

**VILLAGE BOARD AGENDA
VILLAGE OF DEERFIELD**

**FOR A MEETING OF THE VILLAGE BOARD OF THE VILLAGE OF DEERFIELD TO BE HELD AT THE
DEERFIELD FIRE STATION, 305 N. INDUSTRIAL PARK ROAD, DEERFIELD, WISCONSIN ON
MONDAY, APRIL 12, 2021 AT 7:00 P.M.**

- I. CALL TO ORDER – NOTING OF ROLL BY CLERK/SIGN IN SHEET**
- II. CONSENT AGENDA**
 - A. APPROVAL OF MINUTES FROM NOVEMBER 23, 2020 AND MARCH 22, 2021**
 - B. APPROVAL OF VOUCHERS**
 - C. COMMITTEE REPORTS**
 - 1. CABLE**
 - 2. PUBLIC WORKS**
 - 3. FINANCE**
- III. PUBLIC APPEARANCES**
 - A. PUBLIC COMMENTS**
- IV. NEW BUSINESS**
 - A. REVIEW & ACTION:**
 - 1. DISCUSS/CONSIDER ACCEPTANCE OF RECENT IMPROVEMENTS AND RECOMMENDATION FOR PAYMENT NO 8, SAVANNAH PARKWAY PLAT**
 - 2. DISCUSS/CONSIDER CHANGE ORDER #2 FROM RAYMOND P CATTELL, FOR TID #3 DOWNTOWN REVITALIZATION PROJECT**
 - 3. DISCUSS/CONSIDER DRAFT REQUEST FOR PROPOSALS FOR EMS REVIEW AND FUTURE NEEDS ANALYSIS**
- V. COMMUNICATIONS**
- VI. STAFF REPORTS**
 - A. ADMINISTRATOR'S REPORT**
- VII. ADJOURN**

Notice is hereby given that it is possible that a majority of the Village Board or other governmental body may be present at the above meeting of the VILLAGE BOARD to gather information about a subject over which they have ultimate decision-making responsibility. If such a majority is present, it will constitute a meeting of the Village Board or other governmental body under Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the VILLAGE BOARD will take formal action at the above meeting.

If you require an interpreter, materials in alternate formats, or other accommodations to access this meeting, please contact the Village Clerk at 764-5404 at least 24 hours prior to the meeting.

Elizabeth McCredie, Clerk
Village of Deerfield

Posted (3) 4/9/2021 (Mun. Bldg, Library, Bank)

VILLAGE BOARD MINUTES
VILLAGE OF DEERFIELD
Monday, November 23, 2020, 7:00 p.m.
Teleconference Meeting

CALL TO ORDER – NOTING OF ROLL BY CLERK/SIGN IN SHEET

The meeting was called to order at 7:00 pm by President Frutiger. The meeting was held virtually via Free Conference Call technology. Roll call: Evensen, Wilkinson, Tebon, Kositzke, Wieczorek, Philpot and Frutiger present. Also on the conference call: Attorney Walker Smith

CONSENT AGENDA

Motion by Evensen and seconded by Wilkinson to approve the November 23, 2020 agenda with the addition of BID under Committee Reports. All ayes, motion carried.

A. APPROVAL OF MINUTES FROM SEPTEMBER 28, 2020, OCTOBER 26, 2020 & NOVEMBER 9, 2020

The minutes from September 28, 2020, October 26, 2020 and November 9, 2020 were tabled.

B. APPROVAL OF VOUCHERS

The Finance Committee reviewed and recommended payment for the vouchers listed.

Motion by Wilkinson and seconded by Tebon to approve payment of check #55856 to #55898 totaling \$78,010.14. All ayes, motion carried.

C. COMMITTEE REPORTS

1. PERSONNEL

Frutiger reported that the Personnel committee meet in closed session and when they came out a motion was made to hire the person interviewed pending a background check.

2. PLANNING

Tebon reported that the Plan committee approved a condo plat on Morningside Drive which is also on the board agenda for final discussion and were given a presentation from a developer interested in building a multi-family development on Autumn Wood Pkwy.

3. LIBRARY – no report given

4. DEERFIELD CARES

Frutiger report that Deerfield Cares is working on hosting another trafficking event in January and a Heroin/Meth virtual event in either February or March

5. EMS

Frutiger reported that EMS were given an update on their COVID protocol and that the responders are wearing N95 masks on all calls

6. COMMUNITY CENTER

Evensen reported that the Center is working on grants and fundraisers, their reservation system and have interview three (3) candidates for the Director position.

