and designation.

Datum: Mean Sea Level (msl)

TITLE: PROPOSED UNCONSOLIDATED DEPOSITS EXTRACTION WELLS LOCATIONS		
LOCATION: HYDRITE CHEMICAL CO., COTTAGE GROVE, WISCONSIN		
	CHECKED: M.A.M.	FIGURE: 1
	DRAFTED: M.A.M.	
	PROJECT: 117-3005042	
DATE: 3/12/2020		

Unconsolidated Deposits Extraction Well Schematic

10-inch diameter Protective Casing with Lock completed approximately 2 feet above ground level.





Parks, Recreation & Forestry STAFF REPORT

MEMO DATE: 5/27/2020

MTG. DATE: 6/1/2020

TO: Village of Cottage Grove Board of Trustees

CC: Matt Giese, Village Administrator

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

RE: 2020 Summer Recreation Programming

BACKGROUND:

On March 13, 2020, the Village of Cottage Grove Parks & Recreation Department began canceling recreation programming due to the COVID-19 pandemic. We canceled programs based on the "Safer at Home" order. As of May 26th, Dane County's "Forward Dane" plan moved into Phase 1. This phase allows for limited programming. Outdoor activities such as baseball and softball allow for practicing but not competition. There is a chance we will move into Phase 2 in coming weeks. The attached document shows what summer programs are affected, when they could possibly run and the PPE/precautions that would be needed to run the program. With that being said, I am proposing that the Village does not allow in-person programming until August 1st. This recommendation is based on the following:

- PPE & Safety of Participants – All in-person programs would require sanitizing of equipment, hand washing stations and no shared equipment. Securing PPE is very difficult and extremely costly.
- Class/program size & cost – With social distancing requirements, most class sizes will have to be reduced. We run classes based on a minimum number of participants to break even with the hope to make some money. Either we would need to charge more to cover the instructor costs or the instructors would have to take less.
- Quality of programs – Based on the safety and social distancing concerns, I feel the quality of the program that we can offer at this time will suffer.
- The phase situation could be fluid. We are currently in Phase 1. We could move into Phase 2 as early as June 9th. Should we move into Phase 2 and there is a spike in infections, we could possibly drop back into Phase 1. At that point, we would then have to cancel an ongoing program.
- MSCR (Madison School & Community Recreation), the largest entity in our area, has canceled all summer programming.



- Fitchburg has canceled all summer programming and their splash pad will be closed for the 2020 season.
- Shelter cleaning – Without summer programs running, and playgrounds being closed until Phase 3, our shelters remain closed. The CDC recommends that we clean and sanitize shelters AT LEAST once per day. Depending on use, hourly is recommended. At present, we are working to procure the proper PPE (coveralls, face masks, rubber gloves, disinfectant and sprayers) for cleaning shelters. Currently, we are not bringing our summer staff (college kids) back. We do not have enough vehicles to transport them individually and without baseball and softball, we would not have enough for them to do. The college kids' clean shelters daily for general use and shelter reservations.
- Shelter reservations – All shelter reservations have been canceled until July 1st. We would like to open shelters, should we reach Phase 2 for rentals only, as of July 1st. Keeping them locked for the general public until August 1st or we reach Phase 3. Phase 3 would allow playgrounds to be open. At that point, there would be more park usage so shelter restrooms would be needed with increased park traffic.

We will continue to offer virtual programming with adult and senior fitness, cheer and tumbling and weekly challenges. We can revisit this decision in early to mid-July for fall programming.

Some other things to consider:

- Home Talent League (HTL) Baseball – Since this is not a Village run program, I feel that HTL should be allowed to use Fireman's park. HTL is scheduled to start on July 4th. I have told them, at this point, the Village will not be cleaning the restrooms at Fireman's. Restroom maintenance would need to be done by HTL as well as the concession area.
- Should the Village choose to cancel in-person programming, would we allow MG baseball to use Fireman's Park baseball diamond to practice and possibly run intersquad games? If so, I believe that they should have to follow District protocols. I will be talking to Jeff Schreiner and hopefully have an update for you on Monday.
- Music In The Grove – The May and June events have been canceled. We could run these events in Phase 2. We could also look to move them to Fireman's Park and allow people to listen from their vehicles. I feel that until we reach Phase 3, Music In The Grove events should be canceled.



STAFF RECOMMENDATION:

Staff recommends canceling all in-person programming until August 1. Staff also recommends canceling all park shelter reservations through July 1, 2020, keeping park shelters locked unless a reservation until August 1, 2020, and to suspend all field reservations until August 1st, 2020.

On May 2, 2020, the Parks, Recreation & Forestry committee: Motion by Kiefer, seconded by Laufenberg, to suspend all summer in-person programming until August 1, 2020 due to Covid-19 challenges, with the understanding that the committee will revisit this matter in June and July. Motion carried with a voice vote of 4-0-0.

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

Name	Open	Enr	W/L	Primary Fee(s)	Starting Day	Begins	Wks	Running or Cancelled	In what phase could we possibly run this program with adaptations?	Precautions to even run in the Phase	Location
7th Grade Badgerland Teener Baseball League	0	12	2	\$130.00	Tue	5/26/2020 18:00	9	As of 5/21 update: Teener is now attempting to start the season on June 8th. 2-3 of the 8 teams in our division have already pulled out from the league. Team locations consist of Dane County, Green County, Rock County, Jefferson County.	Phase 2/3 with major modifications	No supplied equipment, Sanitizing Steps mandatory, Closed Dugouts? Limit Spectators? No Seeds. No handshakes at the end.	Community Park
Legion Baseball	0	3	2	\$145.00	Mon	6/1/2020 18:00	9				Fireman's
8U MACHINE Pitching League (8 & under)	0	23	0	\$75.00	Wed	5/13/2020 17:00	11				Northlawn Park
10U Live Pitching League (10 & under)	-4	25	1	\$90.00	Mon	5/11/2020 17:00	11				Northlawn Park
12U Softball League (12 & under)	-1	53	0	\$90.00	Tue	5/12/2020 17:00	11				Northlawn Park
14U Softball League (14 & under)	0	26	0	\$90.00	Thu	5/14/2020 17:00	11				Northlawn Park
2020 CG Revolution Spring/Summer Cheer & Tumbling	-10	10	5	Varies	Mon	4/6/2020 9:00	26		Virtual in any phase, in person Phase 2-3		
Archery - Session 1 (June 15-19)	0	11	0	\$45.00	Mon	6/15/2020 15:00	1		Phase 2/3	Smaller groups (4), Masks required, Sanitize bows daily, Sanitize arrows daily, Only instructor will pull participants arrow and must wear gloves to do so.	Cheer Building
Archery - Session 2 (July 13-17)	0	2	0	\$45.00	Mon	7/13/2020 15:00	1		Phase 2/3		
Archery - Session 3 (Aug 17-21)	0	8	0	\$45.00	Mon	8/17/2020 15:00	1		Phase 2/3		
Adult Fitness - Spring/Summer (EVENINGS)	0	0	0	\$0	Mon	3/9/2020 17:15	24	On Hold/Zoom	Phase 2/3 for in person class	Sanitizing equipment before and after use, smaller class sizes, Keeping 6 feet away	MSB
Adult Fitness - Spring/Summer (LUNCH)	Unlimited	0	0	\$0	Tue	3/10/2020 12:00	24		Phase 2/3 for in person class		
Adult Fitness - Spring/Summer (MORNINGS)	Unlimited	0	0	\$0	Mon	3/9/2020 5:30	24		Phase 2/3 for in person class		
Senior Fitness Classes (55+)	4	4	1	\$30.00	Mon	3/9/2020 13:30	24		Phase 3		
Zoom Fitness Classes	-41	41	4	Varies	Mon	4/27/2020 13:30	4		ANY	-	Zoom
Junior Golf Lessons Spring/Summer	Unlimited	12	6	Varies	Sun	Early June/2020 5:30:00 PM	9		Phase 1-2 Depends on course restrictions	Course makes the call	The Oaks
Adult Golf Lessons	Unlimited	2	1	Varies	Tue	Early June/2020 5:30:00 PM	9				
Kubb Tournament	0	0	0	\$30.00	Sat	8/15/2020 9:00	1		Phase 2/3		Northlawn Park
Chalk Talk - Learn the Art of Sidewalk Chalk	0	3	0	\$14.00	Wed	8/12/2020 18:00	1		Phase 2 but is a Waunakee's program		Waunakee
Chess Camp (YEL!)	0	4	0	\$100.00	Mon	8/3/2020 9:00	1		Phase 2/3	Talking with YEL next week	After School
Project Runway Sewing Camp (YEL!)	0	0	0	\$135.00	Mon	7/13/2020 9:00	1				At the Office
Robotics 2.0 Camp (YEL!)	0	11	0	\$100.00	Mon	7/27/2020 9:00	1				At the Office
Color the Curve 300	Unlimited	15	0	\$25.00	Sun	5/17/2020 0:00	5		Any	-	Virtual
Madden 20 Challenge (XBOX ONE)	16	0	0	\$5.00	Mon	5/11/2020 8:00	3				
NBA 2K20 Challenge (XBOX ONE)	16	0	0	\$5.00	Mon	5/11/2020 8:00	3				
NOvid-19 Virtual 50K Challenge	0	253	0	\$15.00	Sun	4/5/2020 0:00	5				
Hike, Explore, and Swim at Devils Lake	0	2	0	\$45.00	Mon	8/10/2020 8:00	1		Phase 2/3		Bus to Devils Lake
Warrens Cranberry Festival Trip	0	1	0	\$30.00	Sat	9/26/2020 8:00	1		Phase 3		Bus to Warrens WI
NFL Flag Football	12	12	0	Varies	Mon	8/10/2020 17:00	11		Phase 3	Need to see what restrictions are in place come July	Northlawn Park
Youth Flag Rugby	0	13	1	\$50.00	Mon	6/15/2020 18:00	7		Phase 3		Bakken Park/Rugby Club
Start Smart Programs Spring/Summer	10	10	9	Varies	Tue	June/July2020 10:00:00 AM	17		Phase 2/3, I could potentially run this virtually	No supplied equipment, Sanitizing Steps mandatory, Closed Dugouts? Limit Spectators? Smaller groups.	GDS Fields- The are off limits until June 30th
Youth Tennis Lessons	Unlimited	12	2	Varies	Mon	6/22/2020 10:15	7		Phase 1-3 with modifications	No Shared equipment, Gloves? Only instructors will pick up tennis balls. Smaller Class sizes. No touching the tennis balls or net or fence or others.	Northlawn Tennis Courts
Kindergarten Tee Ball League	0	8	3	\$45.00	Tue	6/2/2020 18:00	7	Canceled due to field availability			GDS Fields- They are off limits until June 30th
Coach Pitch League	0	15	7	\$45.00	Thu	6/4/2020 18:00	7	Canceled due to field availability			GDS Fields- They are off limits until June 30th

Rookie Baseball (3rd/4th Grade)	0	10	4	\$55.00	Tue	6/2/2020 17:30	8	As of 5/21 the league comprised of Cottage Grove, Monona, McFarland has disbanded for the 2020 season.	Phase 2/3 with major modifications	No supplied equipment, Sanitizing Steps mandatory, Closed Dugouts? Limit Spectators? No Seeds. No handshakes at the end.	Huston Park
ESYBL Baseball League (5th/6th Grade)	-1	26	6	\$90.00	Mon	5/11/2020 17:30	11				As of 5/21 ESYBL has disbanded for the 2020 season.
Cookie Decorating Adult and Me	5	0	1	\$0	Mon	4/6/2020 18:00	2	Cancelled			Canceled
Custom Wood Sign Workshops	1	1	2	\$0	Wed	6/3/2020 18:00	10	Canceled			Canceled
Jazz Dance Class	0	0	0	\$80.00	Mon	6/15/2020 18:45	8	Canceled			Canceled
Ballet Jazz	0	1	0	\$70.00	Tue	6/16/2020 18:30	8	Canceled			
Paint Your Pet!	0	8	0	\$40.00	Tue	6/16/2020 20:00	1	Canceled			Canceled
Playground Camps	Unlimited	14	7	\$0	Mon	6/15/2020 13:00	8	Canceled			Canceled
Safe Kids 101	4	4	3	\$20.00	Mon	6/2/2020 9:00	10	Canceled			Canceled
Succulent Planter Workshop	0	4	1	\$35.00	Tue	6/9/2020 18:00	1	Canceled			Canceled

Mandatory Precautions Taken?
Temperature Tests?
Waivers?
Masks Required?
Gloves Required?

Color Program Key
Baseball/Softball
Cheer/Archery
Fitness
Golf Lessons
Kubb/Chalk Art
YEL!
Paid Virtual Programs
Trips
Flag Football/Rugby
Start Smart
Tennis
Canceled

YOUTH SPORTS

At this time, the Department of Health Services (DHS) recommends that all youth sporting events planned for this spring and summer be postponed or canceled due to the spread of COVID-19. Until we meet the benchmarks established in the Badger Bounce Back plan, it is not safe to bring together groups of youth and coaches for practice or to host sporting events. You can track the state's progress on these benchmarks on the [DHS COVID-19 Response website](#).

DHS recommends that individuals avoid all public and private gatherings of any number of people that are not part of a single household or living unit. This applies to events like youth sporting events and team practice. We will re-evaluate this recommendation on in-person public events once Wisconsin has seen progress in the "gating criteria," including a sustained downward trend in COVID-19 cases, and the ability of hospitals and health systems to treat all patients. This is a rapidly changing and evolving situation, but it is unlikely that any large gatherings would be recommended throughout the summer.

Youth sporting events present unique challenges, as successful events typically bring in large numbers of teams and families from a wide geographic area, and many require regular interactions between team members and opposing teams. In addition, communal areas like vendor stalls, shelters, and bathrooms at such events makes it especially challenging to accommodate necessary physical distancing and sanitation recommendations during this time.

DHS understands that there are many positive benefits from participating in youth sports, and that children and families look forward to attending sporting events in the spring and summer. A child and their family can still acquire some of the same benefits of being physically active by going for a family walk, bike ride, or other physical activities that follow safe social distancing guidelines.

Actions to Take

- Stay informed about local COVID-19 information and updates. We recommend checking the website or social media of your local health department and [the Department of Health Services website](#) for the most updated information.
- Close all sporting facilities and fields, and limit services to only needed maintenance and upkeep. Post relevant signage indicating limitations on use.
- Coaches can:
 - Consider ways to provide practice virtually or guiding individual practice by providing at-home training instructions.

- Host virtual team calls or send out team emails to keep the team members connected, provide support and encouragement, and offer tips to stay in shape and practice skills.

Once it is safe to start holding youth sporting events again, you should coordinate with local public health departments, families, and other community members to ensure that any sporting event meets all expectations and requirements for social distancing or other public health protections.

Resources:

- [CDC Recreational Facility Guidance](#)
- [Return to Play: COVID-19 Risk Assessment Tool](#)
- [U.S. Olympic and Paralympic Committee \(USOPC\) guidance on Sports and Events](#)
- [Coronavirus & Youth Sports Project Play Resources](#)

SUMMER CAMPS

At this time, DHS recommends that congregate activities for children that are considered educational or enrichment programs, including residential summer camps, be postponed or canceled. COVID-19 continues to circulate throughout Wisconsin, and the state has not yet met the [criteria for safely conducting these programs](#). Physical distancing and proper hygiene by children in these settings is extremely difficult to enforce. Summer camps and enrichment programs should follow applicable state, local, and tribal health recommendations. We urge programs to work with their local public health departments, who can help assess the [community mitigation strategies](#) needed based on the level of COVID-19 transmission in your area, the capacities of your local public health department and health care systems, and other relevant factors. This guidance does not apply to day cares for the children of essential workers.

This is a rapidly evolving situation, so please continue to monitor DHS guidelines, as they may change based upon new scientific information and epidemiological data.

With schools across the state closed and summer quickly approaching, many parents and guardians rely on summer programs for the care of their children. This guidance is intended to assist camp directors and administrators in making the safest decisions possible regarding child care programs and summer day camps during the COVID-19 pandemic. It outlines best practices and considerations for resuming operations when it is considered safe to do so. These recommendations are based on what is currently known and understood regarding COVID-19.

Until we reduce the transmission of COVID-19 and meet the Wisconsin [gating criteria and core responsibilities in the Badger Bounce Back plan](#), DHS recommends that summer

camps and youth programs that are considered educational or for enrichment be postponed or canceled. Resuming educational and enrichment programs for youth will need to be a gradual process, starting once the state experiences a sustained downward trend in COVID-19 cases. We will need to continue efforts to prevent future outbreaks, monitor for resurgence of the virus, and take appropriate steps if we see increases in virus transmission.

Overview of the Three Phases of the Badger Bounce Back Plan

Action	Safer at Home	Phase One: When all Gating Criteria and Core Responsibilities are Met	Phase Two: Based on Re-Evaluation of Criteria and Core Responsibilities	Phase Three: Based on Re-Evaluation of Criteria and Core Responsibilities
Open K-12 Summer Educational and Enrichment Programs	No	Yes*	Yes*	Yes
Open Day Cares	Yes, but limits on capacity	Yes*	Yes*	Yes

*People over age 60, including employees, and those who are medically vulnerable should continue to shelter in place. Online education and remote work encouraged wherever possible.

This guidance does not apply to day cares for the children of essential workers. As such, day camps and youth programs that are licensed by the Department of Children and Families (DCF) or attached to a licensed program, should continue to operate their programs following other applicable guidelines issued by the state.

