VILLAGE OF COTTAGE GROVE
NOTICE OF PUBLIC MEETING
Village Board of Trustees
Monday, April 6, 2026
6:30 p.m.

This meeting will take place as a virtual meeting via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting https://us06web.zoom.us/j/81042689175?pwd=fQCXXTaRtW8EB2t1YBCOb23Hyu3P8S.1. You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 810 4268 9175# When asked for your Participant ID, just press #, when asked for the Passcode enter 221. You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@villageofcottagegrove.gov. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's policy.

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 Village Board Meeting On March 18, 2026.

   Documents:

   3-18-26 VB MINUTES.PDF

6. Unfinished Business
   a. Lindstrom Acres Development Concept Presentation (Feedback Only)

      Documents:

      1251213_SURV-ANNEX-MAP-A.PDF
      ANNEXATION LEGAL DESCRIPTION OPTION A.PDF
      1251213_SURV-ANNEX-MAP-B.PDF
      ANNEXATION LEGAL DESCRIPTION OPTION B.PDF

   b. Discuss And Consider A Request From The Monona Grove School District For Approval Of A Site Plan Amendment For The Addition Of A Paved Bus Loop Around The Cottage Grove Elementary School Building , Located At 470 N. Main Street, With Associated Improvements Within The Existing Parking Lot.

      Documents:

COTTAGE GROVE VILLAGE_ 4_6_26 MTG (1).PDF
COTTAGE GROVE ES - VILLAGE BOARD CONCERN RESPONSES.PDF
CG_VAR_PC_CGSCHOOL-SITE_2026-03-12.PDF
COTTAGE GROVE ELEMENTARY-REVISED LAYOUT PLAN.PDF
COTTAGE GROVE ELEMENTARY-CIRCULATION EXHIBIT REVISED.PDF
CG_CGSCHOOL-SITE_2026-03-11.PDF
COTTAGE GROVE ELEMENTARY_STRAND REVIEW_260303.PDF
OPTION C.PDF
SITE PLAN APPLICATION COMBINED_SIGNED.PDF
STORMWATER MANAGEMENT PERMIT APPLICATION COMBINED_SIGNED.PDF
VILLAGE BOARD SUMMARY - CGS SITE PLAN PROPOSAL (1).PDF
LAND DISTURBANCE PERMIT APPLICATION COMBINED_SIGNED.PDF
COTTAGE GROVE SOIL LOSS REPORT.PDF
CGFD-MG-CGS.PDF

c. Presentation Regarding Village's S&P Global Ratings Report For 2026 Note Issuance.

Documents:

RATING OVERVIEW.PDF
SALE REPORT G.O. NOTES 2026A.PDF

d. Discuss And Consider Creation Of A Debt Reduction Task Force.

Documents:

DEBT REDUCTION TASKFORCE MEMO.DOCX.PDF

e. Discuss And Consider Ordinance 04-2026 RE: Impact Fees.
i. Discuss and consider water and sewer impact fees.
ii. Discuss and consider law enforcement impact fee.

Documents:

BUILDING PERMIT UPDATED.PDF
2023 PARK AND OPEN SPACE PLAN.PDF
HISTORICAL INFORMATION ON PARK FEES.PDF
IMPACT FEE STUDY PRESENTATION (EHLERS).PDF
BUILDING PERMIT.PDF
COTTAGE GROVE PUBLIC FACILITY NEEDS ASSESSMENT REPORT 2026.PDF
2025 DANE COUNTY DECEMBER YTD.PDF
IMPACT FEES - FEEDBACK.PDF
IMPACT FEE MEMO.DOCX.PDF
04-2026 REPEALING AND RECREATING CHAPTER 198.PDF

7. New Business

a. Discuss And Consider Special Event Permit For Madison United Rugby.

Documents:

MADISON RUGBY-COMMENTS.PDF
BAKKEN-PARKING_2025-06-10.PDF
RUGBY SEP - APRIL 11-12, 2026.PDF
RUGBY SEP - AUGUST 1, 2026.PDF

RUGBY SEP - AUGUST 8-9, 2026.PDF
RUGBY SEP - MAY 30, 2026.PDF
RUGBYHURLING SEP - SEPTEMBER 19, 2026.PDF

8. Reports From Village Boards, Commissions & Committees

a. Law Enforcement Committee

Documents:

3.24.2026 LEC AGENDA.PDF

a.i. Discuss And Consider Ordinance 07-2026 Re: False Alarm

Documents:

07-2026 FALSE ALARM ORDINANCE.PDF

a.ii. Discuss And Consider Recommendation From Law Enforcement Committee Regarding Bicycle, E-Bicycle And E-Scooter Ordinance.

Documents:

STAFF MEMO FOR 06 APR 26 VB MTG.PDF
BICYCLE EBIKE ESCOOTER ORDINANCE DRAFT MODIFIED.PDF

b. Deer-Grove EMS Commission

Documents:

03-19-2026 DGEMS COMMISSION PACKET.PDF

c. Natvig Landfill Monitoring Review Committee

Documents:

03-23-2026 LANDFILL AGENDA.PDF

d. Cottage Grove Fire District Commission

Documents:

03-23-2026 COTTAGE GROVE FIRE COMMISSION AGENDA.PDF

e. Parks, Recreation & Forestry Committee

Documents:

3.26.26 PRFC AGENDA.PDF

9. Reports From Village Officers

a. Village Attorney

i. Legal briefings/status update.

b. Village Administrator

Documents:

VILLAGE ADMINISTRATOR REPORT - 4.6.26.PDF
PROJECTS, INITIATIVES, AND DEVELOPMENT TRACKER 4.2.26.PDF

c. Assistant Administrator/Finance Director

i. Discuss and consider 2026 budget amendment 2026-002.

Documents:

2026 BUDGET AMENDMENT (2026-002).PDF

d. Police Chief

i. Discuss and consider options for Photographic/Video Documentation of the Police Station Project.

Documents:

STAFF MEMO FOR PHOTOGRAPHY AND VIDEO DOCUMENTATION SERVICES.PDF
RILEY CONSTRUCTION - PROGRESS PROPOSAL VILLAGE OF COTTAGE GROVE PHOTO AND VIDEO.PDF
COTTAGE GROVE PHOTO QUOTE BERTERA.PDF
VILLAGE COTTAGE GROVE 3 31 26-.JPG
VILLAGE COTTAGE GROVE 3 31 26-2.JPG

10. Communications And Miscellaneous Business

a. Consider Approval Of Vouchers

Documents:

BILLS LIST.PDF

b. Correspondence

c. Upcoming Community Events

d. Future Agenda Items

11. Adjournment

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

Upcoming meetings:

4/8/2026- Plan Commission

4/15/2026- Library Board

4/16/2026- Deer-Grove EMS

VILLAGE OF COTTAGE GROVE

VILLAGE BOARD OF TRUSTEES

Wednesday, March 18, 2026

MINUTES

1. **Call to Order**
   President Kelm-Nelson called the Village Board of Trustees to order at 7:00 pm. This was a hybrid 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. The Village Board members present were Cindi Kelm-Nelson, Heidi Murphy, Chris Stoa, Paula Severson, Pete Doll and Dr. Rene Buenzow. Staff present were Village Administrator Matt Giese, Assistant Administrator/Finance Director Cameron Sawyer, Assistant Administrator/HR Manager Inga Cushman, Director of Planning & Development Erin Ruth, Director of Parks and Recreation Sean Brusegar, Public Works Director Kyela O'Loughlin, Police Chief Mark Garry, Clerk, Lisa Kalata, EMS Director Eric Lang, Village Engineer Josh Straka and Village Attorney Larry Konopacki
3. **Pledge of Allegiance.**
4. **PUBLIC APPEARANCES –** *Public's opportunity to speak*- Mark Spahos, Alex Jushchyshyn, Shannon Lawver, Nick Cardarella, Casey Erlandson, Connor Erlandson, JP Villavicencio, Michael Swanson, Marrisa Anders, Lisa Zwart, Michelle Steffans, Marc Laudonio, Stefan Wahe, Shaun Sesvold, Rob Fox, Chad Kavanaugh, Stephanie Mueller, Amy Fosdick, Brandon Godboldt, Stephanie Blaser, Maggie Pharr, Mary Lannoye, Kevin Steffans
5. **Discuss and consider the minutes of the Village Board meeting on March 2, 2026.**
   Motion by Severson to approve March 2, 2026, meeting minutes with edits, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.
6. **Presentations to the Board**
   - **a. Presentation by Colonial Club.**
     Melody Riedel gave an overview of the Colonial Club.
7. **New Business**
   - **a. Discuss and consider Resolution 2026-06 Re: Recognizing Developmental Disabilities Awareness Month.**
     Motion by Severson to approve Resolution 2026-06, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.
   - **b. Discuss and consider Arbor Day Proclamation.**
     Motion by Murphy to approve Arbor Day Proclamation, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.
   - **c Discuss and consider Special Event permit for Monona Grove High School 5k Cancer Run.**
     Motion by Doll to approve the special event permit for Monona Grove High School 5k Cancer Run with waiving the fees, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.
   - **d. Discuss and consider Dinks and Drinks events at Bakken Park.**
     Motion by Doll to approve Dinks and Drinks events at Bakken Park., seconded by Severson. **Motion** carried with a voice vote of 6-0-0.
8. **Reports from Village Boards, Commissions & Committees**
   - **a. Plan Commission**
     a. i. Discuss and consider a request from Aaron Kahle for approval of a zoning map amendment to change parcels #0711-041-8013-1 and #0811-334-9771-1 from RH, Rural Holding to PI, Planned Industrial.
     Motion by Severson to approve the request from Aaron Kahle for a zoning map amendment to change parcels #0711-041-8013-1 and #0811-334-9771-1 from RH, Rural Holding to PI, Planned Industrial, seconded by Doll. **Motion** carried with a voice vote of 6-0-0.
     a. ii. Discuss and consider a request from Aaron Kahle for approval of a conditional use permit to allow an 'indoor commercial entertainment' (fitness center) and an 'outdoor institutional' (sports fields) land use on parcels #0711-041-8013-1 and #0811-334-9771-1.
     Motion by Severson to approve a request from Aaron Kahle for a conditional use permit to allow an 'indoor commercial entertainment' (fitness center) and an 'accessory outdoor entertainment' land use on parcels #0711-041-8013-1 and #0811-334-9771-1 with staff conditions and to include a privacy fence requirement for the residential property next to the sports complex, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.
     a. iii. Discuss and consider a request from the Monona Grove School District for approval of a site plan amendment for the addition of a paved bus loop around the Cottage Grove Elementary School building, located at 470 N. Main Street, with associated improvements within the existing parking lot.

DRAFT

No action was taken.

a. iv. Discuss and consider a request from Toby's Body Shop for approval of a zoning text amendment to allow an 'outdoor display' land use in the PI, Planned Industrial district.

Motion by Kelm-Nelson to approve a request from Toby's Body Shop for a zoning text amendment to allow an 'outdoor display' land use in the PI, Planned Industrial district, seconded by Doll. **Motion** carried with a voice vote of 6-0-0.

a. v. Discuss and consider a request from Toby's Body Shop for approval of a conditional use permit for an 'outdoor display' land use (auto sales).

Motion by Severson to approve a request from Toby's Body Shop for a conditional use permit for an 'outdoor display' land use (auto sales), seconded by Doll. **Motion** carried with a voice vote of 6-0-0.

a.vi. Discuss and consider a request from Toby's Body Shop for approval of a site plan amendment for a 1,538 sq. ft., two-story addition with associated parking lot improvements.

Motion by Murphy to approve a request from Toby's Body Shop for a site plan amendment for a 1,538 sq. ft., two-story addition with associated parking lot improvements with staff conditions, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

b. Public Works, Properties and Sustainability Committee

b. i. Discuss and consider Right-of-Way Permit for Frontier Communications.

Motion by Severson to approve the Right-of-Way permit for Frontier Communications with staff recommendations, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

b. ii. Discuss and consider awarding the 2026 Streets and Pedestrian Improvements project to the lowest responsible bidder.

Motion by Doll to approve awarding the 2026 Streets and Pedestrian Improvements projects with alternative bid #1 and #3 and omitting alternative bid #2 and include it in the 2031 projects, seconded by Buenzow. **Motion** carried with a voice vote of 6-0-0.

b. iii. Discuss and consider Village Right-of-Way proposed Fee Schedule and language updates.

Motion by Murphy to approve the village right-of-way fee schedule and language updates as presented, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

b. iv. Discuss and consider a recommendation to the Village Board for staff resources towards SolSmart Bronze designation.

No action taken.

b. v. Amazon off-site improvements update.

Village Engineer and Public Works Director gave a brief update.

c. Utility Commission

Stoa reported they awarded the water main looping project bid, and it was under budget. The 2025 financials were discussed with the Finance Director. The Director and Engineering report was given.

d. Emergency Preparedness Committee

Kelm-Nelson reported they approved the ordinance changes and Emergency Management Plan along with an updated organizational chart.

a. Discuss and consider Ordinance 06-2026 Re: Amendment Chapter 36 Emergency Management.

No action taken.

b. Discuss and consider Emergency Management Plan.

No action taken.

9. Reports From Village Officers

a. Village Attorney

i. Legal briefings/status update- None

b. Village Administrator

Giese reported that Utility Superintendent Dave Yearous secured a grant for the Scada System and Chief Garry secured a training grant for the Police Department.

c. Assistant Administrator/Finance Director

i. Discuss and consider direction to staff regarding threshold for Board approval of change orders for police station project.

Motion by Doll to use $50,000 as the threshold for Board approval of change orders for police station project, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

10. Communications And Miscellaneous Business

a. Consider approval of vouchers

Motion by Murphy to approve the vouchers as presented, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

b. Correspondence- Emails regarding the sports complex.

c. Upcoming community events

d. Future agenda items- Ehlers final sale of debt. Next meeting is virtual only meeting.

DRAFT

11. Adjournment

Motion by Murphy to adjourn at 10:20 p.m., seconded by Doll. **Motion** carried with a voice vote of 6-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved:

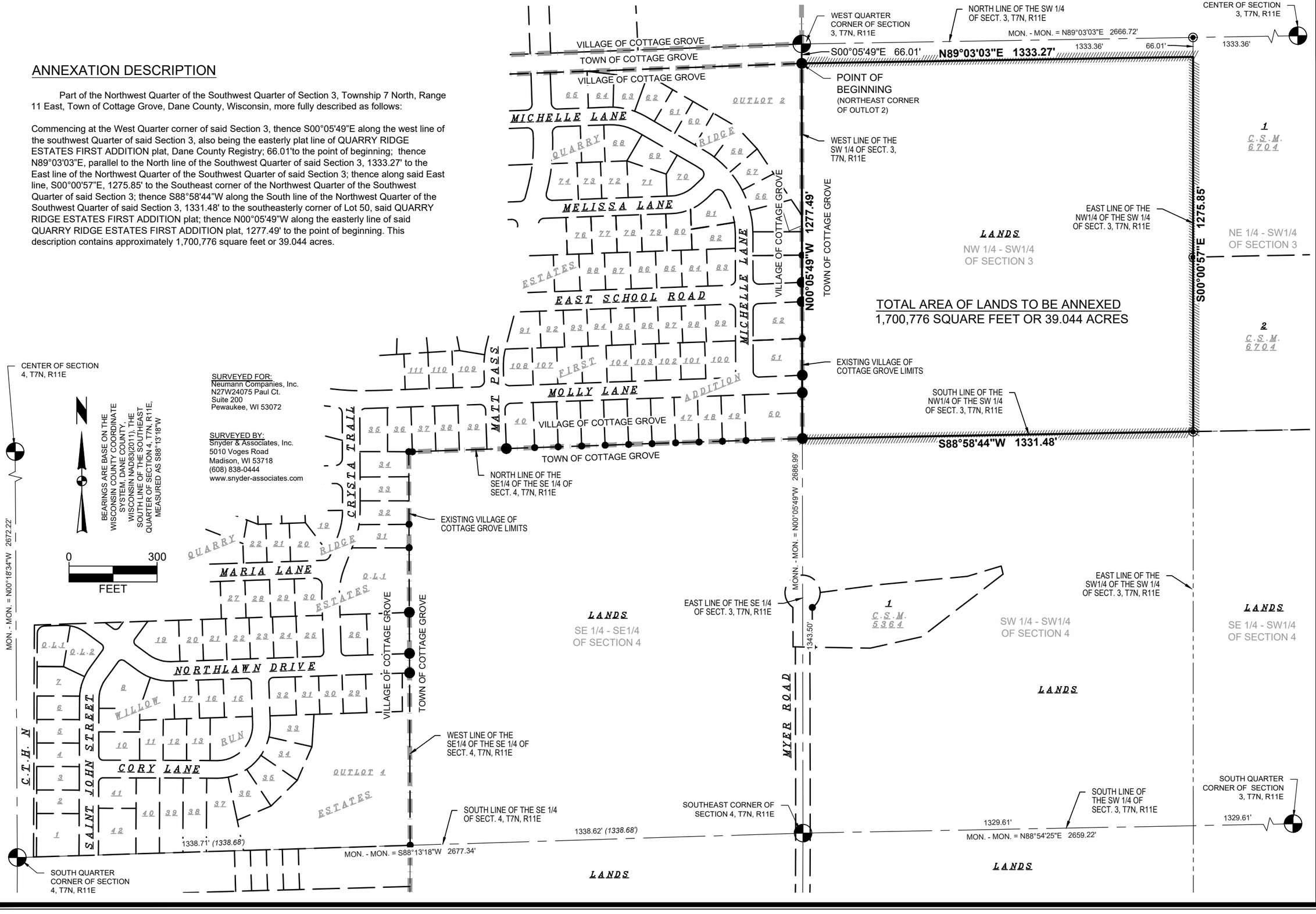
These minutes represent the general subject discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.

DRAFT

ANNEXATION DESCRIPTION

Part of the Northwest Quarter of the Southwest Quarter of Section 3, Township 7 North, Range 11 East, Town of Cottage Grove, Dane County, Wisconsin, more fully described as follows:

Commencing at the West Quarter corner of said Section 3, thence S00°05'49"E along the west line of the southwest quarter of said Section 3, also being the easterly plat line of QUARRY RIDGE ESTATES FIRST ADDITION plat, Dane County Registry; 66.01'to the point of beginning; thence N89°03'03"E, parallel to the North line of the Southwest Quarter of said Section 3, 1333.27' to the East line of the Northwest Quarter of the Southwest Quarter of said Section 3; thence along said East line, S00°00'57"E, 1275.85' to the Southeast corner of the Northwest Quarter of the Southwest Quarter of said Section 3; thence S88°58'44"W along the South line of the Northwest Quarter of the Southwest Quarter of said Section 3, 1331.48' to the southeasterly corner of Lot 50, said QUARRY RIDGE ESTATES FIRST ADDITION plat; thence N00°05'49"W along the easterly line of said QUARRY RIDGE ESTATES FIRST ADDITION plat, 1277.49' to the point of beginning. This description contains approximately 1,700,776 square feet or 39.044 acres.



MARK	REVISION	DATE	BY
Engineer: ENGR	Checked By: CHKD	Scale: 1" = 300'	
Technician: ARG	Date: 03-12-2026	T-R-S: T7N-R11W-SS	

Project No: 125.1213.30

Sheet 1 OF 1

ANNEXATION TO VILLAGE OF COTTAGE GROVE

EXHIBIT MAP - A

DANE COUNTY, WI

SNYDER & ASSOCIATES, INC.
5010 VOGES ROAD
MADISON, WISCONSIN 53718
515-964-2020 | www.snyder-associates.com

SNYDER & ASSOCIATES

Project No: 125.1213.30

Sheet 1 OF 1

V:\Projects\2025\125.1213.30\CAD\1251213_SURV-ANNEX-A.dwg ADAM GROSS, 2/2/34 EXHIBIT L, 2026/03/27, 11:19 AM, ANSI FULL BLEED B (17.00 X 11.00 INCHES)

February 13, 2026
Revised: March 12, 2026
125.1213.30

ANNEXATION - LEGAL DESCRIPTION

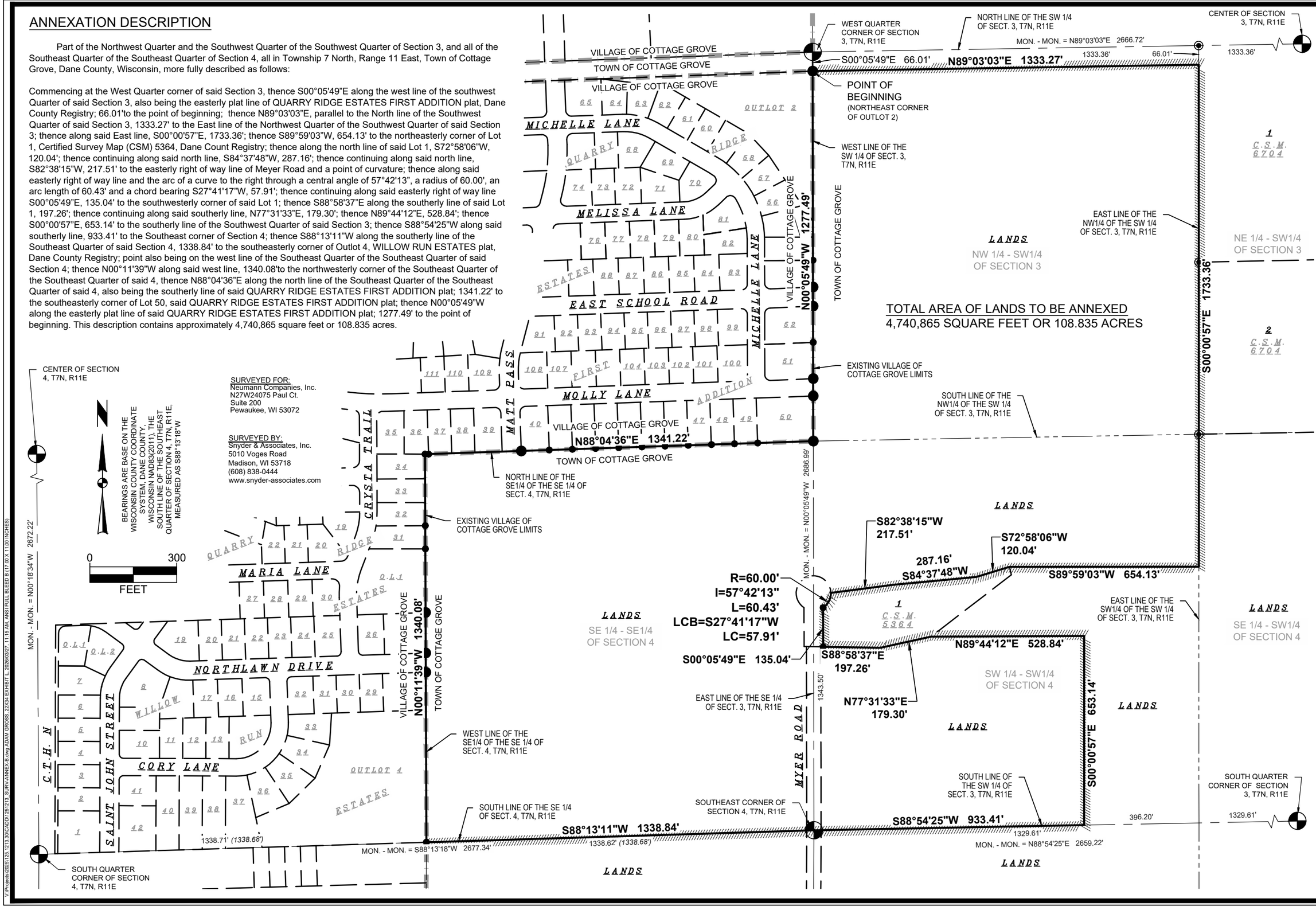
Part of the Northwest Quarter of the Southwest Quarter of Section 3, Township 7 North, Range 11 East, Town of Cottage Grove, Dane County, Wisconsin, more fully described as follows:

Commencing at the West Quarter corner of said Section 3, thence S00°05'49"E along the west line of the southwest Quarter of said Section 3, also being the easterly plat line of QUARRY RIDGE ESTATES FIRST ADDITION plat, Dane County Registry; 66.01'to the point of beginning; thence N89°03'03"E, parallel to the North line of the Southwest Quarter of said Section 3, 1333.27' to the East line of the Northwest Quarter of the Southwest Quarter of said Section 3; thence along said East line, S00°00'57"E, 1275.85' to the Southeast corner of the Northwest Quarter of the Southwest Quarter of said Section 3; thence S88°58'44"W along the South line of the Northwest Quarter of the Southwest Quarter of said Section 3, 1331.48' to the southeasterly corner of Lot 50, said QUARRY RIDGE ESTATES FIRST ADDITION plat; thence N00°05'49"W along the easterly line of said QUARRY RIDGE ESTATES FIRST ADDITION plat, 1277.49' to the point of beginning. This description contains approximately 1,700,776 square feet or 39.044 acres.

ANNEXATION DESCRIPTION

Part of the Northwest Quarter and the Southwest Quarter of the Southwest Quarter of Section 3, and all of the Southeast Quarter of the Southeast Quarter of Section 4, all in Township 7 North, Range 11 East, Town of Cottage Grove, Dane County, Wisconsin, more fully described as follows:

Commencing at the West Quarter corner of said Section 3, thence S00°05'49"E along the west line of the southwest Quarter of said Section 3, also being the easterly plat line of QUARRY RIDGE ESTATES FIRST ADDITION plat, Dane County Registry; 66.01'to the point of beginning; thence N89°03'03"E, parallel to the North line of the Southwest Quarter of said Section 3, 1333.27' to the East line of the Northwest Quarter of the Southwest Quarter of said Section 3; thence along said East line, S00°00'57"E, 1733.36'; thence S89°59'03"W, 654.13' to the northeasterly corner of Lot 1, Certified Survey Map (CSM) 5364, Dane Count Registry; thence along the north line of said Lot 1, S72°58'06"W, 120.04'; thence continuing along said north line, S84°37'48"W, 287.16'; thence continuing along said north line, S82°38'15"W, 217.51' to the easterly right of way line of Meyer Road and a point of curvature; thence along said easterly right of way line and the arc of a curve to the right through a central angle of 57°42'13", a radius of 60.00', an arc length of 60.43' and a chord bearing S27°41'17"W, 57.91'; thence continuing along said easterly right of way line S00°05'49"E, 135.04' to the southwesterly corner of said Lot 1; thence S88°58'37"E along the southerly line of said Lot 1, 197.26'; thence continuing along said southerly line, N77°31'33"E, 179.30'; thence N89°44'12"E, 528.84'; thence S00°00'57"E, 653.14' to the southerly line of the Southwest Quarter of said Section 3; thence S88°54'25"W along said southerly line, 933.41' to the Southeast corner of Section 4; thence S88°13'11"W along the southerly line of the Southeast Quarter of said Section 4, 1338.84' to the southeasterly corner of Outlot 4, WILLOW RUN ESTATES plat, Dane County Registry; point also being on the west line of the Southeast Quarter of the Southeast Quarter of said Section 4; thence N00°11'39"W along said west line, 1340.08'to the northwesterly corner of the Southeast Quarter of the Southeast Quarter of said 4, thence N88°04'36"E along the north line of the Southeast Quarter of the Southeast Quarter of said 4, also being the southerly line of said QUARRY RIDGE ESTATES FIRST ADDITION plat; 1341.22' to the southeasterly corner of Lot 50, said QUARRY RIDGE ESTATES FIRST ADDITION plat; thence N00°05'49"W along the easterly plat line of said QUARRY RIDGE ESTATES FIRST ADDITION plat; 1277.49' to the point of beginning. This description contains approximately 4,740,865 square feet or 108.835 acres.



SURVEYED FOR:
Neumann Companies, Inc.
N27W24075 Paul Ct.
Suite 200
Pewaukee, WI 53072

SURVEYED BY:
Snyder & Associates, Inc.
5010 Voges Road
Madison, WI 53718
(608) 838-0444
www.snyder-associates.com

MARK	REVISION	DATE	BY
Engineer: ENGR	Checked By: CHKD	Scale: 1" = 300'	
Technician: ARG	Date: 03-27-2026	T-R-S: T7N-R11W-SS	

Project No: 125.1213.30

Sheet 1 OF 1

ANNEXATION TO VILLAGE OF COTTAGE GROVE

EXHIBIT MAP B

DANE COUNTY, WI

SNYDER & ASSOCIATES, INC.
5010 VOGES ROAD
MADISON, WISCONSIN 53718
515-964-2020 | www.snyder-associates.com

SNYDER & ASSOCIATES

Project No: 125.1213.30

Sheet 1 OF 1

V:\Projects\2025\125.1213.30\CAD\1251213_SURV-ANNEX-B.dwg ADAM GROSS, 2/2/34 EXHIBIT L, 2026/03/27, 11:15 AM, ANSI FULL BLEED B (17.00 X 11.00 INCHES)

March 27, 2026
125.1213.30

ANNEXATION - LEGAL DESCRIPTION – OPTION B

Part of the Northwest Quarter and the Southwest Quarter of the Southwest Quarter of Section 3, and all of the Southeast Quarter of the Southeast Quarter of Section 4, all in Township 7 North, Range 11 East, Town of Cottage Grove, Dane County, Wisconsin, more fully described as follows:

Commencing at the West Quarter corner of said Section 3, thence S00°05'49"E along the west line of the southwest Quarter of said Section 3, also being the easterly plat line of QUARRY RIDGE ESTATES FIRST ADDITION plat, Dane County Registry; 66.01'to the point of beginning; thence N89°03'03"E, parallel to the North line of the Southwest Quarter of said Section 3, 1333.27' to the East line of the Northwest Quarter of the Southwest Quarter of said Section 3; thence along said East line, S00°00'57"E, 1733.36'; thence S89°59'03"W, 654.13' to the northeasterly corner of Lot 1, Certified Survey Map (CSM) 5364, Dane Count Registry; thence along the north line of said Lot 1, S72°58'06"W, 120.04'; thence continuing along said north line, S84°37'48"W, 287.16'; thence continuing along said north line, S82°38'15"W, 217.51' to the easterly right of way line of Meyer Road and a point of curvature; thence along said easterly right of way line and the arc of a curve to the right through a central angle of 57°42'13", a radius of 60.00', an arc length of 60.43' and a chord bearing S27°41'17"W, 57.91'; thence continuing along said easterly right of way line S00°05'49"E, 135.04' to the southwesterly corner of said Lot 1; thence S88°58'37"E along the southerly line of said Lot 1, 197.26'; thence continuing along said southerly line, N77°31'33"E, 179.30'; thence N89°44'12"E, 528.84'; thence S00°00'57"E, 653.14' to the southerly line of the Southwest Quarter of said Section 3; thence S88°54'25"W along said southerly line, 933.41' to the Southeast corner of Section 4; thence S88°13'11"W along the southerly line of the Southeast Quarter of said Section 4, 1338.84' to the southeasterly corner of Outlot 4, WILLOW RUN ESTATES plat, Dane County Registry; point also being on the west line of the Southeast Quarter of the Southeast Quarter of said Section 4; thence N00°11'39"W along said west line, 1340.08'to the northwesterly corner of the Southeast Quarter of the Southeast Quarter of said 4, thence N88°04'36"E along the north line of the Southeast Quarter of the Southeast Quarter of said 4, also being the southerly line of said QUARRY RIDGE ESTATES FIRST ADDITION plat; 1341.22' to the southeasterly corner of Lot 50, said QUARRY RIDGE ESTATES FIRST ADDITION plat; thence N00°05'49"W along the easterly plat line of said QUARRY RIDGE ESTATES FIRST ADDITION plat; 1277.49' to the point of beginning. This description contains approximately 4,740,865 square feet or 108.835 acres.

MONONA GROVE
SCHOOL DISTRICT

Village of Cottage Grove April 6, 2026

MONONA GROVE
SCHOOL DISTRICT

1

Start and End Time Changes

2

Entry and Exit Process

3

Site Plan Questions

MONONA GROVE SCHOOL DISTRICT

A Multi-Layered Approach to Student Safety

Integrated Strategy

We are combining **infrastructure improvements** (Physical Loop) with **procedural shifts** (Direct Entry) to create a secure, predictable environment.

The Goal

Eliminate “unmonitored windows” and de-conflict pedestrian, car, and bus transit zones.

Key Principle

Physical site design is only as effective as the internal policies that govern it.

Engineered Separation of Students and Vehicles



Permanent Perimeter Fencing

A new fence will be installed between the driveway/bus loop and the lower playground. This provides a permanent physical boundary that prevents students or equipment (balls, etc.) from entering the transit path.



Restricted Access Gate

A gate at the loop entrance will remain closed during the school day (7:45 AM – 2:35 PM).



Retaining Wall Safety

Engineering is finalizing the safety railings and setbacks for the retaining wall to ensure it integrates into the guard rail and loop as it is situated to the north between the loop and the property line, not the playground.

Arrival Procedures & Supervision 7:25 AM – 7:45 AM



7:25 AM | Staff Arrival

Support staff move to designated stations at the loop to provide professional oversight before students arrive.



7:30 AM | Doors Open

Building doors open immediately for student entry, eliminating the morning playground “wait time”.



7:30 – 7:45 AM | Soft Start

Students proceed directly to classrooms for a regulated “soft start,” including breakfast and organization.



Safety Win

By removing play from the morning transit window, we eliminate the risk of unpredictable movement near active vehicle paths.

Managing Site Permeability



Controlled Access

A restricted-access gate will be installed at the entrance and exit of traffic loop

Daily Schedule

7:45 AM – 2:35 PM: The gates to the bus loop will be **closed and locked**.

Midday Exceptions: Midday 4K buses will utilize the **front** of the school so the playground remains open and the loop gate remains secure.



Emergency Use

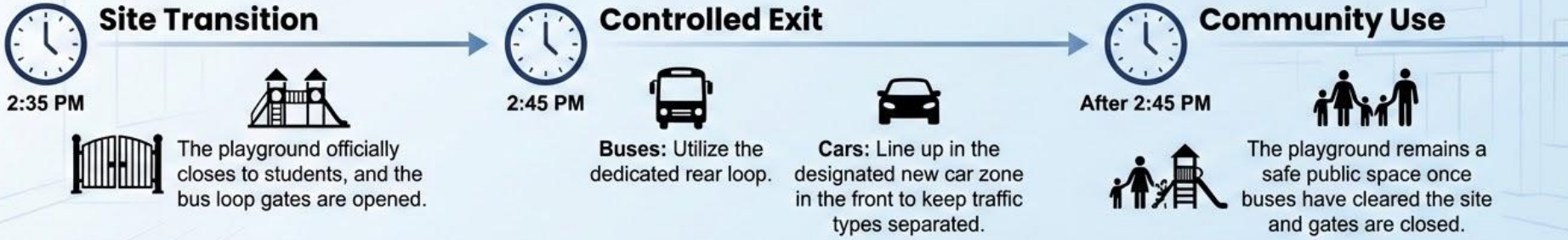
The gate ensures the loop is a strictly controlled transit zone, available for Fire/EMS access without being a public “shortcut.” The loop will be marked for Bus and Emergency services Traffic Only.

Afternoon Transition – Coordinated Departure

2:35 PM | Site Transition: The playground officially closes to students, and the bus loop gates are opened.
2:45 PM | Controlled Exit: * Buses: Utilize the dedicated rear loop.

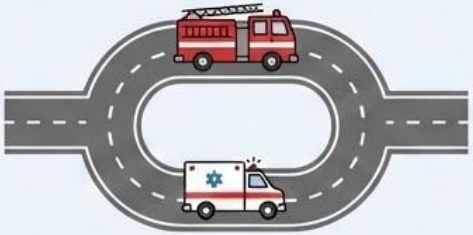
- **Cars:** Line up in the designated new car zone in the front to keep traffic types separated.

Community Use: The playground remains a safe public space after 2:45 PM once buses have cleared the site and gates are closed



Addressing Design Concerns

Why a Loop vs. Cul-de-sac?



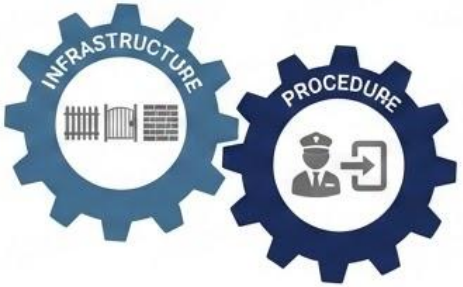
Allows Fire/EMS to enter and exit without complex maneuvers. Preferred design by municipal services & district when paired with a **restricted gate** and **perimeter fencing**.

Visual Transparency



Fencing designed to maintain visibility designed to maintain visibility for supervisors while providing a robust physical deterrent.

Operational Integrity



Solving the safety issue through two lenses: **Infrastructure** (fences/gates/walls) and **Procedure** (staffing/direct entry).

Transportation Map Route

School District's Responses to Village Board Concerns
Cottage Grove Elementary School Bus Loop Project

Our primary response to the "playground safety" concern is that the playground will no longer be in use during morning transit windows and we will open the doors to accept students starting with the staff time. We are moving to a "Direct Entry" model that fundamentally changes how students interact with the site.

Below are the specific responses to the questions raised:

1) **How will the district monitor students during morning bus drop-off/crossing the loop?**
    - Under the 26-27 schedule, students will no longer cross the loop to access the playground in the morning. Instead, they will transition directly from the bus into the building.
    - 7:25 AM: Support staff arrive and are stationed at the loop.
    - 7:30 AM: Doors open; students move immediately from transportation into the school to begin their "soft start" (breakfast and hanging up items in the classroom).
    - Safety Win: By moving the arrival process indoors, we eliminate the risk of students playing near active transit paths.
2) **Will the district supply more staff for monitoring?**
    - Yes. **SEA/EA staff start time at 7:25 AM**, we are ensuring an "all-hands-on-deck" supervision presence five minutes before the first door opens. This ensures professional oversight is active during the entire duration of the bus drop-off window.
3) **Why does the district feel this option is the best and safest option?**
    - As noted in the previous meeting with village services, the loop is the preferred design for **emergency vehicle access (Fire/EMS)**. From a school safety standpoint, a loop allows for a continuous flow of traffic, preventing the congestion and "backing up" of large vehicles that occur with a cul-de-sac. When combined with our "Direct Entry" internal policy, the loop becomes a strictly controlled transit zone rather than a shared play/transit zone.
4) **Why was this chosen over the cul-de-sac design? (Impact on fields vs safety)**
    - While preserving the baseball fields is a benefit, the decision was primarily driven by **overall site safety and traffic flow** A cul-de-sac requires buses to perform tighter maneuvers and creates a "dead end" that can hinder emergency responders. The loop provides the most efficient ingress and egress for both daily school operations and emergency services.

VILLAGE ACTION REPORT

PROJECT: Cottage Grove School Site Plan Amendment
APPLICANT: Anna Blake – Engineer, Point of Beginning; Bill Miller – Facilities Dir., MGSD
PROJECT LOCATION: 470 N. Main Street
REPORT DATE: March 12, 2026

PROJECT DESCRIPTION: The applicant is seeking approval of a site plan amendment to permit construction of new bus loop/driveway around the existing Cottage Grove Elementary School. The intention is to separate bus and parent drop-off and pick-up areas to allow more off-street space within the parking lot for cars to wait. The applicant provided a circulation diagram to show the proposed route through the site. Only buses are intended to use the new driveway, with drop-off and pick-up occurring on the rear side of the building. The southernmost entry to the parking lot is now intended to be right turn in only. The existing northern driveway to parking lot is intended to be right turn out only.

PLAN COMMISSION MEETING: MARCH 11, 2026

STAFF REPORT PROVIDED BY: _X_ Planner, _X_ Engineer, _X_ CGFD

MOTION #1: by Murphy (1st), Jushchyshyn (2nd)

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

Planning

1. See the Village Engineer's report for additional comments and recommendations related to the northern driveway.

2. See the Cottage Grove Fire Department's report regarding width of the bus loop related to fire lane standards.

3. Provide a photometric plan and lighting cutsheets for all new exterior lighting.

Engineering – Civil Plans

1. The final submittal should have a title sheet with the name of the project, owner, and location, typical of other projects in the Village.

2. The drawings refer to a "construction manager." That phrase, as used in the drawings, should not be considered to be the Village Engineer.

Engineering – Sheet C2.0 – Layout Plan

1. The northern driveway into the parking lot is shown with a 55-foot-wide opening, including the widened bus entrance to the north. This exceeds the typical Village driveway opening width of 24 feet. The existing driveway and new driveway may confuse drivers and create conflicts with their close proximity. Consider using the existing driveway entrance and starting the one-way bus loop within the school site right after the parking lot entrance.

2. There is a sidewalk curb ramp coming from the east that intersects the public sidewalk. This intersection occurs right in the middle of the driveway apron. This may create confusing situations for entering vehicles if the apron is continuous for its entire 55-foot width. Additionally, pedestrian curb ramps should not intersect sidewalks in the middle of a driveway apron. The pedestrian sidewalk should be relocated to the north of the bus drive aisle so it can be separated from the driveway. It will then need a crossing of the bus loop at the eastern limits near the front of the school.

3. The keynotes call for a "13" roll curb," but the detail drawings only show a 30-inch roll curb. Please clarify which curb is intended to be used.

4. Fire and emergency services will likely request a minimum bus loop pavement width of 20 feet. The current drawings show it at 15 feet on the north and south connection points.

Engineering – Sheet C3.0 – Grading Plan

1. The cross slope of the public sidewalk along the new northern entrance appears to be between 4.4 and 6 percent. Maximum allowable cross slope for a sidewalk is 2 percent in accordance with Americans with Disabilities Act (ADA) standards.

2. Consider removing more asphalt pavement along the north side of the center east to west sidewalk. In some areas, the tie-in slopes between the flowline and match appear to be approximately 13 to 16 percent. This may be difficult to warp the pavement in a 2-foot width and could pose an awkward loading and unloading surface for vehicles and pedestrians.

3. While it appears the bus loading and unloading sidewalk areas at the northeast corner of the site have slopes of 5 percent, sidewalk areas immediately to the west have slopes exceeding 6.7 percent. Consider a running slope in these areas of 5 percent or less.

4. The running slope of the southeasternmost sidewalk ramp to the new roadway leading to the playground area appears to be 11 percent. This should be reduced to 8 percent maximum to be considered an ADA-compliant ramp, or 5 percent if it is not to be a ramp.

5. The riprap area detail for the south slope of the bioretention area on Sheet C6.1 indicates a maximum side slope of 3:1. However, the grading plan indicates slopes of 2:1 and some areas as steep as 1.5:1, which seem to be excessively steep. Maximum side slopes of 3:1 are recommended and it is suggested that these slopes be vegetated with a no mow fescue seed mix, instead of riprapped. Note that there are other areas of the site

that have 3:1 side slopes. It is similarly suggested that these slopes be vegetated with a no mow fescue seed mix.

Engineering – Sheet C4.0 – Erosion Control Plan

1. Silt fence should be installed along the entire south limits of the proposed project grading from Main Street to the rear playground area.

Engineering – C5.0 – Utility Plan

1. The connection elevation to inlet EX#4 should be shown on the drawings. It appears the leader may be dragged off the page.

2. The pipe between Inlet EX#4 and Manhole ST#4 should be reinforced concrete pipe (RCP) as it is located within the right-of-way.

3. Consider adding cleanouts at the 45-degree high-density polyethylene (HDPE) storm sewer bends for ease of maintenance. Longer stretches of pipe after a bend may be difficult to clean without an access point.

4. Consider a minimum of 2 feet of cover on HDPE storm sewer pipes within the site.

5. Provide photometric calculations for the proposed lighting layout, along with the corresponding lighting specifications and detail sheets, for review of compliance with Village standards. Lighting luminaire color temperature of 4000 Kelvin or less is recommended for Dark Sky compliance.

Engineering – Sheet L1.0 – Landscape Plan

1. The northern "BN" tree appears to be close to the 12-inch HDPE storm sewer pipe running east to west along the drive aisle.

Engineering – Traffic Comments

1. Does the development team have an estimated amount of traffic that will likely be added to Ollie Street and the Weald Bridge Road and Taylor Street intersection? The current Main Street southbound traffic will likely have to use Ollie Street to Weald Bridge Road to Main Street to enter the school site as a right-turn only. When a driver exits the site, they will also be required to turn right-out which may add traffic to Ollie Street if they have to circle back to travel south. Another option would be to make the south access as enter only but allow left- and right-turning movements and the north access as exit only but allow left- and right-turning movements. This could limit vehicles circling around on other local streets.

2. The right-out only parent traffic will conflict with the bus in traffic. The left-in bus traffic may also queue traffic on Main Street as they wait for parent right-out traffic.

3. The circulation plan shows a bus gate on the northern end of the bus loop. Consider placing a gate on the southern end immediately after the dumpster enclosures to prevent passenger vehicle traffic entering from that end.

4. Provide a site pavement marking and signage plan for review.

Engineering – Stormwater Management Plan Report

1. Based on review of the submitted stormwater management calculations, Village, Dane County, and state postconstruction stormwater management standards are being met. Note that the calculations indicate the 100-year and 200-year high water level in the bioretention basin is 931.27 and 931.69, respectively. The engineering drawings indicate that the inlet elevations along the bus drive are set at elevation 930.36 and 930.61 and the inlet elevation in the existing parking lot is set at 930.56. This would result in flow surcharging out of these inlets for the 100- and 200-year storm event, which is assumed not intended and not represented in the modeling.

2. A long-term stormwater maintenance plan has been provided and appears to be acceptable. The applicant will need to prepare a stormwater maintenance agreement.

3. Village Stormwater Management Permit and Erosion Control Permit applications and checklists should be submitted to be reviewed by Dane County Land and Water Resources Department (DCLWRD). Any DCLWRD review comments should be addressed before permit issuance. Additionally, before permit issuance, Wisconsin Department of Natural Resources Notice of Intent be approved, a surety or letter of credit should be in place for public improvements and stormwater and erosion control project costs, and all Village fees should be paid.

CG Fire Department

1. Provide more than one fire department access road to the facility due to the potential for vehicle congestion.
   - Unobstructed width of not less than 20 feet
   - Vertical clearance of 13 feet 6 inches
   - Must be designed to support the weight of fire apparatus and all weather surface
   - Angle of approach/departure (grade) shall not exceed 1 ft drop in 20 ft

Conditions Added by Plan Commission

1. Eliminate north parking lot entrance and use right in/right out at south parking lot entrance to simplify access conditions and add queuing space.

2. Confirm setbacks to pavement on south side.

3. Determine cost of imposing parking regulations on Main Street.

VOTE: _7_ Aye, _0_ Nay, _0_ Abstain

APPLICANT COMMENTS:

- (Anna Blake – Engineer, Point of Beginning & Bill Miller – Director of Buildings and Grounds, Monona Grove School District) – provided an overview of project and available for questions.

PUBLIC COMMENTS:

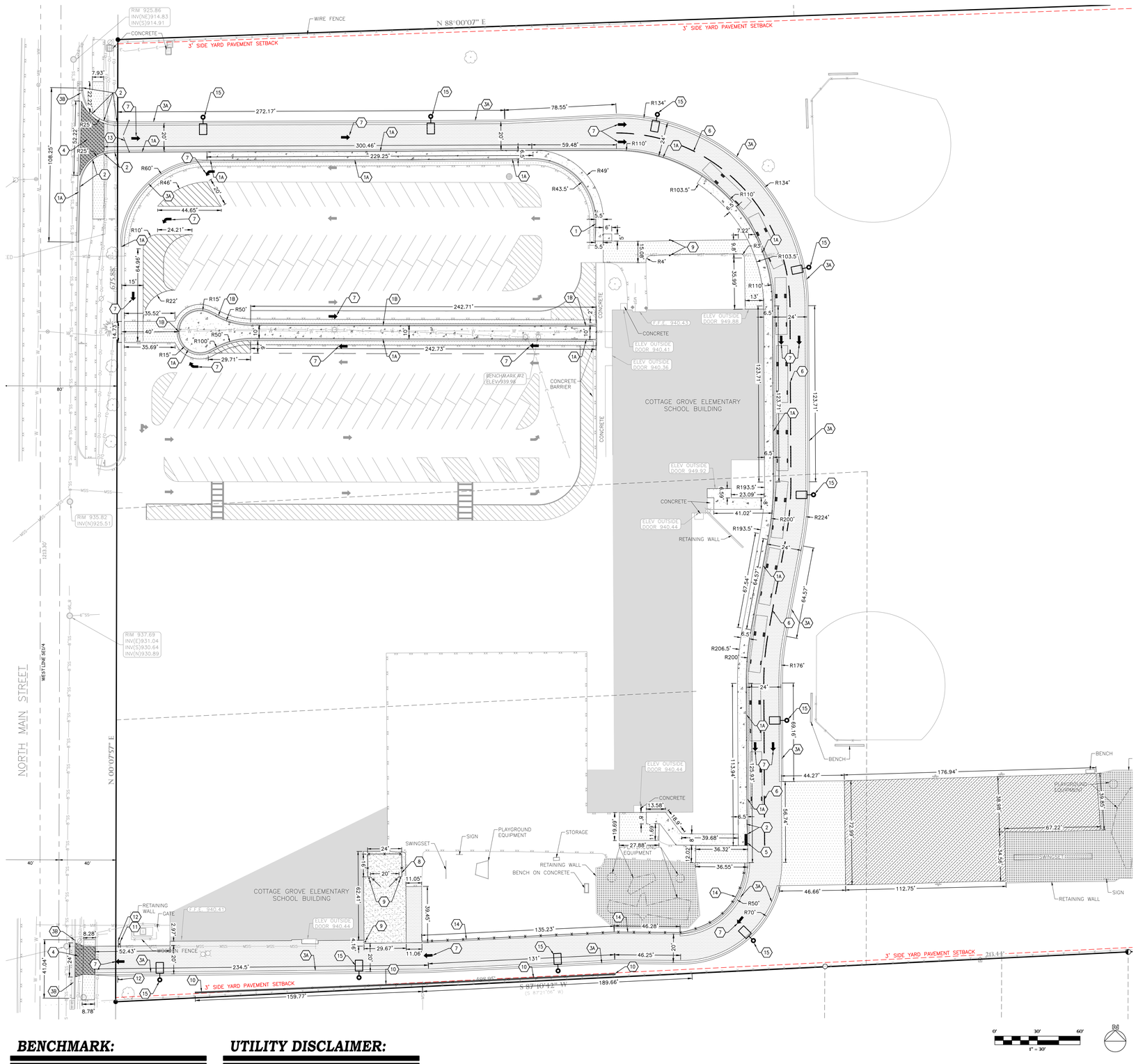
- None.

PLAN COMMISSION COMMENTS:

- (Kelm-Nelson) – noted MGSD is generally good at communicating proper drop off procedures and expectations.
- (Heim) – suggested an additional pedestrian path north of the bus loop.
- (Brinkmeier) – need to get as many cars off the street as possible. Feels people don't follow signs.
- (Murphy) – inquired about implementing no parking along Main Street south of the drop off so cars can queue separately from through-traffic.
- (Jushchyshyn) – asked about width of north driveway. Straka indicated this condition would change from what is shown in the plan if south access becomes right in/right out.

STAFF COMMENTS:

- (Straka) – noted effect on traffic patterns and felt north access point was confusing for drivers and pedestrians. Much conversation ensued regarding alternative options to move traffic through the site. Jim Lundberg from Point of Beginning Engineers suggested a right in/right out for parent drop off via the south access point, simplifying the condition on the north side and adding queuing length. There was general agreement to pursue this option.



GENERAL NOTES:

1. CONTRACTOR SHALL LOCATE ALL PUBLIC AND PRIVATE UTILITIES PRIOR TO COMMENCEMENT OF WORK.
2. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. INSTALL AND MAINTAIN EROSION CONTROL PRACTICES IN ACCORDANCE WITH STATE AND LOCAL REQUIREMENTS.
4. SEE SHEET C4.0 FOR ALL REQUIRED EROSION CONTROL PRACTICES.
5. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR.
6. VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
7. BIDDERS SHALL VISIT THE SITE AND REVIEW EXISTING CONDITIONS PRIOR TO THE BID DATE.
8. PRIOR TO STARTING WORK, VERIFY WITH THE LOCAL AUTHORITIES THAT ALL REQUIRED PERMITS HAVE BEEN ACQUIRED.
9. COORDINATE CONSTRUCTION IN THE RIGHT OF WAY WITH THE AUTHORITY HAVING JURISDICTION.
10. PROVIDE PROPER BARRICADES, SIGNS, AND TRAFFIC CONTROL TO MAINTAIN THRU TRAFFIC ALONG ADJACENT STREETS IN ACCORDANCE WITH LOCAL MUNICIPAL REQUIREMENTS.
11. SIDEWALK JOINTS SHALL BE INSTALLED AS INDICATED OR AS APPROVED BY THE CONSTRUCTION MANAGER.

(XX) KEYNOTES:

1. 18" CONCRETE CURB — 3 C6.0
   A. STANDARD
   B. REJECT
2. CONCRETE CURB TAPER SECTION
3. 30" CONCRETE CURB & GUTTER — 4 C6.0
   A. STANDARD 3" TALL ROLL CURB
   B. STANDARD 6" TALL CURB
4. CONCRETE DRIVE APRON — 5 C6.0
5. ADA CURB RAMP — 6 C6.0
6. DRIVE CENTERLINE
7. DIRECTIONAL ARROW — 7 C6.0
8. 6' TALL CHAIN LINK DUMPSTER ENCLOSURE W/ PRIVACY SLATS W/ 10' WIDE DOUBLE SWING GATES — 9 C6.0
9. CONCRETE BOLLARD — 10 C6.0
10. PROPOSED RETAINING WALL W/GUARD RAIL — 11 C6.0
11. STOP SIGN — 12 C6.0
12. DO NOT ENTER SIGN — 12 C6.0
13. 8' WIDE DOUBLE SWING MANUAL A-FRAME GATE — 9 C6.0
14. 4' TALL BLACK VINYL COATED CHAIN LINK FENCE — 8 C6.0
15. PROPOSED LIGHT POLE, (SEE SITE LIGHTING REQUIREMENTS)

PAVEMENT HATCH PATTERNS:

PROPOSED STANDARD ASPHALT PAVEMENT	1 C6.0
PROPOSED HEAVY DUTY ASPHALT PAVEMENT	1 C6.0
PROPOSED STANDARD CONCRETE PAVEMENT	2 C6.0
PROPOSED REINFORCED CONCRETE PAVEMENT	2 C6.0
PROPOSED 7" CONCRETE PAVEMENT	5 C6.0
PROOF ROLL EXISTING GRAVEL BASE. REPAIR BASE AS NEEDED. MATCH EXISTING ASPHALT THICKNESS.	

SITE INFORMATION:

PROPERTY OWNER: MONONA GROVE SCHOOL DISTRICT

PLAN PREPARER: POINT OF BEGINNING, INC. – ANNA BLAKE

EXISTING ZONING: (SR–4) SINGLE–FAMILY RESIDENTIAL–4 DISTRICT
PROPOSED ZONING: (SR–4) SINGLE–FAMILY RESIDENTIAL–4 DISTRICT

EXISTING LAND USE: PUBLIC SERVICES
PROPOSED LAND USE: PUBLIC SERVICES

LOT AREA: 854,864 SQ–FT (19.63 ACRES)
DISTURB AREA: 110,651 SQ–FT (2.54 ACRES)

EXISTING HARDSCAPE: 160,793 SQ–FT / 854,864 = 18.81%
EXISTING BUILDING AREA: 85,015 SQ–FT / 854,864 = 9.94%
EXISTING LANDSCAPE AREA: 609,056 SQ–FT / 854,864 = 71.25%

PROPOSED HARDSCAPE: 174,031 SQ–FT / 854,864 = 20.36%
PROPOSED BUILDING AREA: 85,015 SQ–FT / 854,864 = 9.94%
PROPOSED LANDSCAPE AREA: 595,818 SQ–FT / 854,864 = 69.70%

LEGAL DESCRIPTION:

BEING A PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 9, TOWNSHIP 7 NORTH, RANGE 11 EAST, VILLAGE OF COTTAGE GROVE, DANE COUNTY, WISCONSIN.

COMMENCING AT THE SOUTH 1/4 CORNER OF SECTION 9, TOWNSHIP 7 NORTH, RANGE 11 EAST;
THENCE N 00°02'43" E ALONG THE WEST LINE OF THE SOUTHEAST 1/4 OF SAID SECTION 9, 1456.51 FEET;
THENCE N 87°10'42" E, 53.25 FEET TO A POINT ON THE EAST RIGHT–OF–WAY LINE OF NORTH MAIN STREET, SAID POINT ALSO BEING THE POINT OF BEGINNING (POB) OF THE PARCEL TO BE DESCRIBED;
THENCE N 00°07'57" E ALONG SAID EAST RIGHT–OF–WAY LINE, 675.88 FEET TO THE SOUTHWEST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP NO. 15812;
THENCE N 88°00'07" E ALONG THE SOUTH LINES OF LOT 1 AND OUTLOT 1 OF CERTIFIED SURVEY MAP
NO. 15812 TO THE SOUTHEAST CORNER OF SAID OUTLOT 1 THEREOF;
THENCE S 00°12'03" E, 657.22 FEET TO THE NORTHEAST CORNER OF LOT 3 OF CERTIFIED SURVEY MAP NO. 11576;
THENCE S 87°10'42" W ALONG THE NORTH LINES OF LOT 1, LOT 2 AND LOT 3 OF CERTIFIED SURVEY MAP NO. 11576 AND THE WESTERLY EXTENSION THEREOF, 1287.81 FEET TO THE POINT OF BEGINNING.

CONTAINING: 856,078 SQUARE FEET – 19.653 ACRES

SUBJECT TO (IF ANY) COVENANTS, CONDITIONS, RESTRICTIONS, RIGHT–OF–WAYS AND EASEMENTS OF RECORD.

SITE LIGHTING REQUIREMENTS:

REQUIREMENT:

ALL EXTERIOR LIGHTING SHOULD FOLLOW THE STANDARDS GIVEN IN THE VILLAGE OF COTTAGE GROVE ZONING CODE 325–78. CLEAR DEMONSTRATION OF COMPLIANCE WITH A LIMIT OF 1.0 FOOTCANDLES AT NONRESIDENTIAL PROPERTY LINES & 0.5 FOOTCANDLES AT RESIDENTIAL PROPERTY LINES.

NOTES:

1. CONTRACTOR IS RESPONSIBLE FOR SUPPLYING THE VILLAGE OF COTTAGE GROVE THE PROPOSED HEIGHT, DESIGN/TYPE AND ILLUMINATION POWER OF ALL EXTERIOR LIGHTING.
2. CONTRACTOR IS RESPONSIBLE FOR GETTING APPROVAL OF THE PROPOSED LIGHTING/PHOTOMETRIC PLAN PRIOR TO ANY INSTALLATION OF EXTERIOR LIGHTING.
3. PROPOSED LIGHT POLES AND FIXTURES TO MATCH EXISTING POLES AND FIXTURES (STYLE, COLOR, ETC.)

BENCHMARK:

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK #1
BURY BOLT ON HYDRANT,
LOCATED ON THE WEST SIDE OF NORTH MAIN STREET, WEST OF THE ACCESS TO THE NORTHERN–MOST PARKING LOT ON THE NORTH SIDE OF THE COTTAGE GROVE ELEMENTARY SCHOOL BUILDING.
ELEVATION = 930.77

BENCHMARK #2
BURY BOLT ON HYDRANT,
LOCATED BETWEEN THE NORTH AND SOUTH PARKING LOTS ON THE NORTH SIDE OF THE COTTAGE GROVE ELEMENTARY SCHOOL BUILDING, APPROXIMATELY 50 FEET WEST OF THE WEST EDGE OF SAID BUILDING.
ELEVATION = 939.98

UTILITY DISCLAIMER:

THE LOCATIONS, SIZES, AND TYPES OF UNDERGROUND PUBLIC AND PRIVATE UTILITIES OR SUBSTRUCTURES SHOW HEREON WERE OBTAINED FROM VISUAL INSPECTION, FIELD MEASUREMENTS, AND/OR AS–BUILT PLANS. SANITARY SEWER AND STORM SEWER PIPE SIZES, INVERTS, DIRECTION, AND LOCATIONS BETWEEN MANHOLES ARE SUPPLEMENTED BY AS–BUILT PLANS AND/OR ESTIMATED BASED ON FIELD OBSERVATIONS. PRIOR TO CONSTRUCTION IN THE VICINITY OF ANY UTILITIES SHOWN HEREON, IT IS RECOMMENDED THAT THE LOCATIONS, DEPTHS, AND SIZES BE FIELD VERIFIED. THE LOCATIONS SHOWN HEREON ARE ONLY APPROXIMATE, WITH POSSIBILITY THAT ADDITIONAL UTILITY LINES NOT DISCOVERED, OR MARKED, DURING THE SEARCH OF RECORDS AND THE FIELD SURVEY MAY EXIST. ANY CONTRACTOR USING THE INFORMATION SHOWN HEREON IS HEREBY FOREWARNED THAT ANY EXCAVATION UPON THIS SITE MAY RESULT IN THE DISCOVERY OF ADDITIONAL UNDERGROUND UTILITIES NOT SHOWN HEREON. IN GENERAL, UNDERGROUND UTILITY LOCATIONS ARE SHOWN FROM UTILITY MARKINGS, BY OTHERS, AND/OR AS–BUILT PLANS, PROVIDED BY OTHERS. POINT OF BEGINNING MAKES NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE EXISTING UTILITIES SHOWN HEREON, AND BELIEVES THAT THE INFORMATION CONTAINED HEREIN IS RELIABLE AND GENERALLY ACCURATE FOR THE PURPOSE INTENDED.

POINT OF BEGINNING, INC. HOLDS THE RIGHTS TO COPYRIGHT IN AND TO THESE PRINTS, DRAWINGS AND DOCUMENTS. NO REPRODUCTION, COPYING, ALTERATION, MODIFICATION, USAGE, INCORPORATION INTO OTHER DOCUMENTS OR ASSIGNMENT OF THE SAME MAY OCCUR WITHOUT THE PRIOR WRITTEN PERMISSION OF POINT OF BEGINNING, INC.

©2026 POINT OF BEGINNING, INC.

REVISIONS

CHECKED:	***JL***
DRAWN:	***AB***
DATE	***03/16/2026***
PROJECT NO.	***26.0003***

LAYOUT PLAN

MONONA GROVE SCHOOL DISTRICT
COTTAGE GROVE BUS LOOP
VILLAGE OF COTTAGE GROVE
DANE CO, WISCONSIN

Civil Engineering
Land Surveying
Landscape Architecture
4941 Kirschling Court
Stevens Point, WI 54481
715.344.9999 (PH) 715.344.9922 (FX)

POB Point of Beginning

SHEET ***C2.0***

LEGEND:

PARENTS

BUSSES

GATE CONTROLLED ACCESS

ONSITE QUEUING FOR CARS

ONSITE QUEUING FOR CARS

ONSITE QUEUING FOR 10 BUSSES

RIGHT TURN OUT ONLY

RIGHT TURN IN ONLY

STUDENT BUS ENTRANCE & EXIT

DUMPSTER RELOCATION

BUS EXIT ONLY. GARABGE & DELIVERY ENTRANCE & EXIT ONLY.

COTTAGE GROVE ELEMENTARY SCHOOL BUILDING

NORTH MAIN STREET

WEST LINE SEC.4

N 00°07'57" E

N 00°02'43" E 1656.51

S 87°10'42" W (S 87°21'08" W)

1287.81'

213.41'

0' 30' 60'

1" = 30'

REVISIONS

CHECKED:	JL
DRAWN:	AB
DATE	03/16/2026
PROJECT NO.	26.0003

CIRCULATION EXHIBIT

MONONA GROVE SCHOOL DISTRICT
COTTAGE GROVE BUS LOOP
VILLAGE OF COTTAGE GROVE
DANE CO, WISCONSIN

Civil Engineering
Land Surveying
Landscape Architecture

4941 Kirschling Court
Stevens Point, WI 54481
715.344.9999 (PH) 715.344.9922 (FX)

POB Point of Beginning

SHEET CIR.

POINT OF BEGINNING, INC. HOLDS THE RIGHTS TO COPYRIGHT IN AND TO THESE PRINTS, DRAWINGS AND DOCUMENTS. NO REPRODUCTION, COPYING, ALTERATION, MODIFICATION, USAGE, INCORPORATION INTO OTHER DOCUMENTS OR ASSIGNMENT OF THE SAME MAY OCCUR WITHOUT THE PRIOR WRITTEN PERMISSION OF POINT OF BEGINNING, INC.

©2026 POINT OF BEGINNING, INC.

PLANNING STAFF REPORT

MEMO DATE: March 5, 2026
MTG. DATE: **MARCH 11, 2026**

TO: Village of Cottage Grove Plan Commission

CC: Village of Cottage Grove Board of Trustees
Matt Giese – Village Administrator
Lisa Kalata – Village Clerk
Kyela O'Loughlin – Public Works & Utilities Director
Larry Konopacki – Village Attorney
Rick Manthe – Village Attorney
Josh Straka – Village Engineer

FROM: Erin Ruth, AICP – Village Planning Director

RE: **Cottage Grove Elementary School – Site Plan Amendment**

BACKGROUND

Property Owner:	Monona Grove School District
Location:	470 N. Main Street
Area:	20.6 acres
Agent:	William Miller – Monona Grove School District Anna Blake – Engineer, Point of Beginning
Existing Zoning:	SR-4, Single-Family Residential
Proposed Zoning:	SR-4, Single-Family Residential

OVERVIEW

The applicant is seeking approval of a site plan amendment to permit construction of new bus loop/driveway around the existing Cottage Grove Elementary School.

The intention is to separate bus and parent drop-off and pick-up areas to allow more off-street space within the parking lot for cars to wait. The applicant provided a circulation diagram to show the proposed route through the site. Only buses are intended to use the new driveway, with drop-off and pick-up occurring on the rear side of the building.

The southernmost entry to the parking lot is now intended to be right turn in only. The existing northern driveway to parking lot is intended to be right turn out only.

COMPREHENSIVE PLAN CONSISTENCY

The proposed use is consistent with the land use designation in the Comprehensive Plan.

ZONING CONSISTENCY

The subject property is zoned SR-4, Single-Family Residential.

The proposed project remains in compliance with the non-residential intensity and bulk regulations in the SR-4 district.

Per 325-76(B), "openings for vehicular ingress and egress shall not exceed 24 feet at all lot lines." The addition of the bus loop to the northern access point increases the overall width beyond 24 feet. Vehicles exiting on the left side and buses entering on the left side of this driveway is counterintuitive and may cause confusion. This confusion combined with the width may create a dangerous crossing point for children.

Exterior lighting standards are regulated under 325-78. The applicant shall provide a photometric plan and light fixture cutsheets to verify compliance with this section.

TIMELINE

- November 11, 2025 – meeting with school staff and consultants to introduce project to Village, CGPD, DGEMS, and CGFD staff

- December 1, 2025 – MGSD staff presented concept at Village Board meeting

STAFF RECOMMENDATION

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

1. See the Village Engineer's report for additional comments and recommendations related to the northern driveway.

2. See the Cottage Grove Fire Department's report regarding width of the bus loop related to fire lane standards.

3. Provide a photometric plan and lighting cutsheets for all new exterior lighting.

Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843
www.strand.com

March 5, 2026

Mr. Erin Ruth, Director of Planning and Development
Village of Cottage Grove
221 East Cottage Grove Road
Cottage Grove, WI 53527

Re: Monona Grove School District–Cottage Grove Elementary School Bus Loop Expansion
Village of Cottage Grove, Wisconsin (Village)

Dear Mr. Ruth:

Strand Associates, Inc.® (Strand) received a site development review package for the Cottage Grove Elementary School Bus Loop Expansion by the Monona Grove School District on February 26, 2026, submitted by Point of Beginning, Inc. (POB), which included the following documents for review:

1. Civil Plans dated February 25, 2026.

2. School Bus Circulation Exhibit dated February 25, 2026.

3. Stormwater Management and Erosion Control Plan dated February 26, 2026.

Additional POB-provided proposed traffic circulation documentation for review.

Strand has the following comments on the referenced documents.

Civil Plans Comments

1. The final submittal should have a title sheet with the name of the project, owner, and location, typical of other projects in the Village.

2. The drawings refer to a "construction manager." That phrase, as used in the drawings, should not be considered to be the Village Engineer.

Sheet C2.0–Layout Plan

1. The northern driveway into the parking lot is shown with a 55-foot-wide opening, including the widened bus entrance to the north. This exceeds the typical Village driveway opening width of 24 feet. The existing driveway and new driveway may confuse drivers and create conflicts with their close proximity. Consider using the existing driveway entrance and starting the one-way bus loop within the school site right after the parking lot entrance.

2. There is a sidewalk curb ramp coming from the east that intersects the public sidewalk. This intersection occurs right in the middle of the driveway apron. This may create confusing situations for entering vehicles if the apron is continuous for its entire 55-foot width. Additionally, pedestrian curb ramps should not intersect sidewalks in the middle of a driveway

apron. The pedestrian sidewalk should be relocated to the north of the bus drive aisle so it can be separated from the driveway. It will then need a crossing of the bus loop at the eastern limits near the front of the school.

3. The keynotes call for a “13" roll curb,” but the detail drawings only show a 30-inch roll curb. Please clarify which curb is intended to be used.

4. Fire and emergency services will likely request a minimum bus loop pavement width of 20 feet. The current drawings show it at 15 feet on the north and south connection points.

Sheet C3.0–Grading Plan

1. The cross slope of the public sidewalk along the new northern entrance appears to be between 4.4 and 6 percent. Maximum allowable cross slope for a sidewalk is 2 percent in accordance with Americans with Disabilities Act (ADA) standards.

2. Consider removing more asphalt pavement along the north side of the center east to west sidewalk. In some areas, the tie-in slopes between the flowline and match appear to be approximately 13 to 16 percent. This may be difficult to warp the pavement in a 2-foot width and could pose an awkward loading and unloading surface for vehicles and pedestrians.

3. While it appears the bus loading and unloading sidewalk areas at the northeast corner of the site have slopes of 5 percent, sidewalk areas immediately to the west have slopes exceeding 6.7 percent. Consider a running slope in these areas of 5 percent or less.

4. The running slope of the southeasternmost sidewalk ramp to the new roadway leading to the playground area appears to be 11 percent. This should be reduced to 8 percent maximum to be considered an ADA-compliant ramp, or 5 percent if it is not to be a ramp.

3. The riprap area detail for the south slope of the bioretention area on Sheet C6.1 indicates a maximum side slope of 3:1. However, the grading plan indicates slopes of 2:1 and some areas as steep as 1.5:1, which seem to be excessively steep. Maximum side slopes of 3:1 are recommended and it is suggested that these slopes be vegetated with a no mow fescue seed mix, instead of riprapped. Note that there are other areas of the site that have 3:1 side slopes. It is similarly suggested that these slopes be vegetated with a no mow fescue seed mix.

Sheet C4.0–Erosion Control Plan

Silt fence should be installed along the entire south limits of the proposed project grading from Main Street to the rear playground area.

Sheet C5.0–Utility Plan

1. The connection elevation to inlet EX#4 should be shown on the drawings. It appears the leader may be dragged off the page.

2. The pipe between Inlet EX#4 and Manhole ST#4 should be reinforced concrete pipe (RCP) as it is located within the right-of-way.

3. Consider adding cleanouts at the 45-degree high-density polyethylene (HDPE) storm sewer bends for ease of maintenance. Longer stretches of pipe after a bend may be difficult to clean without an access point.

4. Consider a minimum of 2 feet of cover on HDPE storm sewer pipes within the site.

5. Provide photometric calculations for the proposed lighting layout, along with the corresponding lighting specifications and detail sheets, for review of compliance with Village standards. Lighting luminaire color temperature of 4000 Kelvin or less is recommended for Dark Sky compliance.

Sheet L1.0–Landscape Plan

1. The northern "BN" tree appears to be close to the 12-inch HDPE storm sewer pipe running east to west along the drive aisle.

Traffic Comments

1. Does the development team have an estimated amount of traffic that will likely be added to Ollie Street and the Weald Bridge Road and Taylor Street intersection? The current Main Street southbound traffic will likely have to use Ollie Street to Weald Bridge Road to Main Street to enter the school site as a right-turn only. When a driver exits the site, they will also be required to turn right-out which may add traffic to Ollie Street if they have to circle back to travel south. Another option would be to make the south access as enter only but allow left- and right-turning movements and the north access as exit only but allow left- and right-turning movements. This could limit vehicles circling around on other local streets.

2. The right-out only parent traffic will conflict with the bus in traffic. The left-in bus traffic may also queue traffic on Main Street as they wait for parent right-out traffic.

3. The circulation plan shows a bus gate on the northern end of the bus loop. Consider placing a gate on the southern end immediately after the dumpster enclosures to prevent passenger vehicle traffic entering from that end.

4. Provide a site pavement marking and signage plan for review.

Stormwater Management Plan Report Comments

1. Based on review of the submitted stormwater management calculations, Village, Dane County, and state postconstruction stormwater management standards are being met. Note that the calculations indicate the 100-year and 200-year high water level in the bioretention basin is 931.27 and 931.69, respectively. The engineering drawings indicate that the inlet elevations along the bus drive are set at elevation 930.36 and 930.61 and the inlet elevation in the existing parking lot is set at 930.56. This would result in flow surcharging out of these inlets for the 100- and 200-year storm event, which is assumed not intended and not represented in the modeling.

2. A long-term stormwater maintenance plan has been provided and appears to be acceptable. The applicant will need to prepare a stormwater maintenance agreement.

3. Village Stormwater Management Permit and Erosion Control Permit applications and checklists should be submitted to be reviewed by Dane County Land and Water Resources Department (DCLWRD). Any DCLWRD review comments should be addressed before permit issuance. Additionally, before permit issuance, Wisconsin Department of Natural Resources Notice of Intent be approved, a surety or letter of credit should be in place for public improvements and stormwater and erosion control project costs, and all Village fees should be paid.

If this site development is approved to move forward by the Plan Commission, Strand anticipates an additional review of the site drawings that address the previously mentioned comments. Please call 608-251-4843 if you have any questions.

Sincerely,

STRAND ASSOCIATES, INC.®

Tyler A. Wallin, P.E.

c: Plan Commission, Village of Cottage Grove
Kyela O'Loughlin, P.E., Director of Public Works and Utilities, Village of Cottage Grove
Matt Giese, Village Administrator, Village of Cottage Grove
Lisa Kalata, Village Clerk, Village of Cottage Grove
Anna Blake, Point of Beginning, Inc.
Josh Straka, P.E., Village Engineer, Strand Associates, Inc.®

Cottage Grove Elementary



1:3,000

0 0.03 0.05 0.1 mi

0 0.04 0.08 0.16 km

Dane County Land Information Office (LIO), Fly Dane Partnership, Ayres Associates, Wisconsin Regional Orthoimagery Consortium (WROC)

OPTION C

connect existing parking lots, add bus lane

updated 11.20.2025

THE VILLAGE OF
COTTAGE GROVE

VILLAGE OF COTTAGE GROVE
REQUEST FOR SITE PLAN APPROVAL

APPLICANT: Monona Grove School District

APPLICANT ADDRESS: 5301 Monona Dr, Monona, WI 53716

TELEPHONE: (608) 316-1917

EMAIL ADDRESS: tanya.fredrich@mgschools.net

PROJECT LOCATION:

470 N Main St, Cottage Grove, WI 53527

DESCRIPTION OF PROPOSED PROJECT:

A new bus loop and adjacent sidewalk connection will be constructed around the existing building. The existing paved playground will also be resurfaced.

APPLICATION SUBMITTAL REQUIREMENTS:

1. Submittal requirements per 325-112(C), see following pages.
2. Fee of $280.
3. Escrow deposit of $500 for consultant review. If actual review fees are less, excess will be returned. If actual review fees exceed escrow amount, applicant will be billed for the excess.

7/20/16
Date

Tanya J Fredrich, PhD
Applicant Signature

For office use only:

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

SUBMITTAL REQUIREMENTS PER 325-112(C):

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

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

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

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

(c) Description of existing environmental features.

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

(e) Proposed land uses for the subject property.

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

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

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

(i) Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VI, including street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage and hazardous materials. If no such nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VI), then the statement "The proposed development shall comply with all requirements of Article VI" shall be provided.

(j) Exterior building and fencing materials.

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

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

(2) A small location map scalable at 11 inches by 17 inches showing the subject property, all properties within 300 feet and illustrating its relationship to the nearest street

intersection. (A photocopy of the pertinent section of the Village's Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.)

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

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

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

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

(d) A legal description of the subject property.

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

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

(g) All required building setback lines.

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

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

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

(k) The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.

(l) The location of all outdoor storage areas and the design of all screening devices.

(m) The location, type, height, size and lighting of all signage on the subject property.

(n) The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property, including the clear demonstration of

compliance with a limit of 1.0 footcandles at nonresidential property lines and 0.5 footcandles at residential property lines.

(o) The location and type of any permanently protected green space areas.

(p) The location of existing and proposed drainage facilities.

(q) In the legend, data for the subject property:

[1] Lot area;

[2] Floor area;

[3] Floor area ratio (b/a);

[4] Impervious surface area;

[5] Impervious surface ratio (d/a); and

[6] Building height.

(4) A detailed landscaping plan of the subject property, at the same scale as the main plan (and reduction scalable at 11 inches by 17 inches), showing the location of all required bufferyard and landscaping areas and existing and proposed landscape point fencing and berm options for meeting said requirements. The landscaping plan shall demonstrate complete compliance with the requirements of Village landscaping requirements. (NOTE: the individual plant locations and species, fencing types and heights and berm heights need to be provided.)

(5) A grading and erosion control plan at the same scale as the main plan (and reduction scalable at 11 inches by 17 inches) showing existing and proposed grades, including retention walls and related devices, and erosion control measures per Wisconsin Administrative Code, COMM Chapter 21, Uniform Dwelling Code, and Chapter 65, Commercial Construction.

(6) Elevation drawings of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment shall also be submitted, with adequate labels provided to clearly depict exterior materials, texture, color and overall appearance. Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

(7) A certified survey may be required by the Zoning Administrator in instances where he determines compliance with setback requirements may be difficult. The survey shall be prepared by a registered land surveyor and shall depict property lines and proposed buildings, structures and paved areas.

THE VILLAGE OF
COTTAGE GROVE

Stormwater Management Permit Application

Property Information

Project Name: Cottage Grove Elementary School Bus Loop

Municipality: Village of Cottage Grove

Parcel Number(s): 0711-094-8680-3, 0711-094-8710-6, 0711-094-8720-4

Landowner Information

Company: JT SCHOOL DIST #10

Name(s): Tanya Fredrich

Mailing Address: 470 N Main St, Cottage Grove, WI 53527

Phone Number: (608) 316-1917 Email: tanya.fredrich@mgschools.net

Applicant Information

Name and Company: Monona Grove School District

Mailing Address: 5301 Monona Dr, Monona, WI 53716

Phone Number: (608) 316-1917 Email: tanya.fredrich@mgschools.net

Plan Preparer Information

Name and Company: Anna Blake - Point of Beginning, Inc.

Phone Number: 715-344-9999 Email: annab@pobinc.com

Contractor Information (If Known)

Name and Company: Justin Johnson - CG Schmidt

Phone Number: (608) 255-1177 Email: Justin.Johnson@cgschmidt.com

General Site Information

New Impervious Area (ft^2): 26,304

Redeveloped Impervious Area (ft^2): 30,531

Impervious area added since 2001, including proposed (ft^2): 33,238

Permit Conditions and Signature

All requirements in this application are set forth in Chapter 163 of the Village of Cottage Grove Code of Ordinances.

By submitting this application, the landowner permits Village of Cottage Grove staff and their agents to enter project property for inspection and/or curative action (s. 163-9D(3)).

I'm the landowner or have been authorized via the included authorization form to act on behalf of the owner as applicant. I understand that by signing and submitting this application I'm bound by the requirements of the Village of Cottage Grove stormwater management ordinance and accept responsibility for implementation of the plan and requirements included with this application.

Applicant Signature: Justin Johnson, PM Date: 2/20/26

Stormwater Management Application Checklist

Project Name: Cottage Grove Elementary School Bus Loop

Applications must include the following materials. The stormwater management plan must be designed to meet all standards and requirements presented on the following page.

As-built certification, prepared by a professional engineer as required by s.163-9E(5) must be submitted upon completion of all permitted activity.

Plan Materials	Specific Location of Information
1. **Narrative describing proposed development and how standards are being achieved**	SWMP Section 1.3
2. **Summary table of existing and proposed land cover types with respective areas**	SWMP Appendix C & D
3. **Summary tables of peak rate, infiltration and sediment control modeling** (see table requirements on next page)	SWMP Appendix D
4. **Detailed model inputs and results**	SWMP Appendix C & D
5. **Site watershed map with Tc flow paths** (Including runoff draining to site)	SWMP Appendix C & D
6. **Site plan** (see detailed requirements on next page)	SWMP Appendix A
7. **Engineered designs of management practices**	SWMP Section 2.0 - 4.0
8. **Soils Information** (see detailed requirements on next page)	SWMP Appendix B
Permit Application Materials	———
9. **Detailed construction schedule**	
10. **Draft maintenance agreement**	
11. **Itemized cost estimate of stormwater management plan implementation**	
12. **Copies of applications or permits from other regulatory bodies**	Will supply once state permits are approved

Stormwater Management
Standards and Requirements

Peak rate summary table (checklist item #3) must include the following:

- Pre-existing peak flow rates
- Post construction peak flow rates with no detention
- Post construction peak flow rates with detention
- Assumed runoff curve numbers
- Time of concentration used in calculations
- Drawdown time for 1-year design storm

Infiltration summary table (checklist item #3) must include the following:

- Pre-development infiltration volume
- Calculated infiltration volume goal
- Designed post-construction infiltration volume
- Surface drawdown time and total device drawdown time, if applicable.

Sediment control summary table (checklist item #3) must include the following:

- Post construction sediment load generated, with no treatment
- Calculated sediment reduction goal
- Designed post construction sediment load, with treatment

Site plan (checklist item #6) must include and clearly identify the following:

- Scale and north arrow
- Property lines and lot dimensions
- Extent, area and type of all existing and proposed impervious surface
- Building dimensions and setbacks
- Existing and proposed contours
- Existing and proposed drainage features
- Limits of disturbance
- Detailed construction schedule
- Locations and details of natural and artificial water features
- Extent of natural woodland or prairie
- Slopes exceeding 12%
- Flood elevation for the 200-yr design storm and proposed minimum opening elevation

Soils Information (checklist #8) must include the following:

- Depth to bedrock
- Depth to seasonal high water table
- Extent of all soil types, as described in the Dane County Soil Survey

Village of Cottage Grove Board Meeting
December 1, 2025

School District of Monona Grove Proposed Potential Site Updates at Cottage Grove School

The Monona Grove school board is considering the consolidation of 4K–2 grade level students from both Taylor Prairie School (TPS) and Cottage Grove School (CGS) into the Cottage Grove School facility. The proposed consolidation was most recently discussed at the November 11, 2025 Board of Education meeting and is scheduled for a vote by the Board of Education on December 16, 2025, with an effective date of the 2026–2027 school year.

The proposed consolidation is driven by the current underutilization of Taylor Prairie and Cottage Grove schools coupled with current and forecasted declining total enrollment This proposed consolidation directly supports the District's strategic priorities: strengthening our fund balance, eliminating non-referendum debt, and maximizing operational efficiencies. By streamlining operations, we can more effectively rebuild and sustain a resilient fund balance. Consolidating Taylor Prairie and Cottage Grove schools is a key step in this work, generating an estimated annual savings of approximately $600,000.

Total enrollment is forecasted to decline as the district's open enrollment strategy will be to fill empty seats rather than fill full classrooms with open enrollment students. Resident students are forecasted to increase, however, they will not increase at a rate that outpaces the open enrollment student decline. The estimated low rate of 0.14 students per single family home in new housing developments in Cottage Grove further underscores the long-term structural capacity surplus. The consolidation move is projected to increase the CGS occupancy from the current 51% (278 students/540 capacity) to a combined 85% (458 students/540 capacity), maximizing resource efficiency and providing fiscal and operational stability for the district.

Proposed Site Update

Should the consolidation be approved by the school board, there would be a need for an upgraded traffic flow solution to safely and efficiently accommodate the increased vehicle traffic at the Cottage Grove site following consolidation.

- Current CGS Traffic: The site currently manages approximately 65–74 cars for daily drop-off/pick-up and 8 total buses. The current traffic pattern has space for 34 cars to queue resulting in congestion on Main Street due to cars turning left and right into the parking lot.
- Projected Consolidated Traffic: The consolidation is anticipated to increase daily drop-off/pick-up traffic to approximately 134 total cars (plus 10 total buses).

The proposed site plan options aim to:

1. Maximize safety by creating substantial on-site queuing space and an added fire/bus lane.
2. Utilize a "right turn only" access/exit strategy to eliminate congestion caused by left turns onto the street.
3. Connect the existing parking lots to allow for efficient flow of traffic

Proposed Site Plan Options

1. Option C: Fire/Bus Lane (Full Access)

- **Cost:** $1.63 Million
- **Description:** This option involves the addition of a new bus/fire lane that wraps around the back of the building, connecting the existing parking lots. This design may be considered the safer option as it provides full fire and bus access around the entire building**.**
- **Queuing Capacity:** Creates on-site queuing for 71 cars (plus additional queuing of 34 on Main Street).
- **Features:** Gate-controlled access, maintain existing playground, resurface existing blacktop, widen the center sidewalk, and relocate dumpsters.

2. Option E: Fire/Bus Loop (Lower Cost Alternative)

- **Cost:** $1.30 Million
- **Description:** This plan, developed after the initial November 11th discussion, adds a dedicated fire/bus turn-around loop near the existing parking lots on the north side of the building. It represents a lower-cost alternative to Option C.
- **Queuing Capacity:** Creates on-site queuing for 71 cars (plus additional queuing of 34 on Main Street).
- **Features:** Gate-controlled access, widen the center sidewalk, and includes a full bus turn-around.