7. FINANCE

Frutiger reported that everything that was on the Finance agenda is also on the board agenda.

8. BID

Wilkinson reported that the BID committee approve the 2021 budget and operating plan with an addition \$5K for flower pots/trash receptacles.

PUBLIC APPEARANCES

A. PUBLIC COMMENTS - none

NEW BUSINESS

A. REVIEW & ACTION:

1. DISCUSS/CONSIDER A CONDOMINIUM PRELIMINARY PLAT FOR 301/307 AND 311/317 MORNINGSIDE DRIVE – DEER VALLEY DEVELOPMENT CORPORATION

The Planning Commission reviewed and approved the preliminary plat for 301/307/311/317 Morningside Drive and owned by Deer Valley Development Corp. The owners are converting the existing duplex to a two-unit condominium and are requesting a waiver of the predevelopment agreement, erosion control plan and the environmental assessment due to the fact the building was built in 2018 and no new construction is needed.

Motion by Tebon and seconded by Evensen to approve the preliminary plat for 301/307/311/317 Morningside Drive as presented. All ayes, motion carried.

2. DISCUSS CONSIDER A PREDEVELOPMENT AGREEMENT BETWEEN LAKESTONE PROPERTIES & MANAGEMENT, LLC AND THE VILLAGE OF DEERFIELD

Lakestone Properties is interested in developing Lot 2, Autumn Woods that could require them to seek various approvals from the Village which may include variances and/or TIF incentives. If a TIF incentive is requested the Village will need to retain a public finance advisor to conduct an analysis of TID4 to determine the availability and advisability of TIF incentives for the development. This predevelopment agreement between Lakestone and the Village obligates the Developer to pay all of the Village's costs and fees incurred in conducting an analysis, review of Lakestone's plans for the property and other costs incurred by the Village.

Motion by Evensen and seconded by Tebon to approve entering into a predevelopment agreement between Lakestone

Properties & Management, LLC as prepared by Attorney Walker Smith. All ayes, motion carried.

3. DISCUSS/CONSIDER 2021 ADVERTISEMENT WITH MADISON REGION ECONOMIC PARTNERSHIP (MadREP)

The board reviewed the request to renew the space with Madison Region Economic Partnership for 2021 advertisement and did not feel that this would be money well spent.

Motion by Wieczorek and seconded by Tebon to deny the request to advertise in 2021 with Madison Region Economic Partnership. All ayes, motion carried.

4. 2021 DEBT SERVICE BUDGET – FUND 300

The board reviewed the 2021 Debt Service budget.

Motion by Wilkinson and seconded by Tebon to approve the 2021 Debt Service Fund 300 budget as presented. All ayes, motion carried.

5. 2021 BUSINESS IMPROVEMENT DISTRICT (BID) BUDGET – FUND 203

The board reviewed the 2021 BID budget.

Motion by Tebon and seconded by Kositzke to approve the 2021 Business Improvement District Fund 203 budget as presented. All ayes, motion carried.

6. 2021 BID OPERATING PLAN

The board reviewed the 2021 BID operating plan.

Motion by Wilkinson and seconded by Philpot to approve the 2021 Business Improvement District operating plan as presented. All ayes, motion carried.

7. 2021 PRELIMINARY GENERAL BUDGET – FUND 100

The board reviewed the preliminary 2021 General Fund budget and agreed to increase the Parks outlay category to 5K and to cover this increase reduce the Clerks Wages category by 1K and the Police contract Wages and School Guard categories by 2K each.

Motion by Evensen and seconded by Wieczorek to approve increasing the Parks Outlay category to 5K and to cover this increase reduce the Clerks Wages category by 1K and the Police Contract Wages and School Guard categories by 2K each. All ayes, motion carried.

STAFF/BOARD REPORTS

- **Nomination Papers**

McCredie informed the board member that nomination papers are due by 5pm January 5th 2021 and incumbents not seeking reelection to file Notification of Noncandidacy by 5pm December 28, 2020.

- **Advance Disposal Service sold to subsidiaries of GFL Environmental Inc. effective 10/31/2020**

Advance Disposal Service sold to GFL Environmental Inc. effective 10/31/2020 and McCredie was instructed to send the Village's contract with Advance Disposal to the attorney for review.

Tebon stated he is looking at having the Municipal Needs committee resume working on the new Village Hall project and is looking for two (2) citizens interested in joining the committee. Approval of the Municipal Needs Committee composition will be on the December 14th board agenda for discussion.