Decisions to open camps for education and enrichment depend on our ability to quickly track, test, and trace cases of COVID-19 in our communities, in order to limit its spread. All decisions about opening summer camps should be made in collaboration with state and local and/or tribal health authorities, who can help assess the [community mitigation strategies](#) needed based on the level of COVID-19 transmission in your area, the capacities of your local public health department and health care systems, and other relevant factors.

Should you consider opening summer camp?
Recommendations for planning and preparedness

Recommendations for physical distancing

Training of staff

Recommendations for preventing spread

Recommendations for screening

Recommendations for campers, program participants, visitors, or staff who become sick

Recommendations for cleaning and disinfecting

Recommendations for food service

Closing camp and youth programs



Parks, Recreation & Forestry STAFF REPORT

MEMO DATE: May 27, 2020

MTG. DATE: June 1, 2020

TO: Village of Cottage Grove Board of Trustees

CC: Matt Giese, Village Administrator

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

RE: Donation of damaged set of bleachers to Chris Nelson

BACKGROUND:

There is a damaged set of bleachers along the tree line at Bakken Park. This set of bleachers was damaged when it was moved for Fireman's fest. To repair the bleachers and retrofit them for a safety cage would cost approximately \$15,000 per a verbal quote. Currently, we do not need this section of bleachers. Chris Nelson would like to take this section of bleachers and use it at the finish line for his mini-bike racing group. He would take the bleachers as is and haul to the site.

STAFF RECOMMENDATION:

Staff recommends donating the damaged set of bleachers to Chris Nelson. Staff also recommends a document be created to hold the Village harmless for current and any additional damage to the bleachers or any injury that could possibly occur from using the bleachers.

On May 21, 2020, the Parks, Recreation & Forestry committee voted 4-0-0 to donate the damaged set of bleachers to Chris Nelson contingent on a proper legal agreement.

DEER-GROVE EMS COMMISSION MEETING
Cottage Grove Emergency Services Building
4030 County Road N, Cottage Grove, WI 53527
Thursday, May 21, 2020
6:30 P.M.

Meeting will be broadcasted via GoToMeeting. Login information:

<https://global.gotomeeting.com/join/461746605>

You can also dial in using your phone.

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

United States: +1 (872) 240-3412

- One-touch: <tel:+18722403412.461746605#>

Access Code: 461-746-605

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

<https://global.gotomeeting.com/install/461746605>

AGENDA

1. Call to Order.
2. Public Appearances: The public's opportunity to speak to the commission about any item not on the agenda.
3. Approval of minutes from previous meeting(s).
4. Discuss and consider approval of April Financial Reports.
5. Discuss and consider approval of Bills for Budgeted/Approved Expenses.
6. Discuss and consider approval of Write Offs and Aging of Accounts.
7. Staff Report.
8. Correspondence.
9. Update on COVID-19 (Coronavirus) response.
10. Discuss and consider allocation of funds received from the CARES Act Provider Relief Fund.
11. Discuss and consider 2021 ambulance replacement process.
12. Discuss and consider SOP 1.1, Policy Development and Implementation.
13. Discuss and Consider election of Commission officers (Chair and Secretary) and designation of check signers.
14. Agenda items for next commission meeting.
15. Adjournment.

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

By: Troy Allen, Commission Chairperson

Submitted May 15, 2020

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

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

**DEER-GROVE EMS COMMISSION MEETING
COTTAGE GROVE EMERGENCY SERVICES BUILDING
THURSDAY, APRIL 16, 2020
Minutes**

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

Also present: In Person: Chief Eric Lang and Office Manager Mandy Cysiewski, Remote: Jerry McMullen, Lisa Antoniewicz, Brett Hoffmeister

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

Public Appearances: None.

Approval of minutes from previous meeting(s): Motion by Williams/Frutiger to approve minutes from the February 20, 2020 and March 19, 2020 as written. Motion carried 6-0.

Discuss and consider approval of February/March Financial Reports: Motion by Frutiger/Hampton to approve the February/March financials reports as presented. Motion carried 6-0.

Discuss and consider approval of Bills for Budgeted/Approved Expenses: Motion by Frutiger/Hampton to approve payment of bills as presented. Motion carried 6-0.

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

Staff Report: There were 85 calls in March, including 5 missed calls. This is down from 88 calls in the same month last year. Volunteers provided 463 hours in March, up from 449 hours in the previous month and down from 620 hours during March 2019. In addition to what is in the written report, the following was discussed:

- Chief Lang stated M80 had its front tires replaced with steer type tires. Per Chief Lang what DGEMS is using won't continue to work.
- Hampton requested membership names be added back to the report.
- Chief Lang stated call volume is slower. There will be 1-2 days without a call and then 5 calls in one day. Chief Lang believes Safer at Home likely is a factor as people don't want to go to the hospital. Allen added a people also are not driving leading to less accidents.
- Wieczorek asked if DGEMS is doing a lot of mutual aid. Chief Lang said a few but not many. Per Wieczorek Madison Fire Department has been constantly providing mutual aid. Valencia added the Meriter ER statistics are down by 50%.

Correspondence: None

Discuss and consider Draft 2019 Financial Statements as presented by Johnson Block and Company: Brett Hoffmeister made the presentation using a simplified handout. Once again the district financial statements received an unmodified opinion, which is the highest level of assurance available. As always the required audit communications included the note that is given to most smaller services and municipalities about having a small accounting staff. Highlights of his presentation included:

- The Statement of Net Position and the Balance Sheet both show an increase of cash compared to a year ago, along with lower accounts payable.
- 2019 Revenues totaled \$1,232,508, and were comprised of 42% municipal assessments, 47% charges for services, 5% miscellaneous, 5% contracted services, and 1% training center income.
- 2019 Expenditures totaled 1,117,691, and were 94% related to the provision of EMS services, and 6% capital outlay and debt service.

- Total Fund Balance increased from \$225,508 to \$340,325 through the year, of which \$311,206 was unassigned on December 31, 2019. This amounts to 27% of the 2020 budget, which falls above the recommended range of 15-20%.
- The bad debt/revenue ratio had been increasing over the last several years, but it is down to 13% in 2019 from 23% in 2018. This is due to collecting from people in a timely manner and collecting previous years debt.

Update on COVID-19 (Coronavirus) response: Chief Lang stated there was not much to update, but did give the following:

- There have been no changes to the March document.
- Curtains were added in the ambulance to protect staff.
- PAPRs were ordered to take the place of all masks. At the time of ordering the PAPRs, Deer Grove had approximately four months of PPE. Valencia questioned if the four months of PPE included reusing N95s? Chief Lang stated it is without reusing N95s. The PAPRs have a 10-week lead time so Deer Grove is 5-6 weeks out from receiving them. They cost approximately \$1,200/unit with the purchase being covered by the Association. The PAPRs are permanent solution so there is no longer a need for FIT testing nor a worry of facial hair.
- Deer Grove has received shipments from the Strategic National Stockpile consisting of a variety of PPE.
- Due to COVID-19 DGEMS pushed up the mechanical CPR purchase. Two LUCAS devices have been ordered and the Association is covering this purchase as well. The service should have them in two weeks.

Discuss and consider Emergency Responder Paid Sick Leave: Chief Lang stated this policy was done with assistance from attorney and federal government. The federal policy states we should pay 80 hours. Our policy goes above this since our people are not scheduled a straight 40 hours/week. The policy encourages people who show symptoms to stay home. Motion by Hampton/Williams to approve the Emergency Responder Paid Sick Leave policy. Motion carried 6-0.

Discuss and consider Return to Work SOP: Chief Lang stated this SOP was developed with Dane County Public Health and Madison Fire with some wording changed to fit DGEMS. Chief Lang requested the commission not necessarily approve as it is a living document. He would prefer the Commission Chair/Chief to make changes instead of having to wait until the next commission meeting. Motion by Hampton/Williams to approve the Return to Work SOP and allow the Chief and Commission Chair to modify the SOP as public health advises. Motion carried 6-0.

Discuss and consider N95 Reuse SOP: Chief Lang stated as Valencia mentioned before N95 masks can be reused up to six times. DGEMS has a UV light so we can decontaminate them. Chief Lang stated this is another living document he would request the ability to make changes he and the Commission Chair see necessary. Motion by Williams/Frutiger to approve the N95 reuse SOP and allow the Chief and Commission Chair to modify the SOP as needed. Motion carried 6-0.

Discuss and consider Uniform Cleaning-Decontamination SOP: Chief Lang explained this SOP is a how to guide to manage laundry after a potential COVID-19 contact. Motion by Hampton/Frutiger to approve the Uniform Cleaning-Decontamination SOP. Motion carried 6-0.

Discuss and consider Memorandum of Understanding Regarding Requesting EMS Provider Assistance: Lang stated he alluded to this at last month's meeting. This MOU has been in process for a month. It provides medics/EMTs to another agency or they provide someone to us. We would bill the other agency or receive a bill depending if we are loaning someone or receiving someone. Chief Lang stated Attorney Barker has reviewed the document as well as other agency's attorneys. Chief Lang contacted our insurance agent to verify all insurance extends with our EMTs to the other agency they are working at. Motion by Hampton/Wieczorek to approve the Memorandum of Understanding Regarding Requesting EMS Provider Assistance. Motion carried 6-0.

Discuss and consider Madison Area Technical College EMS Clinical and Field Internship Affiliation Agreement: Chief Lang stated this agreement won't go into effect until the tech schools are open again. Attorney Barker provided an additional document so the interns know it is not a job which means there is no insurance.

Motion by Hampton/Wieczorek to approve the Madison Area Technical College EMS Clinical and Field Internship Affiliation Agreement. Motion carried 6-0.

Discuss and consider VividTrac Video Laryngoscopy SOP: Chief Lang stated this SOP puts the actual procedure into writing. Motion by Wieczorek/Frutiger to approve the VividTrac Video Laryngoscopy SOP. Motion carried 6-0.

Discuss and consider Oxylator HD SOP: Chief Lang stated the oxylator went into service on March 1st. He stated is similar to vent, but it's considered a resuscitator so all levels of EMTs can use it. Motion by Williams/Frutiger to approve the Oxylator HD SOP. Motion carried 6-0.

Set next commission meeting date and location: The next meeting will be held on Thursday, May 21, 2020 at the Cottage Grove Emergency Services Building with a potential remote call in option beginning at 6:30 P.M.

Agenda items for next commission meeting: COVID Update, elections, policies/procedures, items commission members would like to see and approve.

Adjournment: Motion by Hampton/Williams to adjourn. Motion carried 6-0. The meeting ended at 7:33 P.M.

Submitted by Mandy Cysiewski

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

	4/12th		Budget	\$ Over Budget	% of Budget	Jan - Apr 19
	Jan - Apr 20	Annual Budget				
Ordinary Income/Expense						
Income						
230 · Training Center Income	285.00	833.33	2,500.00	-2,215.00	11.4%	1,903.00
300 · Special Event Fee	0.00	666.67	2,000.00	-2,000.00	0.0%	720.00
4999 · Uncategorized Income	429.25	0.00	0.00	429.25	100.0%	102.66
610 · Town/Villages Assesments	514,448.91	173,539.07	520,617.20	-6,168.29	98.82%	519,772.55
620 · Ambulance Run Fees	175,139.48	183,333.33	550,000.00	-374,860.52	31.84%	224,619.19
625 · Misc Government Revenue	8,018.86	0.00	0.00	8,018.86	100.0%	0.00
630 · Contracted Revenue	49,956.40	22,137.60	66,412.80	-16,456.40	75.22%	49,289.98
640 · Interest Earned	250.02	166.67	500.00	-249.98	50.0%	234.77
693 · Donations						25,038.84
999 · Insurance Reimbursement	500.00	0.00	0.00	500.00	100.0%	5,458.86
Total Income	749,027.92	380,676.67	1,142,030.00	-393,002.08	65.59%	827,139.85
Gross Profit	749,027.92	380,676.67	1,142,030.00	-393,002.08	65.59%	827,139.85
Expense						
66900 · Reconciliation Discrepancies						238.73
6140 · Credit Card Fees	240.25	0.00	0.00	240.25	100.0%	
720 · Wages	145,437.79	168,850.00	506,550.00	-361,112.21	28.71%	133,352.56
721 · Health Insurance	52,874.80	45,706.67	137,120.00	-84,245.20	38.56%	43,974.39
722 · Workmans Comp	6,704.00	9,263.33	27,790.00	-21,086.00	24.12%	0.00
723 · Retirement Plan	19,838.04	19,566.67	58,700.00	-38,861.96	33.8%	18,045.54
724 · Employers FICA Expense	14,301.06	14,913.33	44,740.00	-30,438.94	31.97%	13,730.41
725 · Staff Continuing Education	922.00	3,000.00	9,000.00	-8,078.00	10.24%	2,170.01
726 · Travel/Mileage Reimbursement	0.00	166.67	500.00	-500.00	0.0%	30.00
728 · Medical Director Fee	2,000.00	2,000.00	6,000.00	-4,000.00	33.33%	2,000.00
729 · COVID-19 Leave	441.48	0.00	0.00	441.48	100.0%	
734 · Overtime	39,275.48	37,753.33	113,260.00	-73,984.52	34.68%	42,238.82
735 · EMT Stipend	5,220.00	8,333.33	25,000.00	-19,780.00	20.88%	5,940.00
736 · LifeQuest Billing	15,106.54	15,166.67	45,500.00	-30,393.46	33.2%	16,424.30
740 · Office Equipment (expense)	348.13	543.33	1,630.00	-1,281.87	21.36%	291.34
742 · Office Supplies	391.82	666.67	2,000.00	-1,608.18	19.59%	441.30
770 · Communications	1,618.63	2,000.00	6,000.00	-4,381.37	26.98%	2,416.49
775 · IT expenses	2,210.00	2,283.33	6,850.00	-4,640.00	32.26%	1,863.48
790 · Publicity and Advertising	0.00	666.67	2,000.00	-2,000.00	0.0%	1,478.12
791 · Training Center Expense	436.48	666.67	2,000.00	-1,563.52	21.82%	646.25
810 · EMT Recognition	443.82	833.33	2,500.00	-2,056.18	17.75%	-131.25
820 · EMT Continuing Education	0.00	1,666.67	5,000.00	-5,000.00	0.0%	240.00
825 · Chief Continuing Education	312.08	500.00	1,500.00	-1,187.92	20.81%	476.76
829 · Vehicle Maintenance	4,169.69	3,460.00	10,380.00	-6,210.31	40.17%	8,778.77
831 · Fuel	3,862.84	4,666.67	14,000.00	-10,137.16	27.59%	4,677.08
840 · Equipment/Non-Disposable	5,512.20	5,600.00	16,800.00	-11,287.80	32.81%	1,253.65
842 · Equipment Maintenance	2,879.89	1,200.00	3,600.00	-720.11	80.0%	2,598.69
845 · Capital Purchase	11,654.16	0.00	0.00	11,654.16	100.0%	42,749.35
850 · Medical Supplies	11,495.75	15,033.33	45,100.00	-33,604.25	25.49%	14,227.27
852 · Training Medical Supplies	0.00	333.33	1,000.00	-1,000.00	0.0%	0.00
860 · Clothing	4,504.02	4,300.00	12,900.00	-8,395.98	34.92%	936.76
870 · Insurance	4,214.00	2,866.67	8,600.00	-4,386.00	49.0%	4,142.00
871 · Group Life Insurance	293.26	233.33	700.00	-406.74	41.89%	224.76
872 · Unemployment Insurance	0.00	1,333.33	4,000.00	-4,000.00	0.0%	50.00
878 · Community Medic Program	50.00	103.33	310.00	-260.00	16.13%	50.00
879 · Health Maintenance & Safety	961.98	833.33	2,500.00	-1,538.02	38.48%	995.20
880 · Legal Fees	4,806.00	1,666.67	5,000.00	-194.00	96.12%	156.00
881 · Accounting Fees	7,500.00	2,666.67	8,000.00	-500.00	93.75%	3,350.00
885 · Overdue Run Fees	21,288.56	0.00	0.00	21,288.56	100.0%	45,375.00
898 · Building and Grounds	1,513.86	1,166.67	3,500.00	-1,986.14	43.25%	1,868.08
899 · Miscellaneous Expenses	49.95	666.67	2,000.00	-1,950.05	2.5%	255.60
Net Income	356,149.36	0.00	0.00	356,149.36	100.0%	409,584.39

Deer Grove EMS District

Balance Sheet

As of April 30, 2020

	<u>Apr 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	654,754.23
Accounts Receivable	
1200 · Accounts Receivable	115.29
1210 · Lifequest Receivables	131,874.22
Total Accounts Receivable	131,989.51
Other Current Assets	995.00
Total Current Assets	787,738.74
Fixed Assets	519,234.78
Other Assets	
112 · Allowance for Doubtful Accounts	-47,399.60
Total Other Assets	-47,399.60
TOTAL ASSETS	1,259,573.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	2,788.27
Credit Cards	
301 · One Card	
One Card - Office Use Only	228.17
Total 301 · One Card	228.17
Total Credit Cards	228.17
Other Current Liabilities	
Lifequest Deposit Adjustments	102.07
Payroll Liabilities	10,388.30
231 · Deferred Run Revenue	24,194.69
232 · Town/Village Pre-payments	6,168.29
Total Other Current Liabilities	40,853.35
Total Current Liabilities	43,869.79
Total Liabilities	43,869.79
Equity	
1110 · Retained Earnings	122,192.89
380 · Fund Balance-Unrestricted	199,670.23
381 · Fund Balance-Restricted (FAP)	
Aids & Training	8,527.82
EMT Basic Training	9,928.91
Total 381 · Fund Balance-Restricted (FAP)	18,456.73
383 · Investment in Fixed Asset	519,234.92
Net Income	356,149.36
Total Equity	1,215,704.13
TOTAL LIABILITIES & EQUITY	1,259,573.92