This traffic flow and site plan is intended to prioritize the public safety impact of facility consolidation. The MG leadership is presenting this information to request the Village Board's support for the concept, with a final Board of Education vote scheduled for **December 16, 2025**.

THE VILLAGE OF
COTTAGE GROVE

Land Disturbance Permit Application

Property Information

Project Name: Cottage Grove Elementary School Bus Loop

Municipality: Village of Cottage Grove

Parcel Number(s): 0711-094-8680-3, 0711-094-8710-6, 0711-094-8720-4

Landowner Information

Company: JT SCHOOL DIST #10

Name(s): Tanya Fredrich

Mailing Address: 470 N Main St, Cottage Grove, WI 53527

Phone Number: (608) 316-1917 Email: tanya.fredrich@mgschools.net

Applicant Information

Name and Company: Monona Grove School District

Mailing Address: 5301 Monona Dr, Monona, WI 53716

Phone Number: (608) 316-1917 Email: tanya.fredrich@mgschools.net

Plan Preparer Information

Name and Company: Anna Blake - Point of Beginning, Inc.

Phone Number: 715-344-9999 Email: annab@pobinc.com

Contractor Information (If Known)

Name and Company: Justin Johnson - CG Schmidt

Phone Number: (608) 255-1177 Email: Justin.Johnson@cgschmidt.com

General Site Information and Fee

Disturbed area (ft^2): 106,409

Impervious area added since 2001, including proposed (ft^2): 33,238

Base Fee - $210

Permit Conditions and Signature

All requirements in this application are set forth in Chapter 163 of the Village of Cottage Grove Code of Ordinances.

By submitting this application, the landowner permits Village of Cottage Grove staff and their agents to enter project property for inspection and/or curative action (s. 163-9D(3)).

I'm the landowner or have been authorized via the included authorization form to act on behalf of the owner as applicant. I understand that by signing and submitting this application I'm bound by the requirements of the Village of Cottage Grove erosion control ordinance and accept responsibility for implementation of the plan and requirements included with this application.

Applicant Signature: Tanya Fredrich PhD Date: 2/20/26

Erosion Control Application Checklist

Project Name: Cottage Grove Elementary School Bus Loop

Applications must include the following materials. The erosion control plan must be designed to meet all standards and requirements presented on the following page.

	Plan Materials	Specific Location of Information
1.	**Narrative describing proposed development**	SWMP Section 1.3
2.	**Site plan with scale** that includes: property lines, limits of disturbance, land cover limits (existing and proposed), natural and artificial water features, 100-yr flood plain, delineated wetland boundaries, location of all erosion control practices	Civil plan set provided
3.	**Construction details of erosion control practices**	Sheets C6.0-C6.1
4.	**Contours (existing and proposed)**	Civil plan set provided
5.	**Site watershed map** (including runoff draining to site)	SWMP Appendix C & D Drainage Maps
6.	**Culvert sizes** (existing and proposed)	Sheet C5.0
7.	**Cross sections and profiles of conveyance features** (existing and proposed)	
8.	**Direction of runoff flow from impervious surfaces**	SWMP Appendix C & D Drainage Maps
9.	**Design calculations of conveyance features** (velocity and capacity)	
10.	**Universal soil loss (USLE) calculations** (corresponding to construction schedule)	Soil Loss report provided
11.	**Site stabilization materials and methods**	Sheet C4.0
	Permit Application Materials	———
12.	**Detailed construction schedule**	
13.	**Copies of completed applications or approved permits from other regulatory bodies**	Will supply once state permits are approved
14.	**Itemized cost estimate of erosion control plan implementation**	

Erosion Control
Standards and Requirements

Erosion control performance standards

Proposed design and implementation of erosion control measures shall be designed to:

1. Prevent gully and bank erosion.
2. Limit off-site soil loss to an annual cumulative rate of 5.0 tons sediment yield per acre. This standard does not apply to erosion that occurs within the site.
3. Provide stable outlet capable of carrying discharge flow at a non-erosive velocity. Outlet design must consider flow capacity and flow duration. This requirement applies to both the site outlet and the ultimate outlet to stormwater conveyance or waterbody.

Erosion control practices

Erosion control practices shall be used to prevent or reduce all of the following:

1. The deposition of soil from being tracked onto streets by vehicles.
2. The discharge of sediment from disturbed areas into storm sewers.
3. The discharge of sediment from disturbed areas into adjacent waterways.
4. The discharge of sediment from drainage ways that flow off the site.
5. The discharge of sediment by dewatering activities.
6. The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
7. The transport by runoff of chemicals, cement and other building compounds and materials on the construction site during the construction period.

Implementation

Erosion control practices shall be implemented as follows:

1. Erosion and sediment control practices shall be constructed or installed before land disturbing construction activities begin.
2. Erosion and sediment control practices shall be maintained until final stabilization.
3. Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.
4. Temporary stabilization activity shall commence when land disturbing construction activities have temporarily ceased and will not resume for a period exceeding 14 calendar days on any portion of the site.
5. Practices that are no longer necessary for erosion and sediment control shall be removed.

Soil Loss Report

For:

Cottage Grove Elementary School

PREPARED BY:

Point of Beginning

4941 KIRSCHLING COURT
STEVENS POINT, WI 54481
(715) 344-9999 ■ (715) 344-9922

Project Number 26.0003

Located in:

Village of Cottage Grove
Dane County, Wisconsin

Dated:

February 25, 2026

TABLE OF CONTENTS

Soil Loss Report
Cottage Grove Elementary School
Village of Cottage Grove, Wisconsin

1.0 Introduction 1

2.0 Schedule 1

3.0 Modeling Results 1

4.0 Prescriptive Compliance 1

Attachments

A. Soil Loss & Sediment Discharge Calculation Tool

B. Slope Determination Map

SOIL LOSS REPORT

Cottage Grove Elementary School
Village of Cottage Grove, Wisconsin

1.0 Introduction

This soil loss report is being prepared to determine the sediment discharge in tons per acre per year in accordance with NR 151.11(6m)(b)2 for the proposed Cottage Grove Elementary School Bus Loop project. The project is located at 470 N Main Street, Cottage Grove, WI 53527.

The proposed project consists of constructing a new bus loop around the existing school building. Concrete walk connections will be constructed to provide fluid pedestrian access around the building. Additionally, the site will be graded for stormwater management best management practices.

2.0 Schedule

Grading is scheduled for approximately two months of bare soil followed by stabilization through temporary seeding/mulching. Sediment tracking pads, silt fence, erosion control matting, ditch checks, and inlet protection will be utilized throughout the project to minimize sediment transport.

3.0 Modeling Results

The project site's existing and proposed grading was analyzed to determine the worst-case soil loss scenario by modeling the site's longest and steepest existing and proposed slopes

Worst Case Existing Slope

Slope	Slope Length
17.8 %	114 ft

Worst Case Proposed Slope

Slope	Slope Length
6.9 %	384 ft

The proposed project's slopes and slope lengths, along with other site parameters, were entered into the Soil Loss & Sediment Discharge Calculation Tool – WDNR Official Version 2.0. According to the USDA Web Soil Survey, soils at the site are primarily Dodge silt loam and Kidder loam. However, according to the geotechnical exploration that was conducted onsite, soils are primarily sand.

Entering the data into the Soil Loss & Sediment Discharge Calculation Tool, the site results in a maximum sediment discharge of 4.2 tons/acre/year. Therefore, the project meets the required maximum sediment discharge rate of 5.0 tons/acre/year.

4.0 Prescriptive Compliance

All proposed areas that have a slope of 5:1 or greater will have Class II, Type B erosion mat to prevent loss/migration from the project site.

Attachment A

Soil Loss & Sediment Discharge Calculation Tool

Soil Loss & Sediment Discharge Calculation Tool

for use on Construction Sites in the State of Wisconsin

WDNR Version 2.1 (12-05-2024)

WISCONSIN DEPT. OF NATURAL RESOURCES

YEAR 1

Developer: Monona Grove School District

Project: Cottage Grove Elementary School

Date: 02/25/26

County: Dane

Version 2.1

Activity (1)	Begin Date (2)	End Date (3)	Period % R (4)	Annual R Factor (5)	Sub Soil Texture (6)	Soil Erodibility K Factor (7)	Slope (%) (8)	Slope Length (ft) (9)	LS Factor (10)	Land Cover C Factor (11)	Soil loss A (tons/acre) (12)	SDF (13)	Sediment Control Practice (14)	Sediment Discharge (t/ac) (15)
Bare Ground	06/08/26	07/06/26	20.0%	150	Sand	0.15	17.8%	114	3.70	1.00	16.6	0.651	Sediment Trap	2.2
Bare Ground	07/06/26	08/14/26	27.4%	150	Sand	0.15	6.9%	384	1.59	1.00	9.8	0.957	Sediment Trap	1.9
Seed with Mulch or El	08/14/26	12/13/26	27.9%	150	Sand	0.15	6.9%	384	1.59	0.10	1.0	0.957	Sediment Trap	0.2
End	12/13/26	-----	-----	-----	-------	-----			-----	------	-----	0.000	Sediment Trap	0.0
		-----	-----	-----	-------	-----		0	-----	-----	-----	0.000		0.0
		-----	-----	-----	-------	-----		0	-----	-----	-----	0.000		0.0
										TOTAL	**27.4**		**TOTAL**	**4.2**
													% Reduction Required	**NONE**

Notes:

See Help Page for further descriptions of variables and items in drop-down boxes.
The last land disturbing activity on each sheet must be 'End'. This is either 12 months from the start of construction or final stabilization.
For periods of construction that exceed 12 months, please demonstrate that 5 tons/acre/year is not exceeded in any given 12 month period.

NOTE: THIS TOOL ONLY ADDRESSED SOIL EROSION DUE TO SHEET FLOW. MEASURES TO CONTROL CHANNEL EROSION MAY ALSO BE REQUIRED TO MEET SEDIMENT DISCHARGE REQUIREMENTS.

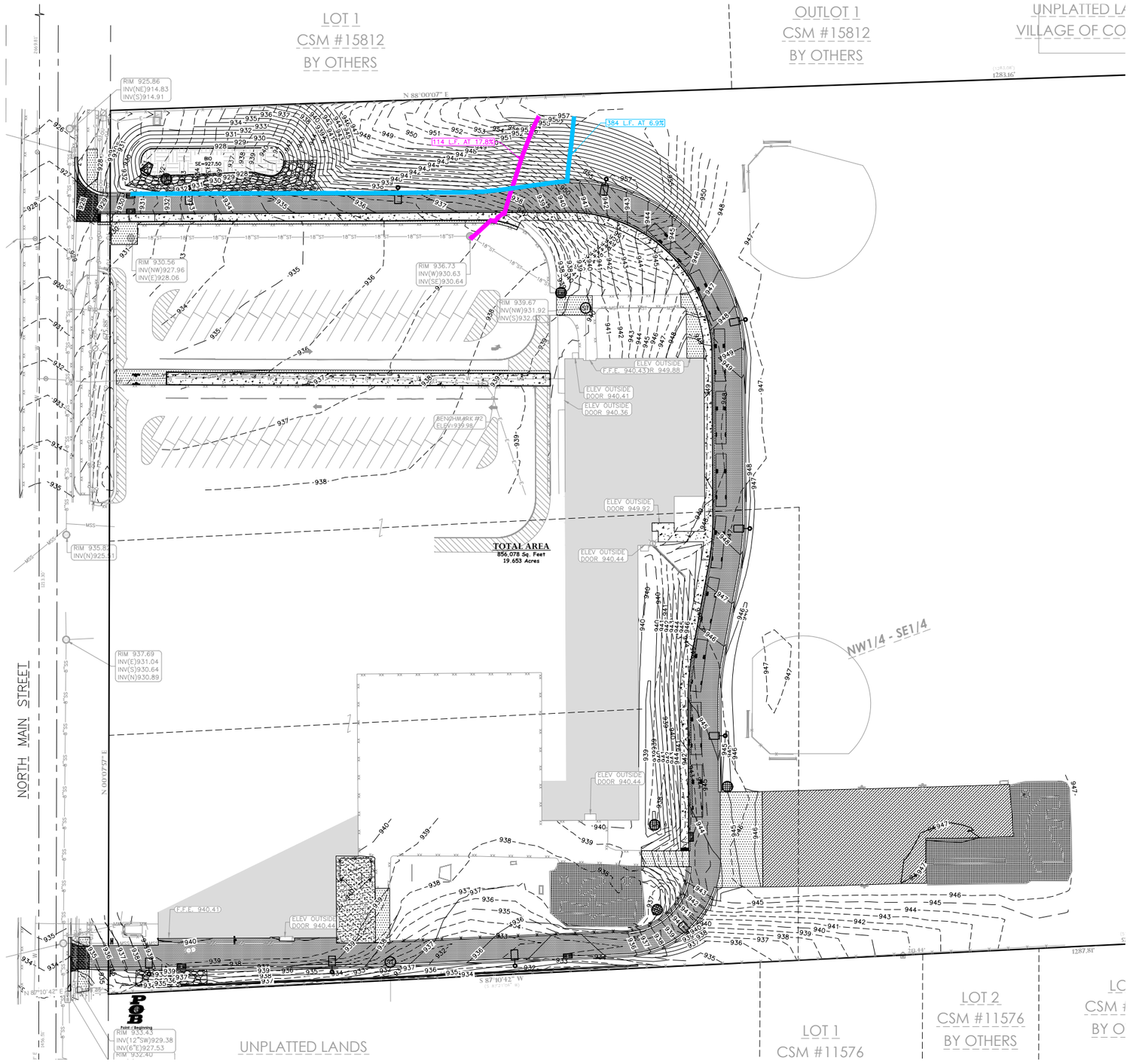
Recommended Permanent Seeding Dates:

4/1-5/15	and	8/7-8/29	Turf, introduced grasses and legumes
Thaw-6/30			Native Grasses, forbs, and legumes

Designed By:	Anna Blake
Date	2/25/2026

Attachment B

Slope Determination Map



SOIL LOSS CALCULATIONS:

EXISTING SLOPE:

PROPOSED SLOPE:

REVISIONS

CHECKED:	JL
DRAWN:	AB
DATE	02/25/2026
PROJECT NO.	26.0003

USLE SOIL LOSS

MONONA GROVE SCHOOL DISTRICT
COTTAGE GROVE BUS LOOP
VILLAGE OF COTTAGE GROVE
DANE CO, WISCONSIN

Civil Engineering
Land Surveying
Landscape Architecture
4941 Kirschling Court
Stevens Point, WI 54481
715.344.9999 (PH) 715.344.9922 (FX)

POB Point of Beginning

0' 40' 80'
1" = 40'

N

SHEET SL

POINT OF BEGINNING, INC. HOLDS THE RIGHTS TO COPYRIGHT IN AND TO THESE PRINTS, DRAWINGS AND DOCUMENTS. NO REPRODUCTION, COPYING, ALTERATION, MODIFICATION, USAGE, INCORPORATION INTO OTHER DOCUMENTS OR ASSIGNMENT OF THE SAME MAY OCCUR WITHOUT THE PRIOR WRITTEN PERMISSION OF POINT OF BEGINNING, INC.

©2026 POINT OF BEGINNING, INC.

CGFD DEVELOPMENT REVIEW MEMO

Date Provided to Department: 2/5/2026

Project Name: Bus Lane

Applicant: Monona Grove School District

Location: Cottage Grove Elementary School

OVERVIEW

☐ Reviewed and no comments; Date: _____

X Reviewed and comments provided below; Date: __3/2/2026_____

The Fire Department has reviewed the proposed driveway plans for Cottage Grove Elementary School with the Planning Department and School District. While the building itself is not being updated and the new bus road does not directly hinder current access, the department notes that increased parking lot congestion could impact emergency response.

If the new road is designated as a fire lane/fire department access road, it must comply with all relevant fire codes. Although intended exclusively for bus traffic, the road must remain accessible for emergency vehicles to manage potential incidents on-site.

Review provided by: Nick Archibald- Fire Chief_____

Code Compliance/Regulatory Requirements (where CGFD is the Authority Having Jurisdiction):

CATEGORY	REQUIREMENT
Fire Codes: NFPA 1-18.2.3.3	Provide more than one fire department access road to the facility due to the potential for vehicle congestion. • Unobstructed width of not less than 20 feet

	• Vertical clearance of 13 feet 6 inches • Must be designed to support the weight of fire apparatus and all weather surface • Angle of approach/departure (grade) shall not exceed 1 ft drop in 20 ft

Special Requests:

CATEGORY	RECOMMENDATION/REQUEST

EHLERS
PUBLIC FINANCE ADVISORS

Village of Cottage Grove, WI Rating Summary

April 6, 2026

S&P Rating Overview

AA Stable (current rating)	Village has had the same rating since 2017.
Credit Strengths	Strong reserves (fund balance) and consistent budget performance (positive operating results). Sophisticated financial management framework and proactive policies.
Credit Weaknesses	Elevated debt burden due to increased infrastructure and facility expenditures.
Upside/downside	Could raise rating: if income metrics align with higher rated peers & materially higher reserves. Could lower rating: if reserves deteriorate substantially or debt burden becomes highly elevated.

EHLERS
PUBLIC FINANCE ADVISORS

How is rating determined?

1. Rating criteria applied nationwide. Economy, financial performance, reserves, management and debt/liabilities (20% each) Rated 1-6 (lower is better).

2. Quantitative metrics applied based on audit & other data sources.

3. Rating analyst solicits comments from Village staff to supplement metrics. Internal committee at S&P assigns rating.

EHLERS
PUBLIC FINANCE ADVISORS

Summary of Rating History

Village has been rated four consecutive years (no debt issued in 2021).

Rating strengths & weaknesses remain consistent past several years.

Potential borrowing for municipal facilities first discussed with S&P in 2024.

Village facilities incorporated annually into FMP beginning in fall 2023.

S&P could see facility planning & tax levy impact was forecasted years in advance.

Debt burden increase due to facilities – part of long-term plan (not a surprise).



EHLERS
PUBLIC FINANCE ADVISORS

March 24, 2026

SALE DAY REPORT FOR:

Village of Cottage Grove, Wisconsin

$19,220,000 General Obligation Promissory Notes, Series 2026A

EHLERS
PUBLIC FINANCE ADVISORS

Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

Greg Johnson,
Senior Municipal Advisor

Harry Allen,
Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

Competitive Sale Results

PURPOSE: For public purposes, including paying the cost of street and trail improvements, water and sewer improvements, park improvements, police station projects and acquiring vehicles and equipment for various departments.

RATING: S&P Global Ratings "AA" / Stable

NUMBER OF BIDS: 5

LOW BIDDER: Baird, Milwaukee, Wisconsin

COMPARISON FROM LOWEST TO HIGHEST BID:
(TIC as bid)

LOW BID: 4.0299%

HIGH BID: 4.2088%

Summary of Sale Results:	
Principal Amount:	$19,220,000
Underwriter's Discount:	$222,068
Reoffering Premium:	$926,625
True Interest Cost:	4.0434%
Costs of Issuance:	$164,122
Yield:	2.590%-4.375%
Total Net P&I	$28,635,442

NOTES: Total net principal and interest is $537,838 less than the revised pre-sale estimate.

Bond Trust Services Corporation, Minneapolis, Minnesota will serve as Paying Agent on the Notes.

The Notes maturing April 1, 2036 and thereafter are callable April 1, 2035 or any date thereafter.

CLOSING DATE: April 16, 2026

DESIGNATED OFFICIAL ACTION: Award the sale of $19,220,000 General Obligation Promissory Notes, Series 2026A.

SUPPLEMENTARY ATTACHMENTS

- Bid Tabulation
- Existing Debt Summary
- Project List
- Sources and Uses of Funds
- Updated Debt Service Schedules
- Tax Impact Schedule
- G.O. Debt Capacity
- Water Utility Coverage
- Sewer Utility Coverage
- Rating Report

BID TABULATION

$19,535,000* General Obligation Promissory Notes, Series 2026A

Village of Cottage Grove, Wisconsin

SALE: March 24, 2026

AWARD: BAIRD

Rating: S&P Global Ratings "AA" / Stable

Tax Exempt - Non-Bank Qualified

NAME OF INSTITUTION	MATURITY (April 1)	COUPON RATE	REOFFERING YIELD	PRICE	TRUE INTEREST RATE
BAIRD				$20,294,993.95	4.0299%
Milwaukee, Wisconsin	2027	5.000%	2.590%		
C.L. King & Associates	2028	5.000%	2.620%		
Edward Jones	2029	5.000%	2.700%		
Colliers Securities LLC	2030	5.000%	2.780%		
Crews & Associates, Inc.	2031	5.000%	2.900%		
Davenport & Co. L.L.C.	2032	5.000%	3.000%		
SouthState Securities	2033	5.000%	3.100%		
Isaak Bond Investments, Inc	2034	5.000%	3.210%		
Northland Securities, Inc.	2035	5.000%	3.330%		
Bernardi Securities, Inc.	2036	5.000%	3.440%		
Carty, Harding & Hearn, Inc.	2037	5.000%	3.540%		
CADZ Securities Inc	2038	5.000%	3.670%		
Midland Securities	2039	4.000%	4.000%		
BOK Financial Securities, Inc.	2040	4.000%	4.070%		
Celadon Financial Group, LLC	2041	4.000%	4.140%		
FMS Bonds Inc.	2042	4.125%	4.200%		
First Kentucky Securities Corp.	2043	4.125%	4.240%		
Alliance Global Partners	2044	4.250%	4.300%		
Multi Bank Securities Inc.	2045	4.250%	4.340%		
First Southern LLC	2046	4.375%	4.375%		
Dinosaur Financial Group					
First Bankers' Banc Securities, Inc					
Mountainside Securities LLC					
StoneX Financial Inc.					
Blaylock Van, LLC					
Falcon Square Capital					
Caldwell Sutter Capital, Inc.					
ZIONS BANK, division of ZB, N.A.					
Institutional Bond Network LLC					
UMB Bank,N.A.					

* Subsequent to bid opening the issue size was decreased to $19,220,000.
Adjusted Price: $19,924,556.02 Adjusted Net Interest Cost: $9,415,441.64 Adjusted TIC: 4.0434%

NAME OF INSTITUTION	TRUE INTEREST RATE
TD FINANCIAL PRODUCTS LLC New York, New York	4.1403%
JEFFERIES LLC New York, New York	4.2055%
FIDELITY CAPITAL MARKETS Boston, Massachusetts	4.2081%
HILLTOPSECURITIES Dallas, Texas	4.2088%

Table 1
Existing G.O. Debt
Village of Cottage Grove, WI

Year Ending	Existing Debt																Year Ending
	Total G.O. Debt Payments	Fiscal Agent Charges	Contingency	Less: TID #5	Less: TID #6	Less: TID #9	Less: Sewer	Less: Water	Less: Premum	Less: Debt Fund	Less: ERIM	Less: TID #5 Surplus	Less: Interest income	Net Tax Levy	Equalized Value (TID OUT)	Tax Rate Per $1,000	Annual Taxes $100,000 of Value	
2026	5,532,422	3,400	66,774	(1,586,839)	(116,775)	(764,518)	(298,716)	(126,308)	(220,671)	(350,000)	(100,000)	(200,000)	(3,400)	1,835,370	1,185,685,600	$1.55	$154.79	2026
2027	3,455,943			(291,182)	(118,550)	(761,143)	(291,654)	(124,575)						1,868,839	1,525,171,414	$1.23	$122.53	2027
2028	3,700,125				(120,175)	(761,393)	(301,744)	(130,325)						2,386,489	1,648,015,841	$1.45	$144.81	2028
2029	3,449,829				(116,725)	(765,018)	(187,056)	(111,200)						2,269,831	1,748,338,392	$1.30	$129.83	2029
2030	3,244,324				0	(762,018)	(187,231)	(112,325)						2,182,750	1,854,768,053	$1.18	$117.68	2030
2031	2,905,699					(762,393)	(167,706)	(93,700)						1,881,900	1,967,676,593	$0.96	$95.64	2031
2032	2,873,287					(762,321)	(158,478)	(95,263)						1,857,225	2,087,458,412	$0.89	$88.97	2032
2033	2,058,547						(154,134)	(101,425)						1,802,988	2,214,531,919	$0.81	$81.42	2033
2034	2,119,491						(154,616)	(102,488)						1,862,388	2,349,340,994	$0.79	$79.27	2034
2035	1,883,294						(145,075)	(88,913)						1,649,306	2,492,356,538	$0.66	$66.17	2035
2036	1,527,844						(145,556)	(31,688)						1,350,600	2,644,078,117	$0.51	$51.08	2036
2037	1,487,166						(140,897)	(30,563)						1,315,706	2,805,035,709	$0.47	$46.91	2037
2038	1,322,422						(106,772)	0						1,215,650	2,975,791,555	$0.41	$40.85	2038
2039	1,181,650						0							1,181,650	3,156,942,119	$0.37	$37.43	2039
2040	1,142,550													1,142,550	3,349,120,179	$0.34	$34.11	2040
2041	1,004,400													1,004,400	3,552,997,030	$0.28	$28.27	2041
2042	972,100													972,100	3,769,284,833	$0.26	$25.79	2042
2043	469,200													469,200	3,998,739,102	$0.12	$11.73	2043
2044	0													0	4,242,161,341	$0.00	$0.00	2044
Total	40,330,291	3,400	66,774	(1,878,021)	(472,225)	(5,338,801)	(2,439,635)	(1,148,770)	(220,671)	(350,000)	(100,000)	(200,000)	(3,400)	28,248,941				Total

Notes:

Legend:

Represents +/- 25% Change over previous year

EHLERS
PUBLIC FINANCE ADVISORS

Table 2
Capital Improvement Plan & Funding Uses

Projects	Fund, Repayment	2026	Totals
Police Station (Police)	Fund 412, Levy	14,581,861	*14,581,861*
2027 - Engineering: Ollie Street Reconstruction (Public Works)	Fund 412, Levy	80,000	*80,000*
2027 - Engineering: Ollie Street Reconstruction (Water)	Fund 600, Water	110,000	*110,000*
2027 - Engineering: Ollie Street Reconstruction (Sewer)	Fund 601, Sewer	100,000	*100,000*
2027 - Engineering: CTH N/Main Street Reconstruction (Public Works)	Fund 412, Levy	115,000	*115,000*
2027 - Engineering: CTH N/Main Street Reconstruction (Water)	Fund 600, Water	115,000	*115,000*
2027 - Engineering: CTH N/Main Street Reconstruction (Sewer)	Fund 601, Sewer	95,000	*95,000*
2026 - BB/Buss Bike Path & Damascus Bike Path Impr (Public Works)	Fund 412, Levy	400,000	*400,000*
2026 - Annual Roads, Street, and Trail Maintenance (Public Works)	Fund 411, Levy	750,150	*750,150*
2026 - Gaston Water Main Loop (Water)	Fund 600, Water	1,075,000	*1,075,000*
2026 - Well No. 2 Improvements (Water)[1]	Fund 600, Water	1,025,000	*1,025,000*
2026 - Annual Vehicles and Equipment (General)	Fund 411, Levy	62,850	*62,850*
2026 - Annual Vehicles and Equipment (Fire)	Fund 411, Levy	15,825	*15,825*
2026 - Annual Vehicles and Equipment (Police)	Fund 411, Levy	280,000	*280,000*
2026 - Annual Vehicles and Equipment (Public Works)	Fund 411, Levy	250,600	*250,600*
2026 - Annual Vehicles and Equipment (Parks, Recreation, Forestry)	Fund 411, Levy	197,500	*197,500*
CIP Costs		**19,253,786**	**19,253,786**

Debt Obligations			
Fund 412, Levy		15,176,861	*15,176,861*
Fund 411, Levy		1,556,925	*1,556,925*
Fund 600, Water		2,325,000	*2,325,000*
Fund 601, Sewer		195,000	*195,000*
Total		**19,253,786**	**19,253,786**

Notes:

1. Additional project costs for Well #2 will be included in 2027 financing.

EHLERS
PUBLIC FINANCE ADVISORS

Table 3
Sources and Uses
Village of Cottage Grove, WI

		2026				
		G.O. Notes	Fund 412, Levy Portion	Fund 411, Levy Portion	Fund 600, Water Portion	Fund 601, Sewer Portion
CIP Projects						
Project Costs		19,255,878	15,178,953	1,556,925	2,325,000	195,000
Subtotal Project Costs		**19,255,878**	**15,178,953**	**1,556,925**	**2,325,000**	**195,000**
CIP Projects		**19,255,878**	**15,178,953**	**1,556,925**	**2,325,000**	**195,000**
Premium						
Underwriter's Premium (built into rates)		(926,625)	(646,399)	(160,994)	(101,270)	(17,962)
Premium Deposit To Debt Service		704,556	471,356	143,027	74,464	15,709
Net Premium		(222,068)	(175,044)	(17,967)	(26,805)	(2,253)
Issuance Expenses						
Municipal Advisor		72,500	56,477	6,835	8,092	1,096
Bond Counsel		39,900	31,451	3,228	4,816	405
Disclosure Counsel		25,935	20,443	2,098	3,131	263
Rating Fee		24,937	19,656	2,018	3,010	253
Underwriter's Discount	11.55	222,068	175,044	17,967	26,805	2,253
Paying Agent		850	670	69	103	9
Subtotal Issuance Expenses		386,190	303,741	32,214	45,956	4,279
TOTAL TO BE FINANCED		**19,420,000**	**15,307,651**	**1,571,173**	**2,344,151**	**197,026**
Estimated Interest Earnings		(200,000)	(157,651)	(16,173)	(24,151)	(2,026)
Rounding		-	0	0	0	(0)
NET ISSUE SIZE		**19,220,000**	**15,150,000**	**1,555,000**	**2,320,000**	**195,000**

Notes:

1) Investment income based on spend down on file.

EHLERS
PUBLIC FINANCE ADVISORS

Table 4
Allocation of Debt Service - 2026 G.O. Notes
Village of Cottage Grove, WI

Year	Fund 412, Levy Portion					Fund 411, Levy Portion				Fund 600, Water Portion				Fund 601, Sewer Portion				Year	Totals			
Ending	Principal	Rate	Interest	Premium	Net Total	Principal	Interest	Premium	Net Total	Principal	Interest	Premium	Net Total	Principal	Interest	Premium	Net Total	Ending	Principal (4/1)	Interest	Premium	Net Total
2026					0				0				0				0	2026	0	0	0	0
2027	475,000	5.00%	991,039	(471,356)	994,683	0	113,385	(113,385)	0	95,000	152,345	(74,464)	172,881	25,000	13,594	(13,594)	25,000	2027	595,000	1,270,363	(672,799)	1,192,564
2028	50,000	5.00%	662,713		712,713	100,000	75,250	(29,642)	145,608	75,000	99,469		174,469	15,000	8,125	(2,115)	21,010	2028	240,000	845,556	(31,757)	1,053,800
2029	335,000	5.00%	653,088		988,088	150,000	69,000		219,000	80,000	95,594		175,594	15,000	7,375		22,375	2029	580,000	825,056		1,405,056
2030	360,000	5.00%	635,713		995,713	160,000	61,250		221,250	80,000	91,594		171,594	15,000	6,625		21,625	2030	615,000	795,181		1,410,181
2031	590,000	5.00%	611,963		1,201,963	170,000	53,000		223,000	85,000	87,469		172,469	20,000	5,750		25,750	2031	865,000	758,181		1,623,181
2032	625,000	5.00%	581,588		1,206,588	175,000	44,375		219,375	90,000	83,094		173,094	20,000	4,750		24,750	2032	910,000	713,806		1,623,806
2033	655,000	5.00%	549,588		1,204,588	185,000	35,375		220,375	95,000	78,469		173,469	20,000	3,750		23,750	2033	955,000	667,181		1,622,181
2034	620,000	5.00%	517,713		1,137,713	195,000	25,875		220,875	100,000	73,594		173,594	20,000	2,750		22,750	2034	935,000	619,931		1,554,931
2035	715,000	5.00%	484,338		1,199,338	205,000	15,875		220,875	105,000	68,469		173,469	20,000	1,750		21,750	2035	1,045,000	570,431		1,615,431
2036	760,000	5.00%	447,463		1,207,463	215,000	5,375		220,375	110,000	63,094		173,094	25,000	625		25,625	2036	1,110,000	516,556		1,626,556
2037	870,000	5.00%	406,713		1,276,713					115,000	57,469		172,469					2037	985,000	464,181		1,449,181
2038	880,000	5.00%	362,963		1,242,963					120,000	51,594		171,594					2038	1,000,000	414,556		1,414,556
2039	895,000	4.00%	323,063		1,218,063					125,000	46,094		171,094					2039	1,020,000	369,156		1,389,156
2040	930,000	4.00%	286,563		1,216,563					130,000	40,994		170,994					2040	1,060,000	327,556		1,387,556
2041	965,000	4.00%	248,663		1,213,663					135,000	35,694		170,694					2041	1,100,000	284,356		1,384,356
2042	1,015,000	4.13%	208,428		1,223,428					145,000	30,003		175,003					2042	1,160,000	238,431		1,398,431
2043	1,055,000	4.13%	165,734		1,220,734					150,000	23,919		173,919					2043	1,205,000	189,653		1,394,653
2044	1,100,000	4.25%	120,600		1,220,600					155,000	17,531		172,531					2044	1,255,000	138,131		1,393,131
2045	1,145,000	4.25%	72,894		1,217,894					160,000	10,838		170,838					2045	1,305,000	83,731		1,388,731
2046	1,110,000	4.38%	24,281		1,134,281					170,000	3,719		173,719					2046	1,280,000	28,000		1,308,000
Total	15,150,000		8,355,102	(471,356)	23,033,746	1,555,000	498,760	(143,027)	1,910,733	2,320,000	1,211,042	(74,464)	3,456,577	195,000	55,094	(15,709)	234,385	Total	19,220,000	10,119,998	(704,556)	28,635,442

Notes:
1) Final True Interest Cost of 4.04%

PRE-SALE ESTIMATE WITH DOWNSIZING	29,173,280
DIFFERENCE	**(537,838)**

EHLERS
PUBLIC FINANCE ADVISORS

Table 5
Financing Plan Tax Impact

Village of Cottage Grove, WI

Year Ending	Existing Debt: Net Debt Service Levy	Existing Debt: Equalized Value (TID OUT)	Proposed Debt: 2026 G.O. Notes 19,220,000 Dated: 4/16/2026 Total Net P&I	Abatements: Less: Water	Abatements: Less: Sewer	Debt Service Levy: Total Net Debt Service Levy	Debt Service Levy: Levy Change from Prior Year	Taxes: Total Tax Rate for Debt Service	Taxes: Annual Taxes $100,000 of Value	Taxes: Annual Taxes 2026 Note Only	Year Ending
2026	1,835,370	1,185,685,600	0			1,835,370		$1.55	$155		2026
2027	1,868,839	1,525,171,414	1,192,564	(172,881)	(25,000)	2,863,523	1,028,153	$1.88	$188	$65	2027
2028	2,386,489	1,648,015,841	1,053,800	(174,469)	(21,010)	3,244,809	381,287	$1.97	$197	$52	2028
2029	2,269,831	1,748,338,392	1,405,056	(175,594)	(22,375)	3,476,918	232,109	$1.99	$199	$69	2029
2030	2,182,750	1,854,768,053	1,410,181	(171,594)	(21,625)	3,399,713	(77,206)	$1.83	$183	$66	2030
2031	1,881,900	1,967,676,593	1,623,181	(172,469)	(25,750)	3,306,863	(92,850)	$1.68	$168	$72	2031
2032	1,857,225	2,087,458,412	1,623,806	(173,094)	(24,750)	3,283,188	(23,675)	$1.57	$157	$68	2032
2033	1,802,988	2,214,531,919	1,622,181	(173,469)	(23,750)	3,227,950	(55,238)	$1.46	$146	$64	2033
2034	1,862,388	2,349,340,994	1,554,931	(173,594)	(22,750)	3,220,975	(6,975)	$1.37	$137	$58	2034
2035	1,649,306	2,492,356,538	1,615,431	(173,469)	(21,750)	3,069,519	(151,456)	$1.23	$123	$57	2035
2036	1,350,600	2,644,078,117	1,626,556	(173,094)	(25,625)	2,778,438	(291,081)	$1.05	$105	$54	2036
2037	1,315,706	2,805,035,709	1,449,181	(172,469)	0	2,592,419	(186,019)	$0.92	$92	$46	2037
2038	1,215,650	2,975,791,555	1,414,556	(171,594)	0	2,458,613	(133,806)	$0.83	$83	$42	2038
2039	1,181,650	3,156,942,119	1,389,156	(171,094)	0	2,399,713	(58,900)	$0.76	$76	$39	2039
2040	1,142,550	3,349,120,179	1,387,556	(170,994)	0	2,359,113	(40,600)	$0.70	$70	$36	2040
2041	1,004,400	3,552,997,030	1,384,356	(170,694)	0	2,218,063	(141,050)	$0.62	$62	$34	2041
2042	972,100	3,769,284,833	1,398,431	(175,003)	0	2,195,528	(22,534)	$0.58	$58	$32	2042
2043	469,200	3,998,739,102	1,394,653	(173,919)	0	1,689,934	(505,594)	$0.42	$42	$31	2043
2044	0	4,242,161,341	1,393,131	(172,531)	0	1,220,600	(469,334)	$0.29	$29	$29	2044
2045	0	4,500,401,849	1,388,731	(170,838)	0	1,217,894	(2,706)	$0.27	$27	$27	2045
2046	0	4,774,362,683	1,308,000	(173,719)	0	1,134,281	(83,613)	$0.24	$24	$24	2046
Total	28,248,941		28,635,442	(3,456,577)	(234,385)	53,193,420			2,322	965	Total

Notes:

EHLERS
PUBLIC FINANCE ADVISORS

Table 6
General Obligation Debt Capacity Analysis - Impact of Financing Plan
Village of Cottage Grove, WI

Existing Debt					Proposed Debt				
Year Ending	Projected Equalized Value (TID IN)[1]	Debt Limit	Existing Principal Outstanding	% of Limit	2026 G.O. Notes	Combined Principal Existing & Proposed	% of Limit	Residual Capacity	Year Ending
2025	1,545,983,000	77,299,150	31,711,521	**41.02%**		$31,711,521	**41.02%**	$45,587,629	2025
2026	1,920,306,989	96,015,349	27,716,794	**28.87%**	19,220,000	$46,936,794	**48.88%**	$49,078,556	2026
2027	2,117,311,884	105,865,594	25,331,334	**23.93%**	18,625,000	$43,956,334	**41.52%**	$61,909,260	2027
2028	2,283,885,106	114,194,255	22,595,000	**19.79%**	18,385,000	$40,980,000	**35.89%**	$73,214,255	2028
2029	2,452,776,261	122,638,813	19,995,000	**16.30%**	17,805,000	$37,800,000	**30.82%**	$84,838,813	2029
2030	2,634,156,758	131,707,838	17,490,000	**13.28%**	17,190,000	$34,680,000	**26.33%**	$97,027,838	2030
2031	2,828,950,172	141,447,509	15,220,000	**10.76%**	16,325,000	$31,545,000	**22.30%**	$109,902,509	2031
2032	3,038,148,376	151,907,419	12,885,000	**8.48%**	15,415,000	$28,300,000	**18.63%**	$123,607,419	2032
2033	3,262,816,591	163,140,830	11,285,000	**6.92%**	14,460,000	$25,745,000	**15.78%**	$137,395,830	2033
2034	3,504,098,808	175,204,940	9,560,000	**5.46%**	13,525,000	$23,085,000	**13.18%**	$152,119,940	2034
2035	3,763,223,619	188,161,181	8,010,000	**4.26%**	12,480,000	$20,490,000	**10.89%**	$167,671,181	2035
2036	4,041,510,465	202,075,523	6,765,000	**3.35%**	11,370,000	$18,135,000	**8.97%**	$183,940,523	2036
2037	4,340,376,362	217,018,818	5,515,000	**2.54%**	10,385,000	$15,900,000	**7.33%**	$201,118,818	2037
2038	4,661,343,111	233,067,156	4,385,000	**1.88%**	9,385,000	$13,770,000	**5.91%**	$219,297,156	2038
2039	5,006,045,049	250,302,252	3,355,000	**1.34%**	8,365,000	$11,720,000	**4.68%**	$238,582,252	2039
2040	5,376,237,371	268,811,869	2,325,000	**0.86%**	7,305,000	$9,630,000	**3.58%**	$259,181,869	2040
2041	5,773,805,067	288,690,253	1,395,000	**0.48%**	6,205,000	$7,600,000	**2.63%**	$281,090,253	2041
2042	6,200,772,520	310,038,626	460,000	**0.15%**	5,045,000	$5,505,000	**1.78%**	$304,533,626	2042
2043	6,659,313,815	332,965,691			3,840,000	$3,840,000	**1.15%**	$329,125,691	2043
2044	7,151,763,807	357,588,190			2,585,000	$2,585,000	**0.72%**	$355,003,190	2044
2045	7,680,630,013	384,031,501			1,280,000	$1,280,000	**0.33%**	$382,751,501	2045
2046	8,248,605,377	412,430,269			0	$0	**0.00%**	$412,430,269	2046

EHLERS
PUBLIC FINANCE ADVISORS

Table 7
Water Utility Debt Coverage
Village of Cottage Grove, WI

Year	Revenue Debt Coverage			All in Debt Coverage					Year
	Existing Debt	Total	Debt Coverage	Existing Revenue	Existing G.O.	Proposed G.O.	Total	Debt Coverage	
			$850,335 2025 Net Revenues					543,736 2025 Net Revenues	
2026	272,829	272,829	3.12	272,829	126,308	0	399,136	1.36	2026
2027	272,790	272,790	3.12	272,790	124,575	172,881	570,245	0.95	2027
2028	272,750	272,750	3.12	272,750	130,325	174,469	577,544	0.94	2028
2029	272,710	272,710	3.12	272,710	111,200	175,594	559,503	0.97	2029
2030	272,669	272,669	3.12	272,669	112,325	171,594	556,587	0.98	2030
2031	272,627	272,627	3.12	272,627	93,700	172,469	538,796	1.01	2031
2032	272,584	272,584	3.12	272,584	95,263	173,094	540,940	1.01	2032
2033	272,541	272,541	3.12	272,541	101,425	173,469	547,435	0.99	2033
2034	106,420	106,420	7.99	106,420	102,488	173,594	382,501	1.42	2034
2035	106,406	106,406	7.99	106,406	88,913	173,469	368,788	1.47	2035
2036	63,364	63,364	13.42	63,364	31,688	173,094	268,145	2.03	2036
2037					30,563	172,469	203,031	2.68	2037
2038						171,594	171,594	3.17	2038
2039						171,094	171,094	3.18	2039
2040						170,994	170,994	3.18	2040
2041						170,694	170,694	3.19	2041
2042						175,003	175,003	3.11	2042
2043						173,919	173,919	3.13	2043
2044						172,531	172,531	3.15	2044
2045						170,838	170,838	3.18	2045
2046						173,719	173,719	3.13	2046
Total	2,457,689	2,457,689		2,457,689	1,148,770	3,456,577	7,063,036		Total

Notes:
1. All in coverage net revneues reduced by the amount of the PILOT.

EHLERS
PUBLIC FINANCE ADVISORS

Table 8
Sewer Utility Debt Coverage

Village of Cottage Grove, WI

Year	All in Debt Coverage				Year
	Existing G.O.	Proposed G.O.	Total	Debt Coverage	
				893,306 2025 Net Revenues	
2026	298,716	0	298,716	2.99	2026
2027	291,654	25,000	316,654	2.82	2027
2028	301,744	21,010	322,754	2.77	2028
2029	187,056	22,375	209,431	4.27	2029
2030	187,231	21,625	208,856	4.28	2030
2031	167,706	25,750	193,456	4.62	2031
2032	158,478	24,750	183,228	4.88	2032
2033	154,134	23,750	177,884	5.02	2033
2034	154,616	22,750	177,366	5.04	2034
2035	145,075	21,750	166,825	5.35	2035
2036	145,556	25,625	171,181	5.22	2036
2037	140,897		140,897	6.34	2037
2038	106,772		106,772	8.37	2038
Total	2,439,635	234,385	2,674,021		Total

Notes:

EHLERS
PUBLIC FINANCE ADVISORS

Research Update:

Cottage Grove, WI Series 2026A GO Promissory Notes Assigned 'AA' Rating; Outlook Stable

March 6, 2026

Overview

- S&P Global Ratings assigned its 'AA' rating to the village of Cottage Grove, Wis.' roughly $19.535 million series 2026A general obligation (GO) promissory notes.
- The outlook is stable.

Rationale

Security

Cottage Grove's unlimited-tax GO pledge secures the series 2026A bonds.

The village will use the proceeds from the series 2026A bonds to finance various projects, including park, water, and sewer infrastructure improvements, police station projects, and vehicle and equipment purchases.

Credit highlights

The rating reflects the village's strong reserve position and solid performance, backed by a straightforward, tax-supported budget that has been well-managed historically. Consistent positive operating results have increased available reserves to over $2 million, based on audited fiscal 2024 results, which management expects to sustain. However, the rating is constrained by the village's debt profile, characterized by elevated annual liability costs and a high net direct debt per capita, which is expected to rise with planned additional debt issuances.

Cottage Grove, just five miles east of Madison, enjoys stability from its proximity to the state capital and the University of Wisconsin, which provide reliable employment for commuting residents. The largely residential property tax base is bolstered by ongoing development. Notably, a $295 million Amazon distribution facility is under construction, spanning 3 million square feet and expected to create up to 1,400 full-time jobs. Management anticipates a 68% increase in equalized value by 2030, alongside significant population growth over the next 20 years.

Primary Contact

Tyler Livesey
Chicago
1-609-426-7533
tyler.livesey
@spglobal.com

Secondary Contact

Andrew J Truckenmiller
Chicago
+ 1 (312) 233 7032
andrew.truckenmiller
@spglobal.com

For the fiscal year ended Dec. 31, 2024, general fund results exceeded budget expectations, yielding an audited surplus of $430,000 due to higher investment returns and increased state-shared revenue and permit revenue. The fiscal 2025 budget projects breakeven results, and management expects an unaudited surplus of $144,000. Notably, the village's leading tax increment district (TID) is expected to close in fiscal 2026, adding over $200 million in incremental value to the tax rolls.

However, the village's debt levels are high relative to its budget, representing a primary credit weakness that may limit budget capacity. Debt and liability costs for the village are likely to increase to an excess of 28%-30%, by our estimates, supporting our view of a very high cost of debt service going forward.

The rating further reflects our opinion of the following:

- Cottage Grove is small but rapidly expanding with a mix of commercial and residential development. Although the village's income is above national averages, it is materially lower than that of higher-rated peers; however, due to its access to Madison and high property values, we view the economy as stable.
- The general fund benefits from historically stable and predictable revenue, mostly property taxes. Reserves are increasing and surpassed $2.4 million based on fiscal 2024 results, but they are nominally lower than those of higher-rated peers.
- A financial management framework that includes sophisticated, proactive policies and practices, encompassing comprehensive budget assumptions and ongoing monitoring; robust long-term capital and financial planning; and clearly defined policies governing investments, debt, and reserves that management routinely monitors.
- The village’s debt and liability profile is weaker than those of peers, particularly the debt burden, which is anticipated to continue to worsen based on additional debt plans over the next five years.
- For more information on our institutional framework assessment for Wisconsin municipalities, see: "Institutional Framework Assessment: Wisconsin Local Governments," Sept. 10, 2024.

Environmental, social, and governance

We view Cottage Grove's environmental, social, and governance risks as neutral.

Outlook

The stable outlook reflects S&P Global Ratings' opinion of Cottage Grove's stable finances and expanding tax base that we think will likely benefit the village over time.

Downside scenario

We could lower the rating if the village does not maintain structural balance most years, causing available reserves to deteriorate substantially, or if the debt burden becomes highly elevated.

Upside scenario

We could raise the rating if income metrics align with those of higher-rated peers, coupled with the maintenance of materially higher general fund reserves.

Cottage Grove, Wisconsin--credit summary

Institutional framework (IF)	2
Individual credit profile (ICP)	1.91
Economy	1.0
Financial performance	2
Reserves and liquidity	1
Management	1.30
Debt and liabilities	4.25

Cottage Grove, Wisconsin--key credit metrics

	Most recent	2024	2023	2022
Economy				
Real GCP per capita % of U.S.	127	--	127	128
County PCPI % of U.S.	111	--	111	111
Market value ($000s)	1,358,209	1,358,209	1,241,981	1,006,438
Market value per capita ($)	181,944	181,944	170,321	128,981
Top 10 taxpayers % of taxable value	17.6	17.6	--	--
County unemployment rate (%)	2.3	2.3	2.2	2.1
Local median household EBI % of U.S.	142	142	131	138
Local per capita EBI % of U.S.	114	114	108	112
Local population	7,465	7,465	7,292	7,803
Financial performance				
Operating fund revenues ($000s)	--	8,152	5,520	4,946
Operating fund expenditures ($000s)	--	7,798	5,673	5,698
Net transfers and other adjustments ($000s)	--	76	296	408
Operating result ($000s)	--	430	143	(344)
Operating result % of revenues	--	5.3	2.6	(7.0)
Operating result three-year average %	--	0.3	(0.6)	0.8
Reserves and liquidity				
Available reserves % of operating revenues	--	29.6	36.1	34.7
Available reserves ($000s)	--	2,414	1,995	1,714
Debt and liabilities				
Debt service cost % of revenues	--	19.2	24.5	27.3
Net direct debt per capita ($)	6,343	4,278	3,228	2,977
Net direct debt ($000s)	47,350	31,937	23,542	23,228
Direct debt 10-year amortization (%)	57	71	67	--
Pension and OPEB cost % of revenues	--	2.0	2.0	2.0
NPLs per capita ($)	--	40	37	111
Combined NPLs ($000s)	--	296	267	863

Financial data may reflect analytical adjustments and are sourced from issuer audit reports or other annual disclosures. Economic data is generally sourced from S&P Global Market Intelligence, the Bureau of Labor Statistics, Claritas, and issuer audits and other disclosures. Local population is sourced from Claritas. Claritas estimates are point in time and not meant to show year-over-year trends. GCP--Gross county product. PCPI--Per capita personal income. EBI--Effective buying income. OPEB--Other postemployment benefits. NPLs--Net pension liabilities.

Ratings List	
New Issue Ratings	
US$19.535 mil GO prom nts ser 2026A due 04/01/2046	
Long Term Rating	AA/Stable

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at https://disclosure.spglobal.com/ratings/en/regulatory/ratings-criteria for further information. A description of each of S&P Global Ratings' rating categories is contained in "S&P Global Ratings Definitions" at https://disclosure.spglobal.com/ratings/en/regulatory/article/-/view/sourceId/504352. Complete ratings information is available to RatingsDirect subscribers at www.capitaliq.com. All ratings referenced herein can be found on S&P Global Ratings' public website at www.spglobal.com/ratings.

Copyright © 2026 by Standard & Poor's Financial Services LLC. All rights reserved.

No content (including ratings, credit-related analyses and data, valuations, model, software or other application or output therefrom) or any part thereof (Content) may be modified, reverse engineered, reproduced or distributed in any form by any means, or stored in a database or retrieval system, without the prior written permission of Standard & Poor's Financial Services LLC or its affiliates (collectively, S&P). The Content shall not be used for any unlawful or unauthorized purposes. S&P and any third-party providers, as well as their directors, officers, shareholders, employees or agents (collectively S&P Parties) do not guarantee the accuracy, completeness, timeliness or availability of the Content. S&P Parties are not responsible for any errors or omissions (negligent or otherwise), regardless of the cause, for the results obtained from the use of the Content, or for the security or maintenance of any data input by the user. The Content is provided on an "as is" basis. S&P PARTIES DISCLAIM ANY AND ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE, FREEDOM FROM BUGS, SOFTWARE ERRORS OR DEFECTS, THAT THE CONTENT'S FUNCTIONING WILL BE UNINTERRUPTED OR THAT THE CONTENT WILL OPERATE WITH ANY SOFTWARE OR HARDWARE CONFIGURATION. In no event shall S&P Parties be liable to any party for any direct, indirect, incidental, exemplary, compensatory, punitive, special or consequential damages, costs, expenses, legal fees, or losses (including, without limitation, lost income or lost profits and opportunity costs or losses caused by negligence) in connection with any use of the Content even if advised of the possibility of such damages.

Some of the Content may have been created with the assistance of an artificial intelligence (AI) tool. Published Content created or processed using AI is composed, reviewed, edited, and approved by S&P personnel.

Credit-related and other analyses, including ratings, and statements in the Content are statements of opinion as of the date they are expressed and not statements of fact. S&P's opinions, analyses and rating acknowledgment decisions (described below) are not recommendations to purchase, hold, or sell any securities or to make any investment decisions, and do not address the suitability of any security. S&P assumes no obligation to update the Content following publication in any form or format. The Content should not be relied on and is not a substitute for the skill, judgment and experience of the user, its management, employees, advisors and/or clients when making investment and other business decisions. S&P does not act as a fiduciary or an investment advisor except where registered as such. While S&P has obtained information from sources it believes to be reliable, S&P does not perform an audit and undertakes no duty of due diligence or independent verification of any information it receives. Rating-related publications may be published for a variety of reasons that are not necessarily dependent on action by rating committees, including, but not limited to, the publication of a periodic update on a credit rating and related analyses.

To the extent that regulatory authorities allow a rating agency to acknowledge in one jurisdiction a rating issued in another jurisdiction for certain regulatory purposes, S&P reserves the right to assign, withdraw or suspend such acknowledgment at any time and in its sole discretion. S&P Parties disclaim any duty whatsoever arising out of the assignment, withdrawal or suspension of an acknowledgment as well as any liability for any damage alleged to have been suffered on account thereof.

S&P keeps certain activities of its business units separate from each other in order to preserve the independence and objectivity of their respective activities. As a result, certain business units of S&P may have information that is not available to other S&P business units. S&P has established policies and procedures to maintain the confidentiality of certain non-public information received in connection with each analytical process.

S&P may receive compensation for its ratings and certain analyses, normally from issuers or underwriters of securities or from obligors. S&P reserves the right to disseminate its opinions and analyses. S&P's public ratings and analyses are made available on its Web sites, www.spglobal.com/ratings (free of charge), and www.ratingsdirect.com (subscription), and may be distributed through other means, including via S&P publications and third-party redistributors. Additional information about our ratings fees is available at www.spglobal.com/usratingsfees.

STANDARD & POOR'S, S&P and RATINGSDIRECT are registered trademarks of Standard & Poor's Financial Services LLC.

THE VILLAGE OF
COTTAGE GROVE

Trustee Memo

Meeting Date: March 2, 2026

Memo Date: February 26, 2026

To: Cottage Grove Village Board

From: Paula Severson

Subject: Proposed Ad Hoc Debt Reduction Taskforce

Purpose

The purpose of this memo is to propose the creation of an Ad Hoc Debt Reduction Taskforce to evaluate the Village's long term debt position and develop practical recommendations to reduce outstanding obligations and strengthen long term financial stability.

The Village currently carries approximately **$48 million in total debt.** This level of debt affects future budgets, borrowing capacity, tax stability, and the flexibility of future Village Boards. A focused review is necessary to responsibly address these obligations over time.

Why a Task Force Is Needed

The Village currently has a Budget Review Committee. The Budget Review Committee advises the Village Board on financial matters and traditionally meets during the fall to review the upcoming annual budget. Its work is centered on the next year's operating plan.

Debt management is different from annual budgeting. Debt spans decades. It affects capital planning, borrowing practices, development policy, and long term tax burden. Addressing it requires a separate and sustained effort.

The proposed task force would focus specifically on long term liabilities rather than a single year operating budget.

Structure

The Ad Hoc Debt Reduction Task Force could mirror the structure used for the current Ad Hoc Housing Chapter Update Committee.

Membership:

- Two Village Trustees
- Three resident members appointed by the Village Board

Resident members should ideally include individuals with experience in finance, banking, accounting, business operations, development, or municipal finance, although any interested resident may apply.

Village staff would provide technical support and data as needed.

Scope of Work

The taskforce would not replace the authority of the Village Board. Its role would be research, evaluation, and recommendations.

Recommended activities could include:

1. Debt Inventory and Analysis

- Review all outstanding Village debt obligations
- Identify interest rates, repayment schedules, and maturity dates
- Identify higher interest or higher cost debt
- Evaluate the ratio of debt to operating revenues

2. Refinancing Opportunities

- Examine whether existing bonds can be refinanced
- Evaluate opportunities for early payoff or restructuring
- Identify potential interest savings

3. Capital Planning Review

- Review current and planned capital projects
- Recommend prioritization of essential versus deferrable projects
- Evaluate whether some projects should be delayed, phased, or funded differently

4. Operational Efficiency and Expenditure Review

- Evaluate Village operations for potential efficiencies
- Review service delivery models and practices
- Identify cost containment opportunities
- Examine contracts, purchasing practices, and shared service opportunities
- Review staffing patterns and overtime trends
- Identify opportunities for pay as you go capital funding where appropriate

5. Revenue and Funding Strategies

- Evaluate impact fees and cost recovery mechanisms
- Review special assessments and user fees
- Identify grant opportunities
- Evaluate underutilized assets or property
- Explore partnerships and intergovernmental cooperation

6. Policy Recommendations

- Develop recommended debt management policies
- Recommend limits or targets for future borrowing
- Establish a long term debt reduction plan
- Create guidelines for when debt should or should not be issued

7. Financial Benchmarks and Transparency

- Recommend financial benchmarks and monitoring tools
- Establish debt to revenue targets
- Recommend reserve levels
- Provide clear public explanations of Village debt and financial obligations

Expected Outcome

The taskforce would prepare a written report to the Village Board with specific and actionable recommendations. The goal is not immediate elimination of debt, which is unrealistic for a growing community, but responsible long term reduction and improved financial sustainability.

The final product should include:

- a multi year debt reduction strategy
- recommended policies for future borrowing
- tools to prevent recurrence of current debt levels

Duration

This would be an ad hoc committee. It could sunset after delivering its final report, with an anticipated duration of approximately 6 to 9 months unless extended by the Village Board.

Recommendation

I recommend the creation of this taskforce and also express my desire to be a member of it.

2,500 Sq. Ft Home Residencial	Direct Building Permit Fees								Impact Fees				Other Fees				Total Cost	
	Building Permit	Electric Permit	Plumbing Permit	HVAC Permit	Erosion Control	Land Disturbance	State Seal	Other Permit	General Impact	Saftey Impact	Water Impact	Sewer Impact	Water Connection	Sewer Connection	Fee in Lieu of Parkland	Park Impr Fee		
Fitchburg	250.00	200.00	200.00	250.00	300.00	-	75.00	75.00		882.00	958.00	-	-	-	4,330.00	670.00	8,190.00	
Verona	325.00	225.00	225.00	225.00	100.00	-	75.00	450.00		310.00	324.00	-		551.00	-	930.00	3,740.00	Park Fees per bedroom. Used 3
Stoughton	131.25	131.25	131.25	131.25	165.00	-	45.00	-	-	-	-	-	-	-	2,771.00	4,348.00	7,854.00	
Oregon	275.00	275.00	275.00	275.00	205.00		80.00	65.00	1,380.00	-	2,263.00	-	-	2,500.00	2,039.00	1,922.00	11,554.00	
Waunakee	187.50	187.50	187.50	187.50	88.00	-	40.00	85.00	937.16	-	-	-	-	-	-	2,826.54	4,726.70	Fee in Lieu previously presented removed
Deforest	156.25	156.25	156.25	156.25	100.00	-	50.00	60.00	-	736.87	700.00	-	-	550.00	3,308.00	1,739.00	7,868.87	
Windsor - East	131.25	131.25	131.25	131.25	100.00	-	40.00	515.00	1,524.08	875.03	3,000.00	-	-	500.00	1,905.68	1,496.17	10,480.96	Updated fee sch March 13, 2026
Windsor - West	131.25	131.25	131.25	131.25	100.00	-	40.00	515.00	1,142.59	875.03	3,000.00	-	-	500.00	1,905.68	1,496.17	10,099.47	Updated fee sch March 13, 2026
McFarland	390.00	405.00	295.00	210.00	350.00	-	40.00	50.00	710.00	2,091.00	1,490.00	-	-	-	4,781.52	3,141.33	13,953.85	
Cottage Grove - Current	221.25	221.25	221.25	221.25	144.00	110.00	40.00	-	-		1,215.00	2,055.00	-	-	3,431.00	2,588.00	10,468.00	
Cottage Grove - East	221.25	221.25	221.25	221.25	144.00	110.00	40.00	-	-	2,158.00	1,518.00	2,563.00	-	-	3,431.00	2,588.00	13,437.00	
Cottage Grove - West	221.25	221.25	221.25	221.25	144.00	110.00	40.00	-	-	2,158.00	1,518.00	300.00	-	-	3,431.00	2,588.00	11,174.00	

Commercial	Impact Fees								Other Fees			
	General Impact		Saftey Impact		Water Impact		Sewer Impact		Water Connection		Sewer Connection	
Fitchburg			0.19	per sq ft								
Verona			2.10	per 1k of value	810	1" meter					1,377	1" meter
Stoughton												
Oregon					5,656	1" meter					6,250	1" meter
Waunakee												
Deforest			0.11	per sq ft	1,750	1" meter					1,500	per lateral
Windsor - East	1,705.36	per 1k sq ft	3.66	per 1k of value	9,000	per acre	-				800	per lateral
Windsor - West	1,332.51	per 1k sq ft	3.66	per 1k of value	9,000	per acre	-				800	per lateral
McFarland			1.11	per sq ft	3,726	1" meter						
Cottage Grove - Current	-		-		1,215	per REU	2,055	per REU	-		-	
Cottage Grove - East	-		1.08	per sq ft	2,329	1" meter	3,933	1" meter	-		-	
Cottage Grove - West	-		1.08	per sq ft	2,329	1" meter	460	1" meter	-		-	

	2025 DOA pop	5 yr avg NNC	2025 NNC	2024 NNC	2023 NNC	2022 NNC	2021 NNC
Fitchburg	36,197	3.75%	2.59%	2.97%	3.70%	4.16%	5.35%
Verona	16,796	3.68%	5.40%	5.30%	3.79%	2.51%	1.40%
Stoughton	13,461	2.57%	3.58%	3.54%	1.99%	2.43%	1.32%
Oregon	12,441	3.16%	3.89%	3.27%	2.94%	2.57%	3.14%
Waunakee	16,860	3.34%	3.21%	3.89%	2.60%	3.78%	3.21%
Deforest	13,101	5.43%	7.85%	4.98%	4.60%	5.07%	4.64%
Windsor	10,472	4.59%	3.03%	3.93%	9.10%	2.89%	4.01%
McFarland	9,737	1.97%	1.31%	1.35%	1.85%	2.39%	2.93%
Cottage Grove	9,470	5.35%	5.30%	4.35%	7.11%	5.77%	4.24%

NNC - Net New construction

THE VILLAGE OF
COTTAGE GROVE

2023 PARK & OPEN SPACE PLAN



approved by VILLAGE BOARD OF TRUSTEES on July 17, 2023

Approved by Village Board of Trustees on July 17, 2023

THE VILLAGE OF
COTTAGE GROVE
PARKS & RECREATION

ACKNOWLEDGMENTS

VILLAGE BOARD OF TRUSTEES

John Williams, President
Brittany Ballweg
Heidi Murphy
David Peterson
Chris Stoa
Sarah Valencia
Vince Wittig

PARKS, RECREATION, & FORESTRY COMMITTEE

Heidi Murphy, Chairperson
Penny Aguilera
Amy Brice
Jay Kiefer
Kevin Laufenberg

PLAN COMMISSION

John Williams, Chairperson
Troy Allen
Don Brinkmeier
Alex Jushchyshyn
Heidi Murphy
Kim Sale
Fred Schulze

VILLAGE STAFF

Sean Brusegar - Director of Parks, Recreation, & Forestry
Trista Taylor - Recreation Supervisor
Matt Giese - Village Administrator
Josh Straka, Strand Associates - Village Engineer
Kyela Specht, Strand Associates - Village Engineer
Erin Ruth - Director of Planning & Development

TABLE OF CONTENTS

INTRODUCTION	**5**
BACKGROUND INFORMATION	**7**
A. General Regional Context	7
B. Natural Resources	7
C. Population Trends	9
D. Demographic Characteristics	10
E. Household Characteristics	14
F. Economic Characteristics	14
G. Review of Existing Plans	17
EXISTING PARK & OPEN SPACE FACILITIES	**19**
A. Description of Existing Public Park & Recreation Facilities	19
B. Description of Other Local & Regional Facilities	30
GOALS, OBJECTIVES, & POLICIES	**33**
A. Goals	33
B. Objectives	34
C. Policies	35
D. Public Participation	36
PARK & OPEN SPACE STANDARDS	**37**
A. NRPA Standards	37
ANALYSIS OF THE PARK & OPEN SPACE SYSTEM	**47**
A. Analysis of Existing Park & Open Space System	47
B. Overview of Survey Results	55
RECOMMENDED PARK & OPEN SPACE IMPROVEMENTS	**57**
A. Analysis of Future Parks & Open Space Needs	57
IMPLEMENTATION	**69**
A. Estimated Cost Projections	70
B. State & Federal Programs	70
C. Impact on Low-Income Housing	79

D. Facility Acquisition & Funding 79
E. Near-Term Implementation 80
APPENDIX A: RESOLUTION APPROVING PARK & OPEN SPACE PLAN 81
APPENDIX B: 2022 PARK & OPEN SPACE SURVEY RESULTS 83

INTRODUCTION



Dream Park playground at Bakken Park; photo by Parks Dept.

In communities throughout Wisconsin, the preservation of parkland, open space, and natural resource areas have become key components of high quality living environments. Parks and open spaces do more than meet the basic human needs for recreation and aesthetics, they also protect and enhance the natural environment and shape the patterns of development in a community. Over the years, the park and open space system in Cottage Grove has been planned and designed to meet the diverse needs of all persons living in the community. The Village has recognized that proper recreation-based planning requires a focus on both the types of facilities needed to meet the needs of the area, as well as the geographic distribution of those facilities in relation to the residents who will use them. This 2023 Park and Open Space Plan was prepared to further this tradition of park and open space planning in Cottage Grove.

The primary purpose of this 2023 Park and Open Space Plan is to guide the preservation, acquisition, and development of land for park, outdoor recreation, and related open space uses in Cottage Grove as needed to satisfy the recreational needs of the Village population, and to protect and enhance the underlying and sustaining natural resource base in the community. Although the plan addresses the long-range park and open space needs of the community (through the year 2040), it focuses more directly on recreational development needs over the next five-year period.

This 2023 Park and Open Space Plan is intended to update previous findings and recommendations contained in the Village's current Park and Open Space Plan. This next generation of park and open space planning is meant to proactively plan for future recreational needs for this growing community.

This Plan has been prepared in accordance with guidelines that will make it certifiable by the State of Wisconsin Department of Natural Resources (WDNR) and qualify the Village of Cottage Grove for matching grant funds through the Federal Land and Water Conservation Fund (LAWCON) and the State of Wisconsin Stewardship Fund. The Park and Open Space Plan should be updated every five years to ensure that it reflects the current needs of the community and retains its WDNR certification.

This plan may be amended from time to time within the 5-year planning period. Changes should be proposed to the Parks, Recreation, and Forestry Committee. That committee will provide feedback and determine the appropriate means of public input regarding the proposed change. After the appropriate input has been gathered and considered, the Parks, Recreation, and Forestry Committee will approve a public hearing draft of the proposed amendment. A public hearing will be held by the Plan Commission, after which the Plan Commission will act on a recommendation to the Village Board. The Village Board has the ultimate authority to approve the amendment.

BACKGROUND INFORMATION



Photo by Parks Dept.

A. General Regional Context

The Village of Cottage Grove is located in eastern Dane County, Wisconsin, situated within the dynamic Madison metropolitan area. The Village is only 15 minutes from downtown Madison and 60 minutes from Milwaukee. The Village is bordered by the Town of Cottage Grove generally to the west, south, and east. The Town of Sun Prairie is located to the north. The Village is situated along the Interstate 94 corridor. The intersection of CTH BB and CTH N is the geographic center of the village.

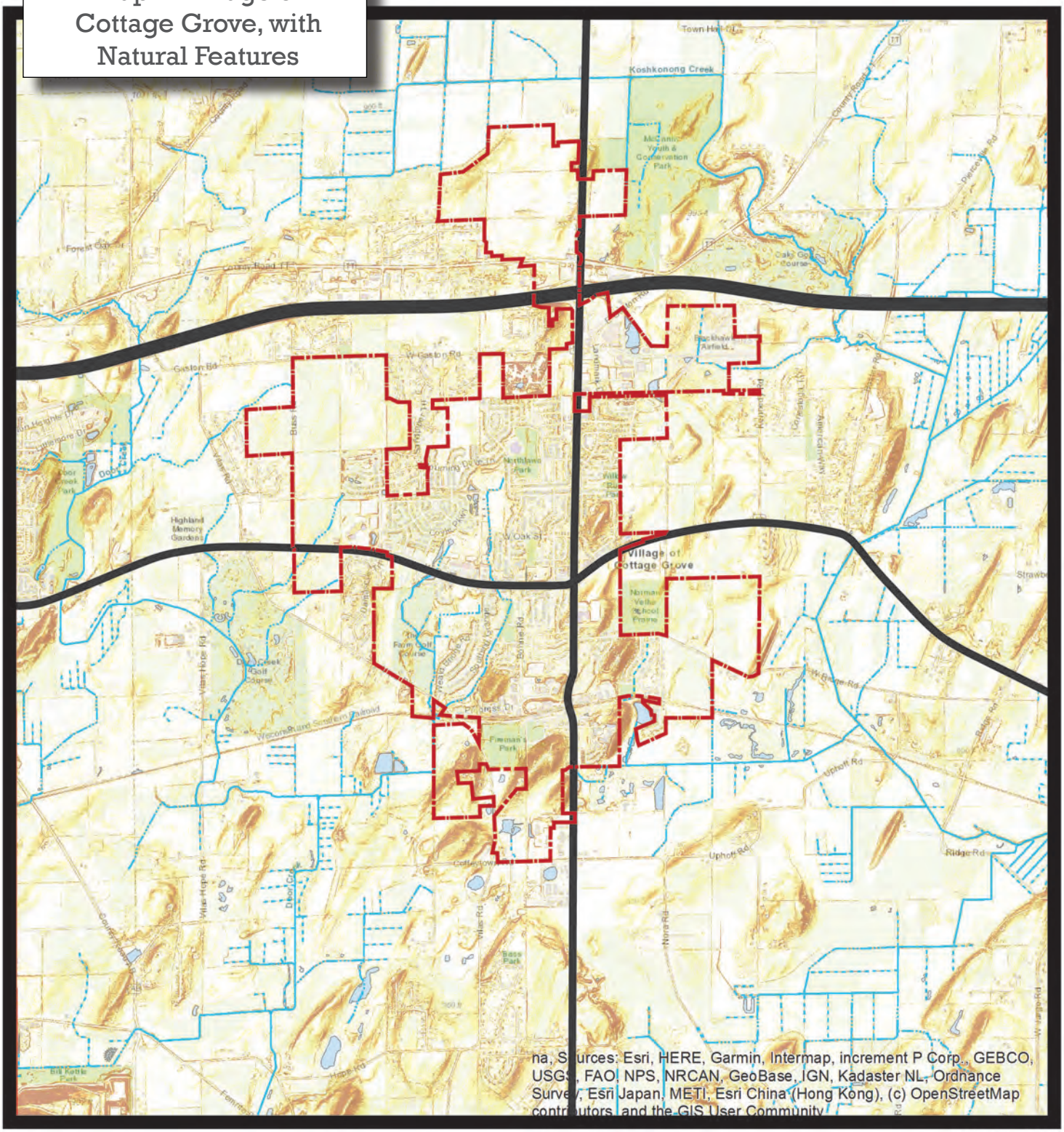
B. Natural Resources

The Village's relationship with its natural surroundings provides a valuable point of reference for this park and open space planning effort. Understanding these natural resources provides a framework for analysis and suggests possible locational advantages for certain park and recreational facilities. The following is a summary of the key environmental features within the Village and its environs.

1. Landforms and Soils

Landforms in the area in and around the Village of Cottage Grove are basically glacial drift features. The most notable feature is the collection of drumlins and related hills that are scattered throughout the Planning Area, generally running in a northeasterly-southwesterly direction. The Village is located on the drainage divide between the Yahara River and Koshkonong Creek drainage basins. The highest point in the Planning Area is about 1,015 feet above sea level in the northeast part of the Village and the lowest point is about 850 feet above sea level near the

Map 1: Village of Cottage Grove, with Natural Features



Scale: 1" = 4,000'

Boundaries

Village of Cottage Grove Boundary

Rivers and Streams

Perennial Stream; Hidden Perennial Stream

Intermittent Stream; Hidden Intermittent Stream

Constructed Drainage

Lakes and Ponds

Lakes and Ponds

Steep Slopes

Greater than 6 to less than 12

12 to less than 20

20 and greater

Source: Access Dane, Dane Co. Land Information Office

tributary to Koshkonong Creek at the southeast corner of the Planning Area.

According to the Dane County Soil Survey, most of the Planning Area is covered by soils rated as generally unsuited, or poorly suited, for development utilizing septic systems. The Village contains primarily silt loams and loam soils, including the Batavia, Boyer, Dodge, Griswold, Kidder, Plano, Ringwood and Wacousta soil series. This association is characterized by very poorly drained, poorly drained, somewhat poorly drained, and well-drained soils with a silty or loamy subsoil and are underlain by silt loam, sandy loam, or gravelly sandy loam. Most of these soils are suitable for development and have 2% to 12% slopes. Kidder soils are found in steep areas (over 20% slope), which are often drumlins.

Soils within wetland areas and the floodplain at the southeast and western edges of the Village consist of Houghton mucks, Orion silt loam and Sable silty clay loam. These soil types have severe to very severe limitations to development due to high compressibility, very low bearing capacity, seasonal high water table and occasional flooding. Development should generally be prohibited in these areas.

2. Water Bodies & Drainage Basins

The primary surface water bodies in the Planning Area are Koshkonong Creek to the east and Door Creek to the west. The Village does not discharge its municipal wastewater into these water bodies because it is served by the Madison Metropolitan Sewerage District. The outfall of MMSD is Badfish Creek located south of the City of Madison.

The northwest parts of the Village lie within the Door Creek drainage basin, which drains southerly into Lake Kegonsa and the Yahara River. The southern and eastern parts of the Village lie in the Koshkonong Creek drainage basin, which drains southeasterly into Lake Koshkonong and the Rock River.

3. Wetlands

Wetland areas are located along streams and drainageways and in isolated low spots. Most of the significant wetlands in the Cottage Grove area are immediately southwest and southeast of the Village, associated with tributaries of Door Creek and Koshkonong Creek. The wetlands within the Thaden Natural Area include the headwaters of Door Creek. There are also two isolated wetland areas within the Village, west of Forreston Drive and north of Cottage Grove Road. These wetlands have been identified and mapped by the Wisconsin Department of Natural Resources. These areas are important for aquifer recharge, groundwater and surface water quality improvement, and wildlife habitat. Wetlands are included within Environmental Corridor boundaries, as depicted on all the maps in this Plan. However, refer to the WDNR Wisconsin Wetland Inventory maps and subsequent detailed onsite surveys for official delineation of wetland boundaries.

4. Woodlands

The Planning Area contains scattered wooded areas, including the woodlands within Governor Taylor Park. Most of these are located on the steepest slopes of the drumlins, and in lowland woodlands in inter- drumlin wetlands and along stream corridors. The most common species are oak, elm, and maple. The sparsely wooded condition of the remainder of the Planning Area is due to a combination of rich soils, few steep slopes, and residential development activity, which tends to place high value on wooded sites. As such, the remaining woodlands in and around the Village are valuable contributors to the area's character and beauty. The Village protects woodlands through assertive zoning overlay standards.

C. Population Trends

The Village of Cottage Grove has experienced a significant increase in population in recent decades. From 1990 to 2000, according to the U.S.

Census the Village's population grew from 1,131 to 4,059, or by about 259% (See Figure 1). This was followed by a 53% increase between 2000 and 2010, to 6,192. The 2020 Census count is 7,303; which represents a 17.9% gain since the 2010 U.S. Census. The WI DOA projects a Village population of 7,845 in 2025, and 8,990 at the end of this park planning horizon in 2035. However, these projections were produced in 2013 and appear low based on the recent Census data. Given recent and expected growth, the Village's population will likely grow past 10,000 before 2030.

D. Demographic Characteristics

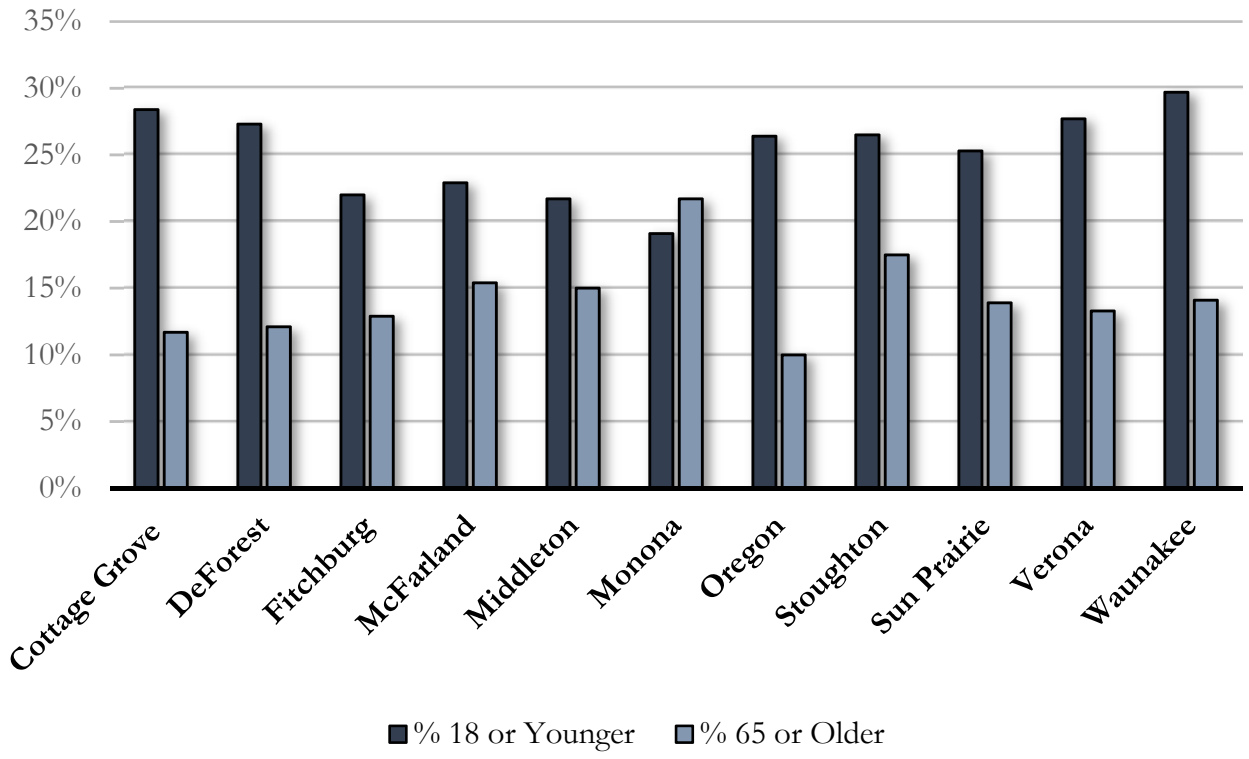
The following sections review the U.S. Census Bureau's 2020 American Community Survey (ACS) data for the Village of Cottage Grove compared to comparable Dane County communities including the Cities of Fitchburg, Middleton, Monona, Stoughton, Sun Prairie, and Verona, and the Villages of DeForest, McFarland, Oregon, and Waunakee.

According to the 2020 ACS, 11.7% of the Village's population was aged 65 or over (see Fig. 1). The percentage was the second lowest among comparable Dane County communities. Oregon was the lowest (10.0%). Monona had the highest percentage with 21.7% aged 65 or over. Cottage Grove also had the second highest percentage of residents aged 18 or younger (28.4%), after Waunakee (29.7%).

Among the eleven comparable communities, Cottage Grove was one of seven in which more than 90% of the population was white (see Figure 2). Cottage Grove was one of three comparables (with DeForest and Stoughton) in which less than 1% of the population was black.

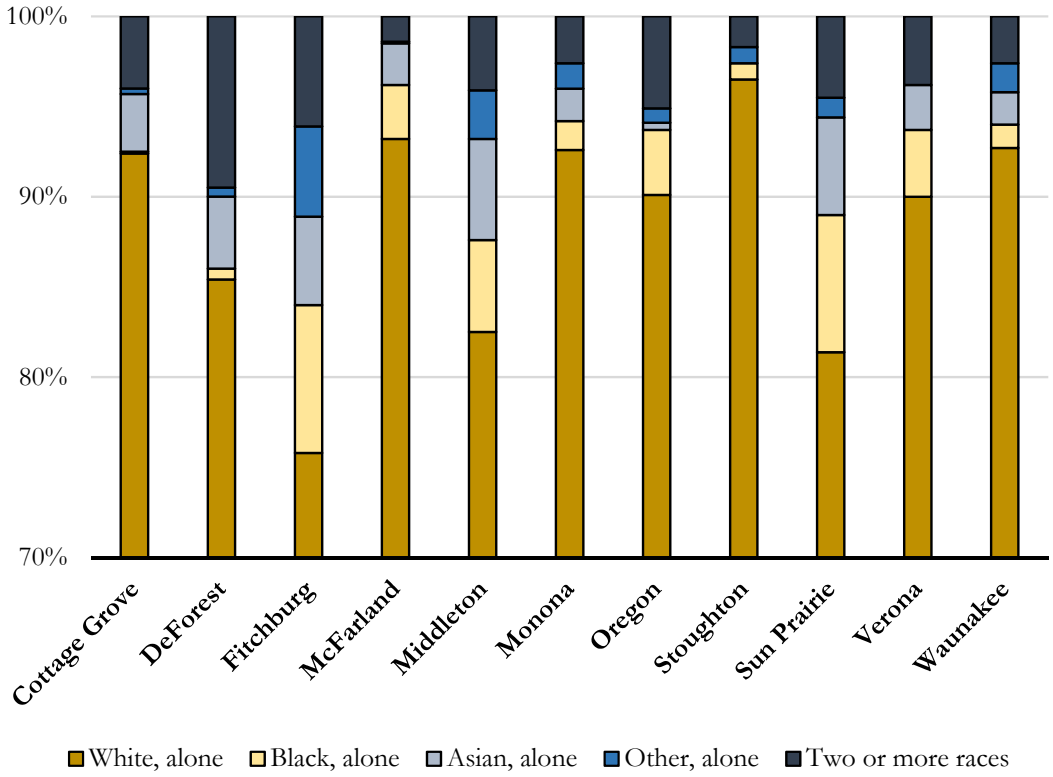
In Cottage Grove, 16.4% of the population did not attend college, while 52.9% had at least a college degree.