Wieczorek stated that it was brought to his attention that of the local taverns held a social event at their location that was attended by a large group of people and the doors to the establishment were locked. Wiecezorek is recommended that a letter, from the Village, be hand delivered by the police department, to the tavern owner in question informing them of this violation with the Dane County Executive order effective September 2, 2002 plus a general letter being mailed to the other tavern owners asking them for their voluntary compliance with this order.

ADJOURN

Motion by Evensen and seconded by Kositzke to adjourn at 8:10pm. All ayes, motion carried.

/S/ Elizabeth McCredie
Village Administrator/Clerk-Treasurer

VILLAGE BOARD AGENDA
VILLAGE OF DEERFIELD
Monday, March 22, 2021, 7:00 p.m.
Teleconference Meeting

CALL TO ORDER – NOTING OF ROLL BY CLERK/SIGN IN SHEET

The meeting was called to order at 7:00pm by President Frutiger. The meeting was held virtually via Free Conference Call technology. Roll call: Evensen, Wilkinson, Tebon, Wiczorek and Frutiger present, Kositzke and Philpot absent.

CONSENT AGENDA

Motion by Frutiger and seconded by Evensen to approve the March 22, 2021 agenda as posted. All ayes, motion carried.

A. APPROVAL OF MINUTES FROM OCTOBER 26, 2020, DECEMBER 7, 2020, DECEMBER 28, 2020 AND MARCH 8, 2021

Motion by Evensen and seconded by Wilkinson to approve the minutes from October 26, 2020 as amended. All ayes, motion carried.

Motion by Evensen and seconded by Frutiger to approve the minutes from December 7, 2020 as written. All ayes, motion carried.

Motion by Evensen and seconded by Frutiger to approve the minutes from December 28, 2020 as amended. All ayes, motion carried.

Motion by Evensen and seconded by Frutiger to approve the minutes from March 8, 2021 as amended. All ayes, motion carried.

B. APPROVAL OF VOUCHERS

The Finance Committee reviewed and recommended payment for the vouchers listed.

Motion by Wilkinson and seconded by Evensen to approve payment of check #56244 to #56279 totaling \$31,597.75. All ayes, motion carried.

C. TREASURER'S REPORT FOR JANUARY 2021 AND FEBRUARY 2021

McCredie gave the Treasurer's report for January and February 2021 and asked if there were any questions. None were asked.

Motion by Evensen and seconded by Wilkinson to approve the Treasurer's report for January and February 2021. All ayes, motion carried.

D. COMMITTEE REPORTS

1. DCDTF

Wilkinson reported that the Trust Fund committee approved 100% payment to each of the applicants and final approval is on this agenda.

2. MUNICIPAL NEEDS

Tebon reported that the Municipal Needs committee reviewed a draft RFP for potential new Village Hall sites.

3. PLANNING COMMISSION

Tebon reported that the Plan Commission reviewed updated plans for the Lakestone housing development on Autumn Wood Pkwy and approved closing TID #4 and the creation of TID #7.

4. LIBRARY

None

5. DEERFIELD CARES

Frutiger reported that Deerfield Cares will be holding a virtual presentation on Mental Health and Rural Families and discussed future presentation for later this year.

6. DEER GROVE EMS

Frutiger reported that DGEMS discussed their COVID-19 response protocol, an update on the 2022 ambulance order, their contract with Life Quest services and the RFP for staffing levels.

7. COMMUNITY CENTER

Evensen reported that 75 meals were distributed, there will a Chicken dinner fundraiser on 4/12, the Center hopes to have their grand opening that was originally scheduled for last year and Deerfield Days too. They purchased a new washer and dryer and their 2021 budget is looking good.

8. FINANCE

Frutiger reported that everything on the finance agenda is also on the board agenda.

PUBLIC APPEARANCES

A. PUBLIC COMMENTS

Dave Lemke informed the board that WDEE is looking for help to replace Lyndon Meyers and if anyone is interested in applying, they can call on email them.

NEW BUSINESS

A. RESOLUTIONS

1. RESOLUTION R2021-02 A RESOLUTION TO TERMINATE TAX INCREMENTAL DISTRICT NO. 4 AND AUTHORIZATION TO TRANSFER ALL REMAINING DEBTS TO THE MUNICIPALITY

Tebon stated that this resolution is the follow-up to previous discussion. TID #4 is at the end of its expenditure period and is running in a deficit balance so the Village's financial advisor is also recommending the it be closed.