Deer Grove EMS District
Bill Payment Detail
April 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20947	Liability Check	04/07/2020	Minnesota Life Insurance Company	2832-GL	101 · Operating Checking	-140.38	
				2832-GL	Additional	56.10	-56.10
				2832-GL	Basic	57.78	-57.78
				2832-GL	Spouse/Dependent	10.50	-10.50
				2832-GL	Supplemental	16.00	-16.00
TOTAL						<u>140.38</u>	<u>-140.38</u>
20959	Liability Check	04/10/2020	Fire Fighters Local 311		101 · Operating Checking	-213.03	
					Local 311 Dues	213.03	-213.03
TOTAL						<u>213.03</u>	<u>-213.03</u>
20948	Bill Pmt -Check	04/07/2020	AED Superstore	Suction Batteries	101 · Operating Checking	-430.20	
1573197	Bill	03/30/2020		Suction Batteries	840 · Equipment/Non-Disposable	430.20	-430.20
TOTAL						<u>430.20</u>	<u>-430.20</u>
20949	Bill Pmt -Check	04/07/2020	Baer Insurance Servies	Qtrly General Liab and Auto	101 · Operating Checking	-2,107.00	
2759	Bill	04/01/2020		Qtrly General Liab and Auto	6185 · Liability Insurance	2,107.00	-2,107.00
TOTAL						<u>2,107.00</u>	<u>-2,107.00</u>
20950	Bill Pmt -Check	04/07/2020	Binder Lift LLC	2 lift assist devices	101 · Operating Checking	-1,438.00	
20129	Bill	04/07/2020		2 lift assist devices	840 · Equipment/Non-Disposable	1,438.00	-1,438.00
TOTAL						<u>1,438.00</u>	<u>-1,438.00</u>
20951	Bill Pmt -Check	04/07/2020	Bound Tree Medical, LLC	Sensors/BP Cuff	101 · Operating Checking	-497.75	
83550785	Bill	03/20/2020		Sensors/BP Cuff	850 · Medical Supplies	497.75	-497.75
TOTAL						<u>497.75</u>	<u>-497.75</u>
20952	Bill Pmt -Check	04/07/2020	Deerfield Fire Department	St 2 shared internet/phone	101 · Operating Checking	-107.32	
3	Bill	03/17/2020		St 2 shared internet/phone	770 · Communications	107.32	-107.32
TOTAL						<u>107.32</u>	<u>-107.32</u>
20953	Bill Pmt -Check	04/07/2020	Dinges Fire Company	Boots	101 · Operating Checking	-2,728.00	
08313	Bill	03/30/2020		Boots	860 · Clothing	2,728.00	-2,728.00
TOTAL						<u>2,728.00</u>	<u>-2,728.00</u>

Deer Grove EMS District
Bill Payment Detail
April 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20954	Bill Pmt -Check	04/07/2020	Johnson Block and Company, Inc.	Remaining Audit Bill	101 - Operating Checking	-1,700.00	
473410	Bill	03/30/2020		Remaining Audit Bill	881 - Accounting Fees	1,700.00	-1,700.00
TOTAL						1,700.00	-1,700.00
20955	Bill Pmt -Check	04/07/2020	Landmark Services Cooperative	March Fuel	101 - Operating Checking	-529.11	
	Bill	03/31/2020		March Fuel	831 - Fuel	529.11	-529.11
TOTAL						529.11	-529.11
20956	Bill Pmt -Check	04/07/2020	Life-Assist, Inc.	DuoNeb/Aspirin	101 - Operating Checking	-25.69	
989745	Bill	04/02/2020		DuoNeb/Aspirin	850 - Medical Supplies	25.69	-25.69
TOTAL						25.69	-25.69
20957	Bill Pmt -Check	04/07/2020	US Bank		101 - Operating Checking	-6,064.32	
	Bill	03/29/2020		One Card - Office Use Only		3,728.09	-3,728.09
	Bill	03/29/2020		One Card - Eric Lang		565.74	-565.74
	Bill	03/29/2020		One Card - Lisa Antoniewicz		53.08	-53.08
	Bill	03/29/2020		One Card - Mandy Cysiewski		1,717.41	-1,717.41
TOTAL						6,064.32	-6,064.32
20958	Bill Pmt -Check	04/07/2020	WEX Bank	March Fuel	101 - Operating Checking	-492.41	
64635784	Bill	03/31/2020		March Fuel	831 - Fuel	492.41	-492.41
TOTAL						492.41	-492.41
EFT	Liability Check	04/10/2020	Bank of Deerfield		101 - Operating Checking	-16,889.62	
					Direct Deposit Liability	16,189.62	-16,189.62
					Direct Deposit Liability	700.00	-700.00
TOTAL						16,889.62	-16,889.62
EFT	Liability Check	04/10/2020	Wisconsin Deferred Compensation	98971-01	101 - Operating Checking	-430.00	
				98971-01	WI Deferred Comp Liability	280.00	-280.00
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						430.00	-430.00
EFT	Liability Check	04/14/2020	EFTTPS	39-1293690	101 - Operating Checking	-5,805.78	
				39-1293690	224 - FICA/Fed Payable	2,103.00	-2,103.00
				39-1293690	2242 - FICA/Fed Payable-ER	1,500.49	-1,500.49

Deer Grove EMS District
Bill Payment Detail
April 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				39-1293690	2241 · FICA/Fed Payable-EE	1,500.49	-1,500.49
				39-1293690	2242 · FICA/Fed Payable-ER	350.90	-350.90
				39-1293690	2241 · FICA/Fed Payable-EE	350.90	-350.90
TOTAL						5,805.78	-5,805.78
EFT	Liability Check	04/14/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,131.55	
				036-0000519180-02	225 · State Withholding	1,131.55	-1,131.55
TOTAL						1,131.55	-1,131.55
EFT	Liability Check	04/24/2020	Bank of Deerfield		101 · Operating Checking	-16,308.12	
					Direct Deposit Liability	15,608.12	-15,608.12
					Direct Deposit Liability	700.00	-700.00
TOTAL						16,308.12	-16,308.12
20969	Liability Check	04/24/2020	Fire Fighters Local 311		101 · Operating Checking	-246.15	
					Local 311 Dues	246.15	-246.15
TOTAL						246.15	-246.15
EFT	Liability Check	04/24/2020	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-430.00	
				98971-01	WI Deferred Comp Liability	280.00	-280.00
				98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL						430.00	-430.00
EFT	Liability Check	04/28/2020	EFTTPS		101 · Operating Checking	-6,034.08	
					224 · FICA/Fed Payable	2,362.00	-2,362.00
					2242 · FICA/Fed Payable-ER	1,488.02	-1,488.02
					2241 · FICA/Fed Payable-EE	1,488.02	-1,488.02
					2242 · FICA/Fed Payable-ER	348.02	-348.02
					2241 · FICA/Fed Payable-EE	348.02	-348.02
TOTAL						6,034.08	-6,034.08
EFT	Liability Check	04/30/2020	Employee Trust Funds	5300000	101 · Operating Checking	-8,085.05	
				5300000	2272 · Employer Share WRS	5,133.51	-5,133.51
				5300000	2271 · Employee Share WRS	2,951.54	-2,951.54
TOTAL						8,085.05	-8,085.05
EFT	Liability Check	04/30/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,048.65	

Deer Grove EMS District
Bill Payment Detail
April 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				036-0000519180-02	225 · State Withholding	1,048.65	-1,048.65
TOTAL						1,048.65	-1,048.65
20960	Bill Pmt -Check	04/21/2020	Brett Weisensel	Fogger	101 · Operating Checking	-99.00	
	Bill	04/21/2020		Fogger	879 · Health Maintenance & Safety	99.00	-99.00
TOTAL						99.00	-99.00
20961	Bill Pmt -Check	04/21/2020	Conway Shield	Cleaner	101 · Operating Checking	-232.65	
0455456-IN	Bill	04/01/2020		Cleaner	898 · Building and Grounds	232.65	-232.65
TOTAL						232.65	-232.65
20962	Bill Pmt -Check	04/21/2020	Forward Pharmacy	Childrens Tylenol/Ibuprofen	101 · Operating Checking	-146.32	
	Bill	04/01/2020		Childrens Tylenol/Ibuprofen	850 · Medical Supplies	146.32	-146.32
TOTAL						146.32	-146.32
20963	Bill Pmt -Check	04/21/2020	Jackson Lewis P.C.	Misc Legal Fees	101 · Operating Checking	-2,862.00	
7528083	Bill	04/15/2020	COVID-19	COVID Related MATC Agreement	880 · Legal Fees 880 · Legal Fees	432.00 2,430.00	-432.00 -2,430.00
TOTAL						2,862.00	-2,862.00
20964	Bill Pmt -Check	04/21/2020	Life-Assist, Inc.	Atropine	101 · Operating Checking	-112.17	
990639	Bill	04/03/2020		Atropine	850 · Medical Supplies	112.17	-112.17
TOTAL						112.17	-112.17
20965	Bill Pmt -Check	04/21/2020	MadWraps LLC	Fix wrap	101 · Operating Checking	-185.25	
10236	Bill	04/08/2020		Fix wrap	829 · Vehicle Maintenance	185.25	-185.25
TOTAL						185.25	-185.25
20966	Bill Pmt -Check	04/21/2020	O'Reilly Auto Parts	Wiper blades	101 · Operating Checking	-113.96	
4331-330625	Bill	04/08/2020		Wiper blades	829 · Vehicle Maintenance	113.96	-113.96
TOTAL						113.96	-113.96
20967	Bill Pmt -Check	04/21/2020	Safelite AutoGlass	Repair Windshield Chip	101 · Operating Checking	-89.98	
05176-272251	Bill	04/08/2020		Repair Windshield Chip	829 · Vehicle Maintenance	89.98	-89.98
TOTAL						89.98	-89.98

Deer Grove EMS District
Bill Payment Detail
April 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
20968	Bill Pmt -Check	04/21/2020	Society Insurance	Work Comp	101 · Operating Checking	-1,676.00	
	Bill	04/12/2020		Work Comp	722 · Workmans Comp	1,676.00	-1,676.00
TOTAL						1,676.00	-1,676.00
EFT	Liability Check	04/22/2020	Employee Trust Funds	5300000	101 · Operating Checking	-11,778.38	
				5300000	Health Insurance Liability - ER	10,414.76	-10,414.76
				5300000	Health Insurance Liability - EE	1,363.62	-1,363.62
TOTAL						11,778.38	-11,778.38
EFT	Liability Check	04/29/2020	Aflac	MCY18	101 · Operating Checking	-246.76	
				MCY18	Aflac	246.76	-246.76
TOTAL						246.76	-246.76
	Bill Pmt -CCard	04/09/2020	Charter Communications	Station 1 phone and internet	One Card - Office Use Only	-158.39	
0000443040120	Bill	04/10/2020		Apr Shared Internet Services	770 · Communications	69.99	-69.99
				Apr phone/fax	770 · Communications	88.40	-88.40
TOTAL						158.39	-158.39
	Bill Pmt -CCard	04/09/2020	GFC Leasing WI	Copier Lease	One Card - Office Use Only	-48.30	
100572880	Bill	03/21/2020		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL						48.30	-48.30
	Bill Pmt -CCard	04/20/2020	Bound Tree Medical, LLC	Wipes	One Card - Office Use Only	-9.69	
83592862	Bill	04/16/2020		Wipes	850 · Medical Supplies	9.69	-9.69
TOTAL						9.69	-9.69
	Bill Pmt -CCard	04/15/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-136.60	
83587264	Bill	04/13/2020		1 way flutter valve mask	850 · Medical Supplies	61.50	-61.50
83587263	Bill	04/13/2020		Duo Neb/Collars	850 · Medical Supplies	75.10	-75.10
TOTAL						136.60	-136.60
	Bill Pmt -CCard	04/16/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-175.25	
83589309	Bill	04/14/2020		Sodium Chloride	850 · Medical Supplies	62.88	-62.88
83589310	Bill	04/14/2020		O2 Mask	850 · Medical Supplies	47.00	-47.00
83589311	Bill	04/14/2020		Test Lung	850 · Medical Supplies	65.37	-65.37
TOTAL						175.25	-175.25

Deer Grove EMS District
Bill Payment Detail
April 2020

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	Bill Pmt -CCard	04/22/2020	Airgas USA, LLC	O2	One Card - Office Use Only	-65.43	
9969446617	Bill	04/01/2020		O2	850 · Medical Supplies	65.43	-65.43
TOTAL						65.43	-65.43
	Bill Pmt -CCard	04/22/2020	Gordon Flesch	Copies	One Card - Office Use Only	-22.72	
IN12908856	Bill	04/07/2020		Copies	740 · Office Equipment (expense)	22.72	-22.72
TOTAL						22.72	-22.72
	Bill Pmt -CCard	04/29/2020	Verizon Wireless		One Card - Office Use Only	-178.63	
9852257227	Bill	04/10/2020		Car 79 Jet pack	770 · Communications	30.03	-30.03
				M81 Jet pack	770 · Communications	30.03	-30.03
				M80 phone	770 · Communications	1.11	-1.11
				M81 phone	770 · Communications	0.91	-0.91
				M78 phone	770 · Communications	1.99	-1.99
				C79 phone	770 · Communications	0.91	-0.91
				M80 cradlepoint	770 · Communications	30.05	-30.05
				Chief	770 · Communications	53.57	-53.57
				M78 cradlepoint	770 · Communications	30.03	-30.03
TOTAL						178.63	-178.63
	Bill Pmt -CCard	04/30/2020	Bound Tree Medical, LLC	Medical Supplies	One Card - Office Use Only	-49.54	
83606232	Bill	04/28/2020		Medical Supplies	850 · Medical Supplies	49.54	-49.54
TOTAL						49.54	-49.54

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Accrual Basis

Deer Grove EMS District Credit Card Purchases

April 2020

Date	Source Name	Memo	Split	Amount
301 - One Card				
One Card - Eric Lang				
04/10/2020	USPS	Commission Packet mailing/stamps	742 · Office Supplies	64.60
04/13/2020	Menards	Decon materials	898 · Building and Grounds	42.95
04/22/2020	Menards	Misc supplies	-SPLIT-	56.94
Total One Card - Eric Lang				164.49
One Card - Mandy Cysiewski				
04/07/2020	Amazon.com	3 ring binder/wireless mouse	742 · Office Supplies	42.48
04/13/2020	Amazon.com	Hand Cleaner	898 · Building and Grounds	28.90
04/13/2020	Amazon.com	Waterproof Shoe Tray	898 · Building and Grounds	19.12
04/16/2020	Amazon.com	Sprayer/stamp set	-SPLIT-	24.97
04/16/2020	Amazon.com	Work boots - Lang	860 · Clothing	76.95
04/30/2020	Amazon.com	Lens Wipes	879 · Health Maintenance & ...	16.99
Total One Card - Mandy Cysiewski				209.41
Total 301 - One Card				373.90
TOTAL				373.90

Deer Grove EMS District Payroll Transaction Detail April 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
04/10/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	50	1,073.50
			Anders, Devon C	Vacation Hourly Rate	14	300.58
			Anders, Devon C	Vacation OT Hourly Rate	10	322.10
						1,696.18
04/24/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	56	1,202.32
			Anders, Devon C	Overtime Hourly Rate	16	515.36
			Anders, Devon C	Vacation Hourly Rate	24	515.28
						2,232.96
04/10/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	34.5	951.86
			Antoniewicz, Lisa M	Regular Hourly Rate	20.5	565.60
			Antoniewicz, Lisa M	Overtime Hourly Rate	4.5	186.26
			Antoniewicz, Lisa M	Overtime Hourly Rate	4	165.56
			Antoniewicz, Lisa M	Vacation Hourly Rate	25	689.75
						2,559.03
04/24/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	50	1,379.50
			Antoniewicz, Lisa M	Overtime Hourly Rate	22	910.58
			Antoniewicz, Lisa M	Regular Hourly Rate	26	717.34
			Antoniewicz, Lisa M	National Pd Leave FMLA		441.48
						3,448.90
04/10/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	64	1,419.52
			Belden, Elliott H	Overtime Hourly Rate	8	266.16
						1,685.68
04/24/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	78	1,730.04
			Belden, Elliott H	Overtime Hourly Rate	9	299.43
						2,029.47
04/10/2020	DD	Paycheck	Bell, Cristalyne J	Training Attendance Stipend	1	18.00
						18.00
04/10/2020	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	1	17.00
			Campbell, Erin A	Regular Hourly Rate	12.75	216.75
						233.75
04/10/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	80	1,717.60
			Cummings, Ross E	Overtime Hourly Rate	41.5	1,336.72
						3,054.32

Deer Grove EMS District
Payroll Transaction Detail
April 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
04/24/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	64	1,374.08
			Cummings, Ross E	Overtime Hourly Rate	32	1,030.72
			Cummings, Ross E	Vacation Hourly Rate	16	343.52
			Cummings, Ross E	Vacation OT Hourly Rate	8	257.68
						3,006.00
04/10/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	48	816.00
			Curry, Clairissa K	Regular Hourly Rate	1	17.00
						833.00
04/24/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	8	136.00
						136.00
04/10/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32	576.00
			Cysiewski, Mandy J	Training Attendance Stipend	1	18.00
						594.00
04/24/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32	576.00
						576.00
04/10/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	12	204.00
						204.00
04/24/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	24	408.00
						408.00
04/10/2020	DD	Paycheck	Einstein, Justin D	Weekday Stipend	4	72.00
			Einstein, Justin D	Training Attendance Stipend	1	18.00
						90.00
04/10/2020	DD	Paycheck	Ennis, Jamie L	Weekday Stipend	1	18.00
						18.00
04/10/2020	DD	Paycheck	Fedorowicz, Samantha E	Weekday Stipend	3	54.00
						54.00
04/10/2020	DD	Paycheck	Furger, Jenna J	Weekday Stipend	7	126.00
			Furger, Jenna J	Training Attendance Stipend	1	18.00
						144.00