Fig. 1: Population by Age



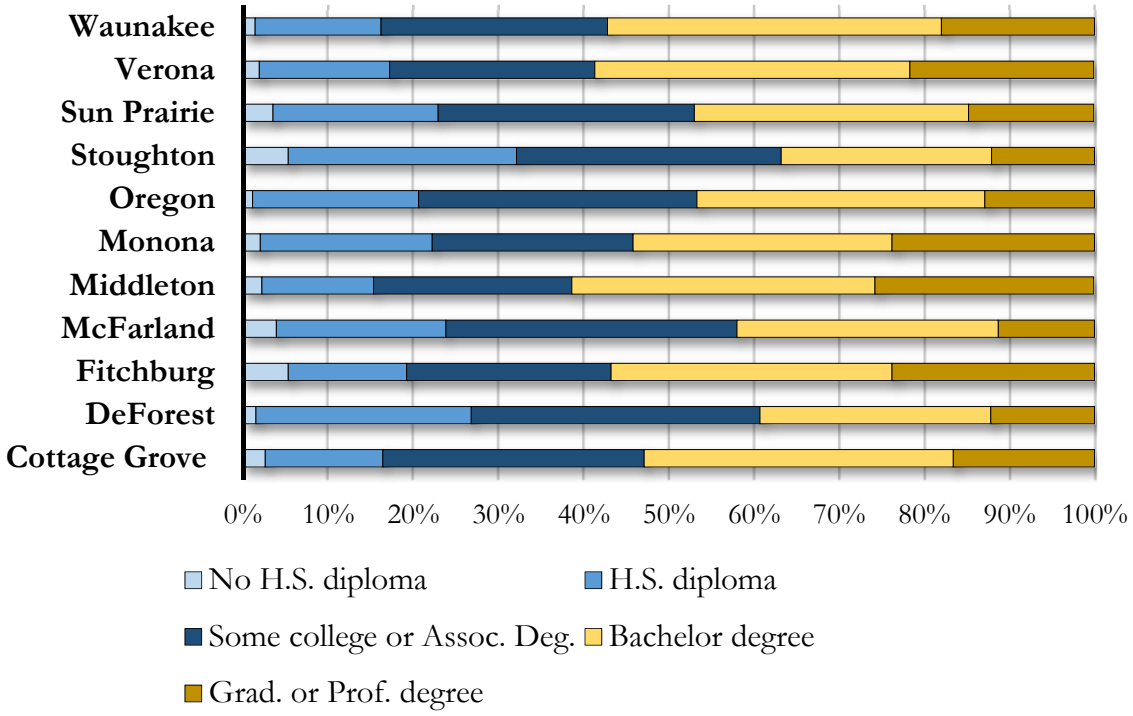
Source: U.S. Census Bureau, 2020 American Community Survey

Fig. 2: Population by Race



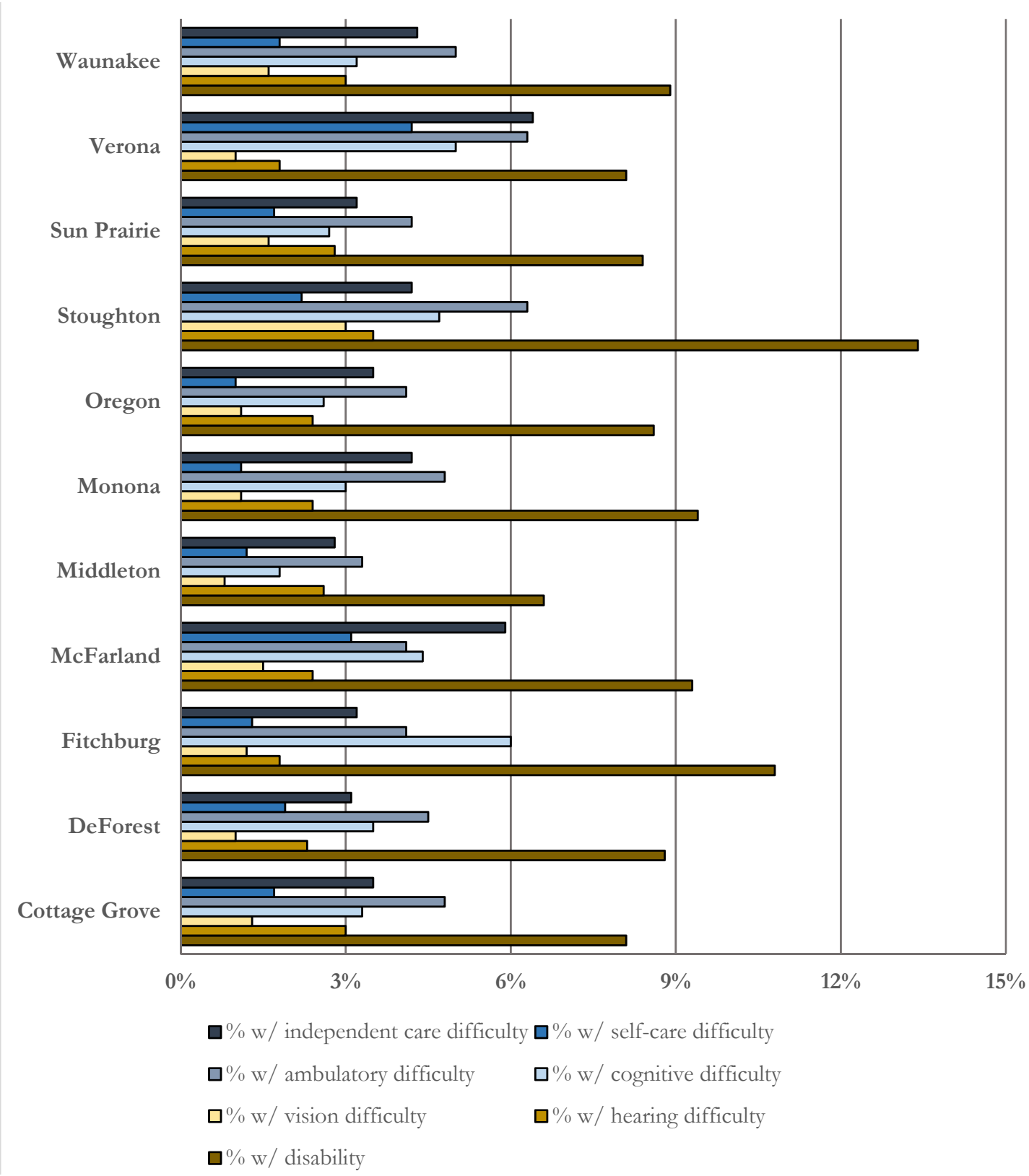
Source: U.S. Census Bureau, 2020 American Community Survey

Fig. 3: Educational Attainment, Age 25 or Over



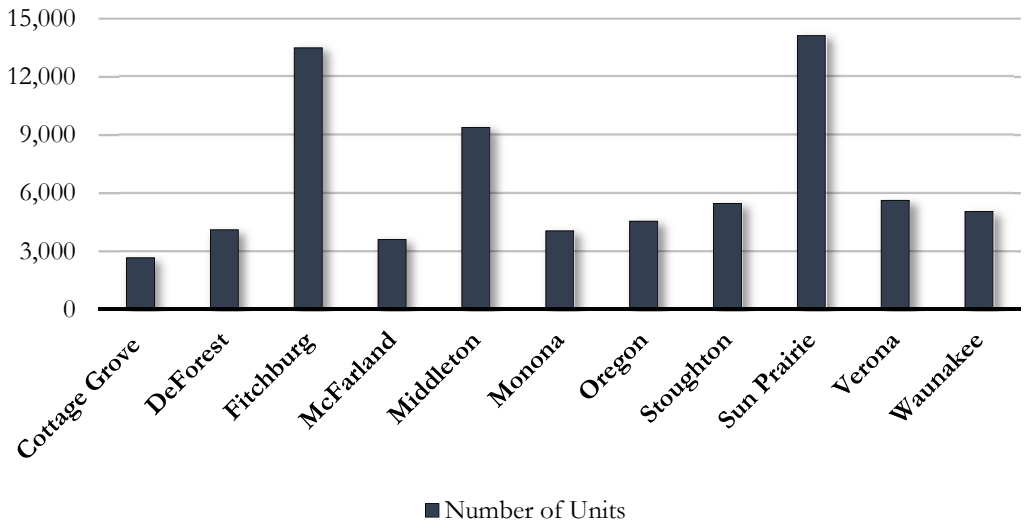
Source: U.S. Census Bureau, 2020 American Community Survey

Fig. 4: Disability Characteristics



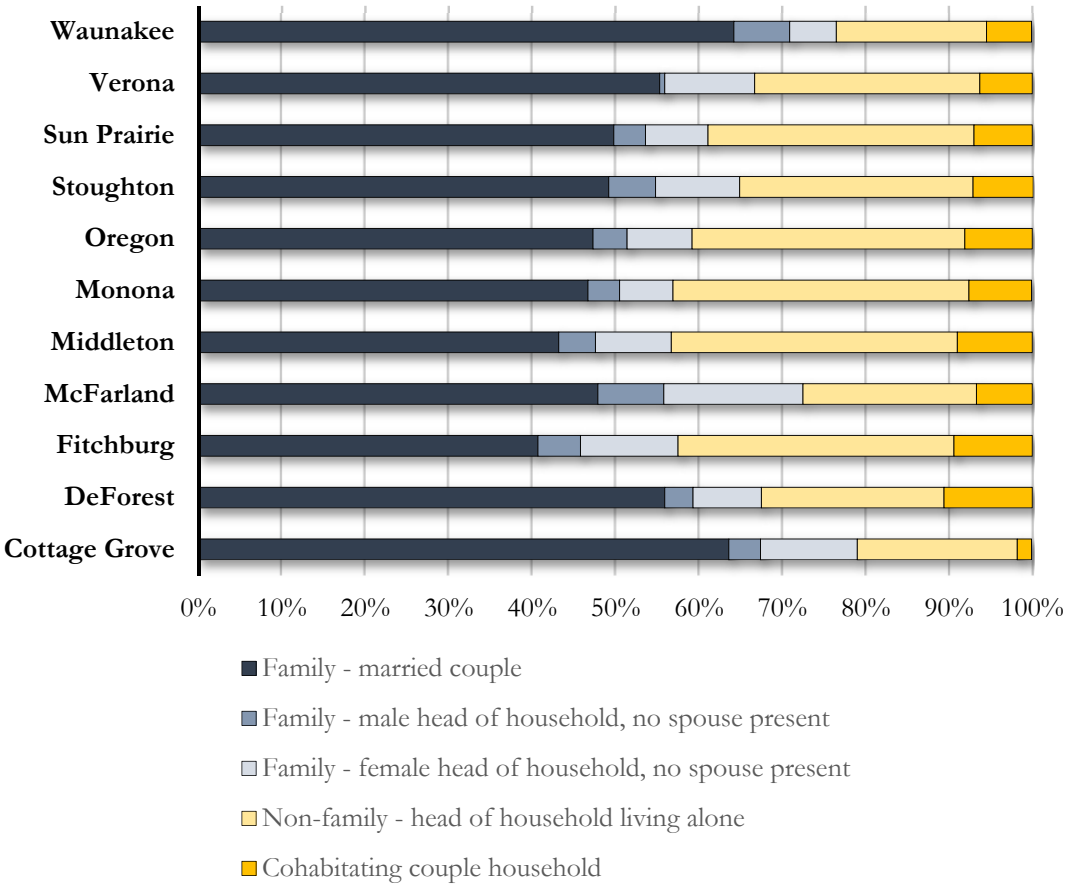
Source: U.S. Census Bureau, 2020 American Community Survey

Fig. 5: Housing Units



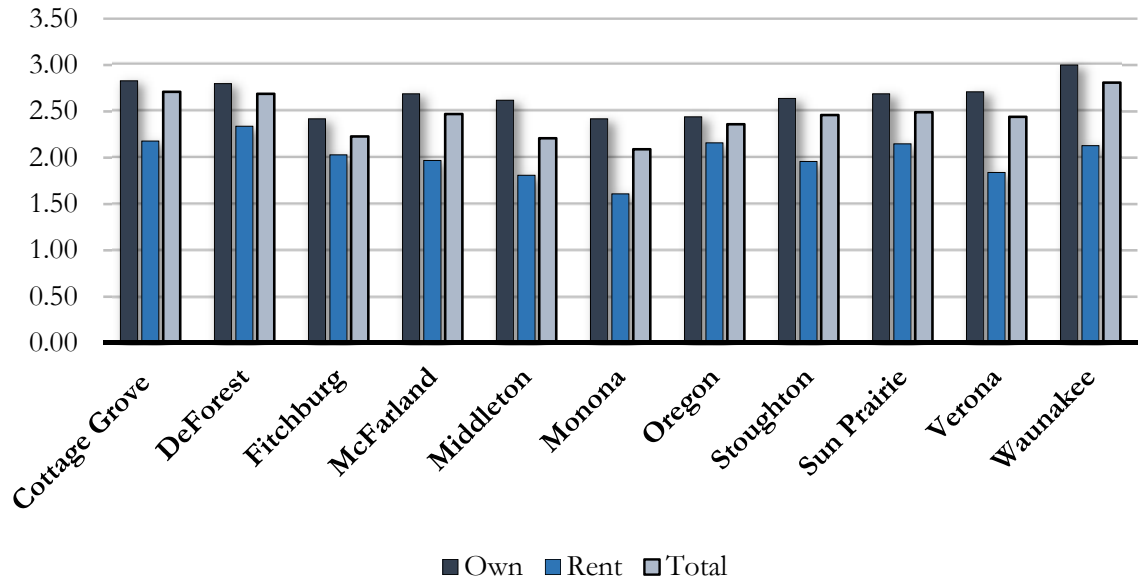
Source: U.S. Census Bureau, 2020 American Community Survey

Fig. 6: Household Type



Source: U.S. Census Bureau, 2020 American Community Survey

Fig. 7: Average Household Size



Source: U.S. Census Bureau, 2020 American Community Survey

Cottage Grove had the second lowest percentage of residents who were disabled (see Figure 4) at 8.1%, tied with Verona. Only Middleton had a lower percentage (6.6%). Stoughton had the highest percentage (13.4%). Ambulatory difficulties were the most common disability in the Village (4.8% of the population). Hearing, cognitive, and independent care difficulties also affected more than 3% of Cottage Grove's population.

E. Household Characteristics

According to the 2020 American Community Survey, Cottage Grove had 2,667 housing units (see Figure 5) which was the fewest among the comparables. Sun Prairie's 14,122 housing units were the most.

Per the 2020 American Community Survey, 63.6% of Cottage Grove households included a married couple (see Figure 6). Only Waunakee had a higher percentage (64.2%). In Cottage Grove, 19.2% of households were comprised of a householder living alone. This was the second lowest percentage after Waunakee (18.0%).

Households headed by a female with no spouse present comprised 11.6% of Cottage Grove households (only McFarland and Fitchburg ere higher), while 3.8% were headed by a male with no spouse present.

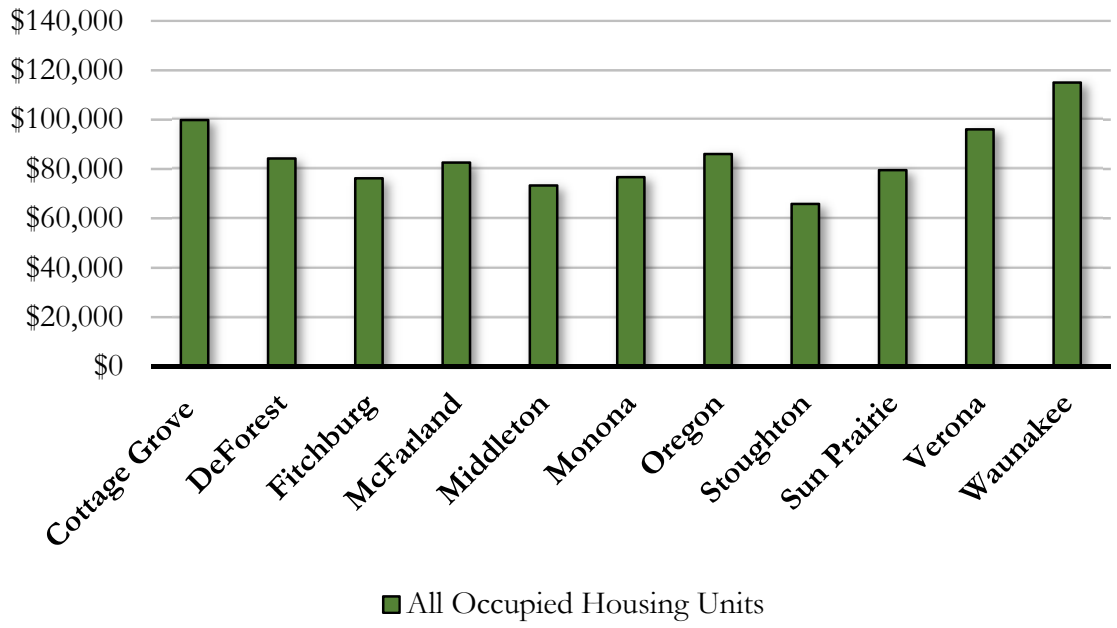
The average household size in Cottage Grove per the 2020 ACS was 2.71 persons per household, including 2.18 in rental units and 2.83 in owner-occupied units (see Figure 7). Only Waunakee had a higher average household size (2.81). Fitchburg and Monona tied for the lowest average household size (2.42).

F. Economic Characteristics

According to the 2020 ACS, the median household income in the Village of Cottage Grove was $99,858 (see Fig. 5). This ranked second among the Dane County comparables behind Waunakee.

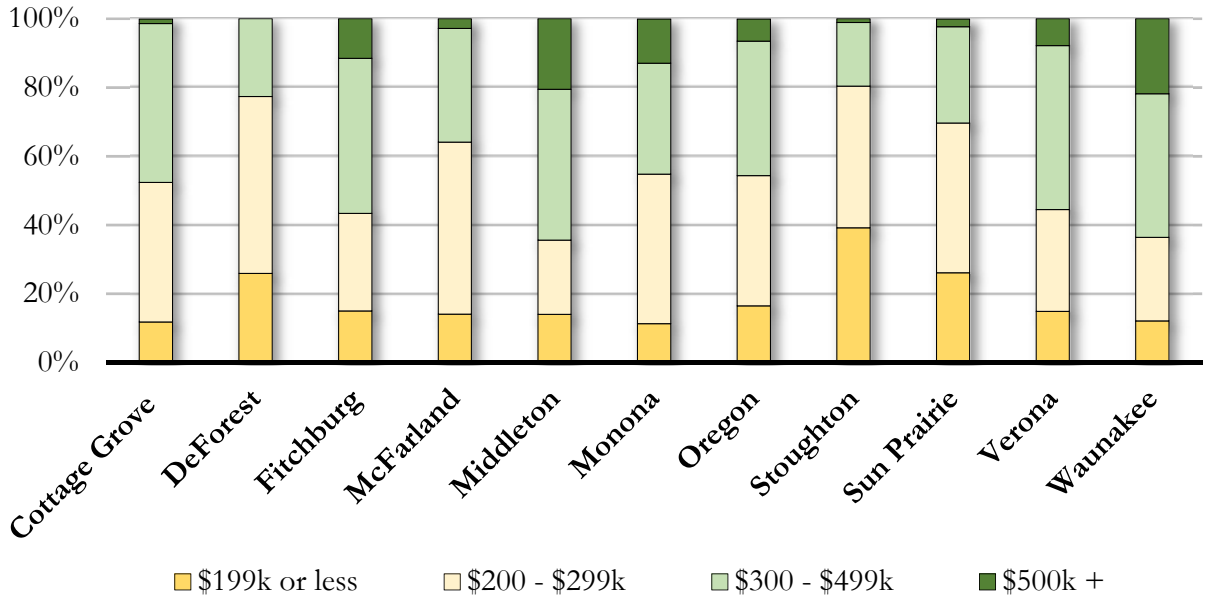
Per the 2020 ACS, 86.8% of the owner-occupied homes in the Village of Cottage Grove were valued between $200,000 and $400,000, highest among the comparables. Cottage Grove had the third lowest percentage of homes valued $500,000 or more (1.3%) and the second lowest percentage

Fig. 8: Median Household Income



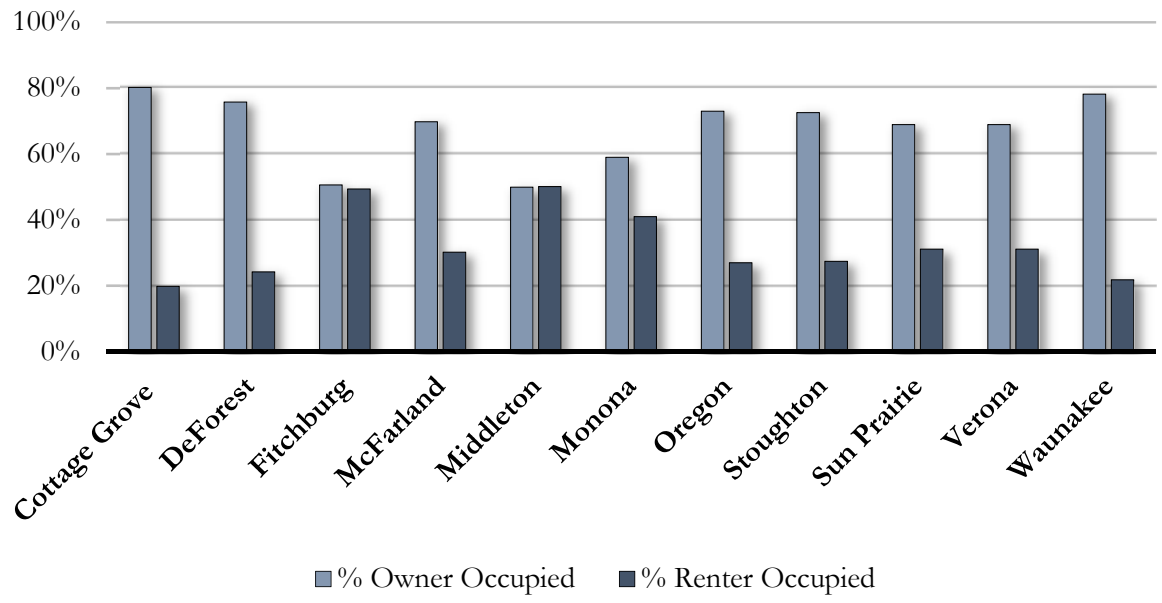
Source: U.S. Census Bureau, 2020 American Community Survey

Fig. 9: Owner-Occupied Housing by Value



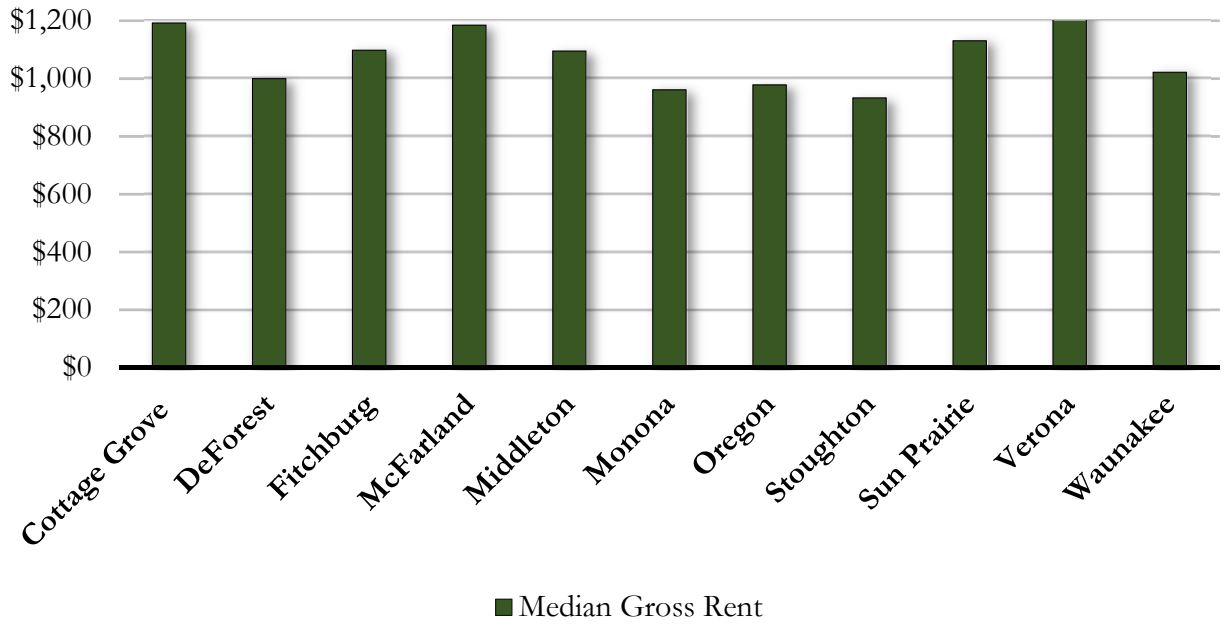
Source: U.S. Census Bureau, 2020 American Community Survey

Fig. 10: Housing Tenure



Source: U.S. Census Bureau, 2020 American Community Survey

Fig. 11: Median Gross Rent



Source: U.S. Census Bureau, 2020 American Community Survey

of homes valued below $200,000 (11.8%).

In the Village of Cottage Grove, according to the 2020 ACS, 80.2% of housing units in the Village were owner-occupied which has the highest percentage among the comparables. Middleton had the lowest percentage of owner-occupied homes (49.9%).

Also according to the 2020 ACS, the Village of Cottage Grove had the second highest median gross rent (the monthly cost of rent plus utilities) at $1,192. Only Verona had a higher median gross rent ($1,258). Stoughton had the lowest median gross rent ($933).

G. Review of Existing Plans

An important step in the park planning process is an assessment of past planning efforts in the Village. A review of existing plans helps ensure consistency between this plan and the Village's broader goals, objectives, and policies. In addition, a review of related planning efforts from overlapping jurisdictions helps ensure and maximize coordination.

1. Village of Cottage Grove Park & Open Space Plan, 2018

The most recent Village Park and Open Space plan was completed in 2018. The Plan provided an analysis of the existing park system and made general recommendations for future parkland acquisition and improvements. Specifically, the plan identified the need for an additional 30 to 60 acres of active parkland in the Village by 2035 to meet population projections. Specific recommendations were made regarding the location and size of future parks, proposed new amenities in existing parks, a summary of proposed ADA improvements, and new bike/ped path connections. The plan included cost estimates and an implementation plan.

2. Village of Cottage Grove Comprehensive Plan, 2020

The Village's Comprehensive Plan was first adopted in 2000 in compliance with the 1999 — Smart Growth legislation and has been regularly updated to keep the plan relevant and up to date. The Plan establishes 20-25 year growth areas for the village, provides for residential and non-residential infill development within the current boundaries of the Village, as well as continued revitalization, redevelopment, and infill along existing commercial corridors. Additionally, the plan summarizes economic development strategies, methods to retain and enhance community character and outlines sustainability initiatives.

3. Dane County Parks & Open Space Plan, 2018 - 2023

Dane County's most recent Parks & Open Space Plan was adopted in 2017. The plan identifies six primary goals:

1. Provide sufficient park land and recreation facilities to meet the demand of Dane County. residents without adversely affecting existing natural resources.
2. Preserve for posterity the characteristics and diversity of the natural, cultural, and historical resources of Dane County.
3. Preserve large tracts of natural and agricultural rural landscapes at urban fringe areas that will provide regional resource protection and recreation benefits.
4. Provide volunteer opportunities and stewardship education to all county residents.
5. Protect lakes, rivers, and streams including shorelands, wetlands, high infiltration areas, and associated vegetative buffers to maintain high water quality, manage water quantity, and sustain water-related recreation throughout Dane County
6. Provide an inclusive parks system for all Dane County residents regardless of age, race, gender or gender identity, national origin, ethnicity, culture, religion, sexual orientation, political affiliation, place of residence, veteran status, physical ability, cognitive capacity, or family, marital, or economic status..

The Dane Co. Parks & Open Space Plan, 2018-2023 also references a master plan for the McCa-

rthy County Youth and Conservation Park. A draft of the master plan was completed in 2015, as described below.

4. McCarthy County Youth & Conservation Park Master Plan

Dane County approved the master plan for the McCarthy County Youth and Conservation Park in 2015. Village of Cottage Grove staff provided input in the master planning process, and public input sessions were held at Village Hall and the Town Hall in the Town of Sun Prairie.

General recommendations in the Master Plan include:

1. New shelter, playground, and picnic area near entry.
2. Grassland, oak opening, and wetland restoration.
3. Surrounding farmland preservation.
4. Four season 'yurt' (a round structure based upon a traditional Central Asian building type) at equestrian group camp.
5. Future off-leash dog exercise area.
6. Ho-Chunk interpretive trail.
7. Development of regional trail segment from Town Hall Drive to park entrance.
8. Consideration of regional sports complex in the Cottage Grove area.
9. Consideration of future target archery area.
10. Development of an outside the park equestrian trail.

5. Wisconsin Statewide Comprehensive Outdoor Recreation Plan, 2019 - 2023

The Statewide Comprehensive Outdoor Recreation Plan (SCORP) is prepared by the Wisconsin DNR. It examines and assesses current and future recreational needs within the state and provides recommendations to guide public outdoor recreation policy, planning, and funding. According to the plan, 95% of Wisconsinites engage in some form of outdoor recreation.

More generally, the SCORP provides extensive survey data regarding the percentage of Wisconsinites who participate in various outdoor activities. Picnicking, hiking, visiting a beach/swimming, wildlife viewing, boating, and fishing were among the most popular. Activities identified as experiencing increased demand included adventure racing, driving for pleasure, developed (RV) camping, kayaking, visiting dog parks, and playing soccer. Activities identified as having decreased demand included hunting, in-line skating, skateboarding, horseback riding, softball, and downhill skiing. The plan also introduces public health as a decision marking criteria by comparing activities by their relative exertion levels.

The 2019 - 2023 SCORP identified seven outdoor recreation goals:

1. Boost participation in outdoor recreation.
2. Grow partnerships.
3. Provide high-quality experiences.
4. Improve data to enhance visitor experiences and benefits.
5. Enhance funding and financial stability.

Finally, the SCORP describes the eligibility criteria and priorities for the State's Land and Water Conservation Fund (LWCF) grants.

EXISTING PARK & OPEN SPACE FACILITIES



Gazebo and playground at Strouse Park; photo by Parks Dept.

The Village's park and open space system consists of 297.4 total acres of active and passive parkland and special use areas. Of this total, 131.3 acres are under the control of the Village, and 166.1 acres are under the control of the Monona Grove School District, including the 68-acre Vethe School Forest . This system includes a full range of developed facilities including community parks, neighborhood parks, mini-parks, and special uses areas located throughout the community.

The following is a summary of the existing park and recreational facilities in the Village area. A complete list of all facilities within each park is provided following the maps at the end of this section.

A. Description of Existing Public Park and Recreation Facilities

1. Municipal Services Building

The Village of Cottage Grove Parks, Recreation, and Forestry Department is headquartered in the Municipal Services Building located at 210 Progress Drive. Department staff can be reached at (608) 839-8968.

The Municipal Services Building includes space used for recreational activities. Additional vacant space is available in the building that may be converted into recreational space in the future. The conversion would require new flooring and a dividing wall. This would allow multiple classes to run at the same time.

2. Municipal Parks

Site plans of current park facilities follow.

BAKKEN PARK



SCALE:
1" = 200'

EXISTING PARK FACILITIES

1. Madison United Rugby Sports Complex
   a. Rugby field
   b. Clubhouse
   c. Championship rugby field (lighted)
2. Parking (149 spaces)
3. Shelter
4. Splash pad
5. Playground (Dream Park)
6. Miracle League of Dane Co. Field
7. Skate park and pump track
8. Future park development area

This 37 acre park is located immediately west of Fireman's Park. Several new facilities were added to the park in recent years including a shelter, splash pad, skate park, and pump track. The Village partnered with Miracle League of Dane County to install a baseball field for children with disabilities. 2022 improvements to Clark and Grove Streets included new on-street parking.

FIREMAN'S PARK



SCALE:
1" = 200'

EXISTING PARK FACILITIES

1. Baseball field, lighted w/ batting cage
2. Ball field
3. Volleyball court
4. Playground equipment
5. Shelter
6. Restrooms
7. Concession stand
8. Picnic facilities
9. 32 parking spaces w/ basketball court
10. Park Dept. storage building

This 11.0 acre park is located on the south side of the Village at the west end of Reynolds Street. It is adjacent to Bakken Park. Facilities include a baseball field, ball field, volleyball court, playground equipment, shelter, restrooms, picnic facilities, a concession stand, parking with a basketball court, and a Parks Dept. storage building.

NORTHLAWN PARK



SCALE:
1" = 200'

EXISTING PARK FACILITIES

1. Taylor Prairie Elementary School
2. Playground equipment
3. Baseball/softball field
4. Soccer field
5. Other sports field
6. Basketball court
7. Tennis courts
8. Open shelter w/ restrooms
9. 98 parking spaces

This 13.0 acre park is located adjacent to Taylor Prairie Elementary School on the north side of the Village. Facilities include softball fields, basketball court, soccer field, tennis courts, playground equipment, a concession stand, picnic shelter, and restrooms. The map above shows a potential arrangement of sports fields. The actual configuration varies season to season.

COMMUNITY PARK



SCALE:
1" = 200'

This 8.8 acre park is located south of Cottage Grove Road (County Highway BB) and is accessible from Lori Lane, between the Seldal and Southlawn Subdivisions. The park often functions as a community facility for picnics and recreational programs. Facilities include a baseball field and batting cage. 2022 improvements include new playground equipment and four pickleball courts. Additionally, a new shelter is planned in coming years. A trail runs through the park's main attractions connecting Weald Bridge Road on the south and will extend to W. Cottage Grove Road on the north.

EXISTING PARK FACILITIES

1. Trail to Cottage Grove Road
2. Playground
3. Pickle ball courts
4. Shelter
5. Parking (40 spaces)
6. ADA accessible bleachers
7. Batting cage
8. Baseball field

GOVERNOR TAYLOR NATURE PARK



SCALE:
1" = 200'

This 5.0 acre park is located near the center of the Village, north of W. Cottage Grove Road (County Highway BB). The park is accessible from Oak Street and Woodview Drive. The park is primarily an undeveloped, conservancy park with nature trails. Facilities include a picnic area with tables and benches, seating areas, and flower beds.

EXISTING PARK FACILITIES

1. ADA accessible path to bench
2. Hiking trails
3. Picnic area
4. Wetland

R.G. HUSTON PARK



SCALE:
1" = 200'

This 4.0 acre park is located adjacent to the Glacial Drumlin State Trail on the southeast side of the Village, near the intersection of Trillium Trail and Yarrow Hill Drive. Facilities include a little league baseball diamond, a half basketball court, playground equipment, sand volleyball court, soccer field, walking trails, a shelter, and restrooms.

EXISTING PARK FACILITIES

1. Playground equipment
2. Baseball field
3. Soccer field
4. Basketball court
5. Volleyball court
6. Hiking trails
7. Drinking water
8. Open shelter w/ restrooms
9. Picnic tables & grills

WILLOW RUN PARK



SCALE:
1" = 200'

The 1.3 acre park is located on the east side of the Village along East Parkview Street. Facilities include playground equipment, a play field, and a zip line. The park also serves as an overflow area for stormwater management.

EXISTING PARK FACILITIES

1. Playground equipment
2. Zip line
3. Paved trail/sidewalk
4. Play field
5. Stormwater management area

STROUSE PARK



SCALE:
1" = 200'

This 1.2 acre park is located along Southing Grange on the south side of the Village. Facilities include playground equipment, basketball court, tetherball, open air gazebo, and open fields.

EXISTING PARK FACILITIES

1. Playground equipment
2. Half basketball court
3. Open air gazebo
4. Open field

DUBLIN PARK



SCALE:
1" = 200'

This 1.3 acre park is located on Dublin Circle in the Coyle Highlands subdivision in the northwest portion of the Village. Facilities include playground equipment, swing sets, an open air gazebo, a basketball court, and open green space.

EXISTING PARK FACILITIES

1. Playground equipment
2. Basketball court
3. Open air gazebo
4. Open green space

RED HAWK PARK & PONDS



SCALE:
1" = 200'

Red Hawk Park is a 0.8 acre space in the northwest corner of the Westlawn Estates 4th Addition. The park includes a playground and picnic area. A trail system traverses the subdivision linking the park to a series of three public green space areas adjacent to stormwater management ponds. The trail extends from the south end to the adjacent Glacial Drumlin and Granite Ridge Schools, and from the north end it will extend into the Westlawn Estates 6th Addition and eventually to a 20-acre park in that neighborhood.

EXISTING PARK FACILITIES

1. Playground with zip line
2. Fishing Pier
3. Benches

3. Special Use and Open Space Facilities

Oakengate Hill - this 10.3 acre wooded hill is located between Fireman's Park and Community Park, northwest of the Cottage Grove Business Park. Future facilities may include a walking trail and benches.

Thaden Nature Area - this 36.6 acre open space and wetland area is located west of N. Parkview Street. Most of the area is intended to remain an undeveloped passive area.

B. Description of Other Local and Regional Facilities

1. School-Owned Facilities

The Monona Grove School District serves the communities of Monona and Cottage Grove. As of September 2021 the total enrollment in the district was 3,550 students. Four schools are located in Cottage Grove, including Cottage Grove Elementary (enrollment 285), Taylor Prairie Elementary (enrollment 272), Granite Ridge Elementary School (enrollment 444), and Glacial Drumlin Middle School (enrollment 779).

Monona is home to Winnequah Elementary School (enrollment 578) and Monona Grove High School (enrollment 1,091). The district also includes the MG21 Charter School (enrollment 69), and the Together 4 Kids School (enrollment 32).

The Monona Grove School District periodically updates its future enrollment studies. Pending the results of those studies, the district may re-examine the adequacy of current facilities to accommodate future students. Should these studies indicate a need for a new school, or expansion of existing facilities, the Village will collaborate with the district as needed on these projects.

Cottage Grove Elementary School

This 20.6 acre facility is located on the east side of County Highway N near its intersection with County Highway BB. Facilities include softball diamonds, basketball courts, a soccer field, and playground equipment.

Taylor Prairie Elementary School

This facility is located adjacent to Northlawn Park (see page 12) on the north side of the Village. In combination with Northlawn Park, the facility totals 24.2 acres. Facilities include playground equipment.

Granite Ridge Elementary School

This facility is located on Buss Road, adjacent to the Westlawn neighborhood on the Village's west side. The school opened in the fall of 2021. The school sits on a 29.8 acre parcel that includes playground equipment and outdoor basketball courts. The school district also owns an adjacent 24 acres that is currently undeveloped.

Glacial Drumlin Middle School

This 36.7 acre facility is located on County Highway BB/W. Cottage Grove Road, west of Damascus Trail. The facility includes softball fields, soccer and football fields, and a community garden.

Norman Vethe School Forest

This 68.0 acre facility is located east of Cottage Grove Elementary School. A portion of the property is used as a sledding hill in winter. The Monona Grove School District used Wisconsin DNR funds to install prairie restoration and wetland study areas as well as walking and cross country skiing trails.

2. Regional Facilities

McCarthy County Youth & Conservation Park

This 220 acre Dane County Park is located east of County Highway N and north of I-94. The park is largely undeveloped, though existing facilities include hiking trails, equestrian trails and campsites, and a sledding hill.

Glacial Drumlin State Trail

This 52 mile trail runs from Cottage Grove to Waukesha, WI. The trail is open to bikers and pedestrians. The WDNR operates a trailhead with parking and a restroom on S. Main Street.

In 2022 the Village completed an off-street trail from the trailhead north to Highway TT. In 2021

RECREATION AMENITIES, VILLAGE OF COTTAGE GROVE (2023)

	Acres	Play Equipment	Baseball Field	Softball Field	Soccer/Flex. Field	Basketball Courts	Tennis Courts	Volleyball Courts	Pickleball Courts	Sledding Hill	Hiking Trails	Fishing Pier	Splash Pad	Drinking Water	Restrooms	Skate Park/Pump Track	Open Shelter	Picnic Tables & Grills	Concession Stand	Passive Area
Community Parks																				
Fireman's Park	11.0	✓	✓		✓	✓		✓						✓	✓		✓	✓	✓	
Northlawn Park	13.0	✓		✓	✓	✓	✓							✓	✓		✓	✓	✓	
Bakken Park	38.0	✓	✓		✓								✓	✓	✓	✓	✓	✓	✓	
Neighborhood Parks																				
Community Park	8.8	✓	✓						✓					✓	✓		✓	✓		
Gov. Taylor Park	5.0										✓									✓
R.G. Huston Park	4.0	✓	✓		✓	✓		✓			✓			✓	✓		✓	✓		
Mini-parks																				
Willow Run Park	1.3	✓			✓															
Strouse Park	1.2	✓				✓											✓	✓		
Dublin Park	1.3	✓				✓											✓	✓		
Red Hawk Park and Ponds	0.8	✓										✓					✓	✓		✓
Special Use Areas																				
Oakengate Hill	10.3																			✓
Thaden Nature Area	36.6																			✓
School Facilities																				
Cottage Grove Elementary	19.9	✓		✓	✓	✓														
Taylor Prairie Elementary	11.7	✓			✓	✓														
Granite Ridge Elementary	29.8	✓			✓	✓														
Glacial Drumlin Middle	36.7			✓	✓	✓				✓										
Vethe School Forest	68.0									✓	✓									✓

the Village extended the trail from S. Main St. along Clark Street and through Fireman's and Bakken Parks to Vilas Road.

Dane County and the WDNR continue to work on completing a trail extension from the City of Madison to Cottage Grove. When completed this extension would connect to the municipal trail end in Bakken Park on Vilas Road. This piece would connect the Milwaukee area to the extensive trail network that runs throughout south and central Wisconsin.

GOALS, OBJECTIVES, & POLICIES



Basketball court and playground at Dublin Park; photo by Parks Dept.

The first step in the park planning process is to establish goals, objectives, and policies that serve as the basis for all subsequent planning efforts. The following goals, objectives, and policies were developed by the Park & Recreation Committee based upon a review of existing plans, basic planning principals, and public input.

Goals - broad statements that express general priorities. Goals are formulated based on the identification of key issues, opportunities, and problems that affect the park system.

Objectives - more specific than goals and are usually attainable through strategic planning and implementation activities. Implementation of an objective contributes to fulfillment of a goal.

Policies - rules and courses of action used to ensure plan implementation. Policies often accomplish a number of objectives.

A. Goals

1. Provide, maintain, and enhance the parks, recreation facilities, open spaces, and trail systems throughout the Village for the benefit of all current and future residents, as well as other interested stakeholders, for the purpose of providing physical and mental health benefits from exercise and interaction with nature while also providing opportunities for social interaction and community building.
2. Conserve, protect, maintain, and encourage responsible access (where appropriate) to the natural and environmentally sensitive areas in the Village, and in applicable watersheds beyond the Village, for the benefit of current and future residents, as well as native wildlife and ecosystems, for the purpose of providing physical and mental health benefits from exer-

cise and interaction with nature while fostering the benefits derived from native habitats and ecosystems.

3. Provide, encourage, and continue to evolve programming and recreational activities in the Village's parks, recreation facilities, and other suitable facilities for the benefit of all residents and other potential participants for the purpose of providing physical and mental health benefits from exercise and other activities, and to provide an opportunity for social interaction and community building.
4. Attract, support, and evolve community and regional athletic and cultural events at existing facilities throughout the Village, as well as new facilities as they may develop in the future, for the benefit of residents and other potential participants for the purpose of providing physical and mental health benefits from exercise, to support the development of local athletes, to increase tourism and foster economic development, and to provide opportunities for social interaction and community building.
5. Grow and maintain a network of bike/pedestrian paths throughout the Village with an emphasis on connecting parks to each other and to residential areas. This network shall provide safe and convenient access and function as both an alternate means of transportation and a pleasant and inspiring opportunity for recreation and exercise. Newly developed neighborhoods shall complete path networks described in the Village's Comprehensive Plan, while existing neighborhoods may be retrofitted as part of street reconstruction or repair, or as other circumstances allow. The Village shall work with other governmental agencies on opportunities to extend this network beyond Village limits.

B. Objectives

1. Provide both active and passive recreation opportunities for the Village's residents at the neighborhood and community levels.
2. Provide recreation opportunities within neighborhoods, which strengthen the neighborhood's identity and provide areas for nearby recreation.
3. Link together all of the Village's neighborhoods, parks, and schools. Cooperate with others in connecting these trails into a regional network of trails and parks. Continue to pursue long-term collaboration with the Wisconsin DNR in extending the Glacial Drumlin Trail.
4. Encourage and coordinate year-round recreational programs and facilities.
5. Recognize the importance of environmental features, in particular Door Creek and Koshkonong Creek watersheds, in providing recreational opportunities.
6. Maintain the overall ratio of park acreage to population, approximately 13 acres of developed park land per 1,000 residents.
7. Strengthen the role of Bakken Park as a community-wide resource for recreation.
8. Provide park and recreational facilities to serve residents of all ages and abilities.
9. Provide a diversity of recreational opportunities (active and passive, resource oriented and non-resource oriented) so that residents of all ages and abilities have an equal opportunity to enjoy the park and open space system.
10. Balance the need to acquire and develop new park and recreational facilities with the need to maintain and upgrade existing park sites and facilities.
11. Provide good pedestrian, bicycle, and vehicular access to all parks and recreational facilities.
12. Focus preservation, protection, and enhancement of open spaces and conservancy areas along drainageways and other environmentally sensitive areas to the extent possible.
13. Maintain a system of trails and pathways so that all residential neighborhoods will have safe and efficient pedestrian and bicycle access

to parks, schools, neighborhood commercial districts, public open spaces, and conservancy areas.

C. Policies

1. Strive to provide park land within safe walking distance of all residential neighborhoods. One quarter mile is the preferred walking distance, with a maximum distance of one half mile between residences and neighborhood parks.
2. Park facilities should be scaled and located to the future needs of the area and population served. The Village should continue to use a hierarchy of park sites based on size, facilities, and areas served to suit different neighborhoods, and types of development.
3. Continue to site and design neighborhood parks to enhance neighborhood cohesion and provide a common neighborhood gathering place. All neighborhood parks should have multiple access points from surrounding neighborhoods where possible and be served by a complete sidewalk and trail network.
4. Parks should have full street frontage along at least one side of the park to enhance the relationship between the neighborhood and the park, and to provide a high degree of visibility into the park to strengthen public safety. Structures and landscaping within the park should be arranged so as not to block views into the park from the public street. High activity areas within the park should be located within view of the public street.
5. Parks and recreational facilities should be combined with school facilities where appropriate and feasible. Specifically, the Village should target lands for neighborhood park acquisition adjacent to school athletic and playground areas.
6. The Village should develop a unified walking and bicycle trail and route system throughout the Village to link neighborhoods with schools, parks, and other destination areas. A unified wayfinding signage system should be developed as part of the trail system. The Village should continue to work on the state bike trail extension.
7. Cooperate with other units of government and agencies wherever possible in providing park and recreation areas and facilities. The Village and school officials responsible for providing recreational space in Cottage Grove should place a continued emphasis on the provision of areas and facilities that support recreational activities for all ages and abilities, rather than facilities geared only toward team sports or certain age groups. The Village should also work with Dane County, the Wisconsin DNR, and the Towns of Cottage Grove and Sun Prairie to coordinate park systems and recreation services and to implement the regional trail network included in the Dane County Parks and Open Space Plan.
8. All new residential developments should meet the park and open space standards and recommendations as outlined in this plan and implemented by the Village of Cottage Grove Zoning Ordinance, and Subdivision Ordinance. The Village should require all proposed residential developments to identify pedestrian access corridors to public parks and schools. Parks should be integrated into future neighborhood designs and linked by a network of sidewalks, bike trails, and open space corridors. Park land dedications in new subdivisions should be consistent with the locations identified in this plan.
9. A detailed park management and maintenance plan should be included as a component of each park design.
10. Acquisition of park and open space lands should occur in advance or in coordination with development to provide for reasonable acquisition costs and facilitate site planning.
11. Alternative means of reserving lands required for open space use should be fully explored to ensure that lands are obtained at the lowest cost to the public. Mandatory dedication of lands for public use as park lands and/

or fees in lieu of park land dedication should be continued as provided by Village ordinances.

12. Dedicate a set portion of the Village's budget to expenditures for capital improvements in the Village's parks and indoor recreation facilities.
13. Acquire park land in developing areas through park land dedication, or fees-in-lieu of park land requirements.
14. Consider actively fundraising for large park improvement projects, including improvements within Fireman's and Bakken Parks.
15. Continue to support volunteer groups and donated materials to the greatest extent possible to develop and maintain the park and open space system. Utilization of volunteer labor is generally most successful where a single tangible project is involved, such as tree planting, construction of a facility, or at a one-day clean up and beautification project.
16. Actively encourage the donation of gifts by private individuals. Such gifts may include trees, park amenities such as benches and shelters, and money for park development. The Village should also explore the opportunity to develop a public-private partnership with local construction companies, asphalt companies, and quarry owners who may be willing to reduce costs or donate time, equipment, and supplies needed for park development.
17. Discourage the alteration of natural areas and encourage the restoration of indigenous plant communities in all private and public developments.
18. The preservation of sensitive environmental features should receive special attention to ensure their maintenance as wildlife and fish habitats, as natural drainage areas, as areas for passive recreation and outdoor recreation, and as stormwater management areas, where appropriate. An exception to this should be the area of steep slopes necessary to accommodate the expansion of Fireman's Park and Willow Run Park.
19. Utilize management policies that protect and enhance the natural features of all parks. This 'green' focused management should include efforts to establish and maintain buffers for sensitive environmental features, minimize fertilizer and pesticide use, and consider opportunities to implement native species plantings and landscape initiatives.
20. Encourage public awareness of the Village's parks and recreation facilities by promoting them through maps, signage, and other materials, such as wayfinding signage, newsletters, and special events.
21. The Village should continuously evaluate all park and open space sites and facilities to ensure compliance with the standards of the Americans with Disabilities Act (ADA).

D. Public Participation

The preparation of this plan update was guided by the Village of Cottage Grove's Parks, Recreation, and Forestry Committee at a number of the committee's regularly scheduled public meetings. The committee includes one Village Trustee and four citizen members.

The plan also makes use of survey data collected by the Department of Parks, Recreation, and Forestry, as well as conversations between the department and park user groups. The survey was conducted online. The survey was open from May 1, 2022 to June 1, 2022. It was publicized via both the Village and Park Department Facebook pages and webpages. The link to the survey was also emailed to everybody on the Parks Department's email contact list. The survey received 230 responses. An overview of the survey results begins on page 55 of this document, and the full results comprise Appendix B.

After discussing the various components of the plan throughout 2022 and the first half of 2023, the 2023 Park and Open Space was approved by the Parks, Recreation, and Forestry Committee on June 22, 2023. The Plan Commission approved the plan on July 12, 2023 and the Village Board provided final approval on July 17, 2023.

PARK & OPEN SPACE STANDARDS



Tennis courts at Northlawn Park; photo by Parks Dept.

A. NRPA Data

An important step in the park and open space planning process is to compare data about services and facilities with other agencies. This review should be considered, along with the community's goals and public input to determine how effectively the department is serving its residents.

In 2015 NRPA introduced a revamped system for benchmarking community park and open space lands and amenities. This benchmarking system relies on their proprietary PRORAGIS (Park and Recreation Operating Ratio and Geographic Information System) tool. PRORAGIS allows NRPA member agencies to enter data pertaining to their agency. The whole of the information submitted by all agencies becomes a dataset that a member agency can use to compare their agency's metrics against a group of peers selected by the user.

So rather than prescribing an objective target for park amounts and amenities, the new system encourages the relative comparison of data. Therefore, it is left up to each park and recreation agency to determine who their peers should be for the purposes of making comparisons, and how their agency should rank compared to those peers. For example, a community that has developed a series of small, but densely programmed parks may rank higher than peers in spending per acre, but lower in park land per capita. As long as that park type continues to meet the needs and desires of that community, the rankings may not represent a problem, but rather confirm the community's values. NRPA compiles this data into an annual *Agency Performance Review*. This document provides data in a variety of categories for all agencies and broken out by size of the agency.

The following tables provide points of comparison between the Village and other jurisdictional statistics reported in the *2022 NRPA Agency Performance Review.* In most cases, Village data is compared to jurisdictions with populations below 20,000 and to all jurisdictions regardless of size.

The following tables are based on the WIDOA population estimate of 8,854 for the Village of Cottage Grove in 2022.

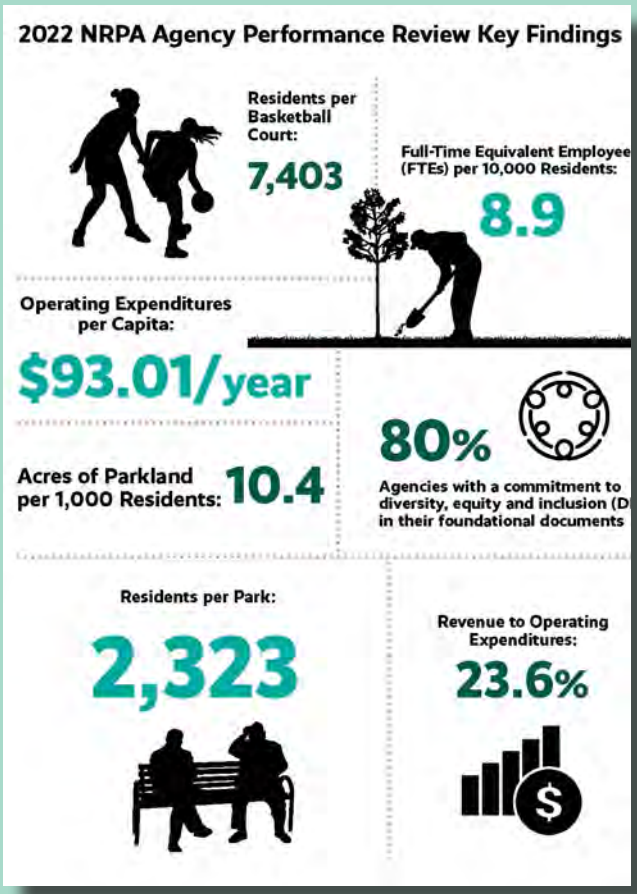
NRPA Agency Performance Report

"The National Recreation and Park Association (NRPA) provides park and recreation professionals across the United States with the most up to date data that inform current and future decisions and equip leaders with insights that help them make the case to key stakeholders and elected officials for greater, more sustainable funding. The *2022 NRPA Agency Performance Review* summarizes the key findings from NRPA Park Metrics - the benchmarking resource that assists park and recreation professionals in the effective management and planning of their operating resources and capital facilities."

"The *2022 NRPA Agency Performance Review* does not present park and recreation 'standards,' nor do the benchmarks represent any standards against which every individual park and recreation agency should measure itself."

- 2022 NRPA Agency Performance Review





Source: 2022 NRPA Agency Performance Review

Residents per Park			
	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Lower Quartile	1,301	761	
Median	2,323	1,233	
Upper Quartile	4,556	1,924	
Actual			885

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above analyzes residents per park. A lower number of residents per park equates to a higher number of parks per resident. The national median number of residents per park for all agencies is 2,323 residents, and the median for agencies with less than 20,000 residents is 1,233.

The Village of Cottage Grove has a higher number of parks than would be typical given the population, resulting number of residents per park (885) that is below the lower quartile for all agencies (1,301) and slightly above the lower quartile for agencies less than 20,000 (761).

Acres of Parkland per 1,000 Residents			
	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Lower Quartile	5.1	5.2	
Median	10.4	12.9	
Upper Quartile	18.2	21.7	
Actual			9.5

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

Whereas the table above looked at the number of parks regardless of size, this table considers acres of parkland regardless of the number of parks.

The national average acres of parkland per 1,000 residents is 10.4 acres and the median for agencies with less than 20,000 residents is 12.9 acres.

The Village of Cottage Grove has 9.5 acres of parkland per 1,000 residents, which is below the median for all agencies and for agencies with less than 20,000 residents, but well above the lower quartile in both categories (5.1 acres and 5.2 acres respectively). This figure references the 84.4 acres within Village parks, but does not include the roughly 47 acres that are in non-park natural areas such as Oakengate Hill or the Thaden Natural Area.

Outdoor Park & Recreation Facilities				
		Median Residents per Facility		
	% of Agencies with facility	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Playgrounds	95%	3,750	1,986	984
Basketball Courts	86%	7,403	3,750	1,476
Baseball Fields (youth)	79%	7,000	3,107	1,771
Tennis Courts	78%	5,608	2,723	4,427
Multi-Purpose Grass Fields	68%	9,622	4,326	2,214
Dog Park	67%	43,586	11,100	n/a
Softball Fields (adult)	65%	14,302	5,667	n/a
Softball Fields (youth)	62%	11,339	5,339	n/a
Baseball Fields (adult)	54%	20,127	7,954	8,854
Swimming Pools	53%	38,000	8,637	n/a
Community Gardens	51%	30,140	8,773	n/a
Soccer Fields (youth)	50%	7,382	3,504	2,214
Multi-Use Courts	48%	11,232	5,400	n/a
Tot Lots	45%	11,983	6,642	n/a
Soccer Fields (adult)	44%	13,200	8,017	n/a
Skate Parks	39%	53,708	11,100	8,854
Football Fields	35%	26,493	8,004	n/a
18-Hole Golf Course	29%	86,277	9,183	n/a
Driving Range	26%	23,977	5,055	n/a
Multi-Purpose Synthetic Fields	22%	39,736	12,962	n/a
Ice Rinks	18%	16,887	7,997	n/a
Pickleball Courts	18%	14,714	3,446	2,214

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above shows the percentage of jurisdictions or park and recreation agencies that have any of the listed outdoor facilities, and the median number of residents per facility. The numbers for all jurisdictions are shown in comparison with the Village of Cottage Grove.

The Village has a lower number of residents per facility (indicating more facilities per person) than both 'all agencies' and 'agencies with less than 20,000 residents' in a number of categories including playgrounds, basketball courts, youth baseball fields, multi-purpose grass fields, youth soccer fields, skate parks, and pickleball courts.

The number of residents per tennis court was lower in the Village than in 'all agencies' but higher than 'agencies with less than 20,000 residents.'

Miles of Trails			
	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Lower Quartile	5.0	2.0	
Median	14.0	3.0	
Upper Quartile	39.0	10.0	
Actual			4.8

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above shows the total miles of off-street bike/pedestrian trails within the reporting jurisdictions. The table reflects only the total miles and is not normalized on a per resident or per acre basis.

The Village of Cottage Grove has approximately 4.8 miles of off-street trail. That figure is slightly below the lower quartile for 'all agencies' and above the median for 'agencies less than 20,000 residents.' The 4.8 miles reported by the Village includes stretches of asphalt trail that have replaced or have been installed in lieu of sidewalk. Examples of this trail type include the trail along Main Street/Highway N.

Indoor Park & Recreation Facilities				
		Median Residents per Facility		
	% of Agencies with facility	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Recreation Centers (and Gyms)	64%	31,129	9,126	n/a
Community Centers	60%	29,036	8,504	n/a
Senior Centers	41%	59,603	12,935	n/a
Performance Amphitheaters	36%	68,181	9,291	n/a
Nature Centers	31%	114,696	11,821	n/a
Aquatic Centers	25%	53,025	11,375	n/a
Stadiums	17%	75,026	9,126	n/a
Teen Centers	14%	57,109	14,426	n/a
Indoor Ice Rinks	12%	50,863	8,002	n/a
Arenas	7%	65,466	6,137	n/a

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above shows the percentage of jurisdictions or park and recreation agencies that have any of the listed outdoor facilities, and the median number of residents per facility. The Village did not have any of the indoor facilities listed in the table.

Programming Offered by Park & Recreation Agencies		
	% of Agencies with programming	Village of Cottage Grove
Themed Special Events	90%	Yes
Social Recreation Events	88%	Yes
Team Sports	87%	Yes
Fitness Enhancement Classes	82%	Yes
Health and Wellness Education	80%	Yes
Individual Sports	76%	Yes
Safety Training	72%	Yes
Racquet Sports	71%	Yes
Aquatics	70%	Yes
Performing Arts	64%	No
Visual Arts	63%	No
Natural and Cultural History Activities	62%	No
Cultural Crafts	62%	Yes
Trips and Tours	61%	Yes
Martial Arts	59%	No
Running/Cycling Races	50%	Yes
Golf	48%	Yes
eSports/eGaming	12%	No

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above shows the percentage of jurisdictions or park and recreation agencies that offer the listed activities or programs, and whether those programs are currently offered by the Village of Cottage Grove's Parks & Recreation Department. The Village offers 13 of the 18 programs.

Targeted Programs for Children, Seniors, and People with Disabilities			
	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Summer Camps	83%	61%	Yes
Specific Senior Programs	79%	65%	Yes
Specific Teen Programs	66%	46%	Yes
Programs for People with Disabilities	62%	36%	No
STEM Programs	58%	40%	Yes
After-School Programs	55%	47%	No
Preschool	34%	25%	No
Before-School Programs	19%	16%	No
Full Daycare	7%	4%	No

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above shows the percentage of jurisdictions that offer the listed programs for children, seniors, or people with disabilities. The Village offers 4 of the 9 programs.

Key Responsibilities of Park & Recreation Agencies		
	% of Agencies with programming	Village of Cottage Grove
Operate and Maintain Park Sites	98%	Yes
Provide Recreation Programming and Services	94%	Yes
Operate and Maintain Indoor Facilities	91%	Yes
Have Budgetary Responsibility for Its Administrative Staff	87%	Yes
Operate, Maintain, or Manage Trails, Greenways, and Blueways	81%	Yes
Conduct Jurisdiction-Wide Special Events	81%	Yes
Operate, Maintain, or Manage Special Purpose Parks and Open Spaces	73%	Yes
Include in Budget the Funding for Planning and Development Functions	71%	Yes
Operate and Maintain Non-Park Sites	69%	Yes
Operate, Maintain, or Contract Outdoor Swim Facilities/Water Parks	67%	Yes
Operate, Maintain, or Contract Racquet Sports/Activities Facilities	63%	Yes
Administer or Manage Tournament or Event-Quality Outdoor Sports Complexes	56%	No
Administer Community Gardens	45%	No

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above shows the percentage of jurisdictions that house the listed responsibilities within their Parks and Recreation departments.

The Parks, Recreation, and Forestry Department in the Village has 11 of the 13 listed responsibilities. The 11 responsibilities held by the Village include all of those most commonly held by agencies nationally. These include operating and maintaining park sites, providing recreation programming, maintaining trails, and conducting special events among others.

The two not held by the Village are the operation of an event quality outdoor sports complex (held by 56% of all agencies) and administration of community gardens (a responsibility of 45% of all agencies).

Other Responsibilities of Park & Recreation Agencies		
	% of Agencies with programming	Village of Cottage Grove
Manage Large Performance Outdoor Amphitheaters	37%	No
Operate, Maintain, or Contract Tourism Attractions	36%	No
Operate, Maintain, or Contract Golf Courses	36%	No
Operate, Maintain, or Contract Indoor Swim Facilities/Water Parks	32%	No
Maintain or Manage Beaches	22%	No
Administer or Manage Farmers Markets	21%	No
Maintain, Manage, or Lease Indoor Performing Arts Centers	20%	No
Administer or Manage Tournament or Event-Quality Indoor Sports Complexes	20%	No
Operate, Maintain, or Contract Campgrounds	18%	No
Operate, Maintain, or Contract Marinas	11%	No
Maintain or Manage Professional or College-Type Stadiums/Arenas	9%	No
Maintain or Manage Fairgrounds	6%	No

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above shows the percentage of jurisdictions that have the additional listed responsibilities. The Parks, Recreation, and Forestry Department in the Village has none of the 12 responsibilities listed. The 12 responsibilities are held by as many as 37% of agencies to as few as 6%.

Park & Recreation Agency Staffing (FTE's)			
	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Lower Quartile	17.3	5.4	
Median	49.4	11.8	
Upper Quartile	127.3	23.8	
Actual			7.0

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The Village of Cottage Grove has 7 full time equivalent (FTE) employees, a figure that is above the lower quartile for 'agencies less than 20,000' (5.4) and below the lower quartile for 'all agencies' (17.3). This total does not reflect coaches, referees, class instructors, etc. It includes only Parks, Recreation, and Forestry Department staff.

Park & Recreation Agency Staffing (FTE's) per 10,000 Residents			
	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Lower Quartile	4.7	6.4	
Median	8.9	11.3	
Upper Quartile	15.4	21.1	
Actual			7.9

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The Village of Cottage Grove employs 7.9 FTE employees per 10,000 residents. This figure is above the lower quartile for both 'all agencies' (4.7) and 'agencies with less than 20,000 residents' (6.4).

Responsibilities of Park & Recreation Staff		
	All Agencies	Village of Cottage Grove
Operations/Maintenance	45%	50%
Programmers	31%	35%
Administration	17%	12%
Capital Development	3%	3%
Other	4%	1%

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above shows how responsibilities are allocated to the typical Parks and Recreation staff. 'Operations/maintenance' (45%) and 'programming' (31%) are the responsibilities accounting for the most staffing across 'all agencies.'

Percentages for the Village of Cottage Grove were all within 5% of those reported nation-wide.

Annual Operating Expenditures			
	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Lower Quartile	$1,969,110	$551,925	
Median	$5,079,925	$1,200,000	
Upper Quartile	$14,157,797	$2,443,647	
Actual			$606,300

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

Per the Village of Cottage Grove's 2022 budget, the Parks, Recreation, and Forestry Department had an operating budget of $606,300. This figure is above the lower quartile for 'agencies less than 20,000' ($551,925), and below the lower quartile for 'all agencies' ($1,969,110).

Operating Expenditures per Capita			
	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Lower Quartile	$51.40	$67.73	
Median	$93.01	$117.36	
Upper Quartile	$171.18	$226.43	
Actual			$68.48

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

To facilitate comparisons among different sized agencies, the table above compares operating expenditures on a per capita bases.

The Village of Cottage Grove's operating budget per capita for the Parks, Recreation, and Forestry Department was $68.48, which is slightly higher than the lower quartile for 'agencies less than 20,000' ($67.73), and higher than the lower quartile for 'all agencies' ($51.40).

Operating Expenditures per Acre of Park & Non-Park Sites			
	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Lower Quartile	$3,648	$3,950	
Median	$7,823	$8,188	
Upper Quartile	$18,379	$24,015	
Actual			$4,618

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

Another way to compare operating expenses across agencies is per acre of land (park and non-park) controlled by Parks and Recreation agencies. The Village of Cottage Grove's Parks, Recreation, and Forestry Department has a budget of $4,618 per acre of land (based on 131.3 acres including non-park sites such as Oakengate Hill and the Thaden Natural Area).

This figure is higher than the lower quartile for both 'all agencies' ($3,648) and 'agencies less than 20,000' ($3,950), and below the medians ($7,823 for 'all agencies' and $8,188 for agencies with less than 20,000 residents).

--

Operating Expenditures per FTE			
	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Lower Quartile	$75,933	$72,435	
Median	$102,530	$101,772	
Upper Quartile	$143,389	$145,611	
Actual			$86,614

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

Yet another way to compare operating expenses across agencies is per FTE employed by Parks and Recreation agencies. The Village of Cottage Grove's Parks, Recreation, and Forestry Department has a budget of $86,614 per FTE.

This figure roughly midway between the lower quartile and median for both 'all agencies' and 'agencies less than 20,000.' For 'all agencies' the lower quartile was $75,933 and the median was $102,530. For 'agencies less than 20,000' the lower quartile was $72,435 and the median was $101,772.

Distribution of Operating Expenditures		
	All Agencies	Village of Cottage Grove
Personnel Services	54%	60%
Operating Expenses	38%	35%
Capital Expense Not in CIP	5%	3%
Other	3%	2%

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above shows how operating expenditures are allocated across the typical Parks and Recreation department budget. On average, across all agencies, 'personnel services' accounted for 54% of the budget, while 'operating expenses' accounted for 38%. The remaining 8% was comprised of 'capital expenses not in the CIP' 5% and 'other' 3%.

The estimated numbers for the Village of Cottage Grove were very similar to those reported nation-wide with 'personnel services' accounting for 60%, 'operating expenses' 35%, 'capital expenses not in the CIP' 3%, and 'other' taking up the remaining 2%.

Operating Expenditures Dedicated to Parks or Recreation		
	All Agencies	Village of Cottage Grove
Parks	45%	50%
Recreation	42%	45%
Other	13%	5%

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above shows how operating expenditures are allocated between parks and recreation on average across 'all agencies.' Across 'all agencies' 45% of operating expenditures were allocated to parks, 42% to recreation, and 13% to other.

Once again the estimated numbers for the Village of Cottage Grove are similar to those reported nation-wide. 'Parks' accounted for 50% of expenditures, while 'recreation' accounted for an additional 45%. The remaining 5% fell into the 'other' category.

Sources of Operating Expenditures		
	All Agencies	Village of Cottage Grove
General Fund Tax Support	61%	80%
Earned/Generated Revenue	23%	15%
Dedicated Levies	8%	0%
Other Dedicated Taxes	3%	0%
Grants	2%	2%
Other	2%	2%
Sponsorships	1%	1%

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above shows the typical sources of operating expenditures across all agencies as a percentage of the total. Across 'all agencies' 61% of operating expenditures come from general fund tax support while 23% comes from earned or generated revenue.

In the Village of Cottage Grove 'general fund tax support' accounted for a greater percentage of operating expenditure sources than was reported nation-wide (80% to 61%). 'Earned/generated revenue' accounted for a lower percentage in the Village than nation-wide (15% to 23%). 'Grants' (2%), 'other' (2%), and 'sponsorships' (1%) accounted for the remainder of the expenditure sources in the Village.

Parks & Recreation Revenues per Capita			
	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Lower Quartile	$6.24	$9.23	
Median	$22.08	$34.55	
Upper Quartile	$54.36	$76.26	
Actual			$23.15

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above shows Parks and Recreation revenues per capita.

The revenue per capital in the Village of Cottage Grove was $23.15, which is higher than the median for 'all agencies' ($22.08) and less than the median for 'agencies less than 20,000' ($34.55). These figures are based on the Village's estimated revenues of $205,000 per the 2022 budget.

Revenues as Percentage of Operating Expenditures (Cost Recovery)			
	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Lower Quartile	11.1%	11.2%	
Median	23.6%	25.0%	
Upper Quartile	43.4%	51.3%	
Actual			33.8%

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above examines cost recovery, or Parks and Recreation revenues as a percentage of operating expenditures. Across 'all agencies' the median cost recovery is 23.6% and 25.0% for 'all agencies less than 20,000.'

In the Village of Cottage Grove revenues ($205,000) were 33.8% of expenditures ($606,300) using figures from the 2022 Village budget.

Five-Year Capital Budget Spending			
	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Lower Quartile	$1,481,250	$363,250	
Median	$8,000,000	$1,022,750	
Upper Quartile	$24,498,169	$3,872,635	
Actual			$7,000,000

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above shows projected capital budget spending over the next five years.

The Village of Cottage Grove includes $7 million in Parks and Recreation projects in its financial management plan, reflecting a number of proposed projects. This figure is above the upper quartile in 'agencies less than 20,000' ($3,872,635), and below the median for 'all agencies' ($8,000,000).

Targets for Capital Expenditures		
	All Agencies	Village of Cottage Grove
Renovation	56%	75%
New Development	30%	20%
Acquisition	7%	0%
Other	7%	5%

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The allocation of capital expenditures by project type is shown in the above table.

As an average across 'all agencies' 56% of capital expenditure funds are allocated toward renovation projects and 30% are targeted toward new development projects, while 7% is allocated toward acquisition and another 7% toward other uses.



Source: V. of Cottage Grove Parks Dept.



Source: V. of Cottage Grove Parks Dept.

Value of Deferred Maintenance Projects per Agency

	All Agencies	Agencies less than 20,000	Village of Cottage Grove
Lower Quartile	$0	$0	
Median	$480,500	$100,000	
Upper Quartile	$16,662,315	$804,959	
Actual			$300,000

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The Village of Cottage Grove's Parks and Recreation Department estimates there are $300,000 worth of deferred maintenance projects in Village parks. These are primarily related to ADA accessibility projects that were defined in an ADA assessment study a few years ago. The Village has already corrected many of the identified deficiencies, but some remain to be addressed.

Across 'all agencies' the median value of deferred maintenance projects is $480,500, which is higher than the Village's identified amount. The Village's $300,000 value is higher than the median for 'agencies less than 20,000' ($100,000).

Park & Recreation Agency Policies

	Yes, at All Locations	Yes, at Select Locations	No	Village of Cottage Grove
Has a policy barring the use of tobacco products in its parks and facilities	53%	29%	19%	No
Has a policy that allows the consumption of alcohol by legal aged adults on its premises	15%	59%	26%	Yes
Agency sells alcoholic beverages to legal aged on its premises (by agency or authorized concessionaire)	3%	47%	50%	No
Agency provides healthy food options in its vending machines	25%	42%	33%	No
Agency provides healthy food options in its concession stands	25%	48%	28%	Yes
Agency charges a parking fee at its parks or facilities	1%	16%	83%	No
Agency charges an admission fee to enter its parks	1%	16%	83%	No

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

The table above displays the percentage of agencies that implement the listed policies at 'all locations', and 'select locations', or not at all.

Among all agencies, 53% ban tobacco use at all facilities, an additional 29% prohibit tobacco use at some, while 19% do not prohibit tobacco use in park facilities. The Village of Cottage Grove does not currently prohibit tobacco use in park facilities.

The Village allows consumption of alcohol in its park facilities. Only 15% of agencies allow alcohol consumption at all facilities, while 59% allow it at some. The Village does not sell alcohol at park concession stands. Nationwide, 50% of agencies do not sell alcohol at their facilities.

The Village provides healthy food options at concession stands. Among all agencies, 25% provide healthy options at all concession stands, while 48% provide healthy options at some stands.

Diversity, Equity, and Inclusion			
	Yes	No	Village of Cottage Grove
Agencies with an expressed commitment to diversity, equity, and inclusion in their foundational documents	80%	20%	Yes

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

Among all agencies, 80% have an expressed commitment to diversity, equity, and inclusion in their foundational documents.

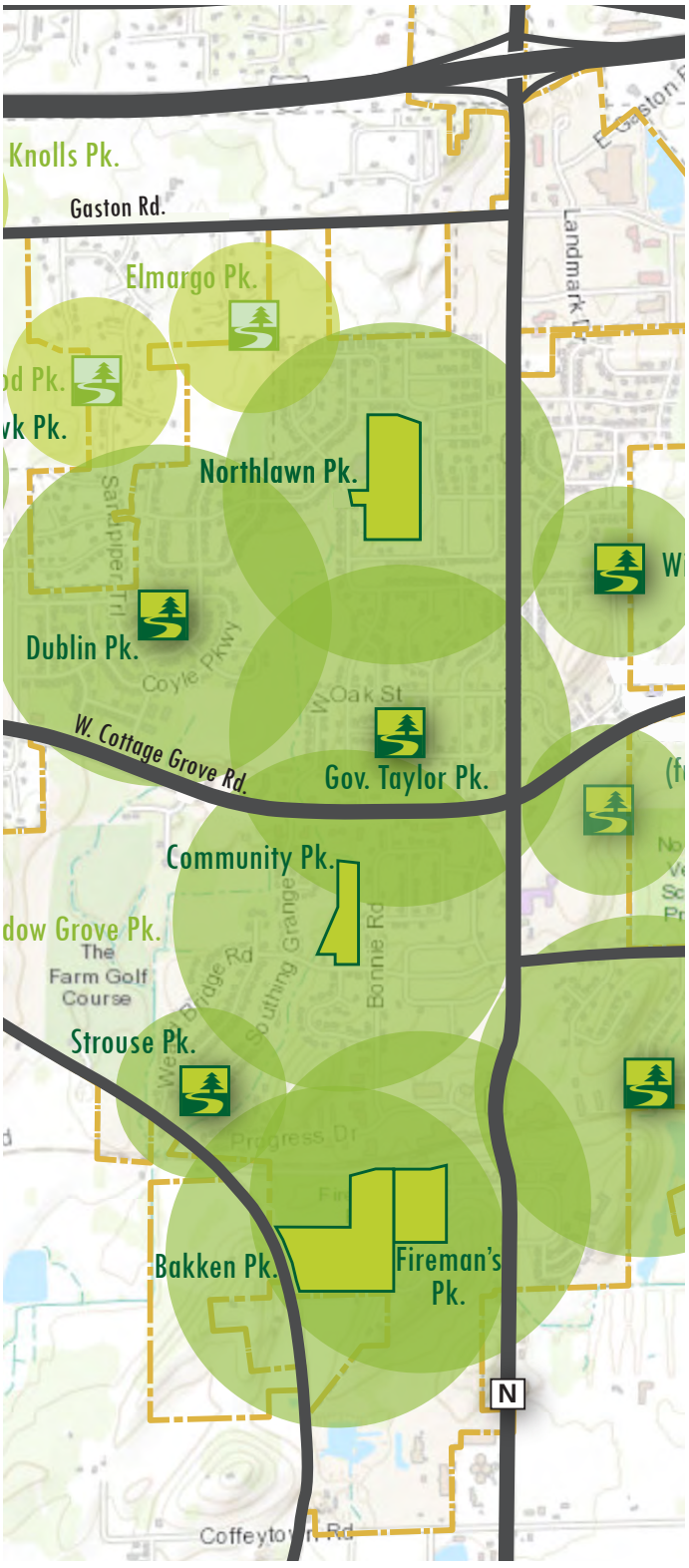
The Village also has such an expressed commitment.

Diverse Workforce			
	Yes	No	Village of Cottage Grove
Agency has hiring practices and policies promoting a diverse agency workforce	8%	92%	Yes

Sources: NRPA 2022 Agency Perf. Rev. & V. of Cottage Grove Parks Dept.

Just 8% of agencies nationally have a policy promoting a diverse workforce. The Village currently does not have an established policy.

ANALYSIS OF THE PARK & OPEN SPACE SYSTEM



Source: Village of Cottage Grove

This chapter reviews the current Village of Cottage Grove park and open space system, and analyzes the extent to which the system satisfies the needs of the community.

The two primary factors that are considered are the amount of park land on a per capita basis, and the accessibility of the parks to residents, both currently and in the future based upon the Village's projected growth.

A. Analysis of Existing Park & Open Space System

There are 87.9 acres of currently developed park land in the Village. The latest population estimate from the Wisconsin Department of Administration is 8,854 people as of January 1, 2022.

1. Existing Park & Open Space Service Standards

Given the data above, the Village is providing 9.93 acres of developed park land per 1,000 residents.

The Village also contains 46.9 acres of undeveloped natural areas (Thaden Nature Area and Oakengate Hill). When these natural areas are added to the developed parks, the Village provides 134.8 total acres of park and open space, or 15.22 acres per 1,000 residents.

As previously seen, the median amount of park land per 1,000 residents nationwide is 10.4 acres.

Among jurisdictions with populations less than 20,000 people, the median amount of park land per 1,000 residents is 12.9 acres. The lower quartile for such jurisdictions in that category is 5.2 acres. Therefore, the Village's park land allocation is between the median and lower quartile for similar jurisdictions.

2. Location & Distribution of Existing Park & Open Space Facilities

In addition to the amount of available park and open space, the location of those facilities is also an important factor in how well the facilities are serving Village residents.

Figure 9 shows the Village of Cottage Grove park system, including community, neighborhood, and mini-parks along with the Village's two natural areas. One facility is shown as a 'future park' on the west side of the Village representing a park that has been platted in the Shady Grove subdivision, but not yet built. Construction of the neighborhood is in progress and the park will be brought online as the surrounding development is completed.

While the Village's parks form the backbone of the local open space system, several other types of open space make important contributions to the community's supply. Figure 10 shows the Village of Cottage Grove's park system within the context of these other local features, which include six Town of Cottage Grove parks, McCarthy County Park, the Glacial Drumlin State Trail and accompanying trail head (operated by the Wisconsin Department of Natural Resources), two golf courses, and the Wisconsin Rugby Club.

3. Location & Distribution of Existing Off-Street Bike and Pedestrian Paths

The Village of Cottage Grove is home to a growing network of off-street bike and pedestrian paths. Currently, there are asphalt paved paths at the following locations (as shown on Figure 11) that are completely separate from vehicular traffic:

- East side of Main Street/CTH N from the Glacial Drumlin State Trail trailhead to just north of I-94.
- South side of W. Cottage Grove Road/CTH BB from the Southing Grange to Damascus Trail.
- West side of Damascus Trail from W. Cottage Grove Road/CTH BB into the Westlawn Estates 5th Addition.
- Within the Westlawn Estates 4th Addition.
- Within the Commerce Park.
- Along Clark Street and through Fireman's and Bakken Parks to Vilas Road.

In addition, the Glacial Drumlin State Trail is a gravel path which begins at a trailhead operated by the Wisconsin Department of Natural Resources, located on the east side of S. Main Street/CTH N near Clark Street. Part of the trailhead was paved in 2022. The path runs east for 52 miles primarily along former railroad corridor through eastern Dane County, across Jefferson County and ending in Waukesha County at the Fox River Sanctuary on College and Prairie Avenues in the City of Waukesha. Bikers aged 16 or over require a state trail pass to use the Glacial Drumlin State Trail. A pass is not required for hiking or walking. In winter the trail is open to cross country skiers and snowshoers (no pass required), and portions are open to snowmobiles.

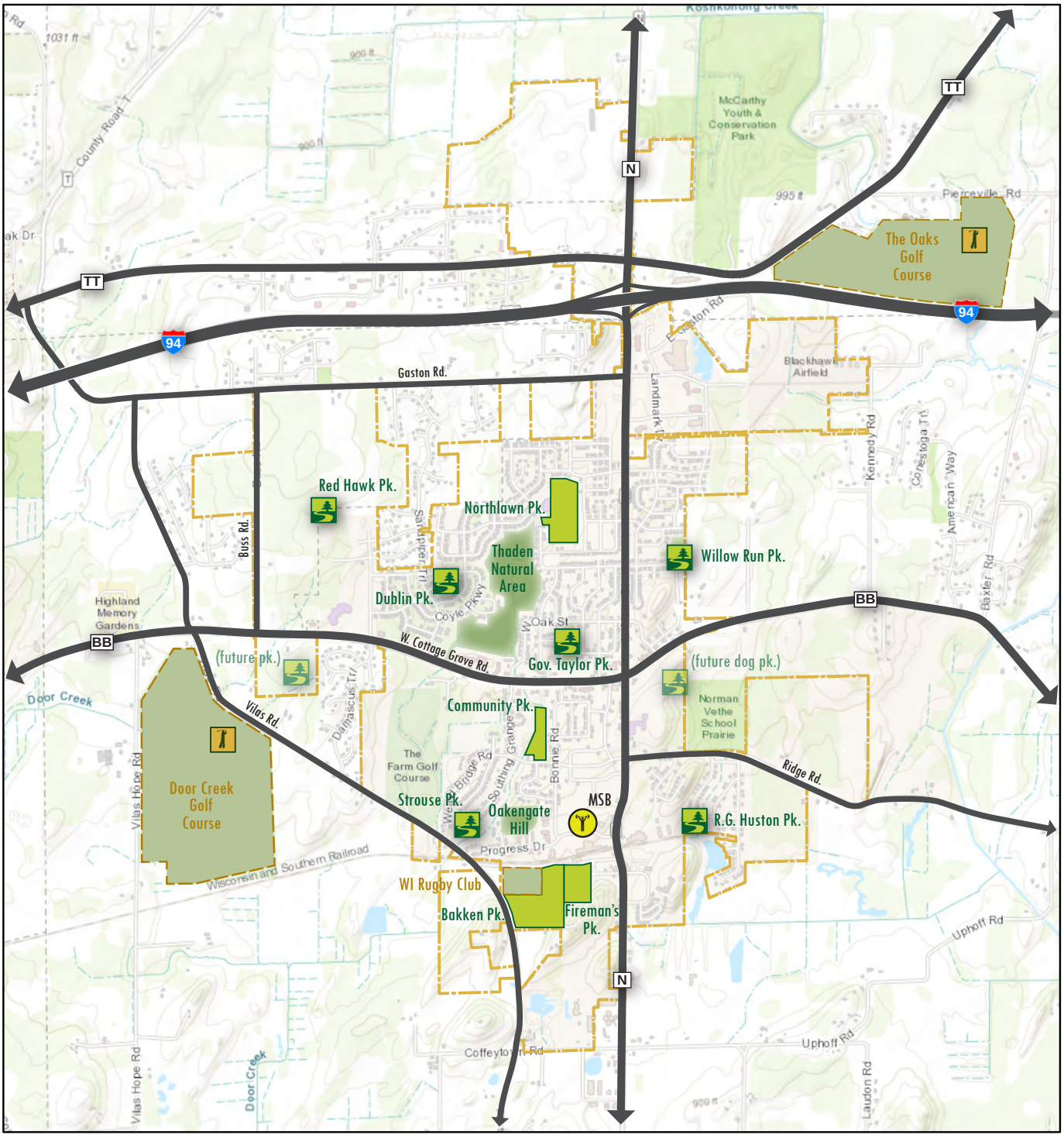
4. Community Park Service Areas

Community parks (those sized between 5 and 8 acres with a range of amenities) are typically considered to have a 1-1/2 mile radius service area. In the Village of Cottage Grove these include Northlawn Park, Community Park, Fireman's Park, and Bakken Park. Figure 12 shows those parks with their respective service areas. Generally, in combination they currently serve all of the developed portions of the Village. One exception that is not covered is the far west portion of the Shady Grove subdivision, which is likely to develop in the next few years. The remaining portions of the Village that are outside the community park service areas include the eastern portion of the Blackhawk Airfield, and the area on the east side along Ridge Road. Currently there is no residential development in these areas.