Motion by Evensen and seconded by Tebon to approve resolution R2012-02 to terminate Tax Incremental District No. 4 and authorization to transfer all remaining debts to the Village. All ayes, motion carried.

2. RESOLUTION R2021-03 A RESOLUTION TO CARRY FORWARD UNUSED LEVY LIMITS INTO 2021 FROM 2020

The board reviewed R2021-03 to carry forward unused levy limit into 2021 from 2020 and requested that \$4,000 be added to account for police overtime payroll needed in 2021 due to one of the officers going on FLMA leave and \$995.00 be added to cover the cost to replace the radar sign on Liberty Street that was ordered in 2020 but paid for in 2021.

Motion by Evensen and seconded by Tebon to approve resolution R2021-03 to carry forward \$172,240 in unused levy limits into 2021 from 2020. All ayes, motion carried.

B. LICENSES & PERMITS

C. REVIEW & ACTION:

1. DISCUSS/CONSIDER ENTERING INTO A CONTRACT WITH EHLERS TO CONDUCT A FINANCIAL ANALYSIS OF THE PROJECT PROFORMA FOR A MULTI-FAMILY DEVELOPEMNT SUBMITTED BY LAKESTONE

Ehlers submitted a contract to conduct a financial analysis of the project proforma for a multi-family development submitted by Lakestone. Tebon noted that Lakestone previously made a \$10,000 deposit to cover the Village's cost to retain a public finance advisor to conduct this analysis.

Motion by Tebon and seconded by Evensen to approve entering into a contract with Ehlers to conduct a financial analysis for the 2021 Lakestone Developer proforma review for \$4,500.00. All ayes, motion carried.

2. DISCUSS/CONSIDER ENTERING INTO A CONTRACT WITH EHLERS FOR THE CREATION OF TAX INCREMENTAL FINANCE DISTRICT NO. 7

Tebon stated that TIF district no. 7 will be replacing TIF district no. 4 and Ehlers contract is for the creation of TIF #7. The total contract cost \$12,500 which includes a feasibility analysis, project plan development and approval, and state submittal.

Motion by Tebon and seconded by Evensen to approve entering into a contract with Ehlers, for \$12,500, for the creation of Tax Incremental Finance District No. 7. All ayes, motion carried.

3. DISCUSS/CONSIDER AWARDING THE 2021 DEERFIELD COMMUNITY DEVELOPMENT TRUST FUND GRANTS – DCDTF COMMITTEE

Wilkinson informed the board that the Trust Fund committee approved financing all the grant requests submitted one-hundred percent of the project cost with no matching funds being used.

Motion by Wilkinson and seconded by Evensen to approve awarding \$9,392.00 in Community Development Trust Fund funds to the following applicants:

• Deerfield Community Center/portable sound system	\$775.00
• Deerfield Community Center/Home delivered meal program	\$2,350.00
• Deer Grove EMS/public safety rehab trailer	\$1,181.97
• Deerfield Public Library/3 Dell OptiPlex 3080s	\$1,734.00
• Deerfield Public Works/trees for street planting	\$3,330.00
• Village office expenses	\$51.03

All ayes, motion carried.

4. DISCUSS/CONSIDER MOVING TO IN-PERSON MEETINGS

Wieczorek noted that he would like to go back to having in-person board meetings. McCredie will check with Chief Sewell on the availability of using the Fire Station.

STAFF/BOARD REPORTS

• Virtual meeting with Village of Cambridge to discuss proposed solar project

McCredie stated that the Village of Cambridge has established a solar committee to look at the proposed area solar project and would like to have discussion with other municipalities involved and is inquiring if any Deerfield board members would be interested in attending such a meeting. McCredie asked if anyone was interest to email her.

Tebon stated that included in this board packet was the RFP the Municipal Needs committee approved and is asking that the Newspaper put something in their paper regarding it plus a copy of the RFP will be posted on the Village's website

Wieczorek expressed an interest in meeting with the liquor license holders during their annual meeting with the police.

ADJOURN

Motion by Evensen and seconded by Frutiger to adjourn at 7:54 pm. All ayes, motion carried.

/S/ Elizabeth McCredie
Village Administrator/Clerk-Treasurer

April 8, 2021

Ms. Elizabeth McCredie, Village Administrator
Village of Deerfield
4 North Main Street
P.O. Box 66
Deerfield, WI 53531

Subject: Acceptance of Recent Improvements and Recommendation for Payment
No. 8, Savannah Parkway Plat

Dear Elizabeth:

Last week John Doyle and I inspected the curb & gutter, sidewalk, storm sewer and street improvements constructed in late 2020 in the Savannah Parkway Plat for potential Village acceptance. The work occurred on the north end of Savannah Parkway and the eastern ends of Hidden Valley Trail and Summit Passage. The attached list covers the items that require correction or completion for those areas.