Deer Grove EMS District
Payroll Transaction Detail
April 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
04/10/2020	DD	Paycheck	Hartman, Michael D	Weekday Stipend	4	72.00
			Hartman, Michael D	Training Attendance Stipend	1	18.00
						90.00
04/10/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
04/24/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
04/10/2020	DD	Paycheck	Lasko, Wendy J	Overtime Hourly Rate	8	253.60
			Lasko, Wendy J	Regular Hourly Rate	80	1,690.40
			Lasko, Wendy J	Overtime Hourly Rate	8	253.60
						2,197.60
04/24/2020	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	24	507.12
			Lasko, Wendy J	Overtime Hourly Rate	32	1,064.64
			Lasko, Wendy J	Regular Hourly Rate	40	887.20
						2,458.96
04/10/2020	DD	Paycheck	Luebke, Joshua R	Weekday Stipend	4	72.00
						72.00
04/10/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	1	17.00
			Martin, Alexa S	Regular Hourly Rate	24	408.00
						425.00
04/24/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	24	408.00
						408.00
04/10/2020	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	22	396.00
			McMullen, Jeremy B	Weekend Stipend	18	324.00
			McMullen, Jeremy B	Training Attendance Stipend	1	18.00
						738.00
04/10/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,557.60
			Mickelson, Matthew A	Overtime Hourly Rate	16	467.36
						2,024.96

Deer Grove EMS District
Payroll Transaction Detail
April 2020

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
04/24/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,557.60
			Mickelson, Matthew A	Overtime Hourly Rate	40	1,168.40
						2,726.00
04/10/2020	DD	Paycheck	Miles, Thomas E	Weekday Stipend	4	72.00
			Miles, Thomas E	Weekend Stipend	2	36.00
						108.00
04/10/2020	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	17.5	297.50
						297.50
04/10/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	1,374.08
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
			Sanders, Seth C	Regular Hourly Rate	3	64.41
						1,696.17
04/24/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	68	1,459.96
			Sanders, Seth C	Overtime Hourly Rate	16	515.36
			Sanders, Seth C	Vacation Hourly Rate	12	257.64
						2,232.96
04/10/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	80	1,637.60
			Schlicht, Trevor A	Overtime Hourly Rate	16	491.36
						2,128.96
04/24/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	64	1,310.08
			Schlicht, Trevor A	Overtime Hourly Rate	8	245.68
						1,555.76
04/24/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	12	204.00
						204.00
04/10/2020	DD	Paycheck	Severson, Erik L	Weekday Stipend	3	54.00
			Severson, Erik L	Training Attendance Stipend	1	18.00
						72.00
04/10/2020	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
04/10/2020	DD	Paycheck	Wargo, Thomas V	Weekday Stipend	1	18.00
						18.00

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

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
04/10/2020	DD	Paycheck	Yelk Meinholz, Amy M	Weekday Stipend	2	36.00
			Yelk Meinholz, Amy M	Weekend Stipend	1	18.00
			Yelk Meinholz, Amy M	Training Attendance Stipend	1	18.00
						<hr/>
						72.00
						<hr/>
TOTAL						49,585.62
						<hr/> <hr/>

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Deer Grove EMS District
Deposit Detail
April 2020

Type	Date	Name	Memo	Account	Amount
General Journal	04/30/2020	LifeQuest	Payment Received - Overpayment Returns - Apr	105 · Hometown Bank	40,565.15
		LifeQuest	Payment Received - Overpayment Returns - Apr	1210 · Lifequest Receivables	-40,565.15
TOTAL					-40,565.15
General Journal	04/30/2020		Payment received with no paperwork	105 · Hometown Bank	101.95
			Payment received with no paperwork	Lifequest Deposit Adjustments	-101.95
TOTAL					-101.95
Deposit	04/30/2020		Deposit	103 · Savings bank of Deerfield	1,179.69
Payment	04/01/2020	Landmark Services Coop	Deposit	831 · Fuel	-39.85
Payment	04/29/2020	Town of Cottage Grove:Cottage Grove ...		1499 · Undeposited Funds	-69.99
Payment	04/29/2020	Town of Cottage Grove:Cottage Grove ...		1499 · Undeposited Funds	-69.99
		Cottage Grove Police Dept.		1499 · Undeposited Funds	-999.86
TOTAL					-1,179.69
Deposit	04/16/2020		Deposit	103 · Savings bank of Deerfield	8,018.86
		Centers for Medicare and Medicaid	Stimulus Money	625 · Misc Government Revenue	-8,018.86
TOTAL					-8,018.86
Deposit	04/30/2020		Interest	103 · Savings bank of Deerfield	106.76
			Interest	640 · Interest Earned	-106.76
TOTAL					-106.76
Deposit	04/30/2020		Interest	101 · Operating Checking	0.78
			Interest	640 · Interest Earned	-0.78
TOTAL					-0.78

Aging Summary Report

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

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

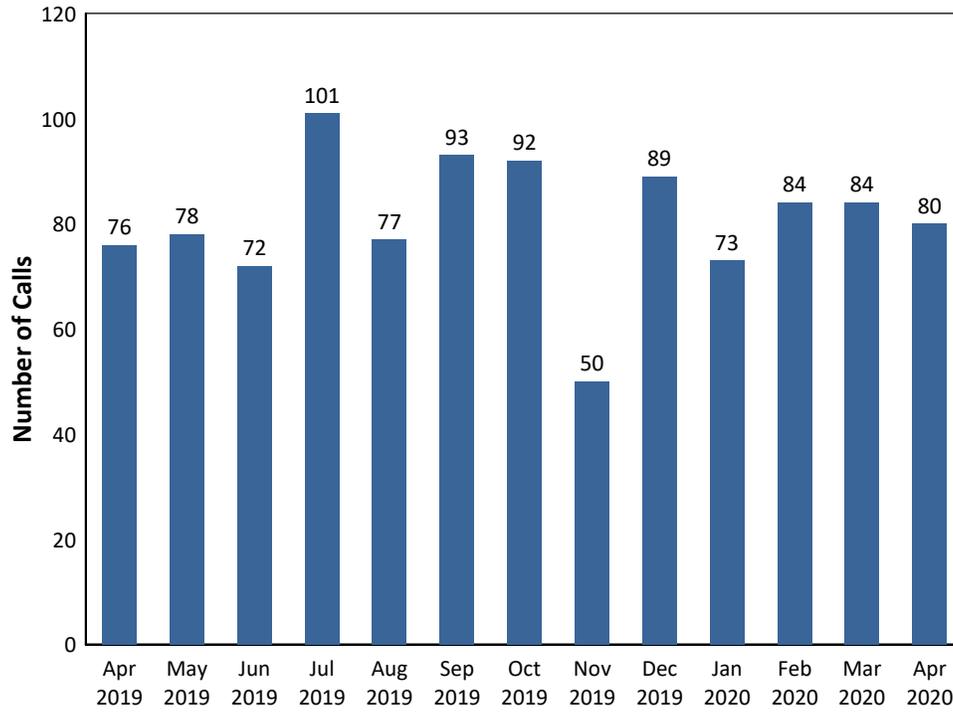
2020	Billable Units									Deposit from	
		Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Collections
January	136	69,553.65	25,928.60	17,294.08	4,664.02	9,032.50		11,891.90	138,364.75		59,576.49
February	142	73,178.63	34,980.89	20,277.10	8,794.14	4,121.05		12,619.95	153,971.76		32,226.95
March	134	52,221.77	41,585.77	12,039.52	14,988.30	2,799.60		10,327.70	133,962.66		38,048.92
April	134	55,925.08	32,793.27	18,757.47	8,853.60	9,774.70		5,770.10	131,874.22		37,289.94
May											
June											
July											
August											
September											
October											
November											
December											
	546									0.00	167,142.30

Total Runs Entered

Deer-Grove EMS District

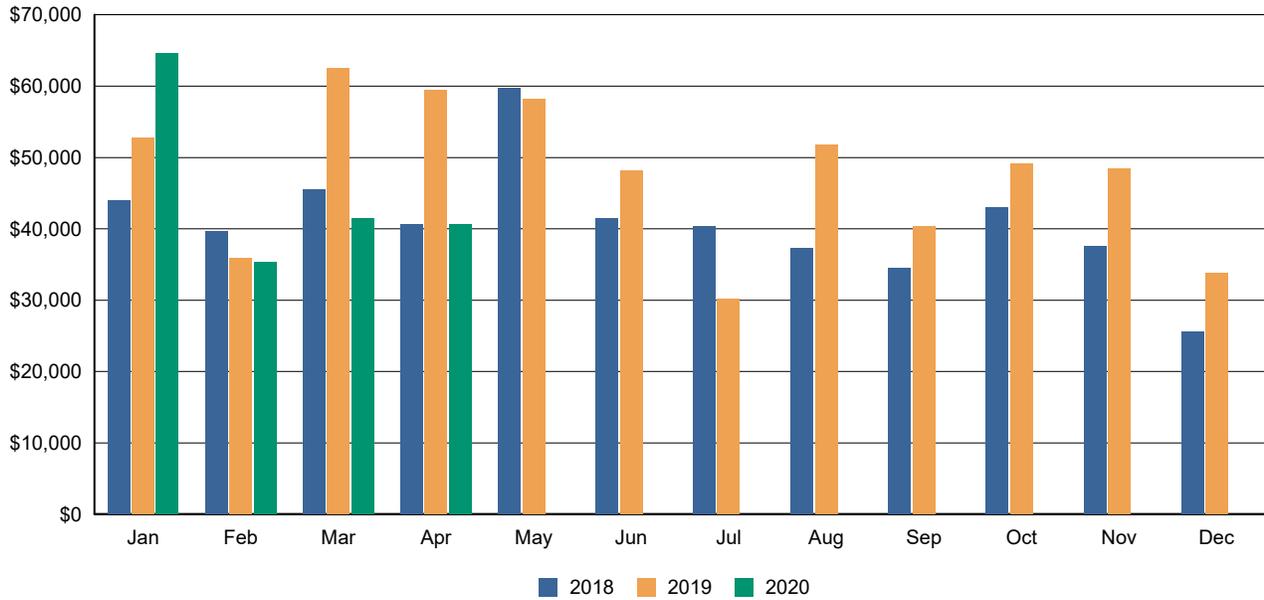
April 2019 to April 2020

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



All Phases Gross Revenue

Deer-Grove EMS District
January 2018 to April 2020



	2018	2019	2020
January	\$44,000	\$52,789	\$64,581
February	\$39,682	\$35,874	\$35,349
March	\$45,580	\$62,603	\$41,495
April	\$40,624	\$59,518	\$40,565
May	\$59,762	\$58,122	\$0
June	\$41,489	\$48,182	\$0
July	\$40,426	\$30,114	\$0
August	\$37,271	\$51,774	\$0
September	\$34,504	\$40,318	\$0
October	\$42,987	\$49,181	\$0
November	\$37,564	\$48,473	\$0
December	\$25,614	\$33,842	\$0
Total Gross Revenue	\$489,503	\$570,790	\$181,990

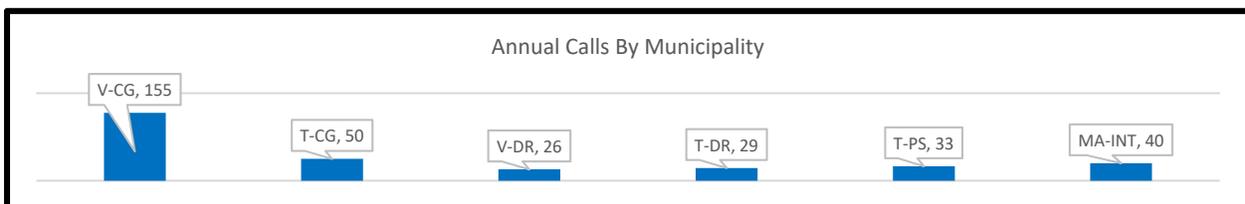
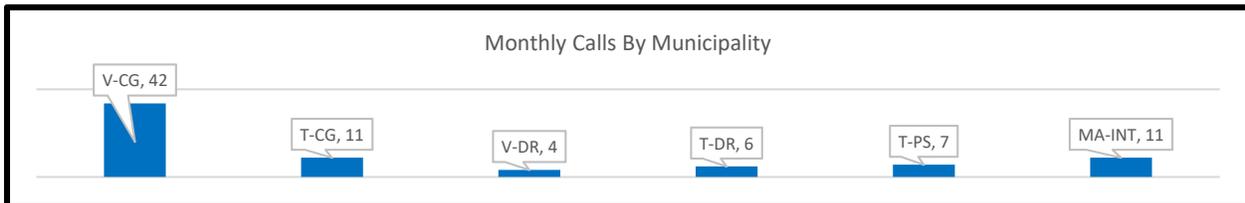
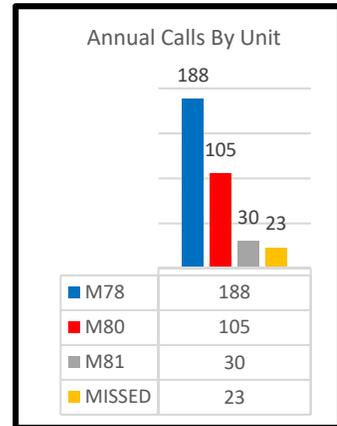
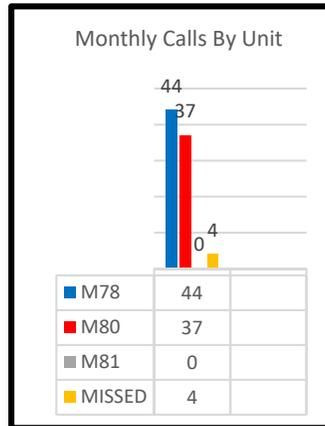
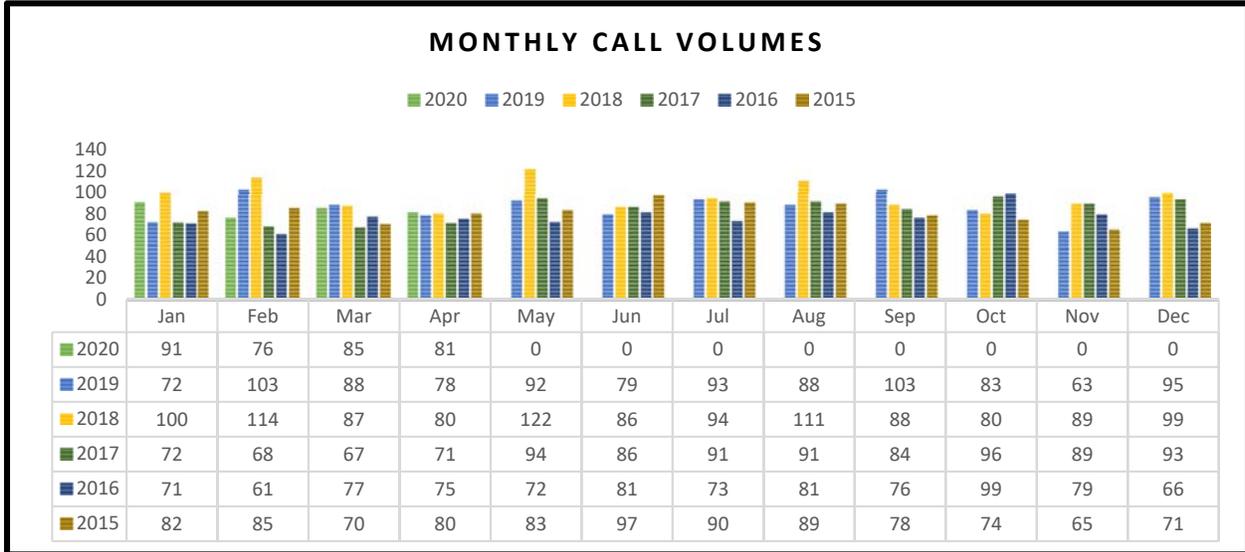


Deer-Grove EMS

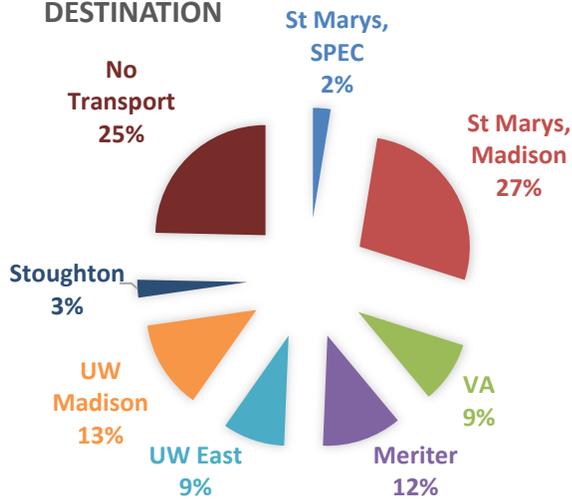
STAFF REPORT APRIL 2020

MISSION:

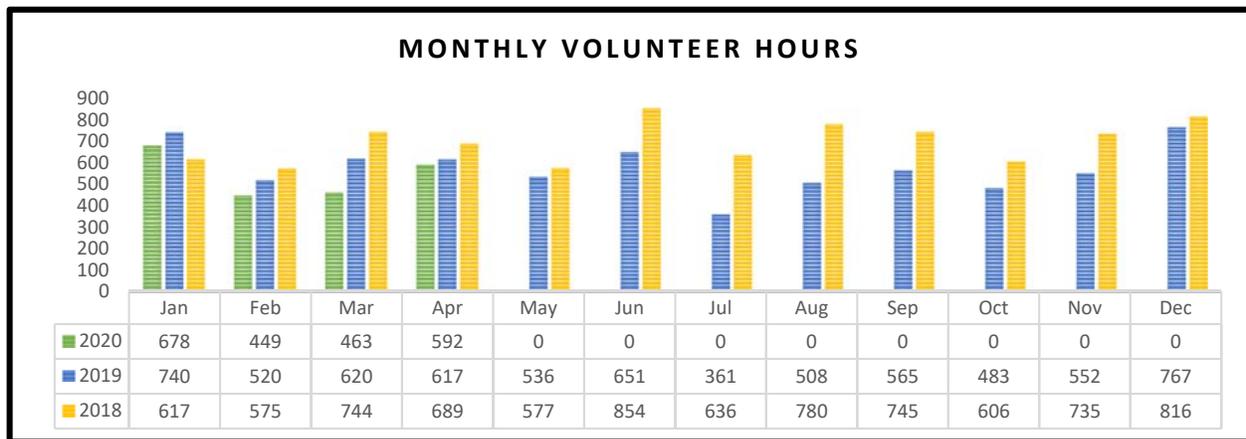
Deer Grove EMS provides for the health and well-being of our communities with a team of professionals that are dedicated, knowledgeable and have a vested interest in our neighbors.