5. Neighborhood and Mini- Park Service Areas

Neighborhood parks (typically less than 5 acres) and mini-parks (typically around 1 acre or less) have smaller service areas, as they are expected to serve the immediate neighborhood with many

Fig. 9: Village of Cottage Grove Park System



Village neighborhood or mini-park

Village community park

Village indoor recreation facility

Village natural area

1:50,400

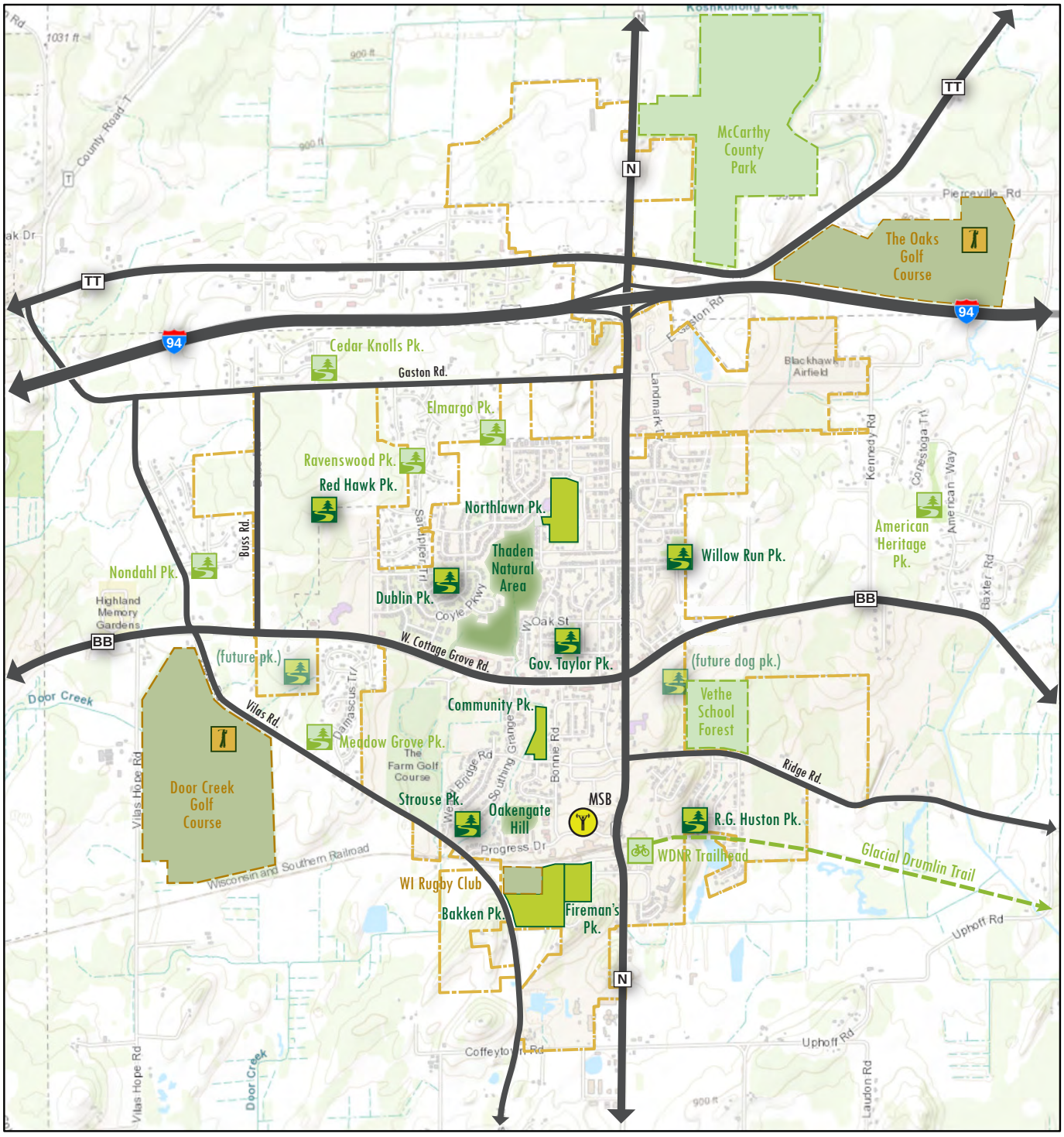
0 0.4 0.8 1.6 mi

0 0.5 1 2 km

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community
Parcels

Dane County

Fig. 10: Public & Private Parks/Rec. Facilities Near the Village of Cottage Grove



- Village neighborhood or mini-park
- Village community park
- Village natural area
- Town of Cottage Grove park
- Other public recreational open space
- Private recreational open space
- Private golf course club house
- WI DNR trailhead
- State trail
- Village indoor recreation facility

1:50,400

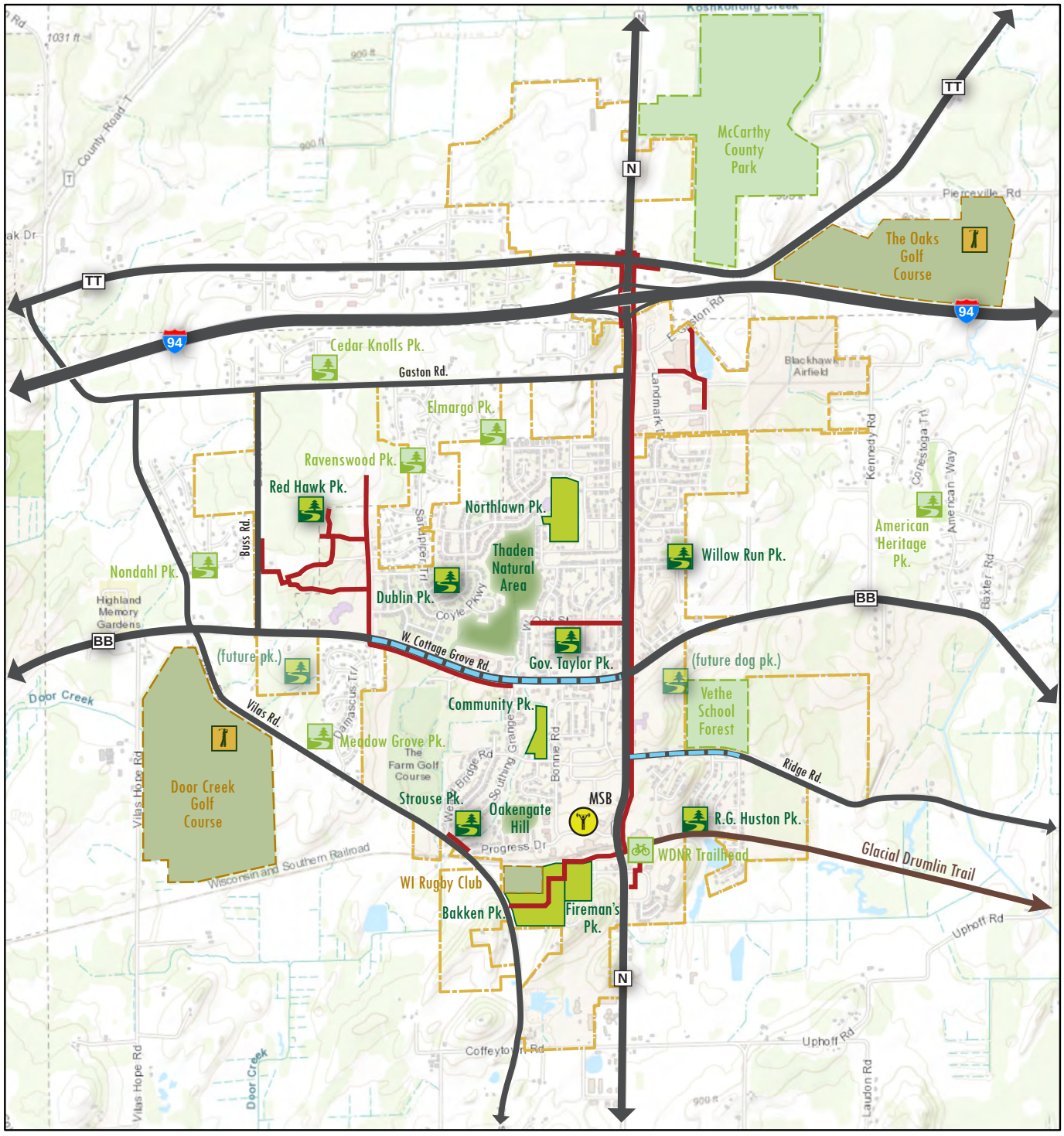
0 0.4 0.8 1.6 mi

0 0.5 1 2 km

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community
Parcels

Dane County

Fig. 11: Exg. Off-Street Trails & On-Street Bike Lanes in the Village of Cottage Grove



- Village neighborhood or mini-park
- Village community park
- Village natural area
- Town of Cottage Grove park
- Other public recreational open space
- Private recreational open space
- Private golf course club house
- WI DNR trailhead
- Village indoor recreation facility
- Glacial Drumlin State Trail
- Off-street path
- Street w/ bike lanes

1:50,400

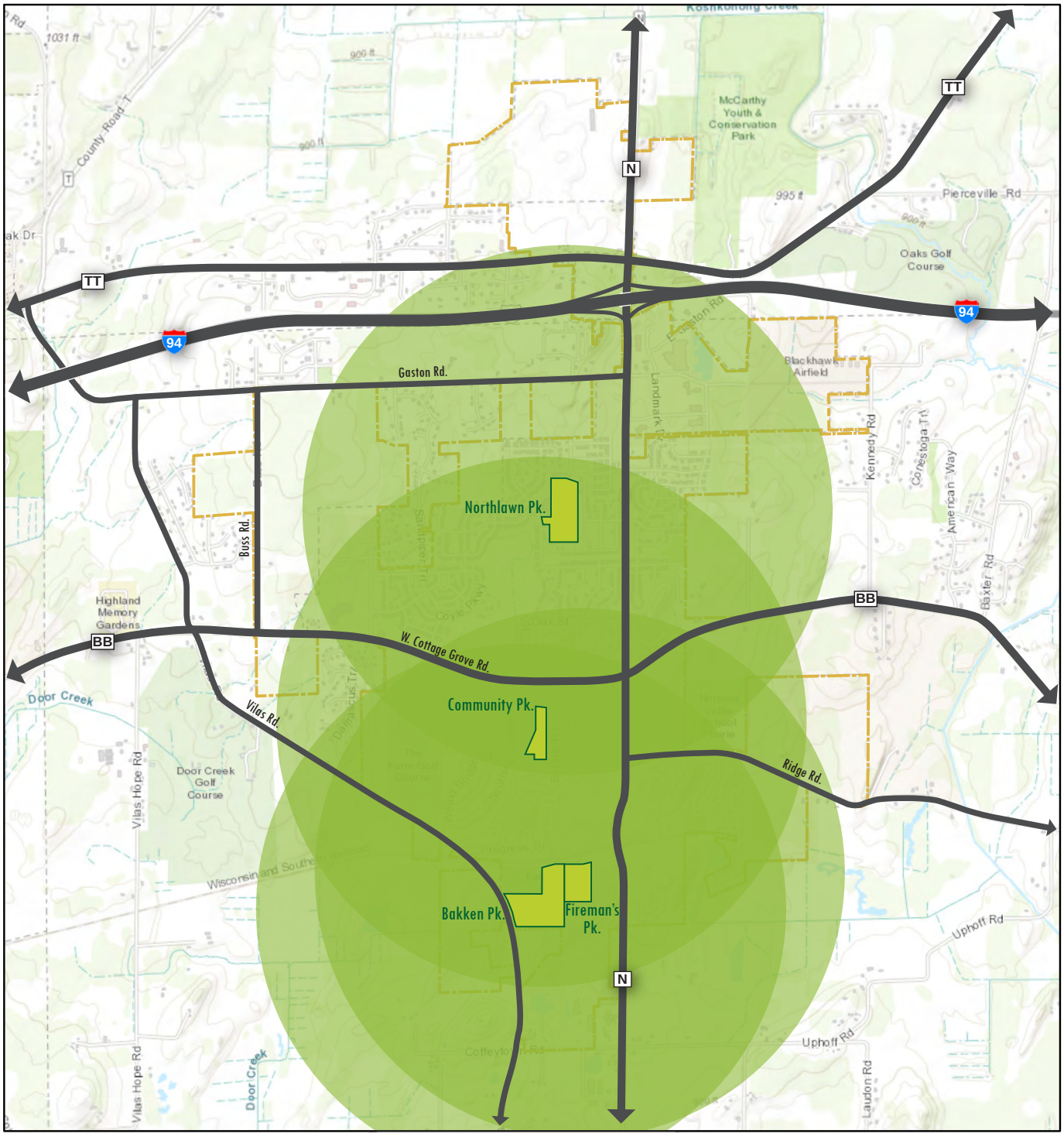
0 0.4 0.8 1.6 mi

0 0.5 1 2 km

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community
Parcels

Dane County

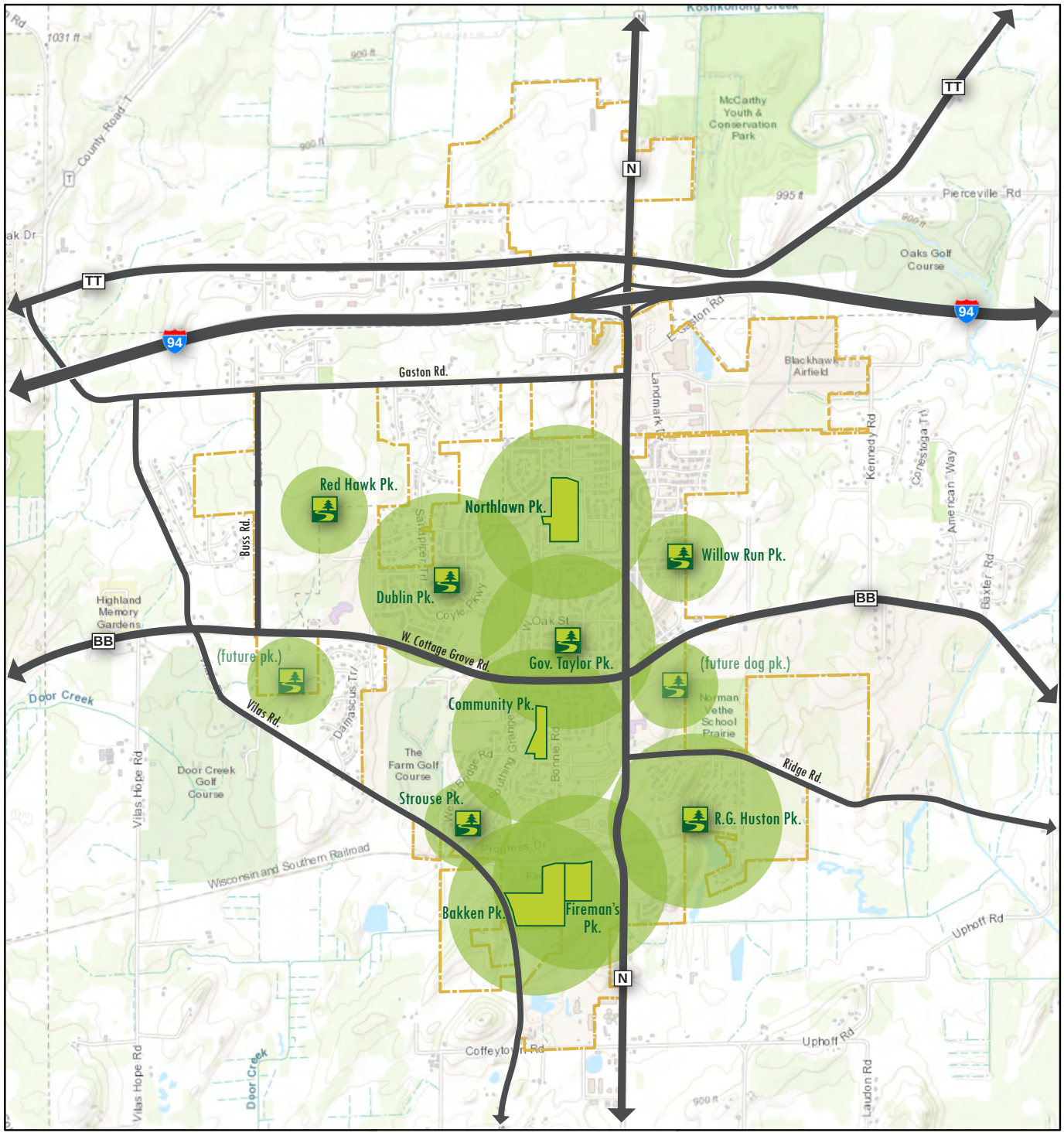
Fig. 12: Village Community Park Service Areas



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community
Parcels

Dane County

Fig. 13: Village Neighborhood & Mini Park Service Areas



Village neighborhood or mini-park

Village community park

Park service area

1:50,400

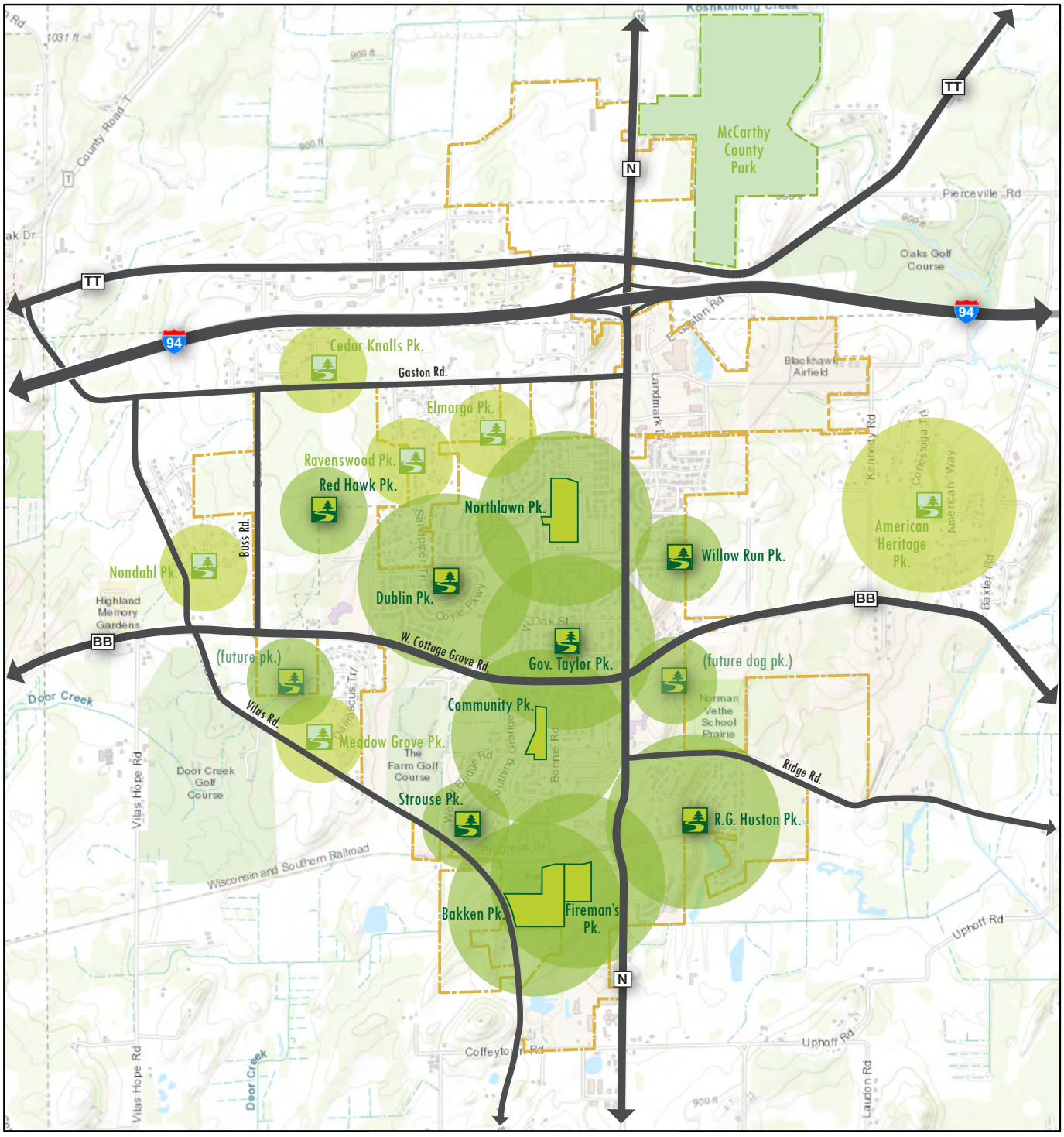
0 0.4 0.8 1.6 mi

0 0.5 1 2 km

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community
Parcels

Dane County

Fig. 14: Village & Town of Cottage Grove Combined Park Service Areas



Village neighborhood or mini-park

Village community park

Park service area

1:50,400

0 0.4 0.8 1.6 mi

0 0.5 1 2 km

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community
Parcels

Dane County

patrons walking or biking to them. Figure 13 illustrates the 1/2 mile radius area served by the Village's neighborhood parks (Dublin Park, R.G. Huston Park, and Gov. Taylor Park), and the 1/4 mile radius area served by mini-parks in the Village (Strouse Park, Red Hawk Park, and Willow Run Park).

Per Figure 13, most residential areas in the Village fall within the service area of a neighborhood or mini-park. For the purpose of determining service areas, community parks are also included but with a 1/2 mile radius as they also provide amenities to the local neighborhood in addition to those that serve the broader community.

Furthermore, there are several Town of Cottage Grove parks in the close vicinity of the Village. Figure 14 factors in the service areas of those Town parks.

B. Overview of Survey Results

Beginning on May 1, 2022 and continuing until June 1, 2022 the Village of Cottage Grove Parks, Recreation, and Forestry Department conducted an online survey of residents regarding issues related to the park planning effort. The complete results are included as Appendix B of this plan, and an overview is provided here. The survey results informed the Park, Recreation, and Forestry Committee's decisions in crafting the elements of this plan, including the goals, objectives, and policies, as well as proposed improvements to individual parks and the system as a whole. The Committee also compared the 2022 results to results of a 2017 survey that asked the same questions.

When asked about the frequency of use of various park amenities or facilities by members of their household, paved bike/pedestrian paths had the highest rate of daily use (25%), and playgrounds/toddler parks had the highest weekly use (39%). Ice rinks and tennis courts had the highest percentage of users who never use those amenities (56% and 55% respectively). Compared to 2017 the daily use of paved trails, nature trails, and nature preserves increased significantly while regular (monthly, weekly, or daily) use of organized sports facilities such as baseball/softball fields, soccer/football fields, and basketball courts declined.

Regarding the frequency of use of specific parks, 85% reported using Bakken Park on at least an annual basis. Bakken Park also had the highest rate of frequent use with 43% using it daily or weekly.

When asked how important parks were to the overall quality of life, regardless of their personal use of the parks, 75% responded that they felt the park system was 'very important' while an additional 21% replied that it was 'important.'

Respondents were asked about their level of satisfaction (satisfied, not satisfied, neutral, or don't know) with various aspects of the park system, and with the system as a whole. 65% of respondents indicated they were satisfied with Village parks overall, down from 76% in 2017. Park safety, park cleanliness, proximity to home, and availability of parking were all rated 'satisfied' by at least 70% of respondents. 'Amount of restroom facilities' earned the highest percentage of 'not satisfied' responses (21%), while no other aspect was deemed unsatisfactory by more than 18% of respondents.

Respondents were asked how important they felt various amenities were as the Village park system expands. Paved bike/pedestrian paths, nature trails, swimming pools, central community gathering places/plazas, and neighborhood playgrounds/toddler parks were all deemed important by more than 65% of respondents. The percentage of respondents indicating the following uses were 'important' to add increased significantly compared to 2017: nature preserves (+15%), pet exercise facilities (+11%), ice rinks (+10%), nature trails (+9%), paved trails (+7%), and community gardens (+7%).

Disc golf courses and skateboard parks were deemed 'not important' by the highest percentage of respondents (33% and 31% respectively). The percentage of respondents indicating the following uses were 'important' to add decreased significantly compared to 2017: baseball/softball fields (-8%), and soccer/football fields (-8%).

Respondents were asked which amenities they would support, even if the construction of that amenity required an increase in taxes. The most strongly supported amenities were paved bike/pedestrian paths which were supported by 85% of respondents, nature trails by 78%, and swimming pools by 75%.

The survey asked whether respondents felt the Village should prioritize the development of new parks or the enhancement of existing parks. Enhancement of existing parks was favored by 65% of respondents, compared to 70% in 2017.

Respondents were asked which amenities would be the three highest priorities for their household as the park system expands. Bike/pedestrian paths were deemed a priority by 92% of respondents, and the top priority for 51% of respondents. Splash pads were the top priority for 38% of respondents. Natural areas, trails, and pickleball courts saw the biggest increase in prioritization since 2017. Sand volleyball courts, basketball courts, and soccer fields were each deemed 'not a priority' by at least 70% of respondents. Generally, organized sports facilities saw the biggest decrease in prioritization.

The survey asked respondents which approach to developing the park system best matched their opinion. The first option was that the Village should focus on providing a variety of amenities to support the varied needs of residents. The second option was that the Village should focus on providing a more limited variety of amenities in sufficient numbers that the Village could host regional events. 83% of respondents felt the Village should focus on providing a variety of amenities for residents, an increase from 77% in 2017.

RECOMMENDED PARK & OPEN SPACE IMPROVEMENTS



This chapter examines population projections and growth patterns in the Village to determine expected needs for new park and open space facilities. These recommendations assume accelerated growth will continue in the Village throughout the five-year planning period, and that park and open space facilities will continue to be provided at a similar ratio to those provided in the past. In most cases, land will be dedicated by developers as growth occurs.

A. Analysis of Future Park & Open Space Needs

The remaining sections of this chapter will review population projections and proposed facilities to accommodate current and new residents.

1. Population & Housing Projections

In early 2023 the Village of Cottage Grove commenced a facility study to examine facility needs (Village Hall/Municipal Building, Emergency Services, and a Village Library) over the next several decades. As part of this study, Village staff prepared population growth estimates over the next decade. These estimates provide the basis for the data in Figure 15.

This plan uses a five-year planning window, so Figure 15 uses the most recent population estimate (2022) provided by the Wisconsin Department of Administration (WI DOA), and a 2028 population estimate prepared by Village Staff.

The WI DOA estimated the Village's population to be 8,854 in 2022. By the end of the five-year planning window in 2028, Village staff estimates the Village's population will grow by approximately 3,750 residents to 12,600.

The Village staff estimates are based on anticipated growth in known and planned development projects expected to be built during the planning window.

2. Projected Additional Park & Open Space Acreage

In 2022, the WI DOA estimated the Village of Cottage Grove's population to be 8,854. At the time, there were 84.4 acres of active park land. This equates to approximately 9.5 acres per 1,000 residents.

To keep the same ratio of 9.5 acres per 1,000 residents at the end of the planning period in 2028, when the population is anticipated to reach 12,600, the Village would need to add an additional 35 acres of parkland.

The Village Subdivision Ordinance requires developers to dedicate park land at a ratio of 1 acre for every 12 housing units. Using a conservative estimate of 3 persons per unit, the projected 3,750 residents would generate 1,250 new housing units. Using the ratio in the ordinance, the new units would generate approximately 67.5 acres of newly dedicated park land which exceeds the 35 acres needed to maintain the current ratio of 9.5 acres per 1,000 residents.

The Subdivision Ordinance also allows the Village to accept a fee in lieu of park land dedication. In 2023, the fee in lieu of park land dedication for a single-family home is $3,229, and $2,422 per multi-family unit with reductions for affordable or senior housing. These amounts change annually based on the consumer price index.

The Village Board may choose to accept fees in lieu of park land dedication for some developments or portions of developments in the planning period, while still maintaining the current ratio as long as parks of the approximate sizes and locations noted below are allocated to the Village.

3. Proposed Park Facility Locations

Figure 16 shows recommended new or expanded park facilities in the Village of Cottage Grove. All current and future park facilities are shown on the map, marked with a park logo. New or expanded facilities are labeled in a yellow oval and are outlined in yellow (mini park), orange (neighborhood park), or red (community park). Locations should be deemed approximate as precise locations will be determined during the platting process.

The light brown areas on the map reflect residential growth areas that are currently within the Village of Cottage Grove's urban service area. The urban service area is the territory in which the Village has received approval from the Wisconsin Department of Natural Resources (WDNR) to extend municipal sewer service.

The beige areas on Figure 16 are areas identified as residential growth areas by the Village of Cottage Grove's Comprehensive Plan, but are not within the Village's urban service area. These areas are anticipated to be longer term development areas.

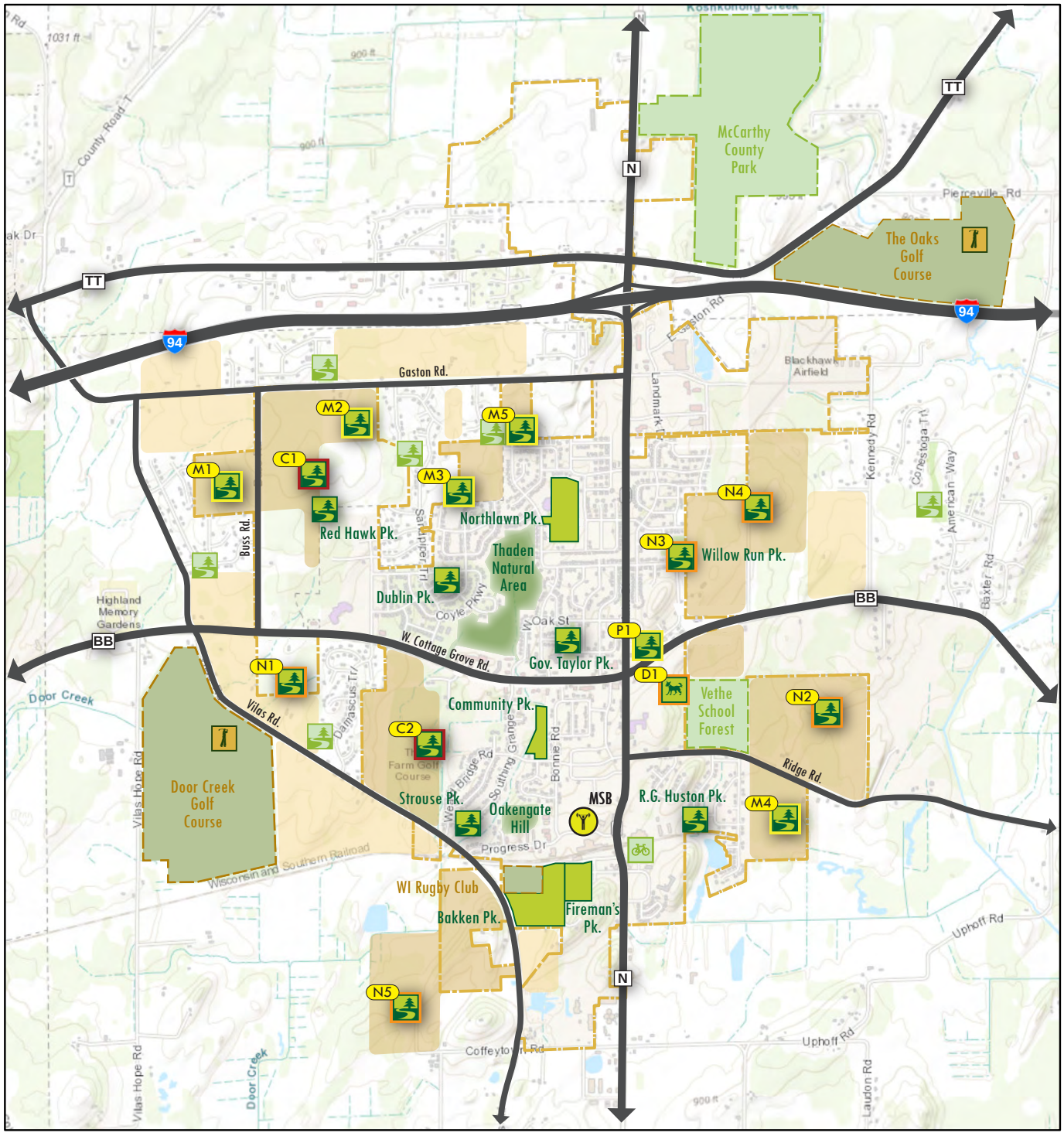
Fig. 15: Population Growth Estimates

Village of Cottage Grove

Year	Population	Population Increase	Active Park Land (acres)	Active Park Land Increase (acres)	Acres per 1,000 Residents
2022 (WI DOA pop. estimate)	8,854	-	84.4	-	9.5
2028 (Village staff estimate)	12,600	+ 3,746	119.7	+ 35.3	9.5

Sources: WI Dept. of Administration and Village of Cottage Grove

Fig. 16: Recommended Park Facilities



Cx Proposed Village Community Park (approx. 10 acres)

Nx Proposed Village Neighborhood Park (approx. 5 acres)

Dx Proposed Village Dog Park (approx. 5 acres)

Mx Proposed Village Mini Park or Plaza (approx. 1 acre)

Res. growth area in Urban Service Area

Res. growth area not in Urban Service Area

Exg. off-street trail

Proposed off-street trail

Village indoor recreation facility

1:50,400

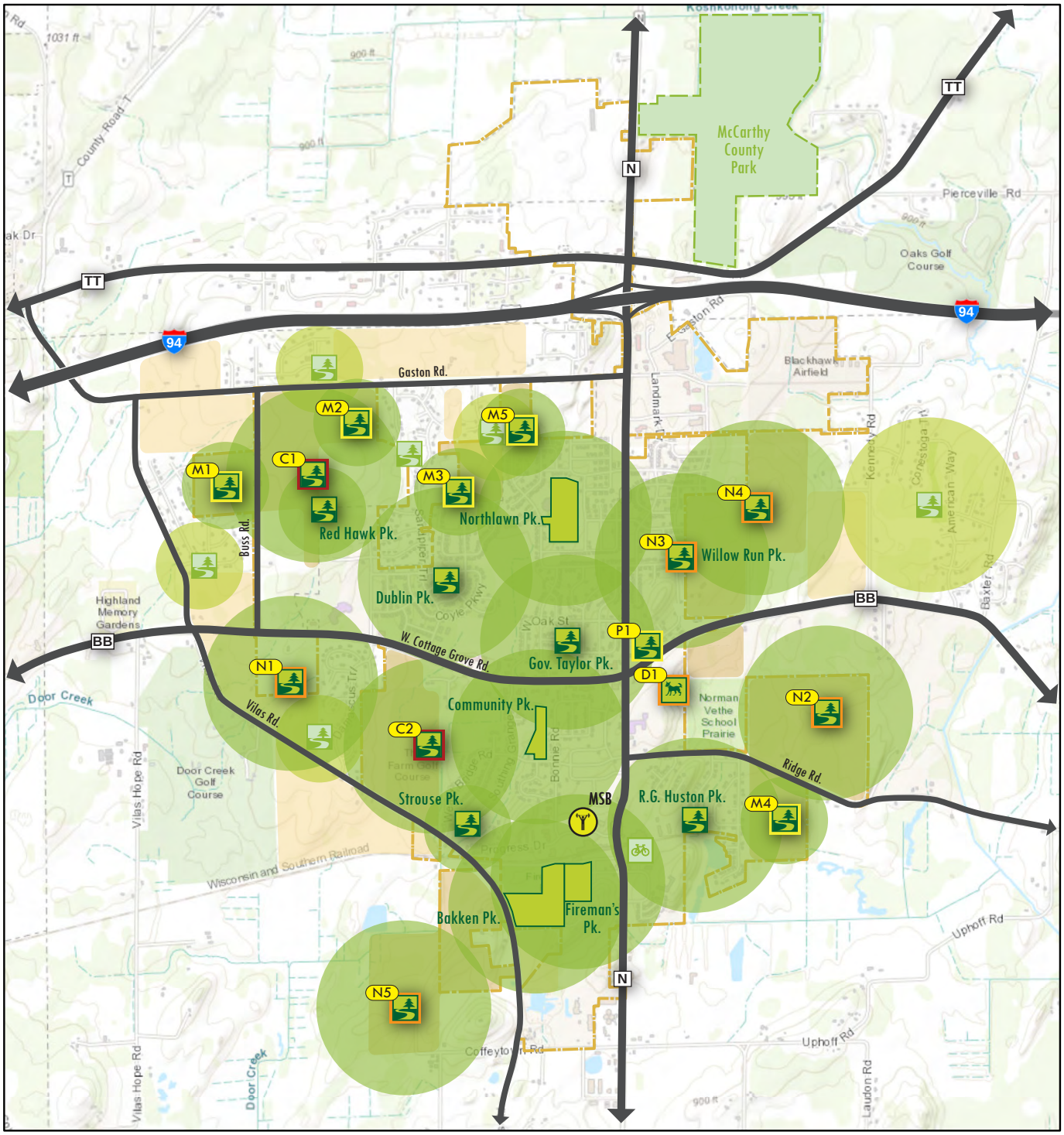
0 0.4 0.8 1.6 mi

0 0.5 1 2 km

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community
Parcels

Dane County

Fig. 17: Recommended Park Facilities with Service Areas



Cx Proposed Village Community Park (approx. 10 acres)

Nx Proposed Village Neighborhood Park (approx. 5 acres)

Dx Proposed Village Dog Park (approx. 5 acres)

Mx Proposed Village Mini Park or Plaza (approx. 1 acre)

Res. growth area in Urban Service Area

Res. growth area not in Urban Service Area

Village indoor recreation facility

Exg. off-street trail

Proposed off-street trail

1:50,400

0 0.4 0.8 1.6 mi

0 0.5 1 2 km

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community
Parcels

Dane County

Figure 17 shows the same information as Figure 16, with an additional overlay showing park service areas. Similar to Figures 13 and 14, neighborhood and community parks are shown with a 1/2 mile radius service area, while mini parks are shown with a 1/4 mile radius service area.

4. Proposed Park Facility Descriptions

The following proposed park facility descriptions are keyed to the locations shown on Figures 16 and 17.

Community Parks

C1 - recommended park facility centrally located within the future phases of the Westlawn neighborhood being planned by Homburg Inc. The proposed park will be near, but not directly adjacent to, the recently developed Red Hawk Park. This park is expected to be approximately 20 acres.

The Village began master planning efforts for this community park in 2020, including two public involvement meetings. The current master plan is shown below. However, additional planning, engineering, and public input will occur before plans are finalized, so it should be expected that changes will occur to the plan below.

As currently designed amenities in the park include tennis/pickleball courts, shelters, a band shell/amphitheater, a sledding hill, playgrounds, and nature trails.

C2 - recommended park facility is part of the former Farm Golf Course. As of this writing, the golf course closed and the land is owned by a local developer. While the development timeline is not known, planning and entitlement is expected to begin within the five-year planning period. The park may exceed 10 acres including wetlands and environmental features.

Fig. 18: Westlawn Community Park Master Plan



WESTLAWN COMMUNITY PARK MASTER PLAN JANUARY 25, 2020
VILLAGE OF COTTAGE GROVE, WI

Source: Village of Cottage Grove; MSA Professional Services

Such wetlands and features can be found on much of the eastern portion of the site. These will be delineated during the platting process. The site has potential for nature trails and passive recreation in addition to amenities for the immediate neighborhood, such as playground equipment. This would also be a suitable alternative for a Village dog park instead of, or in addition to, the D1 location described below.

Neighborhood Parks

N1 - recommended park facility centrally located within the southwest growth area between Cottage Grove Road and Vilas Road. The initial 0.6 acres were dedicated as part of the Shady Grove subdivision. The remaining contiguous acres should be dedicated if or when the remainder of the neighborhood to the south is developed. The complete park should be approximately 5 acres with playground equipment for a variety of ages and picnic areas. Once the park has been established, the Village may consider a shelter with restrooms at this location at a later date if park usage dictates a need.

N2 - recommended park facility located north of Ridge Road in the southeastern portion of the Village. The complete park should be approximately 5 acres with playground equipment for a variety of ages and picnic areas. Once the park has been established, the Village may consider a shelter with restrooms at this location at a later date if park usage dictates a need. The future neighborhood is adjacent to the Vethe School Forest which is owned by the Monona Grove School District. The Village should collaborate with the School District regarding opportunities for adjacencies, trail connections, and sharing of amenities if desired by both parties.

N3 - this park facility is the currently existing Willow Run Park. The existing 1.3 acre park includes a half basketball court, paved trail, playground, and flexible field space. The remaining contiguous acres should be dedicated if or when the land to the east is developed. The complete park should be approximately 5 acres with playground equipment for a variety of ages and picnic areas. Once the park has been established, the Village may consider a shelter with restrooms at this location at a later date if park usage dictates a need.

N4 - this park facility is proposed to be located just east of the existing Quarry Ridge neighborhood. The complete park should be approximately 5 acres with playground equipment for a variety of ages and picnic areas. Once the park has been established, the Village may consider a shelter with restrooms at this location at a later date if park usage dictates a need.

N5 - this park facility is proposed to be located within a future planned neighborhood on land currently owned by 2001 Realty. The proposed park may consist of one approximately 5-acre park, or multiple smaller parks integrated within the neighborhood totaling approximately 5 acres. Playgrounds and nature trails are among the amenities that could be considered in this park. Once the park has been established, the Village may consider a shelter with restrooms at this location at a later date if park usage dictates a need.

D1 - this park facility is a dog park located to be located adjacent to the Cottage Grove Authentix development. The approximately 11-acre park is currently under construction and is expected to open to the public in 2024. The park will include fenced in small and large dog areas and a small parking lot accessed from E. Cottage Grove Road.

Mini Parks

M1 - recommended park facility located west of Buss Road in the future Homburg neighborhood. Like M2, this park will be located in the vicinity of a variety of residential types including lower density single family, higher density single family, and duplex residential. The park should be between 2 and 5 acres and amenities should include playground equipment for a variety of ages and picnic areas.

M2 - recommended park facility located in the eastern portion of the future Homburg development. Per initial concept plans, the eastern por-

tion is expected to be comprised of single family residential on larger lots. Given this configuration, most home owners will have access to larger backyard spaces. Therefore, the park should focus on picnic areas and flexible community gathering spaces. The park should be approximately 1 to 2 acres.

M3 - recommended park facility located in a future neighborhood on land currently owned by Homburg Equipment. The park will likely be located on the west side of the property and will include significant wetland areas. Given the sensitive environmental features, this park should focus on passive recreation and nature trails, as well as a flexible community gathering space for the neighborhood.

M4 - recommended park facility located in the southeast portion of the Village, between Ridge Road and the Glacial Drumlin Trail. This area will likely be comprised of lower density single family residential. Given this configuration, most home owners will have access to larger backyard spaces. Therefore, the park should focus on picnic areas and flexible community gathering spaces. The park should be approximately 1 to 2 acres. The southern edge of this neighborhood is adjacent to the Glacial Drumlin Trail. The park should be either directly adjacent to the trail, or nearby with a direct and obvious connection.

M5 - recommended park facility located within future development on property currently owned by Homburg Equipment. This park could be located directly adjacent to the Town of Cottage Grove's Elmargo Park, which may provide opportunities for collaboration on use and maintenance of the parks. This park will be located in the vicinity of a variety of residential types including lower density single family and duplex residential. The park should be approximately 2 acres and amenities should include playground equipment for a variety of ages and picnic areas.

Town Squares or Plazas

While the Village currently has ample park space, there is not one obvious central gathering place such as a town square or plaza. Such a facility would be a setting for civic or public events, as well as for informal gatherings. A plaza could be used as the foreground to a new or existing landmark building, and could include public art, a water feature, or other decorative elements.

P1 - there are multiple development and redevelopment opportunities located around the intersection of Main Street and Cottage Grove Road. The northeast corner of the intersection provides a setting for a triangular plaza pointing toward the intersection with one side facing Main Street, one side facing Cottage Grove Road, and a third side facing the facade of a new redevelopment. The point facing the intersection would be a logical place for public art or a water feature, with an open hardscaped area beyond for gatherings. Seating and landscaping could be arranged around the open space. Approximately 1/2 acre should be sufficient to create an appropriate public space. The Village may consider other locations near the intersection if they accomplish the same goals.

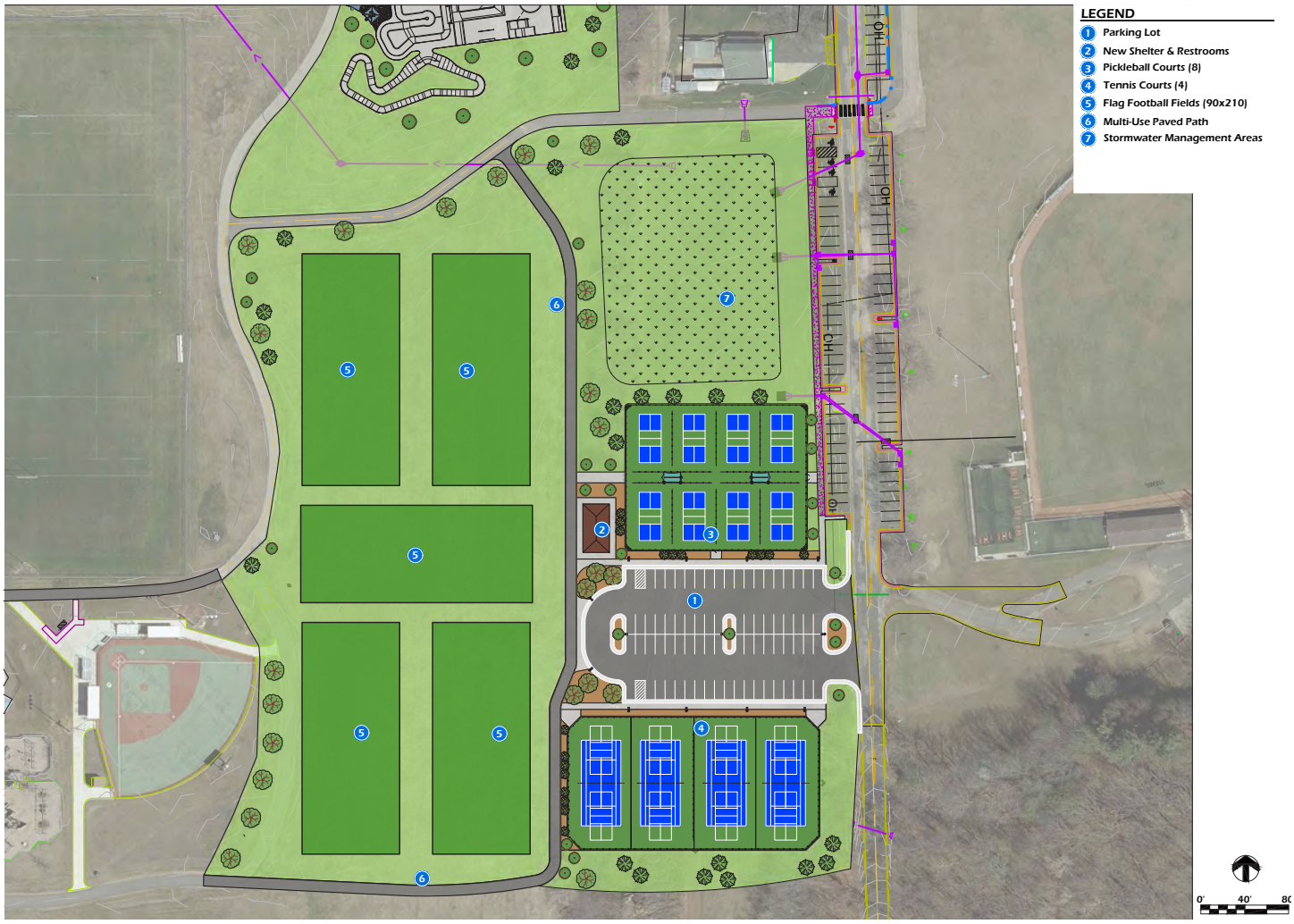
Indoor Recreation Facilities

MSB - as of early 2023 the Municipal Services Building (MSB) is the subject of a study by FGM Architects regarding future options for a Village campus that may involve the renovation and expansion of the current MSB. Preliminary concepts include multiple spaces that could be utilized in the future for recreation programming. The green space adjacent to the MSB could potentially be used for programming for outdoor activities as well.

5. Proposed Improvements to Existing Park Facilities

The following are recommended improvements to existing park facilities, as listed in the Village's Capital Improvement Plan (CIP). Estimated dates and funding sources are consistent with the CIP, but each project will ultimately need to be approved by the Village Board within the budget process for the given year.

Bakken Park - many improvements have been constructed in Bakken Park over the past five years. The western portion of the park, south of



Site Plan showing 2023 Bakken Park improvements; Source: Strand Inc.

the rugby complex, was developed first. 2021 saw the opening of a new shelter with 1,150 interior sq. ft. and an additional 1,900 sq. ft. of covered exterior space. In the same year, the new splash pad began operation.

In addition, the Village collaborated with the Miracle League of Dane County on a baseball facility in Bakken Park. The Village donated the land and the Miracle League raised funds to construct a rubber-surfaced field for players with cognitive and/or physical disabilities. League play commenced at the facility in June of 2021. Over 200 players from throughout Dane County are expected to participate in the 2023 season.

In 2022, Clark and Grove streets were reconstructed in the vicinity of the park. As part of this reconstruction the Village added 135 new angled street parking spaces adjacent to the park.

In 2022 the Village also added a "wheels park" on the north side, east of the rugby facility, facing Clark Street. The "wheels park" includes a concrete pump track for BMX bikes, and a variety of concrete skateboard ramps.

The 2023 construction season will see several improvements on the east side of the park (see site plan above). Anticipated improvements include eight pickleball courts, four tennis courts, a 76-space parking lot, a small shelter, a bike path extension, and flexible green space for athletic fields.

With the implementation of the 2023 improvements, the build out of Bakken Park will be complete. No significant projects are anticipated within the next five-year planning period.

Northlawn Park - several projects are scheduled in Northlawn Park in 2025. These include the reconstruction of the tennis courts, reconstruction of the basketball court, and ADA improvements

on the park's pathways. These three projects are listed in the Village's Capital Improvement Plan (CIP).

Community Park - significant improvements in Community Park are ongoing. In 2022 the Village replaced the playground equipment and installed new pathways.

In 2023 the Village will complete new lighted pickleball courts.

Per the CIP, the Community Park improvements are scheduled for completion in 2025. These improvements will include the replacement of the existing shelter, the replacement of the basketball court, and a trail extension connecting the park to W. Cottage Grove Road.

Fireman's Park - in 2018 the Village replaced the playground equipment in Fireman's Park. In 2023 the dugouts and scoreboard will be replaced at the Fireman's Park baseball field. The existing shelter's roof is expected to be replaced in 2025 per the CIP.

Governor Taylor Park - there are no anticipated improvements in Governor Taylor Park during this planning period.

R.G. Huston Park - per the CIP, the playground equipment in R.G. Huston Park is scheduled for replacement in 2024.

Willow Run Park - the playground equipment in Willow Run Park was replaced in 2020.

Strouse Park - there are no anticipated improvements in Strouse Park during the planning period.

Dublin Park - there are no anticipated improvements in Dublin Park during the planning period.

6. ADA Accessibility Projects

In 2017, MSA Professional Services prepared a document for the Village entitled, *Village of Cottage Grove Parks, Recreation, and Forestry Department Access Audit of Facilities and Property.* The

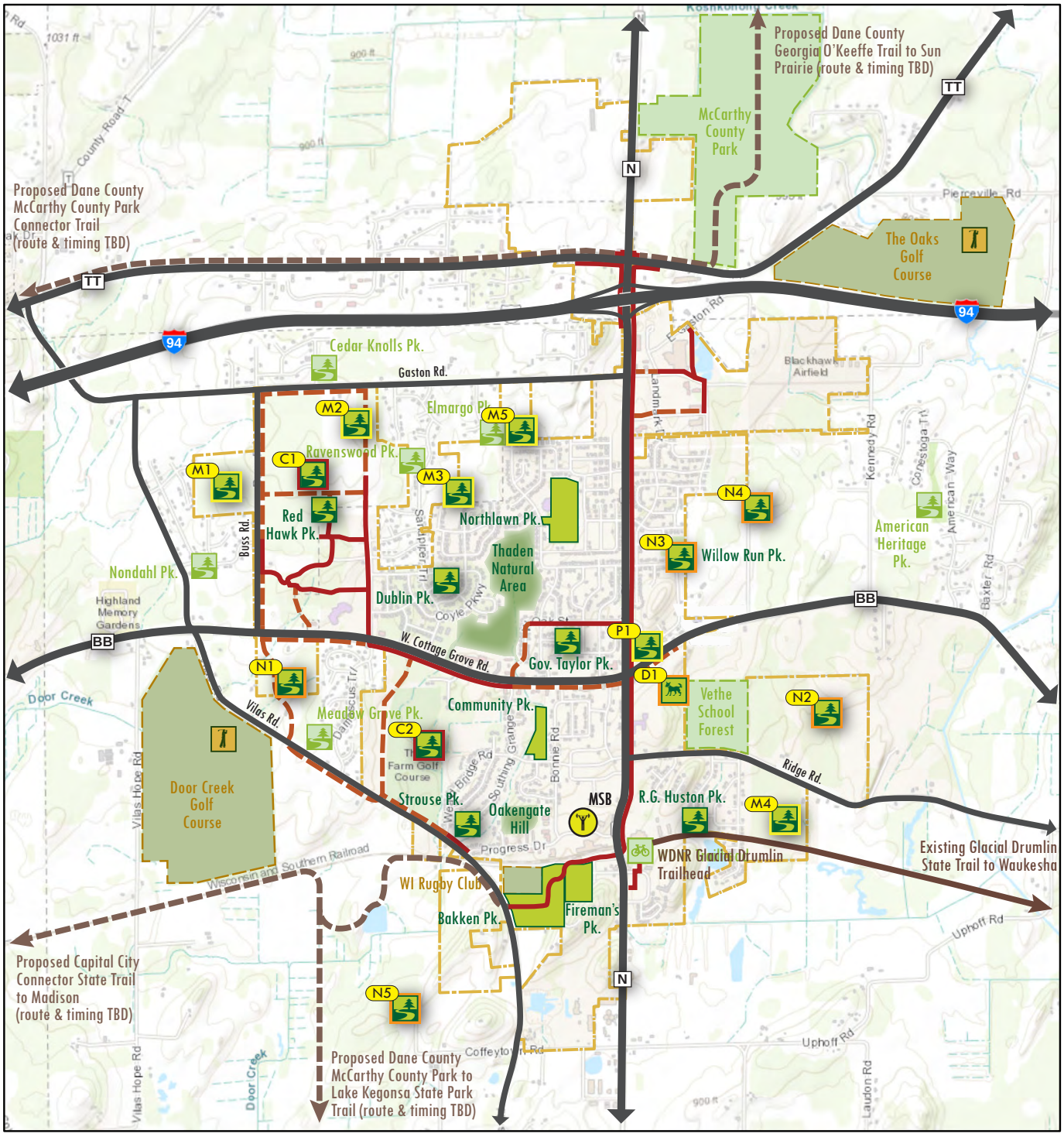
Fig. 19: Village Facilities 2017 ADA Audit

Audit Deficiency Checklist:				Approach & Entry			Play Areas								Sports Activities & Misc. Site Features				Restrooms and Shelters			Summary			
Map #	Name	Address	Acres	Parking Lot	Exterior Route	Curb Ramps	Accessible Route	Ground Level Play (GPC) Components	Accesible Route Connecting GPC	Elevated Play Components (EPC)	Accessible Routes Connecting EPC	Play Components	Accessible Routes to Transfer Systems	Ground Surfaces	Accessible Route to Sports Activities	Team or Player Seating	Site Furnishings (Tables and Benches)	Drinking Fountains	Shelter	Restroom	Concessions	Total ND	Total LD	Total HD	Total NE
Community Parks																									
1	**Fireman's Park**	220 S. Grove St.	49	HD	ND	NE	HD	HD	HD	HD	HD	HD	HD	HD	HD	HD	HD	LD	HD	HD	HD	1	1	15	1
2	**Northlawn Park**	900 N Parkview St	13	LD	LD	LD	No Play Area								HD	HD	LD	LD	LD	LD	LD	0	8	2	0
11	Phobe Bakken Memorial	4064 Vilas Road	28.5	LD	ND	NE	LD	LD	HD	LD	HD	LD	HD	HD	HD	HD	HD	NE	LD	LD	NE	1	7	7	3
Neighborhood Parks																									
3	**Community Park**	460 Lori Ln.	8.8	LD	LD	NE	HD	HD	HD	HD	HD	HD	HD	HD	HD	HD	LD	LD	HD	HD	NE	0	4	12	2
4	**Governor Taylor Park**	224 W. Oak St.	5	NE	HD	HD	No Play Area								NE	NE	HD	NE	NE			0	0	3	5
5	R.G. Huston Memorial Pa	400 Trillium Trl.	4	NE	HD	NE	HD	HD	HD	HD	HD	HD	HD	HD	HD	HD	LD	LD		HD	NE	0	2	12	3
Mini-Parks																									
6	Willow Run Park	403 E. Parkview St.	1.3	NE	LD	ND	HD	HD	HD	HD	HD	HD	HD	HD	HD	HD	HD	NE	NE			1	1	11	3
7	Strouse Park	731 Weald Bridge Rd.	1.2	NE	HD	ND	HD	HD	HD	HD	HD	HD	HD	HD	HD	HD	HD	NE	ND	NE	NE	2	0	12	4
8	Dublin Park	300 Bublin Cir.	1.3	NE	ND	HD	LD	LD	LD	LD	LD	ND	LD	HD	ND	ND	ND	NE	LD	NE	NE	5	7	2	4
Special Use Areas																									
9	Oakengate Hill	n/a	10.3	NE	NE	NE	No Play Area								No Activity				NE			0	0	0	4
10	Thaden Natural Area	n/a	36.6	NE			No Play Area								No Activity				NE			0	0	0	2
Non-Park Facilities																									
12	Cottage Grove Village Ha	221 E. Cottage Grove Rd.	1.3	LD	ND	ND	No Play Area								No Activity				NE	ND	NE	3	1	0	2

Key		
ND	No Deficiency found	100% compliant
LD	Low level Deficiency	Few, minor, easily correctable deficiencies (ex. ADA Parking sign is missing or hung incorrectly)
HD	High level Deficiency	Many, major, or difficulty in correcting deficiencies (ex. Inaccessible play structure)
NE	Non Existent	Feature doesn't exist (ex. Play structure, parking lot etc...)

Source: MSA Professional Services, Access Audit of Facilities & Property

Fig. 20: Existing & Planned Off-Street Trails Near the Village of Cottage Grove



- Village neighborhood or mini-park
- Village community park
- Village natural area
- Town of Cottage Grove park
- Other public recreational open space
- Village indoor recreation facility
- WI DNR trailhead
- State trail, exg.
- State or County trail, proposed
- Village Off-Street Path, exg.
- Village Off-Street Path, proposed

1:50,400

0 0.4 0.8 1.6 mi

0 0.5 1 2 km

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community
Parcels

Dane County

report provides a summary of accessibility deficiencies observed at each of the twelve audited sites, which include all of the Village parks plus Oakengate Hill, Thaden Natural Area, and the Cottage Grove Village Hall. The complete document is included as Appendix B. The deficiencies are identified relative to the Americans with Disabilities Act (ADA) Title II.

The report includes a section entitled Transition Plan, which details an approach and time line for applying corrective measures. The full document should be consulted relative to any improvement project. The following is simply a summary to provide an overview of the issues.

Since 2017 the Village has addressed many of the highlighted issues. As equipment or facilities are replaced they are brought into ADA compliance. The Village continues to allocate funds in the budget each year to correct ADA deficiencies in parks and other public facilities.

7. Proposed Trails & Paths

Figure 20 shows both existing and planned off-street trails in and around the Village of Cottage Grove.

Over the years the Village of Cottage Grove has worked with the Dane County Parks Department, the Wisconsin Department of Natural Resources, and the Wisconsin Department of Transportation on planning and design of the Capital City Connector trail. The Capital City Connector is intended to link the Glacial Drumlin State Trail with the Capital City Trail in the City of Madison. As of this writing, the precise route of this connector is still being determined by the county and state. While the trail connection is seen as a priority by these entities, there is not a timetable for its completion.

The portion of the connector within the Village of Cottage Grove has been completed. An off-street path along Clark Street and through Bakken Park now connects the WDNR Glacial Drumlin Trailhead to Vilas Road. The work was completed as part of the Clark and Grove Street reconstruction. The Village portion does not require a state trail pass for bikers.

The latest version of the Dane County Park Plan, written in 2018, proposes a number of new off-street trails throughout the region. Three such trails are within the Cottage Grove vicinity. The precise routes and timing of each are to be determined. These proposed trails include:

- Georgia O'Keeffe Trail - from McCarthy County Park north to the City of Sun Prairie.
- McCarthy County Park Connector Trail - along CTH TT west of CTH N to the City of Madison.
- McCarthy County Park to Lake Kegonsa State Park Trail - proposed to run south from the Capital City Connector Trail west of the Village to Lake Kegonsa State Park.

Finally, the Village of Cottage Grove proposes to continue expanding its network of off-street trails within the Village, as shown on Figure 20. This network expansion may include Village projects to retrofit existing corridors and path extensions built by developers in new neighborhoods.

The proposed trail locations shown are estimated locations. Precise routes and exact locations, including which side of the street, shall be determined during the design and development process.

Many of the projects listed above will be considered at the time of development of the adjacent areas. Portions within existing Village neighborhoods could be considered as part of roadwork on adjacent streets or as separate capital projects.

Other locations not shown on the map may be considered as opportunities arise. Broadly speaking, the Village will continue to explore opportunities to expand the off-street trail network.

IMPLEMENTATION



Dream Park at Phoebe Bakken Park; photo by Parks Dept.

As seen in the previous section, proposed park system improvements fall into three categories: 1) park facilities in new neighborhoods as the Village grows; 2) improvements to existing park facilities including the repair or replacement of amenities, addition of new amenities, and ADA accessibility improvements; and 3) improvements to the Village's bike/pedestrian path network.

New parks will be phased in as land is dedicated through the approval of new subdivisions. Improvements to existing parks will be subject to need and funding availability. Potential projects should be considered as the Village's 5-year Financial Management Plan is updated. New streets in new neighborhoods should include elements of the bike/pedestrian network. Improvements within or adjacent to existing streets are subject to need and funding availability. Potential projects should also be considered as the Financial Management Plan is updated. The Village should seek opportunities to improve the bike/pedestrian network as existing streets are repaired or rebuilt.

It should be noted that a project's inclusion in this plan or in the Village's Financial Management Plan, is not a mandate that the project must be funded. Future Village Boards will make budgetary decisions each year about which projects to fund. Projects are included in the plans to help decision makers anticipate near term funding needs.

The Village should also seek grants and opportunities to collaborate with other governmental agencies or other groups to creatively fund potential projects.

A. Estimated Cost Projections

The Village's engineering consultant, Strand Inc., provided cost estimates for all of the various proposed improvements to the park system. These estimates can be found in Figures 21 through 27 on the following pages.

B. State & Federal Programs

Funding and grant programs are available at the state and federal level to potentially assist in the development and implementation of new park facilities.

Acquisition & Development of Local Parks (ADLP) - helps communities acquire land for public nature based outdoor recreation and improve existing community recreation areas. Funds are allocated competitively by region, proportionally to population. The program is intended for projects that provide the opportunity for nature based recreation. Funding priority is given to projects that 1) support a local comprehensive outdoor recreation plan, 2) support multiple uses, 3) projects of regional or state significance, 4) projects that are first of a kind for the applicant, 5) projects that involve two or more governmental agencies, 6) and projects that support other priority characteristics specified in state statute or local code.

Acquisition of Development Rights (ADR) - this program is intended to protect natural, agricultural, and forest lands that provide nature based outdoor recreation by purchasing development rights. Funds may only be used to support projects that acquire development rights to provide nature based outdoor recreation. Funding priority is given to projects that 1) include land with water frontage, 2) include land that provides a buffer between developed land and natural areas, 3) land that connects existing natural resource protection areas, 4) land located within department project boundaries, 5) and land with other priority characteristics specified in state statute or local code.

Urban Green Space (UGS) - this program supports the acquisition of land for open natural areas and community gardens within, or close to, urban areas. Funds may only be used for projects that provide open space, protect unique natural areas, or provide opportunities for community gardens. Funding priority is given to projects that 1) preserve land on the natural heritage inventory database, 2) implement elements of approved water quality plans or initiatives, 3) have unique natural features, 4) provide linear corridors connecting natural areas, 5) have water frontage, 6) are of regional or statewide significance, 7) provide areas for community gardens, and 8) have other priority characteristics specified in state statute or local code.

Urban Rivers (UR) - this program is intended to restore and preserve the character of urban river corridors through the acquisition and development of land adjacent to rivers. Funds are allocated through a statewide competitive process, for projects that provide nature based outdoor recreation. Funding priority is given to projects that 1) restore a river corridor following dam removal, 2) support redevelopment of brownfields, 3) provide land with unique natural or aesthetic values, 4) provide land that connects with previous acquisitions, 5) provide outdoor recreation opportunities for diverse urban populations, 6) provide new or expanded access to urban waterways, 7) support local or regional plans, and 8) have other priority characteristics specified in state statutes or local codes.

In June of 2021, the state funded the Knowles-Nelson Stewardship Fund for an additional four years at $33 million per year.

Land & Water Conservation Fund (LWCF) - this program is federally funded and distributed through the WDNR. It was established in 1964 to safeguard natural areas, water resources, and cultural heritage sites while also supporting the development of high quality outdoor recreation amenities in local communities. Projects compete for funding statewide. All projects that are eligible for ADLP, UGS, and UR funds (see above) are eligible for LWCF funds, with some exceptions. Funding priority is given to projects that 1) meet the needs of urban areas, 2) provide recreational opportunities for diverse populations, 3) acquire

Fig. 21: Existing Park Improvement Cost Estimates

BAKKEN PARK				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Irrigation system	1	$35,000/ea.	$35,000	tbd
TOTAL			**$35,000**	

FIREMAN'S PARK				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Replace shelter shingles	1	$20,000/ea.	$20,000	2025
TOTAL			**$20,000**	

NORTHLAWN PARK				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Repair tennis courts	1	$225,000/ea.	$225,000	2025
Replace basketball court	1	$110,000/ea.	$110,000	2025
Path ADA improvements	1	$60,000/ft.	$60,000	2025
Tech services, design	1	$50,000/ea.	$50,000	2024
Tech serv., const. mgmt.	1	$30,000/ea.	$30,000	2025
TOTAL			**$475,000**	

COMMUNITY PARK				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Replace basketball court	1	$80,000/ea.	$80,000	2025
Trail extension to BB	1	$250,000/ea.	$250,000	2025
Replace shelter	1	$750,000/ea.	$750,000	2025
Tech services, design	1	$100,000 ea.	$100,000	2024
Tech serv., const. mgmt.	1	$70,000/ea.	$70,000	2025
			$1,250,000	

R.G. HUSTON PARK				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Replace playground	1	$150,000/ea.	$150,000	2025
TOTAL			**$150,000**	

SHADY GROVE PARK				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	0.6 acres	Land dedication	Land dedication	2023
Grading & site prep	0.6 acres	By developer	By developer	2023
Landscaping & signage	0.6 acres	$10,000/acre	$6,000	2024
Picnic tables	2	$1,500/ea.	$3,000	2024
Benches	2	$2,000/ea.	$4,000	2024
Playground equipment	1	$30,000/ea.	$30,000	2024
Bike racks	1	$500/ea.	$500	2024
Design, engineering, etc.	-	+10%	$4,350	2024
TOTAL			**$47,850**	

Fig. 22: Proposed Community Park Facility Cost Estimates

PROPOSED COMMUNITY PARK - C1				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	20 acres	Land dedication	Land dedication	tbd
Grading & site prep	20 acres	By developer	By developer	tbd
Landscaping & signage	20 acres	$10,000/acre	$200,000	tbd
Athletic fields	1 field	$50,000/ea.	$50,000	tbd
Parking lots	75 stalls	$3,500/stall	$262,500	tbd
Shelter w/ community room	1	$400,000/ea.	$400,000	tbd
Playground equipment	1	$30,000/ea.	$30,000	tbd
Tennis courts	7	$75,000/court	$525,000	tbd
Seasonal hockey rink	1	$100,000/ea.	$100,000	tbd
Volleyball court	1	$50,000/ea.	$50,000	tbd
Basketball court	1	$175,000/ea.	$175,000	tbd
Bandshell	1	$250,000/ea.	$250,000	tbd
Sledding hill	1	By developer	By developer	tbd
Fishing pier	1	$50,000/ea.	$50,000	tbd
Open air shelter	2	$25,000/ea.	$50,000	tbd
Picnic tables	20	$1,500/ea.	$30,000	tbd
Benches	20	$2,000/ea.	$40,000	tbd
Bike racks	4	$500/ea.	$2,000	tbd
Design, engineering, etc.	-	+10%	$221,450	tbd
TOTAL			**$2,435,950**	

PROPOSED COMMUNITY PARK - C2				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	20 acres	Land dedication	Land dedication	tbd
Grading & site prep	20 acres	By developer	By developer	tbd
Landscaping & signage	20 acres	$10,000/acre	$200,000	tbd
Playground equipment	1	$30,000/ea.	$30,000	tbd
Parking lot	25 stalls	$3,500/stall	$87,500	tbd
Shelter w/ restrooms	1	$750,000/ea.	$750,000	tbd
Trails	2500 feet	$8/ft	$20,000	tbd
Picnic tables	20	$1,500/ea.	$30,000	tbd
Benches	20	$2,000/ea.	$40,000	tbd
Bike racks	4	$500/ea.	$2,000	tbd
Design, engineering, etc.	-	+10%	$115,950	tbd
TOTAL			**$1,275,450**	

Fig. 23: Proposed Neighborhood Park Facility Cost Estimates

PROPOSED NEIGHBORHOOD PARK - N1				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	5 acres	Land dedication	Land dedication	tbd
Grading & site prep	5 acres	By developer	By developer	tbd
Landscaping & signage	5 acres	$10,000/acre	$50,000	tbd
Shelter w/ restrooms	1	$400,000/ea.	$400,000	tbd
Picnic tables	5	$1,500/ea.	$7,500	tbd
Benches	5	$2,000/ea.	$10,000	tbd
Playground equipment	1	$30,000/ea.	$30,000	tbd
Bike racks	1	$500/ea.	$500	tbd
Design, engineering, etc.	-	+10%	$49,800	tbd
TOTAL			**$547,800**	

PROPOSED NEIGHBORHOOD PARK - N2				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	5 acres	Land dedication	Land dedication	tbd
Grading & site prep	5 acres	By developer	By developer	tbd
Landscaping & signage	5 acres	$10,000/acre	$50,000	tbd
Shelter w/ restrooms	1	$400,000/ea.	$400,000	tbd
Picnic tables	5	$1,500/ea.	$7,500	tbd
Benches	5	$2,000/ea.	$10,000	tbd
Playground equipment	1	$30,000/ea.	$30,000	tbd
Bike racks	1	$500/ea.	$500	tbd
Design, engineering, etc.	-	+10%	$49,800	tbd
TOTAL			**$547,800**	

PROPOSED NEIGHBORHOOD PARK - N3				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	5 acres	Land dedication	Land dedication	tbd
Grading & site prep	5 acres	By developer	By developer	tbd
Landscaping & signage	5 acres	$10,000/acre	$50,000	tbd
Shelter w/ restrooms	1	$400,000/ea.	$400,000	tbd
Picnic tables	5	$1,500/ea.	$7,500	tbd
Benches	5	$2,000/ea.	$10,000	tbd
Playground equipment	1	$30,000/ea.	$30,000	tbd
Bike racks	1	$500/ea.	$500	tbd
Design, engineering, etc.	-	+10%	$49,800	tbd
TOTAL			**$547,800**	

PROPOSED NEIGHBORHOOD PARK - N4				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	5 acres	Land dedication	Land dedication	tbd
Grading & site prep	5 acres	By developer	By developer	tbd
Landscaping & signage	5 acres	$10,000/acre	$50,000	tbd
Shelter w/ restrooms	1	$400,000/ea.	$400,000	tbd
Picnic tables	5	$1,500/ea.	$7,500	tbd
Benches	5	$2,000/ea.	$10,000	tbd
Playground equipment	1	$30,000/ea.	$30,000	tbd
Bike racks	1	$500/ea.	$500	tbd
Design, engineering, etc.	-	+10%	$49,800	tbd
TOTAL			**$547,800**	

PROPOSED NEIGHBORHOOD PARK - N5				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	5 acres	Land dedication	Land dedication	tbd
Grading & site prep	5 acres	By developer	By developer	tbd
Landscaping & signage	5 acres	$10,000/acre	$50,000	tbd
Shelter w/ restrooms	1	$400,000/ea.	$400,000	tbd
Picnic tables	5	$1,500/ea.	$7,500	tbd
Benches	5	$2,000/ea.	$10,000	tbd
Playground equipment	1	$30,000/ea.	$30,000	tbd
Trails	1,500 feet	$8/ft.	$12,000	tbd
Bike racks	1	$500/ea.	$500	tbd
Design, engineering, etc.	-	+10%	$51,000	tbd
TOTAL			**$561,000**	

PROPOSED DOG PARK - D1				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	5 acres	Land dedication	Land dedication	tbd
Grading & site prep	5 acres	By developer	By developer	tbd
Landscaping & signage	5 acres	By developer	By developer	tbd
Fencing	5,000 feet	By developer	By developer	tbd
Pet waste stations	1	By developer	By developer	tbd
Picnic tables	5	By developer	By developer	tbd
Benches	5	By developer	By developer	tbd
Design, engineering, etc.	-	By developer	By developer	tbd
TOTAL			**By developer**	

Fig. 24: Proposed Mini Park Facility Cost Estimates

PROPOSED MINI PARK - M1				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	4 acres	Land dedication	Land dedication	tbd
Grading & site prep	4 acres	By developer	By developer	tbd
Landscaping & signage	4 acres	$10,000/acre	$40,000	tbd
Picnic tables	4	$1,500/ea.	$6,000	tbd
Benches	4	$2,000/ea.	$8,000	tbd
Playground equipment	1	$25,000/ea.	$25,000	tbd
Bike rack	1	$500/ea.	$500	tbd
Design, engineering, etc.	-	+10%	$7,950	tbd
TOTAL			**$87,450**	

PROPOSED MINI PARK - M2				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	2 acres	Land dedication	Land dedication	tbd
Grading & site prep	2 acres	By developer	By developer	tbd
Landscaping & signage	2 acres	$10,000/acre	$20,000	tbd
Picnic tables	2	$1,500/ea.	$3,000	tbd
Benches	2	$2,000/ea.	$4,000	tbd
Playground equipment	1	$25,000/ea.	$25,000	tbd
Bike rack	1	$500/ea.	$500	tbd
Design, engineering, etc.	-	+10%	$5,250	tbd
TOTAL			**$57,750**	

PROPOSED MINI PARK - M3				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	2 acres	Land dedication	Land dedication	tbd
Grading & site prep	2 acres	By developer	By developer	tbd
Landscaping & signage	2 acres	$10,000/acre	$20,000	tbd
Picnic tables	2	$1,500/ea.	$3,000	tbd
Benches	2	$2,000/ea.	$4,000	tbd
Playground equipment	1	$25,000/ea.	$25,000	tbd
Trails	500 feet	$8/ft.	$4,000	tbd
Bike rack	1	$500/ea.	$500	tbd
Design, engineering, etc.	-	+10%	$5,650	tbd
TOTAL			**$62,150**	

PROPOSED MINI PARK - M4				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	2 acres	Land dedication	Land dedication	tbd
Grading & site prep	2 acres	By developer	By developer	tbd
Landscaping & signage	2 acres	$10,000/acre	$20,000	tbd
Picnic tables	2	$1,500/ea.	$3,000	tbd
Benches	2	$2,000/ea.	$4,000	tbd
Trails	500 feet	$8/foot	$4,000	tbd
Playground equipment	1	$25,000/ea.	$25,000	tbd
Bike racks	1	$500/ea.	$500	tbd
Design, engineering, etc.	-	+10%	$5,650	tbd
TOTAL			**$62,150**	

PROPOSED MINI PARK - M5				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	2 acres	Land dedication	Land dedication	tbd
Grading & site prep	2 acres	By developer	By developer	tbd
Landscaping & signage	2 acres	$10,000/acre	$20,000	tbd
Picnic tables	2	$1,500/ea.	$3,000	tbd
Benches	2	$2,000/ea.	$4,000	tbd
Trails	500 feet	$8/foot	$4,000	tbd
Playground equipment	1	$25,000/ea.	$25,000	tbd
Bike rack	1	$500/ea.	$500	tbd
Design, engineering, etc.	-	+10%	$5,650	tbd
TOTAL			**$62,150**	

Fig. 25: Proposed Urban Plaza Facility Cost Estimates

PROPOSED URBAN PLAZA - P1				
Facility	*Number*	*Cost (each)*	*Cost (total)*	*Est. year built*
Land	0.5 acres	Land dedication	Land dedication	tbd
Grading & site prep	0.5 acres	$100,000/acre	$50,000	tbd
Landscaping & signage	0.25 acres	$10,000/acre	$2,500	tbd
Hardscaping	0.25 acres	$200,000/acre	$50,000	tbd
Water feature	1	$25,000/ea.	$25,000	tbd
Lighting	0.5 acres	$50,000/acre	$25,000	tbd
Bike rack	1	$500/ea.	$500	tbd
Design, engineering, etc.	-	+10%	$15,300	tbd
TOTAL			**$168,300**	

Fig. 26: ADA Accessibility Compliance Project Cost Estimates

ADA ACCESSIBILITY PROJECT COST ESTIMATES		
Facility	*Cost (total)*	*Est. year built*
Fireman's Park	$28,903	Ongoing
Northlawn Park	$20,792	Ongoing
Community Park	$38,142	Ongoing
Governor Taylor Park	$2,142	Ongoing
R.G. Huston Park	$50,762	Ongoing
Willow Run Park	$9,423	Ongoing
Strouse Park	$9,420	Ongoing
Dublin Park	$0	Complete
Oakengate Nature Park	$0	Complete
Bakken Park	$4,273	Ongoing
TOTAL	**$163,857**	

Fig. 27: Total Park Project Cost Estimates

TOTAL PARK PROJECT COST ESTIMATES	
Existing Park Improvement Projects	***Cost (total)***
Bakken Park	$35,000
Fireman's Park	$20,000
Northlawn Park	$475,000
Community Park	$1,250,000
Willow Run Park	$150,000
Shady Grove Park	$47,850
SUBTOTAL	*$1,977,850*
Proposed Community Park Facilities	***Cost (total)***
C1	$2,435,950
C2	$1,275,450
SUBTOTAL	*$3,711,400*
Proposed Neighborhood Park Facilities	***Cost (total)***
N1	$547,800
N2	$547,800
N3	$547,800
N4	$547,800
N5	$561,000
D1	$0
SUBTOTAL	*$2,752,200*
Proposed Mini Park Facilities	***Cost (total)***
M1	$87,450
M2	$57,750
M3	$62,150
M4	$62,150
M5	$62,150
SUBTOTAL	*$331,650*
Proposed Urban Plaza Facilities	***Cost (total)***
P1	$168,300
SUBTOTAL	*$168,300*
ADA Accessibility Projects	***Cost (total)***
Accessibility Projects at Existing Park Facilities	$163,857
SUBTOTAL	*$163,857*
TOTAL	***$9,105,257***

land in areas with limited outdoor recreation facilities, 4) provide multi-use and multi-season facilities, 5) enhance or preserve natural beauty, 6) are proposed by applicants which have the financial resources to adequately maintain and operate the project, and 7) have other priority characteristics specified in state statute or local code.

Federal Recreational Trails Program (RTP) - this program is intended to provide funds to maintain and develop trails and trail related facilities for both motorized and non-motorized recreational trail uses. Funds may be used on projects that further a goal or are included in a state comprehensive outdoor recreation plan, or a local plan that is referenced by the state plan. The grant award may not exceed $45,000 for any individual project. Eligible projects and funding priorities include 1) maintenance and restoration of existing trails, 2) development and rehabilitation of trailside, trailhead facilities, and trail linkages, 4) construction of new trails, 5) acquisition of property for trails in areas with limited trail opportunities. Project funds spent prior to award of the grant are not eligible for reimbursement.

Dane County Conservation Fund Grant Program - offers grants to local governmental units and non-profits for purchasing land and land interests identified in the Dane County Parks and Open Space Plan, or for lands in buffer areas immediately adjacent to park lands.

C. Impact on Low-Income Housing

A required element of this plan is the estimation of the effect of park improvement fees on the cost of affordable housing.

For the sake of continuity, this plan uses the same set of assumptions as those used in previous Park and Open Space Plans. These are:

- the costs of the monthly mortgage payment consumes no more than 30% of a household's gross income.
- that homeowners borrow no more than 2-1/2 times the Village of Cottage Grove's median household income for a home mortgage (the Village's median household income per the U.S. Census Bureau's 2021 American Community Survey was $118,433).
- that homeowners would make a minimum down payment of 5% of the total home cost (an FHA mortgage requires a minimum of 3.5% down, while traditional mortgage practices have required up to 25% down).

With these assumptions in mind, a home buyer spending 2-1/2 times the Village's median household income would have a mortgage of $296,082. Including a 5% down payment, the cost of an affordable home in the Village would be $310,887.

Assuming a mortgage of $296,082, and a 30 year mortgage at 6.2%, the estimated monthly cost is $2,285.

Current park fees include a $2,436 park improvement fee per unit. When the $2,436 total park fee is added to a $296,082 mortgage, the monthly payment increases to $2,300 - an increase of $15 per month compared to the payment that does not include the park fees. This $15 per month increase should not significantly impact the affordability of housing in the Village.

D. Facility Acquisition & Funding

The following is an overview of various methods of funding park improvements.

1. Subdivision Ordinance Park Land Dedication

Currently, the Village's Subdivision Ordinance requires the dedication of 0.067 acres of park land per housing unit. It appears that this amount of land dedication is enough to provide new park land at a ratio that meets or exceeds the current amount of park land per resident. The Village should continue to monitor this amount to ensure it remains adequate. Changing the amount would require the amendment of the Subdivision Ordinance.

At the discretion of the Village Board, the Village may instead accept a fee in lieu of park land ded-

ication for some or all proposed housing units. As of this writing in 2017, the fee is $1,356 per unit. It is adjusted annually based on the consumer price index.

2. Park Improvement & Development Fees

As noted above, the Village currently charges a $2,436 per housing unit park improvement fee for a single-family home, which is paid with the building permit fee. It is adjusted annually based on the consumer price index. Multi-family units are assessed a fee of $608 per bedroom up to a maximum of $2,436 per unit.

The Village Subdivision Ordinance requires the dedication of 0.067 acres of park land for each housing unit created. At its discretion, the Village Board may accept a fee in lieu of park land dedication for some or all of the units created. Currently, the fee in lieu of park land dedication is $3,229 for a single-family unit or $2,422 for most multi-family units with the exception of units obligated to remain affordable for a minimum of 30 years and assisted living units, for which the fee is $1,615. These fees are also adjusted annually relative to the consumer price index.

The fees should be monitored and the Village should consider adjusting them as needed to account for anticipated park improvement costs.

3. Grant Programs

A Park and Open Space Plan (aka a Comprehensive Outdoor Recreation Plan) that has been approved within the past 5 years is a prerequisite for most WDNR funding programs. Therefore, the Village should continue to amend this plan at no less than 5 year intervals.

A list of grant programs can be found earlier in this chapter. The Village should consider these funding programs when any significant park project is considered. The Village should consider pursuing a grant when the goals of the Village and the program align, and when the conditions related to the grant are acceptable to the Village.

E. Near-Term Implementation

The following is a list of proposed projects anticipated within the next five years:

- Northlawn Park, tennis court repair (2018)
- Fireman's Park, replace playground (2018)
- Bakken Park, new shelter (2020)
- Bakken Park, new splash pad (2020)
- Northlawn Park, replace basketball court (2020)
- Community Park, replace basketball court (2020)
- Glacial Drumlin Trail connection (by 2021)
- Community Park, replace shelter (2022)
- Bakken Park, new tennis courts (2023)

APPENDIX A: RESOLUTION APPROVING PARK & OPEN SPACE PLAN

RESOLUTION 2023-XX

ADOPTING AMENDMENT OF THE VILLAGE OF COTTAGE GROVE

PARK & OPEN SPACE PLAN

WHEREAS, the Village of Cottage Grove Parks, Recreation, & Forestry Committee has guided the amendment of the Village's Park & Open Space Plan, and has approved a Public Hearing Draft of said plan at their meeting held on June 22, 2023;

WHEREAS, a Public Hearing was held at the Village of Cottage Grove Plan Commission meeting on August 9, 2023; following the gathering of survey data, meetings with various stakeholders, and discussion at multiple public meetings;

WHEREAS, this plan amendment will guide recreation management and development of parks and recreation facilities for the next five years;

WHEREAS, approval by the Village Board of Trustees and certification by the Wisconsin Department of Natural Resources will qualify the Village for matching grants;

NOW, THEREFORE BE IT RESOLVED that the Village of Cottage Grove Board of Trustees adopt the amendment of the Village of Cottage Grove Park & Open Space Plan;

Adopted this 21st day of August, 2023.