Because none of the items listed are major, I do not recommend withholding any building permits for the recently improved lots. However, these items should be addressed as soon as the weather/season allows, and before the last Development Incentive payment is made. I further recommend the street improvements for the 2020 work be formally accepted and to begin the one year guarantee period for those improvements.

The issue of releasing the last Developer Payment of \$125,000, described as Payment #8 in the Development Agreement, should be discussed by the Village Board and what conditions must occur before that payment is made.

In accordance with section 9.4.2 the October 29, 2008 "Development Agreement Regarding Public Improvements in the Plat of Savannah Parkway and Development Incentives in Tax Incremental Financing District No. 3 ("TID #3") in the Village of Deerfield, Dane County, Wisconsin", the Village committed to a 2nd series of incentive payments totaling \$1,000,000 for the final phases of the subdivision. Section 9.4.2.5 states that all of the lots within the TID #3 boundaries must be completed. As it currently stands, most of the remaining TID #3 lots are along Robert Nelson Road which has not been developed yet (though the Developer has indicated they may be pursuing future replatting involving the property immediately west of this area).

In addition, some of the plat level improvements from earlier phases are yet to be completed. These include finish grading and grass restoration at the soccer field/park

site, constructing an internal path system, completing reconstruction of North Nelson Road along the plat boundary, completing reconstruction of Liberty Road along the plat boundary. The Village should determine if those must also be completed (or to release the developer from that obligation) prior to releasing Payment #8.

If you have any questions with respect to this matter, please feel free to contact me.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.



Brian Berquist, P.E.
President

cc: Mr. John Doyle, Public Works Director (*via email*)
Mr. Don Tierney (*3564 Egge Road, DeForest, WI 53532*)

BRB

Village of Deerfield – Savannah Oaks Development
PUNCHLIST ITEMS FROM THE 2020 WORK

- Submit lien waivers from the contractors used for concrete and asphalt construction.
- Raise all curb stop boxes to the ground surface so that they can be inspected and a key can be used to make sure they are operable. Some of the ones that could be inspected need work. For example, the curb stop boxes on Lots 87, 91, 95, 96, 97, 98, 107, 108 have become bent so that the key does not fit onto the nut, and should be excavated and adjusted. Others were not able to be found at all.
- Add a hydrant extension on the east side of Oak Ridge Trail south of Greenway Circle, the end of Summit Passage, and the end of Hidden Valley Trail hydrants so that a valve wrench can be used for full turns.
- Remove inlet sediment bags.
- Add the gravel turnarounds at the current dead ends for school bus, snow plow, etc. use.
- Provide and install street and traffic signs.
- Provide and install street trees.
- Swap out the manhole lid at Summit/Hidden Valley intersection for one with closed pick holes.
- The 3'x6' box culvert has a small tree stump in between pipe joints at the upstream side. In addition, the slope resulting from the recent sidewalk construction presents a maintenance problem and potential safety hazard that should be addressed.
- The existing storm sewer pipe end at the end of Summitt Passage is open and has some soil washed in to it.
- Complete sidewalk (and retaining wall if needed) along west side of Savannah Parkway along Lots 79-81.
- Add topsoil and reseed as needed throughout the 2020 work. Many areas are bare or only thinly covered with grass.
- Provide as-built grading plans for these lots so that building permits may be issued when application may be made.

Date of Issuance: April 8, 2021 Effective Date: April 15, 2021
Owner: Village of Deerfield Engineer's Project No.: DE 139
Contractor: Raymond P. Cattell, Inc.
Engineer: Town & Country Engineering, Inc.
Project: TID #3 Downtown Redevelopment - Main Street and Park Drive

The Contract is modified as follows upon execution of this Change Order:

The Village requested that the Contractor extend the sidewalk treatments south down Main Street along the east side for 1/2 block. The work is estimated to cost \$41,350 and will be covered using existing pay items and the following new pay items.