MONTHLY HOSPITAL DESTINATION



Top 10 Provider Impressions
Weakness
History of falling
Respiratory - COPD Exacerbation
Behavioral - Anxiety
Behavioral - Depression
Behavioral - Mental Disorder Not Listed
CV - Cardiac Arrhythmia/Dysrhythmia
Infectious - Sepsis
Injury - Head without L.O.C
Muscle weakness (generalized)



Membership Roster:

Full-Time

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

Limited-Term

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

Volunteer

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

*= Currently on Leave of Absence

**= Part-Time Office/Accounts Manager

Vehicle Maintenance Notes:

M80 was taken to Badger Motors for a routine PM and had the house batteries replaced. See additional note in Chief's Report

Vehicle	Beginning Mileage	Ending Mileage	Beginning Hours	Ending Hours
M78	49,120	50,732	2280	2342
M80	66,321	67,975	3148	3221
M81	150,154	150,211	8211.5	8214
C79	44,600	45,075		

Deputy Chief's Report

Training Report:

The membership met virtually for training in April due to the COVID-19 Pandemic. Greg Chism from Madison Family Service, Inc gave a brief presentation on health and wellbeing during pandemic times. Members were advised of how to access the Employee Assistance Program during the Safer at Home order. The membership was also able to renew CPR certifications virtually. May's training will again be conducted virtually – covering the lecture/theory components of High-Performance CPR and the LUCAS device.

Upcoming training sessions:

SSM Infectious Disease Training – May 21 - Virtual

Autism Training – June 22 – Deerfield - Postponed

UW Emergency Care and Trauma Symposium – Jun 22/23 – Wisc Dells – Canceled

Training Center:

- No classes were taught in April. Classes are postponed until the COVID-19 situation changes.
- Hydrite Chemical has tentatively scheduled First Aid/CPR classes for August, with the understanding that this may change in response to the state of the pandemic.

Public Relations/Special Events:

- All in-person public events were either canceled or postponed.
- We have participated in several birthday parades for community members.
- Deer-Grove EMS was also selected as the winner of the NOVID 50K contest, which awarded 15 members (and family) entrance fees for the virtual 50K event. Several DGEMS members completed the event.

Upcoming events:

Cottage Grove FD Training Burn – May 30

ARCA Race – Aug 7

Canceled/Postponed:

Ragnar Relay – May 16 - canceled

Triad Senior Session on Safety – May 19 - canceled

Cottage Grove Memory Café Presentation – May 27 – postponed

Deerfield Festival – May 29/30/31 - canceled

Ironman 70.3 – June 14 - postponed

Cottage Grove Festival – June 18/19/20/21 - canceled

Rugby HS Tournament – June 6 - canceled

Hot2Trot Run – June 20 – gone virtual (no standby unit needed)

Rugby Midwest RCT – June 27/28 – canceled

Chief's Report

- Due to the COVID-19, access to our stations remains limited.
- A new process was implemented to spray sanitize each frontline ambulance every eight days.
 - The ambulances are routinely cleaned at the beginning of each shift by the on-duty staff
 - The new process uses an automotive paint spray and a viricide/bactericide product called MediClean
 - This is completed when an ambulance is not on duty
 - Sanitization can also occur outside of this schedule whenever necessary due to contamination
- The approved COVID-19 return to work guideline was adjusted at the recommendation of Public Health.
 - Return to work extended to 10 days in category 3 and 4, as it was discovered a person was contagious longer than the 7 days previously used as guideline. (Revision Attached)
- Cottage Grove Fire Department is hosting a live fire training event on May 30th
 - They will use the home on the west end of the new school property.
 - We are working with them on planning and have asked to pre-screen all firefighters who participate.
- While responding to a call for service, M80 suffered radiator and cooling fan damage
 - It was towed to TruckStar, as it was just repaired here after the collision.
 - TruckStar's evaluation found no faulty installation of parts and no manufacturer defect of installed parts.
 - They believe an object may have struck the fan and radiator causing the damage.

- Powertrain warranty only covers to the water pump, it would not have covered the fan and radiator.
- TruckStar significantly discounted the bill by charging cost for parts, paying the tow, and included no labor charges.
- After seeing an article discussing a new UV-Germicidal treatment unit for healthcare agencies to treat N95 masks, Lt McMullen reached out to the manufacturer for more information.
 - He was pleased to find it was a local company and they were willing to donate the unit, a Germicidal UV Radiation Chamber, to DGEMS. The only condition being we provide them feedback to make the unit better.
 - After review with our lawyer and insurance resulted in approval, the unit is set to be delivered.
 - Inventor is Bruce Winkler and manufacturer is Electronic Theatre Controls of Middleton.
- Hastings Air Energy Control as tentatively set the install of the Plymovent system for the week of May 18th.

April Quick Stats					
<u>Date</u>	<u>Amb 1</u>	<u>Amb 2 / FR</u>	<u>Reason Used</u>	<u>Ending Miles</u>	<u>Driver</u>
1	24	13	EMERGENCY CALL	44642	Jeremy McMullen
2	24	0	Meeting - Out of District	44689	Eric Lang
3	24	24	Meeting - In District	44709	Eric Lang
4	24	24	Staffing	44732	Wendy Lasko
5	24	24	Staffing	44783	Wendy Lasko
6	24	0	Meeting - Out of District	44823	Eric Lang
7	24	0	Meeting - Out of District	44860	Eric Lang
8	24	11	Car 79 Responded to 1 incident in April 2020		
9	24	19			
10	24	8			
11	24	0			
12	24	24			
13	24	13			
14	24	0			
15	24	24			
16	24	24			
17	24	24			
18	24	24			
19	24	1			
20	24	24			
21	24	19			
22	24	0			
23	24	6			
24	24	0			
25	24	0			
26	24	0			
27	24	0			
28	24	0			
29	24	12			
30	24	0			
Total	720	306			
1026 hours of coverage total					
Total of 143% coverage					

DGEMS-MAEMS Collaborative Response			
2020 Responses			
DGEMS Response Area		MAEMS Response Area	
2020	0	2020	1
April	0	April	0
APR Missed	2	APR Missed	0
YTD Missed	6	YTD Missed	3



DEER-GROVE EMS

STANDARD OPERATING PROCEDURES

RETURN TO WORK FOLLOWING EXPOSURE TO COVID-19 INFECTION

Original Issue: 03/26/2020

Prepared By: Chief Lang

Covid-19

Revision Issued: 05/08/2020

Purpose:

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

1. Guidance for essential service personnel who may have come into close contact with a known or presumed positive patient, but who are asymptomatic:

- Essential service personnel may return to work, regardless of known or presumed exposure, unless symptoms develop.
- Essential service personnel should be monitoring their symptoms daily.
- If symptoms develop, then they should be removed from work immediately, and seek a test.
- If the individual's test comes back negative, the staff member may return immediately.

2. Symptomatic individual during the 7 days following possible exposure. Individual tests negative for COVID-19 during symptoms:

- The staff member's illness is not caused by COVID-19.
- The staff member may return to work after 7 days or following resolution of their symptoms, whichever is longest.
- Approval to return must be confirmed with the Chief of EMS or designee and Medical Director.

3. Symptomatic individual during the 7 days following exposure. Individual tests positive for COVID-19 during symptoms. The individual must meet all three criteria:

- 10 days from the onset of symptoms -AND-
- 72 hours fever free without use of fever-reducing medications -AND-
- Reduction in significance of respiratory symptoms

4. Symptomatic individual with no test (presumptive positive). The individual must meet all three criteria:

- 10 days from the onset of symptoms -AND-
- 72 hours fever free without use of fever-reducing medications -AND-
- Reduction in significance of respiratory symptoms

(This category may be used for staff members showing signs or symptoms presumptive of COVID-19. If on-duty these staff members must be sent home using COVID-19 Emergency Responder Paid Sick Leave.)

The decision to discontinue isolation and return to work for employees with COVID-19 will be made on a case-by-case basis in consultation with clinicians, public health officials and the Chief of EMS or designee.

Unless otherwise guided by current department PPE policies, a member returning to work and still showing respiratory symptoms must wear a surgical mask while on duty.

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



DEER-GROVE EMS DISTRICT

4030 County Highway N, Cottage Grove, WI 53527

608-839-5658

(fax) 608-839-4427

CARES Act Provider Relief Fund Payment

As part of the 2020 COVIC-19 CARES Act Provider Relief Fund, Deer-Grove EMS District received a disbursement of \$8,018.86.

- DGEMS should accept the disbursement.
- While there are limited conditions attached to acceptance, the benefits of the added funds outweigh the drawbacks.
- The only condition applicable to EMS is we lose the ability to balance bill for COVID-19 specific patients having Medicare.
- The funds can only be used for COVID-19 related expenses.
- All expenses must be tracked.
- LifeQuest has already prepared the infrastructure to track these cases for us.
- Here is the answer from our LifeQuest Customer Representative about the payment.

RE: CARES ACT Payment



Cerry Schrader <cschrader@lifequest-services.com>

To: Eric Lang

Cc: Lisa Antoniewicz

Tue 4/28/2020 12:12 PM

Hi Chief,

Basically it is "free" money for the department as long as you agree to the "strings" that are attached. I don't see your department having an issue with any of those strings.

That said, LifeQuest has established a stat, charge codes, and adjustment codes specific to tracking COVID patients, as long as the crew documents clearly that it is a COVID or COVID suspected patient, in order to track not only the accounts, but the credits, and adjustments.

If you are NOT going to keep the funds, then you will need to let me know because we are going on the impression that everyone is keeping it. At this point I do not know of any clients that are not keeping it.

Feel free to let me know if there is anything else I can help with.

Best regards,
Cerry

Proposed Use of CARES Act Payment

- On March 29th, with the assistance of the Deer-Grove EMS Association, we ordered Powered Air Purifying Respirators at a cost of \$15,839.50.
- DGEMSA will cover \$8,000 of this amount, leave \$7,839.50 to the Department to fund.
- The funding source was identified as the FAP Funding- Escrow Account.
- As opposed to using these funds, I propose we use the CARES Act payment to fund the Department portion of the PAPR cost
- Budget dollars already spent for COVID-related items will account for the remainder of the funds.

Respectfully submitted,

Eric A Lang, Chief
Deer-Grove EMS



Acceptance of Terms and Conditions

If you receive a payment from funds appropriated in the Public Health and Social Services Emergency Fund for provider relief (“Relief Fund”) under Public Law 116-136 and retain that payment for at least 30 days without contacting HHS regarding remittance of those funds, you are deemed to have accepted the following Terms and Conditions. Please also indicate your acceptance below. This is not an exhaustive list and you must comply with any other relevant statutes and regulations, as applicable.

Your commitment to full compliance with all Terms and Conditions is material to the Secretary’s decision to disburse these funds to you. Non-compliance with any Term or Condition is grounds for the Secretary to recoup some or all of the payment made from the Relief Fund.

These Terms and Conditions apply directly to the recipient of payment from the Relief Fund. In general, the requirements that apply to the recipient also apply to subrecipients and contractors, unless an exception is specified.

Relief Fund Payment from Initial \$30 Billion General Distribution Terms and Conditions

- The “Payment” means the funds received from the Public Health and Social Services Emergency Fund (“Relief Fund”). The Recipient means the healthcare provider, whether an individual or an entity, receiving the Payment.
- The Recipient certifies that it billed Medicare in 2019; provides or provided after January 31, 2020 diagnoses, testing, or care for individuals with possible or actual cases of COVID-19; is not currently terminated from participation in Medicare or precluded from receiving payment through Medicare Advantage or Part D; is not currently excluded from participation in Medicare, Medicaid, and other Federal health care programs; and does not currently have Medicare billing privileges revoked.
- The Recipient certifies that the Payment will only be used to prevent, prepare for, and respond to coronavirus, and that the Payment shall reimburse the Recipient only for health care related expenses or lost revenues that are attributable to coronavirus.
- The Recipient certifies that it will not use the Payment to reimburse expenses or losses that have been reimbursed from other sources or that other sources are obligated to reimburse.
- The Recipient shall submit reports as the Secretary determines are needed to ensure compliance with conditions that are imposed on this Payment, and such reports shall be in such form, with such content, as specified by the Secretary in future program instructions directed to all Recipients.



DEPARTMENT OF HEALTH & HUMAN SERVICES

- The Recipient certifies that all information it provides as part of its application for the Payment, as well as all information and reports relating to the Payment that it provides in the future at the request of the Secretary or Inspector General, are true, accurate and complete, to the best of its knowledge. The Recipient acknowledges that any deliberate omission, misrepresentation, or falsification of any information contained in this Payment application or future reports may be punishable by criminal, civil, or administrative penalties, including but not limited to revocation of Medicare billing privileges, exclusion from federal health care programs, and/or the imposition of fines, civil damages, and/or imprisonment.
- Not later than 10 days after the end of each calendar quarter, any Recipient that is an entity receiving more than \$150,000 total in funds under the Coronavirus Aid, Relief, and Economics Security Act (P.L. 116-136), the Coronavirus Preparedness and Response Supplemental Appropriations Act (P.L. 116-123), the Families First Coronavirus Response Act (P.L. 116-127), or any other Act primarily making appropriations for the coronavirus response and related activities, shall submit to the Secretary and the Pandemic Response Accountability Committee a report. This report shall contain: the total amount of funds received from HHS under one of the foregoing enumerated Acts; the amount of funds received that were expended or obligated for each project or activity; a detailed list of all projects or activities for which large covered funds were expended or obligated, including: the name and description of the project or activity, and the estimated number of jobs created or retained by the project or activity, where applicable; and detailed information on any level of sub-contracts or subgrants awarded by the covered recipient or its subcontractors or subgrantees, to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 allowing aggregate reporting on awards below \$50,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.
- The Recipient shall maintain appropriate records and cost documentation including, as applicable, documentation described in 45 CFR § 75.302 – Financial management and 45 CFR § 75.361 through 75.365 – Record Retention and Access, and other information required by future program instructions to substantiate the reimbursement of costs under this award. The Recipient shall promptly submit copies of such records and cost documentation upon the request of the Secretary, and Recipient agrees to fully cooperate in all audits the Secretary, Inspector General, or Pandemic Response Accountability Committee conducts to ensure compliance with these Terms and Conditions.
- The Secretary has concluded that the COVID-19 public health emergency has caused many healthcare providers to have capacity constraints. As a result, patients that would ordinarily be able to choose to receive all care from in-network healthcare providers may no longer be able to receive such care in-network. Accordingly, for all care for a presumptive or actual case of COVID-19, Recipient certifies that it will not seek to collect from the patient out-of-pocket expenses in an amount greater than what the patient would have otherwise been required to pay if the care had been provided by an in-network Recipient.



The following statutory provisions also apply:

General Provisions in FY 2020 Consolidated Appropriation

SEC. 202. Executive Pay. None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II:

SEC. 210. Funding Prohibition for Gun Control Advocacy. None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.

SEC. 503. Lobbying

(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

SEC. 506. Prohibits Use of Federal Funds for Abortions.



DEPARTMENT OF HEALTH & HUMAN SERVICES

(a) None of the funds appropriated in this Act, and none of the funds in any trust fund to which funds are appropriated in this Act, shall be expended for any abortion.

(b) None of the funds appropriated in this Act, and none of the funds in any trust fund to which funds are appropriated in this Act, shall be expended for health benefits coverage that includes coverage of abortion.

(c) The term “health benefits coverage” means the package of services covered by a managed care provider or organization pursuant to a contract or other arrangement.

SEC. 507 Limitations on Abortion Funding Prohibition

(a) The limitations established in the preceding section shall not apply to an abortion—

(1) if the pregnancy is the result of an act of rape or incest; or

(2) in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

(b) Nothing in the preceding section shall be construed as prohibiting the expenditure by a State, locality, entity, or private person of State, local, or private funds (other than a State’s or locality’s contribution of Medicaid matching funds).