_____

John Williams, Village President

_____

Lisa Kalata, Village Clerk

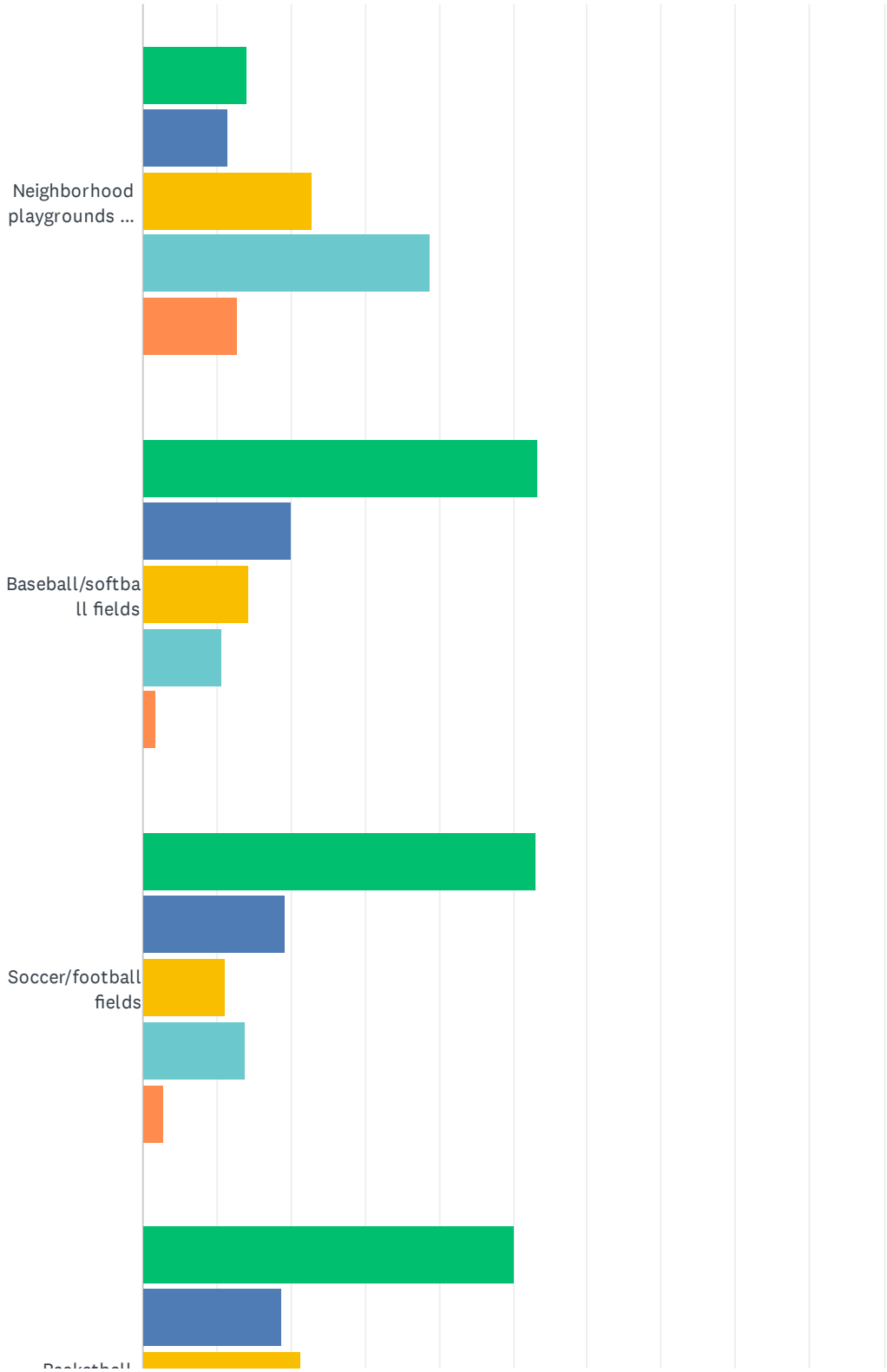
APPENDIX B: 2022 PARK & OPEN SPACE SURVEY RESULTS

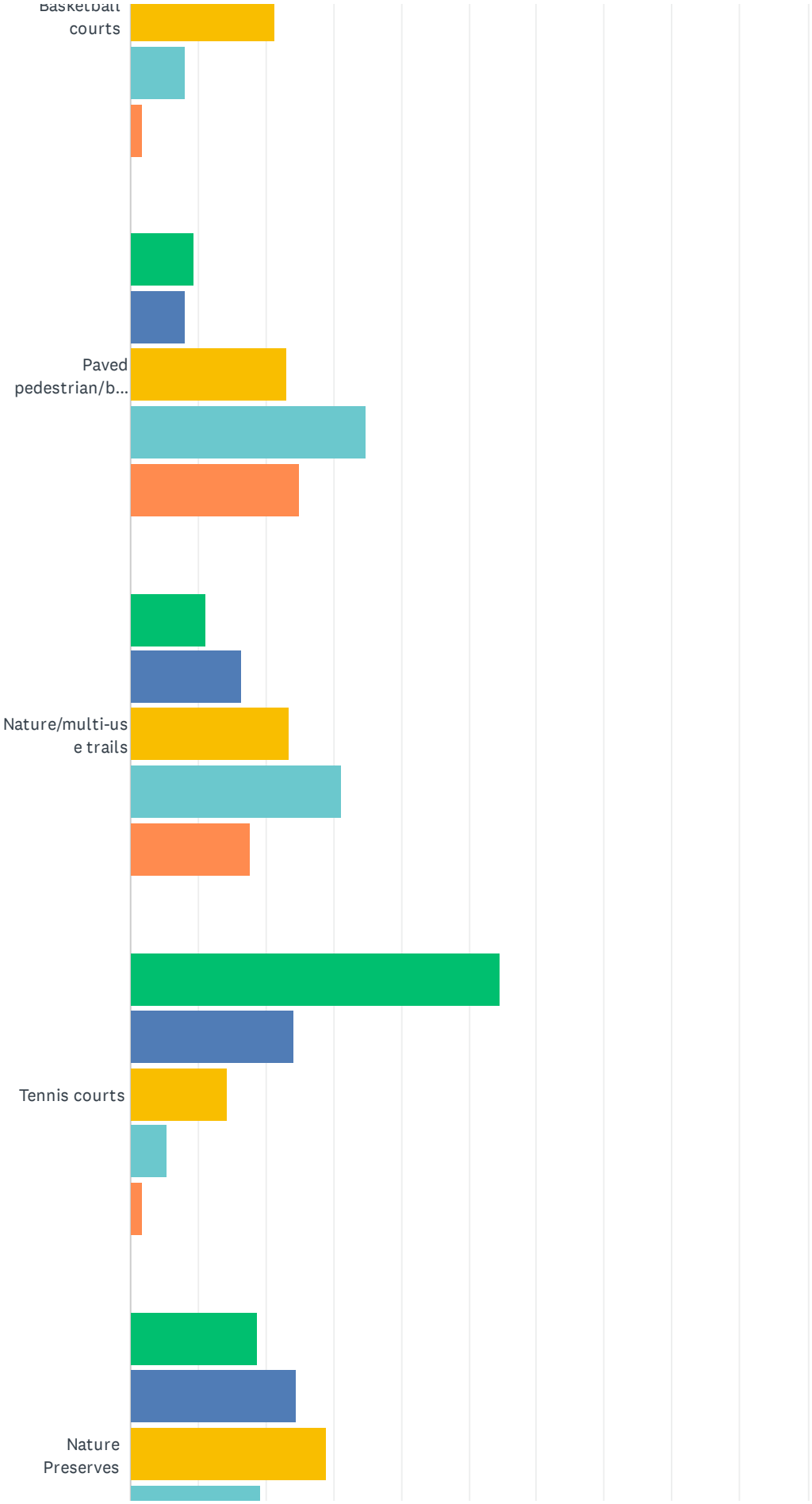
The Park and Open Space Survey was conducted via Survey Monkey from May 1, 2022 to June 1, 2022. It received 230 responses after being publicized on the Village and Parks Department Facebook pages and webpages, and after a link was emailed to the full Parks Department contact list.

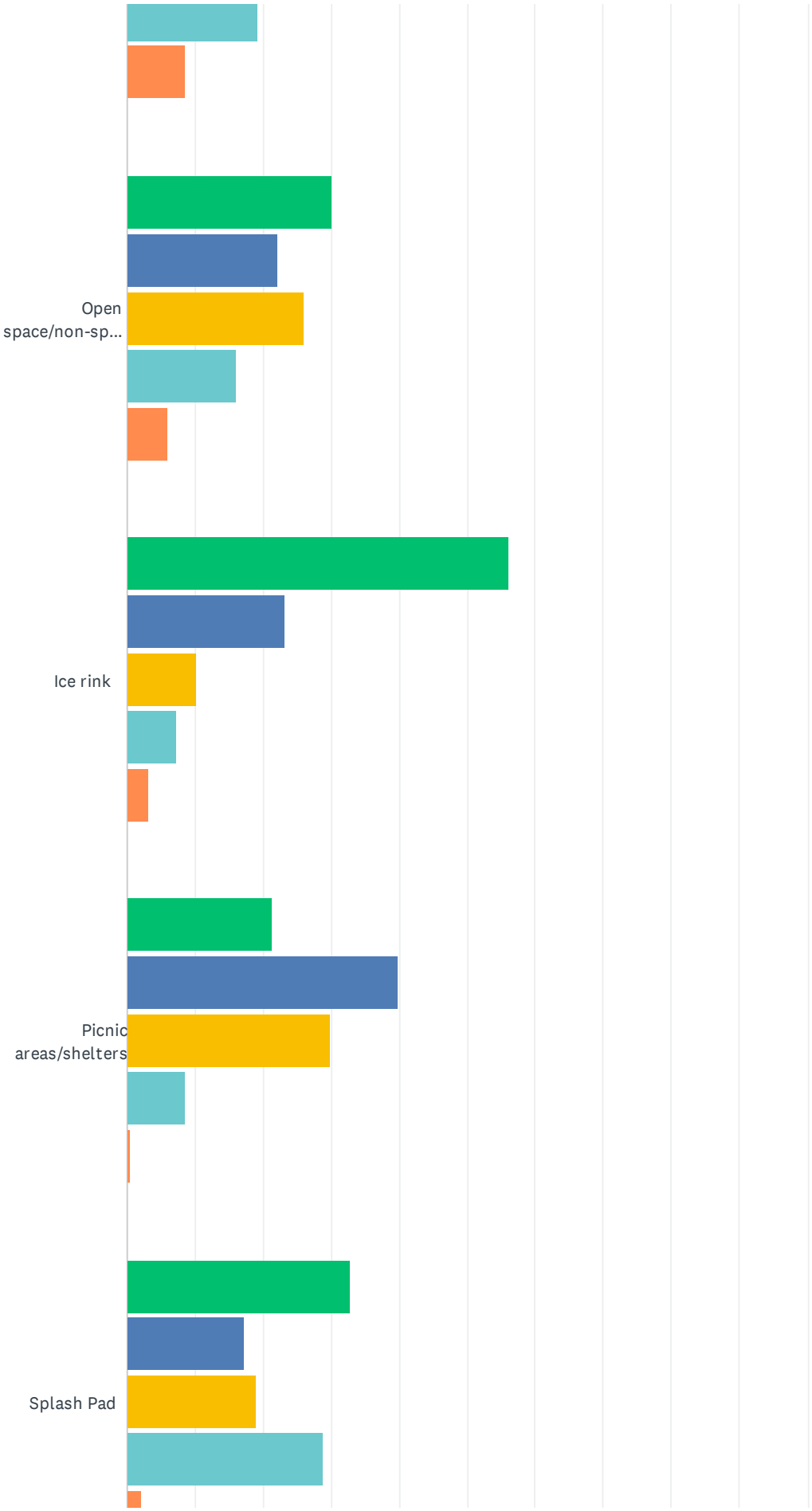
The full responses follow.

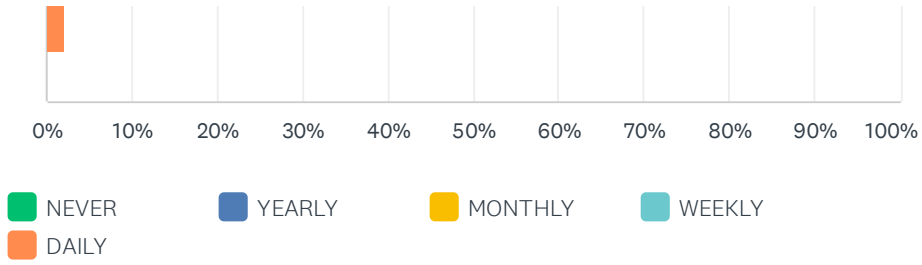
Q1 Which of the following best describes your use (by you or a member of your household) of the following park and open space facilities offered by the Village of Cottage Grove?

Answered: 227 Skipped: 3




Basketball courts
Paved pedestrian/b...
Nature/multi-use trails
Tennis courts
Nature Preserves

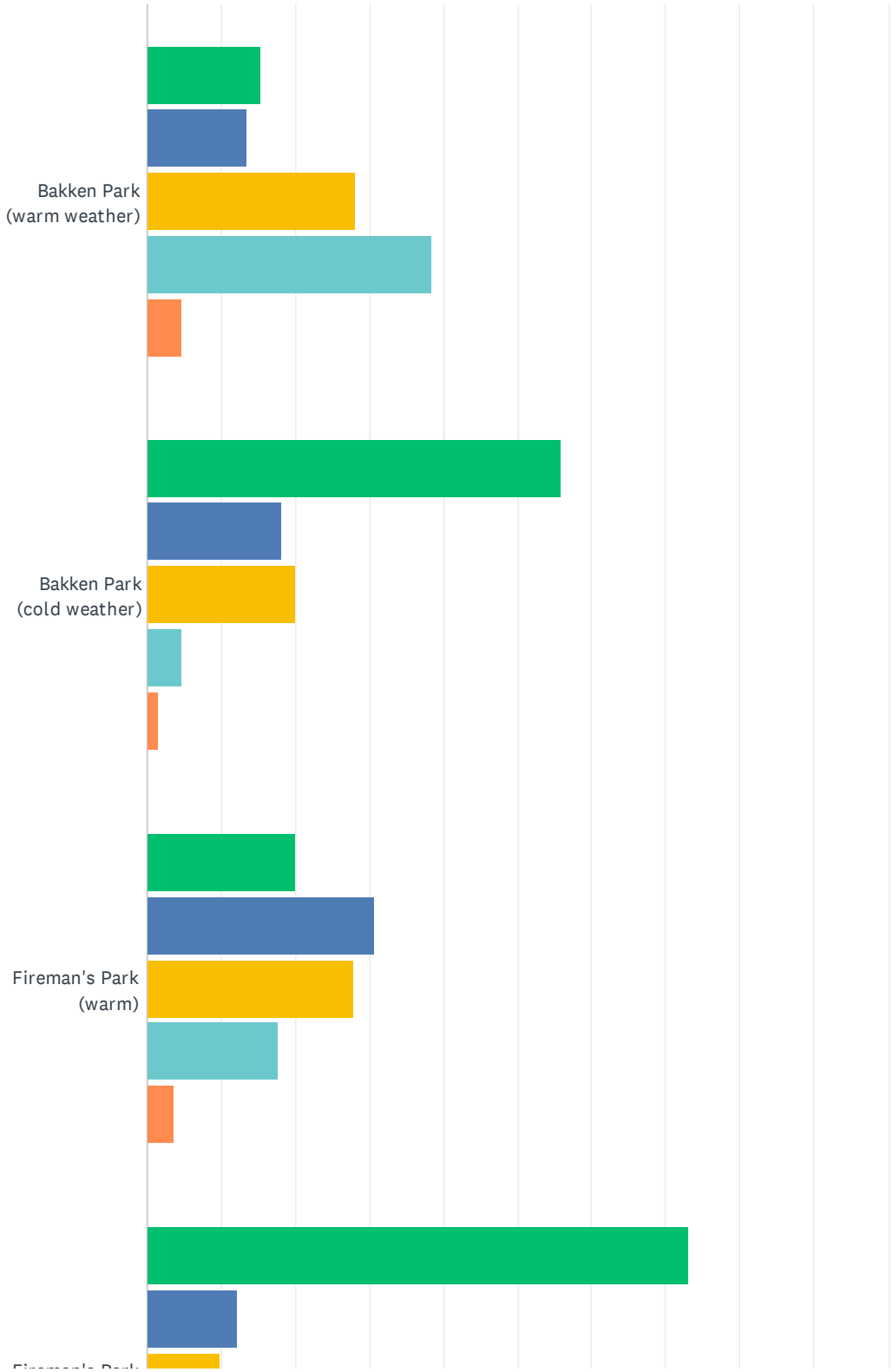

Open space/non-sp...
Ice rink
Picnic areas/shelters
Splash Pad

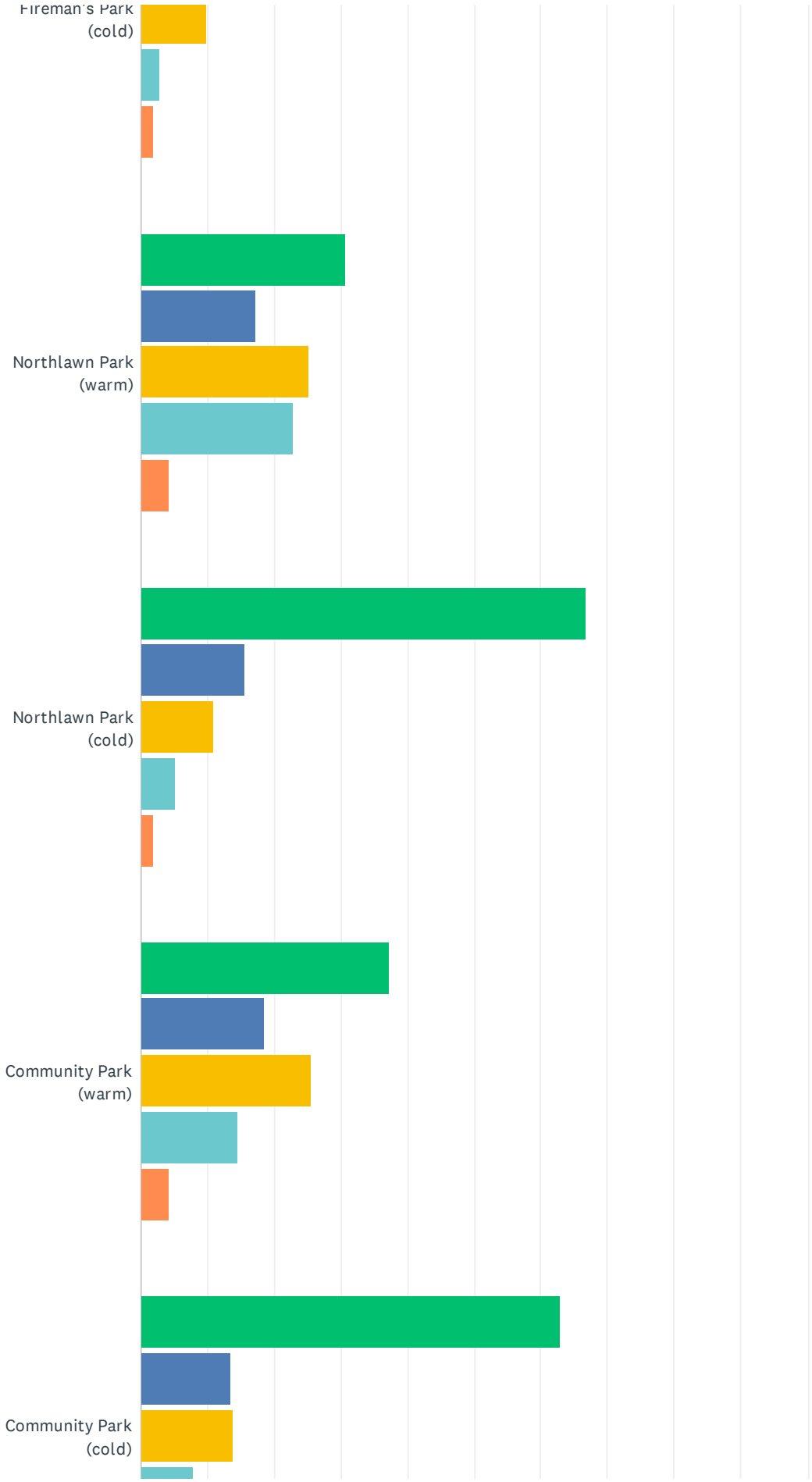


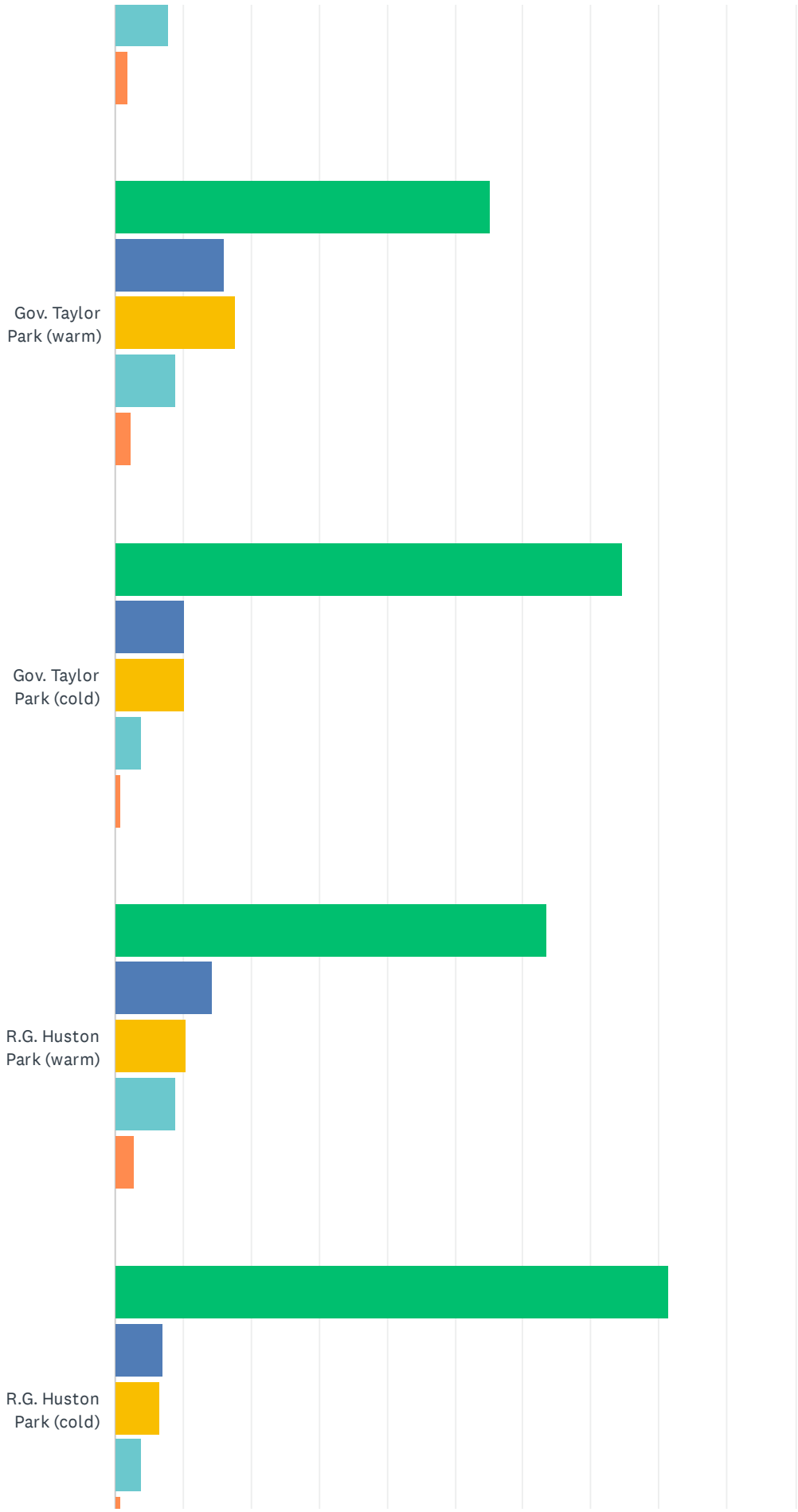
	NEVER	YEARLY	MONTHLY	WEEKLY	DAILY	TOTAL
Neighborhood playgrounds and toddler parks	14.10% 32	11.45% 26	22.91% 52	38.77% 88	12.78% 29	227
Baseball/softball fields	53.33% 120	20.00% 45	14.22% 32	10.67% 24	1.78% 4	225
Soccer/football fields	53.13% 119	19.20% 43	11.16% 25	13.84% 31	2.68% 6	224
Basketball courts	50.00% 112	18.75% 42	21.43% 48	8.04% 18	1.79% 4	224
Paved pedestrian/bicycle paths	9.33% 21	8.00% 18	23.11% 52	34.67% 78	24.89% 56	225
Nature/multi-use trails	11.11% 25	16.44% 37	23.56% 53	31.11% 70	17.78% 40	225
Tennis courts	54.67% 123	24.00% 54	14.22% 32	5.33% 12	1.78% 4	225
Nature Preserves	18.75% 42	24.55% 55	29.02% 65	19.20% 43	8.48% 19	224
Open space/non-specific areas	30.00% 66	22.27% 49	25.91% 57	15.91% 35	5.91% 13	220
Ice rink	56.05% 125	23.32% 52	10.31% 23	7.17% 16	3.14% 7	223
Picnic areas/shelters	21.27% 47	39.82% 88	29.86% 66	8.60% 19	0.45% 1	221
Splash Pad	32.74% 74	17.26% 39	19.03% 43	28.76% 65	2.21% 5	226

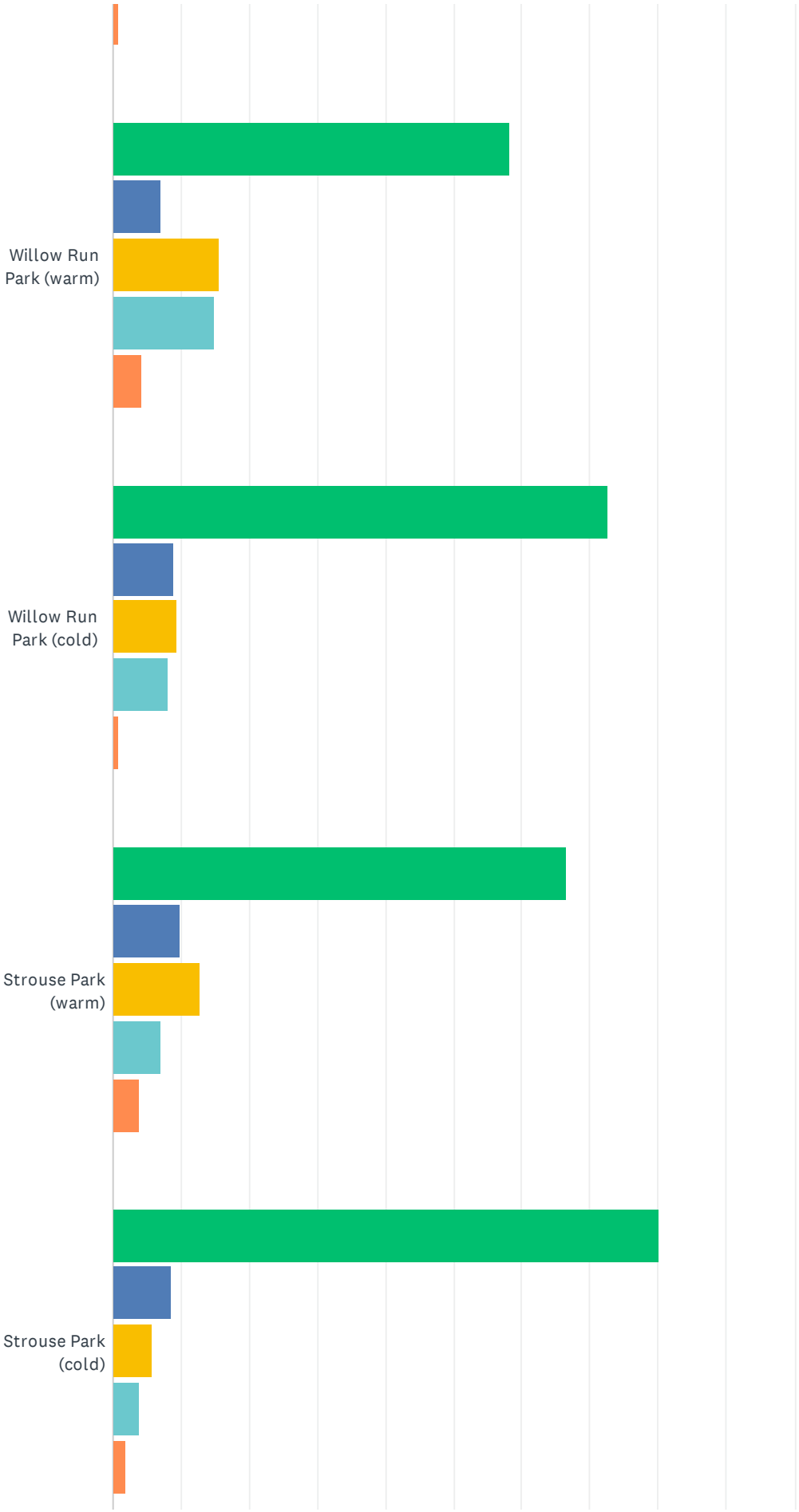
Q2 Which of the following best describes your frequency of use (by you or a member of your household) of each park (during warm and cold conditions)?

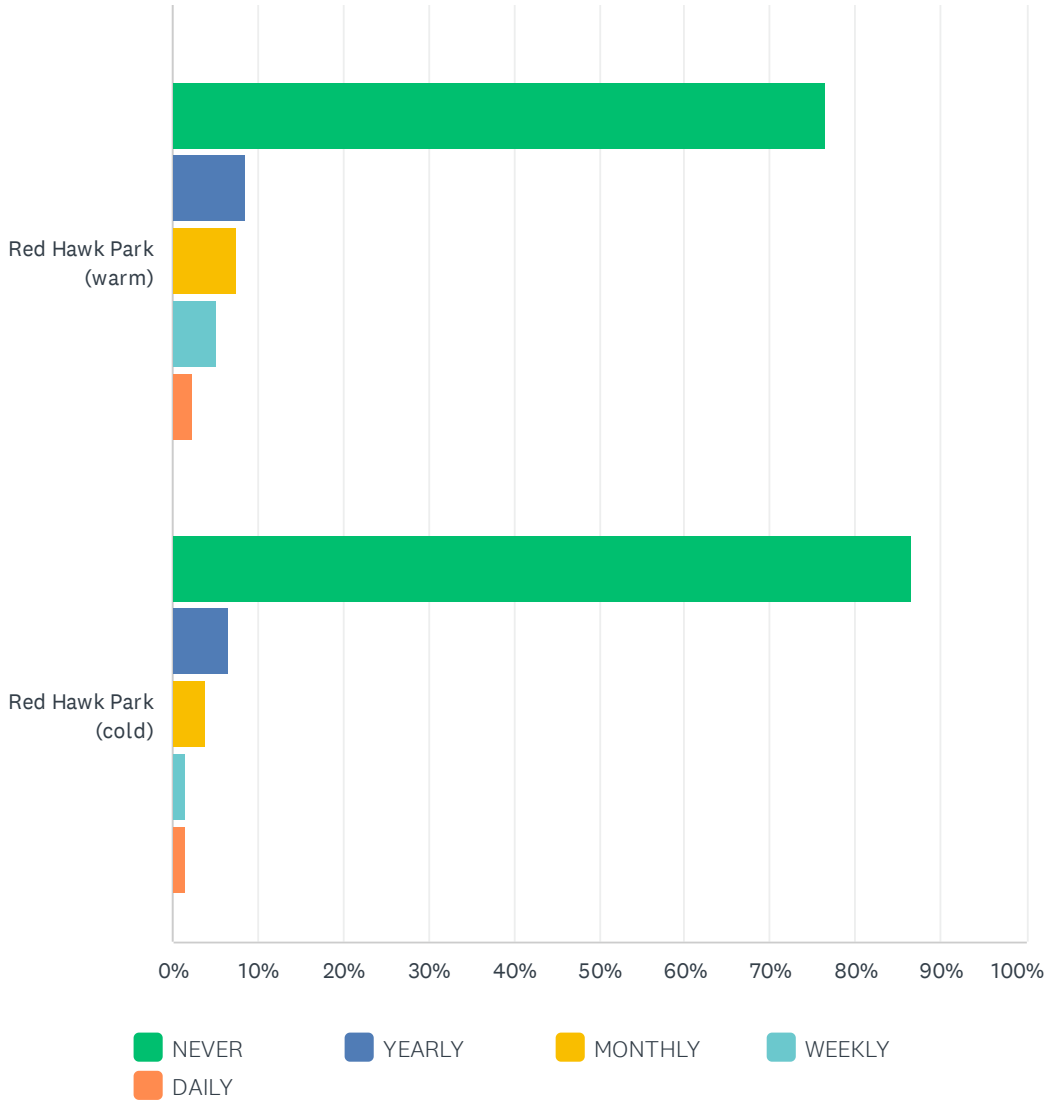
Answered: 220 Skipped: 10




Fireman's Park (cold)
Northlawn Park (warm)
Northlawn Park (cold)
Community Park (warm)
Community Park (cold)


Gov. Taylor Park (warm)
Gov. Taylor Park (cold)
R.G. Huston Park (warm)
R.G. Huston Park (cold)

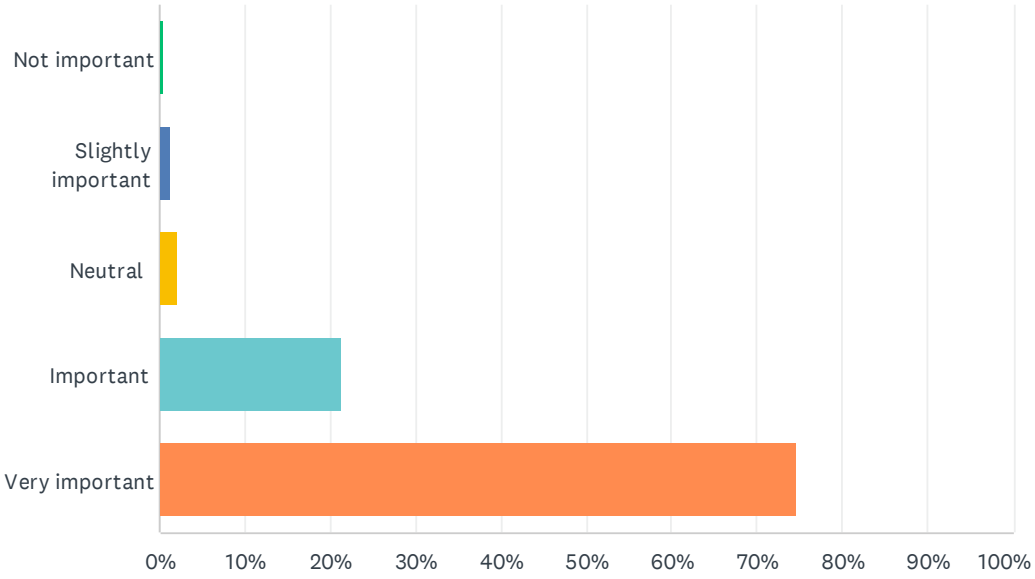

Willow Run Park (warm)
Willow Run Park (cold)
Strouse Park (warm)
Strouse Park (cold)


Red Hawk Park (warm)
Red Hawk Park (cold)
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
NEVER
YEARLY
MONTHLY
WEEKLY
DAILY

	NEVER	YEARLY	MONTHLY	WEEKLY	DAILY	TOTAL
Bakken Park (warm weather)	15.28% 33	13.43% 29	28.24% 61	38.43% 83	4.63% 10	216
Bakken Park (cold weather)	55.81% 120	18.14% 39	20.00% 43	4.65% 10	1.40% 3	215
Fireman's Park (warm)	20.00% 43	30.70% 66	27.91% 60	17.67% 38	3.72% 8	215
Fireman's Park (cold)	73.24% 156	12.21% 26	9.86% 21	2.82% 6	1.88% 4	213
Northlawn Park (warm)	30.70% 66	17.21% 37	25.12% 54	22.79% 49	4.19% 9	215
Northlawn Park (cold)	66.67% 142	15.49% 33	10.80% 23	5.16% 11	1.88% 4	213
Community Park (warm)	37.21% 80	18.60% 40	25.58% 55	14.42% 31	4.19% 9	215
Community Park (cold)	62.96% 136	13.43% 29	13.89% 30	7.87% 17	1.85% 4	216
Gov. Taylor Park (warm)	55.14% 118	15.89% 34	17.76% 38	8.88% 19	2.34% 5	214
Gov. Taylor Park (cold)	74.65% 159	10.33% 22	10.33% 22	3.76% 8	0.94% 2	213
R.G. Huston Park (warm)	63.51% 134	14.22% 30	10.43% 22	9.00% 19	2.84% 6	211
R.G. Huston Park (cold)	81.52% 172	7.11% 15	6.64% 14	3.79% 8	0.95% 2	211
Willow Run Park (warm)	58.22% 124	7.04% 15	15.49% 33	15.02% 32	4.23% 9	213
Willow Run Park (cold)	72.64% 154	8.96% 19	9.43% 20	8.02% 17	0.94% 2	212
Strouse Park (warm)	66.51% 141	9.91% 21	12.74% 27	7.08% 15	3.77% 8	212
Strouse Park (cold)	80.19% 170	8.49% 18	5.66% 12	3.77% 8	1.89% 4	212
Red Hawk Park (warm)	76.53% 163	8.45% 18	7.51% 16	5.16% 11	2.35% 5	213
Red Hawk Park (cold)	86.60% 181	6.70% 14	3.83% 8	1.44% 3	1.44% 3	209

Q3 Regardless of how often you use the parks system, how would you rate the importance of parks and open space to the Village's general quality of life?

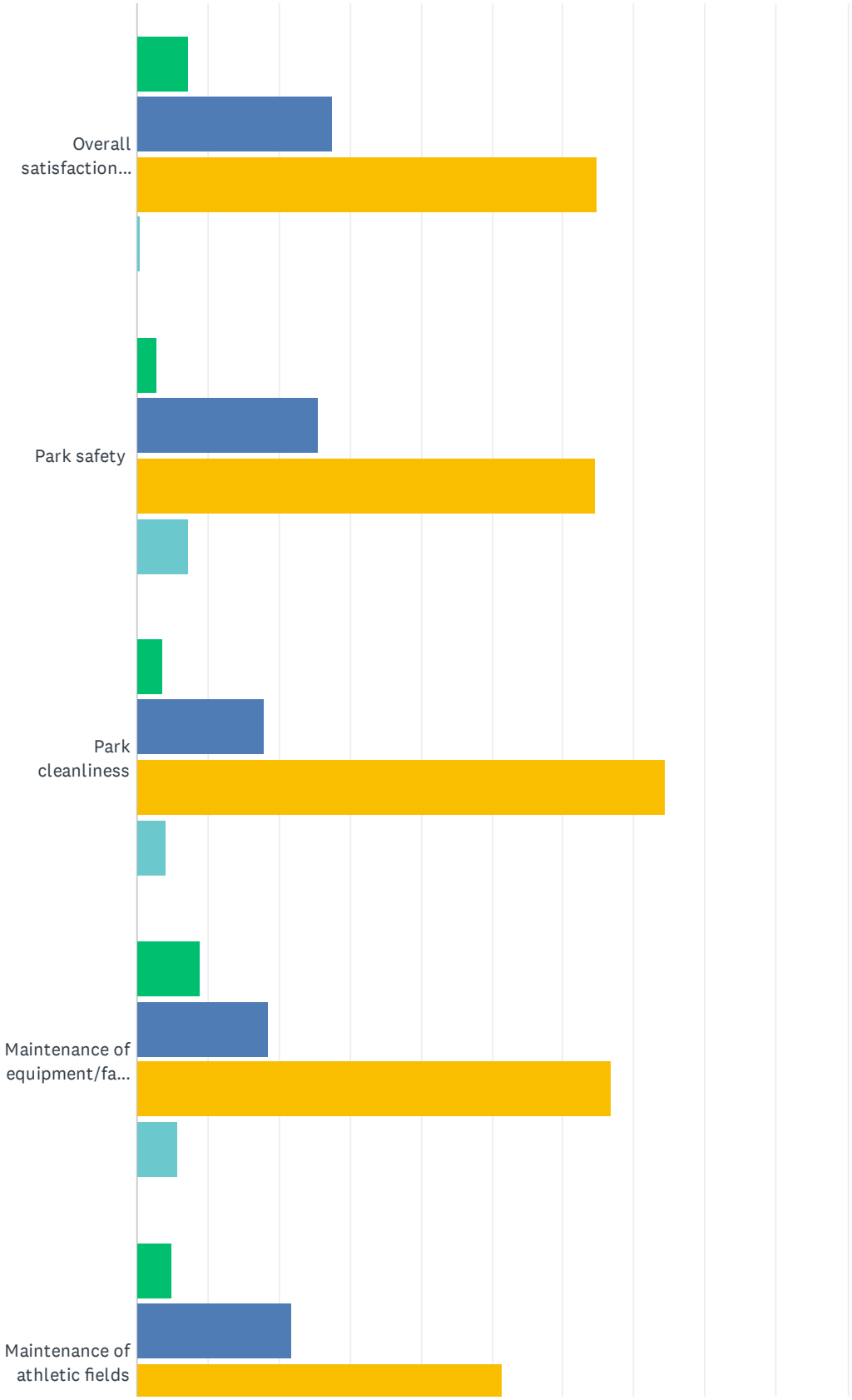
Answered: 225 Skipped: 5

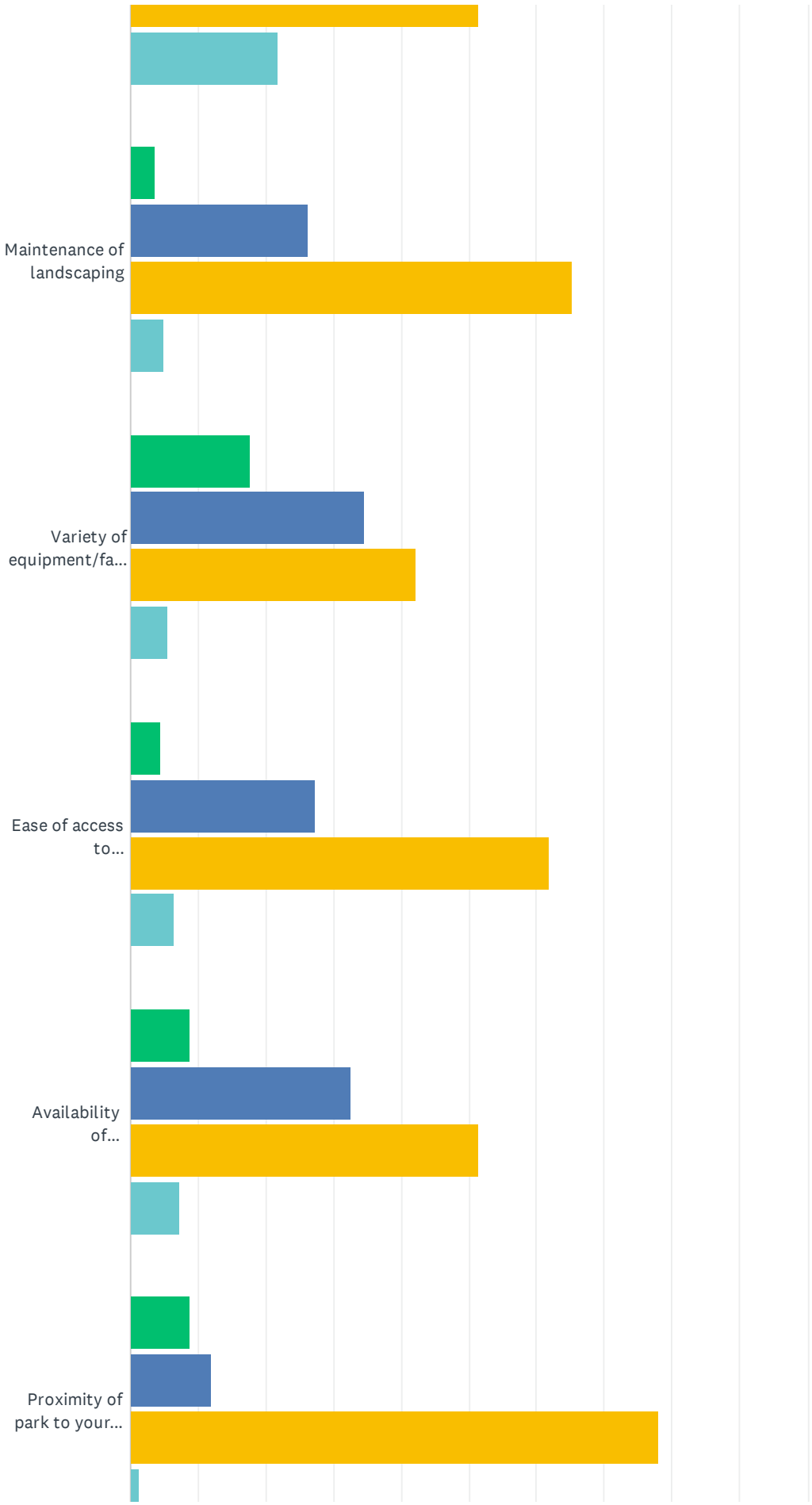


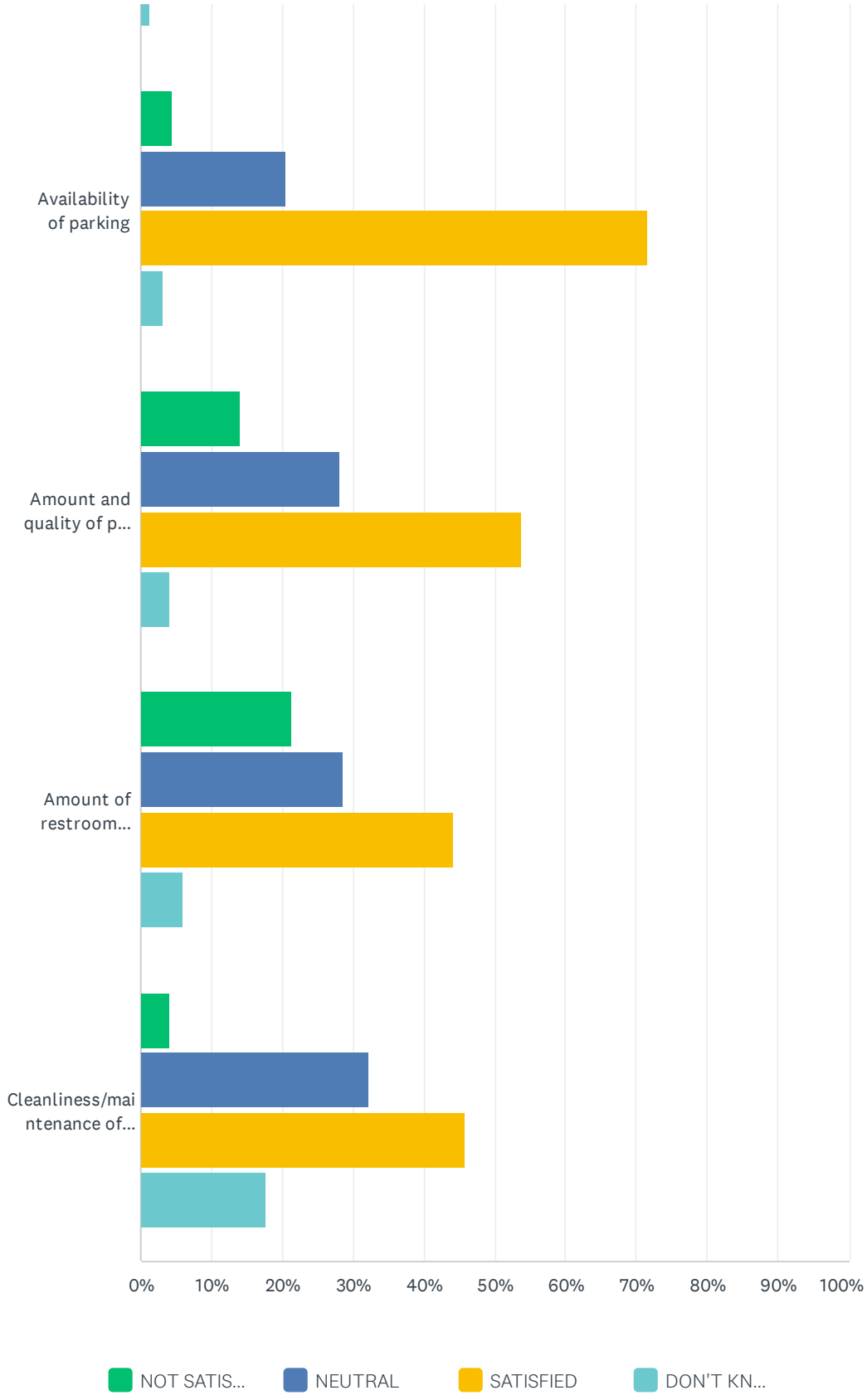
ANSWER CHOICES	RESPONSES	
Not important	0.44%	1
Slightly important	1.33%	3
Neutral	2.22%	5
Important	21.33%	48
Very important	74.67%	168
TOTAL		225

Q4 Please indicate your level of satisfaction with the following:

Answered: 223 Skipped: 7



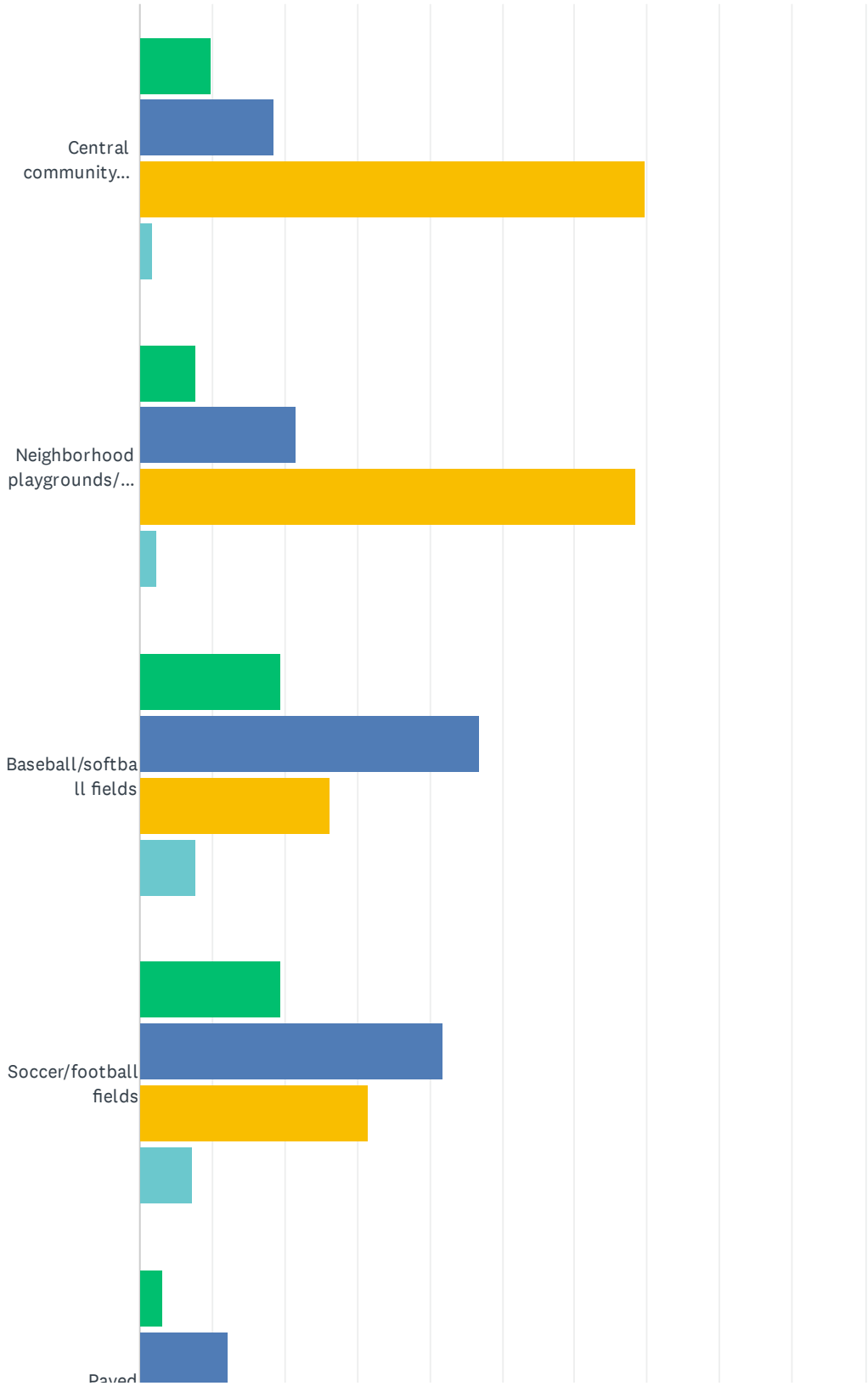

Maintenance of landscaping
Variety of equipment/fa...
Ease of access to...
Availability of...
Proximity of park to your...

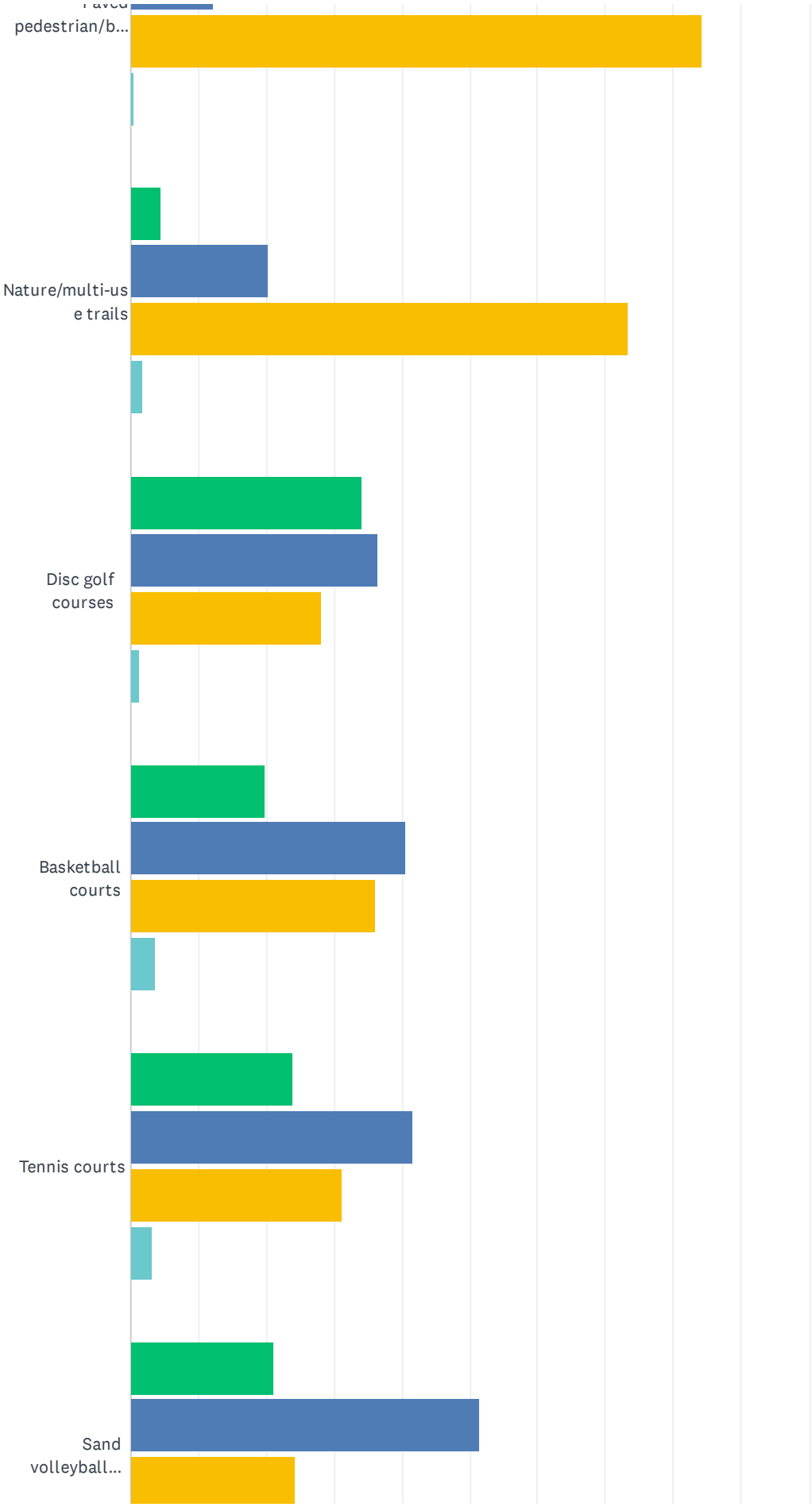

Availability of parking
Amount and quality of p...
Amount of restroom...
Cleanliness/maintenance of...
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
NOT SATIS...
NEUTRAL
SATISFIED
DON'T KN...

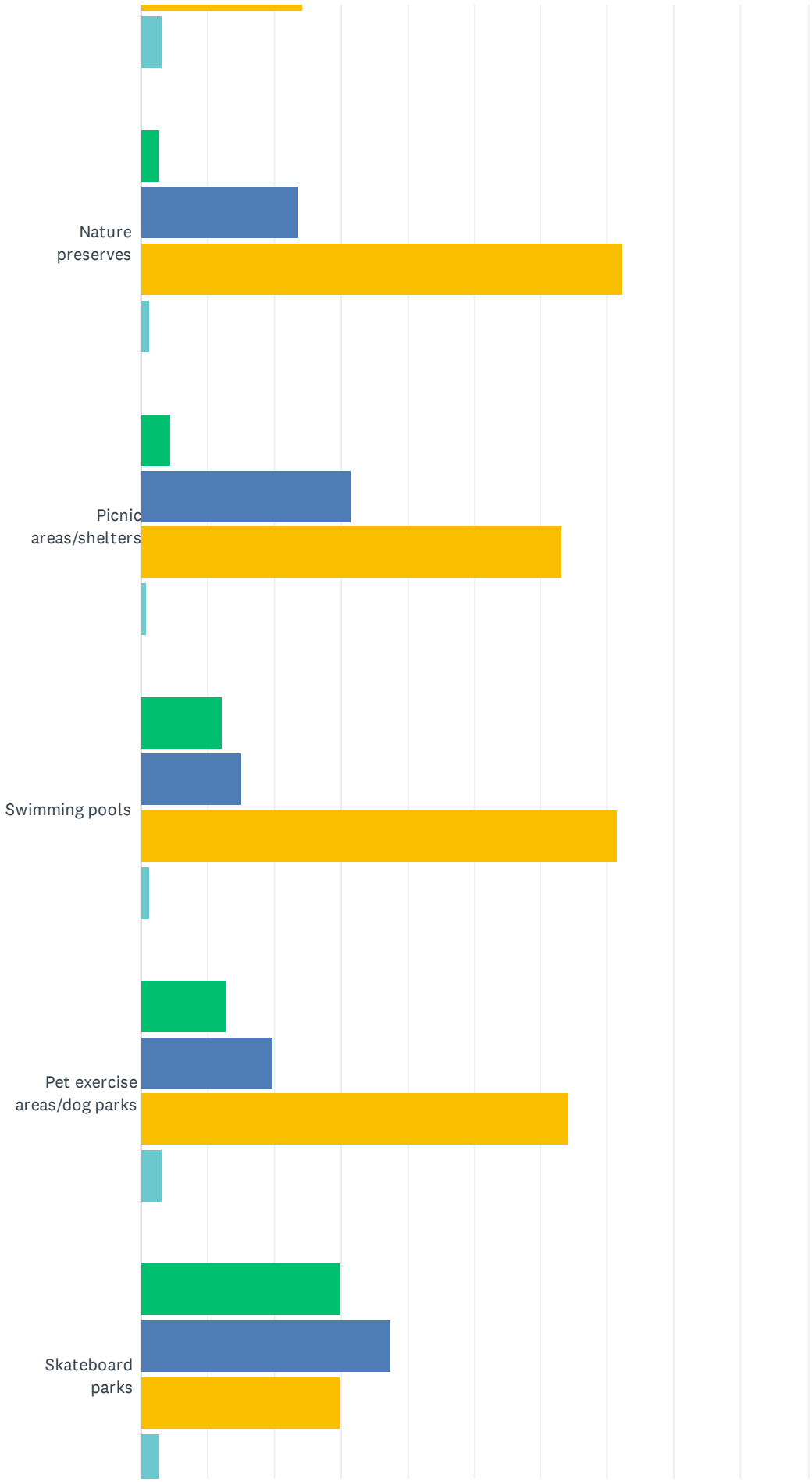
	NOT SATISFIED	NEUTRAL	SATISFIED	DON'T KNOW	TOTAL
Overall satisfaction with Village parks	7.21% 16	27.48% 61	64.86% 144	0.45% 1	222
Park safety	2.69% 6	25.56% 57	64.57% 144	7.17% 16	223
Park cleanliness	3.59% 8	17.94% 40	74.44% 166	4.04% 9	223
Maintenance of equipment/facilities	9.01% 20	18.47% 41	66.67% 148	5.86% 13	222
Maintenance of athletic fields	5.00% 11	21.82% 48	51.36% 113	21.82% 48	220
Maintenance of landscaping	3.62% 8	26.24% 58	65.16% 144	4.98% 11	221
Variety of equipment/facilities	17.73% 39	34.55% 76	42.27% 93	5.45% 12	220
Ease of access to equipment/facilities	4.55% 10	27.27% 60	61.82% 136	6.36% 14	220
Availability of equipment/facilities	8.64% 19	32.73% 72	51.36% 113	7.27% 16	220
Proximity of park to your home	8.68% 19	11.87% 26	78.08% 171	1.37% 3	219
Availability of parking	4.57% 10	20.55% 45	71.69% 157	3.20% 7	219
Amount and quality of park furnishings (tables, benches,etc.)	14.09% 31	28.18% 62	53.64% 118	4.09% 9	220
Amount of restroom facilities	21.36% 47	28.64% 63	44.09% 97	5.91% 13	220
Cleanliness/maintenance of restroom facilities	4.09% 9	32.27% 71	45.91% 101	17.73% 39	220

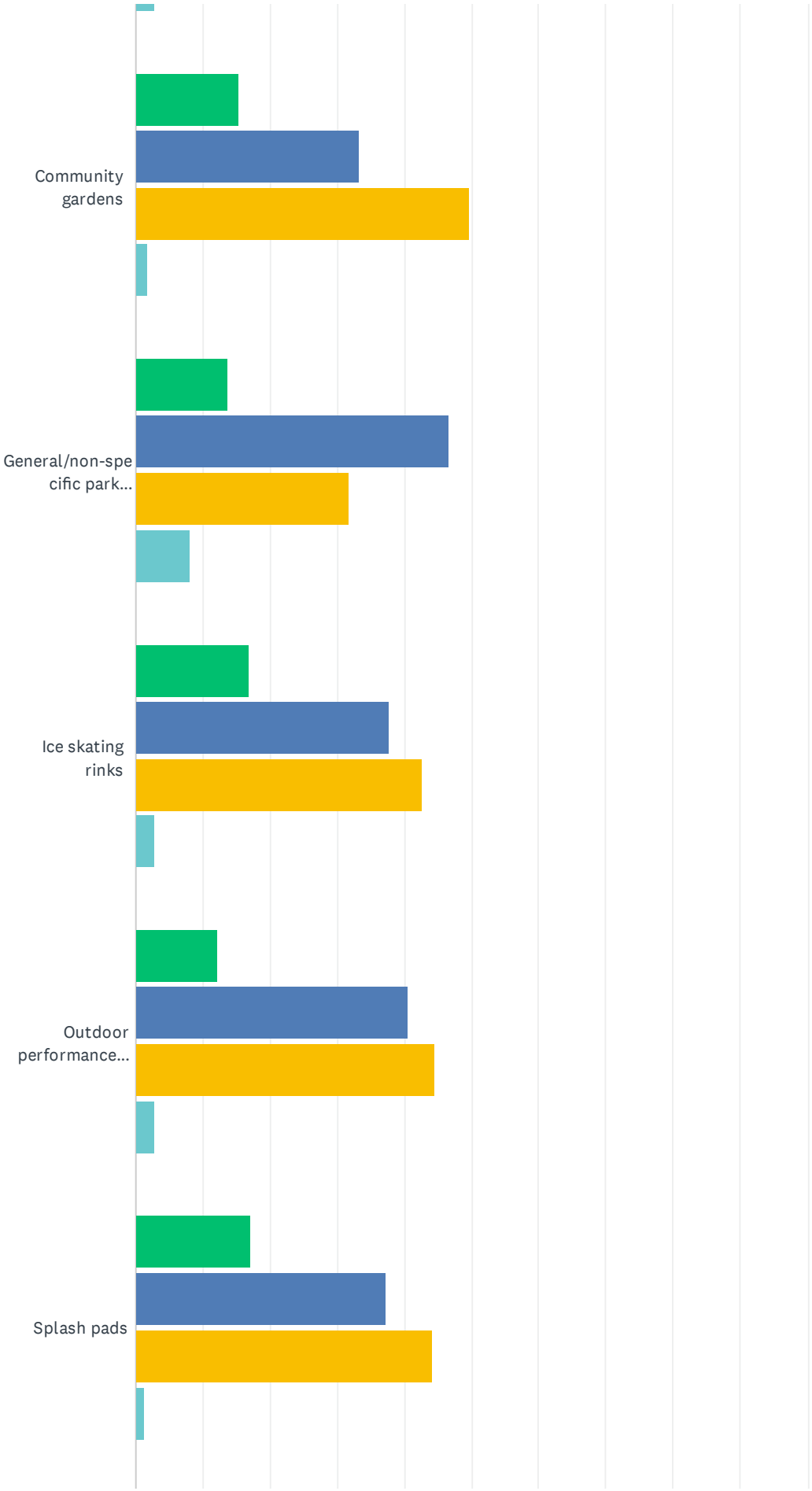
Q5 As the Village expands, how important do you believe it is for the Village to add, or increase, the number of the following types of facilities?

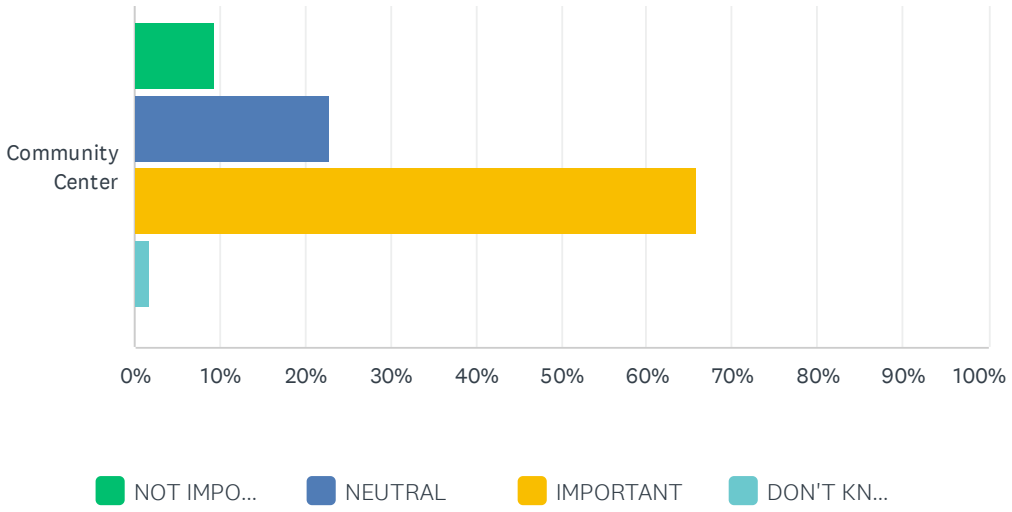
Answered: 227 Skipped: 3




Paved pedestrian/b...
Nature/multi-use trails
Disc golf courses
Basketball courts
Tennis courts
Sand volleyball...


Nature preserves
Picnic areas/shelters
Swimming pools
Pet exercise areas/dog parks
Skateboard parks

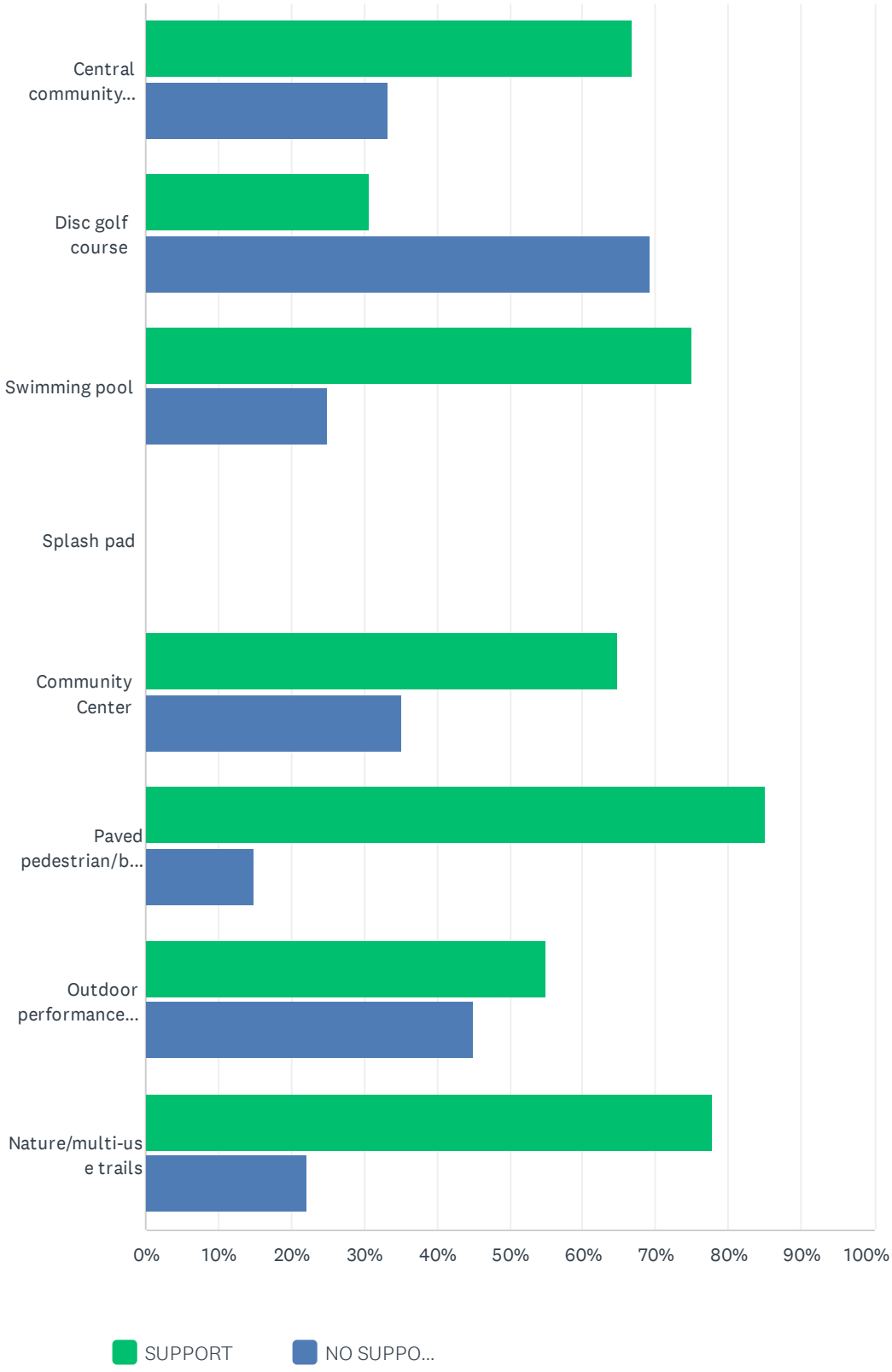

Community gardens
General/non-specific park...
Ice skating rinks
Outdoor performance...
Splash pads


Community Center
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
NOT IMPO...
NEUTRAL
IMPORTANT
DON'T KN...

	NOT IMPORTANT	NEUTRAL	IMPORTANT	DON'T KNOW	TOTAL	WEIGHTED AVERAGE
Central community gathering places/town squares/plazas	9.91% 22	18.47% 41	69.82% 155	1.80% 4	222	2.64
Neighborhood playgrounds/toddler parks	7.66% 17	21.62% 48	68.47% 152	2.25% 5	222	2.65
Baseball/softball fields	19.37% 43	46.85% 104	26.13% 58	7.66% 17	222	2.22
Soccer/football fields	19.37% 43	41.89% 93	31.53% 70	7.21% 16	222	2.27
Paved pedestrian/bicycle paths	3.14% 7	12.11% 27	84.30% 188	0.45% 1	223	2.82
Nature/multi-use trails	4.50% 10	20.27% 45	73.42% 163	1.80% 4	222	2.73
Disc golf courses	34.09% 75	36.36% 80	28.18% 62	1.36% 3	220	1.97
Basketball courts	19.82% 44	40.54% 90	36.04% 80	3.60% 8	222	2.23
Tennis courts	23.98% 53	41.63% 92	31.22% 69	3.17% 7	221	2.14
Sand volleyball courts	21.17% 47	51.35% 114	24.32% 54	3.15% 7	222	2.09
Nature preserves	2.69% 6	23.77% 53	72.20% 161	1.35% 3	223	2.72
Picnic areas/shelters	4.50% 10	31.53% 70	63.06% 140	0.90% 2	222	2.60
Swimming pools	12.05% 27	15.18% 34	71.43% 160	1.34% 3	224	2.62
Pet exercise areas/dog parks	12.83% 29	19.91% 45	64.16% 145	3.10% 7	226	2.58
Skateboard parks	29.91% 67	37.50% 84	29.91% 67	2.68% 6	224	2.05
Community gardens	15.25% 34	33.18% 74	49.78% 111	1.79% 4	223	2.38
General/non-specific park areas	13.57% 30	46.61% 103	31.67% 70	8.14% 18	221	2.34
Ice skating rinks	16.89% 38	37.78% 85	42.67% 96	2.67% 6	225	2.31
Outdoor performance venues	12.16% 27	40.54% 90	44.59% 99	2.70% 6	222	2.38
Splash pads	17.12% 38	37.39% 83	44.14% 98	1.35% 3	222	2.30
Community Center	9.42% 21	22.87% 51	65.92% 147	1.79% 4	223	2.60

Q6 Which of the following amenities would you support even if the construction of it required an increase in taxes?

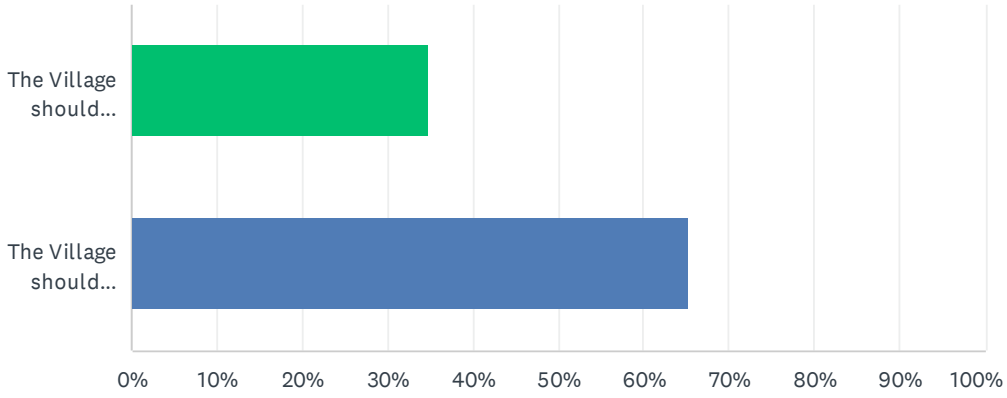
Answered: 226 Skipped: 4


Central community...
Disc golf course
Swimming pool
Splash pad
Community Center
Paved pedestrian/b...
Outdoor performance...
Nature/multi-use trails
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
SUPPORT
NO SUPPO...

	SUPPORT	NO SUPPORT	TOTAL
Central community gathering places/town squares/plazas	66.82% 147	33.18% 73	220
Disc golf course	30.80% 69	69.20% 155	224
Swimming pool	75.11% 169	24.89% 56	225
Splash pad	0.00% 0	0.00% 0	0
Community Center	64.86% 144	35.14% 78	222
Paved pedestrian/bicycle paths	85.14% 189	14.86% 33	222
Outdoor performance venue	54.95% 122	45.05% 100	222
Nature/multi-use trails	77.93% 173	22.07% 49	222

Q7 Which of the following best matches your opinion regarding the Village's park system?

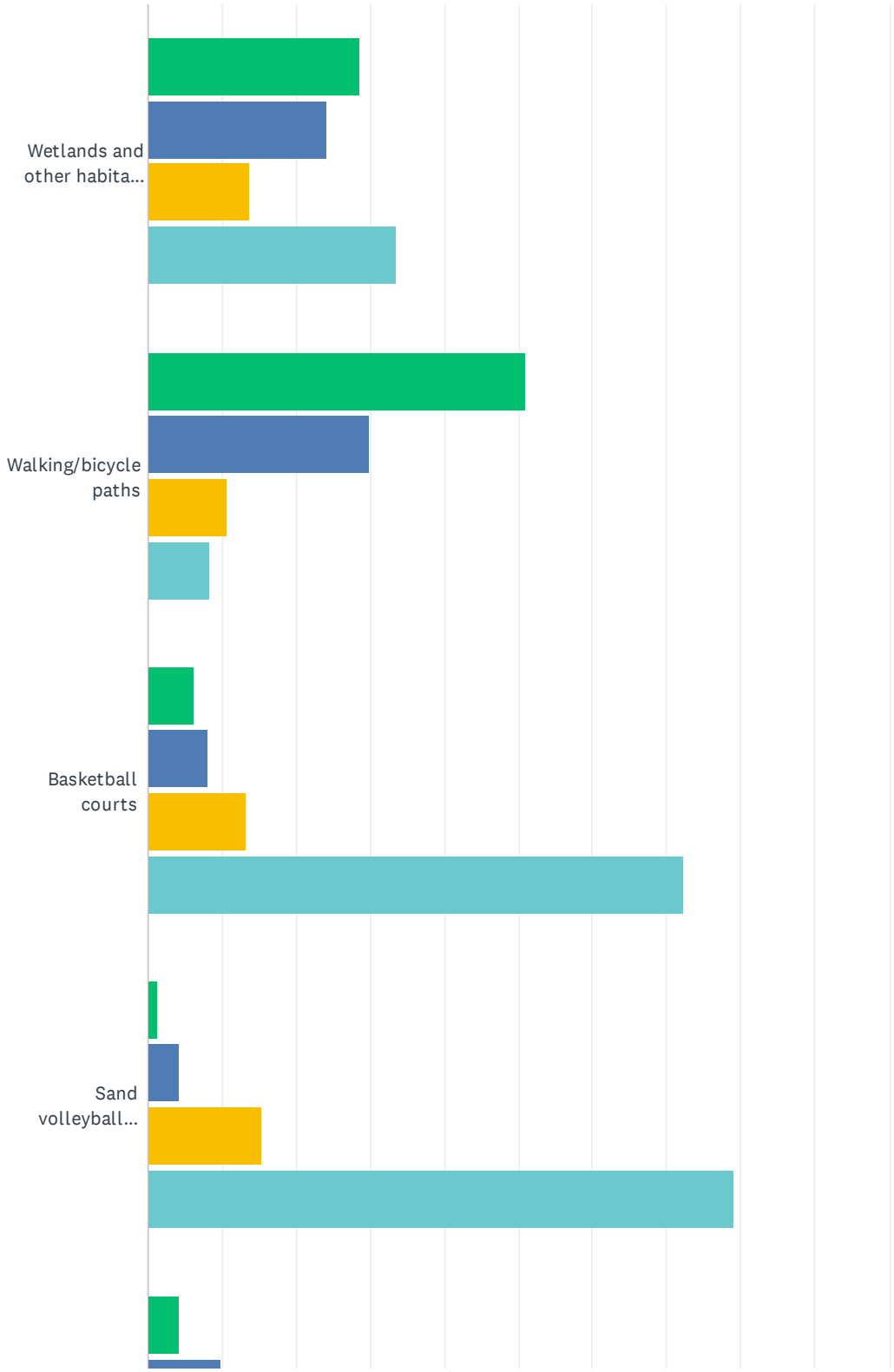
Answered: 219 Skipped: 11

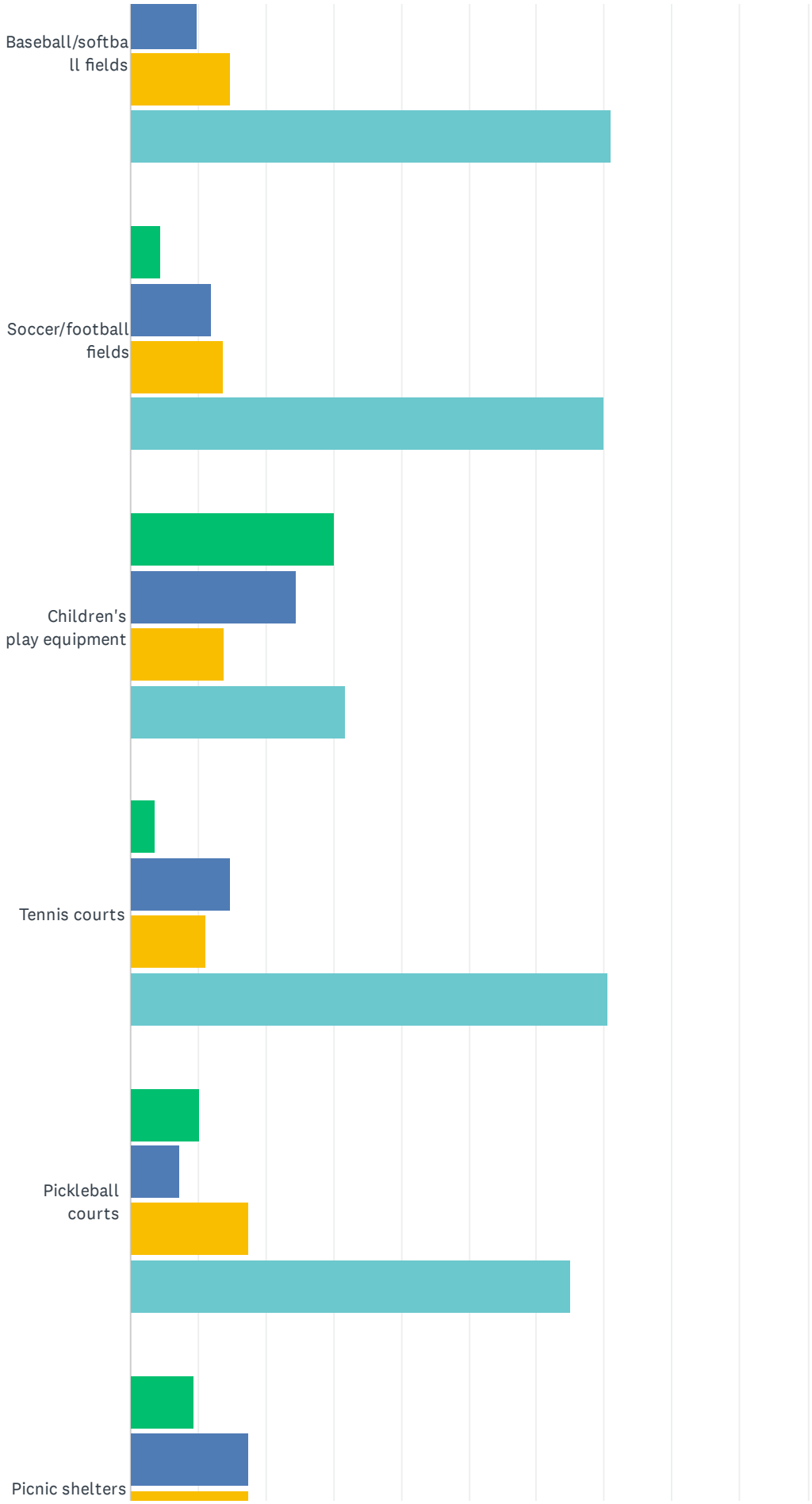


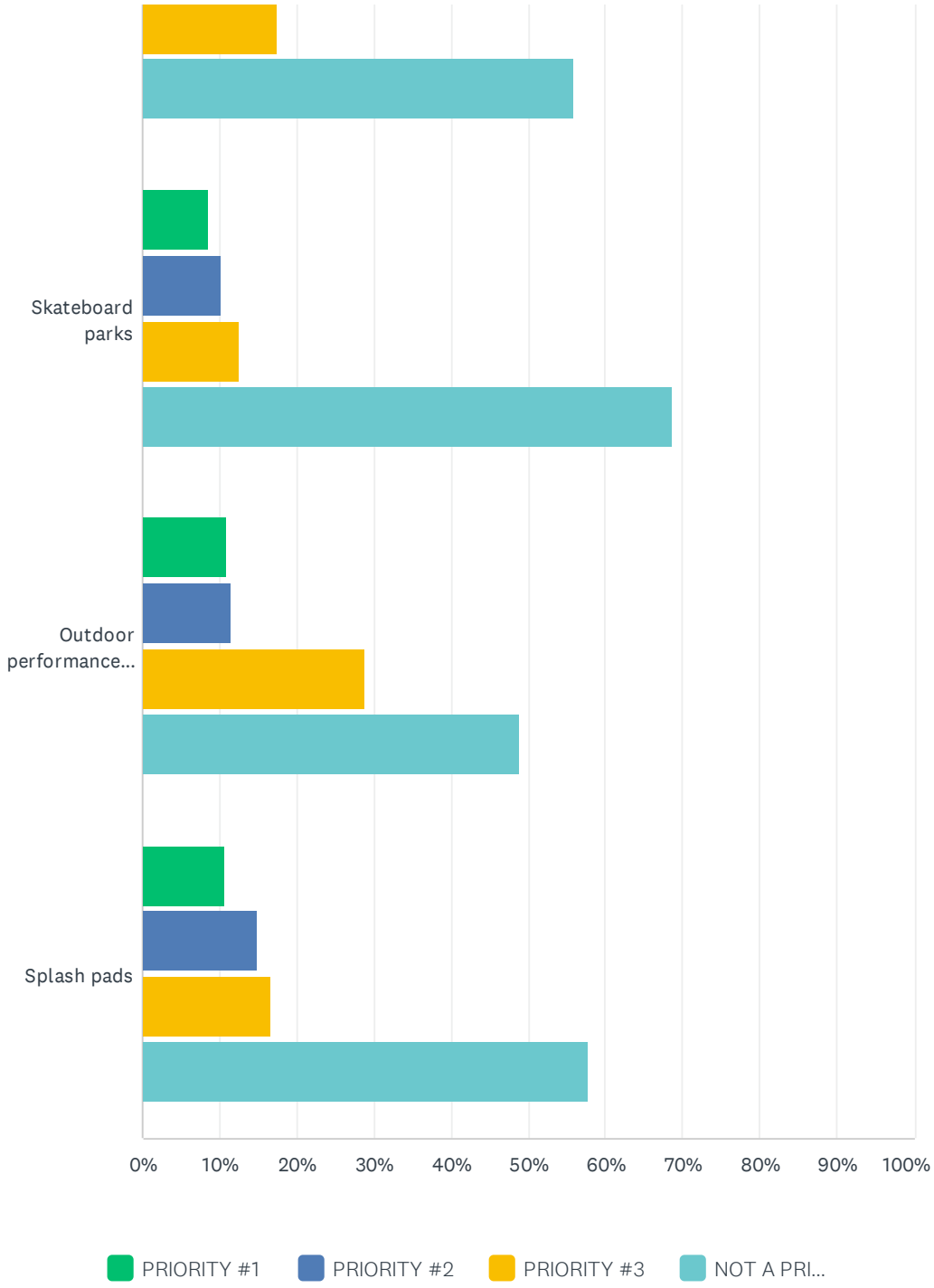
ANSWER CHOICES	RESPONSES	
The Village should prioritize the development of new parks.	34.70%	76
The Village should prioritize the enhancement of existing parks.	65.30%	143
TOTAL		219

Q8 As the Village moves forward with its plans to build new parks, priorities must be established. Please indicate your top three priorities based on the expected use by you or members of your household.