Description:	Quant.	Unit	Unit Price	Amount
CO 2.1 Add'l Excavation/Fill to Subbase	1	lump sum	\$ 8,500.00	\$8,500.00
CO 2.2 8" High Concrete Curb Integral to Sidewalk	120	lin. ft.	\$ 15.00	\$1,800.00
CO 2.3 Add'l Erosion Control	1	lump sum	\$ 1,200.00	\$1,200.00
CO 2.4 Add'l Traffic Control	1	lump sum	\$ 4,000.00	\$4,000.00
TOTAL CHANGE ORDER				\$15,500.00

Attachments: none

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: \$611,155.00	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. ____ to No. ____: -\$103,900.00	[Increase] [Decrease] from previously approved Change- Orders No. ____ to No. ____: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$507,255.00	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$15,500.00	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$522,755.00	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: Brian Berquist
Engineer (Authorized Sign.)
Title: President-Town & Country Eng.
Date: 4/8/2021

By: _____
Owner (Authorized Sign.)
Title: _____
Date: _____

By: [Signature]
Contractor (Authorized Sign.)
Title: Secretary
Date: 4-8-2021

W Nelson Street Improvements

Vendor #715

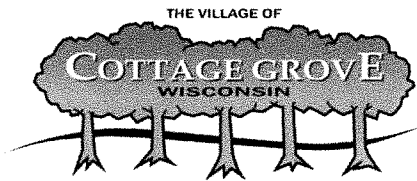
Acct. #511-50006-300

DATE	Invoice	VENDOR	T & C		G.M.S		Misc	
			AMOUNT		AMOUNT		AMOUNT	
1/27/2020	21120	Town & Country - #715	\$ 2,898.25					
2/24/2020	21215	Town & Country - #715	\$ 2,667.50					\$ 2,898.25
3/23/2020	21351	Town & Country - #715	\$ 7,363.95					\$ 2,667.50
4/27/2020	21449	Town & Country - #715	\$ 5,117.63					\$ 7,363.95
4/27/2020		Hometown News					\$ 101.94	\$ 5,117.63
5/21/2020		Krizsan's Tree Service					\$ 250.00	\$ 101.94
5/21/2020	21581	Town & Country - #715	\$ 1,822.50					\$ 250.00
6/8/2020	21702	Town & Country - #715	\$ 1,224.15					\$ 1,822.50
6/22/2020	DEE0520	Dane Co Land & Water - #1803					\$ 104.35	\$ 1,224.15
7/13/2020	Pay No 1	GMS Excavating - #1864		\$	79,311.70			\$ 104.35
7/27/2020	DEE0620	Dane Co Land & Water - #1803					\$ 24.08	\$ 79,311.70
7/27/2020	21819	Town & Country - #715	\$ 4,530.45					\$ 24.08
8/24/2020	21890	Town & Country - #715	\$ 6,133.60					\$ 4,530.45
8/24/2020	DEE0720	Dane Co Land & Water - #1803					\$ 24.08	\$ 6,133.60
8/24/2020	Pay No 2	GMS Excavating - #1864		\$	197,233.09			\$ 24.08
9/14/2020	22003	Town & Country - #715	\$ 4,513.75					\$ 197,233.09
10/1/2020	DEE0820	Dane Co Land & Water - #1803					\$ 24.08	\$ 4,513.75
10/26/2020	DEE0920	Dane Co Land & Water - #1803					\$ 24.08	\$ 24.08
10/26/2020	22111	Town & Country - #715	\$ 827.45					\$ 827.45
11/9/2020	22198	Town & Country - #715	\$ 229.00					\$ 229.00
11/23/2020	Final Pay	GMS Excavating - #1864		\$	10,512.00			\$ 10,512.00
		Outstanding billings	\$ 20,671.77					\$ 20,671.77
Total Spent to Date			\$ 58,000.00	\$	287,056.79		\$ 552.61	\$ 345,609.40
Balance Remaining			\$ -	\$	39,247.21		\$ 447.39	\$ 39,694.60