(c) Nothing in the preceding section shall be construed as restricting the ability of any managed care provider from offering abortion coverage or the ability of a State or locality to contract separately with such a provider for such coverage with State funds (other than a State’s or locality’s contribution of Medicaid matching funds).

(d)(1) None of the funds made available in this Act may be made available to a Federal agency or program, or to a State or local government, if such agency, program, or government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

(2) In this subsection, the term “health care entity” includes an individual physician or other health care professional, a hospital, a provider-sponsored organization, a health maintenance organization, a health insurance plan, or any other kind of health care facility, organization, or plan.

Prohibits Use of Funds for Embryo Research

SEC. 508. Prohibits Use of Funds for Embryo Research



DEPARTMENT OF HEALTH & HUMAN SERVICES

(a) None of the funds made available in this Act may be used for—

(1) the creation of a human embryo or embryos for research purposes; or

(2) research in which a human embryo or embryos are destroyed, discarded, or knowingly subjected to risk of injury or death greater than that allowed for research on fetuses in utero under 45 CFR 46.204(b) and section 498(b) of the Public Health Service Act (42 U.S.C. 289g(b)).

(b) For purposes of this section, the term “human embryo or embryos” includes any organism, not protected as a human subject under 45 CFR 46 as of the date of the enactment of this Act, that is derived by fertilization, parthenogenesis, cloning, or any other means from one or more human gametes or human diploid cells.

SEC. 509. Prohibits Promotion of Legalization of Controlled Substances

(a) None of the funds made available in this Act may be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established by section 202 of the Controlled Substances Act except for normal and recognized executive-congressional communications.

(b) The limitation in subsection (a) shall not apply when there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.

SEC. 515. (b) Prohibits Asking Candidates for Federal Scientific Advisory Committees Their Political Affiliations; Prohibits Distribution of Intentionally False Information

(b) None of the funds made available in this Act may be used to disseminate information that is deliberately false or misleading.

SEC. 520. Pornography.

(a) None of the funds made available in this Act may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

(b) Nothing in subsection (a) shall limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

SEC. 521. Prohibits Funding ACORN or Its Affiliates or Subsidiaries. None of the funds made available under this or any other Act, or any prior Appropriations Act, may be provided to



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the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations, or successors.

SEC. 527. Prohibits Federal Funding for Needle Exchange Except in Limited

Circumstances. Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug: *Provided*, That such limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant State or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the State or local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with State and local law.

Government-wide General Provisions

SEC. 718. Propaganda. No part of any appropriation contained in this or any other Act shall be used directly or indirectly, including by private contractor, for publicity or propaganda purposes within the United States not heretofore authorized by the Congress.

SEC. 732. Privacy Act. None of the funds made available in this Act may be used in contravention of section 552a of title 5, United States Code (popularly known as the Privacy Act), and regulations implementing that section.

SEC. 742. Confidentiality Agreements.

(a) None of the funds appropriated or otherwise made available by this or any other Act may be available for a contract, grant, or cooperative agreement with an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The limitation in subsection (a) shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

SEC. 743. Nondisclosure Agreements

(a) No funds appropriated in this or any other Act may be used to implement or enforce the agreements in Standard Forms 312 and 4414 of the Government or any other nondisclosure policy, form, or agreement if such policy, form, or agreement does not contain the following provisions: "These provisions are consistent with and do not supersede, conflict with, or



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otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this SEC. 743. (a) No funds appropriated in this or any other Act may be used to implement or enforce the agreements in Standard Forms 312 and 4414 of the Government or any other nondisclosure policy, form, or agreement if such policy, form, or agreement does not contain the following provisions: “These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.”: *Provided*, That notwithstanding the preceding provision of this section, a nondisclosure policy form or agreement that is to be executed by a person connected with the conduct of an intelligence or intelligence-related activity, other than an employee or officer of the United States Government, may contain provisions appropriate to the particular activity for which such document is to be used. Such form or agreement shall, at a minimum, require that the person will not disclose any classified information received in the course of such activity unless specifically authorized to do so by the United States Government. Such nondisclosure forms shall also make it clear that they do not bar disclosures to Congress, or to an authorized official of an executive agency or the Department of Justice, that are essential to reporting a substantial violation of law.

(b) A nondisclosure agreement may continue to be implemented and enforced notwithstanding subsection (a) if it complies with the requirements for such agreement that were in effect when the agreement was entered into.

(c) No funds appropriated in this or any other Act may be used to implement or enforce any agreement entered into during fiscal year 2014 which does not contain substantially similar language to that required in subsection (a).

SEC. 744. Unpaid Federal Tax Liability. None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has



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any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

SEC. 745. Criminal Felony Limitation. None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Other Appropriations Provisions

42 U.S.C. 289d note No funds appropriated under this Act or subsequent Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Acts shall be used by the National Institutes of Health, or any other Federal agency, or recipient of Federal funds on any project that entails the capture or procurement of chimpanzees obtained from the wild. For purposes of this section, the term 'recipient of Federal funds' includes private citizens, corporations, or other research institutions located outside of the United States that are recipients of Federal funds.

Other Statutory Provisions

Trafficking in Persons

This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104)

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or



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ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either-

- A. Associated with performance under this award; or
- B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 376.

b. Provision applicable to a recipient other than a private entity.

We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity-

- 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
- 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 376

c. Provisions applicable to any recipient.

- 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term
- 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
- 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

- 1. "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
- 2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the



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use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":

i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

ii. Includes:

A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

B A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102)

Whistleblower Protections

You are hereby given notice that the 48 CFR section 3.908, implementing section 828, entitled "Pilot

Program for Enhancement of Contractor Employee Whistleblower protections," of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2013 (Pub. L. 112-239, enacted January 2,

2013) applies to this award.

Human Subjects Protections

If any activities under this project will involve human subjects in any research activities, you must provide satisfactory assurance of compliance with the participant protection requirement of the HHS/OASH Office of Human Research Protection (OHRP) prior to implementation of those research components. This assurance should be submitted to the OHRP in accordance with the appropriate regulations.

Fraud, Abuse and Waste:

The HHS Inspector General accepts tips and complaints from all sources about potential fraud, waste, abuse, and mismanagement in Department of Health and Human Services' programs. Your information will be reviewed promptly by a professional staff member. Due to the high volume of information that they receive, they are unable to reply to submissions. You may reach the OIG through various channels.

Internet: <https://forms.oig.hhs.gov/hotlineoperations/index.aspx>

Phone: 1-800-HHS-TIPS (1-800-447-8477)

Mail: US Department of Health and Human Services

Office of Inspector General

ATTN: OIG HOTLINE OPERATIONS

PO Box 23489

Washington, DC 20026

For additional information visit <https://oig.hhs.gov/fraud/report-fraud/index.asp>



COVID-19 FAQ

15. What are relief payments under the CARES Act? How much money will my agency receive? What are the conditions associated with the payments?

Date Added: 04/10/20

Answer: Ambulance service suppliers will receive a portion of \$30 billion under the CARES Act. The amount released on 04/10/20 represents only part of the \$100 billion in total that is available under the Act, the remaining \$70 billion to be distributed at a later time.

These funds will come to you in the same manner as other Medicare funds, either by check or direct deposit with the note "US HHS Stimulus".

You can verify that your payment is correct by dividing your 2019 traditional Medicare payments by \$484,000,000,000, and then multiplying that number by \$30,000,000,000.

For example: If you received \$1,000,000 in Medicare reimbursement in 2019, your payment should be $1,000,000/484,000,000 \times 30,000,000 = \$61,983.47$

This money is not a loan and is completely separate from other available relief including the Medicare advance payment program and the small business loan program. However, while this money does not have to be repaid, there are some requirements that you have to follow if you are a recipient of these funds.

First, you have to accept the terms and conditions listed [here](#). You should also be receiving an email from HHS that outlines the distribution of these funds and the action you must take if you wish to keep them.

Some of these terms and conditions include:

- The funds must be used only for COVID-19 related expenses or losses
- If you receive more than \$150,000 in relief, you must file quarterly reports that outline how the funds were expended
- You will not seek to collect from any possible or actual COVID-19 patient an amount greater than what the patient would have been required to pay if they had been in-network (this applies to all patients- not just Medicare/Medicaid)

PWW will continue to advocate for other payment models and a fair distribution of the remaining \$70 billion available under the CARES Act. On the next page is a CARES Act reference table.

2019 Traditional Medicare Payments	Amount Received Under the CARES Act
\$100,000.00	\$6,198.35
\$200,000.00	\$12,396.69
\$300,000.00	\$18,595.04
\$400,000.00	\$24,793.39
\$500,000.00	\$30,991.74
\$600,000.00	\$37,190.08
\$700,000.00	\$43,388.43
\$800,000.00	\$49,586.78
\$900,000.00	\$55,785.12
\$1,000,000.00	\$61,983.47
\$1,100,000.00	\$68,181.82
\$1,200,000.00	\$74,380.17
\$1,300,000.00	\$80,578.51
\$1,400,000.00	\$86,776.86
\$1,500,000.00	\$92,975.21
\$1,600,000.00	\$99,173.55
\$1,700,000.00	\$105,371.90
\$1,800,000.00	\$111,570.25
\$1,900,000.00	\$117,768.60
\$2,000,000.00	\$123,966.94
\$2,100,000.00	\$130,165.29
\$2,200,000.00	\$136,363.64
\$2,300,000.00	\$142,561.98
\$2,400,000.00	\$148,760.33
\$2,500,000.00	\$154,958.68
\$2,600,000.00	\$161,157.02
\$2,700,000.00	\$167,355.37
\$2,800,000.00	\$173,553.72
\$2,900,000.00	\$179,752.07
\$3,000,000.00	\$185,950.41
\$3,100,000.00	\$192,148.76
\$3,200,000.00	\$198,347.11
\$3,300,000.00	\$204,545.45
\$3,400,000.00	\$210,743.80
\$3,500,000.00	\$216,942.15
\$3,600,000.00	\$223,140.50
\$3,700,000.00	\$229,338.84
\$3,800,000.00	\$235,537.19
\$3,900,000.00	\$241,735.54
\$4,000,000.00	\$247,933.88
\$4,100,000.00	\$254,132.23

\$4,200,000.00	\$260,330.58
\$4,300,000.00	\$266,528.93
\$4,400,000.00	\$272,727.27
\$4,500,000.00	\$278,925.62
\$4,600,000.00	\$285,123.97
\$4,700,000.00	\$291,322.31
\$4,800,000.00	\$297,520.66
\$4,900,000.00	\$303,719.01
\$5,000,000.00	\$309,917.36
\$5,100,000.00	\$316,115.70
\$5,200,000.00	\$322,314.05
\$5,300,000.00	\$328,512.40
\$5,400,000.00	\$334,710.74
\$5,500,000.00	\$340,909.09
\$5,600,000.00	\$347,107.44
\$5,700,000.00	\$353,305.79
\$5,800,000.00	\$359,504.13
\$5,900,000.00	\$365,702.48
\$6,000,000.00	\$371,900.83
\$6,100,000.00	\$378,099.17
\$6,200,000.00	\$384,297.52
\$6,300,000.00	\$390,495.87
\$6,400,000.00	\$396,694.21
\$6,500,000.00	\$402,892.56
\$6,600,000.00	\$409,090.91
\$6,700,000.00	\$415,289.26
\$6,800,000.00	\$421,487.60
\$6,900,000.00	\$427,685.95
\$7,000,000.00	\$433,884.30
\$7,100,000.00	\$440,082.64
\$7,200,000.00	\$446,280.99
\$7,300,000.00	\$452,479.34
\$7,400,000.00	\$458,677.69
\$7,500,000.00	\$464,876.03
\$7,600,000.00	\$471,074.38
\$7,700,000.00	\$477,272.73
\$7,800,000.00	\$483,471.07
\$7,900,000.00	\$489,669.42
\$8,000,000.00	\$495,867.77
\$8,100,000.00	\$502,066.12
\$8,200,000.00	\$508,264.46
\$8,300,000.00	\$514,462.81
\$8,400,000.00	\$520,661.16
\$8,500,000.00	\$526,859.50

\$8,600,000.00	\$533,057.85
\$8,700,000.00	\$539,256.20
\$8,800,000.00	\$545,454.55
\$8,900,000.00	\$551,652.89
\$9,000,000.00	\$557,851.24
\$9,100,000.00	\$564,049.59
\$9,200,000.00	\$570,247.93
\$9,300,000.00	\$576,446.28
\$9,400,000.00	\$582,644.63
\$9,500,000.00	\$588,842.98
\$9,600,000.00	\$595,041.32
\$9,700,000.00	\$601,239.67
\$9,800,000.00	\$607,438.02
\$9,900,000.00	\$613,636.36
\$10,000,000.00	\$619,834.71

COVID-19 FAQ

17. As a condition of the CARES Act stimulus payment, we understand we are not allowed to “balance bill” the patient. How are we supposed to know what we can and cannot bill?

Date Added: 04/17/20

Answer:

There are numerous things to take into consideration regarding the terms and conditions of the stimulus payment.

- 1) Remember that the terms and conditions of the CARES Act stimulus payment relates **only** to suspected or actual COVID-19 patients. Suspected COVID-19 patients can include those with typical signs and symptoms of COVID-19 (cough, fever) and/or known contact with someone who tested positive for COVID-19. Therefore, transport of patients **not** affected by COVID-19 are **not** subject to the balance billing restrictions imposed under the terms and conditions of accepting payment. Of course, state law restrictions or limitations that prohibit balance billing remain in effect. Similarly, state (or federal) laws that specifically *permit* balance billing a patient will not trump the terms and conditions of accepting the stimulus money – by agreeing to accept the stimulus money, you contracted away other balance billing rights that otherwise may exist. Therefore, prohibition against balance billing applies to both air and ground ambulance services.
- 2) For patients that are suspected or actual COVID-19, the prohibition against charging for out-of-pocket costs applies to balances normally billable to the patient for services provided by non-participating healthcare providers for the difference between the amount charged by the healthcare provider and the amount allowed by the insurer. The terms and conditions of the CARES Act stimulus payment do **not** affect the ability for the healthcare provider to bill the patient for co-payment and deductible amounts (the difference between the amount allowed by the insurer and the amount paid by the insurer). Ultimately, all healthcare providers are treated as “in-network” for determining payment amounts and cost-sharing obligations. That is, the health insurance plan pays the insurance share, and the applicable co-payment and deductible amounts can be charged to the patient. One thing that remains unclear, however, is whether the health insurance payer will pay the healthcare provider directly (i.e., direct pay), or whether the health insurance payer pays the patient directly, such that the healthcare provider must recover the insurance payment share (as well as co-payment and deductible) from the patient.
- 3) The terms and conditions of the stimulus payment only apply to insured patients and coverage limitations as dictated by the insurer. If a patient is *uninsured*, the balance billing prohibitions do not apply. This initial CARES Act payment involves \$30 billion of the total \$100 billion allocated to assist healthcare providers impacted by the COVID-19 crisis. Part of the remaining \$70 billion (to be allocated in the future) may include funds to help cover healthcare costs of uninsured patients. For the time being, therefore, healthcare providers *can* bill uninsured patients.

- 4) The EOB of the health insurance payer will be the primary tool to determine how much you can bill the patient for co-payment and deductible. As a non-participating provider, you will (unfortunately) be at the mercy of the health insurance payer to accurately report the patient's co-payment and deductible obligations. Remember too that many health insurance payers offer various plans or levels of coverage, with varying degrees of cost-sharing obligations. Therefore, just because one patient with Blue Cross has a certain cost-sharing obligation does not mean all Blue Cross patients will have the same obligation. Cost-sharing amounts will vary from patient to patient, based on the specific plan. In order to confirm cost-sharing obligations (if not clearly described on the EOB), you may have to review co-payment amounts as identified on the patient's insurance card (if available), or contact the plan for cost-sharing amounts, or contact the patient to obtain details involving the specific plan terms. Unfortunately, the guidance is silent as to how much the health insurance payer must pay the out of network healthcare provider. We presume the insurer is supposed to pay the "in-network" amount. As an out-of-network provider, however, the healthcare provider will not know the in-network amount. As above, the healthcare provider will have to rely on the EOB. It is interesting to note that there is nothing that precludes the health care provider from balance billing the *insurer* – the terms and conditions only preclude balance billing the patient. It is possible you could seek additional payment from the insurer (above and beyond the in-network rate).
- 5) It is important to pay close attention to the EOB from the health insurer. In light of the public health emergency, some health insurance payers *might* choose to cover the patient's co-payment and deductible amounts in the reimbursement made to the healthcare provider. Commercial insurances are only legally obligated to cover the patient's applicable co-payment and deductible amounts for COVID-19 *testing*. Ambulance transport costs do not appear to be included. Thus, any obligation of the commercial insurances to cover the patients cost-sharing amounts is limited to testing only, but there is nothing that would preclude a commercial insurer from choosing to pay the healthcare provider the patient's cost-sharing amount (in addition to the insurance share), and the federal government has indicated that some commercial payors have already agreed to cover patient co-payments. Carefully reviewing the EOB could help shed light on whether the health insurer is paying the full payable amount (i.e. insurance share *plus* cost-sharing), or only paying the insurance share. If the latter, that EOB should then indicate a patient responsibility amount that could be billed to the patient.
- 6) We highly recommend that you track all services rendered to suspected or positive COVID-19 patients. Such patients could be tracked by: using ICD-10 Codes; using the billing narrative to reference "COVID-19;" adding a specific COVID-19 field (either "Yes/No" or better yet, "Suspected/Known/No" to your system to track these; or using a conventional spreadsheet. You should work with your software vendor to determine the best way to track things for easy access in the future. COVID-19 related services could be subject to future scrutiny or review, other funding might become available (e.g., FEMA or state EMA funds) or you might have to challenge payment amounts and adjustments made by various payers. Having an easy way to retrieve a list of all suspected and known COVID-19 patients can facilitate future inquiries into services performed to such patients.
- 7) The healthcare provider is free to reject the stimulus payment. Signing the terms and conditions statement (within 30 days of receiving the stimulus payment) is a requirement of keeping the money. If you disagree with the terms and conditions, simply refuse to sign the agreement, and return the stimulus money. In that case, the balance billing prohibitions will not apply. The HHS/CMS portal to accept the Terms and Conditions is available [here](#).