Answered: 226 Skipped: 4



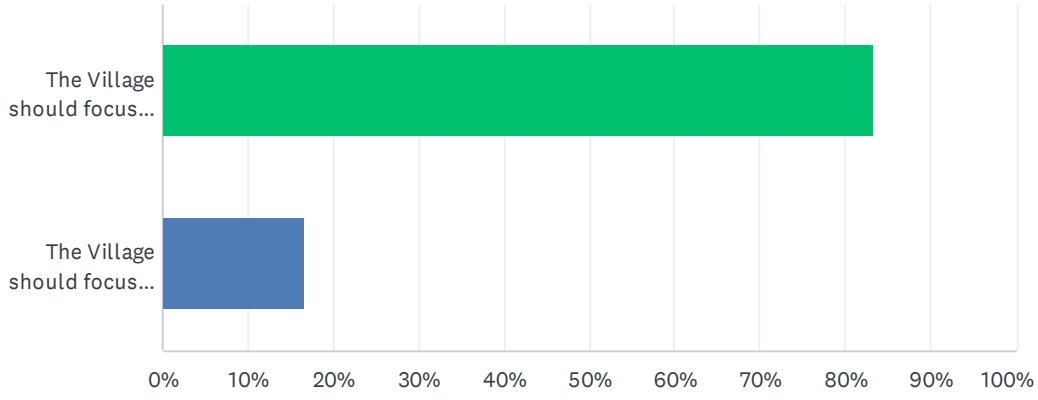

Baseball/softball fields
Soccer/football fields
Children's play equipment
Tennis courts
Pickleball courts
Picnic shelters


Skateboard parks
Outdoor performance...
Splash pads
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
PRIORITY #1
PRIORITY #2
PRIORITY #3
NOT A PRI...

	PRIORITY #1	PRIORITY #2	PRIORITY #3	NOT A PRIORITY	TOTAL
Wetlands and other habitat preserves	28.57% 52	24.18% 44	13.74% 25	33.52% 61	182
Walking/bicycle paths	50.93% 109	29.91% 64	10.75% 23	8.41% 18	214
Basketball courts	6.29% 10	8.18% 13	13.21% 21	72.33% 115	159
Sand volleyball courts	1.23% 2	4.32% 7	15.43% 25	79.01% 128	162
Baseball/softball fields	4.32% 7	9.88% 16	14.81% 24	70.99% 115	162
Soccer/football fields	4.38% 7	11.88% 19	13.75% 22	70.00% 112	160
Children's play equipment	30.00% 54	24.44% 44	13.89% 25	31.67% 57	180
Tennis courts	3.68% 6	14.72% 24	11.04% 18	70.55% 115	163
Pickleball courts	10.24% 17	7.23% 12	17.47% 29	65.06% 108	166
Picnic shelters	9.32% 15	17.39% 28	17.39% 28	55.90% 90	161
Skateboard parks	8.43% 14	10.24% 17	12.65% 21	68.67% 114	166
Outdoor performance venues	10.92% 19	11.49% 20	28.74% 50	48.85% 85	174
Splash pads	10.71% 18	14.88% 25	16.67% 28	57.74% 97	168

Q9 Which of the following approaches to developing the Village's park system more closely matches your opinion?

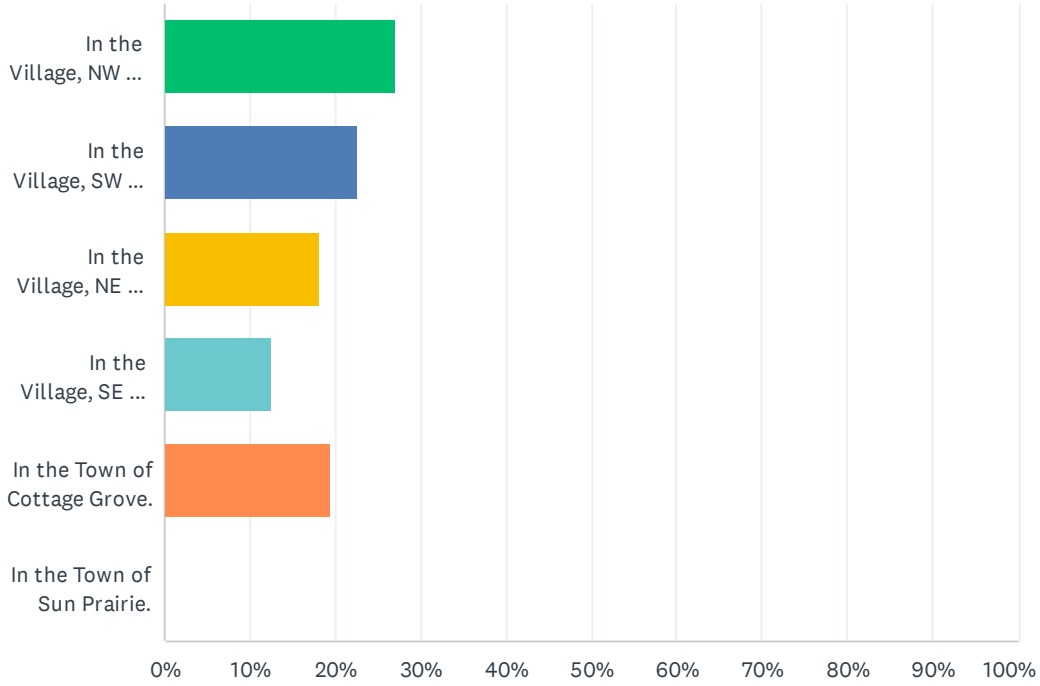
Answered: 223 Skipped: 7



ANSWER CHOICES	RESPONSES	
The Village should focus on providing a variety of amenities to support the varied needs of the residents.	83.41%	186
The Village should focus on providing a more limited variety of amenities in sufficient numbers that the Village could host regional events.	16.59%	37
TOTAL		223

Q10 Please indicate where you reside:

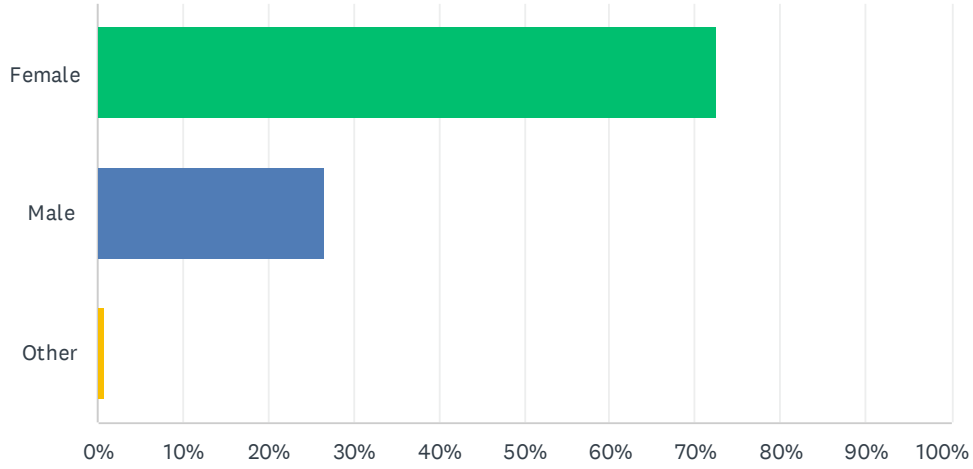
Answered: 221 Skipped: 9



ANSWER CHOICES	RESPONSES	
In the Village, NW of the N & BB intersection.	27.15%	60
In the Village, SW of the N & BB intersection.	22.62%	50
In the Village, NE of the N & BB intersection.	18.10%	40
In the Village, SE of the N & BB intersection.	12.67%	28
In the Town of Cottage Grove.	19.46%	43
In the Town of Sun Prairie.	0.00%	0
TOTAL		221

Q11 Please indicate your gender:

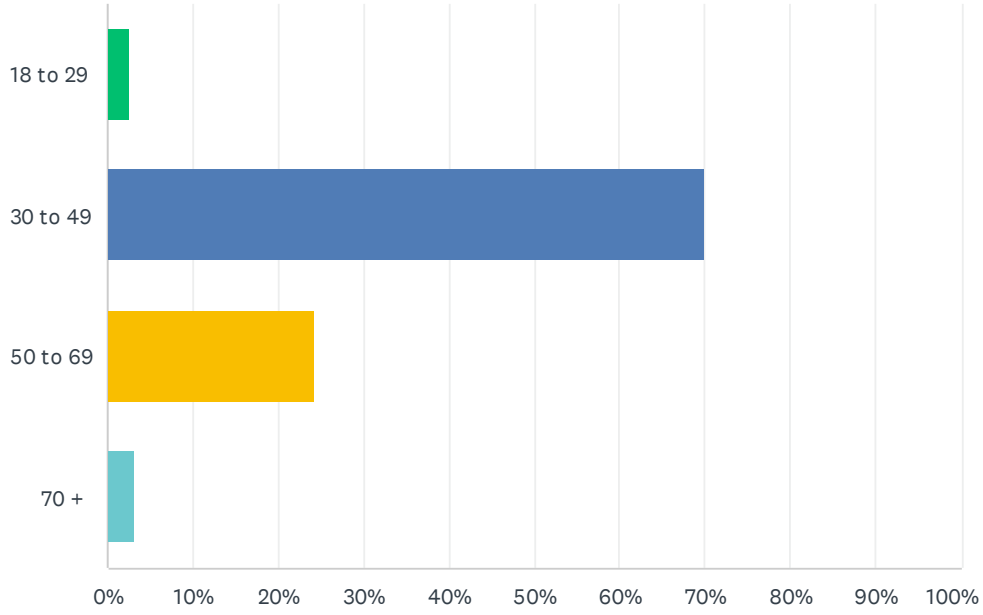
Answered: 225 Skipped: 5



ANSWER CHOICES	RESPONSES	
Female	72.44%	163
Male	26.67%	60
Other	0.89%	2
TOTAL		225

Q12 Please indicate your age:

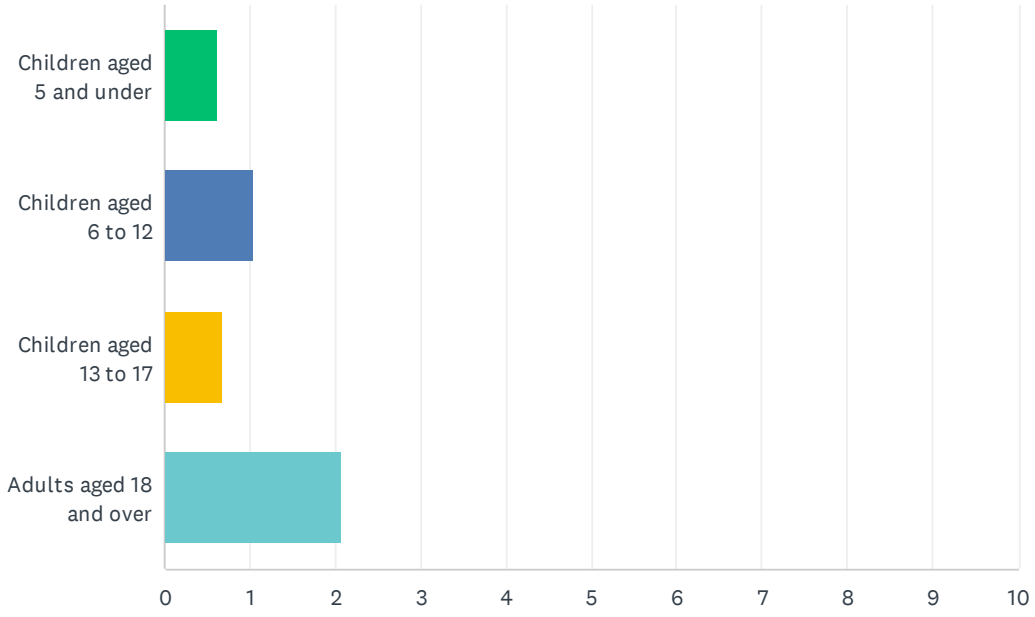
Answered: 226 Skipped: 4



ANSWER CHOICES	RESPONSES	
18 to 29	2.65%	6
30 to 49	69.91%	158
50 to 69	24.34%	55
70 +	3.10%	7
TOTAL		226

Q13 Please indicate the number of people in your household within the following age ranges:

Answered: 217 Skipped: 13



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
Children aged 5 and under	1	96	157
Children aged 6 to 12	1	176	168
Children aged 13 to 17	1	93	137
Adults aged 18 and over	2	410	198
Total Respondents: 217			

STAFF REPORT

MEMO DATE:	February 11, 2021
MEETING DATE:	**FEBRUARY 18, 2021**
TO:	Village of Cottage Grove Park, Rec, & Forestry Committee
CC:	Sean Brusegar – Village Parks Director Lisa Kalata – Village Clerk
FROM:	Erin Ruth, AICP – Village Planning Director
RE:	**Park Fees**

BACKGROUND

The intent of this memo is to continue the discussion regarding the restructuring of park fees.

OVERVIEW

Staff recommends that park fees for multi-family development be adjusted such that the fees are assigned on a per bedroom basis. Staff further recommends that fees are streamlined by combining park improvement and park development fees (which are due at different points in the process) into one fee due upon application for a building permit. Finally, staff recommends adjusting fees for certain senior or affordable housing units.

For the sake of comparison, the current park fee structure is as follows:

- Park development fee: $600 per unit, regardless of unit size or type, due as each phase of a subdivision is released.
- Park improvement fee: $1,500 per unit, regardless of unit size or type, due prior to issuing a building permit.
- Fee in lieu of parkland dedication: developer must dedicate 0.067 acres of park land per unit, regardless of unit size or type, or pay a fee of $2,784 per unit, regardless of unit size or type, due as each phase of a subdivision is released.

For further comparison a table showing park fees in comparable communities is attached.

The following fee structure is proposed:

- Park development fee, due as each phase of a subdivision is released, is to be eliminated.

- Park improvement fee for a single-family home, due prior to issuing a building permit, shall be raised to $2,100 (equaling the previous fees in combination).

- Park improvement fee for a multi-family (including duplexes, townhomes, etc.) unit, other than those described below, shall be $525 for a studio or $525 per bedroom up to four bedrooms ($525 for a 1-bedroom; $1,050 for a 2-bedroom; $1,575 for a 3-bedroom; or $2,100 for a 4 or more bedroom unit, due prior to issuing a building permit).

- The parkland dedication rate of 0.067 acres remains for all units regardless of size. The fee in lieu of parkland dedication for a typical multi-family unit shall be reduced to 75% of the fee required for a single-family unit ($2,088 per unit), due as each phase of subdivision is released. If the number of multi-family units cannot be determined as phases are released, multi-family fees may be paid prior to issuing a building permit.

- The fee in lieu of parkland dedication for an affordable multi-family unit (must show an obligation to remain affordable relative to median rent for at least 30 years, such as participation in WHEDA tax credit programs) shall be reduced to 50% of the fee required for a single-family unit ($1,392 per unit), due as each phase of subdivision is released. If the number of multi-family units cannot be determined as phases are released, multi-family fees may be paid prior to issuing a building permit.

- The fee in lieu of parkland dedication for a licensed assisted-living unit shall be reduced to 50% of the fee required for a single-family unit ($1,392 per unit), due as each phase of subdivision is released. If the number of multi-family units cannot be determined as phases are released, multi-family fees may be paid prior to issuing a building permit.

- There shall be no park fees for licensed memory care or nursing home facilities.

- The Village Board may consider credits to the developer for providing private recreational amenities.

STAFF RECOMMENDATION

Staff is seeking approval of the proposed changes as shown above or as modified by the Parks & Recreation Committee. If approved, staff will draft the ordinance amendments needed to implement the changes for subsequent approval by the Village Board and Plan Commission (if needed).

Community	Population	Single Family Fee	Fee In Lieu Of	Other Park Fees?	Multi Family Adjust	Size of Unit Adjust	Senior Restricted	Affordable	PUD	When are Fees Due?
Verona	13,512	$300/Bedroom	$2,450 Single $1,700 Multi	Commercial $1,000 per developed acre	$1,700	Based on # of Bedrooms	No	No	No	Developer - Plat Approval Development - with building permits
Cross Plains	4,464	$1,561.93	$2,676.09	Conservation Land Dedication: $804.38	Per dwelling unit	No	No	No	Negotiated with each PUD	When permits are taken out
Waunakee	14,286	$2,438.72	$1,773 Single $1,182 Multi	Group quarters: $812.91						
Sun Prairie	36,084	$1,501.00	$2,078.00	No	Per dwelling unit	Per dwelling unit	50% discount	Negotiated	No	When permits are taken out
Stoughton	13,014	$2,293.00	$5,758.00	Group quarters: $825 Fee In Lieu: $2,071	Multi $1,592 $3,998 Fee In Lieu Of	No	No	No	No	When permits are taken out
Middleton	21,018									
McFarland	8,840 (2018)	$1,482.12	$3,966.36	Group quarters: $666.25 park imp.; $1,513.88 fee in lieu	$990.38 park imp.; $2,755.26 fee in lieu					
Fitchburg	30,170 (2018)	$670.00	$4,330.00	Park imp. - duplex: $335/unit	Park imp., MF: $160/unit					Plat approval
Deforest	10,551 (2018)	$3,308.00	$3,308.00 Res, $2,468.00 Multi	Park Improvement Fee: $1,739 Residnetial $1,308 Multi Family	$2,468.00	No	No	No	No	When permits are taken out
Cottage Grove (current)	6,716 (2020)	$1,500 park imp.; $600 park dev. per unit	$2,784 per unit		No	No	Negotiable	No	Negotiable	Fee in lieu and park dev. at dev. Agreement; park imp. at build. Permit
Cottage Grove (proposed)		$2,100 park imp.	$2,784 per SF unit		Park imp. Fee: $525 for studio or per BR up to 4 BR; Fee in lieu: $2,088 per unit		Fee in lieu for assisted living: $1,392 per unit; no park fees for memory care or nursing home	Fee in lieu: $1,392 per affordable unit	Only potential credit for private amenities	Park improvement fee at building permit; Fee in lieu at developer agreemement (or building permit for MF)

EHLERS
PUBLIC FINANCE ADVISORS

Cottage Grove Impact Fee Study Presentation

Village Board Meeting

March 2nd, 2026

Impact Fees Precursor

Jon is building a new



Kristin is transforming a vacant building into a restaurant.





These projects increase demands on services New Richmond provides (*i.e. utilities, infrastructure, parks & recreation,*





Jon and Kristin pay one-time impact fees to pay their share to maintain the quality of services and amenities for all residents, customers and businesses.



Impact fees supplement local program funds, and the City completes improvements and/or additions to services and amenities.





EHLERS
PUBLIC FINANCE ADVISORS

What Are Impact Fees?

- What is an impact fee?
  - ✓ A charge to new development for future public improvements
- What can impact fees be used for?
  - ✓ Legal, engineering, design, land acquisition & construction expenses

- Water facilities
- Sewer facilities
- Storm facilities
- Parks, Playgrounds and land for athletic fields
- Highways and transportation facilities
- Traffic control devices
- Solid waste and recycling facilities
- Fire protection facilities
- Law enforcement facilities
- EMS facilities
- Libraries

EHLERS
PUBLIC FINANCE ADVISORS

What Are Impact Fees?

- What impact fees cannot be used for:
  - ✓ Cannot use for anything not specifically listed in the Statute
  - ✓ City, Village or Town Halls
  - ✓ Facilities owned by a school district
  - ✓ Vehicles (Fire truck)

Impact Fee Process and Administration

- Public Facilities Needs Assessment
  - ✓ Inventory of existing facilities
  - ✓ Identification of new, improved or expanded costs by type
  - ✓ Deficiency/growth analysis to determine impact fee share of facility costs
  - ✓ Impact of fees on affordable housing

•Study placed on file for 20-day period in office of Clerk

•Impact Fee ordinance prepared and public hearing held after 20-day period is over

EHLERS
PUBLIC FINANCE ADVISORS

General Impact Fee Info

- **What projects should be included?**
  - ✓ Capital Improvement Plan is the primary document used in Needs Assessment.
  - ✓ Projects with a high probability to occur in the next 3-5 years are typically included.
- **Do impact fees need to be used within a certain period of time?**
  - ✓ Yes, impact fees need to be used within 8 years from collection.
- **How often should impact fees be evaluated/updated?**
  - ✓ Impact fees collected and used should be reviewed on an ongoing basis.
  - ✓ Needs Assessments (updated study) is recommended every 3-5 years based upon growth and development.

Law Enforcement Impact Fee

- Village to construct approx. 27,500 sq. feet stand alone facility
- Current estimated cost of approximately $14,663,044 (cost less funds on hand and grants)
- Impact fee study identifies 52% of the facility as allocable to new growth and recoverable through an impact fee
- Recommended impact fee:
  - ✓ $2,158 per single-family home
  - ✓ $1,439 per multi-family dwelling unit
  - ✓ $.087 per square foot for office/industrial development
  - ✓ $1.08 per square foot for commercial development

Law Enforcement Impact Fee Explained

Building Area - Sworn/General	Existing Space (SF)	New Facility Space (SF)	2045 Estimated Staff Level	2045 Standard SF per Employee	Required 2025 Facilities Area	Surplus/ (Deficiency)	Deficiency %	Growth %
Law Enforcement Facility Space	8,333	21,857	52	420.33	10,508			
Garage Space	4,000	5,643	17	331.94	2,987			
Total Space	12,333	27,500	52	528.85	13,221	(888)	48%	52%

Project	Estimated Cost[1]	Deficiency Share	Growth Share	Deficiency Share	Growth Share
Police Facility Construction	14,663,044	48.08%	51.92%	7,049,592	7,613,452
Total Costs	14,663,044	48.08%	51.92%	7,049,592	7,613,452

Notes:

1. Construction costs were provided by the Village of Cottage Grove. The current cost is $15,632,861 less funds on hand and grants of $969,817 to equal $14,663,044.

EHLERS
PUBLIC FINANCE ADVISORS

Water Impact Fee Facilities and Calc.

Well #5 Facility

Facility Description	Pumping Capacity (gpm)	Average Day Capacity (Gal/day)	Cost Estimate	Growth (Impact Fee Portion)	Deficiency	Impact Fee Portion	Deficiency Portion
Well #5	1000	480,000	$4,550,000	100%	0%	$4,550,000	$0

Water Main Oversizing Component

Facility Description	Total Linear Feet	Cost Estimate	Growth (Impact Fee Portion)	Deficiency	Impact Fee Portion	Deficiency Portion
Parkview - 10" Upsizing	1,300	$65,000	61%	39%	$39,784	$25,216
Pine Meadow Farms - 12" Upsizing	3,300	$247,500	61%	39%	$151,487	$96,013
East Vilas Extension - 16" Upsizing	1,500	$187,500	61%	39%	$114,763	$72,737
Total Water Main Oversizing		$500,000			$306,034	$193,966

Note:
1. Deficiency percentage is taken by dividing existing maximum day capacity by the estimated 2040 maximum day capacity as caclulated in the 2022 Utility Master Plan perfromed by Strand Associates.

EHLERS
PUBLIC FINANCE ADVISORS

Water Impact Fee Calculation

Well 5 Impact Fee Calculation	
Definition of Residential Equivalent Unit (REU) - Gallons per Day	150
Annual Definition of REU (Gal)	54,750
Total REUs Capacity - Well 5 (Avg Day Capacity*365/Annual REU Definition)	3,200
Impact Fee Eligible Cost	$4,550,000
Impact Fee per REU	**$1,422**
Water Main Oversizing Impact Fee Eligible Costs	$306,034
Total REUs of Capacity	3,200
Impact Fee per REU	**$96.00**
Total Water Impact Fee Per REU (Well and Oversizing)	**$1,518**

EHLERS
PUBLIC FINANCE ADVISORS

Recommended Water Impact Fee

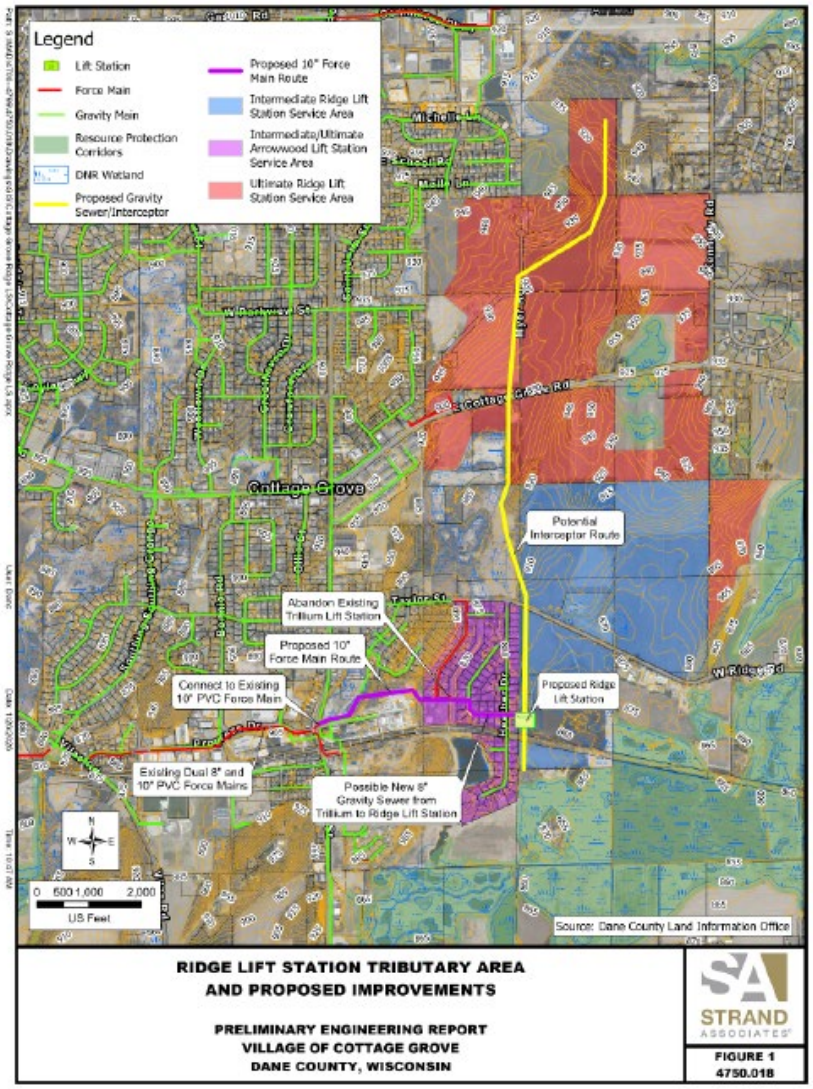
Meter Size	Equivalency Factor	Recommended Impact Fee
5/8"	1.00	$1,518
3/4"	1.00	$1,518
1"	1.53	$2,329
1 1/4"	2.11	$3,202
1 1/2"	2.69	$4,076
2"	4.22	$6,406
3"	6.14	$9,316
4"	8.66	$13,152
6"	15.87	$24,092
8"	24.47	$37,152
10"	35.85	$54,426
12"	47.23	$71,699

EHLERS
PUBLIC FINANCE ADVISORS

Sewer Impact Fee

- Impact Fee to recover a portion of the Ridge Lift Station and Interceptor Project & the oversizing component of the East Vilas sewer extension project
- The Ridge Lift Station Project is recoverable from specific, benefitting areas of the Village
- The East Vilas sewer extension project is recoverable from all new development in the Village

Ridge Lift Station and Interceptor Impact Fee Zone Area



EHLERS
PUBLIC FINANCE ADVISORS

Sewer Impact Fee Calculation

Ridge Lift Station and Interceptor Project	
Total Project Cost Estimate	$7,212,800
Lift Station Capacity (gpm)	332
Average Day Capacity (gpd)	478,080
Growth (Impact Fee Percentage)	93%
Deficiency Percentage	7%
Growth (Impact Fee Cost)	$6,707,904
Deficiency Cost	$504,896
REU Definition (gal/day)	150
REU Definition - Annual (gal)	54,750
Lift Station total REUs of Capacity	3,187
Growth Share of REUs	2,964
Impact Fee per REU	**$2,263**

Sewer Main Oversizing Component	
East Vilas Extension Project	
Project Cost Estimate (1,500 Linear Feet)	$150,000
REUs Served	500
Impact Fee per REU	**$300**

EHLERS
PUBLIC FINANCE ADVISORS

Recommended Sewer Impact Fees

Ridge Lift Station and Interceptor Project

Meter Size	Equivalency Factor	Recommended Impact Fee
5/8"	1.00	$2,263
3/4"	1.00	$2,263
1"	1.53	$3,473
1 1/4"	2.11	$4,774
1 1/2"	2.69	$6,077
2"	4.22	$9,549
3"	6.14	$13,888
4"	8.66	$19,606
6"	15.87	$35,915
8"	24.47	$55,385
10"	35.85	$81,136
12"	47.23	$106,888

Sewer Main Oversizing

Meter Size	Equivalency Factor	Recommended Impact Fee
5/8"	1.00	$300
3/4"	1.00	$300
1"	1.53	$460
1 1/4"	2.11	$633
1 1/2"	2.69	$806
2"	4.22	$1,266
3"	6.14	$1,841
4"	8.66	$2,599
6"	15.87	$4,761
8"	24.47	$7,342
10"	35.85	$10,756
12"	47.23	$14,170

Total Sewer Impact Fee

Meter Size	Recommended Impact Fee
5/8"	$2,563
3/4"	$2,563
1"	$3,933
1 1/4"	$5,407
1 1/2"	$6,883
2"	$10,815
3"	$15,729
4"	$22,205
6"	$40,676
8"	$62,727
10"	$91,892
12"	$121,058

Summary of Recommended Impact Fees per Single-Family Home

- Law Enforcement - $2,158
- Water - $1,518
- Sewer* - $2,563
- **Total** **$6,239**

*(includes Ridge Lift Station and East Vilas Rd extension)

EHLERS
PUBLIC FINANCE ADVISORS

Effect of Impact Fees on Housing Affordability

"Affordable House"	$450,000

Amount Financed [1]

No Impact Fee	$405,000
Existing Impact Fees	$408,270
Proposed Impact Fees	$411,239

Monthly Mortgage Payments [2]

		Additional Monthly Cost
No Impact Fee	$3,298	$0
Current Impact Fees	$3,319	$21
Proposed Impact Fees	$3,338	$41

	Additional Monthly Cost
Sewer	$13
Water	$8
Total	$21

	Additional Monthly Cost
Law Enforcement	$14
Water	$10
Sewer	$17
Total	$41

Notes:
1. The amount financed represents total cost of home less a 10% down payment.
2. Monthly mortgage payments include escrowing property tax payment and homeowners insurance.
3. In addition to the impact fees above for a single residential home the Village has Park Improvement Fee of $2,588 and Fee in Lieu of Parkland where applicable of $3,431

EHLERS
PUBLIC FINANCE ADVISORS

Questions?



EHLERS
PUBLIC FINANCE ADVISORS

Single Family
2,500 Sq. Ft Home

	Direct Building Permit Fees								Impact Fees				Other Fees				
Village	**Building Permit**	**Electric Permit**	**Plumbing Permit**	**HVAC Permit**	**Erosion Control**	**Land Disturbance**	**State Seal**	**Other Permit**	**General Impact**	**Saftey Impact**	**Water Impact**	**Sewer Impact**	**Water Connection**	**Sewer Connection**	**Fee in Lieu of Parkland**	**Park Fees**	**Total Cost**
WAUNAKEE	187.50	187.50	187.50	187.50	88.00	-	40.00	85.00	937.16	-	-	-	-	-	1,922.05	2,826.54	6,648.75
DEFOREST	156.25	156.25	156.25	156.25	100.00	-	50.00	60.00	-	736.87	700.00	-	-	550.00	3,308.00	1,739.00	7,868.87
WINDSOR*	131.25	131.25	131.25	131.25	100.00	-	40.00	515.00	1,484.89	355.00	3,000.00	-	-	500.00	1,905.68	1,496.17	9,921.74
MCFARLAND	390.00	405.00	295.00	210.00	350.00	-	40.00	50.00	710.00	2,091.00	1,490.00	-	-	-	4,781.52	3,141.33	13,953.85
COTTAGE GROVE	221.25	221.25	221.25	221.25	144.00	110.00	40.00	-	-		1,215.00	2,055.00	-	-	3,431.00	2,588.00	10,468.00
COTTAGE GROVE**	221.25	221.25	221.25	221.25	144.00	110.00	40.00	-	-	2,158.00	1,518.00	2,563.00	-	-	3,431.00	2,588.00	13,437.00

* East
** Proposed

January 30, 2026

Public Facilities Needs Assessment and Impact Fee Study

Village of Cottage Grove, WI

Impact Fee Study:
Law Enforcement Facilities
Water Facilities
Sanitary Sewer Facilities

EHLERS
PUBLIC FINANCE ADVISORS

Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

Advisor:

Jon Cameron
Senior Municipal Advisor, Managing Director

BUILDING COMMUNITIES. IT'S WHAT WE DO.

Table of Contents

Section 1 – Background 2

A. Purpose of Impact Fees 2

B. Study Purpose and Methodology Summary 2

C. Summary of Existing Impact Fees & Legislative Authority 2

D. Public Facilities Needs Assessment Requirements 3

E. Standards for Impact Fees 3

F. Time Period for Expending Impact Fees and Managing Revenues 4

Section 2 –Demographic Information 4

A. Population Trends 4

B. Historical and Projected Housing Statistics 5

C. Existing and Projected Land Use 5

Section 3 – Law Enforcement Public Facilities Needs Assessment 6

A. Introduction 6

B. Law Enforcement Staffing and Facilities Inventory 6

C. Law Enforcement Deficiency Growth Analysis and Impact Fee Calculation 8

D. Establishment of Fee 10

Section 4 – Water Public Facilities Needs Assessment 10

A. Introduction 10

B. Inventory of Existing Facilities 10

C. Water Facilities Impact Fee Calculation Analysis 11

Section 5 – Sanitary Sewer Public Facilities Needs Assessment 14

A. Introduction 14

B. Inventory of Existing Facilities 14

C. Sewer Impact Fee Calculation Analysis 15

Section 6 – Impact Fee Summary and Effect of Impact Fees on Housing Affordability 17

D. Summary of Proposed Impact Fees 17

E. Effect of Impact Fees on Housing Affordability 19

Section 7 – Implementation and Continued Management 20

SECTION 1 – BACKGROUND

A. Purpose of Impact Fees

When land is developed, it creates a need for additional public facilities, such as public safety, water and sanitary sewer facilities. Impact fees are cash contributions, contributions of land or interests in land, or any other items of value that are imposed on a developer by a municipality for the purposes of providing new, expanded or improved public facilities to accommodate the land development.

B. Study Purpose and Methodology Summary

The purpose of this public facilities needs assessment is to create a proposed law enforcement impact fee, and to replace the existing sewer and water impact fees with a new calculation for planned water and sewer facilities. The public facilities will identify the growth (impact fee) share of future law enforcement, water and sewer facilities. The calculations will rely upon 20-year projections for residential and non-residential development for the law enforcement facilities and future design capacity figures for water and sewer facilities expressed in terms of Residential Equivalent Units (REUs).

C. Summary of Existing Impact Fees & Legislative Authority

The Village of Cottage Grove has been collecting impact fees since 1996 for sanitary sewer and water facilities. The Village currently does not have an impact fee for law enforcement facilities.

A municipality may enact an ordinance under Wis. Stat. § 66.0617 that imposes impact fees on developers to pay for the capital costs that are necessary to accommodate land development. Wis. Stat. § 66.0617 was enacted in 1993 by Wisconsin Act 305. A 1997 change in the law prohibited counties from assessing impact fees to recover costs related to transportation projects. The statute was also amended in 2006 by Wisconsin Acts 203 and 477, and finally in 2008 by Wisconsin Act 44. The more recent acts made several changes to the impact fee statute, most notably the time period for which municipalities have to spend impact fees and the facilities for which impact fees can be imposed.

Prior to enacting or amending an existing ordinance that imposes an impact fee, a municipality shall hold a public hearing on the proposed ordinance or amendment.

A municipality shall prepare a needs assessment for the public facilities for which it is anticipated that impact fees may be imposed. The public facilities needs assessment or revised public facilities needs assessment shall be available for public inspection and copying in the office of the municipal clerk at least 20 days prior to the public hearing.

Public facilities mean highways, as defined in Wis. Stat. § 340.01(22), and other transportation facilities, traffic control devices, facilities for collecting and treating sewage, facilities for pumping, storing, and distributing water, parks, playgrounds, and land for athletic fields, solid waste and recycling facilities, fire protection facilities, law enforcement facilities, emergency medical facilities, and libraries. Public facilities do not include facilities owned by a school district.

D. Public Facilities Needs Assessment Requirements

Wisconsin Statute §66.0617 requires the public facilities needs assessment to include the following:

1. An inventory of existing public facilities, including an identification of any existing deficiencies in the quantity or quality of those public facilities, for which it is anticipated that an impact fee may be imposed.
2. An identification of the new public facilities, or improvements or expansions of existing public facilities, that will be required because of land development for which it is anticipated that impact fees be imposed. This identification shall be based on explicitly identified service areas and service standards.
3. A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities, including an estimate of the effect of recovering these capital costs through impact fees on the availability of affordable housing within the municipality.

This needs assessment complies with these requirements for all impact fees.

E. Standards for Impact Fees

Impact fees must meet seven standards, outlined in Wis. Stat. § 66.0617(6), prior to imposition:

1. Shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.
2. May not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.

3. Shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded, or improved public facilities.
4. Shall be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications or any other items of value.
5. Shall be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.
6. May not include amounts necessary to address existing deficiencies in public facilities.
7. Shall be payable by the developer or the property owner to the municipality in full upon the issuance of a building permit by the municipality.

This update is completed to ensure that the impact fees that are currently in effect continue to comply with these standards.

F. Time Period for Expending Impact Fees and Managing Revenues

Wis. Stat. § 66.0617 states the following time periods for which impact fee revenues must be used or refunded to the current property owner with interest. Generally, impact fees must be spent within eight years from the time of collection.

Impact fees must be placed in a separate segregated account. The municipality should have a separate account for each impact fee. The impact fees and any interest accrued on the impact fees must be used for the facilities for which the impact fees were imposed.

SECTION 2 –DEMOGRAPHIC INFORMATION

A. Population Trends

Population trends are shown in Table 1. The future population projections are taken from the Wisconsin Department of Administration future population projections which is what the Village's Comprehensive Plan also relies upon for future projections.

Village of Cottage Grove Law Enforcement Facility Impact Fee Study
Table 1 - Historical and Projected Population Statistics

	Historical and Projected Population Statistics
2020	7,303
2021	7,070
2022	8,854
2023	9,218
2024	9,345
2025	9,470
2030	11,400
2035	13,400
2040	15,707
2045	17,770

Notes;
1. Source: 2020 population is taken from US Census 2020 data. 2021-2025 comes from the Wisconsin Department of Administration (WI DOA) Demographic Services Center. The 2030-2045 figures are also from the WI DOA Demographic Services Center.

B. Historical and Projected Housing Statistics

Housing trends are shown in Table 2 and also come from the Wisconsin Department of Administration with persons per household data coming from the Village's Comprehensive Plan.

Village of Cottage Grove Law Enforcement Facility Impact Fee Study
Table 2 - Historical and Projected Housing Statistics

Year	Households
2020	3,298
2030	4,335
2040	5,972
2045	6,365

Notes:
1. Source: Village of Cottage Grove Comprehensive Plan, Chapter 1.
The plan cites a WI DOA estimate of 2.63 people per home by 2040.
That figure was applied to future population estimates to arrive at projected number of households through 2045.

C. Existing and Projected Land Use

Existing and Projected Land Use acres are shown in Table 3. Future commercial and office/industrial development was taken from the Village's Comprehensive Plan.

Village of Cottage Grove Law Enforcement Facility Impact Fee Study
Table 3 - Existing and Projected Land Use

	Current Acres	Future Acres
Commercial	72.3	122
Office/Industrial	183.7	311

Notes:
1. Source: Village of Cottage Grove Comprehensive Plan, Amended, October 19, 2020. Figures, 5.1 and 5.4.

SECTION 3 – LAW ENFORCEMENT PUBLIC FACILITIES NEEDS ASSESSMENT

A. Introduction

The Village intends to construct a new public facility for the Law Enforcement Department to replace an existing undersized facility and to accommodate growth within the community. This Public Facilities Needs Assessment and Impact Fee analysis will calculate an impact fee for the share of the facility update related to serving new growth in the Village of Cottage Grove.

B. Law Enforcement Staffing and Facilities Inventory

Tables 4a shows the existing staff by position and estimated future staffing figures per 1,000 of population. This projected staff level is then applied to the projected 2045 population to project out the total future staff. The current and future vehicle count are shown on Table 4b. The current and projected future staff and vehicle information is used in the following tables to help calculate the current deficiencies in garage and office space to help define the impact fee share of recently the new law enforcement facility.

Village of Cottage Grove Law Enforcement Facility Impact Fee Study
Table 4a - Existing and Future Law Enforcement Staffing (Full Time Equivalents)

	2025[1]	2035[2]	2045[2]
Sworn Officers	21	31	43
Vital Non-Sworn Staff	4	8	9
Total	25	39	52
Current Population	9,470	13,554	17,770
Staff per 1,000 Residents	2.64	2.88	2.93

1. 2025 staffing figures per the Village of Cottage Grove, 2025 Population Estimate per DOA.
2. Future Law Enforcement staffing levels provided by the Village of Cottage Grove.

Village of Cottage Grove Law Enforcement Facility Impact Fee Study
Table 4b - Law Enforcement Vehicles

Vehicles	2025	2045
Patrol Vehicles	5	12
School Resource Officer	1	1
Detective Vehicle	1	2
Patrol Supervisor Squad	1	1
Chief's Vehicle	1	1
Total Vehicles	9	17

Notes:
1. Source: Village of Cottage Grove Police Department

The inventory of existing law enforcement space along with the listing of space in the new facility is shown on Table 5. The Village's existing Police headquarters space is approximately 12,333 square feet, of which approximately 8,333 square feet is considered office space and approximately 4,000 square feet is apparatus bay space for law enforcement vehicles.

Village of Cottage Grove Law Enforcement Facility Impact Fee Study
Table 5 - Existing and Future Law Enforcement Space

Facility	Existing Space Square Feet[1]	Future Space Square Feet[2]
Law Enforcement Facility Space	8,333	21,857
Garage Space	4,000	5,643
Total	12,333	27,500

Notes:
1. Existing square footage provided by the Village of Cottage Grove.
2. Future facility square footage provided by the Village from the actual faculty design.

C. Law Enforcement Deficiency Growth Analysis and Impact Fee Calculation

Table 6 below shows the deficiency/growth analysis for the new facility. In this table the current facility space is totaled and equated to the number of square feet per employee or vehicle as the definition of the Village's desired service level standard. This standard is then applied to the Village's new law enforcement facility space to determine whether any deficiencies in the amount of existing space exist. As shown in the table, the Village has existing deficiencies in the total square footage of the existing facility. The calculated deficiency and growth (impact fee eligible) percentages are applied to the total planned costs for the future space areas as shown on Table 7. The total cost for the Police Station project is $14,663,044. Of that total, 48.08% is allocated to meeting existing deficiencies, while 51.92% is allocated to new growth and recoverable through a law enforcement impact fee. The Village plans to issue debt in 2026 for the facility construction and the impact fee revenues collected will help offset the annual principal and interest expenses.

Village of Cottage Grove Law Enforcement Facility Impact Fee Study
Table 6 - Police Facility Service Level Standards

Building Area - Sworn/General	Existing Space (SF)	New Facility Space (SF)	2045 Estimated Staff Level	2045 Standard SF per Employee	Required 2025 Facilities Area	Surplus/ (Deficiency)	Deficiency %	Growth %
Law Enforcement Facility Space	8,333	21,857	52	420.33	10,508			
Garage Space	4,000	5,643	17	331.94	2,987			
Total Space	12,333	27,500	52	528.85	13,221	(888)	48%	52%

Village of Cottage Grove Law Enforcement Facility Impact Fee Study
Table 7 - Police Facility Projected Project Costs

Project	Estimated Cost[1]	Deficiency Share	Growth Share	Deficiency Share	Growth Share
Police Facility Construction	14,663,044	48.08%	51.92%	7,049,592	7,613,452
Total Costs	14,663,044	48.08%	51.92%	7,049,592	7,613,452

Notes:
1. Construction costs were provided by the Village of Cottage Grove. The current cost is $15,632,861 less funds on hand and grants of $969,817 to equal $14,663,044.

D. Establishment of Fee

Table 8 shows the allocation of the total impact fee by type of development within the Village, residential, industrial and commercial. Table 9 shows the calculation of the recommended law enforcement impact fee to residential and non-residential development.

Village of Cottage Grove Law Enforcement Facility Impact Fee Study
Table 8 - Allocation of Police Impact Fee Amount to Future Land Uses

Land Use Category	Incremental Development 2025-2045	Average Value/ Unit	Total Value of Forecast Improvements	Percentage of Total Value	Allocated Share of Future Growth Costs
Residential Dwelling Units	3,067	$450,000	$1,379,994,297	78.43%	$5,971,586
Office/Industrial (SF)[1]	1,274,391	$200	$254,878,272	14.49%	$1,102,923
Commercial (SF)[1]	498,185	$250	$124,546,208	7.08%	$538,943
			$1,759,418,776		$7,613,452

Notes:
1. Assumed 23% floor coverage ratio per acre for new commercial and industrial development.

Village of Cottage Grove Law Enforcement Facility Impact Fee Study
Table 9 - Calculation of Impact Fee

	Impact Fee Cost	Incremental Non-Residential Development	Incremental Residential Development	Recommended Fee	Units
Residential	$5,971,586		8,300	$719.47	per Capita
Recommended Impact Fee per Single-Family Dwelling Unit				$2,158	(3 persons per dwelling unit)
Recommended Impact Fee per Multi-Family Dwelling Unit				$1,439	(2 persons per dwelling unit)
Industrial	$1,102,923	1,274,391		$0.87	per square foot
Commercial	$538,943	498,185		$1.08	per square foot
	$7,613,452				

SECTION 4 – WATER PUBLIC FACILITIES NEEDS ASSESSMENT

A. Introduction

The Village has been collecting water impact fees since 1996 for a portion of water treatment and conveyance facilities benefitting new growth in the Village. The Village is reaching the maximum amount to collect for growth related facilities from the original impact fee calculation. This study resets the water impact fee for the growth share of the future Well No. 5 project and for the oversizing of upcoming water main projects.

B. Inventory of Existing Facilities

The inventory of existing facilities is shown on Table 10. The Village currently has three wells in service, two elevated tanks and a series of water conveyance mains.

Village of Cottage Grove Water Impact Fee Study
Table 10 - Inventory of Existing Facilities

Well Facilities

Well #	Capacity (gpm)	Year Installed
Well #2	625	1973
Well #3	900	1994
Well #4	1,000	2005

Elevated Tanks

Tank Name	Capacity (gal)	Year Constructed
Tower 2	550,000	1985
Tower 3	400,000	2014

Water Mains

Main Diameter (inches)	Feet of Main
4	1,667
6	22,596
8	81,388
10	30,168
12	64,629
14	2,075
16	16,302
Total	218,825

Source: 2024 PSC Annual Report, Cottage Grove Water Utility.

C. Water Facilities Impact Fee Calculation Analysis

Table 11 shows the deficiency/growth analysis for the upcoming Well No. 5 facility as well as the water main oversizing projects. The Village engaged Strand Associates to conduct a Utility Master Plan in 2022. The study identifies that the Village currently has adequate well capacity to meet existing maximum day and hour demands as well as sufficient capacity to meet maximum day demand plus adequate capacity to meet existing fire protection demands. Therefore, the Village does not need any well facilities to meet existing population and usage demands on the water system. As the Village continues to grow, the study shows that an additional well will be needed, therefore 100-percent of the Well No. 5 facility is

attributable to serving new growth in the Village and recoverable through the water impact fee.

Three water main oversizing projects are identified in this study for partial recovery through impact fees. Watermain oversizing benefits all users of the water system by providing excess capacity in future water mains to allow the utility to meet system demands in every geographic area of the Village. Therefore not 100-percent of the oversizing components are recoverable through the water impact fee. The deficiency/growth analysis for this component is calculated by establishing the percentage of existing usage as a percentage of future projected usage through the 2045 planning period. The incremental growth percentage equates to the impact fee recovery percentage.

Village of Cottage Grove Water Impact Fee Study
Table 11 - Analysis of Impact Fee Portion of New Facilities

Well #5 Facility

Facility Description	Pumping Capacity (gpm)	Average Day Capacity (Gal/day)	Cost Estimate	Growth (Impact Fee Portion)	Deficiency	Impact Fee Portion	Deficiency Portion
Well #5	1000	480,000	$4,550,000	100%	0%	$4,550,000	$0

Water Main Oversizing Component

Facility Description	Total Linear Feet	Cost Estimate	Growth (Impact Fee Portion)	Deficiency	Impact Fee Portion	Deficiency Portion
Parkview - 10" Upsizing	1,300	$65,000	61%	39%	$39,784	$25,216
Pine Meadow Farms - 12" Upsizing	3,300	$247,500	61%	39%	$151,487	$96,013
East Vilas Extension - 16" Upsizing	1,500	$187,500	61%	39%	$114,763	$72,737
Total Water Main Oversizing		$500,000			$306,034	$193,966

Note:
1. Deficiency percentage is taken by dividing existing maximum day capacity by the estimated 2040 maximum day capacity as caclulated in the 2022 Utility Master Plan perfromed by Strand Associates.

Table 12 shows the calculation of the water impact fee. The definition of a Residential Equivalent Unit (REU) is 150 gallons per day or 54,750 gallons per year. This is equivalent to the average annual usage by the average single-family home in the Village. The total REU's of capacity within Well No. 5 is 3,200, which equates to an impact fee for the Well No. 5 component of $1,422. The water main oversizing component of the impact fee equals $96 based on the same number of REU's of future capacity for a total recommended impact fee per REU of $1,518.

Village of Cottage Grove Water Impact Fee Study
Table 12 - Impact Fee Calculation

Well 5 Impact Fee Calculation	
Definition of Residential Equivalent Unit (REU) - Gallons per Day	150
Annual Definition of REU (Gal)	54,750
Total REUs Capacity - Well 5 (Avg Day Capacity*365/Annual REU Definition)	3,200
Impact Fee Eligible Cost	$4,550,000
Impact Fee per REU	**$1,422**
Water Main Oversizing Impact Fee Eligible Costs	$306,034
Total REUs of Capacity	3,200
Impact Fee per REU	**$96.00**
Total Water Impact Fee Per REU (Well and Oversizing)	**$1,518**

Table 13 shows the conversion of the water impact fee per REU to a water impact fee that varies based upon the size of the water meter being installed on the property.

Village of Cottage Grove Water Impact Fee Study
Table 13 - Impact Fee Calculation by Meter Size

Meter Size	Equivalency Factor	Recommended Impact Fee
5/8"	1.00	$1,518
3/4"	1.00	$1,518
1"	1.53	$2,329
1 1/4"	2.11	$3,202
1 1/2"	2.69	$4,076
2"	4.22	$6,406
3"	6.14	$9,316
4"	8.66	$13,152
6"	15.87	$24,092
8"	24.47	$37,152
10"	35.85	$54,426
12"	47.23	$71,699

SECTION 5 – SANITARY SEWER PUBLIC FACILITIES NEEDS ASSESSMENT

A. Introduction

As with water facilities, the Village has been collecting a sewer impact fee since 1996 to recover the growth share of sanitary sewer conveyance facilities. The calculated impact fee in this section if adopted, will replace the existing sewer impact fee as the Village is near or at full recovery of the facilities from the original impact fee study.

B. Inventory of Existing Facilities

The Village sends its wastewater to Madison Metropolitan Sewerage District (MMSD) and maintains its own collection system. The Village's sewerage system is generally categorized into local street and main trunk sewers, intercepting sewers and lift stations and force mains.

The Village operates six intercepting sewers:

- Quarry Ridge East Interceptor
- Quarry Ridge West Interceptor

- Westlawn Interceptor
- Southing Grange Interceptor
- Vilas Road East Interceptor
- Vilas Road West Interceptor

The Village operates six lift stations within Village limits:

- Vilas Road
- South Main
- Business Park
- Trillium
- Shady Grove
- Westlawn

C. Sewer Impact Fee Calculation Analysis

Table 14 shows the calculation of the sewer impact fees. There are two facilities that make up the impact fee. The Ridge Lift Station and Interceptor project is a new lift station within the Village and will only benefit new growth within a defined area as depicted in the map below. The 2022 Utility Master Plan completed by Strand Associated identified that 93% of the interceptor facility would benefit new growth within the Village and be recoverable through a sewer impact fee. The lift station and interceptor has 3,187 REUs of design capacity and the impact fee per REU equates to $2,263.

There is also a sewer main oversizing component to the impact fee analysis. The oversizing component will also serve 500 REUs and equates to an impact fee of $500 per REU. The conversion of the impact fee REU to an impact fee based on the size of the water meter is shown on Table 15.

Village of Cottage Grove Sewer Impact Fee Study
Table 14 - Impact Fee Calculation

Ridge Lift Station and Interceptor Project

Total Project Cost Estimate	$7,212,800
Lift Station Capacity (gpm)	332
Average Day Capacity (gpd)	478,080
Growth (Impact Fee Percentage)	93%
Deficiency Percentage	7%
Growth (Impact Fee Cost)	$6,707,904
Deficiency Cost	$504,896
REU Definition (gal/day)	150
REU Definition - Annual (gal)	54,750
Lift Station total REUs of Capacity	3,187
Growth Share of REUs	2,964
Impact Fee per REU	**$2,263**

Sewer Main Oversizing Component

East Vilas Extension Project

Project Cost Estimate (1,500 Linear Feet)	$150,000
REUs Served	500
Impact Fee per REU	**$300**

Village of Cottage Grove Sewer Impact Fee Study
Table 15 - Impact Fee Calculation by Area and Meter Size

Ridge Lift Station and Interceptor Project

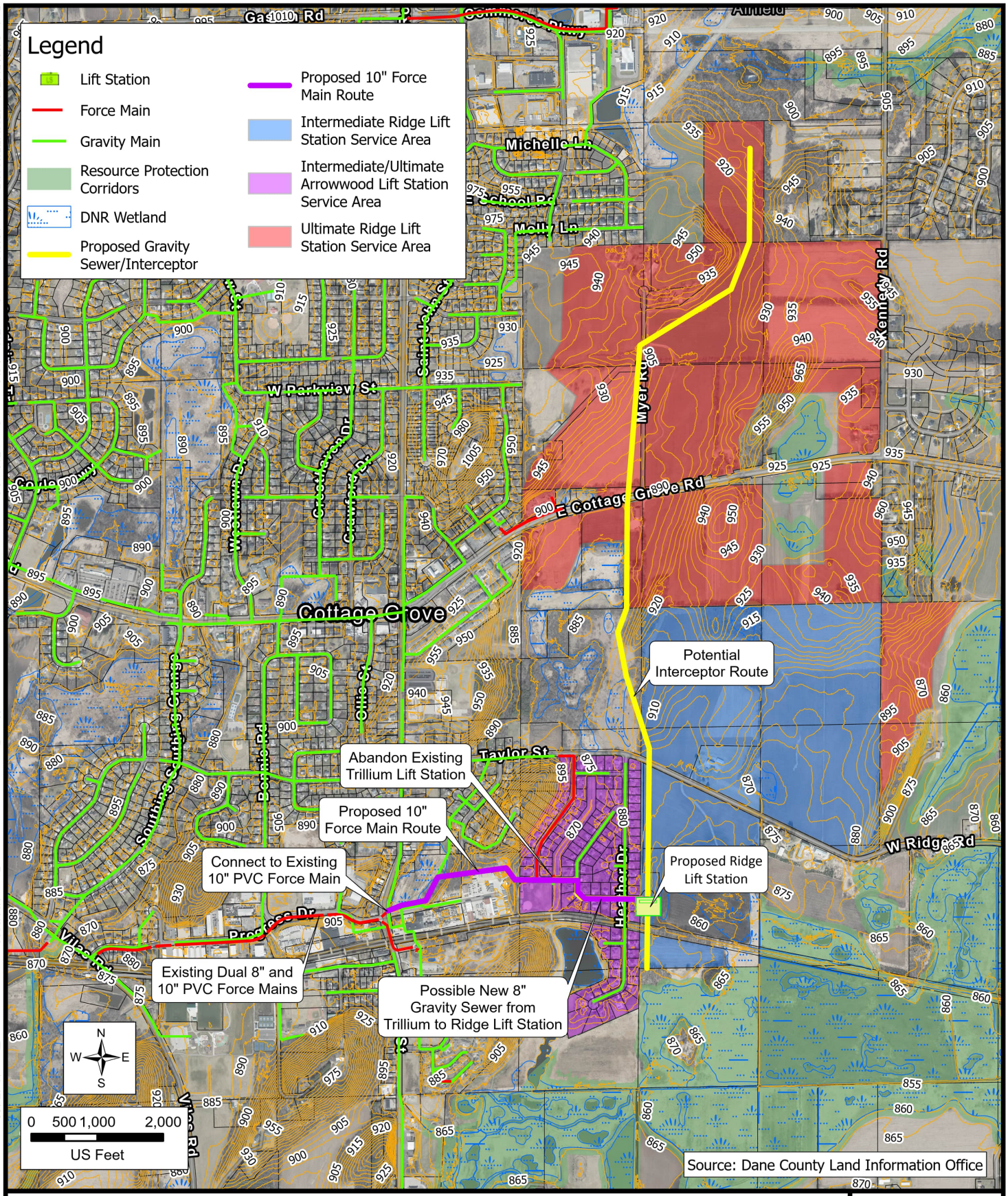
Meter Size	Equivalency Factor	Recommended Impact Fee
5/8"	1.00	$2,263
3/4"	1.00	$2,263
1"	1.53	$3,473
1 1/4"	2.11	$4,774
1 1/2"	2.69	$6,077
2"	4.22	$9,549
3"	6.14	$13,888
4"	8.66	$19,606
6"	15.87	$35,915
8"	24.47	$55,385
10"	35.85	$81,136
12"	47.23	$106,888

Sewer Main Oversizing

Meter Size	Equivalency Factor	Recommended Impact Fee
5/8"	1.00	$300
3/4"	1.00	$300
1"	1.53	$460
1 1/4"	2.11	$633
1 1/2"	2.69	$806
2"	4.22	$1,266
3"	6.14	$1,841
4"	8.66	$2,599
6"	15.87	$4,761
8"	24.47	$7,342
10"	35.85	$10,756
12"	47.23	$14,170

Total Sewer Impact Fee

Meter Size	Recommended Impact Fee
5/8"	$2,563
3/4"	$2,563
1"	$3,933
1 1/4"	$5,407
1 1/2"	$6,883
2"	$10,815
3"	$15,729
4"	$22,205
6"	$40,676
8"	$62,727
10"	$91,892
12"	$121,058



Path: S:\MAD\4700--4799\4750\018\Drawings\GIS\Cottage Grove Ridge LS\Cottage Grove Ridge LS.aprx

User: Danc

Date: 1/26/2026

Time: 10:47 AM

RIDGE LIFT STATION TRIBUTARY AREA AND PROPOSED IMPROVEMENTS

PRELIMINARY ENGINEERING REPORT
VILLAGE OF COTTAGE GROVE
DANE COUNTY, WISCONSIN

STRAND ASSOCIATES®

FIGURE 1
4750.018

SECTION 6 – IMPACT FEE SUMMARY AND EFFECT OF IMPACT FEES ON HOUSING AFFORDABILITY

D. Summary of Proposed Impact Fees

The summary of the proposed impact per capita for residential development and per square foot for commercial and industrial development is shown in Table 16 below.

Village of Cottage Grove Sewer Impact Fee Study
Table 16 - Summary of Proposed Impact Fees

	Proposed Impact Fee
Law Enforcement	
Single Family Residential Development (3 persons/dwelling unit)	$2,158
Multi Family Residential Development (2 persons/dwelling unit)	$1,439
Office/Industrial (Fee per Sq. Foot)	$0.87
Commercial (Fee per Sq. Foot)	$1.08

Water

Meter Size	Proposed Impact Fee
5/8"	$1,518
3/4"	$1,518
1"	$2,329
1 1/4"	$3,202
1 1/2"	$4,076
2"	$6,406
3"	$9,316
4"	$13,152
6"	$24,092
8"	$37,152
10"	$54,426
12"	$71,699

Sewer

Meter Size	Ridge Lift Station & Interceptor	Main Oversizing	Total Lift Station & Oversizing
5/8"	$2,263	$300	$2,563
3/4"	$2,263	$300	$2,563
1"	$3,473	$460	$3,933
1 1/4"	$4,774	$633	$5,407
1 1/2"	$6,077	$806	$6,883
2"	$9,549	$1,266	$10,815
3"	$13,888	$1,841	$15,729
4"	$19,606	$2,599	$22,205
6"	$35,915	$4,761	$40,676
8"	$55,385	$7,342	$62,727
10"	$81,136	$10,756	$91,892
12"	$106,888	$14,170	$121,058

Total Impact Fee per Single Family Residence **$6,239**
(Law enforcement, water and full sewer for a 5/8" meter)

E. Effect of Impact Fees on Housing Affordability

The effect of all impact fees on housing affordability is analyzed in Table 17 below. The impact fee statute does not define affordable housing, however section 66.1105(2)(ab) of State Statutes defines affordable housing as costing no more than 30% of the household's gross monthly income. Under 66.0617(7) of Wisconsin Statutes, the Village Board has the authority to reduce, in whole or part, impact fees for low-cost housing provided it adopts an ordinance to that effect.

At $450,000 per unit, the fee would increase the annual housing payments for a median value home by approximately $41 per month.

Village of Cottage Grove Impact Fee Study
Table 17 - Fee Impact on Affordable Housing

"Affordable House"	$450,000	
Amount Financed [1]		
No Impact Fee	$405,000	
Proposed Impact Fees	$411,239	
Monthly Mortgage Payments [2]		Additional Monthly Cost
No Impact Fee	$3,298	$0
Proposed Impact Fees	$3,338	$41

Notes:
1. The amount financed represents total cost of home less a 10% down payment.
2. Monthly mortgage payments include escrowing property tax payment and homeowners insurance.
3. In addition to the impact fees above for a single residential home the Village has Park Improvement Fee of $2,588 and Fee in Lieu of Parkland where applicable of $3,431

SECTION 7 – IMPLEMENTATION AND CONTINUED MANAGEMENT

To implement the proposed impact fee the Village will need to:

1. Amend the impact fee ordinance to include the proposed impact fees.
2. Have the impact fee study on file in the office of the Clerk and available 20 days prior to the public hearing to allow the public time to review the document.
3. Prepare a Class 1 hearing notice and publish it in the Village's designated newspaper.
4. Conduct a public hearing on the proposed impact fees.
5. After the conclusion of the public hearing the Village Board may adopt the proposed impact fees.

MTD MARKETING
SERVICES OF WISCONSIN

1/7/2026

2025 Dane County December YTD

Single Family and Duplex Permits Issued
Municipality Report

Municipality	*2025 Total*	*2024 Total*	*2025 Starts*	*2024 Starts*	*2025 Avg. Value*	*2024 Avg. Value*	*2025 Avg. Sq Ft*	*2024 Avg. Sq Ft*
Albion (T)	$4,450,000	$1,950,000	8	5	$556,250	$390,000	1,793	1,565
Black Earth	$1,600,000		2		$800,000		2,337	
Black Earth (T)	$700,000	$1,060,000	1	1	$700,000	$1,060,000	2,333	5,650
Blooming Grove (T)		$800,000		1		$800,000		4,350
Blue Mounds (T)		$1,350,000		2		$675,000		3,500
Bristol (T)		$6,005,000		8		$750,625		3,656
Burke (T)	$2,569,000	$1,805,000	3	3	$856,333	$601,667	2,348	2,478
Christiana (T)	$1,000,000	$2,974,000	2	4	$500,000	$743,500	1,780	2,633
Cottage Grove	$18,085,000	$21,963,400	36	38	$502,361	$577,984	2,591	2,889
Cottage Grove (T)	$2,403,000	$2,605,000	4	5	$600,750	$521,000	2,240	2,773
Cross Plains	$13,777,000	$13,737,000	23	31	$599,000	$443,129	2,073	2,132
Cross Plains (T)	$2,150,000	$820,000	3	1	$716,667	$820,000	2,153	4,150
Dane	$1,002,000	$500,000	2	1	$501,000	$500,000	2,688	1,700
Dane (T)	$780,000		1		$780,000		3,000	
Deerfield	$380,000		1		$380,000		1,266	
Deerfield (T)	$2,224,000	$915,000	2	2	$1,112,000	$457,500	3,198	2,350
DeForest	$25,857,000	$45,383,000	40	83	$646,425	$546,783	3,060	2,813
Dunkirk (T)	$1,250,000	$2,400,000	2	5	$625,000	$480,000	2,369	2,195
Dunn (T)	$10,248,000	$4,865,000	13	7	$788,308	$695,000	2,517	3,131
Fitchburg	$37,081,548	$44,221,600	78	91	$475,404	$485,952	2,021	2,399
Madison	$110,037,968	$109,380,787	226	234	$486,894	$467,439	2,159	2,170
Mazomanie	$3,288,000	$600,000	4	1	$822,000	$600,000	2,987	2,000
Mazomanie (T)		$372,000		1		$372,000		1,550
McFarland	$10,022,000	$13,242,105	21	30	$477,238	$441,404	2,021	2,070
Medina (T)	$1,213,000	$1,080,000	2	2	$606,500	$540,000	2,276	3,000
Middleton	$43,534,000	$44,427,000	78	78	$558,128	$569,577	2,526	2,448

Municipality	*2025 Total*	*2024 Total*	*2025 Starts*	*2024 Starts*	*2025 Avg. Value*	*2024 Avg. Value*	*2025 Avg. Sq Ft*	*2024 Avg. Sq Ft*
Middleton (T)	$24,041,000	$32,809,000	21	29	$1,144,810	$1,131,345	3,558	5,214
Montrose (T)	$2,683,600	$980,647	5	2	$536,720	$490,324	1,927	1,634
Mount Horeb	$12,620,000	$7,408,000	24	17	$525,833	$435,765	2,142	2,080
Oregon	$41,653,500	$47,673,384	93	95	$447,887	$501,825	2,015	2,505
Oregon (T)	$1,450,000	$498,000	2	1	$725,000	$498,000	2,695	1,700
Perry (T)	$1,850,000	$1,940,000	2	3	$925,000	$646,667	2,313	2,800
Pleasant Springs (T)	$2,110,000	$2,865,000	5	3	$422,000	$955,000	1,635	2,585
Primrose (T)	$550,000	$3,578,000	1	4	$550,000	$894,500	2,044	3,104
Roxbury (T)	$3,493,000	$4,706,000	4	7	$873,250	$672,286	2,411	3,455
Rutland (T)	$1,700,000	$2,265,000	2	4	$850,000	$566,250	3,237	1,872
Springdale (T)	$5,729,000	$8,056,000	6	8	$954,833	$1,007,000	3,525	4,128
Springfield (T)		$1,450,000		2		$725,000		3,900
Stoughton	$27,516,000	$26,898,000	84	74	$327,571	$363,486	1,899	2,257
Sun Prairie	$42,347,523	$30,199,000	89	71	$475,815	$425,338	1,974	2,472
Sun Prairie (T)		$1,100,000		2		$550,000		2,700
Vermont (T)	$1,993,000	$3,675,000	3	5	$664,333	$735,000	2,187	2,790
Verona	$36,486,148	$39,691,945	69	79	$528,785	$502,430	2,454	2,214
Verona (T)	$13,132,000	$5,317,000	11	6	$1,193,818	$886,167	3,999	4,283
Vienna (T)	$750,000		1		$750,000		2,788	
Waunakee	$68,295,000	$68,279,785	99	115	$689,848	$593,737	3,114	2,854
Westport (T)	$21,470,000	$35,272,000	19	27	$1,130,000	$1,306,370	4,966	4,915
Windsor		$2,606,500		4		$651,625		3,065
Windsor (T)	$48,259,600	$41,316,101	79	78	$610,881	$529,694	2,866	2,621
Windsor		$1,429,000		3		$476,333		2,086
York (T)	$1,060,000		2		$530,000		1,892	

Municipality	2025 Total	2024 Total	2025 Starts	2024 Starts	2025 Avg. Value	2024 Avg. Value	2025 Avg. Sq Ft	2024 Avg. Sq Ft

Year to Year December Comparison

YEAR	SUM	COUNT	AVG VALUE	AVG SQ FT
2015	29,736,000	90	330,400	2,577
2016	30,903,000	89	347,224	2,770
2017	31,298,000	89	351,662	2,675
2018	42,044,000	111	378,774	2,692
2019	36,235,000	86	421,337	2,798
2020	42,153,999	109	386,733	2,588
2021	48,071,000	104	462,221	2,813
2022	29,411,200	64	459,550	2,531
2023	44,167,000	78	566,243	2,819
2024	50,242,336	80	628,029	2,918
2025	38,594,000	64	603,031	2,698

Year to Date Comparison

YEAR	SUM	COUNT	AVG VALUE	AVG SQ FT
2015	361,148,000	1165	309,998	2,589
2016	396,336,669	1220	324,866	2,612
2017	428,143,465	1256	340,878	2,651
2018	463,379,000	1292	358,652	2,649
2019	438,053,774	1199	365,349	2,670
2020	521,663,719	1315	396,702	2,758
2021	611,495,000	1350	452,959	2,880
2022	610,221,790	1236	493,706	2,827
2023	622,265,900	1261	493,470	2,761
2024	692,469,254	1273	543,966	2,595
2025	652,840,887	1173	556,556	2,418

(T) = Township
Prepared by MTD Marketing

Contact: Dan Lallensack 920-981-8733
dan.lallensack@mtdmarketingwi.com

Information contained in this report is not to be distributed in whole or part without express written permission of MTD Marketing Services of Wisconsin.

Impact Fees Feedback

Utility Commission (Utility fees only):

* What is the breakdown of the $41 monthly attributed for each fee (water/sewer/law enforcement). Added to presentation.
* Water/Sewer Impact fee getting to be on the high end to adjacent communities.
* Some developers are already looking at other communities with the higher costs compared to other communities.
* Wants to ensure board is taking into account comparability to other communities.
* Wants to ensure there is a balance, but ultimetly want the utility infrastrue for new development is made whole and fair.

Impact Fee Input Sessions:

Virtual

* Staff provided clarification on elements of the study and ordinance
* Cost of applying an inflationary index vs. updating every 2-5 years.

In-Person

* Clarification was provided on water and sewer sizing chart. Most residential properties have 1" laterals but either 5/8" or 3/4" meters. The chart refers to the meter, not service.
* Both single-dwelling and multi-family per capita amounts were questioned in the Law Enforcement Fee calculation. Based on housing data available.
* Office/Industrial/Commercial seemed high. Questioned how sq. ft. ties to law enforcement demand.
* Concerns on housing affordability with any fees.
* Concerns regarding law enforcement impact fee defendability risk vs levy.
* New home owners paying twice. Initally during permit then subsquent property taxes for debt on police station.
* Don't want to be higher than other communities.
* Concerns over decrease in development may result in an operational referendum.
* Concerns about spenddown timing.
* Cost of applying an inflationary index vs. updating every 2-5 years.

Online Feedback Forms:

Do you have any feedback regarding the Water/Sewer Impact Fee?

* My name is , and I have been a licensed real estate broker for 31 years, with 26 of those years serving buyers, sellers, and developers throughout Dane County. I am writing to express my objection to the proposed increase in the Village's water impact fees. After reviewing the Public Facilities Needs Assessment and Impact Fee Study prepared for the Village, I am concerned that the proposed water impact fee is significantly higher than regional norms and is not supported by the data contained in the study itself. The report recommends a water impact fee of: "Total Water Impact Fee Per REU for a 1": $2,329" (Water Impact Fee Study, Table 13) In comparison, many Dane County municipalities fall within the $800–$1,400 per REU range. This places Cottage Grove at the upper end of the market, making the Village less competitive for new residential and commercial development. In short: The proposed fee is higher than regional norms Increasing fees risks harming housing affordability and economic competitiveness For these reasons, I respectfully urge the Village to refrain from increasing water impact fees beyond what is legally defensible and supported by the data. Thank you for your time and consideration. I would be happy to discuss this further or provide additional market context based on my decades of experience in Dane County real estate.

* As a member of the utilities committee for several years now we have worked hard to keep our rates reasonable (including impact fees) and have been doing fine as we are. I think impact fees can be raised at a reasonable amount more frequently than just doubling them. We can easily continue to add fees to directly impacted users of specific large improvements (ie: East side lift station) rather than having the entire community pay for improvements not impacting them. Showing minor increases for 5/8" and 3/4" water meters is not really telling the truth when all of our new single family meters are 1" or larger which reflect a double the previous cost increase. I understand that the new units cause a greater burden on our municipal services but creating a building permit that is over $15,000.00 for a new home (more than double similar municipalities) will quickly stop the type of growth we want in this community; well planned, tax revenue producing, single family homes.

* I think this is fairly standard and has been normalized for most communities to do.

* I am against impact fees. They are simply more hoops developers have to jump through, and will turn developers away.

Do you have any feedback regarding the Law Enforcement Impact Fee?

* We should have had a method to pay for this prior to issuing contracts to build it instead of hoping these impact fees will get approved to pay for it. I don't see the justification in this report of how half the cost of the station is attributable to future growth. Did we truly approve a police station that is double the size it needs to be? I have great concerns that the approval of this fee will lead to additional fees for fire, EMS, etc. I understand that the new units cause a greater burden on our municipal services but creating a building permit that is over $15,000.00 for a new home (more than double similar municipalities) will quickly stop the type of growth we want in this community; well planned, tax revenue producing, single family homes.

* I oppose implementing the proposed impact fee ordinance at this time. While I understand the rationale behind the concept of "growth paying for growth," I have several concerns about both the policy implications and the structure of the draft ordinance. First, impact fees increase housing and other commercial development costs. Whatever the intent, these costs are ultimately passed on to homebuyers and renters. In today's housing market, even modest increases can push homes further out of reach for first-time buyers, young families, and seniors looking to downsize. If Cottage Grove becomes comparatively more expensive than neighboring communities, development may simply move elsewhere, reducing housing and commercial space supply and slowing tax base growth. Second, I am concerned about whether the proposed fees fully meet Wisconsin's statutory requirements under §66.0617. State law requires that impact fees be based on a clear "rational nexus" and a proportionate share of costs attributable solely to new development. The ordinance references a Public Facilities Needs Assessment, but it is critical that the methodology clearly demonstrates:
  • That fees do not fund existing deficiencies
  • That they exclude operational or maintenance costs
  • That they reflect only the share of capital costs directly caused by new growth
  If these standards are not clearly and transparently documented, the Village risks legal challenges — and litigation ultimately costs taxpayers and business owners. Third, the ordinance states that fees will be reduced as required by statute for other capital funding sources, such as grants, special assessments, or land dedications. However, it does not clearly describe how those credits will be calculated or applied in practice. Without a defined mechanism, this could lead to disputes and uncertainty. Developers and property owners deserve clarity on how reductions will be handled, not just a general reference to statutory compliance. This is what is needed for transparency. Fourth, the draft ordinance includes refund timelines of eight or ten years, depending on the fee category. State law generally provides a ten-year period, with flexibility under certain conditions. I am concerned about potential inconsistencies between the ordinance language and statutory provisions. Any misalignment could create administrative complications or legal vulnerability. Fifth, the appeal process requires challenges to be filed within a very short window — tied closely to building permit issuance. That narrow timeframe may not provide sufficient opportunity for applicants to meaningfully review and evaluate the fee calculations. A process that is technically compliant but practically restrictive could undermine fairness and transparency. Finally, from a broader policy perspective, impact fees create a structural dependence on continued growth to fund infrastructure. If development slows — as markets sometimes do — revenue projections may not materialize as expected. That can complicate long-term capital planning.
  Before moving forward, I would strongly encourage the Board to:
  • Ensure the needs assessment and fee calculations are fully transparent and easily understandable
  • Clarify the specific methodology for applying credits and reductions
  • Re-examine refund timelines and appeal procedures for statutory alignment and fairness
  • Consider the cumulative impact on housing affordability and competitiveness
  Cottage Grove has benefited from thoughtful growth and fiscal stability. I am concerned that adopting this ordinance in its current form introduces economic and legal risks that outweigh its potential benefits. For these reasons, I respectfully urge the Board to reconsider whether impact fees are the appropriate funding tool at this time and instead spend time requesting the State to return our income tax dollars back into our communities and schools.
  Thank you for your time and consideration.

* I am opposed to this idea. Water and sewer are one thing but placing fees that will be passed on to new home buyers is not taking care of our community collectively. It will simply make homes and anything close that we can hope for missing middle housing that much more unaffordable.

* I am against impact fees. They are simply more hoops developers have to jump through, and will turn developers away

Meters

- Include in Columns (b-f) meters in stock as well as those in service.
- Report in Column (c) all meters purchased during the year and in Column (d) all meters junked, sold or otherwise permanently retired during the year.
- Use Column (e) to show correction to previously reported meter count because of inventory or property record corrections
- Totals by size in Column (f) should equal same size totals in Column (s).
- Explain all reported adjustments as schedule footnote.
- Do not include station meters in the meter inventory used to complete these tables.

Number of Utility-Owned Meters

Classification of All Meters at End of Year by Customers

Size of Meter	First of Year	Added During Year	Retired During Year	Adjust. Increase or Decrease	End of Year	Tested During Year	Residential	Commercial	Industrial	Public Authority	Multifamily Residential	Irrigation	Wholesale	Inter-Departmental	Utility Use	Additional Meters	In Stock	Total	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(0)	(p)	(q)	(r)	(s)	
5/8	2,458	54	5		2,507	0	2,359	63		15	1					44	25	**2,507**	1
3/4	39		0		39	0	15	11	3	5	1				2	2		**39**	2
1	53	2	1		54	0	1	23	2	1	13					4	10	**54**	3
1 1/2	47		0		47	37	1	20	1	4	14					1	6	**47**	4
2	38	1	0		39	24		6	2	5	25						1	**39**	5
3	19		0		19	18		3	1	4	4				5		2	**19**	6
4	2		0		2	1				1							1	**2**	7
Total	**2,656**	**57**	**6**		**2,707**	**80**	**2,376**	**126**	**9**	**35**	**58**				**7**	**51**	**45**	2,707	8

1. Indicate your residential meter replacement schedule:

Meters tested once every 10 years and replaced as needed

X All meters replaced within 20 years of installation

Other schedule as approved by PSC

2. Indicate the method(s) used to read customer meters

Manually - inside the premises or remote register

Automatic meter reading (AMR), drive or walk by technology, wand or touchpad

X Advanced Metering Infrastructure (AMI) - fixed network (# of meter: 2707)

Other

THE VILLAGE OF
COTTAGE GROVE

Trustee Memo

Meeting Date: March 2, 2026

Memo Date: February 26, 2026
To: Cottage Grove Village Board
From: Paula Severson
Subject: Proposed Law Enforcement Impact Fee

Purpose

The purpose of this memo is to explain the proposed Law Enforcement Impact Fee, confirm that the Village followed all statutory requirements for a public facility needs assessment, and clarify how the fee fairly allocates costs between existing residents and future growth.

Statutory Public Facility Needs Assessment

Wisconsin law requires that, before adopting an impact fee, a municipality must complete a public facility needs assessment and prepare a professional study that identifies the portion of capital costs created by future development.

The Village retained Ehlers, our municipal financial management and advisory consultant, to conduct this analysis. Their study evaluated:

- existing police service capacity
- service level standards
- population projections
- facility deficiencies
- capital expansion required to serve future development

This work satisfies the statutory requirements for adopting a law enforcement impact fee. The study establishes what portion of the police facility is necessary to serve existing residents and what portion is required because of growth.

Police Station Cost Allocation

Total Police Station project cost:

$14,663,044

Ehlers determined the cost allocation as follows:

- **48.08% attributable to existing deficiencies**
- **51.92% attributable to new growth**

The portion caused by growth is legally recoverable through a law enforcement impact fee because it represents capacity needed to serve future residents and development.

In plain terms, more than half of the building was required because the Village has grown.

The Reality Existing Residents Have Experienced

For many years, the residents who already lived here have carried the financial burden of expanding police services. The police budget increased because service calls increased. Service calls increased because the population increased.

Existing citizens did not create the growth, yet they funded:

- additional officers
- equipment
- vehicles
- operations
- and now the facility expansion

Residents have weathered repeated increases to the police budget even though the demand was generated by new development. Without an impact fee, current taxpayers continue paying the upfront capital cost required to serve future residents.

The ongoing cost of operating the police department and the new station will remain a responsibility shared by everyone through property taxes. The impact fee only addresses the initial expansion needed to make service possible.

Future Staffing Needs Caused by Growth

Projected staffing levels noted in the Ehlers report:

Year	Sworn Officers	Non Sworn Staff
2025	21	4
2035	31	8
2045	43	9

Growth directly requires additional personnel and the facility capacity to support them. The building is the infrastructure that allows the Village to provide police protection at a consistent service level.

THE VILLAGE OF
COTTAGE GROVE

Trustee Memo

Impact Fee Calculation

Ehlers calculated residential impact fees based on household size assumptions:

Single family residential: **$2,158** based on a three person household
Multi family residential: **$1,439** based on a two person household

While these calculations are valid, household size varies significantly. A single uniform fee is easier to administer, more predictable, and reduces disputes over occupancy assumptions.

I recommend a flat **$1,000 law enforcement impact fee per residential unit**.

This amount partially recovers growth related capital costs while keeping Cottage Grove aligned with surrounding communities.

Comparison to Nearby Municipalities

Related Police/Fire/EMS impact fees in nearby municipalities:

- McFarland: $2,091
- Windsor: $355
- Verona: $310
- Fitchburg: $882
- DeForest: $736.87
- Deerfield: $679

A $1,000 fee places the Village closer to the regional range while still recovering a portion of the costs created by growth. Perhaps looking at this fee in relation to all other fees (building permits, impact fees, park fees, etc) would give a better idea of the cost of building in each of those communities

Addressing the Double Payment Concern

A concern has been raised that a new homeowner pays an impact fee and then also pays property taxes.

Property taxes fund ongoing services. Impact fees fund expansion required by development.

Existing residents have already been paying for the expansion needed to serve new residents. The impact fee corrects that imbalance by allocating the initial capital cost to the development that creates the demand.

After a home is built, the new resident contributes to operating costs just like everyone else.

The ongoing operation of the police department and the new station is shared by all residents. The impact fee simply ensures that the cost of creating capacity is not borne entirely by those who were already living here.

Conclusion

The Ehlers public facility needs assessment demonstrates that a majority of the police facility cost is attributable to growth. The Village has met the statutory requirements for adopting a law enforcement impact fee.

A uniform **$1,000 per residential unit law enforcement impact fee** is a reasonable and balanced approach. It allows growth to contribute toward the infrastructure required to serve it while ensuring that existing taxpayers are no longer solely responsible for the upfront expansion costs.

At a minimum, growth should help pay for growth, while ongoing public safety services remain a shared community responsibility.

Recommendation

Approve a $1000 per residential unit law enforcement impact fee for residential units and approve Ehler's recommendations for industrial and commercial.

ORDINANCE 04-2026

REPEALING AND RECREATING CHAPTER 198 OF THE VILLAGE OF COTTAGE GROVE CODE OF ORDINANCES

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

Section I: Chapter 198 of the Village of Cottage Grove Code of Ordinances is repealed and recreated to read as follows:

Chapter 198 **Impact Fees**

§ 198-1 **Short title.**

This chapter shall be known and may be cited as the "Village of Cottage Grove Impact Fee Ordinance."

§ 198-2 **Authority and purpose.**

Pursuant to the authority of Wis. Stat. § 66.0617, the purpose of this chapter is to establish the mechanism for the imposition of impact fees upon new land development to finance the capital costs of acquiring, establishing, upgrading and constructing public facilities which are necessary to accommodate land development. This chapter is intended to assure that new land development bears a proportionate share of the capital costs necessary to provide public facilities within the Village of Cottage Grove and its service areas as they are required to serve the needs arising out of land development.

§ 198-3 **Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

CAPITAL COSTS
The capital costs to construct, expand or improve public facilities, including the cost of land, and including legal engineering and design costs to construct, expand or improve public facilities, except that not more than 10% of capital costs may consist of legal, engineering and design costs unless such costs which relate directly to the public improvement for which the impact fees were imposed actually exceed 10% of capital costs. "Capital costs" does not include other non-capital costs to construct, expand or improve public facilities, vehicles, or the costs of equipment to construct, expand or improve public facilities.

DRAFT

DEVELOPER
Any person, party, firm, corporation, or other entity that constructs or creates a land development.

IMPACT FEES
Cash contributions, contributions of land or interests in land or any other item of value that are improved on a developer under this chapter.

LAND DEVELOPMENT
The construction or modification of improvements to real property that creates additional residential dwelling units within the Village or that results in nonresidential uses that create a need for new, expanded or improved public facilities within the Village.

PUBLIC FACILITIES
Shall have the same meaning as in Wis. Stat. § 66.0617(1)(f).

PUBLIC FACILITIES NEEDS ASSESSMENT
The public facilities needs assessment prepared by Ehlers and Associates, titled “Public Facilities Needs Assessment and Impact Fee Study”, dated January 30, 2026, which is on file in the office of the Village Clerk.

SERVICE AREA
A geographic area delineated by the Village Board within which there are public facilities.

SERVICE STANDARD
A certain quantity or quality of public facilities relative to a certain number of persons, parcels of land or other appropriate measure, as specified by the Village Board.

§ 198-4 **Public facilities needs assessment.**

All public facilities needs assessment reports shall remain on file in the office of the Village Clerk for the entire period during which impact fees arising out of a specific report and this chapter are collected prior to expenditure, and such report shall, after expenditure of all impact fees, be maintained as a public record for such time period as required by law.

§ 198-5 **Impact fee revenue administration.**

A. Revenues from impact fees shall be placed in one or more segregated, interest-bearing accounts and shall be accounted for separately from other Village

DRAFT

general and utility funds. Impact fee revenues and interest earned thereon may be expended only for capital costs for which the impact fees were imposed, unless the fee is refunded, as described in Subsection B.