Downtown Revitalization Costs

Acct. #511-50008-300

Amendment No. 1									
DATE	Invoice	VENDOR	AMOUNT	Vierbicher	Engineer	Cattell, Inc	Contract	Misc	Total
1/27/2020		Vierbicher - #760	\$ 720.00	\$ 9,100.00	\$ 49,000.00	\$ 507,255.00	Contract	\$ 1,000.00	\$ 566,355.00
2/24/2020		Vierbicher - #760	\$ 3,115.75	\$ 3,200.00		\$ 50,725.50	10% cont		\$ 53,925.50
3/23/2020		Vierbicher - #760	\$ 1,064.25					\$ 1,000.00	\$ 620,280.50
3/23/2020	21352	Town & Country - #715			\$ - 1,045.05				\$ 1,045.05
4/27/2020	21450	Town & Country - #715			\$ - 2,000.00				\$ 2,000.00
4/27/2020		Vierbicher - #760	\$ 2,100.00						\$ 2,100.00
5/22/2020	21581	Town & Country - #715			\$ - 2,925.85				\$ 2,925.85
5/22/2020		Vierbicher - #760	\$ 2,100.00						\$ 2,100.00
6/8/2020	21703	Town & Country - #715			\$ 1,750.55				\$ 1,750.55
7/27/2020	21820	Town & Country - #715			\$ 12,410.50				\$ 12,410.50
8/24/2020	21891	Town & Country - #715			\$ 8,969.15				\$ 8,969.15
8/24/2020	128627	APG of Southern WI						101.94	\$ 101.94
9/14/2002	22004	Town & Country - #715			\$ 3,989.25				\$ 3,989.25
10/12/2020	Pay #1	Raymond Cattell - 2503				\$ 110,200.00			\$ 110,200.00
10/26/2020	22122	Town & Country - #715			\$ 5,088.70				\$ 5,088.70
11/9/2020	22199	Town & Country - #715			\$ 3,031.90				\$ 3,031.90
11/23/2020	6	Vierbicher - #760	\$ 3,200.00						\$ 3,200.00
12/14/2020	22284	Town & Country - #715			\$ 1,339.70				\$ 1,339.70
12/14/2020	Pay #2	Raymond Cattell - 2503				\$ 192,475.76			\$ 192,475.76
1/25/2021	22369	Town & Country - #715			\$ 1,057.65				\$ 1,057.65
1/11/2021	Pay #3	Raymond Cattell - 2503				\$ 74,117.19			\$ 74,117.19
2/9/2021	Pay #4	Raymond Cattell - 2503				\$ 35,743.75			\$ 35,743.75
2/22/2021	22450	Town & Country - #715			\$ 550.75				\$ 550.75
3/22/2021	22543	Town & Country - #715			\$ 944.65				\$ 944.65
Total Spent to Date				\$ 12,300.00	\$ 45,103.70	\$ 412,536.70		\$ 101.94	\$ 470,042.34
Balance Remaining				\$ -	\$ 3,896.30	\$ 145,443.80		\$ 898.06	\$ 150,238.16



FIRE - EMS ORGANIZATIONAL REVIEW AND FUTURE NEEDS ANALYSIS

REQUEST FOR PROPOSALS (Draft)

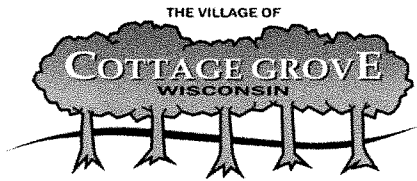
The Village of Cottage Grove, Town of Cottage Grove and Village of Deerfield ("DGEMS Municipal Partners") are soliciting proposals from qualified firms or individuals to provide consulting services for an Organizational Review and Future Needs Analysis of the Deer Grove EMS District. The Village and Town of Cottage Grove ("CGFD Municipal Partners") are soliciting proposals from qualified firms or individuals to provide consulting services for an Organizational Review and Future Needs Analysis of the Cottage Grove Volunteer Fire Department.

The DGEMS and CGFD Municipal Partners are performing their due diligence by conducting a comprehensive, non-partisan analysis by an independent professional consultant for the purposes of reviewing the current levels of service and to evaluate the organizational structure and governance. The study will outline future needs (short and long term) for each service based on projected growth and provide a framework of service delivery options based on said growth.

INTRODUCTION

Deer Grove EMS: The DGEMS District was formed in 1978 when the villages and towns of Cottage Grove and Deerfield entered into an intergovernmental agreement for the purposes of providing emergency medical services to the municipalities in the District. The current intergovernmental agreement consists of the Village and Town of Cottage Grove and the Village of Deerfield. DGEMS provides contracted service to the Town of Deerfield and a portion of the Town of Pleasant Springs. The total service area of the district is about 100 square miles, which includes a population of about 18,000.

DGEMS provides Paramedic level service and has a staff consisting of nine full-time employees (including the Chief), 15 LTE paramedics, and 18 volunteers. The service operates out of two stations, one in the



Town of Cottage Grove and one in the Village of Deerfield. Both stations also feature the Fire Departments from the respective municipalities. Full-time Paramedic employees serve as the staffing base for the primary ambulance. One ambulance is staffed 24 hours/day, seven days per week. Coverage is split 50/50 between each station. LTE Paramedic staff are used to cover full-time staff's time off. DGEMS offers volunteer positions to EMTs, AEMTs and EMT Paramedics. The volunteer group is used to support staffing the full-time group and to add staffing for a second ambulance.