DEER-GROVE EMS

STANDARD OPERATING PROCEDURES

TITLE: POLICY DEVELOPMENT AND IMPLEMENTATION		
Original Issue: 05/14/2020	Revision Date:	Number: 1.1
Prepared By: Chief Lang		Approved By: DGEMS District Commission

Purpose:

The purpose of this policy is to establish standards for the creation, revision, and implementation to the Deer-Grove EMS (DGEMS) District Personnel Handbook or Standard Operating Procedures Manual (including plans, protocols, procedures, etc.).

Policy:

Deer-Grove EMS shall develop, implement, and maintain a standard policy format and policy development process.

Development, Implementation, and Maintenance of Policies:

1. New Policy Process-
 - a. Any member in good standing may request the creation of a policy through a written request to a member of the Officer Group.
 - b. Operational need of the departmental may also result in develop a new policy.
 - c. The Chief or designated staff member may be tasked with developing the policy content.
 - d. Using the Department's Microsoft Office product TEAMS, policy drafts will be submitted to and available for the Officer Group during an open comment period of a minimum of one (1) week, whenever possible.
 - e. Following the Officer review, changes may be made to the draft policy, then submitted to the general membership for a minimum of one (1) week open comment period. This will also use the Department's Microsoft Office product TEAMS.
 - f. For both officers and general membership, the edits and commenting can be made directly in the document or by using the chat features of TEAMS.
 - g. The Chief or designee will review all comments and suggestions with Agency staff and determine final policy content.
 - h. General, policies will become effective after the review process has been completed, and if necessary, the Deer-Grove EMS Commission has approved the policy
2. Revision Process-
 - a. All policies will be reviewed by DGEMS staff no less than every three (3) years.
 - b. If an operation need has been identified, a policy can be reviewed outside of this time frame.
 - c. The review date will be calculated from the approval date posted on each policy.
 - d. Policy revisions be made in accordance with the procedure identified in New Policy Process above.

Administrative Orders and Chief's Memos:

1. The Chief, or designee, may issue Administrative Orders or a Chief's Memos when immediate changes are necessary to protect the department's operation and safety.
2. Administrative Orders or Chief's Memos relating to clinical care or medical control will be issued jointly by the Chief and EMS Medical Director or their designee.
3. Administrative Orders or Chief's Memos bypass the review processes identified in this Policy.
4. Administrative Orders or Chief's Memos are valid for a prescribed period but not greater than one (1) year without being reissued.
5. Administrative Orders and Chief's Memos are transitioned into policy as soon as appropriate and reasonable.

Deer-Grove EMS Commission Approval of Policies:

1. The following policy types must be submitted to the DGEMS Commission for approval prior to implementation:
 - a. Any policy having a material financial or significant operational impact
 - b. Any policy having an impact on working conditions of the membership
 - c. Any policy requiring legal review by the Department's attorney
2. Policies may be developed or revised, and implemented without direct approval of the DGEMS Commission using these guidelines:
 - a. A policy or procedure relating specifically to medical operations or techniques
 - b. Minor revisions are required by superseding federal or state statute or regulation.
 - c. The new policy or revision does not have material financial or operational impact on the department
 - d. The revision only corrects minor typographical, grammar, or administrative variances.
 - e. New or revised policies should be submitted to the DGEMS Commission for the group's awareness, but not necessarily approval

Distribution:

1. Once approved, any new or revised policy will be emailed to each of the Members using their Department issued email account
2. Complete Handbook and Standard Operating Procedure Manuals will be stored electronically in the Departments scheduling software platform. The version of the policy housed in this location will be considered the master file and valid until changed.
3. Members may access these documents at any time they deem necessary through this software platform

Process for Requesting a Policy Draft or Revision:

1. Any Member in good standing may submit a request for a draft of or revision to any policy. This request shall be provided through a written request to a member of the Officer Group.
2. The request must identify the following:
 - a. Name of requestor
 - b. Contact information (phone, email, etc.)
 - c. The explanation of the problem
 - d. The reason the requestor believes a problem exists
 - e. Recommended resolution options.

JOINT COTTAGE GROVE FIRE DEPARTMENT COMMITTEE

**Thursday, May 28, 2020 - 6:30 PM
Emergency Services Building 4030 County Rd N
Cottage Grove WI 53527**

AGENDA

1. Call to order, roll call and confirm that the meeting was properly posted.
2. Public's opportunity to speak.
3. Consider approval of minutes of previous meeting.
4. Updates on:
 - A. Phone system upgrade
 - B. Rapid Response Vehicle
 - C. Trims and lamps replacement
 - D. Firehouse Subs grant
5. Discuss and consider 2% fire dues.
6. Discuss and consider pfas foam disposal and replacement.
7. Discuss and consider AFG grant.
8. Chief's report.
9. Future agenda items.
10. Discuss and consider date of next meeting.
11. Election of Officers (Chair and Secretary)
12. Adjournment.

Submitted by: Kris Hampton
Committee Chair

ALL AGENDA ITEMS ARE SUBJECT TO ACTION

Notice: Persons needing special accommodations should call 839-5021 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.

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
ACE HARDWARE OF COTTAGE GROVE					
2688	ACE HARDWARE OF COTTAGE GRO	2688-060220	SHOP SUPPLIES	100-53300-340	69.53
2688	ACE HARDWARE OF COTTAGE GRO	2688-060220	SHOP SUPPLIES	600-60935-340	23.18
2688	ACE HARDWARE OF COTTAGE GRO	2688-060220	SHOP SUPPLIES	601-60834-340	23.18
2688	ACE HARDWARE OF COTTAGE GRO	2688-060220	MARKING PAINT	100-53300-340	26.36
2688	ACE HARDWARE OF COTTAGE GRO	2688-060220	PRV REPAIR	600-60651-340	10.52
2688	ACE HARDWARE OF COTTAGE GRO	2688-060220	PARK LOCKS	100-55200-350	104.92
2688	ACE HARDWARE OF COTTAGE GRO	2688-060220	PARKS SUPPLIES	100-55200-340	65.97
Total ACE HARDWARE OF COTTAGE GROVE:					323.66
ADS MECHANICAL					
243	ADS MECHANICAL	23929	VILAS LIFT STATION HVAC MAINTENANCE	601-60834-340	988.00
Total ADS MECHANICAL:					988.00
ALLIANT ENERGY/WP&L					
31	ALLIANT ENERGY/WP&L	31-060220	0420288389 - 230 PROGRESS DR	100-51700-221	103.84
31	ALLIANT ENERGY/WP&L	31-060220	0420288389 - 230 PROGRESS DR	600-60920-221	9.16
31	ALLIANT ENERGY/WP&L	31-060220	0420288389 - 230 PROGRESS DR	601-60850-221	9.16
31	ALLIANT ENERGY/WP&L	31-060220	0470910000 - 240 PROGRESS DR	100-51700-221	244.41
31	ALLIANT ENERGY/WP&L	31-060220	0470910000 - 240 PROGRESS DR	600-60920-221	21.56
31	ALLIANT ENERGY/WP&L	31-060220	0470910000 - 240 PROGRESS DR	601-60850-221	21.56
31	ALLIANT ENERGY/WP&L	31-060220	0627540000 - LANDMARK DR STREET LIGHTS	100-53420-221	318.12
31	ALLIANT ENERGY/WP&L	31-060220	0648330000 - FORRESTON DR SUMP PUMP	100-53440-340	28.77
31	ALLIANT ENERGY/WP&L	31-060220	1162130000 - GROVE ST MIDWAY	100-55200-221	16.70
31	ALLIANT ENERGY/WP&L	31-060220	1366250000 - 200 PROGRESS DR	100-51700-221	1,176.07
31	ALLIANT ENERGY/WP&L	31-060220	1366250000 - 200 PROGRESS DR	600-60920-221	103.77
31	ALLIANT ENERGY/WP&L	31-060220	1366250000 - 200 PROGRESS DR	601-60850-221	103.77
31	ALLIANT ENERGY/WP&L	31-060220	1441950000 - 125 N MAIN ST LIGHT/SIGN	100-53420-221	63.85
31	ALLIANT ENERGY/WP&L	31-060220	1670310000 - 1507 LANDMARK DR WELL #4	600-60620-221	2,010.17
31	ALLIANT ENERGY/WP&L	31-060220	1922710000 - COMMUNITY PARK BATTING CAGE	100-55200-221	14.73
31	ALLIANT ENERGY/WP&L	31-060220	1960850000 - DONNA ST WELL #2	600-60620-221	1,613.61
31	ALLIANT ENERGY/WP&L	31-060220	2222530000 - 4195 VILAS RD LOT LIGHTS	601-60821-221	42.30
31	ALLIANT ENERGY/WP&L	31-060220	2320700000 - 704 N MAIN ST WELL #3	600-60620-221	22.48
31	ALLIANT ENERGY/WP&L	31-060220	2620600000 - 540 N MAIN ST LIGHTS	100-53420-221	43.83
31	ALLIANT ENERGY/WP&L	31-060220	3017850000 - NORTHLAWN PARK	100-55200-221	24.74
31	ALLIANT ENERGY/WP&L	31-060220	3143950000 - HWY N TOWER	600-60620-221	62.45
31	ALLIANT ENERGY/WP&L	31-060220	3245730000 - COMMUNITY PARK/LORI LN	100-55200-221	20.72
31	ALLIANT ENERGY/WP&L	31-060220	3655740000 - LIONS SHELTER	100-55200-221	26.92
31	ALLIANT ENERGY/WP&L	31-060220	3917900000 - 220 GROVE ST	600-60620-221	19.22
31	ALLIANT ENERGY/WP&L	31-060220	4153410000 - 110 S MAIN ST	601-60821-221	976.86
31	ALLIANT ENERGY/WP&L	31-060220	4668230000 - TRILLIUM TRL LIFT STATION	601-60821-221	60.15
31	ALLIANT ENERGY/WP&L	31-060220	5067730000 - 4195 VILAS RD LIFT STATION	601-60821-221	1,512.75
31	ALLIANT ENERGY/WP&L	31-060220	5097830000 - MAIN ST TRAFFIC & STREET LIGHTS	100-53420-221	51.99
31	ALLIANT ENERGY/WP&L	31-060220	5163650000 - RG HUSTON PARK	100-55200-221	23.25
31	ALLIANT ENERGY/WP&L	31-060220	5282160000 - HWY N STOP LIGHT	100-53400-221	61.65
31	ALLIANT ENERGY/WP&L	31-060220	5656440000 - OLDE TOWN STREET LIGHTS	407-57351-820	74.75
31	ALLIANT ENERGY/WP&L	31-060220	5909800000 - 220 PROGRESS DRIVE	100-51700-221	76.75
31	ALLIANT ENERGY/WP&L	31-060220	5909800000 - 220 PROGRESS DRIVE	600-60920-221	6.77
31	ALLIANT ENERGY/WP&L	31-060220	5909800000 - 220 PROGRESS DRIVE	601-60850-221	6.77
31	ALLIANT ENERGY/WP&L	31-060220	6101720000 - 4720 GASTON CIR WATER TOWER	600-60620-221	177.56
31	ALLIANT ENERGY/WP&L	31-060220	6345350000 - W REYNOLDS ST SHED	100-55200-221	20.60
31	ALLIANT ENERGY/WP&L	31-060220	6397100000 - 4062 HWY N TRAFFIC LIGHTS	100-53400-221	17.76
31	ALLIANT ENERGY/WP&L	31-060220	7255110000 - 221 E COTTAGE GROVE RD	100-51600-221	188.68
31	ALLIANT ENERGY/WP&L	31-060220	7255110000 - 221 E COTTAGE GROVE RD	600-60920-221	62.90
31	ALLIANT ENERGY/WP&L	31-060220	7255110000 - 221 E COTTAGE GROVE RD	601-60850-221	62.90

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
31	ALLIANT ENERGY/WP&L	31-060220	7541940000 - 704 N MAIN ST WELL #3	600-60620-221	959.19
31	ALLIANT ENERGY/WP&L	31-060220	8469260000 - 225 BONNIE RD	100-53200-221	74.02
31	ALLIANT ENERGY/WP&L	31-060220	8469260000 - 225 BONNIE RD	600-60920-221	24.67
31	ALLIANT ENERGY/WP&L	31-060220	8469260000 - 225 BONNIE RD	601-60850-221	24.67
31	ALLIANT ENERGY/WP&L	31-060220	9204600000 - COMMERCE PKWY LIFT STATION	601-60821-221	178.39
31	ALLIANT ENERGY/WP&L	31-060220	9615510000 - 801 DAMASCUS TRL TRAFFIC LIGHT	100-53400-221	25.11
31	ALLIANT ENERGY/WP&L	31-060220	9745820000 - FIREMANS PARK	100-55200-221	35.09
31	ALLIANT ENERGY/WP&L	31-060220	9816850000 - HWY N STREET & TRAFFIC LIGHTS	100-53420-221	181.49
31	ALLIANT ENERGY/WP&L	31-060220	9829150000 - 1000 DAMASCUS TRL PRV STATION	600-60620-221	73.17
31	ALLIANT ENERGY/WP&L	31-060220	9892110000 - DUBLIN CIR SHELTER	100-55200-221	19.46
Total ALLIANT ENERGY/WP&L:					11,099.26
ALSCO					
1462	ALSCO	IMIL1571410	MATS @ MUNICIPAL SERVICES BLDG	100-51700-210	32.15
1462	ALSCO	IMIL1571410	MATS @ MUNICIPAL SERVICES BLDG	600-60920-340	10.71
1462	ALSCO	IMIL1571410	MATS @ MUNICIPAL SERVICES BLDG	601-60850-340	10.71
1462	ALSCO	IMIL1571411	MATS	100-51700-210	20.57
1462	ALSCO	IMIL1571411	UNIFORMS	100-53200-340	33.29
1462	ALSCO	IMIL1571411	MATS & UNIFORMS	600-60920-340	12.92
1462	ALSCO	IMIL1571411	MATS & UNIFORMS	601-60850-340	12.92
1462	ALSCO	IMIL1571412	MATS AT VILLAGE HALL	100-51600-210	23.99
1462	ALSCO	IMIL1571412	MATS AT VILLAGE HALL	600-60920-340	7.99
1462	ALSCO	IMIL1571412	MATS AT VILLAGE HALL	601-60850-340	7.99
Total ALSCO:					173.24
ASSOC APPRAISAL CONSULTANT INC					
90	ASSOC APPRAISAL CONSULTANT IN	148549	PROF SERVICES - JUNE 2020	100-51530-210	1,250.00
90	ASSOC APPRAISAL CONSULTANT IN	148549	INTERNET POSTING	100-51530-210	37.77
Total ASSOC APPRAISAL CONSULTANT INC:					1,287.77
BELCO VEHICLE SOLUTIONS LLC					
5941	BELCO VEHICLE SOLUTIONS LLC	5186	VEHICLE ACCESSORY FOR NEW SQUAD	410-57501-810	229.75
Total BELCO VEHICLE SOLUTIONS LLC:					229.75
BOUSHEA SEGALL & KLIMINSKI					
206	BOUSHEA SEGALL & KLIMINSKI	206-060220	GENERAL	100-51300-210	20,896.00
206	BOUSHEA SEGALL & KLIMINSKI	206-060220	MUNICIPAL COURT	100-51200-210	1,888.00
206	BOUSHEA SEGALL & KLIMINSKI	206-060220	TID #10	100-51300-210	160.00
206	BOUSHEA SEGALL & KLIMINSKI	206-060220	UTILITY - WATER	600-60923-210	640.00
206	BOUSHEA SEGALL & KLIMINSKI	206-060220	DUE FROM TDS	210-13893	987.90
206	BOUSHEA SEGALL & KLIMINSKI	206-060220	DUE FROM ALLIANT ENERGY	210-13894	192.00
Total BOUSHEA SEGALL & KLIMINSKI:					24,763.90
BYRNE, ANN					
6582	BYRNE, ANN	6582-060220	PARK SHELTER SECUIRTY DEPOSIT REFUND	100-23160	100.00
6582	BYRNE, ANN	6582-060220	PARK SHELTER RENTAL FEE REFUND	100-46710-000	75.00
6582	BYRNE, ANN	6582-060220	ALCOHOL PERMIT FEE REFUND	100-44110-000	20.00
Total BYRNE, ANN:					195.00
CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM					
6030	CAMBRIDGE COMMUNITY ACTIVITIE	243	BASEBALLS PURCHASED FOR 2020 SEASON	100-55310-341	147.90