B. Impact fee revenues imposed and collected but not used within eight years to pay the capital costs for which they were imposed shall be refunded to the payer of the fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in Subsection A. Impact fees that are collected for capital costs related to lift stations or collecting and treating sewage that are not used within 10 years after they are collected to pay the capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in Subsection A. For purposes of the time limits in this subsection, an impact fee is paid on the date a developer pays the impact fee to the Village, or the developer obtains a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality.

§ 198-6 **Use of impact fees.**

Funds collected from impact fees shall be used solely for the purpose of paying the proportionate share of the capital costs of providing public facilities that become necessary due to land development. These costs may include the costs of debt service on bonds or similar debt instruments when the debt has been incurred for the purpose of proceeding with designated public facilities projects prior to the collection of all anticipated impact fees for that project, to reimburse the Village for advances of other funds or reserves, and such other purposes consistent with s. 66.0617, Wis. Stats., which are approved by the Village Board.

§ 198-7 **Reduction of impact fees.**

Impact fees imposed by this chapter shall be reduced to the extent required by Wis. Stat. § 66.0617(6).

§ 198-8 **Payment of impact fees.**

All required impact fees, unless expressly excepted in a section of this chapter or unless meeting the criteria set forth in Wis. Stat. § 66.0617(6)(g), shall be paid in full by the developer upon the issuance of a building permit. Fees meeting the criteria set forth in

DRAFT

s. 66.0617(6)(g), Wis. Stats., may be deferred as described in that statute. Impact fee payments shall be assumed to be the responsibility of the owner of record at the time the building permit is required.

§ 198-9 **Appeals.**

A. The payment of an impact fee imposed under this chapter as a condition of the issuance of a building permit may be contested as to the amount, collection or use of the impact fee to the Village Board, provided that the applicant files a written notice of appeal in the Village Clerk's office within 15 days of the filing of an application for a building permit upon which the impact fee is imposed. Such notice of appeal shall be titled "Notice of Appeal of Impact Fee" and shall state the applicant's name, address and telephone number, the address (if available) and legal description of the land development upon which the impact fee is imposed and a statement of the nature of and reasons for the appeal.

B. The Village Clerk shall schedule the appeal for consideration by the Village Board at a regular meeting as soon as reasonably practicable under the circumstances and shall notify the applicant of the time, date and place of such meeting in writing by regular mail, deposited in the mail no later than at least three days before the date of such meeting. Upon review of such appeal, the Village Board may adjust the amount, collection or use of the impact fee upon just and reasonable cause shown.

§ 198-10 **Imposition of impact fees.**

A. Sanitary sewer system facility plan impact fees.

(1) The basis for the imposition of the following sanitary sewer system plan impact fees is the public facilities needs assessment report and its attachments.

(2) For the areas identified in the public facilities needs assessment as the Ridge Lift Station and Interceptor project areas, the Village imposes a sewer impact fee on a per meter basis in accordance with the following fee schedule:

DRAFT

Meter Size	Impact Fee
5/8"	$2,263
3/4"	$2,263
1"	$3,473
1 1/4"	$4,774
1 1/2"	$6,077
2"	$9,549
3"	$13,888
4"	$19,606
6"	$35,915
8"	$55,385
10"	$81,136
12"	$106,888

(3) The Village imposes an oversizing impact fee on a per meter basis for any development within the Village in accordance with the following fee schedule:

DRAFT

Sewer Main Oversizing

Meter Size	Impact Fee
5/8"	$300
3/4"	$300
1"	$460
1 1/4"	$633
1 1/2"	$806
2"	$1,266
3"	$1,841
4"	$2,599
6"	$4,761
8"	$7,342
10"	$10,756
12"	$14,170

(4) These impact fees shall be collected until all capital costs associated with specified projects in the public facilities needs assessment.

(5) The imposition of these impact fees is specific to areas identified on the mapping exhibits contained in the public facilities needs assessment.

B. Water supply and distribution system impact fees.

(1) The basis for the imposition of the following water supply and distribution system impact fees is the public facilities needs assessment report and its attachments.

(2) A developer shall pay a water impact fee on a per meter basis for any development within the Village in accordance with the following fee schedule:

Meter Size	**Impact Fee**
5/8”	$1,518
3/4"	$1,518

1”	$2,329
1 1/4"	$3,202
1 1/2"	$4,076
2”	$6,406
3”	$9,316
4”	$13,152
6”	$24,092
8”	$37,152
10”	$54,426
12”	$71,699

(3) These impact fees shall be collected until all capital costs associated with specific projects contained within the public facilities needs assessment.

C. Law enforcement impact fees.

(1) The basis for the imposition of the following law enforcement impact fees in the public facilities needs assessment report and its attachments.

(2) A developer shall pay a law enforcement impact fee for any development within the Village in accordance with the following fee schedule.

Type	**Impact Fee**
Single-family dwelling unit	$2,158 per unit
Multi-family dwelling unit	$1,439 per unit
Office/Industrial	$0.87 per square foot
Commercial	$1.08 per square foot

(3) These impact fees shall be collected until all capital costs associated with specific projects contained within the public facilities needs assessment have been incurred and satisfied.

§ 198-11 **Exemptions.**

DRAFT

A. The following situations shall be exempted from payment of the impact fees outlined in § 198-10:

(1) Alterations or expansions of an existing building where no additional or larger meter connections are requested and where the use is not changed.

(2) The replacement of a building or structure with a new building or structure of the same size and use where no additional or larger water and/or sewer connections are requested and where the use is not changed.

B. Any claim of exemptions must be made no later than the time of filing an application for a building permit with the Village. Any claims not so made shall be deemed waived.

§ 198-12 **Proportionate payments in lieu of dedication.**

The Village Board may, in its discretion, accept lands dedicated for public purposes in lieu of the impact fees assessed pursuant to this chapter; provided, however, that in no event shall the fair market value of the land or lands accepted by the Village be less than the amount of the assessment which would otherwise be levied in accordance with the provisions of this chapter.

§ 198-13 **Enforcement.**

A. Enforcement shall be provided pursuant to Chapter 1, General Provisions, § 1-19, of the Code. In addition to or in lieu of any such prosecution, the Village of Cottage Grove shall have the power to sue in civil court to enforce the provisions of this chapter.

Section II: This ordinance shall take effect on April 1, 2026.

Adopted on this 2nd day of March 2026

BY ORDER OF THE VILLAGE BOARD
VILLAGE OF COTTAGE GROVE

_____

Cynthia Kelm-Nelson, Village President

ATTEST:

_____

Lisa Kalata, Village Clerk

DRAFT

Madison Rugby

Comments for departments:

Public Works:

As an FYI, all 3 applications reference an attached diagramed, pulled from Parks and Rec, which is not included for parking availability. I'd recommend this

Public Works does not have any direct comments or concerns. The Department will assist Parks and Rec and PD for any traffic control and additional signage for No Parking, as requested.

No concerns from PW. Both permit applications indicate an "attached parking map" that should be included in the permit application. Assuming it's the overflow parking that Sean/Parks have determined, any assistance from PW will be provided.

Deer-Grove EMS:

Overall, EMS has no problems with these event applications. We will reach out to Brad directly to arrange for dedicated stand-by coverage for the May 30th and August 8-9 events.

The August 1 event is memorial event has not required additional resources in the past.

I have looked at Rugby online calendar (which is only completed through the end of June) and cannot help but notice other large events but do see any applications for those. I also understand the Bakken Park shelter and soccer field have been reserved for many more events that applications attached.

At minimum, I would suggest the Great Midwest Collegiate Men's 7s on April 11-12 and the High School Boys XVs & 7s on June 19-21 have special event applications.

I would add- any time the park shelter and soccer fields have been reserved puts a great strain on the park. All these events are during summer and when the splash pad/park amenities see their peak use. Having large events and inadequate parking can cause commotion we have seen in the past. Also, these events put a strain on the public safety departments- EMS will have more calls to the rugby club because of the nature of the sport, and more cars will cause more traffic congestion needing law enforcement involvement, while limiting access for potential fire operations. With a dedicated EMS resource at the Rugby complex, we run the risk of It is not unreasonable to ask for special events applications for these larger events.

I may be mistaken with this statement, but I thought a special event application was necessary any time an event spills outside a business's primary boundaries (except for parking). In this case, if there will be any type of athletic activities happening outside of the rugby complex, a special event application should be completed.

EMS has no problems with these events.

After discussion with Brad, no need for dedicated for either of these applications based on expected event size and historical usage.

EMS asked Brad to keep one spot open in their parking for EMS utilization during all their events, even if we do not provide dedicated coverage. If we must respond for an injury, this will give room to access the field or turn around to depart.

Fire Department:

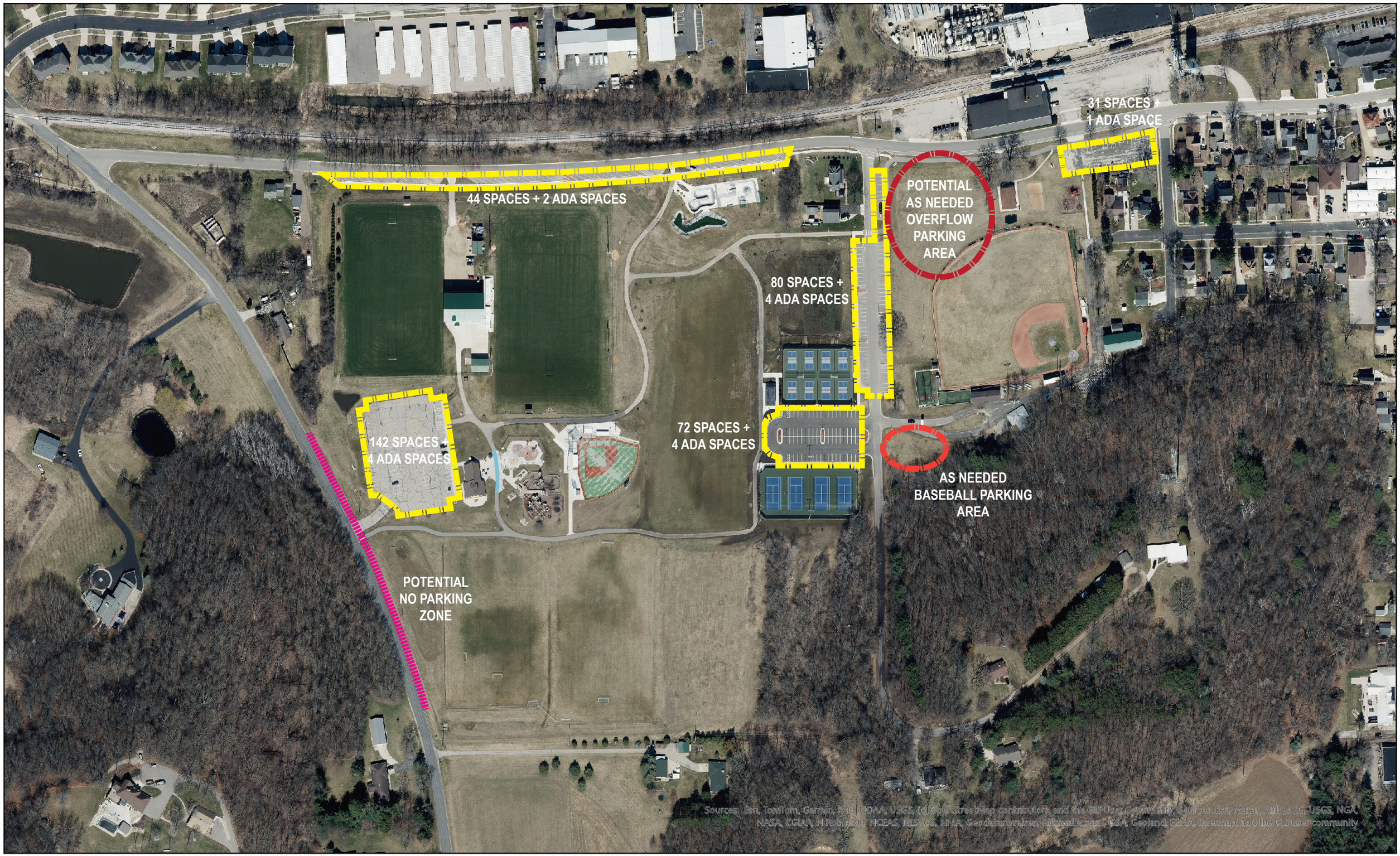
No issues on the fire side.

Police Department:

PD will be assigning additional personnel for the May 30th event. Rough numbers ($$ amount) are not calculated at this time. The other two events in August will be covered by regularly staffed personnel (i.e., locked schedule so personnel can't submit to take off).

BAKKEN /FIREMAN'S PARK AREA
PARKING DIAGRAM

6/11/2025



THE VILLAGE OF
COTTAGE GROVE

221 E. Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704, FAX: 608-839-4698
www.vi.cottagegrove.wi.gov

SPECIAL EVENT PERMIT APPLICATION

DRAFT 2023

Permit approved		Date	
Permit fees paid		Date	
Deposit paid		Date	
Deposit returned?		Date	
		FEES ARE NON-REFUNDABLE	

APPLICATION AND PERMIT FEE IS DUE 90 DAYS PRIOR TO YOUR EVENT.

ORGANIZATION INFORMATION

Name of Organization Madison United Rugby				
Street Address 448 Clark Street		City Cottage Grove	State WI	Zip 53527
Phone Number (203) 506-5041		Are you a 501(c)3 Organization? *Circle one*	Yes	No
Event Contact Person (First & Last Name) Brad Dufek				
Address 448 Clark Street		City Cottage Grove	State WI	Zip 53527
Email murugbydirector@gmail.com	Phone Number (203) 506-5041	Day of Event Phone Number		

EVENT INFORMATION

Name of Event Great Midwest Collegiate 7s	Date(s) of Event April 11-12, 2026		
Event Start Time 8:00am	Event End Time 5:00pm		
Location of the Event* Wisconsin Rugby Sports Complex & Bakken Park			
Will your event take place near a residential neighborhood? ***If yes, you will be required to notify all adjacent property owners when the event will occur.*** *Circle One*		Yes	No
You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used. ****If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call (608) 839-8968.***			
Generally describe your event and its purpose College 7s is a regular, annual event for us. This year it spans across two days: 16 teams for each division, each day. Prior years has had them combined with 24 teams on the same day.			
Based on the class definitions found in the manual, what class is your event? *Circle One.*		**Class I**	**Class II**
Estimated Number of Participants 250	Spectators 120	Vendors Yes	

OTHER INFORMATION

Is there an outdoor bar that will serve alcohol? ***If yes, liquor and bartender licenses are necessary under separate application.*** *Circle One.*		Yes	(No)
Please list the number of Village of Cottage Grove licensed bartenders that will be on site:			
Will you be selling/serving food? ***If yes, you will need to contact the Dane County Health Department for proper permits.*** *Circle One.*		(Yes)	No
If yes, will the food be distributed by a Food Truck already permitted by the Village staff?		(Yes)	No
Will you be selling merchandise? ***If yes, you will need to obtain a Peddler's Permit under separate application.*** *Circle One.*		Yes	(No)
Will your event need electricity? ***If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.*** *Circle One.*		Yes	(No)
Will you be setting up any lighting? ***If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.*** *Circle One.*		Yes	(No)
Will your event require any fencing? ***If yes, please provide plans for the fencing location and the gates.*** *Circle One.*		Yes	(No)
Does the event involve fireworks? ***If yes, you will need to obtain a fireworks permit under separate application through the Cottage Grove Fire Department.*** *Circle One.*		Yes	(No)
Does the event involve amplified music? *Circle One.*		Yes	(No)
If yes, will the amplified music be a *(Circle one)* :	Band	DJ	Other
Hours of amplified music:			
Please list the number of security staff you will be providing for the event:		2	
Will you need barricades provided by the Village for your event, if so, how many?		No	
Will you be erecting any tents, canopies or other temporary structure(s)? ***If yes, You will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.*** *Circle One.*		Yes	(No)
Will you be providing portable restrooms and wash stations? *Circle One.*		Yes	(No)
If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of? Provide name and contact info for companies providing these services.			
Will you provide parking for participants? *Circle One.*		(Yes)	No
If yes, where will parking be available? Standard Bakken parking attached.			
Will you provide a dumpster/clean-up services? *Circle One.*		(Yes)	No
If yes, please describe your clean-up and refuse collection plan and provide the name and contact info for the company providing the service. Same as prior years. The park will be left how it was found.			

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Have you reviewed and do you have a copy of the **Village of Cottage Grove Special Events Manual** as well as the **Village Special Events Ordinance**? *Circle One.*	Yes	No

INSURANCE REQUIREMENTS

The Special Event Sponsor must obtain liability insurance for an event that includes alcohol, has more than 150 people per day, or involves a road closure. Proof of this insurance with coverage no less than $1,000,000 which names and endorses the Village, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event.

Are you able to provide these insurance documents, if required? ***Circle One.*** **Yes** **No**

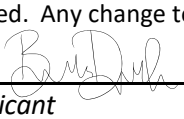
DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village a cleaning/damage deposit of $200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by Police Department, Fire Department, EMS and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval.



March 10, 2026

Signature of Applicant *Date*

For staff use only

Fees collected with application submission:

_____**Class I Event**

_____**Class II Event**

_____**PERMIT FEES CHARGED**

Village Board approval, *if necessary, on:*

_____

Police Department approval:*

_____

Application forwarded to:

- ☐ Deputy Administrator
- ☐ Building Inspector
- ☐ Fire Chief
- ☐ Parks & Rec Director
- ☐ Police Chief
- ☐ Public Works Director
- ☐ EMS

Fire Department Approval:*

_____

Addt'l fees charged by Departments:

_____Administration

_____Building Inspection

_____Fire

_____Public Works

_____Police

_____Security Deposit

_____EMS

EMS Approval:*

_____

**Comments/concerns should be attached separately*

THE VILLAGE OF
COTTAGE GROVE

221 E. Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704, FAX: 608-839-4698
www.vi.cottagegrove.wi.gov

SPECIAL EVENT APPLICATION

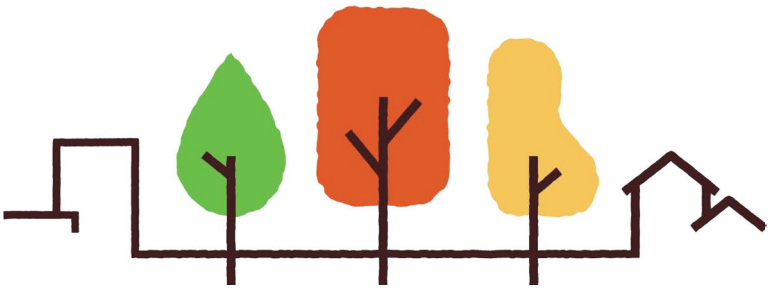
CONTACT INFORMATION & FEES SHEET

DEPARTMENT CONTACTS:

Clerk	608-839-4704	Park & Recreation	608-839-8968
Building Inspection	608-697-7779	Police	608-839-4652
Fire	608-839-4343	Public Works & Utilities	608-839-5813
		Deer Grove EMS	608-839-5658

VILLAGE PERMIT AND OTHER FEES:

Barricades	Up to 6 barricades - $35; over 6 barricades - $70
Class I event	$300 per day
Class II event	$150 per day
Electrical Inspection	$176.00 (minimum) per inspection
EMS service (ambulance on site)	$250.00 per hour
Fireworks Permit	No charge; State and local permit required
Garbage cans (55 gallon)	$5.00 per garbage can
Host Permit	$20.00 per year
Park Rental Permit	Shelter Rental Required, see Park and Rec fee schedule
Pre-event Safety Inspection	$75.00 per hour
Security Deposit	$200.00 per day; May encounter an additional deposit if utilizing a park facility.
Temporary Bartender License	$25.00
Temporary Class B (Picnic) Beer & Wine Licenses	$10.00 (Picnic License for Alcoholic Beverages)
Tent Inspection	$31.65 if under 2500 sq. ft.; per tent, per inspection. Each tent requires separate application.
Transient Merchant Permit	$20.00 application fee; additional $20.00 per day charge or $100.00 per week.



THE VILLAGE OF

COTTAGE GROVE

SPECIAL EVENT MANUAL

This manual was created *to* give *event* organizers a tool *to* assist them with creating a successful *event* and follow the proper protocol for requesting Village Services.

TABLE OF CONTENTS

INTRODUCTION	Pg. 2
What is a Special Event?	Pg. 2
Consider how your event plans work with the community.	Pg. 3
STEPS TO TAKE	Pg. 3
Who should I contact first?	Pg. 3
Determine where and when to hold your event.	Pg. 3
Do you plan to use one of the parks for your event?	Pg. 3
Will your event take place in a residential neighborhood?	Pg. 4
Do you plan to close and/or use a public street or right-of-way for your event?	Pg. 4
Where will all of the participants park?	Pg. 4
OTHER ITEMS TO CONSIDER	Pg. 4
Will you be serving/selling alcohol?	Pg. 4-5
Will you be serving/selling food?	Pg. 5
Will you be selling merchandise?	Pg. 5
What security will be needed?	Pg. 5-6
Will you be having a band or amplified music?	Pg. 6
PLANNING FOR FIRE PREVENTION AND LIFE SAFETY	Pg. 6
Will your event be held outdoors?	Pg. 6-7
Will any fireworks, open flame or pyrotechnic devices be used?	Pg. 7
Will you be erecting a tent, canopy, or other temporary structure?	Pg. 7
Will you need electricity and/or setting up lights?	Pg. 7
Will you be putting up a temporary fence?	Pg. 7
Do you have the ability to provide potable water access?	Pg. 7
RISK MANAGEMENT AND INSURANCE REQUIREMENTS	Pg. 8
Risk Management	Pg. 8
Inform and train volunteers	Pg. 8
Liability Insurance	Pg. 9
TOILET FACILITIES AND CLEAN UP	Pg. 9
Refuse collection and site cleanup	Pg. 9-10
Do you need portable restrooms and hand washing stations?	Pg. 10
MEDICAL SERVICES	Pg. 10-11
VILLAGE ORDINANCE REGARDING SPECIAL EVENTS	

INTRODUCTION

The Village of Cottage Grove enjoys many fine and entertaining special events throughout the year. The Village is committed to supporting quality events and this manual is a tool to help ensure your event's success. If this is your first time planning an event or if you have been hosting an event through the Village for years, this manual will provide guidance for Village expectations for special events.

After reading through this manual, we highly suggest you call the Village Clerk at 608-839-4704, to arrange for an initial planning meeting to discuss your event prior to turning in any applications. The Village requires staff to review your permit and make recommendations to the Village Board, if required, for approval, approval with conditions or denial of the permit. This is why the application is due 90 days prior to your event.

Although this guide should help you determine everything you will need to hold a successful event, ultimately, the Village reserves the right to require additional permits and/or services they see fit to ensure the event is safe. Any additional permits and/or services required by the Village will be at the cost of the event organizer.

What is a Special Event?

The Village of Cottage Grove's Special Event Ordinance defines a special event as…

"any activity that uses public streets, rights-of-way, sidewalks, or private property or may require increased levels of Village services. This includes, but is not limited to, fairs, festivals, sports events, foot runs, walk-a-thons, bike-a-thons, bike races, markets, outdoor merchandise sale, parades, parade of homes, exhibitions, auctions, dances, motion picture filming and other similar events."

Further, the Village defines special events into different class levels which help determine what level of impact they will have on the community.

Class I: A special event in which any of the following occurs: has more than one hundred fifty (150) people; where alcohol is sold or served; outdoor entertainment/amplified music; tents larger than four hundred (400) square feet; or lasting more than two days.

Class II: A special event with more than one-hundred fifty (150) people and no alcohol is sold or served or no outdoor entertainment/amplified music is provided.

If you are planning an event at your home or other residential area and plan to have 50-150 people, you are encouraged to contact the Cottage Grove Police Department at 608-839-4652 to make them aware of the event however no special event application is necessary.

Consider how your event plans work with the Community:
As you begin the preliminary plans for your event, think carefully about the impact you will have on the community as a whole. The following are some common impacts that thoughtful planning can help reduce:

- When you close a street, even for two or three blocks, traffic issues will arise as it will need to be rerouted or turned away.
- Does your street closure block or impede access to police stations, fire stations, churches, schools, businesses or residences?
- Are you planning to serve/sell alcohol at your event? If so, how will that use affect participant safety and enjoyment of the event as well as security and insurance costs?
- Will you have music? If so, what type of music will you have and how will the noise impact the surrounding neighborhood?
- Ensure your event is accessible to the disabled. (Disabilities include but are not limited to vision, hearing, and physical limitations.)
- Are there other events planned in the Village on the same day as yours or immediately before or after yours? If so, multiple events in a small time frame may be denied due to limited resources available to assist with the events.

STEPS TO TAKE

Who Should I Contact First?
The Special Event permit application process is coordinated through the Clerk's office. This office is located in Village Hall, 221 E. Cottage Grove Road, Cottage Grove, WI. The application may be obtained from the Village Clerk's office or from the Village's website at www.vi.cottagegrove.wi.gov. **Special Event applications are due to the Clerk's office 90 days prior to your event.**

Based on the nature of your event, a variety of permits may be required and this manual will help you identify those and who to contact if you have questions.

Determine When and Where to Hold Your Event:
Do you plan to use one of the parks for your event?
If yes, you will need to contact the Village of Cottage Grove Parks and Recreation Department to reserve the park, and request to get on the next agenda of the Parks, Recreation and Forestry Committee who will need to give you permission to utilize the park. This Committee will also determine what will be charged for use of the facility – it may or may not follow the regular rental rates. All park rules, regulations and policies must be adhered to.

Will your event take place in a residential neighborhood?

If yes, then you will be required to notify all adjacent property owners when your event will occur as well as what your event will entail. The Village can assist you in determining which property owners should be notified based on the location of your event.

Do you plan to close and/or use a public street or right-of-way for your event?
If yes, then you will need to have your request reviewed by the Department of Public Works and Police Department. They will ensure that all safety measures are met and the street closure(s) will not adversely affect traffic flow. Also, there may be some limitations on use of certain streets if they are under construction during your event.

Barricades are available through the Village. However, you will need to submit a specific plan of where the barricades shall be located as well as what time they need to be in place and what time they will be taken down. You will be charged for use of these barricades. The Police Department may require you to have barricades for your event even if you do not feel they are necessary. If barricades are required, it is at the expense of the event organizer. (See FEE SHEET for detailed costs).

Even if your event does not require street closures, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants but also those who live and work in the area surrounding the event's location. Changes in traffic flow must be considered in the planning process.

Where will all of the participants park?
In case of large events, consider establishing parking in other sites and shuttling participants to the event. If you are requesting special parking restrictions, you must contact the Police Department to discuss this request.

Another consideration for parking is the availability of disabled parking stalls. If you do not plan for disabled parking stalls within a reasonable distance from your event site, you may discuss with the Police Department and the Department of Public Works ways to accommodate those with special needs.

A detailed map of the event location, proposed street closures, intended route, if applicable, MUST BE PRESENTED AT THE TIME OF PERMIT APPLICATION.

OTHER ITEMS TO CONSIDER

Will you be serving/selling alcohol?
If you are providing alcohol, you will need to obtain a temporary license through the Village of Cottage Grove with a different application. This temporary license is only good for sales of wine and beer and is only available to organizations that are considered to be bona fide clubs. You must also provide at least one Village of Cottage Grove licensed bartender who must be on site where these sales will occur for the duration of your event. If you are currently a business with a liquor license from the Village of Cottage Grove, and you wish to sell alcohol outside of your current premises, you will need to go before the Village Board for approval to extend your license beyond the current premises. (Expansion of

premises cannot go beyond current legal property boundaries.)
If your event is in a park, you may not serve beer or wine after 10:00 pm. If you wish to sell beer or wine in a park, you will need to adhere to Village policy by getting a temporary license and providing a Village of Cottage Grove licensed bartender. Although having alcohol at your event may be advantageous, you may also incur greater costs and risks; please read the insurance requirement section of this manual thoroughly.

Helpful tips to organize a safe and successful event when serving/selling beer or wine:

- Sales of beer or wine must be under the control of your organization at all times. You are the responsible, legally liable party if problems arise because of the improper conduct of your beverage servers.
- The legal drinking age is 21. You should require bona fide identification from anyone who appears under the age of 30. Proper identification must be issued by a governmental agency with the name, date of birth, a physical description and a photograph of the person presenting the identification.
- Do not sell, furnish or give beer or wine to anyone who is obviously intoxicated.
- Identify non-drinking designated drivers and offer them free non-alcoholic beverages. This can be done by providing colored wristbands or other means of easy identification.
- Limit sales or service of alcoholic beverages to two (2) drinks per person at any one time.
- Provide food at your event.
- Prohibit anyone from bringing their own alcoholic beverages to your event.
- Provide adequate security at your event, especially if it is open to the public.

Will you be serving/selling food?
When selling/serving food, the event organizer must contact Public Health of Madison & Dane County (PHMDC). You will be required to provide to the Village proof of approved permits by Dane County prior to the start of your event. If food trucks (more than one) will be present, a Host Permit from the Village will be required.

Will you be selling merchandise?
If you plan to sell merchandise, you will also need to obtain a Transient Merchant Permit from Village Hall. The permit application is available at Village Hall. There is a $20 application fee for this license plus an additional $20 per day charge or $100 per week depending upon the duration of your event.

What security will be needed?
For the safety of your event's participants, security personnel are a necessity. Events including alcohol or minors may involve a higher risk and may require more security.

Events should have security personnel at the rate of one security guard for every 300 people present if alcohol is available, or one security guard for every 600 people if alcohol is not available. One member of the security personnel must be designated as the "Head of Security" who can be contacted at any time by the Police, Fire, EMS or Public Health of Madison & Dane County.

Points to consider when planning security for your event:

- Entry points
- Boundaries
- Bordering streets between your event's location and parking areas
- Parking lots
- Site where admission is charged, if applicable. You may want to consult with the Police Department about transferring money.
- Doors of spectator areas to watch for suspicious behavior, if applicable.
- Restrooms or concession areas
- Restricted access areas such as reserved areas, medical/first aid centers, or other key locations where the general public is not allowed.
- VIPs and Public Officials

The Fire Department and/or Police, depending on facts and circumstances specific to each event, shall have the discretion to modify this ratio as they deem necessary.

Will you be having a band or amplified music?

If yes, there are a number of items that need to be considered.

- Is there a stage available at your proposed location or will you need to obtain one?
- Is there sufficient electricity to supply the band/amplified music's equipment?
- Will a tent be required?
- What hours will the band/amplified music be playing – will this comply with the Village's noise ordinance?

Noise is regulated within the Village limits of the Village of Cottage Grove. In general, the ordinance states that no person shall make or cause to be made any loud, disturbing, or unnecessary sounds or noises that might annoy or disturb another. If the Village were to receive a complaint regarding your event, Police have the right to shut down that aspect of your event. Therefore, it is highly encouraged to notify surrounding residents/businesses of your event so they know ahead of time what your event is and what can be expected in regard to noise. If you are planning your event in a park, your amplified music would need to end by 10 pm as parks close at that time.

PLANNING FOR FIRE PREVENTION AND LIFE SAFETY

Will your event be held outdoors?

The Cottage Grove Fire Department and Deer Grove EMS are committed to a fire prevention program that places a high priority on the safety and welfare of the public while minimizing potential fire and life safety hazards. Establishing fire prevention and life safety procedures at your special event is an essential component of the event planning process.

If you are holding an outdoor event, your event must be reviewed by the Fire and EMS Departments. Items of concern include general fire and life safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and combustible liquids and/or gases, or potentially hazardous cooking

appliances. A copy of your Special Event application will be forwarded to the Fire and EMS Departments for review. This review process is required for ALL special events.

Will any fireworks, open flame or pyrotechnic devices be used?
If yes, you will need to contact the Cottage Grove Fire Department for the necessary permits and regulations. Permits must be applied for a minimum of 7 days prior to the event.

The use of any pyrotechnic device shall be handled by a competent adult operator and shall be of such composition, character and be located, discharged or fired, as in the opinion of the Fire Chief, shall not be hazardous to property or endanger any people. Village ordinances and State Statutes shall regulate the outdoor use of pyrotechnic devices.

Will you be erecting a tent, canopy, or other temporary structure?
If yes, again you will need to work with the Cottage Grove Fire Department as well as the Building Inspection Department. Any temporary structures are regulated through the Village of Cottage Grove. Each vendor is responsible for obtaining a tent permit and inspection as well as for paying the inspection fee. If you plan to erect a temporary structure in a park, you will need to obtain permission from the Park and Recreation Board.

Will you need electricity and/or setting up lights?
If yes, again you will need to work with the Cottage Grove Fire Department as well as the Building Inspection Department. Also, any cords/service lines should be protected to avoid a trip hazard or grounding hazard. Electric service will need to meet all code requirements.

Will you be putting up a temporary fence?
Some events attempt to control the area in which participants are allowed to roam. Therefore if you plan to erect a temporary fence, you will need to work with the Cottage Grove Fire Department, Deer Grove EMS, and the Building Inspection Department. Items of concern here are how structurally sound the fence is as well as entry/exit points not only for participants but also for emergency personnel and vehicles.

Do you have the ability to provide potable water access if there isn't one on site?
Potable water access means you are able to provide water that humans can drink on site. Some special event sites may not already have access to water through the Village or another means. Therefore it is the responsibility of the event organizer to ensure drinking water is available for all participants attending the event. This is especially important if you are offering an athletic event.

RISK MANAGEMENT AND INSURANCE REQUIREMENTS

Risk Management

Risk management for special events is defined as "recognizing the possibility of meeting danger or suffering harm or loss and organizing or planning to minimize or eliminate said danger, harm or loss." Ensuring that appropriate risk management practices are in place is a priority for the Village of Cottage Grove.

Some areas of risk management that should be observed by special event organizers:

- Develop volunteer management practices – identify who is in charge and communicate that to all volunteers. Monitor the event volunteers to ensure that the necessary work is being completed.
- Be clear about the role of Police at your event and enhance communication throughout the event. Consult with Police and emergency personnel for input and advice while developing the safety/risk management plan.
- Be aware of safety standards and/or inspections related to buildings, vehicles, carnival rides and tents, ensuring safe egress from tents and fenced in areas.
- Have emergency plans specific to the event activities, including communication and responsibilities, coordination with authorities, weather conditions, lightning, and personal and property damage.
- Coordinate fire safety/protection for all tents and commercial cooking functions, and the safe handling of propane gas.
- Inform all participants of safety requirements specific to events that take place on waterways.
- Have a bleacher inspection and certificate of inspection from the installer for any bleachers that are brought in for spectators.
- Do a "walk through" of the event looking out for tent stakes and ropes, electrical connections, compressed gas cylinders like helium, cables and hoses across walkways, absence of barriers to restricted areas; try to see the grounds through the eyes of a participant.

Inform and Train Volunteers

Volunteers can be the most valuable people at your event. They should be briefed prior to the event on what they may and may not do. They should be thoroughly informed and it is often a good idea to provide them with job descriptions. Tell them who is in charge and who to contact if a problem develops. Be sure they are familiar with the building or area so they can direct people to restrooms, fire exits, or other key locations. Remember, the volunteer's task may seem clear to you, but they are not as familiar with all of the plans you have made.

Make your volunteers easily identifiable to those attending your event; provide them with vests, pins, armbands, hats, etc. so guests can easily recognize someone affiliated with the event.

Liability Insurance

The special event sponsoring group may be required to supply the Village with a Certificate of Insurance demonstrating the required level of insurance coverage (minimum of $1,000,000 unless otherwise specified by the Village) in addition to providing the Village with a copy of insurance policy endorsement language demonstrating that the Village , its officers, agents, employees and contractors are named and endorsed as an additional insured party. (The Village Board may require a higher limit depending upon the details of your event.) Those events that may be required to provide the aforementioned insurance indemnification include, but are not limited to,

1) An event that includes alcohol, or
2) An event that is anticipated to have attendance greater than 150 people per day, or
3) A multi-day event.

The applicant shall hold the Village, its officers, employees, agents, and contractors harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to a person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Proof of this insurance is required to be turned into the Village no less than twenty (20) days prior to the start of your event. If any modifications occur to your insurance terms, you must also notify the Village immediately. Any change to coverage requires Village approval. Also, if your coverage is canceled or no longer meets the Village's requirements, the permit will be rescinded.

TOILET FACILITIES AND CLEANUP

Refuse Collection/Site Clean Up

The event sponsor must have a litter control plan in place and pick up trash/litter before, during and after the event. A recycling plan is also highly recommended and many park facilities have recycling containers on-site.

The event organizer is responsible for requesting additional trash cans if you are using a park area and then emptying them and putting trash into a dumpster throughout the event (if determined necessary by the Park and Recreation Board and/or the Village Board). The Park/Recreation Department may have extra 55 gallon garbage cans you can rent for your event – see FEE SHEET for detailed costs. These garbage cans are on a first-come, first-served basis and Parks, Recreation, and Forestry Department needs are met first. The event organizer will be responsible for providing 55 gallon trash bags and for ensuring they are empty and clean when being returned. Other times, park maintenance staff will empty the trash receptacles after your event; however this typically only happens when the event is expected to be less than 200 people.

The Village of Cottage Grove does NOT provide dumpster service for event organizers. It is suggested that you contact a local waste management company and determine where and when a dumpster can be made available to you. This information will need to be included during your application process so it is best to have those details sorted out early. If at the end of your event, clean up is not up to Village standards, your security deposit will be used to pay to have it cleaned. If cleaning charges are more than your security deposit, the event

organizer will be billed for those services and must repay the Village within 30 days of receiving the bill. (If you do not pay the bill, you will not be able to request another special event within the Village of Cottage Grove).

Do you need portable restrooms and hand washing stations?
Event planning should include requirements for sanitation and waste management plans. An event that does not provide for the personal comfort of patrons, or leaves an unsightly mess with litter and trash, will damage its own future as well as negatively affect the image of the Village.

Portable restrooms: Although some spaces, such as parks, have toilet facilities, depending upon your expected attendance, additional portable restrooms and hand washing stations should be available on site. Typically one portable restroom will allow for 200 uses if it is not pumped and cleaned in between. Therefore you may wish to use the following guidelines when attempting to have enough portable restroom facilities available:

Average hours of event

Ave. Size Crowd	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	5	8	8	9	9	11	12	13	13
2,000	5	5	9	12	14	16	18	20	23	25
3,000	6	8	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125

These numbers do not take into consideration if there are surrounding facilities available perhaps at a local business that is participating in the event or again if the event is being held at a park.

MEDICAL SERVICES

When planning a special event, there are questions you should ask yourself to determine any medical/first aid needs:

- How many people will be expected to attend? Medical demands vary – an event expecting 200 people will have different medical/first aid needs than an event with 5,000 people.
- Is your event being held during daylight hours or at night? Nighttime hours will require a lighting plan to ensure all participants are safe and can see where they are going.
- What are the demographics of your anticipated crowd? Does your particular group have any potential health issues that should be considered?

- What time of the year is your event being held? Do you anticipate any issues because of potential extreme heat, extreme cold, precipitation, or excessive insects?
- What is the length of your event? Does your event run for a few hours, a full day or is it a multi-day event?
- Will there be alcohol available?
- Is there a single location for your event or multiple locations?
- Have you encountered any medical/first aid problems with an event in the past?
- If this is an athletic event, how strenuous is the activity and how well trained are the athletes that are participating?

It is highly recommended that every special event have a first aid kit easily accessible for attendees. Your first aid kit should contain at a minimum: compresses, ice packs, bandages and antiseptic. EMS may also determine that you need to have an ambulance on site in case of any medical issues that arise. If you are hosting an athletic event, it is required that you provide sufficient hydration for the participants.

Based on the nature of your event and number of people expected to attend/watch, the Village may require Police and EMS services. These required services will be at the expense of the event organizer.

The next few pages are the actual special event ordinance for the Village of Cottage Grove. It is highly recommended you review the ordinance as well in case there are requirements not covered in this manual.

Once you have finalized the details of your event and are ready to submit your application, please contact the Clerk's office at 608-839-4704.

THE VILLAGE OF
COTTAGE GROVE

221 E. Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704, FAX: 608-839-4698
www.vi.cottagegrove.wi.gov

SPECIAL EVENT PERMIT APPLICATION

DRAFT 2023

Permit approved		Date	
Permit fees paid		Date	
Deposit paid		Date	
Deposit returned?		Date	
		FEES ARE NON-REFUNDABLE	

APPLICATION AND PERMIT FEE IS DUE 90 DAYS PRIOR TO YOUR EVENT.

ORGANIZATION INFORMATION

Name of Organization Madison United Rugby				
Street Address 448 Clark Street		City Cottage Grove	State WI	Zip 53527
Phone Number (203) 506-5041		Are you a 501(c)3 Organization? *Circle one*	Yes	No
Event Contact Person (First & Last Name) Brad Dufek				
Address 448 Clark Street		City Cottage Grove	State WI	Zip 53527
Email murugbydirector@gmail.com	Phone Number (203) 506-5041	Day of Event Phone Number		

EVENT INFORMATION

Name of Event Memorial 10v10 Tournament		Date(s) of Event August 1, 2026	
Event Start Time 9:00am		Event End Time 5:00pm	
Location of the Event* Wisconsin Rugby Sports Complex & Bakken Park			
Will your event take place near a residential neighborhood? ***If yes, you will be required to notify all adjacent property owners when the event will occur.*** *Circle One*		Yes	No
You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used. ****If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call (608) 839-8968.***			
Generally describe your event and its purpose The Wisconsin Rugby Club hosts every year to pay tribute to past players and club members who are no longer with us.			
Based on the class definitions found in the manual, what class is your event? *Circle One.*		**Class I**	**Class II**
Estimated Number of Participants 250	Spectators 150	Vendors N/A	

OTHER INFORMATION

Is there an outdoor bar that will serve alcohol? ***If yes, liquor and bartender licenses are necessary under separate application.*** *Circle One.*		Yes	(No)
Please list the number of Village of Cottage Grove licensed bartenders that will be on site:			
Will you be selling/serving food? ***If yes, you will need to contact the Dane County Health Department for proper permits.*** *Circle One.*		(Yes)	No
If yes, will the food be distributed by a Food Truck already permitted by the Village staff?		(Yes)	No
Will you be selling merchandise? ***If yes, you will need to obtain a Peddler's Permit under separate application.*** *Circle One.*		(Yes)	No
Will your event need electricity? ***If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.*** *Circle One.*		Yes	(No)
Will you be setting up any lighting? ***If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.*** *Circle One.*		Yes	(No)
Will your event require any fencing? ***If yes, please provide plans for the fencing location and the gates.*** *Circle One.*		Yes	(No)
Does the event involve fireworks? ***If yes, you will need to obtain a fireworks permit under separate application through the Cottage Grove Fire Department.*** *Circle One.*		Yes	(No)
Does the event involve amplified music? *Circle One.*		Yes	(No)
If yes, will the amplified music be a *(Circle one)* :	Band	DJ	Other
Hours of amplified music:			
Please list the number of security staff you will be providing for the event:		6	
Will you need barricades provided by the Village for your event, if so, how many?		No	
Will you be erecting any tents, canopies or other temporary structure(s)? ***If yes, You will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.*** *Circle One.*		Yes	(No)
Will you be providing portable restrooms and wash stations? *Circle One.*		Yes	(No)
If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of? Provide name and contact info for companies providing these services.			
Will you provide parking for participants? *Circle One.*		Yes	(No)
If yes, where will parking be available? See attached diagram, pulled from Parks & Recreation and our planning from last Summer.			
Will you provide a dumpster/clean-up services? *Circle One.*		(Yes)	No
If yes, please describe your clean-up and refuse collection plan and provide the name and contact info for the company providing the service. Same as prior years. The park will be left how it was found.			

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Possibility for parking setup outside of baseball field and stocking/refilling shelter restrooms.

Have you reviewed and do you have a copy of the **Village of Cottage Grove Special Events Manual** as well as the **Village Special Events Ordinance**? *Circle One.*	Yes	No

INSURANCE REQUIREMENTS

The Special Event Sponsor must obtain liability insurance for an event that includes alcohol, has more than 150 people per day, or involves a road closure. Proof of this insurance with coverage no less than $1,000,000 which names and endorses the Village, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event.

Are you able to provide these insurance documents, if required? ***Circle One.*** **Yes** **No**

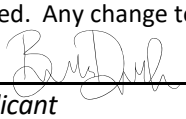
DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village a cleaning/damage deposit of $200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by Police Department, Fire Department, EMS and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval.



Signature of Applicant

February 9, 2026

Date

For staff use only

Fees collected with application submission:

$300 **Class I Event**

_____ **Class II Event**

$625 **PERMIT FEES CHARGED**

Village Board approval, *if necessary, on:*

_____

Police Department approval:*

_____

Application forwarded to:

- ☐ Deputy Administrator
- ☐ Building Inspector
- ☐ Fire Chief
- ☐ Parks & Rec Director
- ☐ Police Chief
- ☐ Public Works Director
- ☐ EMS

Fire Department Approval:*

_____

Addt'l fees charged by Departments:

_____ Administration

_____ Building Inspection

_____ Fire

$125 Parks & Recreation

_____ Police

$200 Security Deposit

_____ EMS

EMS Approval:*

_____

**Comments/concerns should be attached separately*

THE VILLAGE OF
COTTAGE GROVE

221 E. Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704, FAX: 608-839-4698
www.vi.cottagegrove.wi.gov

SPECIAL EVENT PERMIT APPLICATION

DRAFT 2023

Permit approved		Date	
Permit fees paid		Date	
Deposit paid		Date	
Deposit returned?		Date	
		FEES ARE NON-REFUNDABLE	

APPLICATION AND PERMIT FEE IS DUE 90 DAYS PRIOR TO YOUR EVENT.

ORGANIZATION INFORMATION

Name of Organization Madison United Rugby				
Street Address 448 Clark Street		City Cottage Grove	State WI	Zip 53527
Phone Number (203) 506-5041		Are you a 501(c)3 Organization? *Circle one*	Yes	No
Event Contact Person (First & Last Name) Brad Dufek				
Address 448 Clark Street		City Cottage Grove	State WI	Zip 53527
Email murugbydirector@gmail.com	Phone Number (203) 506-5041	Day of Event Phone Number		

EVENT INFORMATION

Name of Event USA Club Rugby 7s National Championship		Date(s) of Event August 8-9, 2026	
Event Start Time 8:00am		Event End Time 5:00pm	
Location of the Event* Wisconsin Rugby Sports Complex & Bakken Park			
Will your event take place near a residential neighborhood? ***If yes, you will be required to notify all adjacent property owners when the event will occur.*** *Circle One*		Yes	No
You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used. ****If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call (608) 839-8968.***			
Generally describe your event and its purpose For a 4th year in a row we'll have the privelege of hosting the USA Club 7v7 Adult National Championship. This event has been world class and a positive addition to our track record as a facility and as a town and city. This event is heavily backed by Destination Madison, the Sports Commission and the Mayor.			
Based on the class definitions found in the manual, what class is your event? *Circle One.*		**Class I**	**Class II**
Estimated Number of Participants 500	Spectators 300	Vendors Yes	

OTHER INFORMATION

Is there an outdoor bar that will serve alcohol? ***If yes, liquor and bartender licenses are necessary under separate application.*** *Circle One.*		Yes	(No)
Please list the number of Village of Cottage Grove licensed bartenders that will be on site:			
Will you be selling/serving food? ***If yes, you will need to contact the Dane County Health Department for proper permits.*** *Circle One.*		(Yes)	No
If yes, will the food be distributed by a Food Truck already permitted by the Village staff?		(Yes)	No
Will you be selling merchandise? ***If yes, you will need to obtain a Peddler's Permit under separate application.*** *Circle One.*		(Yes)	No
Will your event need electricity? ***If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.*** *Circle One.*		Yes	(No)
Will you be setting up any lighting? ***If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.*** *Circle One.*		Yes	(No)
Will your event require any fencing? ***If yes, please provide plans for the fencing location and the gates.*** *Circle One.*		Yes	(No)
Does the event involve fireworks? ***If yes, you will need to obtain a fireworks permit under separate application through the Cottage Grove Fire Department.*** *Circle One.*		Yes	(No)
Does the event involve amplified music? *Circle One.*		(Yes)	No
If yes, will the amplified music be a *(Circle one)* :	Band	(DJ)	Other
Hours of amplified music:	Roughly 8		
Please list the number of security staff you will be providing for the event:	6		
Will you need barricades provided by the Village for your event, if so, how many?	No		
Will you be erecting any tents, canopies or other temporary structure(s)? ***If yes, You will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.*** *Circle One.*		Yes	(No)
Will you be providing portable restrooms and wash stations? *Circle One.*		Yes	(No)
If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of? Provide name and contact info for companies providing these services.			
Will you provide parking for participants? *Circle One.*		(Yes)	No
If yes, where will parking be available? See attached diagram, pulled from Parks & Recreation and our planning from last Summer.			
Will you provide a dumpster/clean-up services? *Circle One.*		(Yes)	No
If yes, please describe your clean-up and refuse collection plan and provide the name and contact info for the company providing the service. Same as prior years. The park will be left how it was found.			

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Possibility for parking setup outside of baseball field and stocking/refilling shelter restrooms.

Have you reviewed and do you have a copy of the **Village of Cottage Grove Special Events Manual** as well as the **Village Special Events Ordinance**? *Circle One.*	Yes	No

INSURANCE REQUIREMENTS

The Special Event Sponsor must obtain liability insurance for an event that includes alcohol, has more than 150 people per day, or involves a road closure. Proof of this insurance with coverage no less than $1,000,000 which names and endorses the Village, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event.

Are you able to provide these insurance documents, if required? *Circle One.* **Yes** **No**

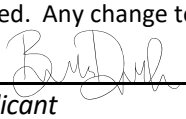
DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village a cleaning/damage deposit of $200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by Police Department, Fire Department, EMS and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval.



Signature of Applicant

February 9, 2026

Date

For staff use only

Fees collected with application submission:

$600 **Class I Event**

_____ **Class II Event**

$1250 **PERMIT FEES CHARGED**

Village Board approval, *if necessary, on:*

_____

Police Department approval:*

_____

Application forwarded to:

- ☐ Deputy Administrator
- ☐ Building Inspector
- ☐ Fire Chief
- ☐ Parks & Rec Director
- ☐ Police Chief
- ☐ Public Works Director
- ☐ EMS

Fire Department Approval:*

_____

Addt'l fees charged by Departments:

_____ Administration

_____ Building Inspection

_____ Fire

$250 Parks & Recreation

_____ Police

$400 Security Deposit

_____ EMS

EMS Approval:*

_____

**Comments/concerns should be attached separately*

THE VILLAGE OF
COTTAGE GROVE

221 E. Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704, FAX: 608-839-4698
www.vi.cottagegrove.wi.gov

SPECIAL EVENT PERMIT APPLICATION

DRAFT 2023

Permit approved		Date	
Permit fees paid		Date	
Deposit paid		Date	
Deposit returned?		Date	
		FEES ARE NON-REFUNDABLE	

APPLICATION AND PERMIT FEE IS DUE 90 DAYS PRIOR TO YOUR EVENT.

ORGANIZATION INFORMATION

Name of Organization Madison United Rugby				
Street Address 448 Clark Street		City Cottage Grove	State WI	Zip 53527
Phone Number (203) 506-5041		Are you a 501(c)3 Organization? *Circle one*	Yes	No
Event Contact Person (First & Last Name) Brad Dufek				
Address 448 Clark Street		City Cottage Grove	State WI	Zip 53527
Email murugbydirector@gmail.com	Phone Number (203) 506-5041	Day of Event Phone Number		

EVENT INFORMATION

Name of Event Wisconsin State High School & Middle School Finals		Date(s) of Event May 30, 2026	
Event Start Time 9:00am		Event End Time 4:00pm	
Location of the Event* Wisconsin Rugby Sports Complex & Bakken Park			
Will your event take place near a residential neighborhood? ***If yes, you will be required to notify all adjacent property owners when the event will occur.*** *Circle One*		Yes	No
You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used. ****If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call (608) 839-8968.***			
Generally describe your event and its purpose Held annually, this is our single biggest day of the year where we host high school boys 15v15, high school girls 7v7 and middle school boys and girls 7v7 on our two fields + the two Bakken fields. It supports a first class experience for players and coaches from around the state and acts as the finale to Spring Rugby in Wisconsin.			
Based on the class definitions found in the manual, what class is your event? *Circle One.*		**Class I**	**Class II**
Estimated Number of Participants 500	Spectators 500	Vendors N/A	

OTHER INFORMATION

Is there an outdoor bar that will serve alcohol? ***If yes, liquor and bartender licenses are necessary under separate application.*** *Circle One.*		Yes	(No)
Please list the number of Village of Cottage Grove licensed bartenders that will be on site:			
Will you be selling/serving food? ***If yes, you will need to contact the Dane County Health Department for proper permits.*** *Circle One.*		(Yes)	No
If yes, will the food be distributed by a Food Truck already permitted by the Village staff?		(Yes)	No
Will you be selling merchandise? ***If yes, you will need to obtain a Peddler's Permit under separate application.*** *Circle One.*		(Yes)	No
Will your event need electricity? ***If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.*** *Circle One.*		Yes	(No)
Will you be setting up any lighting? ***If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.*** *Circle One.*		Yes	(No)
Will your event require any fencing? ***If yes, please provide plans for the fencing location and the gates.*** *Circle One.*		Yes	(No)
Does the event involve fireworks? ***If yes, you will need to obtain a fireworks permit under separate application through the Cottage Grove Fire Department.*** *Circle One.*		Yes	(No)
Does the event involve amplified music? *Circle One.*		Yes	(No)
If yes, will the amplified music be a *(Circle one)* :	Band	DJ	Other
Hours of amplified music:			
Please list the number of security staff you will be providing for the event:		10	
Will you need barricades provided by the Village for your event, if so, how many?		No	
Will you be erecting any tents, canopies or other temporary structure(s)? ***If yes, You will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.*** *Circle One.*		Yes	(No)
Will you be providing portable restrooms and wash stations? *Circle One.*		Yes	(No)
If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of? Provide name and contact info for companies providing these services.			
Will you provide parking for participants? *Circle One.*		(Yes)	No
If yes, where will parking be available? See attached diagram, pulled from Parks & Recreation and our planning from last Summer.			
Will you provide a dumpster/clean-up services? *Circle One.*		(Yes)	No
If yes, please describe your clean-up and refuse collection plan and provide the name and contact info for the company providing the service. Same as prior years. The park will be left how it was found.			

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Additional parking setup outside of baseball field and stocking/refilling shelter restrooms.

Have you reviewed and do you have a copy of the **Village of Cottage Grove Special Events Manual** as well as the **Village Special Events Ordinance**? *Circle One.*	Yes	No

INSURANCE REQUIREMENTS

The Special Event Sponsor must obtain liability insurance for an event that includes alcohol, has more than 150 people per day, or involves a road closure. Proof of this insurance with coverage no less than $1,000,000 which names and endorses the Village, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event.

Are you able to provide these insurance documents, if required? ***Circle One.*** **Yes** **No**

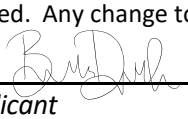
DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village a cleaning/damage deposit of $200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by Police Department, Fire Department, EMS and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval.



Signature of Applicant

February 9, 2026

Date

For staff use only

Fees collected with application submission:

_$300_____**Class I Event**

_____**Class II Event** __

$625_____**PERMIT FEES CHARGED**

Village Board approval, *if necessary, on:*

_____

Police Department approval:*

_____

Application forwarded to:

- ☐ Deputy Administrator
- ☐ Building Inspector
- ☐ Fire Chief
- ☐ Parks & Rec Director
- ☐ Police Chief
- ☐ Public Works Director
- ☐ EMS

Fire Department Approval:*

_____

Addt'l fees charged by Departments:

_____Administration

_____Building Inspection

_____Fire

_$125_____Parks & Rec

_____Police

__$200_____Security Deposit

_____EMS

EMS Approval:*

_____

**Comments/concerns should be attached separately*

THE VILLAGE OF
COTTAGE GROVE

221 E. Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704, FAX: 608-839-4698
www.vi.cottagegrove.wi.gov

SPECIAL EVENT PERMIT APPLICATION

DRAFT 2023

Permit approved		Date	
Permit fees paid		Date	
Deposit paid		Date	
Deposit returned?		Date	
		FEES ARE NON-REFUNDABLE	

APPLICATION AND PERMIT FEE IS DUE 90 DAYS PRIOR TO YOUR EVENT.

ORGANIZATION INFORMATION

Name of Organization Madison United Rugby & Madison Hurling Club				
Street Address 448 Clark Street	City Cottage Grove	State WI	Zip 53527	
Phone Number (203) 506-5041	Are you a 501(c)3 Organization? *Circle one*		Yes	No
Event Contact Person (First & Last Name) Brad Dufek & Brady Terry				
Address 448 Clark Street	City Cottage Grove	State WI	Zip 53527	
Email murugbydirector@gmail.com / midwesttournament@gmail.com	Phone Number (203) 506-5041	Day of Event Phone Number		

EVENT INFORMATION

Name of Event Midwest Regional Hurling Tournament	Date(s) of Event September 19, 2026		
Event Start Time 8:00am	Event End Time 5:00pm		
Location of the Event* Wisconsin Rugby Sports Complex & Bakken Park			
Will your event take place near a residential neighborhood? ***If yes, you will be required to notify all adjacent property owners when the event will occur.*** *Circle One*		Yes	No
You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used. ****If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call (608) 839-8968.***			
Generally describe your event and its purpose An annual, small scale event hosting hurling and gaelic football teams from all over the Midwest.			
Based on the class definitions found in the manual, what class is your event? *Circle One.*	**Class I**	**Class II**	
Estimated Number of Participants 250	Spectators 120	Vendors Yes	

OTHER INFORMATION

Is there an outdoor bar that will serve alcohol? ***If yes, liquor and bartender licenses are necessary under separate application.*** *Circle One.*		Yes	(No)
Please list the number of Village of Cottage Grove licensed bartenders that will be on site:			
Will you be selling/serving food? ***If yes, you will need to contact the Dane County Health Department for proper permits.*** *Circle One.*		Yes	(No)
If yes, will the food be distributed by a Food Truck already permitted by the Village staff?		Yes	(No)
Will you be selling merchandise? ***If yes, you will need to obtain a Peddler's Permit under separate application.*** *Circle One.*		Yes	(No)
Will your event need electricity? ***If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.*** *Circle One.*		Yes	(No)
Will you be setting up any lighting? ***If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.*** *Circle One.*		Yes	(No)
Will your event require any fencing? ***If yes, please provide plans for the fencing location and the gates.*** *Circle One.*		Yes	(No)
Does the event involve fireworks? ***If yes, you will need to obtain a fireworks permit under separate application through the Cottage Grove Fire Department.*** *Circle One.*		Yes	(No)
Does the event involve amplified music? *Circle One.*		Yes	(No)
If yes, will the amplified music be a *(Circle one)* :	Band	DJ	Other
Hours of amplified music:			
Please list the number of security staff you will be providing for the event:		2	
Will you need barricades provided by the Village for your event, if so, how many?		No	
Will you be erecting any tents, canopies or other temporary structure(s)? ***If yes, You will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.*** *Circle One.*		Yes	(No)
Will you be providing portable restrooms and wash stations? *Circle One.*		Yes	(No)
If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of? Provide name and contact info for companies providing these services.			
Will you provide parking for participants? *Circle One.*		(Yes)	No
If yes, where will parking be available? Standard Bakken parking attached.			
Will you provide a dumpster/clean-up services? *Circle One.*		(Yes)	No
If yes, please describe your clean-up and refuse collection plan and provide the name and contact info for the company providing the service. Same as prior years. The park will be left how it was found.			

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Have you reviewed and do you have a copy of the **Village of Cottage Grove Special Events Manual** as well as the **Village Special Events Ordinance**? *Circle One.*	Yes	No

INSURANCE REQUIREMENTS

The Special Event Sponsor must obtain liability insurance for an event that includes alcohol, has more than 150 people per day, or involves a road closure. Proof of this insurance with coverage no less than $1,000,000 which names and endorses the Village, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event.

Are you able to provide these insurance documents, if required? ***Circle One.*** **Yes** **No**

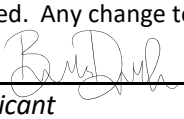
DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village a cleaning/damage deposit of $200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by Police Department, Fire Department, EMS and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval.



March 10, 2026

Signature of Applicant *Date*

For staff use only

Fees collected with application submission:

_____**Class I Event**

_____**Class II Event**

_____**PERMIT FEES CHARGED**

Village Board approval, *if necessary, on:*

_____

Police Department approval:*

_____

Application forwarded to:

- ☐ Deputy Administrator
- ☐ Building Inspector
- ☐ Fire Chief
- ☐ Parks & Rec Director
- ☐ Police Chief
- ☐ Public Works Director
- ☐ EMS

Fire Department Approval:*

_____

Addt'l fees charged by Departments:

_____Administration

_____Building Inspection

_____Fire

_____Public Works

_____Police

_____Security Deposit

_____EMS

EMS Approval:*

_____

**Comments/concerns should be attached separately*

THE VILLAGE OF
COTTAGE GROVE

221 E. Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704, FAX: 608-839-4698
www.vi.cottagegrove.wi.gov

SPECIAL EVENT APPLICATION

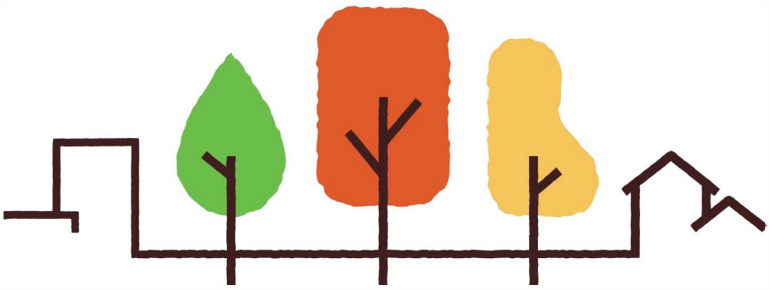
CONTACT INFORMATION & FEES SHEET

DEPARTMENT CONTACTS:

Clerk	608-839-4704	Park & Recreation	608-839-8968
Building Inspection	608-697-7779	Police	608-839-4652
Fire	608-839-4343	Public Works & Utilities	608-839-5813
		Deer Grove EMS	608-839-5658

VILLAGE PERMIT AND OTHER FEES:

Barricades	Up to 6 barricades - $35; over 6 barricades - $70
Class I event	$300 per day
Class II event	$150 per day
Electrical Inspection	$176.00 (minimum) per inspection
EMS service (ambulance on site)	$250.00 per hour
Fireworks Permit	No charge; State and local permit required
Garbage cans (55 gallon)	$5.00 per garbage can
Host Permit	$20.00 per year
Park Rental Permit	Shelter Rental Required, see Park and Rec fee schedule
Pre-event Safety Inspection	$75.00 per hour
Security Deposit	$200.00 per day; May encounter an additional deposit if utilizing a park facility.
Temporary Bartender License	$25.00
Temporary Class B (Picnic) Beer & Wine Licenses	$10.00 (Picnic License for Alcoholic Beverages)
Tent Inspection	$31.65 if under 2500 sq. ft.; per tent, per inspection. Each tent requires separate application.
Transient Merchant Permit	$20.00 application fee; additional $20.00 per day charge or $100.00 per week.



THE VILLAGE OF

COTTAGE GROVE

SPECIAL EVENT MANUAL

This manual was created *to* give *event* organizers a tool *to* assist them with creating a successful *event* and follow the proper protocol for requesting Village Services.

TABLE OF CONTENTS

INTRODUCTION	Pg. 2
What is a Special Event?	Pg. 2
Consider how your event plans work with the community.	Pg. 3
STEPS TO TAKE	Pg. 3
Who should I contact first?	Pg. 3
Determine where and when to hold your event.	Pg. 3
Do you plan to use one of the parks for your event?	Pg. 3
Will your event take place in a residential neighborhood?	Pg. 4
Do you plan to close and/or use a public street or right-of-way for your event?	Pg. 4
Where will all of the participants park?	Pg. 4
OTHER ITEMS TO CONSIDER	Pg. 4
Will you be serving/selling alcohol?	Pg. 4-5
Will you be serving/selling food?	Pg. 5
Will you be selling merchandise?	Pg. 5
What security will be needed?	Pg. 5-6
Will you be having a band or amplified music?	Pg. 6
PLANNING FOR FIRE PREVENTION AND LIFE SAFETY	Pg. 6
Will your event be held outdoors?	Pg. 6-7
Will any fireworks, open flame or pyrotechnic devices be used?	Pg. 7
Will you be erecting a tent, canopy, or other temporary structure?	Pg. 7
Will you need electricity and/or setting up lights?	Pg. 7
Will you be putting up a temporary fence?	Pg. 7
Do you have the ability to provide potable water access?	Pg. 7
RISK MANAGEMENT AND INSURANCE REQUIREMENTS	Pg. 8
Risk Management	Pg. 8
Inform and train volunteers	Pg. 8
Liability Insurance	Pg. 9
TOILET FACILITIES AND CLEAN UP	Pg. 9
Refuse collection and site cleanup	Pg. 9-10
Do you need portable restrooms and hand washing stations?	Pg. 10
MEDICAL SERVICES	Pg. 10-11
VILLAGE ORDINANCE REGARDING SPECIAL EVENTS	

INTRODUCTION

The Village of Cottage Grove enjoys many fine and entertaining special events throughout the year. The Village is committed to supporting quality events and this manual is a tool to help ensure your event's success. If this is your first time planning an event or if you have been hosting an event through the Village for years, this manual will provide guidance for Village expectations for special events.

After reading through this manual, we highly suggest you call the Village Clerk at 608-839-4704, to arrange for an initial planning meeting to discuss your event prior to turning in any applications. The Village requires staff to review your permit and make recommendations to the Village Board, if required, for approval, approval with conditions or denial of the permit. This is why the application is due 90 days prior to your event.

Although this guide should help you determine everything you will need to hold a successful event, ultimately, the Village reserves the right to require additional permits and/or services they see fit to ensure the event is safe. Any additional permits and/or services required by the Village will be at the cost of the event organizer.

What is a Special Event?

The Village of Cottage Grove's Special Event Ordinance defines a special event as…

"any activity that uses public streets, rights-of-way, sidewalks, or private property or may require increased levels of Village services. This includes, but is not limited to, fairs, festivals, sports events, foot runs, walk-a-thons, bike-a-thons, bike races, markets, outdoor merchandise sale, parades, parade of homes, exhibitions, auctions, dances, motion picture filming and other similar events."

Further, the Village defines special events into different class levels which help determine what level of impact they will have on the community.

Class I: A special event in which any of the following occurs: has more than one hundred fifty (150) people; where alcohol is sold or served; outdoor entertainment/amplified music; tents larger than four hundred (400) square feet; or lasting more than two days.

Class II: A special event with more than one-hundred fifty (150) people and no alcohol is sold or served or no outdoor entertainment/amplified music is provided.

If you are planning an event at your home or other residential area and plan to have 50-150 people, you are encouraged to contact the Cottage Grove Police Department at 608-839-4652 to make them aware of the event however no special event application is necessary.

Consider how your event plans work with the Community:
As you begin the preliminary plans for your event, think carefully about the impact you will have on the community as a whole. The following are some common impacts that thoughtful planning can help reduce:

- When you close a street, even for two or three blocks, traffic issues will arise as it will need to be rerouted or turned away.
- Does your street closure block or impede access to police stations, fire stations, churches, schools, businesses or residences?
- Are you planning to serve/sell alcohol at your event? If so, how will that use affect participant safety and enjoyment of the event as well as security and insurance costs?
- Will you have music? If so, what type of music will you have and how will the noise impact the surrounding neighborhood?
- Ensure your event is accessible to the disabled. (Disabilities include but are not limited to vision, hearing, and physical limitations.)
- Are there other events planned in the Village on the same day as yours or immediately before or after yours? If so, multiple events in a small time frame may be denied due to limited resources available to assist with the events.

STEPS TO TAKE

Who Should I Contact First?
The Special Event permit application process is coordinated through the Clerk's office. This office is located in Village Hall, 221 E. Cottage Grove Road, Cottage Grove, WI. The application may be obtained from the Village Clerk's office or from the Village's website at www.vi.cottagegrove.wi.gov. **Special Event applications are due to the Clerk's office 90 days prior to your event.**

Based on the nature of your event, a variety of permits may be required and this manual will help you identify those and who to contact if you have questions.

Determine When and Where to Hold Your Event:
Do you plan to use one of the parks for your event?
If yes, you will need to contact the Village of Cottage Grove Parks and Recreation Department to reserve the park, and request to get on the next agenda of the Parks, Recreation and Forestry Committee who will need to give you permission to utilize the park. This Committee will also determine what will be charged for use of the facility – it may or may not follow the regular rental rates. All park rules, regulations and policies must be adhered to.

Will your event take place in a residential neighborhood?

If yes, then you will be required to notify all adjacent property owners when your event will occur as well as what your event will entail. The Village can assist you in determining which property owners should be notified based on the location of your event.

Do you plan to close and/or use a public street or right-of-way for your event?
If yes, then you will need to have your request reviewed by the Department of Public Works and Police Department. They will ensure that all safety measures are met and the street closure(s) will not adversely affect traffic flow. Also, there may be some limitations on use of certain streets if they are under construction during your event.

Barricades are available through the Village. However, you will need to submit a specific plan of where the barricades shall be located as well as what time they need to be in place and what time they will be taken down. You will be charged for use of these barricades. The Police Department may require you to have barricades for your event even if you do not feel they are necessary. If barricades are required, it is at the expense of the event organizer. (See FEE SHEET for detailed costs).

Even if your event does not require street closures, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants but also those who live and work in the area surrounding the event's location. Changes in traffic flow must be considered in the planning process.

Where will all of the participants park?
In case of large events, consider establishing parking in other sites and shuttling participants to the event. If you are requesting special parking restrictions, you must contact the Police Department to discuss this request.

Another consideration for parking is the availability of disabled parking stalls. If you do not plan for disabled parking stalls within a reasonable distance from your event site, you may discuss with the Police Department and the Department of Public Works ways to accommodate those with special needs.

A detailed map of the event location, proposed street closures, intended route, if applicable, MUST BE PRESENTED AT THE TIME OF PERMIT APPLICATION.

OTHER ITEMS TO CONSIDER

Will you be serving/selling alcohol?
If you are providing alcohol, you will need to obtain a temporary license through the Village of Cottage Grove with a different application. This temporary license is only good for sales of wine and beer and is only available to organizations that are considered to be bona fide clubs. You must also provide at least one Village of Cottage Grove licensed bartender who must be on site where these sales will occur for the duration of your event. If you are currently a business with a liquor license from the Village of Cottage Grove, and you wish to sell alcohol outside of your current premises, you will need to go before the Village Board for approval to extend your license beyond the current premises. (Expansion of

premises cannot go beyond current legal property boundaries.)
If your event is in a park, you may not serve beer or wine after 10:00 pm. If you wish to sell beer or wine in a park, you will need to adhere to Village policy by getting a temporary license and providing a Village of Cottage Grove licensed bartender. Although having alcohol at your event may be advantageous, you may also incur greater costs and risks; please read the insurance requirement section of this manual thoroughly.

Helpful tips to organize a safe and successful event when serving/selling beer or wine:

- Sales of beer or wine must be under the control of your organization at all times. You are the responsible, legally liable party if problems arise because of the improper conduct of your beverage servers.
- The legal drinking age is 21. You should require bona fide identification from anyone who appears under the age of 30. Proper identification must be issued by a governmental agency with the name, date of birth, a physical description and a photograph of the person presenting the identification.
- Do not sell, furnish or give beer or wine to anyone who is obviously intoxicated.
- Identify non-drinking designated drivers and offer them free non-alcoholic beverages. This can be done by providing colored wristbands or other means of easy identification.
- Limit sales or service of alcoholic beverages to two (2) drinks per person at any one time.
- Provide food at your event.
- Prohibit anyone from bringing their own alcoholic beverages to your event.
- Provide adequate security at your event, especially if it is open to the public.

Will you be serving/selling food?
When selling/serving food, the event organizer must contact Public Health of Madison & Dane County (PHMDC). You will be required to provide to the Village proof of approved permits by Dane County prior to the start of your event. If food trucks (more than one) will be present, a Host Permit from the Village will be required.

Will you be selling merchandise?
If you plan to sell merchandise, you will also need to obtain a Transient Merchant Permit from Village Hall. The permit application is available at Village Hall. There is a $20 application fee for this license plus an additional $20 per day charge or $100 per week depending upon the duration of your event.

What security will be needed?
For the safety of your event's participants, security personnel are a necessity. Events including alcohol or minors may involve a higher risk and may require more security.

Events should have security personnel at the rate of one security guard for every 300 people present if alcohol is available, or one security guard for every 600 people if alcohol is not available. One member of the security personnel must be designated as the "Head of Security" who can be contacted at any time by the Police, Fire, EMS or Public Health of Madison & Dane County.

Points to consider when planning security for your event:

- Entry points
- Boundaries
- Bordering streets between your event's location and parking areas
- Parking lots
- Site where admission is charged, if applicable. You may want to consult with the Police Department about transferring money.
- Doors of spectator areas to watch for suspicious behavior, if applicable.
- Restrooms or concession areas
- Restricted access areas such as reserved areas, medical/first aid centers, or other key locations where the general public is not allowed.
- VIPs and Public Officials

The Fire Department and/or Police, depending on facts and circumstances specific to each event, shall have the discretion to modify this ratio as they deem necessary.

Will you be having a band or amplified music?

If yes, there are a number of items that need to be considered.

- Is there a stage available at your proposed location or will you need to obtain one?
- Is there sufficient electricity to supply the band/amplified music's equipment?
- Will a tent be required?
- What hours will the band/amplified music be playing – will this comply with the Village's noise ordinance?

Noise is regulated within the Village limits of the Village of Cottage Grove. In general, the ordinance states that no person shall make or cause to be made any loud, disturbing, or unnecessary sounds or noises that might annoy or disturb another. If the Village were to receive a complaint regarding your event, Police have the right to shut down that aspect of your event. Therefore, it is highly encouraged to notify surrounding residents/businesses of your event so they know ahead of time what your event is and what can be expected in regard to noise. If you are planning your event in a park, your amplified music would need to end by 10 pm as parks close at that time.

PLANNING FOR FIRE PREVENTION AND LIFE SAFETY

Will your event be held outdoors?

The Cottage Grove Fire Department and Deer Grove EMS are committed to a fire prevention program that places a high priority on the safety and welfare of the public while minimizing potential fire and life safety hazards. Establishing fire prevention and life safety procedures at your special event is an essential component of the event planning process.

If you are holding an outdoor event, your event must be reviewed by the Fire and EMS Departments. Items of concern include general fire and life safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and combustible liquids and/or gases, or potentially hazardous cooking

appliances. A copy of your Special Event application will be forwarded to the Fire and EMS Departments for review. This review process is required for ALL special events.

Will any fireworks, open flame or pyrotechnic devices be used?
If yes, you will need to contact the Cottage Grove Fire Department for the necessary permits and regulations. Permits must be applied for a minimum of 7 days prior to the event.

The use of any pyrotechnic device shall be handled by a competent adult operator and shall be of such composition, character and be located, discharged or fired, as in the opinion of the Fire Chief, shall not be hazardous to property or endanger any people. Village ordinances and State Statutes shall regulate the outdoor use of pyrotechnic devices.

Will you be erecting a tent, canopy, or other temporary structure?
If yes, again you will need to work with the Cottage Grove Fire Department as well as the Building Inspection Department. Any temporary structures are regulated through the Village of Cottage Grove. Each vendor is responsible for obtaining a tent permit and inspection as well as for paying the inspection fee. If you plan to erect a temporary structure in a park, you will need to obtain permission from the Park and Recreation Board.

Will you need electricity and/or setting up lights?
If yes, again you will need to work with the Cottage Grove Fire Department as well as the Building Inspection Department. Also, any cords/service lines should be protected to avoid a trip hazard or grounding hazard. Electric service will need to meet all code requirements.

Will you be putting up a temporary fence?
Some events attempt to control the area in which participants are allowed to roam. Therefore if you plan to erect a temporary fence, you will need to work with the Cottage Grove Fire Department, Deer Grove EMS, and the Building Inspection Department. Items of concern here are how structurally sound the fence is as well as entry/exit points not only for participants but also for emergency personnel and vehicles.

Do you have the ability to provide potable water access if there isn't one on site?
Potable water access means you are able to provide water that humans can drink on site. Some special event sites may not already have access to water through the Village or another means. Therefore it is the responsibility of the event organizer to ensure drinking water is available for all participants attending the event. This is especially important if you are offering an athletic event.

RISK MANAGEMENT AND INSURANCE REQUIREMENTS

Risk Management

Risk management for special events is defined as "recognizing the possibility of meeting danger or suffering harm or loss and organizing or planning to minimize or eliminate said danger, harm or loss." Ensuring that appropriate risk management practices are in place is a priority for the Village of Cottage Grove.

Some areas of risk management that should be observed by special event organizers:

- Develop volunteer management practices – identify who is in charge and communicate that to all volunteers. Monitor the event volunteers to ensure that the necessary work is being completed.
- Be clear about the role of Police at your event and enhance communication throughout the event. Consult with Police and emergency personnel for input and advice while developing the safety/risk management plan.
- Be aware of safety standards and/or inspections related to buildings, vehicles, carnival rides and tents, ensuring safe egress from tents and fenced in areas.
- Have emergency plans specific to the event activities, including communication and responsibilities, coordination with authorities, weather conditions, lightning, and personal and property damage.
- Coordinate fire safety/protection for all tents and commercial cooking functions, and the safe handling of propane gas.
- Inform all participants of safety requirements specific to events that take place on waterways.
- Have a bleacher inspection and certificate of inspection from the installer for any bleachers that are brought in for spectators.
- Do a "walk through" of the event looking out for tent stakes and ropes, electrical connections, compressed gas cylinders like helium, cables and hoses across walkways, absence of barriers to restricted areas; try to see the grounds through the eyes of a participant.

Inform and Train Volunteers

Volunteers can be the most valuable people at your event. They should be briefed prior to the event on what they may and may not do. They should be thoroughly informed and it is often a good idea to provide them with job descriptions. Tell them who is in charge and who to contact if a problem develops. Be sure they are familiar with the building or area so they can direct people to restrooms, fire exits, or other key locations. Remember, the volunteer's task may seem clear to you, but they are not as familiar with all of the plans you have made.

Make your volunteers easily identifiable to those attending your event; provide them with vests, pins, armbands, hats, etc. so guests can easily recognize someone affiliated with the event.

Liability Insurance

The special event sponsoring group may be required to supply the Village with a Certificate of Insurance demonstrating the required level of insurance coverage (minimum of $1,000,000 unless otherwise specified by the Village) in addition to providing the Village with a copy of insurance policy endorsement language demonstrating that the Village , its officers, agents, employees and contractors are named and endorsed as an additional insured party. (The Village Board may require a higher limit depending upon the details of your event.) Those events that may be required to provide the aforementioned insurance indemnification include, but are not limited to,

1) An event that includes alcohol, or
2) An event that is anticipated to have attendance greater than 150 people per day, or
3) A multi-day event.

The applicant shall hold the Village, its officers, employees, agents, and contractors harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to a person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Proof of this insurance is required to be turned into the Village no less than twenty (20) days prior to the start of your event. If any modifications occur to your insurance terms, you must also notify the Village immediately. Any change to coverage requires Village approval. Also, if your coverage is canceled or no longer meets the Village's requirements, the permit will be rescinded.

TOILET FACILITIES AND CLEANUP

Refuse Collection/Site Clean Up

The event sponsor must have a litter control plan in place and pick up trash/litter before, during and after the event. A recycling plan is also highly recommended and many park facilities have recycling containers on-site.

The event organizer is responsible for requesting additional trash cans if you are using a park area and then emptying them and putting trash into a dumpster throughout the event (if determined necessary by the Park and Recreation Board and/or the Village Board). The Park/Recreation Department may have extra 55 gallon garbage cans you can rent for your event – see FEE SHEET for detailed costs. These garbage cans are on a first-come, first-served basis and Parks, Recreation, and Forestry Department needs are met first. The event organizer will be responsible for providing 55 gallon trash bags and for ensuring they are empty and clean when being returned. Other times, park maintenance staff will empty the trash receptacles after your event; however this typically only happens when the event is expected to be less than 200 people.

The Village of Cottage Grove does NOT provide dumpster service for event organizers. It is suggested that you contact a local waste management company and determine where and when a dumpster can be made available to you. This information will need to be included during your application process so it is best to have those details sorted out early. If at the end of your event, clean up is not up to Village standards, your security deposit will be used to pay to have it cleaned. If cleaning charges are more than your security deposit, the event

organizer will be billed for those services and must repay the Village within 30 days of receiving the bill. (If you do not pay the bill, you will not be able to request another special event within the Village of Cottage Grove).

Do you need portable restrooms and hand washing stations?
Event planning should include requirements for sanitation and waste management plans. An event that does not provide for the personal comfort of patrons, or leaves an unsightly mess with litter and trash, will damage its own future as well as negatively affect the image of the Village.

Portable restrooms: Although some spaces, such as parks, have toilet facilities, depending upon your expected attendance, additional portable restrooms and hand washing stations should be available on site. Typically one portable restroom will allow for 200 uses if it is not pumped and cleaned in between. Therefore you may wish to use the following guidelines when attempting to have enough portable restroom facilities available:

Average hours of event

Ave. Size Crowd	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	5	8	8	9	9	11	12	13	13
2,000	5	5	9	12	14	16	18	20	23	25
3,000	6	8	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125

These numbers do not take into consideration if there are surrounding facilities available perhaps at a local business that is participating in the event or again if the event is being held at a park.

MEDICAL SERVICES

When planning a special event, there are questions you should ask yourself to determine any medical/first aid needs:

- How many people will be expected to attend? Medical demands vary – an event expecting 200 people will have different medical/first aid needs than an event with 5,000 people.
- Is your event being held during daylight hours or at night? Nighttime hours will require a lighting plan to ensure all participants are safe and can see where they are going.
- What are the demographics of your anticipated crowd? Does your particular group have any potential health issues that should be considered?

- What time of the year is your event being held? Do you anticipate any issues because of potential extreme heat, extreme cold, precipitation, or excessive insects?
- What is the length of your event? Does your event run for a few hours, a full day or is it a multi-day event?
- Will there be alcohol available?
- Is there a single location for your event or multiple locations?
- Have you encountered any medical/first aid problems with an event in the past?
- If this is an athletic event, how strenuous is the activity and how well trained are the athletes that are participating?

It is highly recommended that every special event have a first aid kit easily accessible for attendees. Your first aid kit should contain at a minimum: compresses, ice packs, bandages and antiseptic. EMS may also determine that you need to have an ambulance on site in case of any medical issues that arise. If you are hosting an athletic event, it is required that you provide sufficient hydration for the participants.

Based on the nature of your event and number of people expected to attend/watch, the Village may require Police and EMS services. These required services will be at the expense of the event organizer.

The next few pages are the actual special event ordinance for the Village of Cottage Grove. It is highly recommended you review the ordinance as well in case there are requirements not covered in this manual.

Once you have finalized the details of your event and are ready to submit your application, please contact the Clerk's office at 608-839-4704.

THE VILLAGE OF COTTAGE GROVE

VILLAGE OF COTTAGE GROVE
NOTICE OF PUBLIC MEETING

Law Enforcement Committee
Tuesday, March 24, 2026
Village Hall
221 E Cottage Grove Rd
5:30 p.m.

This meeting will take place as a hybrid meeting both virtually and in person at Village Hall at 221 E Cottage Grove Road. The hybrid link can be found in the header of the agenda on the agenda center of the village website https://www.vi.cottagegrove.wi.gov/agendacenter. You may also choose to participate by providing public comment prior to the meeting via email to Village Deputy Clerk Kelly Cahill: kcahill@villageofcottagegrove.gov. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's policy.

1. Call to Order

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

3. PUBLIC APPEARANCES-Public's opportunity to speak

4. Discuss and Consider the Minutes from February 24, 2026 Law Enforcement Committee Meeting.
   Documents: 2.24.2026 LEC Minutes.pdf

5. Old Business:
   a. Discuss and consider Bicycle, E-Bicycle, E-Scooter ordinance proposal
   b. Review of Flock Audit for January and February 2026
   c. PD Building Project Update
   Documents: Bicycle ebike escooter ordinance draft.pdf
   1_1_2026-1_31_2026-Cottage Grove WI PD-Audit.pdf
   2_1_2026-2_28_2026-Cottage Grove WI PD-Audit (1).pdf

6. New Business:
   a. National Drug Take Back April 25th from 10am to 2pm

7. Chief's Reports - February
   Documents: CGPD Non-Traffic by day of the week.pdf
   CGPD Non-Traffic by hour of the day.pdf
   CGPD Traffic Only by day of the week.pdf
   CGPD Traffic Only by hour of the day.pdf
   Field Report-Officer created field reports.pdf
   K9 Report February 2026.pdf
   Monthly Summary.pdf
   Rolling Summary.pdf
   SRO Report February 2026.pdf
   Traffic Stops by Officer.pdf

8. Future Agenda Items

9. Adjournment

This agenda has been prepared by Staff and approved by the Village President as Chair of the Law Enforcement Committee for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodation should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and a quorum of members of other governmental bodies may attend 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.

ORDINANCE 07-2026

AN ORDINANCE AMENDING CHAPTER 106 OF THE VILLAGE OF COTTAGE GROVE CODE OF ORDINANCES

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

Section I: Section 106-2 of the Village of Cottage Grove Code of Ordinances is amended to read as follows:

§ 106-2 **Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

ALARM SYSTEM

An alarm device that requires emergency response, investigation and safeguarding of persons and property at the location of an event reported by a signal which is transmitted by telephone line or otherwise relayed to the police communication center, fire department or other Village emergency response personnel from a mechanical or electronic alarm device. “Alarm System” does not include residential smoke and fire detectors and similar alarms where the primary purpose of the system is alerting residents to danger and do not have an external signal or transmit an alarm or signal to another location.