Cottage Grove Fire Department: CGFD is a department staffed with 37 dedicated volunteers. The Department's service area consists of the Village and Town of Cottage Grove and a portion of the Town of Pleasant Springs. The coverage area of the District is roughly 48 square miles, which includes about 16 miles of I-90, four miles of I-94 and 12 miles of State Hwy 12/18. The approximate population of the district's covered municipalities is 14,000.

STUDY SCOPE: COMPONENTS/OBJECTIVES

(unless otherwise specified, both services will be reviewed based on the following components/objectives)

--Department Overview – Analysis of Current Operations and Service Delivery

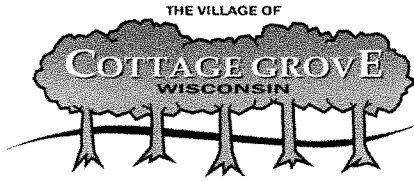
- Perform emergency response data analysis
 - Compare to industry standards
- Evaluate standard response components
- Review organizational chart/structure
- Review current resource deployment strategy
- Review and evaluate critical issues and future challenges/opportunities

--Governance, Service Agreements and Contracts

- Assess the functionality of the current governance structures (i.e. EMS Commission and Fire Committee)
 - Assess current service agreements and contracts
 - Models for calculating the Municipal Partners' annual service costs

--Staffing: Staffing Methodology, Current and Future Needs

- Review current staffing compared to similar sized districts/municipalities
- Analysis of current staffing levels and recommendations of appropriate levels to ensure effective response times
- Based on anticipated/projected growth and service delivery expectations, make recommendations regarding staffing levels for: next year, in five years, and ten years
 - Provide options for various staffing models



--Facilities

- Evaluate current facilities: location and distribution of resources
 - Utilize GIS mapping to analyze response times to all areas of the District
 - Determine if existing facilities are in the most advantageous locations
 - Identify needed improvements to existing facilities
 - Project the need for any potential future facilities and recommend a general location

--Fiscal Analysis and Implications

- Based on projected growth and how that growth may impact these services, the study should review, and project operating costs based upon the future recommended staffing projections
- Review current capital assets and analyze future needs based on existing conditions
- Analyze short, mid and long-term cost implications of all recommendations made in the study
 - Analyze revenue and funding sources from partnering municipalities and service contracts relative to their capability to fund the recommendations.

--Planning for Growth

- Based on anticipated and projected growth in the service area, provide options for future service models to consider
- Evaluate service options that include cooperative efforts with new municipal partners

PROPOSAL RESPONSES

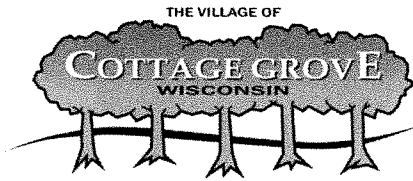
To apply, consultants will prepare a proposal that addresses the scope of study defined above. The proposal will reflect the consultant's professional expertise and experience regarding their approach to complete the requested study. A proposal shall consist of the following components:

--Qualifications and Experience

- Detail the firm or organization's qualifications and experience performing similar studies.
- Detail the qualifications and experience of any staff that your firm is assigning to work on this study.

--Study Methodology, Proposed Timeline and Finished Product

- Outline/describe the proposed methodology that your firm plans to use to accomplish studying the study scope objectives.
- Submit a proposed timeline for completing the study. Include recommended approximate dates for meetings with staff, elected officials and the public.
- Summarize what we can expect to see from your finished product.



--Citizen Engagement

- Provide your firm's recommended plan for how citizens will be involved in the study process.

--Cost

- Provide a cost for a study that involves only EMS.
- Provide a cost for a study that involves only Fire.
- Provide a cost for doing both studies.

ANTICIPATED RFP AND SELECTION SCHEDULE

- April 6th: RFPs released to consultants
- April 30th: Proposals due
- April 30th – May 14: Proposals reviewed
- May 18th: Finalists are notified
- May 24th: Interviews and possible selection

Please submit proposals by April 30th at 5 p.m. to:

Matt Giese, Cottage Grove Village Administrator: mgiese@village.cottage-grove.wi.us

Eric Lang, DGEMS Chief: elang@deergroveems.com

Nick Archibald, CGFD Chief: narchibald@cottagegrovefire.org