Vendor	Vendor Name	Invoice Number	Description	Gl. Account Number	Net Invoice Amount
Total CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM:					147.90
CAPITAL NEWSPAPERS					
4818	CAPITAL NEWSPAPERS	1705500	ORDINANCES	100-51310-210	119.34
4818	CAPITAL NEWSPAPERS	1705740	VILLAGE CLERK	100-51420-320	303.21
Total CAPITAL NEWSPAPERS:					422.55
CARTER, JULIE					
6559	CARTER, JULIE	6559-060220	REFUND REQUEST - COACH PITCH BASEBALL CA	100-46720-100	65.00
Total CARTER, JULIE:					65.00
CHARTER COMMUNICATIONS					
2421	CHARTER COMMUNICATIONS	58542051020	PHONE @ MUNICIPAL SERVICES BLDG	100-51700-225	169.12
2421	CHARTER COMMUNICATIONS	58542051020	PHONE @ MUNICIPAL SERVICES BLDG	600-60920-225	14.92
2421	CHARTER COMMUNICATIONS	58542051020	PHONE @ MUNICIPAL SERVICES BLDG	601-60850-225	14.92
Total CHARTER COMMUNICATIONS:					198.96
CHASE LUMBER					
28	CHASE LUMBER	20015041	GRAVEL MIX AND WOOD STAKES	100-53400-340	181.62
Total CHASE LUMBER:					181.62
CITI CARDS					
5700	CITI CARDS	5700-060220	ZOOM - STANDARD PRO MONTHLY CHARGE	100-55310-340	15.81
5700	CITI CARDS	5700-060220	NOVID-19 50K POSTAGE AND MAILING ENVELOPE	100-55310-345	446.73
Total CITI CARDS:					462.54
CITY OF MADISON TREASURER					
584	CITY OF MADISON TREASURER	29321	TRAFFIC SIGNAL MAINTENANCE	100-53400-340	918.57
Total CITY OF MADISON TREASURER:					918.57
CORE & MAIN LP					
1463	CORE & MAIN LP	M380169	BLUE AND GREEN MARKING PAINT	600-60652-340	96.00
1463	CORE & MAIN LP	M380169	BLUE AND GREEN MARKING PAINT	601-60831-340	96.00
Total CORE & MAIN LP:					192.00
DECKER SUPPLY CO INC					
6445	DECKER SUPPLY CO INC	910312	SIGNS & SIGN PARTS	100-53400-370	2,981.80
6445	DECKER SUPPLY CO INC	910313	SIGNS	100-53400-370	355.50
Total DECKER SUPPLY CO INC:					3,337.30
DELTA DENTAL OF WISCONSIN					
94	DELTA DENTAL OF WISCONSIN	1446328	DENTAL PREMIUM - JUNE 2020	100-21532	1,876.84
Total DELTA DENTAL OF WISCONSIN:					1,876.84
DIESEL FORWARD					
5223	DIESEL FORWARD	SRI-008755	P-12 ANNUAL DOT & INSPECTION	100-53300-340	850.30
5223	DIESEL FORWARD	SRI-008755	P-12 ANNUAL DOT & INSPECTION	600-60935-340	283.43

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
5223	DIESEL FORWARD	SRI-008755	P-12 ANNUAL DOT & INSPECTION	601-60834-340	283.43
Total DIESEL FORWARD:					1,417.16
FRONTIER					
3912	FRONTIER	3912-060220	608-839-4698 VILLAGE HALL FAX	100-51600-225	41.58
3912	FRONTIER	3912-060220	608-839-4698 VILLAGE HALL FAX	600-60920-225	13.86
3912	FRONTIER	3912-060220	608-839-4698 VILLAGE HALL FAX	601-60850-225	13.86
Total FRONTIER:					69.30
GEBERT, JENNIFER					
6587	GEBERT, JENNIFER	6587-060220	REFUND REQUEST - YOUTH GOLF LESSONS CAN	100-46727-000	95.00
Total GEBERT, JENNIFER:					95.00
GENERAL CODE PUBLISHERS					
690	GENERAL CODE PUBLISHERS	PG000021669	SUPPLEMENT#27 - PARTIAL SUPP INVOICE 1 OF 2	100-51310-210	501.00
Total GENERAL CODE PUBLISHERS:					501.00
GENERAL COMMUNICATIONS					
29	GENERAL COMMUNICATIONS	281401	LED LIGHTBAR FOR NEW SQUAD	410-57501-810	1,667.00
Total GENERAL COMMUNICATIONS:					1,667.00
GENERAL ENGINEERING COMPANY					
6535	GENERAL ENGINEERING COMPANY	6535-060220	APRIL BUILDING INSPECTIONS	100-52400-210	130,845.24
6535	GENERAL ENGINEERING COMPANY	6535-060220	APRIL PLUMBING INSPECTIONS	100-52430-125	10,008.23
6535	GENERAL ENGINEERING COMPANY	6535-060220	APRIL ELECTRICAL INSPECTIONS	100-52420-125	10,408.93
6535	GENERAL ENGINEERING COMPANY	6535-060220	APRIL HVAC INSPECTIONS	100-52450-125	9,808.93
6535	GENERAL ENGINEERING COMPANY	6535-060220	FENCE PERMIT	100-52400-210	25.00
6535	GENERAL ENGINEERING COMPANY	6535-060220	EROSION CONTROL	100-52400-210	1,884.00
6535	GENERAL ENGINEERING COMPANY	6535-060220	RAZE PERMIT	100-52400-210	250.00
Total GENERAL ENGINEERING COMPANY:					163,030.33
GORDON FLESCH CO					
212	GORDON FLESCH CO	IN12943067	CONTRACT COPY CHARGES FROM 4/15/20-5/15/20	100-51420-340	21.83
212	GORDON FLESCH CO	IN12943067	CONTRACT COPY CHARGES FROM 4/15/20-5/15/20	100-55310-340	21.83
212	GORDON FLESCH CO	IN12943067	CONTRACT COPY CHARGES FROM 4/15/20-5/15/20	100-53100-340	21.83
212	GORDON FLESCH CO	IN12943067	CONTRACT COPY CHARGES FROM 4/15/20-5/15/20	600-60920-340	10.91
212	GORDON FLESCH CO	IN12943067	CONTRACT COPY CHARGES FROM 4/15/20-5/15/20	601-60850-340	10.90
212	GORDON FLESCH CO	IN12943068	CONTRACT COPY CHARGES FROM 4/15/20-5/15/20	100-52100-340	5.75
Total GORDON FLESCH CO:					93.05
GRAINGER					
142	GRAINGER	9526726121	MARKING PAINT	601-60831-340	89.28
142	GRAINGER	9526726139	WATER VALVE	600-60600-340	126.40
Total GRAINGER:					215.68
HAMIELEC, CARRIE					
6581	HAMIELEC, CARRIE	6581-060220	REFUND REQUEST - CHILD NO LONGER WANTS T	100-46727-000	95.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total HAMIELEC, CARRIE:					95.00
HAWKINS INC					
6121	HAWKINS INC	4323678	WATER TREATMENT CHEMICALS	600-60630-340	637.46
Total HAWKINS INC:					637.46
HIBRAY, KELLY					
6584	HIBRAY, KELLY	6584-060220	REFUND REQUEST - COACH PITCH BASEBALL CA	100-46720-100	45.00
Total HIBRAY, KELLY:					45.00
JOHNSON, PAT					
6588	JOHNSON, PAT	6588-060220	REFUND REQUEST - YOUTH GOLF LESSONS CAN	100-46727-000	120.00
Total JOHNSON, PAT:					120.00
LAFAYETTE, AMBER					
6585	LAFAYETTE, AMBER	6585-060220	REFUND REQUEST - YOUTH GOLF LESSONS CAN	100-46727-000	95.00
Total LAFAYETTE, AMBER:					95.00
LEAGUE OF WI MUNICIPALITIES					
8	LEAGUE OF WI MUNICIPALITIES	81579	LWM LEAF STUDY CONTRIBUTION	100-53440-820	2,000.00
Total LEAGUE OF WI MUNICIPALITIES:					2,000.00
LINCOLN CONTRACTORS SUPPLY INC					
404	LINCOLN CONTRACTORS SUPPLY I	M80141	SHOVELS AND BLADE	100-53300-340	265.93
404	LINCOLN CONTRACTORS SUPPLY I	M80141	SHOVELS AND BLADE	600-60935-340	88.64
404	LINCOLN CONTRACTORS SUPPLY I	M80141	SHOVELS AND BLADE	601-60834-340	88.64
Total LINCOLN CONTRACTORS SUPPLY INC:					443.21
LIQUI SYSTEMS INC					
146	LIQUI SYSTEMS INC	201201	CERAMIC WEIGHT (4)	600-60600-340	24.00
Total LIQUI SYSTEMS INC:					24.00
MADISON METRO SEWERAGE DIST					
37	MADISON METRO SEWERAGE DIST	IN000016180	FARM SEWER EXTENSION REVIEW	600-39508	1,550.00
Total MADISON METRO SEWERAGE DIST:					1,550.00
MADISON ROCK & SAND LLC					
1631	MADISON ROCK & SAND LLC	23686	GRAVEL - ROAD REPAIR	100-53300-370	183.18
1631	MADISON ROCK & SAND LLC	23709	COMPOST DISPOSAL	100-53620-340	278.60
Total MADISON ROCK & SAND LLC:					461.78
NORTHERN BATTERY					
23	NORTHERN BATTERY	1872128	BATTERIES AND CORE CHARGE	100-53300-340	136.40
23	NORTHERN BATTERY	1872128	BATTERIES AND CORE CHARGE	600-60935-340	45.47
23	NORTHERN BATTERY	1872128	BATTERIES AND CORE CHARGE	601-60834-340	45.47
23	NORTHERN BATTERY	1872627	BATTERY CORE CHARGE REFUND	100-53300-340	24.00-
23	NORTHERN BATTERY	1872627	BATTERY CORE CHARGE REFUND	600-60935-340	8.00-

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
23	NORTHERN BATTERY	1872627	BATTERY CORE CHARGE REFUND	601-60834-340	8.00
Total NORTHERN BATTERY:					187.34
PETERSON, AARON					
6580	PETERSON, AARON	TRW-02154-MEDAL	MEDALS FOR NOVID-19	100-55310-345	1,250.45
Total PETERSON, AARON:					1,250.45
POMP'S TIRE SERVICE INC					
2813	POMP'S TIRE SERVICE INC	80214531	TIRE REPAIR	100-53300-340	75.00
2813	POMP'S TIRE SERVICE INC	80214531	TIRE REPAIR	600-60935-340	25.00
2813	POMP'S TIRE SERVICE INC	80214531	TIRE REPAIR	601-60834-340	25.00
Total POMP'S TIRE SERVICE INC:					125.00
REINDERS INC					
4447	REINDERS INC	1829058-00	IGNITION SWITCH	100-53300-340	50.57
4447	REINDERS INC	1829058-00	IGNITION SWITCH	600-60935-340	16.85
4447	REINDERS INC	1829058-00	IGNITION SWITCH	601-60834-340	16.85
Total REINDERS INC:					84.27
S&P GLOBAL RATINGS					
6589	S&P GLOBAL RATINGS	11392886	S&P RATING SERVICES FOR 2020A BOND ISSUE	410-57330-821	10,000.00
Total S&P GLOBAL RATINGS:					10,000.00
SHERWIN-WILLIAMS CO					
407	SHERWIN-WILLIAMS CO	1375-7	YELLOW & WHITE PAINT FOR ROADS AND CURBS	100-53400-340	990.00
Total SHERWIN-WILLIAMS CO:					990.00
STAFFORD ROSENBAUM LLP					
4428	STAFFORD ROSENBAUM LLP	1237580	GENERAL	100-51300-210	9,777.50
4428	STAFFORD ROSENBAUM LLP	1237580	GENERAL - MIRACLE LEAGUE	100-51300-210	384.00
4428	STAFFORD ROSENBAUM LLP	1237580	GENERAL - COVID-19	100-51300-210	1,144.50
4428	STAFFORD ROSENBAUM LLP	1237580	UTILITY - WATER	600-60923-210	94.50
4428	STAFFORD ROSENBAUM LLP	1237580	UTILITY - SEWER	601-60840-210	94.50
4428	STAFFORD ROSENBAUM LLP	1237581	DUE FROM MG SCHOOLS	210-13840	3,333.50
4428	STAFFORD ROSENBAUM LLP	1237582	DUE FROM GREYWOLF HOTEL	210-13895	5,103.50
4428	STAFFORD ROSENBAUM LLP	1237584	DUE FROM HOMBURGS - 5TH ADD TO WESTLAW	210-13809	1,298.00
4428	STAFFORD ROSENBAUM LLP	1237587	DUE FROM BRADT FARMS	210-13830	59.00
4428	STAFFORD ROSENBAUM LLP	1237589	DUE FROM HUSTON ENTERPRISE - HOTEL	210-13803	118.00
4428	STAFFORD ROSENBAUM LLP	1237590-602	MUNICIPAL COURT	100-51200-210	784.50
Total STAFFORD ROSENBAUM LLP:					22,191.50
SUNBELT RENTALS INC					
6381	SUNBELT RENTALS INC	101287548-0001	SOD CUTTER RENTAL	100-55200-340	139.92
Total SUNBELT RENTALS INC:					139.92
SUPERIOR CHEMICAL CORP					
11	SUPERIOR CHEMICAL CORP	263622	WET WELL DEGREASER	601-60827-340	1,024.02
11	SUPERIOR CHEMICAL CORP	264140	SPRAY DISINFECTANT	100-53300-340	87.20
11	SUPERIOR CHEMICAL CORP	264140	SPRAY DISINFECTANT	600-60935-340	29.07

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
11	SUPERIOR CHEMICAL CORP	264140	SPRAY DISINFECTANT	601-60834-340	29.07
Total SUPERIOR CHEMICAL CORP:					1,169.36
THE WASH GUARD LLC					
6547	THE WASH GUARD LLC	1001	DISINFECTANT WIPES	100-51520-700	668.00
Total THE WASH GUARD LLC:					668.00
TOWN OF COTTAGE GROVE					
92	TOWN OF COTTAGE GROVE	2020012	SHARED SERVICES - MARCH 2020	100-52200-340	3,591.58
92	TOWN OF COTTAGE GROVE	2020012	SHARED SERVICES - MARCH 2020	100-52210-221	866.00
92	TOWN OF COTTAGE GROVE	2020012	SHARED SERVICES - MARCH 2020	100-52210-222	239.90
92	TOWN OF COTTAGE GROVE	2020012	SHARED SERVICES - MARCH 2020	100-52210-340	383.19
92	TOWN OF COTTAGE GROVE	2020012	SHARED SERVICES - MARCH 2020	100-52300-340	61.43
92	TOWN OF COTTAGE GROVE	2020012	SHARED SERVICES - MARCH 2020	100-53630-210	1,032.38
92	TOWN OF COTTAGE GROVE	2020012	SHARED SERVICES - MARCH 2020	100-51610-720	654.39
92	TOWN OF COTTAGE GROVE	2020016	SHARED SERVICES - APRIL 2020	100-52200-340	3,657.04
92	TOWN OF COTTAGE GROVE	2020016	SHARED SERVICES - APRIL 2020	100-52210-221	598.02
92	TOWN OF COTTAGE GROVE	2020016	SHARED SERVICES - APRIL 2020	100-52210-340	102.50
92	TOWN OF COTTAGE GROVE	2020016	SHARED SERVICES - APRIL 2020	100-52300-340	21.44
92	TOWN OF COTTAGE GROVE	2020016	SHARED SERVICES - APRIL 2020	100-53630-210	715.40
92	TOWN OF COTTAGE GROVE	2020016	SHARED SERVICES - APRIL 2020	100-52210-820	10,000.00
Total TOWN OF COTTAGE GROVE:					21,923.27
TUBBS, SARA					
6586	TUBBS, SARA	6586-060220	REFUND REQUEST - YOUTH GOLF LESSONS CAN	100-46727-000	95.00
Total TUBBS, SARA:					95.00
US CELLULAR					
594	US CELLULAR	373006924	AMI AT WATER TOWER	600-60902-340	32.75
594	US CELLULAR	373767087	POLICE DEPT MODEM	100-52100-214	205.59
Total US CELLULAR:					238.34
VIKEN, DAVID					
4912	VIKEN, DAVID	4912-060220	SAFETY BOOTS REIMBURSEMENT	100-53300-340	75.00
4912	VIKEN, DAVID	4912-060220	SAFETY BOOTS REIMBURSEMENT	600-60600-340	25.00
4912	VIKEN, DAVID	4912-060220	SAFETY BOOTS REIMBURSEMENT	601-60827-340	25.00
Total VIKEN, DAVID:					125.00
WI DNR					
4108	WI DNR	WU89376	2020 WATER USE FEES	600-60928-211	125.00
Total WI DNR:					125.00
WISCONSIN DNR					
2566	WISCONSIN DNR	113356540-2020	ANNUAL DNR STORMWATER FEE	100-53440-820	1,000.00
Total WISCONSIN DNR:					1,000.00
WOLF PAVING & EXCAVATING CO.					
635	WOLF PAVING & EXCAVATING CO.	66666	QPR 1.90 TON	100-53300-370	239.30
635	WOLF PAVING & EXCAVATING CO.	66733	QPR 2.11 TON	100-53300-370	265.75

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total WOLF PAVING & EXCAVATING CO.:					505.05
WOLLIN, CURTIS					
6583	WOLLIN, CURTIS	6583-060220	PARK SHELTER SECURITY DEPOSIT REFUND	100-23160	100.00
6583	WOLLIN, CURTIS	6583-060220	PARK SHELTER RENTAL FEE REFUND	100-46710-000	75.00
6583	WOLLIN, CURTIS	6583-060220	ALCOHOL PERMIT FEE REFUND	100-44110-000	20.00
Total WOLLIN, CURTIS:					195.00
WPRA					
759	WPRA	1486	JOB POSTING	100-55310-340	75.00
Total WPRA:					75.00
Grand Totals:					280,511.33

Village -	\$265,517.05
Water & Sewer-	<u>\$ 14,994.28</u>
Total Invoices-	\$ 280,511.33