FALSE SIGNAL

A signal which is emitted by an ~~intrusion, fire, holdup or other~~ alarm system which is not the result of an intrusion by persons, a fire, ~~or~~ a holdup, or other emergency. A signal is emitted for the purposes of this chapter when it is directly transmitted to the ~~Law Enforcement~~ Police Department or Fire Department or transmitted to any person who subsequently reports such signal to the ~~Law Enforcement~~ Police Department or Fire Department.

OWNER

The person or legal entity that owns the property from which the false signal is emitted, except that, if the premises are leased or rented, the lessee or occupant of the property or part thereof from which the false signal is emitted shall be deemed the owner.

Section II: Section 106-3 of the Village of Cottage Grove Code of Ordinances is amended to read as follows:

§ 106-3 **Responsibility for operation of alarm systems.**

No person shall cause a false signal or allow a false signal to occur. Upon a finding that a signal from an alarm system is a false signal, the ~~Law Enforcement~~ Police Department shall notify the building owner and, if applicable, the responsible building tenant, of the false signal. ~~It shall then be the responsibility of the owner~~ The owner and/or tenant must take immediate action to secure the building and prevent additional false signals. ~~A building owner shall also be liable for each false signal violation.~~ Each false signal incident shall constitute a violation of this chapter and qualify as an occurrence subject to the progressive enforcement schedule in § 106-4.

Section III: Section 106-4 of the Village of Cottage Grove Code of Ordinances is repealed and recreated to read as follows:

§ 106-4 **Violations and penalties.**

A. Any person who violates the provisions of this chapter regarding false signals shall be subject to the progressive enforcement schedule based on the number of false signals within a calendar year. The penalties are as follows:

   (1) First False Signal: Verbal warning.

   (2) Second False Signal: Written warning.

   (3) Third False Signal: Citation with a fine amount of $250.00.

   (4) Fourth False Signal: Citation with a fine amount of $250.00.

   (5) Fifth False Signal: Citation with a fine amount of $500.00.

   (6) Sixth False Signal: Citation with a fine amount of $500.00.

   (7) Seventh and Subsequent False Signal: Citation with a fine amount of $1,000.00 per offense.

B. At the start of the new calendar year, the progressive enforcement schedule will be reset for each person with two or fewer violations. However, if a person had three or more violations in the previous calendar year, those violations will carry

forward to the next calendar year and the enforcement schedule will not reset for that person.

Section IV: Section 106-5 of the Village of Cottage Grove Code of Ordinances is created to read as follows:

§ 106-5 **Alarm System Permits.**

A. Permit required. No person may install, operate, or cause to be operated, an alarm system for any building or structure within the Village without a valid alarm user permit issued by the Village. Permits shall be valid from January 1 through December 31, and will be issued by the Village Chief of Police.

B. Fee. The permit fee shall be set by the Village Board as part of the Village's fee schedule and may be updated from time to time.

C. Existing alarm systems. Any alarm systems installed and operating prior to [INSERT DATE OF ADOPTION] shall be exempt from the permit requirements of this section until December 31, 2027. Following that date, all alarm systems must comply with the permit requirement.

D. Application requirements and procedure. An application for a permit shall be made by the owner or the owner's agent of each structure, facility or dwelling unit to be permitted on forms provided by the Village. Such application shall contain specific information on the nature of the business or facility to be protected, the identity of any occupant of a dwelling unit to be permitted if other than the owner, the nature of the alarm device, the type of occurrence to be detected, and other information which may be reasonably necessary for the safe and effective response to alarm signals by emergency personnel.

E. Denials and revocations; appeals. A permit under this section may be denied or revoked by the Chief of Police if the application contains incomplete or false information or if five or more false signals have occurred within the previous calendar year, provided that a revocation be made only after the Village provided 15 days written notice to the permit holder of the revocation, and the permit holder has been afforded an opportunity for a hearing before the Chief of Police. Any applicant or permit holder denied or revoked may appeal the decision of the Chief of Police to the Village Board within 30 days after the date of action by the Chief of Police and may appear before the Village Board at a time and place to be determined by the Village to show why the permit should not have been denied or revoked. The decision of the Village Board shall be final.

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

Adopted on this 6th day of April 2026

BY ORDER OF THE VILLAGE BOARD
VILLAGE OF COTTAGE GROVE

_____

Cynthia Kelm-Nelson, Village President

ATTEST:

_____

Lisa Kalata, Village Clerk

THE VILLAGE OF COTTAGE GROVE

Staff Memo

Meeting Date: April 6, 2026

Memo Date:	April 1, 2026
To:	Village Board of Trustees, Administrator Matt Giese
From:	Chief Mark W. Garry II
Subject:	Review of Information related to Bicycles, Electric Bicycles (E-Bikes), and Electric Scooters (E-Scooters) for Creation of Ordinance

Background

The Village is currently reviewing regulations regarding the operation of bicycles, electric bicycles, and electric scooters within Village limits. As these modes of transportation become more prevalent, it is necessary to establish clear definitions and rules of the road to ensure public safety and consistency with Wisconsin Statutes. The provided draft ordinance seeks to address these needs by outlining where such devices can be operated, safety equipment requirements, and the responsibilities of operators.

Overview

The draft ordinance establishes a comprehensive framework for micro-mobility within the Village, including the following key components:

- Definitions: Clear definitions are provided for "Highway," "Roadway," "Bicycle," "Electric Scooter," and "Electric Personal Assistive Mobility Device".
- Electric Bicycle Classifications: In accordance with Wis. Stats. §340.01(15ph), the ordinance recognizes Class 1, 2, and 3 electric bicycles based on their motor assistance and top speeds.
- Operational Rules: Operators are subject to Village ordinances and State traffic laws.
    - Electric scooters are prohibited on roadways with speed limits exceeding 25 mph unless a designated bicycle lane exists.
    - Devices are permitted on sidewalks, bicycle lanes, and shared-use paths unless otherwise signed, provided they yield to pedestrians.
- Safety Requirements:
    - Nighttime operation requires a white headlamp and red rear reflector/lamp.
    - Helmets are required for all operators and passengers under the age of sixteen.
    - Headphones covering or inserted into both ears are prohibited while operating.
- Commercial Restrictions: Short-term commercial rentals or shared-scooter services are prohibited unless expressly authorized by the Village Board via a licensing agreement.

- Enforcement: Violations are subject to forfeitures as established in the Village's uniform schedule, with specific considerations for minors under fourteen.

Recommendation

Staff recommends that the Village Board review the provided draft and provide guidance on any necessary policy adjustments. Following this review, Staff seeks authorization to forward the draft to the Village legal team to formalize the language and craft a final ordinance for adoption.

Attachments

- Bicycle, e-bicycle, and e-scooter ordinance DRAFT

BICYCLES, ELECTRIC SCOOTERS, AND ELECTRIC BICYCLES

DEFINITIONS

The following definitions shall apply in the interpretation and enforcement of this chapter:

Highway and Roadway. Terms used in this chapter shall have the meanings set forth in Wisconsin Statutes § 340.01. Where the term "highway" is used, it includes the entire width between boundary lines of every way open to public travel. The term "roadway" refers only to the portion improved for vehicular travel.

Bicycle, Under Wis. Stats. § 340.01, a bicycle is generally defined as a vehicle propelled by human power upon which a person may ride, having two tandem wheels, or two parallel wheels and one forward wheel, all of which are 14 inches or more in diameter. They are considered vehicles and must obey traffic laws.

Electric Scooter means a device weighing less than 100 pounds that has handlebars and an electric motor, is powered solely by the electric motor and human power, and has a maximum speed of not more than 20 miles per hour on a paved level surface when powered solely by the electric motor. An electric scooter does not include an electric personal assistive mobility device, motorcycle, motor bicycle, electric bicycle, or moped.

Electric bicycle Wis. Stats. §340.01(15ph) defines an electric bicycle as a bicycle that is equipped with fully operative pedals for propulsion by human power and an electric motor of 750 watts or less and that meets the requirements of any of the following classifications:

(a) Class 1 electric bicycle is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.

(b) Class 2 electric bicycle is an electric bicycle that may be powered solely by the motor and is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.

(c) Class 3 electric bicycle is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.

Electric personal assistive mobility device Wis. Stats. §340.01(15pm) defines an electric personal assistive mobility device ~~means~~ as a self-balancing, 2-nontandem wheeled device that is designed to transport only one person and that has an electric propulsion system that limits the maximum speed of the device to 15 miles per hour or less.

Devices not meeting the definitions established under Wisconsin Statutes are prohibited from operation on public roadways, sidewalks, trails, or other public property within the Village.

State laws applicable

Every person operating a bicycle, electric bicycle, or electric scooter upon a public roadway shall be subject to all Village ordinances and Wisconsin traffic laws applicable to the operator of a vehicle, including but not limited to the provisions of Wisconsin Statutes §§ 346.77 through 346.82, except provisions that by their nature have no application.

Provisions for operation

Where prohibited

No electric scooters shall be operated on any roadway, trail, path, or property where a sign is erected indicating that bicycles and/or electric scooters are prohibited.

Operation on roadways

- Every person operating a bicycle, electric bicycle, or electric scooter upon a public roadway shall obey all instructions of official traffic-control devices, signs, and signals applicable to vehicles.
- Electric scooters may not be operated on any roadway with a posted speed limit greater than twenty-five (25) miles per hour unless the roadway contains a designated bicycle lane.
- Every person using an electric scooter upon a two-way public street shall ride as near as practicable to within five feet of the right curb or edge of the roadway, except when overtaking another vehicle, avoiding hazards, or making a left-hand turn.
- When riding in groups, users of bicycles, electric scooters, and electric bicycles shall ride in a single file line.
- On one-way roads, the user may ride as near as practicable to within five feet of the left-hand curb or edge of the roadway.
- Persons operating bicycles, electric bicycles, or electric scooters shall not impede the normal movement of motor vehicle traffic.

DRAFT

- The Village Board may designate streets where operation of electric bicycles and/or electric scooters is prohibited by posted sinage.

Operation on sidewalks, bicycle ways, and trails

- Bicycles, electric bicycles, and electric scooters may be operated upon sidewalks, bicycle lanes, shared-use paths, and recreational trails unless otherwise prohibited by signage.

- Operators shall yield the right-of-way to pedestrians at all times.

- Operators shall exercise due care and shall provide an audible signal before passing another pedestrian, bicycle, or scooter proceeding in the same direction

Clinging to other vehicles

No person operating a bicycle, electric bicycle, or electric scooter shall cling to or attach themselves to any moving vehicle.

Contests with other vehicles; stunt riding

No person using an electric bicycle or electric scooter shall:

- Participate in any race, speed, or endurance contest with any other moving vehicle on a Village roadway; or

- Perform any trick riding on any highway, roadway, bicycle way, or sidewalk; or

- Operate an electric scooter with no hands on the handlebars or otherwise practice any fancy or acrobatic riding or stunts while operating such electric scooter.

Right-of-way

- The operator of a vehicle shall yield the right-of-way to a person using an electric scooter or electric bicycle in the same manner as for bicyclists and pedestrians.

- When using an electric scooter or electric bicycle, every person shall, upon entering a public roadway, yield the right-of-way to motor vehicles, except that a person using an electric scooter shall be subject to the same regulations as bicyclists and pedestrians.

- Operators of electric scooters or electric bicycles shall yield the right-of-way to bicycles in bicycle lanes and on bicycle paths.

- Every person operating an electric scooter or electric bicycle upon a sidewalk shall yield the right-of-way to any pedestrian or bicyclist and shall exercise due care and give an

DRAFT

audible signal when passing a bicycle, electric scooter, electric bicycle, electric personal assistive mobility device, or pedestrian proceeding in the same direction.

Towing prohibited

The operator of any bicycle, electric scooter, or electric bicycle shall not tow, drag, or cause to be drawn behind the bicycle, electric scooter, or electric bicycle any coaster, sled, toy vehicle, trailer (designed for a motor vehicle), person, on in-line or other skates, skateboard, or any other type of conveyance.

Passengers

No electric scooter or electric bicycle shall be used to carry more persons at one time than the number for which it is designed or equipped.

Age limit

No person less than eight years of age shall operate an electric scooter or electric bicycle on Village roadways unless under the supervision of an adult.

Headphones prohibited

No operator of an electric scooter or electric bicycle shall wear headphones, earphones, or earbuds covering or inserted into both ears while operating an electric scooter or electric bicycle.

Equipment regulations

Any bicycle, electric bicycle, or electric scooter operated between one-half hour after sunset and one-half hour before sunrise shall be equipped with:

- A white headlamp visible from at least 500 feet to the front; and
- A red reflector or red lamp visible from at least 300 feet to the rear.

All such devices shall also be equipped with a bell or audible warning device capable of signaling other users of the roadway or path.

Helmet requirements for minors

- Any person under the age of sixteen (16) years operating or riding as a passenger on a bicycle, electric bicycle, or electric scooter upon public property within the Village shall wear a properly fitted protective helmet meeting nationally recognized safety standards.

- Parents or guardians shall not knowingly permit a minor to operate or ride such devices without complying with this requirement.

DRAFT

Parking restrictions

No person shall park or leave unattended an electric scooter or similar device:

- On any roadway;
- On sidewalks or pedestrian travel ways where it obstructs pedestrian movement;
- Within bicycle lanes or bicycle ways;
- In any location where prohibited by signage.

Law enforcement may remove and impound any electric scooter parked in violation of this subsection.

Commercial rental prohibited

Short-term commercial rental or shared electric scooter or electric bicycle services are prohibited within the Village unless expressly authorized by the Village Board pursuant to a licensing agreement.

Parent liability

No parent or guardian of any child shall authorize or knowingly permit such child to violate this chapter or any applicable state law governing electric scooters or electric bicycles.

Penalty

Any person violating the provisions of this chapter shall be subject to a forfeiture as established in the Village's uniform forfeiture schedule, together with applicable court costs and fees.

Enforcement actions may include warnings, citations, or other lawful penalties depending on the nature and severity of the violation.

For minors under fourteen (14) years of age, initial violations may be addressed through warnings and parental notification prior to issuance of a citation.

DRAFT

DEER-GROVE EMS DISTRICT COMMISSION MEETING
Cottage Grove Emergency Services Building
4030 County Road N, Cottage Grove, WI 53527
Thursday, March 19, 2026
6:30 P.M.

Join on your computer, mobile app or room device
Join the meeting now
Meeting ID: 240 934 345 562 61
Passcode: rG7KS7LG
Dial in by phone
+1 872-242-7731,,857807383# United States, Chicago
Find a local number
Phone conference ID: 857 807 383#

AGENDA

1. Call to Order.
2. Public Appearances: The public's opportunity to speak to the commission about any item on or not on the agenda.
3. Approval of minutes from previous meeting(s).
4. Discuss and consider revision of minutes from January meeting.
5. Discuss and consider approval of February Financial Reports.
6. Discuss and consider approval of Bills for Budgeted/Approved Expenses.
7. Discuss and consider approval of Write Offs and Aging of Accounts.
8. Staff Report.
9. Correspondence.
10. Update: PAA Cottage Grove Organizational Review Update/Future Needs Analysis
11. Discuss and Consider DGEMS Staff survey.
12. Agenda items for next commission meeting.
13. Adjournment.

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

By: Peter Doll, Commission Chair Submitted: March 12, 2026

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 DISTRICT COMMISSION MEETING
DEERFIELD VILLAGE HALL
THURSDAY, FEBRUARY 19, 2026
Minutes

Present: Kristi Williams, Pete Doll, Jackie Kaul, Steve Anders and Kerri Hewitt. Remote: Paula Severson

Also Present: Chief Eric Lang and Town of Deerfield Supervisor Randy Behlke.

Doll called the meeting to order at 6:31 P.M.

Public Appearances: None

Approval of minutes from previous meeting(s): Motion by Williams/Kaul to approve the January 15, 2026, minutes, changing meeting to minutes. Motion carried 6-0. Motion by Williams/Anders to approve the closed session minutes from the December 18, 2025, meeting, as presented and making them open. Motion carried 5-0 (Severson abstained). Motion by Anders/Williams to approve the January 15, 2026, closed session minutes, changing the location of the meeting to the Cottage Grove Emergency Services Building and making them open. Motion carried 5-0 (Severson abstained).

Discuss and consider approval of January Financial Reports: Williams questioned why overdue run fees is high. Chief Lang stated it's actually low for one month and will grow throughout the year. Williams also questioned why the Medical Director has not been paid. Chief Lang stated there are some transition issues on SSM side. Motion by Williams/Hewitt to approve the January financial reports, as presented. Motion carried 6-0.

Discuss and consider approval of Bills for Budgeted/Approved Expenses: Motion by Kaul/Anders to approve the bills for budgeted/approved expenses, as presented. Motion carried 6-0.

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

Staff Report: There were 123 calls in January, including 1 missed call. This is down from 138 calls in the same month last year. Volunteers provided 523 hours in January, up from 389 hours in the previous month and up from 375 hours during January 2025. In addition to what is in the written report, the following was discussed:

- Chief Lang pointed out the graph changes on the staff report.
- Williams questioned what ImageTrend Connect is? Chief Lang stated it is a user group conference.
- Williams questioned how many paramedic students Deer Grove gets per year. Chief Lang stated it's between 4-6/year.
- Williams questioned how long a ride-along shift lasts? Chief Lang stated it's in the 3-6 hour range.
- Hewitt questioned the two paramedics who resigned. Chief Lang stated one has two jobs already and one is becoming more demanding. The other had to take over duties at his family farm. Doll questioned whether more casual staff will be added? Chief Lang stated the roster is in a good place and there is still onboarding for the five staff hired at the end of 2025.

Correspondence: Chief read aloud three letters.

Discuss and consider 2026 to 2035 Capitol Replacement schedule: Chief Lang stated 27-28 will be an ambulance replacement, he has requested a couple quotes for remounts and new ambulances to make this schedule. Next replacement is $287k (conversion) + $80k (chassis) for a new ambulance, and $187k (conversion) + $80k (chassis) for a remounted ambulance. Chassis, cot and load system in 2027 from fund balance. The amounts in the schedule represent full cost, worst case scenario, with actual amount requested during each budget period. This schedule does not consider potential additional staffing/ambulance/monitor. Motion by Hewitt/Kaul to approve the 2026 to 2035 Capital Replacement Schedule with edits discussed. Motion carried 6-0.

DRAFT

Discuss and consider contract with Stryker EMS for ProCare Services for the department's cots and load systems: Chief Lang stated this is a very new development within the last week. There have been a lot of changes at Stryker with sales. The ProCare contract came to an end in January. The old salesperson would have called Chief Lang to inform him of the contract ending, but with the changes this did not happen. With the credit the total cost for 2026 is about $7,105. Williams questioned the large increase. Chief Lang stated he asked the same question and because there are new cots and load systems the cost is higher. Chief Lang added the contract covers the cost of all repairs, maintenance and batteries over the life of the contract. Motion by Anders/Hewitt to approve the contract with Stryker EMS for ProCare Services as presented. Motion carried 6-0.

Set next commission meeting date and location: The next meeting will be held on Thursday, March 19, 2026, at the Cottage Grove Emergency Services Building with a remote call-in option beginning at 6:30 P.M.

Agenda items for next commission meeting: Study update, employee survey

Adjournment: Motion by Williams/Kaul to adjourn. Motion carried 6-0. The meeting ended at 7:38 P.M.

Submitted by Mandy Cysiewski

Deer Grove EMS District
Profit & Loss Budget vs. Actual
January through February 2026

	Jan - Feb 26	2/12th Annual Budget	Budget	$ Over Budget	% of Budget	Jan - Feb 25
Ordinary Income/Expense						
Income						
230 · Training Center Income	156.00	500.00	3,000.00	-2,844.00	5.2%	0.00
300 · Special Event Fee	0.00	500.00	3,000.00	-3,000.00	0.0%	0.00
4999 · Uncategorized Income	236.11	0.00	0.00	236.11	100.0%	225.84
610 · Town/Villages Assesments	430,158.02	190,687.10	1,144,122.59	-713,964.57	37.6%	315,657.50
620 · Ambulance Run Fees	166,557.56	191,666.67	1,150,000.00	-983,442.44	14.48%	357,326.92
630 · Contracted Revenue	0.00	28,546.24	171,277.41	-171,277.41	0.0%	0.00
640 · Interest Earned	3,563.03	3,333.33	20,000.00	-16,436.97	17.82%	2,851.75
Total Income	600,670.72	415,233.33	2,491,400.00	-1,890,729.28	24.11%	676,062.01
Gross Profit	600,670.72	415,233.33	2,491,400.00	-1,890,729.28	24.11%	676,062.01
Expense						
6140 · Credit Card Fees	9.10	0.00	0.00	9.10	100.0%	46.24
720 · Wages	144,830.37	209,783.33	1,258,700.00	-1,113,869.63	11.51%	147,986.36
721 · Health Insurance	56,179.20	47,033.33	282,200.00	-226,020.80	19.91%	52,269.58
722 · Workmans Comp	5,437.94	5,583.33	33,500.00	-28,062.06	16.23%	5,393.00
723 · Retirement Plan	23,979.01	33,266.67	199,600.00	-175,620.99	12.01%	24,441.81
724 · Employers FICA Expense	12,842.44	18,650.00	111,900.00	-99,057.56	11.48%	13,500.46
725 · Staff Continuing Education	2,827.40	2,116.67	12,700.00	-9,872.60	22.26%	1,238.39
726 · Travel/Mileage Reimbursement	0.00	83.33	500.00	-500.00	0.0%	0.00
728 · Medical Director Fee	0.00	2,000.00	12,000.00	-12,000.00	0.0%	2,000.00
734 · Overtime	28,879.03	42,850.00	257,100.00	-228,220.97	11.23%	28,423.89
735 · EMT Stipend	1,692.00	2,666.67	16,000.00	-14,308.00	10.58%	1,116.00
736 · LifeQuest Billing	8,955.58	12,000.00	72,000.00	-63,044.42	12.44%	9,544.99
740 · Office Equipment (expense)	305.58	348.33	2,090.00	-1,784.42	14.62%	289.87
742 · Office Supplies	33.42	208.33	1,250.00	-1,216.58	2.67%	332.85
770 · Communications	843.89	1,308.33	7,850.00	-7,006.11	10.75%	768.16
775 · IT expenses	11,485.90	2,968.33	17,810.00	-6,324.10	64.49%	12,272.82
790 · Publicity and Advertising	0.00	333.33	2,000.00	-2,000.00	0.0%	0.00
791 · Training Center Expense	157.00	333.33	2,000.00	-1,843.00	7.85%	44.00
810 · EMT Recognition	187.75	333.33	2,000.00	-1,812.25	9.39%	847.79
820 · EMT Continuing Education	0.00	916.67	5,500.00	-5,500.00	0.0%	2,338.30
825 · Chief Continuing Education	0.00	250.00	1,500.00	-1,500.00	0.0%	403.62
829 · Vehicle Maintenance	2,908.17	4,166.67	25,000.00	-22,091.83	11.63%	2,697.26
831 · Fuel	2,120.12	4,166.67	25,000.00	-22,879.88	8.48%	3,268.87
840 · Equipment/Non-Disposable	0.00	833.33	5,000.00	-5,000.00	0.0%	1,293.62
842 · Equipment Maintenance	0.00	1,450.00	8,700.00	-8,700.00	0.0%	7,532.84
845 · Capital Purchase	0.00	0.00	0.00	0.00	0.0%	0.00
850 · Medical Supplies	8,536.04	10,000.00	60,000.00	-51,463.96	14.23%	10,331.65
852 · Training Medical Supplies	62.17	166.67	1,000.00	-937.83	6.22%	0.00
860 · Clothing	3,934.41	3,350.00	20,100.00	-16,165.59	19.57%	3,630.39
870 · Insurance	11,176.00	2,666.67	16,000.00	-4,824.00	69.85%	10,259.08
871 · Group Life Insurance	430.68	350.00	2,100.00	-1,669.32	20.51%	337.75
872 · Unemployment Insurance	0.00	666.67	4,000.00	-4,000.00	0.0%	0.00
878 · Community Medic Program	0.00	50.00	300.00	-300.00	0.0%	0.00
879 · Health Maintenance & Safety	1,377.43	466.67	2,800.00	-1,422.57	49.19%	1,162.11
880 · Legal Fees	2,025.00	833.33	5,000.00	-2,975.00	40.5%	324.00
881 · Accounting Fees	0.00	1,866.67	11,200.00	-11,200.00	0.0%	0.00
885 · Overdue Run Fees	9,513.95	0.00	0.00	9,513.95	100.0%	-7,329.14
898 · Building and Grounds	590.69	583.33	3,500.00	-2,909.31	16.88%	670.98
899 · Miscellaneous Expenses	287.34	583.33	3,500.00	-3,212.66	8.21%	310.45
Total Expense	341,607.61	415,233.33	2,491,400.00	-2,149,792.39	13.71%	337,747.99
Net Ordinary Income	259,063.11	0.00	0.00	259,063.11	100.0%	338,314.02

Deer Grove EMS District
Profit & Loss Budget vs. Actual
January through February 2026

	Jan - Feb 26	2/12th Annual Budget	Budget	$ Over Budget	% of Budget	Jan - Feb 25
Other Income/Expense						
Other Income						
692 · FAP funds Allocated	-807.87	0.00	0.00	0.00	0.0%	0.00
Total Other Income	-807.87	0.00	0.00	-807.87	100.0%	0.00
Other Expense						
1099 · Reportable Health Coverage	0.00	0.00	0.00	0.00	0.0%	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.0%	0.00
Net Other Income	-807.87	0.00	0.00	0.00	0.0%	0.00
Net Income	258,255.24	0.00	0.00	258,255.24	100.0%	338,314.02

721 · Health Insurance: Will remain over as Jan-March expense is recorded as of Feb
775 · IT expenses: Paid 2026 ImageTrend Bill $9k
860 · Clothing: Purchased coats, boots and other winter gear
870 · Insurance: Expensed Jan-July 2026 expense
879 · Health Maintenance & Safety: Paid EAP invoice in February ($1,100)
880 · Legal Fees: SSM Contract/Vacation policy review

Deer Grove EMS District
Balance Sheet
As of February 28, 2026

	Feb 28, 26
ASSETS	
Current Assets	
Checking/Savings	1,081,822.41
Accounts Receivable	
1200 · Accounts Receivable	445.00
1210 · Lifequest Receivables	828,028.47
Total Accounts Receivable	828,473.47
Other Current Assets	10,844.69
Total Current Assets	1,921,140.57
Fixed Assets	777,261.28
Other Assets	
112 · Allowance for Doubtful Accounts	-150,352.19
Total Other Assets	-150,352.19
TOTAL ASSETS	**2,548,049.66**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	10,793.45
Credit Cards	
301 · One Card	4,761.56
Total Credit Cards	4,761.56
Other Current Liabilities	
Lifequest Deposit Adjustments	-12,262.77
Member Reimbursements Payable	130.00
Payroll Liabilities	19,547.71
231 · Deferred Run Revenue	277,829.99
Total Other Current Liabilities	285,244.93
Total Current Liabilities	300,799.94
Total Liabilities	300,799.94
Equity	
1110 · Retained Earnings	1,000,327.34
380 · Fund Balance-Unrestricted	174,701.54
381 · Fund Balance-Restricted (FAP)	
Training and Examination	19,582.26
Total 381 · Fund Balance-Restricted (FAP)	19,582.26
382 · Fund Balance Committed	17,121.92
383 · Investment in Fixed Asset	777,261.42
Net Income	258,255.24
Total Equity	2,247,249.72
TOTAL LIABILITIES & EQUITY	**2,548,049.66**

Deer Grove EMS District
Bill Payment Detail
February 2026

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	EFT	Liability Check	02/06/2026	Bank of Deerfield		101 · Operating Checking	-38,121.61	
						Direct Deposit Liability	36,923.58	-36,923.58
						Direct Deposit Liability	1,198.03	-1,198.03
TOTAL							38,121.61	-38,121.61
	22666	Liability Check	02/06/2026	Fire Fighters Local 311		101 · Operating Checking	-554.38	
						Local 311 Dues	554.38	-554.38
TOTAL							554.38	-554.38
	EFT	Liability Check	02/06/2026	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-1,173.08	
					98971-01	WI Deferred Comp Liability	847.64	-847.64
					98971-01	WI Deferred Comp Liability	325.44	-325.44
TOTAL							1,173.08	-1,173.08
	EFT	Liability Check	02/10/2026	EFTTPS	39-1293690	101 · Operating Checking	-13,207.77	
					39-1293690	224 · FICA/Fed Payable	4,742.77	-4,742.77
					39-1293690	2242 · FICA/Fed Payable-ER	3,430.25	-3,430.25
					39-1293690	2241 · FICA/Fed Payable-EE	3,430.25	-3,430.25
					39-1293690	2242 · FICA/Fed Payable-ER	802.25	-802.25
					39-1293690	2241 · FICA/Fed Payable-EE	802.25	-802.25
TOTAL							13,207.77	-13,207.77
	22667	Liability Check	02/10/2026	Globe Life Liberty National	29251	101 · Operating Checking	-825.85	
					29251	Liberty National	20.84	-20.84
					29251	Liberty National	805.01	-805.01
TOTAL							825.85	-825.85
	22668	Liability Check	02/10/2026	Minnesota Life Insurance Company	2832-GL	101 · Operating Checking	-345.03	
					2832-GL	Additional	133.77	-133.77
					2832-GL	Basic	155.47	-155.47
					2832-GL	Spouse/Dependent	11.20	-11.20
					2832-GL	Supplemental	44.59	-44.59
TOTAL							345.03	-345.03
	EFT	Bill Pmt -Check	02/10/2026	GFC Leasing WI	St 1 Copier Lease	101 · Operating Checking	-126.93	
	I01089441	Bill	01/22/2026		St 1 Copier Lease	740 · Office Equipment (expense)	126.93	-126.93
TOTAL							126.93	-126.93

Deer Grove EMS District
Bill Payment Detail
February 2026

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	EFT	Bill Pmt -Check	02/10/2026	WEX Bank	Jan Fuel	101 · Operating Checking	-756.50	
	110334116	Bill	01/31/2026		Jan Fuel	831 · Fuel	756.50	-756.50
TOTAL							756.50	-756.50
	22669	Bill Pmt -Check	02/10/2026	Ace Hardware	Wall anchor/scraper	101 · Operating Checking	-22.98	
		Bill	01/31/2026		Wall anchor/scraper	898 · Building and Grounds	22.98	-22.98
TOTAL							22.98	-22.98
	22670	Bill Pmt -Check	02/10/2026	AT&T Mobility		101 · Operating Checking	-207.97	
	287309122157X020126	Bill	01/23/2026		M81 Jetpack	770 · Communications	31.99	-31.99
					C79 Jetpack	770 · Communications	31.99	-31.99
					M78 Jetpack	770 · Communications	31.99	-31.99
					M80 Jetpack	770 · Communications	31.99	-31.99
					M80 Phone	770 · Communications	9.46	-9.46
					M81 Phone	770 · Communications	9.46	-9.46
					M78 Phone	770 · Communications	9.46	-9.46
					C79 Phone	770 · Communications	9.46	-9.46
					Chief Cellphone	770 · Communications	42.17	-42.17
TOTAL							207.97	-207.97
	22671	Bill Pmt -Check	02/10/2026	Brad Meng	Police Chaplains Conference	101 · Operating Checking	-275.00	
		Bill	01/29/2026		Police Chaplains Conference	725 · Staff Continuing Education	275.00	-275.00
TOTAL							275.00	-275.00
	22672	Bill Pmt -Check	02/10/2026	Cottage Grove, Village of	Stafford and Rosenbaum SSM Contract Review	101 · Operating Checking	-1,593.00	
		Bill	01/22/2026		Stafford and Rosenbaum SSM Contract Review	880 · Legal Fees	1,593.00	-1,593.00
TOTAL							1,593.00	-1,593.00
	22673	Bill Pmt -Check	02/10/2026	Eagle Engraving, Inc.	Fireground tags	101 · Operating Checking	-277.43	
	2026-843	Bill	01/23/2026		Fireground tags	879 · Health Maintenance & Safety	277.43	-277.43
TOTAL							277.43	-277.43
	22674	Bill Pmt -Check	02/10/2026	Galls	Polo	101 · Operating Checking	-96.94	
	033765547	Bill	01/15/2026		Polo	860 · Clothing	96.94	-96.94
TOTAL							96.94	-96.94

Deer Grove EMS District
Bill Payment Detail
February 2026

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	22675	Bill Pmt -Check	02/10/2026	Horstman Computers	Email issue	101 · Operating Checking	-74.50	
	2054857	Bill	01/18/2026		Email issue	775 · IT expenses	74.50	-74.50
TOTAL							74.50	-74.50
	22676	Bill Pmt -Check	02/10/2026	Life-Assist, Inc.		101 · Operating Checking	-318.48	
	2055337	Bill	01/26/2026		Misc Medical Supplies	850 · Medical Supplies	94.48	-94.48
	2055519	Bill	01/29/2026		Misc Medical Supplies	850 · Medical Supplies	224.00	-224.00
TOTAL							318.48	-318.48
	22677	Bill Pmt -Check	02/10/2026	Penn Care, Inc.		101 · Operating Checking	-845.17	
	M158331.01	Bill	01/24/2026		Misc Medical Supplies	850 · Medical Supplies	1.61	-1.61
	M158331	Bill	01/27/2026		Misc Medical Supplies	850 · Medical Supplies	843.56	-843.56
TOTAL							845.17	-845.17
	22678	Bill Pmt -Check	02/10/2026	US Bank		101 · Operating Checking	-2,169.58	
		Bill	02/10/2026			One Card - Office Use Only	1,361.22	-1,361.22
		Bill	02/10/2026			One Card - Lisa Antoniewicz	61.00	-61.00
		Bill	02/10/2026			One Card - Eric Lang	747.36	-747.36
TOTAL							2,169.58	-2,169.58
	EFT	Liability Check	02/13/2026	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-2,091.73	
					036-0000519180-02	225 · State Withholding	2,091.73	-2,091.73
TOTAL							2,091.73	-2,091.73
	EFT	Liability Check	02/27/2026	Aflac	MCY18	101 · Operating Checking	-161.60	
					MCY18	Aflac	161.60	-161.60
TOTAL							161.60	-161.60
	EFT	Liability Check	02/20/2026	Employee Trust Funds	5300000	101 · Operating Checking	-23,863.44	
					5300000	Health Insurance Liability - ER	20,286.92	-20,286.92
					5300000	Health Insurance Liability - EE	3,576.52	-3,576.52
TOTAL							23,863.44	-23,863.44
	EFT	Bill Pmt -Check	02/27/2026	Employee Trust Funds	Interest	101 · Operating Checking	-33.60	
		Bill	02/03/2026		Interest	723 · Retirement Plan	33.60	-33.60
TOTAL							33.60	-33.60
	EFT	Liability Check	02/27/2026	Employee Trust Funds	5300000	101 · Operating Checking	-22,740.85	

Deer Grove EMS District
Bill Payment Detail
February 2026

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
					5300000	2272 · Employer Share WRS	15,298.40	-15,298.40
					5300000	2271 · Employee Share WRS	7,442.45	-7,442.45
TOTAL							22,740.85	-22,740.85
	22679	Bill Pmt -Check	02/11/2026	US Bank		101 · Operating Checking	-497.64	
		Bill	02/11/2026			One Card - Mandy Cysiewski	497.64	-497.64
TOTAL							497.64	-497.64
	22680	Liability Check	02/16/2026	MetLife		101 · Operating Checking	-62.20	
						Supplemental Vision	62.20	-62.20
TOTAL							62.20	-62.20
	EFT	Bill Pmt -Check	02/14/2026	Gordon Flesch		101 · Operating Checking	-19.88	
	IN15496960	Bill	02/07/2026		St 2 Copies	740 · Office Equipment (expense)	17.53	-17.53
	IN15499735	Bill	02/10/2026		St 1 Copies	740 · Office Equipment (expense)	2.35	-2.35
TOTAL							19.88	-19.88
	EFT	Bill Pmt -Check	02/14/2026	Kwik Trip Extended Network	Jan Fuel	101 · Operating Checking	-747.04	
		Bill	01/31/2026		Jan Fuel	831 · Fuel	747.04	-747.04
TOTAL							747.04	-747.04
	EFT	Liability Check	02/20/2026	Bank of Deerfield		101 · Operating Checking	-34,851.44	
						Direct Deposit Liability	33,579.52	-33,579.52
						Direct Deposit Liability	1,271.92	-1,271.92
TOTAL							34,851.44	-34,851.44
	22687	Liability Check	02/20/2026	Fire Fighters Local 311		101 · Operating Checking	-546.56	
						Local 311 Dues	546.56	-546.56
TOTAL							546.56	-546.56
	EFT	Liability Check	02/20/2026	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-1,172.68	
					98971-01	WI Deferred Comp Liability	797.62	-797.62
					98971-01	WI Deferred Comp Liability	375.06	-375.06
TOTAL							1,172.68	-1,172.68
	EFT	Liability Check	02/24/2026	EFTTPS	39-1293690	101 · Operating Checking	-12,291.62	
					39-1293690	224 · FICA/Fed Payable	4,554.00	-4,554.00

Deer Grove EMS District
Bill Payment Detail
February 2026

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
					39-1293690	2242 · FICA/Fed Payable-ER	3,135.51	-3,135.51
					39-1293690	2241 · FICA/Fed Payable-EE	3,135.51	-3,135.51
					39-1293690	2242 · FICA/Fed Payable-ER	733.30	-733.30
					39-1293690	2241 · FICA/Fed Payable-EE	733.30	-733.30
TOTAL							12,291.62	-12,291.62
	EFT	Liability Check	02/27/2026	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-2,272.19	
					036-0000519180-02	225 · State Withholding	2,272.19	-2,272.19
TOTAL							2,272.19	-2,272.19
	22681	Bill Pmt -Check	02/16/2026	Dinges Fire Company	EMS Coats x 2	101 · Operating Checking	-1,699.00	
	82496	Bill	02/12/2026		EMS Coats x 2	860 · Clothing	1,699.00	-1,699.00
TOTAL							1,699.00	-1,699.00
	22682	Bill Pmt -Check	02/16/2026	Eagle Engraving, Inc.	Badges	101 · Operating Checking	-187.75	
	2025-9390	Bill	01/01/2026		Badges	810 · EMT Recognition	187.75	-187.75
TOTAL							187.75	-187.75
	22683	Bill Pmt -Check	02/16/2026	ImageTrend Inc.	2026 Elite Annual Fee	101 · Operating Checking	-8,929.79	
	PS-INV121807	Bill	01/08/2026		2026 Elite Annual Fee	775 · IT expenses	8,929.79	-8,929.79
TOTAL							8,929.79	-8,929.79
	22684	Bill Pmt -Check	02/16/2026	ZOLL Medical Corporation	Battery	101 · Operating Checking	-820.82	
	4428193	Bill	02/10/2026		Battery	850 · Medical Supplies	820.82	-820.82
TOTAL							820.82	-820.82
	22685	Bill Pmt -Check	02/16/2026	Penn Care, Inc.		101 · Operating Checking	-1,415.74	
	M159107	Bill	02/05/2026		Misc Medical Supplies	850 · Medical Supplies	203.95	-203.95
	M159010	Bill	02/11/2026		Misc Medical Supplies	850 · Medical Supplies	847.62	-847.62
	M159810	Bill	02/11/2026		Misc Medical Supplies	850 · Medical Supplies	364.17	-364.17
TOTAL							1,415.74	-1,415.74
	22686	Bill Pmt -Check	02/16/2026	Life-Assist, Inc.	Misc Medical Supplies	101 · Operating Checking	-236.65	
	2064668	Bill	02/10/2026		Misc Medical Supplies	850 · Medical Supplies	236.65	-236.65
TOTAL							236.65	-236.65
	EFT	Bill Pmt -Check	02/16/2026	Airgas USA, LLC	O2	101 · Operating Checking	-84.37	
	5522109296	Bill	01/31/2026		O2	850 · Medical Supplies	84.37	-84.37

Deer Grove EMS District
Bill Payment Detail
February 2026

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL							84.37	-84.37
	EFT	Bill Pmt -Check	02/22/2026	GFC Leasing WI	St 1 Copier Lease	101 · Operating Checking	-126.93	
	I540495	Bill	02/18/2026		St 1 Copier Lease	740 · Office Equipment (expense)	126.93	-126.93
TOTAL							126.93	-126.93
		Bill Pmt -CCard	02/10/2026	Dane County Dept. of Emergency Mgmt	December Meds	One Card - Office Use Only	-720.36	
	47636	Bill	01/13/2026		December Meds	850 · Medical Supplies	720.36	-720.36
TOTAL							720.36	-720.36
		Bill Pmt -CCard	02/10/2026	Jackson Lewis P.C.	Investigation review/meeting/vacation policy review	One Card - Office Use Only	-432.00	
	8982416	Bill	01/23/2026		Investigation review/meeting/vacation policy review	880 · Legal Fees	432.00	-432.00
TOTAL							432.00	-432.00
		Bill Pmt -CCard	02/10/2026	TDS	February Internet	One Card - Office Use Only	-179.00	
		Bill	01/22/2026		February Internet	770 · Communications	179.00	-179.00
TOTAL							179.00	-179.00
		Bill Pmt -CCard	02/22/2026	Dane County Dept. of Emergency Mgmt	January Meds	One Card - Office Use Only	-449.60	
	47832	Bill	02/18/2026		January Meds	850 · Medical Supplies	449.60	-449.60
TOTAL							449.60	-449.60

Deer Grove EMS District
Credit Card Purchases
February 2026

Date	Source Name	Memo	Split	Amount
301 · One Card				
One Card - Mandy Cysiewski				
02/07/2026	Springhill Suites	WEMSA Hotel - Lang	725 · Staff Continuing Educat...	718.70
02/07/2026	Springhill Suites	WEMSA Hotel - Lasko	725 · Staff Continuing Educat...	278.00
02/08/2026	Springhill Suites	WEMSA Hotel - Cysiewski	725 · Staff Continuing Educat...	718.70
02/08/2026	Springhill Suites	WEMSA Hotel - Linley	725 · Staff Continuing Educat...	695.00
02/14/2026	Costco		-SPLIT-	48.76
02/19/2026	Dreamhost	Domain Fee	775 · IT expenses	19.99
02/23/2026	Amazon.com		-SPLIT-	53.98
02/24/2026	Amazon.com	Floor Cleaner	-SPLIT-	44.09
Total One Card - Mandy Cysiewski				2,577.22
Total 301 · One Card				2,577.22
TOTAL				**2,577.22**

Deer Grove EMS District
Payroll Transaction Detail
February 2026

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
02/06/2026	DD	Paycheck	Anders, Devon C	Weekday Stipend	14	252.00
			Anders, Devon C	Weekend Stipend	14	252.00
						504.00
02/06/2026	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	17	699.55
			Antoniewicz, Lisa M	Vacation Hourly Rate	30	1,234.50
			Antoniewicz, Lisa M	Regular Hourly Rate	33	1,357.95
			Antoniewicz, Lisa M	Overtime Hourly Rate	15	925.95
			Antoniewicz, Lisa M	Overtime Hourly Rate	1	61.73
						4,279.68
02/20/2026	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	9.5	390.93
			Antoniewicz, Lisa M	Regular Hourly Rate	63	2,592.45
			Antoniewicz, Lisa M	Overtime Hourly Rate	9.75	601.87
						3,585.25
02/06/2026	DD	Paycheck	Bauer, Roman F	Weekend Stipend	8	144.00
						144.00
02/06/2026	DD	Paycheck	Belden, Elliott H	Vacation Hourly Rate	64	2,200.32
			Belden, Elliott H	Vacation OT Hourly Rate	8	412.56
						2,612.88
02/20/2026	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	78.5	2,698.83
			Belden, Elliott H	Overtime Hourly Rate	17.5	902.48
			Belden, Elliott H	Regular Hourly Rate	1.5	51.57
						3,652.88
02/06/2026	DD	Paycheck	Berg, Elisabeth C	Regular Hourly Rate	80	1,993.60
			Berg, Elisabeth C	Overtime Hourly Rate	26	971.88
						2,965.48
02/20/2026	DD	Paycheck	Berg, Elisabeth C	Regular Hourly Rate	76	1,893.92
			Berg, Elisabeth C	Overtime Hourly Rate	8	299.04
			Berg, Elisabeth C	Regular Hourly Rate	1	24.92
						2,217.88
02/06/2026	DD	Paycheck	Bischel, Elisabeth A	Regular Hourly Rate	64	1,720.96
			Bischel, Elisabeth A	Overtime Hourly Rate	8	322.72
			Bischel, Elisabeth A	Regular Hourly Rate	3	80.67
						2,124.35

Deer Grove EMS District
Payroll Transaction Detail
February 2026

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
02/20/2026	DD	Paycheck	Bischel, Elisabeth A	Regular Hourly Rate	80	2,151.20
			Bischel, Elisabeth A	Overtime Hourly Rate	16	645.44
						2,796.64
02/06/2026	DD	Paycheck	Blochowiak, Bradley S	Weekday Stipend	4	72.00
			Blochowiak, Bradley S	Training Attendance Stipend	1	18.00
						90.00
02/06/2026	DD	Paycheck	Boettner, Mitchell E	Training Attendance Stipend	1	18.00
						18.00
02/06/2026	DD	Paycheck	Boyd, Jared D	Regular Hourly Rate	2	47.00
						47.00
02/20/2026	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	24	564.00
						564.00
02/06/2026	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	64	2,200.32
			Cummings, Ross E	Overtime Hourly Rate	4.5	232.07
			Cummings, Ross E	Regular Hourly Rate	5	171.90
						2,604.29
02/20/2026	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	78	2,681.64
			Cummings, Ross E	Overtime Hourly Rate	18	928.26
			Cummings, Ross E	Regular Hourly Rate	2	68.76
						3,678.66
02/06/2026	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32	1,385.60
			Cysiewski, Mandy J	Regular Hourly Rate	32	630.08
						2,015.68
02/20/2026	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	33.25	1,439.73
						1,439.73
02/06/2026	DD	Paycheck	Doherty, Matthew T	Weekday Stipend	3	54.00
			Doherty, Matthew T	Weekend Stipend	1	18.00
			Doherty, Matthew T	Training Attendance Stipend	1	18.00
						90.00
02/06/2026	DD	Paycheck	Fedorowicz, Samantha E	Training Attendance Stipend	1	18.00
						18.00

Deer Grove EMS District
Payroll Transaction Detail
February 2026

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
02/06/2026	DD	Paycheck	Goth, Kevin J	Regular Hourly Rate	56	1,432.48
			Goth, Kevin J	Overtime Hourly Rate	16	613.92
			Goth, Kevin J	Regular Hourly Rate	24	598.08
						2,644.48
02/20/2026	DD	Paycheck	Goth, Kevin J	Regular Hourly Rate	64	1,637.12
			Goth, Kevin J	Overtime Hourly Rate	9	345.33
						1,982.45
02/06/2026	DD	Paycheck	Gregory, Genevieve M	Weekend Stipend	2	36.00
						36.00
02/06/2026	DD	Paycheck	Hanson, Gracie M	Regular Hourly Rate	6.5	152.75
						152.75
02/20/2026	DD	Paycheck	Hanson, Gracie M	Regular Hourly Rate	12	282.00
						282.00
02/06/2026	DD	Paycheck	Hartman, Michael D	Weekday Stipend	2	36.00
			Hartman, Michael D	Weekend Stipend	1	18.00
			Hartman, Michael D	Training Attendance Stipend	1	18.00
						72.00
02/06/2026	DD	Paycheck	Hesseling, Sarah M	Regular Hourly Rate	77.75	2,090.70
			Hesseling, Sarah M	Overtime Hourly Rate	21.75	877.40
			Hesseling, Sarah M	Regular Hourly Rate	2.25	60.50
						3,028.60
02/20/2026	DD	Paycheck	Hesseling, Sarah M	Regular Hourly Rate	48	1,290.72
			Hesseling, Sarah M	Overtime Hourly Rate	11	443.74
			Hesseling, Sarah M	Sick Hourly Rate	16	430.24
			Hesseling, Sarah M	Regular Hourly Rate	0.5	13.45
						2,178.15
02/06/2026	DD	Paycheck	Hewitt, Jennifer M	Regular Hourly Rate	12	282.00
						282.00
02/06/2026	DD	Paycheck	Hinchley, Clairissa K	Regular Hourly Rate	64	1,720.96
			Hinchley, Clairissa K	Overtime Hourly Rate	8.5	342.89
			Hinchley, Clairissa K	Vacation Hourly Rate	1	26.89
						2,090.74

Deer Grove EMS District
Payroll Transaction Detail
February 2026

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
02/20/2026	DD	Paycheck	Hinchley, Clairissa K	Regular Hourly Rate	77	2,070.53
			Hinchley, Clairissa K	Overtime Hourly Rate	19	766.46
			Hinchley, Clairissa K	Regular Hourly Rate	3	80.67
						2,917.66
02/06/2026	DD	Paycheck	Hromatko, Cory D	Regular Hourly Rate	64	1,841.28
			Hromatko, Cory D	Overtime Hourly Rate	20	863.20
			Hromatko, Cory D	Regular Hourly Rate	5	143.85
			Hromatko, Cory D	Regular Hourly Rate	2	57.54
						2,905.87
02/20/2026	DD	Paycheck	Hromatko, Cory D	Regular Hourly Rate	64	1,841.28
			Hromatko, Cory D	Overtime Hourly Rate	10	431.60
			Hromatko, Cory D	Sick Hourly Rate	16	460.32
			Hromatko, Cory D	Sick OT Hourly Rate	8	345.28
						3,078.48
02/06/2026	DD	Paycheck	Hummel, Madison T	Training Attendance Stipend	1	18.00
						18.00
02/06/2026	DD	Paycheck	Kim, Maeve N	Weekday Stipend	4	72.00
						72.00
02/06/2026	DD	Paycheck	Krszjzaniek, Kiana L	Regular Hourly Rate	65	1,619.80
			Krszjzaniek, Kiana L	Overtime Hourly Rate	20	747.60
			Krszjzaniek, Kiana L	Regular Hourly Rate	2	49.84
						2,417.24
02/20/2026	DD	Paycheck	Krszjzaniek, Kiana L	Regular Hourly Rate	64	1,594.88
			Krszjzaniek, Kiana L	Overtime Hourly Rate	8	299.04
						1,893.92
02/06/2026	DD	Paycheck	Kuhn, Alyssa A	Weekday Stipend	8	144.00
			Kuhn, Alyssa A	Training Attendance Stipend	1	18.00
						162.00
02/06/2026	DD	Paycheck	Lang, Eric A	Salary	72	4,243.84
			Lang, Eric A	Vacation Salary	8	471.54
						4,715.38

Deer Grove EMS District
Payroll Transaction Detail
February 2026

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
02/20/2026	DD	Paycheck	Lang, Eric A	Salary	72	4,243.84
			Lang, Eric A	Vacation Salary	8	471.54
						4,715.38
02/06/2026	DD	Paycheck	Lange, Erica C	Weekday Stipend	2	36.00
			Lange, Erica C	Weekend Stipend	2	36.00
						72.00
02/06/2026	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	76	2,612.88
			Lasko, Wendy J	Overtime Hourly Rate	8	412.56
			Lasko, Wendy J	Vacation Hourly Rate	4	137.52
			Lasko, Wendy J	Vacation OT Hourly Rate	8	412.56
						3,575.52
02/20/2026	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	61	2,097.18
			Lasko, Wendy J	Overtime Hourly Rate	11	567.27
			Lasko, Wendy J	Regular Hourly Rate	3	103.14
						2,767.59
02/06/2026	DD	Paycheck	Linley, Alecia M	Regular Hourly Rate	23	540.50
						540.50
02/06/2026	DD	Paycheck	McMullen, Jeremy B	Regular Hourly Rate	12	282.00
			McMullen, Jeremy B	Regular Hourly Rate	24	564.00
						846.00
02/20/2026	DD	Paycheck	McMullen, Jeremy B	Regular Hourly Rate	7	164.50
			McMullen, Jeremy B	Regular Hourly Rate	12	282.00
						446.50
02/06/2026	DD	Paycheck	Meier, Easton C	Overtime Hourly Rate	8	299.04
			Meier, Easton C	Regular Hourly Rate	80	1,993.60
			Meier, Easton C	Overtime Hourly Rate	8	299.04
						2,591.68
02/20/2026	DD	Paycheck	Meier, Easton C	Regular Hourly Rate	64	1,637.12
			Meier, Easton C	Overtime Hourly Rate	8	306.96
						1,944.08

Deer Grove EMS District
Payroll Transaction Detail
February 2026

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
02/06/2026	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	2,360.80
			Mickelson, Matthew A	Overtime Hourly Rate	16	708.32
			Mickelson, Matthew A	Overtime Hourly Rate	4	177.08
						3,246.20
02/20/2026	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	2,360.80
			Mickelson, Matthew A	Overtime Hourly Rate	16	708.32
						3,069.12
02/06/2026	DD	Paycheck	Naviaux, William T	Regular Hourly Rate	36	846.00
			Naviaux, William T	Regular Hourly Rate	0.5	11.75
						857.75
02/20/2026	DD	Paycheck	Naviaux, William T	Regular Hourly Rate	12	282.00
						282.00
02/06/2026	DD	Paycheck	Nicholson, MaryClaire	Regular Hourly Rate	21	493.50
						493.50
02/06/2026	DD	Paycheck	Perez, Lauren N	Training Attendance Stipend	1	18.00
			Perez, Lauren N	Holiday Stipend	2	36.00
						54.00
02/06/2026	DD	Paycheck	Rabbitt, Emilie S	Regular Hourly Rate	64	1,594.88
			Rabbitt, Emilie S	Overtime Hourly Rate	8	299.04
			Rabbitt, Emilie S	Regular Hourly Rate	2	49.84
						1,943.76
02/20/2026	DD	Paycheck	Rabbitt, Emilie S	Regular Hourly Rate	56.75	1,451.67
			Rabbitt, Emilie S	Overtime Hourly Rate	14.25	546.77
			Rabbitt, Emilie S	Regular Hourly Rate	23.25	579.39
						2,577.83
02/06/2026	DD	Paycheck	Reichert, Kennedy M	Weekday Stipend	6	108.00
			Reichert, Kennedy M	Weekend Stipend	2	36.00
						144.00
02/06/2026	DD	Paycheck	Roman, Jennifer A	Regular Hourly Rate	36	846.00
			Roman, Jennifer A	Regular Hourly Rate	3	70.50
			Roman, Jennifer A	Regular Hourly Rate	1.75	41.13
						957.63

Deer Grove EMS District
Payroll Transaction Detail
February 2026

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
02/20/2026	DD	Paycheck	Roman, Jennifer A	Regular Hourly Rate	24.5	575.75
						575.75
02/06/2026	DD	Paycheck	Rothweiler, Benjamin V	Training Attendance Stipend	1	18.00
						18.00
02/20/2026	DD	Paycheck	Rousseau, Cynthia	Regular Hourly Rate	16	376.00
						376.00
02/06/2026	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	78	2,097.42
			Salov, Courtney A	Overtime Hourly Rate	18	726.12
			Salov, Courtney A	Regular Hourly Rate	2	53.78
						2,877.32
02/20/2026	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	64	1,720.96
			Salov, Courtney A	Overtime Hourly Rate	8	322.72
						2,043.68
02/06/2026	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	2,056.32
			Sanders, Seth C	Overtime Hourly Rate	8	385.60
						2,441.92
02/20/2026	DD	Paycheck	Sanders, Seth C	Vacation Hourly Rate	40	1,285.20
			Sanders, Seth C	Vacation OT Hourly Rate	8	385.60
			Sanders, Seth C	Regular Hourly Rate	40	1,285.20
			Sanders, Seth C	Overtime Hourly Rate	8	385.60
						3,341.60
02/06/2026	DD	Paycheck	Schoepp, Hunter L	Training Attendance Stipend	1	18.00
						18.00
02/06/2026	DD	Paycheck	Severson, Erik L	Weekday Stipend	1	18.00
			Severson, Erik L	Training Attendance Stipend	2	36.00
						54.00
02/06/2026	DD	Paycheck	Tucker, Trenten M	Weekday Stipend	6	108.00
						108.00
02/06/2026	DD	Paycheck	Walker, Kathryn B	Regular Hourly Rate	9	211.50
						211.50

Deer Grove EMS District
Payroll Transaction Detail
February 2026

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
02/06/2026	DD	Paycheck	Woodstock, Steven R	Regular Hourly Rate	2	47.00
						47.00
02/20/2026	DD	Paycheck	Woodstock, Steven R	Regular Hourly Rate	2	47.00
						47.00
TOTAL						**109,662.93**

Deer Grove EMS District
Member expenses and reimbursements through payroll
As of February 28, 2026

Type	Date	Num	Name	Memo	Amount
1512 · Member Personal Expenses Due					
Total 1512 · Member Personal Expenses Due					
Member Reimbursements Payable					
Paycheck	02/20/2026	DD	Bischel, Elisabeth A		31.65
Paycheck	02/20/2026	DD	Lang, Eric A		417.00
Total Member Reimbursements Payable					448.65
TOTAL					**448.65**

Deer Grove EMS District
Deposit Detail
February 2026

Type	Date	Name	Memo	Account	Amount
General Journal	**02/28/2026**	**EMSMC**	**Payment Received - Overpayment Returns - Feb**	**105 · Bank First**	**74,539.92**
		EMSMC	Payment Received - Overpayment Returns - Feb	1210 · Lifequest Receivables	-74,539.92
TOTAL					-74,539.92
General Journal	**02/28/2026**		**Payment received with no paperwork**	**105 · Bank First**	**14,138.64**
			Payment received with no paperwork	Lifequest Deposit Adjustments	-14,138.64
TOTAL					-14,138.64
Deposit	**02/17/2026**		**Deposit**	**103 · Savings bank of Deerfield**	**1,667.08**
		Wisconsin EMS Association	WEMSA Registration Refund	725 · Staff Continuing Education	-275.00
Sales Receipt	02/16/2026	Shalom Family Chiropractic LLC		1499 · Undeposited Funds	-50.00
Payment	02/16/2026	Town of Cottage Grove		1499 · Undeposited Funds	-1,242.08
Sales Receipt	02/16/2026	Adjust Your Life Chiropractic LLC		1499 · Undeposited Funds	-50.00
Sales Receipt	02/16/2026	Body Spine Chiropractic Wellness		1499 · Undeposited Funds	-50.00
TOTAL					-1,667.08
Deposit	**02/23/2026**		**Deposit**	**103 · Savings bank of Deerfield**	**144,133.37**
Sales Receipt	02/20/2026	Deerfield Fire Dept.		1499 · Undeposited Funds	-6.00
Sales Receipt	02/20/2026	Village of Deerfield		1499 · Undeposited Funds	-144,127.37
TOTAL					-144,133.37
Deposit	**02/23/2026**		**Deposit**	**103 · Savings bank of Deerfield**	**236.11**
		US Bank	Rebate	4999 · Uncategorized Income	-236.11
TOTAL					-236.11
Deposit	**02/28/2026**		**Interest**	**103 · Savings bank of Deerfield**	**1,939.31**
			Interest	640 · Interest Earned	-1,939.31
TOTAL					-1,939.31

Deer Grove EMS District
Deposit Detail
February 2026

Type	Date	Name	Memo	Account	Amount
Deposit	**02/28/2026**		**Interest**	**101 · Operating Checking**	**2.74**
			Interest	640 · Interest Earned	-2.74
TOTAL					-2.74

Aging Summary Report

2024	Billable Units	Current	31-60 days	61-90 days	91-120	121-180	Over 180	Total	Write Offs	Deposit from Collections
January	278	89,122.46	163,650.79	63,578.35	20,238.33	21,965.20	50,648.10	409,203.23		40,879.43
February	232	22,879.50	99,245.55	133,366.71	29,102.38	9,045.60	54,789.10	348,428.84	1,176.00	47,174.76
March	331	21,633.82	134,531.03	162,473.20	129,204.41	38,043.88	50,143.50	536,029.84		28,036.52
April	383	39,540.17	104,805.75	116,908.52	104,299.87	139,960.51	56,923.40	562,438.22		94,580.34
May	434	172,136.08	65,148.73	67,423.90	87,929.80	195,787.30	68,768.37	657,194.18		63,773.67
June	417	197,989.33	55,257.52	42,696.43	36,404.50	120,119.23	167,484.41	619,951.42		72,134.22
July	417	417,573.68	40,672.69	16,450.74	15,703.60	51,033.10	55,250.38	596,684.19		111,799.07
August	414	369,700.81	72,625.52	11,777.42	3,078.20	17,565.10	31,147.38	505,894.43	634.00	133,964.82
September	433	272,941.33	123,636.64	58,756.77	4,482.44	4,012.20	44,677.28	508,506.66		63,720.97
October	489	336,527.98	116,793.95	59,535.07	41,640.24	7,548.64	29,982.20	592,028.08		60,655.02
November	526	296,327.43	114,226.19	83,725.98	39,235.91	35,451.54	30,076.20	599,043.25		82,142.89
December	545	250,643.10	133,492.97	95,053.20	57,998.97	58,546.96	15,441.90	611,177.10		76,288.03
									1,810.00	875,149.74

2025	Billable Units	Current	31-60 days	61-90 days	91-120	121-180	Over 180	Total	Write Offs	Deposit from Collections
January	633	442,586.97	97,429.50	72,185.64	48,850.85	70,998.21	35,334.89	767,386.06		77,016.11
February	671	489,987.47	116,079.48	51,842.70	42,566.88	61,804.66	37,712.17	799,993.36		87,295.40
March	642	381,407.23	160,252.84	54,411.50	34,321.17	54,114.21	62,478.68	746,985.63		104,436.65
April	671	420,013.60	118,881.21	87,055.89	14,574.36	42,779.67	67,549.92	750,854.65		104,683.78
May	717	390,833.00	156,085.56	86,226.23	51,215.55	25,666.47	75,651.28	785,678.09		70,041.53
June	587	360,076.96	107,920.11	97,383.99	38,939.09	16,474.89	7,271.05	628,066.09		80,786.40
July	652	426,017.38	135,598.34	62,751.35	39,256.00	21,195.25	6,880.31	691,698.63		85,720.38
August	649	342,588.85	195,248.81	100,479.68	35,094.18	37,618.07	10,297.20	721,326.79		84,150.03
September	644	384,281.32	87,398.54	129,872.56	62,075.08	44,790.79	16,538.51	724,956.80		74,504.96
October	668	317,211.94	203,355.87	14,332.44	93,149.28	68,393.39	36,464.93	732,907.85		84,751.40
November	660	262,788.17	195,683.70	105,849.59	26,309.82	91,560.86	49,414.85	731,606.99		63,754.00
December	722	410,520.73	113,990.93	103,918.94	86,199.14	58,928.18	65,581.10	839,139.02		71,552.35
									0.00	988,692.99

2026	Billable Units	Current	31-60 days	61-90 days	91-120	121-180	Over 180	Total	Write Offs	Deposit from Collections
January	711	338,305.56	167,525.17	69,335.17	68,847.56	53,899.61	98,331.11	796,244.18		90,353.72
February	736	346,629.27	151,920.38	110,382.51	31,413.68	76,984.27	110,698.36	828,028.47		68,916.66
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
									0.00	159,270.38

PREPARED FOR DEER GROVE EMS DISTRICT

By:

EMS MANAGEMENT & CONSULTANTS

RESULTS | SERVICE | COMMUNITY

© EMS Management & Consultants Inc.

12 MONTH DATE OF SERVICE ANALYSIS

Primary Payor Mix

6-12 Month Mature Average

Primary Payor	% of Trips
Medicare	25%
Medicare Advantage	24%
Insurance	26%
Medicaid	2%
Medicaid MCO	9%
Patient	11%
Facility	1%
Other Govt. Payers	1%
TPL	2%

Net Collection Percentages

6-12 Month Mature Average

Primary Payor	Coll %
Medicare	94%
Medicare Advantage	85%
Insurance	67%
Medicaid	96%
Medicaid MCO	78%
Patient	19%
Facility	27%
Other Govt. Payers	99%
TPL	57%
Overall 6-12m	67%

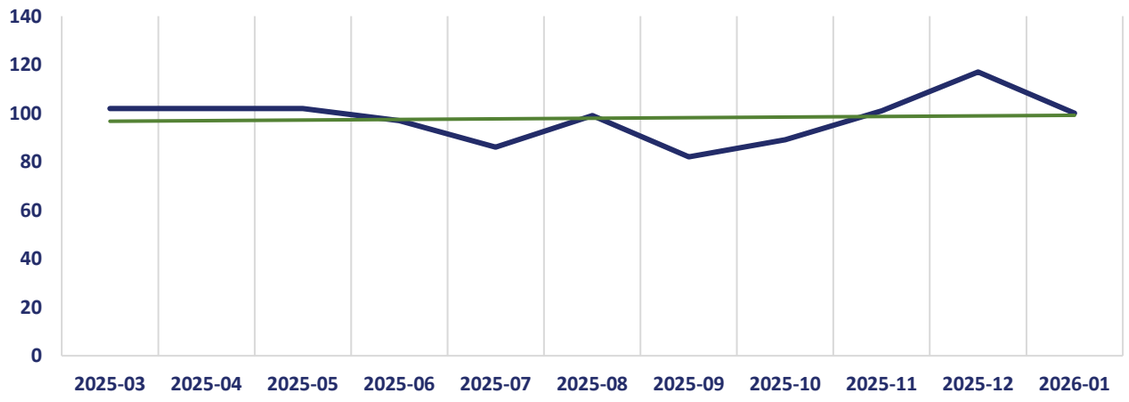
Cash Per Trip

6-12 Month Mature Average

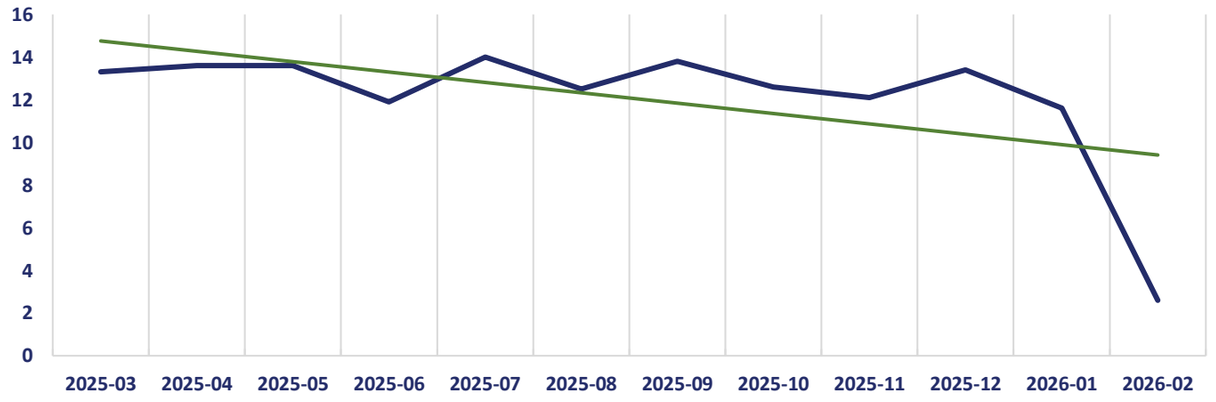
Primary Payor	CPT
Medicare	$ 618.87
Medicare Advantage	$ 634.64
Insurance	$ 1,447.55
Medicaid	$ 325.68
Medicaid MCO	$ 703.81
Patient	$ 330.34
Facility	$ 174.80
Other Govt. Payers	$ 1,878.78
TPL	$ 977.09
Overall 6-12m	$ 820.08

DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-03	102	216,297.70	99,336.60	116,961.10	21.90	87,456.99	2,368.00	-	27,114.21	2,120.57	1,146.68	857.42	74.8%
2025-04	102	215,429.30	98,456.95	116,972.35	(8.38)	77,129.14	5,263.40	733.92	35,322.11	2,112.05	1,146.79	748.97	65.3%
2025-05	102	218,550.90	92,145.81	126,405.09	(54.08)	90,828.53	2,024.34	2,474.77	36,081.07	2,142.66	1,239.27	866.21	69.9%
2025-06	97	194,312.60	75,361.45	118,951.15	(7.64)	83,705.70	-	-	35,253.09	2,003.22	1,226.30	862.95	70.4%
2025-07	86	183,439.90	73,607.59	109,832.31	21.68	71,160.96	5,284.13	6.00	33,371.54	2,133.02	1,277.12	827.38	64.8%
2025-08	99	201,994.30	74,425.76	127,568.54	-	75,141.65	-	-	52,426.89	2,040.35	1,288.57	759.01	58.9%
2025-09	82	173,383.20	80,438.02	92,945.18	(23.27)	56,059.51	1,168.00	-	35,740.94	2,114.43	1,133.48	683.65	60.3%
2025-10	89	179,762.30	76,812.16	102,950.14	(0.69)	52,814.47	-	138.55	50,274.91	2,019.80	1,156.74	591.86	51.2%
2025-11	101	199,918.80	69,026.86	130,891.94	(0.33)	63,207.06	-	-	67,685.21	1,979.39	1,295.96	625.81	48.3%
2025-12	117	248,699.90	118,267.33	130,432.57	0.45	61,454.74	-	-	68,977.38	2,125.64	1,114.81	525.25	47.1%
2026-01	100	197,798.90	51,841.30	145,957.60	-	27,949.13	-	-	118,008.47	1,977.99	1,459.58	279.49	19.1%
2026-02	80	122,796.70	4,638.43	118,158.27	-	1,354.24	-	-	116,804.03	1,534.96	1,476.98	16.93	1.1%
Totals	**1,157**	**2,352,384.50**	**914,358.26**	**1,438,026.24**	**(50.36)**	**748,262.12**	**16,107.87**	**3,353.24**	**677,059.85**	**2,033.18**	**1,242.89**	**643.83**	**51.8%**

Trip Count Trend - Excluding Current Month



Average Loaded Miles



© EMS Management & Consultants Inc.

12 MONTH DATE OF SERVICE ANALYSIS BY PRIMARY PAYOR CATEGORY

MEDICARE

DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-03	26	55,101.70	38,832.28	16,269.42	-	16,744.72	-	-	(475.30)	2,119.30	625.75	644.03	102.9%
2025-04	36	79,347.80	56,323.08	23,024.72	-	22,957.65	-	119.50	186.57	2,204.11	639.58	634.39	99.2%
2025-05	28	56,085.00	37,417.60	18,667.40	-	17,556.61	-	121.17	1,231.96	2,003.04	666.69	622.69	93.4%
2025-06	19	41,581.80	28,487.16	13,094.64	-	10,871.71	-	-	2,222.93	2,188.52	689.19	572.20	83.0%
2025-07	16	32,756.50	21,963.31	10,793.19	-	9,699.19	-	6.00	1,100.00	2,047.28	674.57	605.82	89.8%
2025-08	24	49,698.60	33,963.68	15,734.92	-	14,628.96	-	-	1,105.96	2,070.78	655.62	609.54	93.0%
2025-09	30	65,398.10	44,437.93	20,960.17	-	18,444.46	-	-	2,515.71	2,179.94	698.67	614.82	88.0%
2025-10	31	64,665.90	45,040.45	19,625.45	(0.69)	18,569.76	-	138.55	1,194.93	2,086.00	633.08	594.56	93.9%
2025-11	18	36,878.60	24,768.47	12,110.13	(0.33)	11,264.67	-	-	845.79	2,048.81	672.79	625.82	93.0%
2025-12	29	61,637.40	42,425.25	19,212.15	(0.09)	16,590.54	-	-	2,621.70	2,125.43	662.49	572.09	86.4%
2026-01	28	56,857.20	27,420.70	29,436.50	-	8,717.84	-	-	20,718.66	2,030.61	1,051.30	311.35	29.6%
2026-02	15	29,434.20	-	29,434.20	-	-	-	-	29,434.20	1,962.28	1,962.28	-	0.0%
Totals	**300**	**629,442.80**	**401,079.91**	**228,362.89**	**(1.11)**	**166,046.11**	**-**	**385.22**	**62,703.11**	**2,098.14**	**761.21**	**552.20**	**72.5%**

MEDICARE ADVANTAGE

DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-03	34	70,298.50	45,482.73	24,815.77	-	23,369.34	-	-	1,446.43	2,067.60	729.88	687.33	94.2%
2025-04	17	36,893.90	22,809.69	14,084.21	(0.14)	9,252.95	300.00	-	4,531.40	2,170.23	828.48	544.29	65.7%
2025-05	27	56,846.60	36,227.16	20,619.44	-	22,028.84	-	2,353.60	944.20	2,105.43	763.68	728.71	95.4%
2025-06	22	45,543.50	31,049.38	14,494.12	-	11,216.08	-	-	3,278.04	2,070.16	658.82	509.82	77.4%
2025-07	27	57,912.20	37,196.61	20,715.59	-	17,486.66	222.93	-	3,006.00	2,144.90	767.24	647.65	84.4%
2025-08	14	27,815.50	17,462.74	10,352.76	-	8,484.40	-	-	1,868.36	1,986.82	739.48	606.03	82.0%
2025-09	14	27,753.40	16,710.01	11,043.39	-	5,990.29	-	-	5,053.10	1,982.39	788.81	427.88	54.2%
2025-10	18	31,804.10	17,988.70	13,815.40	-	8,180.90	-	-	5,634.50	1,766.89	767.52	454.49	59.2%
2025-11	19	41,916.70	25,595.36	16,321.34	-	11,204.47	-	-	5,116.87	2,206.14	859.02	589.71	68.6%
2025-12	27	57,471.90	42,461.32	15,010.58	-	14,691.91	-	-	318.67	2,128.59	555.95	544.14	97.9%
2026-01	13	27,425.30	7,378.14	20,047.16	-	2,478.83	-	-	17,568.33	2,109.64	1,542.09	190.68	12.4%
2026-02	19	40,241.40	3,149.42	37,091.98	-	678.75	-	-	36,413.23	2,117.97	1,952.21	35.72	1.8%
Totals	**251**	**521,923.00**	**303,511.26**	**218,411.74**	**(0.14)**	**135,063.42**	**522.93**	**2,353.60**	**85,179.13**	**2,079.37**	**870.17**	**528.72**	**60.8%**

INSURANCE

DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-03	22	47,462.70	1,903.27	45,559.43	-	36,523.85	-	-	9,035.58	2,157.40	2,070.88	1,660.18	80.2%
2025-04	29	61,096.80	1,875.62	59,221.18	(8.24)	37,629.00	4,963.40	614.42	17,251.44	2,106.79	2,042.11	1,276.36	62.5%
2025-05	22	53,570.90	21.57	53,549.33	-	34,348.36	2,024.34	-	17,176.63	2,435.04	2,434.06	1,561.29	64.1%
2025-06	31	72,602.80	4,661.96	67,940.84	(7.12)	52,557.58	-	-	15,390.38	2,342.03	2,191.64	1,695.41	77.4%
2025-07	17	40,066.70	600.20	39,466.50	16.94	19,610.12	2,734.00	-	17,105.44	2,356.86	2,321.56	1,153.54	49.7%
2025-08	30	60,560.40	2,447.75	58,112.65	-	38,525.49	-	-	19,587.16	2,018.68	1,937.09	1,284.18	66.3%
2025-09	11	24,951.90	821.82	24,130.08	(1.01)	13,707.75	-	-	10,423.34	2,268.35	2,193.64	1,246.16	56.8%
2025-10	17	34,545.60	1,263.80	33,281.80	-	12,626.52	-	-	20,655.28	2,032.09	1,957.75	742.74	37.9%
2025-11	19	45,022.70	2,338.94	42,683.76	-	27,436.00	-	-	15,247.76	2,369.62	2,246.51	1,444.00	64.3%
2025-12	20	46,730.20	2,265.00	44,465.20	2.73	16,307.44	-	-	28,155.03	2,336.51	2,223.26	815.37	36.7%
2026-01	25	49,173.30	-	49,173.30	-	10,936.51	-	-	38,236.79	1,966.93	1,966.93	437.46	22.2%
2026-02	11	19,904.00	-	19,904.00	-	-	-	-	19,904.00	1,809.45	1,809.45	-	0.0%
Totals	**254**	**555,688.00**	**18,199.93**	**537,488.07**	**3.30**	**300,208.62**	**9,721.74**	**614.42**	**228,168.83**	**2,187.75**	**2,116.09**	**1,179.50**	**55.7%**

© EMS Management & Consultants Inc.

12 MONTH DATE OF SERVICE ANALYSIS BY PRIMARY PAYOR CATEGORY

MEDICAID

DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-03	1	1,118.00	1,031.00	87.00	-	75.00	-	-	12.00	1,118.00	87.00	75.00	86.2%
2025-04	2	4,540.60	3,356.95	1,183.65	-	1,183.65	-	-	-	2,270.30	591.83	591.83	100.0%
2025-05	5	7,445.70	5,815.17	1,630.53	-	1,447.53	-	-	183.00	1,489.14	326.11	289.51	88.8%
2025-06	2	1,445.00	1,277.00	168.00	-	150.00	-	-	18.00	722.50	84.00	75.00	89.3%
2025-07	3	4,868.50	3,728.84	1,139.66	-	1,139.66	-	-	-	1,622.83	379.89	379.89	100.0%
2025-08	1	2,161.00	1,597.31	563.69	-	563.69	-	-	-	2,161.00	563.69	563.69	100.0%
2025-09	3	5,168.50	3,910.02	1,258.48	-	1,185.48	-	-	73.00	1,722.83	419.49	395.16	94.2%
2025-10	3	4,413.80	1,704.00	2,709.80	-	145.00	-	-	2,564.80	1,471.27	903.27	48.33	5.4%
2025-11	7	11,146.70	1,561.78	9,584.92	-	553.32	-	-	9,031.60	1,592.39	1,369.27	79.05	5.8%
2025-12	5	12,500.70	8,424.67	4,076.03	-	3,235.03	-	-	841.00	2,500.14	815.21	647.01	79.4%
2026-01	8	14,531.20	7,677.77	6,853.43	-	2,543.13	-	-	4,310.30	1,816.40	856.68	317.89	37.1%
2026-02	1	718.00	-	718.00	-	-	-	-	718.00	718.00	718.00	-	0.0%
Totals	**41**	**70,057.70**	**40,084.51**	**29,973.19**	**-**	**12,221.49**	**-**	**-**	**17,751.70**	**1,708.72**	**731.05**	**298.09**	**40.8%**

MEDICAID MCO

DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-03	8	18,534.60	10,334.12	8,200.48	21.00	4,891.88	-	-	3,287.60	2,316.83	1,025.06	611.49	59.7%
2025-04	8	20,182.70	14,091.61	6,091.09	-	3,908.99	-	-	2,182.10	2,522.84	761.39	488.62	64.2%
2025-05	6	14,054.60	10,770.65	3,283.95	-	3,470.95	-	-	(187.00)	2,342.43	547.33	578.49	105.7%
2025-06	8	14,470.30	9,885.95	4,584.35	(0.52)	4,743.47	-	-	(158.60)	1,808.79	573.04	592.93	103.5%
2025-07	10	24,000.50	8,662.42	15,338.08	29.74	10,690.84	-	-	4,617.50	2,400.05	1,533.81	1,069.08	69.7%
2025-08	11	25,863.40	17,399.98	8,463.42	-	8,188.41	-	-	275.01	2,351.22	769.40	744.40	96.8%
2025-09	10	21,971.20	10,011.69	11,959.51	-	6,948.51	-	-	5,011.00	2,197.12	1,195.95	694.85	58.1%
2025-10	12	28,513.20	10,815.21	17,697.99	-	10,977.09	-	-	6,720.90	2,376.10	1,474.83	914.76	62.0%
2025-11	17	38,204.70	11,750.20	26,454.50	-	10,932.60	-	-	15,521.90	2,247.34	1,556.15	643.09	41.3%
2025-12	22	45,353.30	22,691.09	22,662.21	(2.19)	10,629.82	-	-	12,034.58	2,061.51	1,030.10	483.17	46.9%
2026-01	14	30,492.60	7,803.67	22,688.93	-	2,955.09	-	-	19,733.84	2,178.04	1,620.64	211.08	13.0%
2026-02	10	17,778.80	1,489.01	16,289.79	-	675.49	-	-	15,614.30	1,777.88	1,628.98	67.55	4.1%
Totals	**136**	**299,419.90**	**135,705.60**	**163,714.30**	**48.03**	**79,013.14**	**-**	**-**	**84,653.13**	**2,201.62**	**1,203.78**	**580.98**	**48.3%**

PATIENT

DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-03	9	19,268.20	-	19,268.20	0.90	5,287.40	2,368.00	-	11,611.90	2,140.91	2,140.91	587.49	27.4%
2025-04	8	11,940.50	-	11,940.50	-	2,196.90	-	-	9,743.60	1,492.56	1,492.56	274.61	18.4%
2025-05	7	14,180.10	-	14,180.10	-	2,452.17	-	-	11,727.93	2,025.73	2,025.73	350.31	17.3%
2025-06	11	14,173.50	-	14,173.50	-	600.00	-	-	13,573.50	1,288.50	1,288.50	54.55	4.2%
2025-07	9	16,674.40	1,280.60	15,393.80	-	5,524.00	2,327.20	-	7,542.60	1,852.71	1,710.42	613.78	35.9%
2025-08	19	35,895.40	1,554.30	34,341.10	-	4,750.70	-	-	29,590.40	1,889.23	1,807.43	250.04	13.8%
2025-09	8	14,923.60	-	14,923.60	-	3,241.60	1,168.00	-	10,514.00	1,865.45	1,865.45	405.20	21.7%
2025-10	7	13,236.00	-	13,236.00	-	2,315.20	-	-	10,920.80	1,890.86	1,890.86	330.74	17.5%
2025-11	11	16,684.70	1,667.50	15,017.20	-	1,116.00	-	-	13,901.20	1,516.79	1,365.20	101.45	7.4%
2025-12	8	13,312.70	-	13,312.70	-	-	-	-	13,312.70	1,664.09	1,664.09	-	0.0%
2026-01	10	14,733.80	-	14,733.80	-	-	-	-	14,733.80	1,473.38	1,473.38	-	0.0%
2026-02	22	10,299.60	-	10,299.60	-	-	-	-	10,299.60	468.16	468.16	-	0.0%
Totals	**129**	**195,322.50**	**4,502.40**	**190,820.10**	**0.90**	**27,483.97**	**5,863.20**	**-**	**157,472.03**	**1,514.13**	**1,479.23**	**213.05**	**14.4%**

© EMS Management & Consultants Inc.

12 MONTH DATE OF SERVICE ANALYSIS BY PRIMARY PAYOR CATEGORY

FACILITY

DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-03	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-04	2	1,427.00	-	1,427.00	-	-	-	-	1,427.00	713.50	713.50	-	0.0%
2025-05	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-06	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-07	1	700.00	175.61	524.39	-	524.39	-	-	-	700.00	524.39	524.39	100.0%
2025-08	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-09	2	4,129.20	2,965.61	1,163.59	-	703.73	-	-	459.86	2,064.60	581.80	351.87	60.5%
2025-10	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-11	1	1,800.00	1,344.61	455.39	-	-	-	-	455.39	1,800.00	455.39	-	0.0%
2025-12	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2026-01	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2026-02	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Totals	**6**	**8,056.20**	**4,485.83**	**3,570.37**	**-**	**1,228.12**	**-**	**-**	**2,342.25**	**1,342.70**	**595.06**	**204.69**	**34.4%**

OTHER GOVT. PAYERS

DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-03	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-04	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-05	3	7,083.60	1,703.52	5,380.08	(42.91)	5,277.48	-	-	145.51	2,361.20	1,793.36	1,759.16	98.1%
2025-06	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-07	2	4,091.40	-	4,091.40	(25.00)	4,116.40	-	-	-	2,045.70	2,045.70	2,058.20	100.6%
2025-08	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-09	4	9,087.30	1,580.94	7,506.36	(22.26)	5,837.69	-	-	1,690.93	2,271.83	1,876.59	1,459.42	77.8%
2025-10	1	2,583.70	-	2,583.70	-	-	-	-	2,583.70	2,583.70	2,583.70	-	0.0%
2025-11	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-12	2	4,742.10	-	4,742.10	-	-	-	-	4,742.10	2,371.05	2,371.05	-	0.0%
2026-01	2	4,585.50	1,561.02	3,024.48	-	317.73	-	-	2,706.75	2,292.75	1,512.24	158.87	10.5%
2026-02	2	4,420.70	-	4,420.70	-	-	-	-	4,420.70	2,210.35	2,210.35	-	0.0%
Totals	**16**	**36,594.30**	**4,845.48**	**31,748.82**	**(90.17)**	**15,549.30**	**-**	**-**	**16,289.69**	**2,287.14**	**1,984.30**	**971.83**	**49.0%**

TPL

DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-03	2	4,514.00	1,753.20	2,760.80	-	564.80	-	-	2,196.00	2,257.00	1,380.40	282.40	20.5%
2025-04	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-05	4	9,284.40	190.14	9,094.26	(11.17)	4,246.59	-	-	4,858.84	2,321.10	2,273.57	1,061.65	46.7%
2025-06	4	4,495.70	-	4,495.70	-	3,566.86	-	-	928.84	1,123.93	1,123.93	891.72	79.3%
2025-07	1	2,369.70	-	2,369.70	-	2,369.70	-	-	-	2,369.70	2,369.70	2,369.70	100.0%
2025-08	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-09	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-10	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-11	9	8,264.70	-	8,264.70	-	700.00	-	-	7,564.70	918.30	918.30	77.78	8.5%
2025-12	4	6,951.60	-	6,951.60	-	-	-	-	6,951.60	1,737.90	1,737.90	-	0.0%
2026-01	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2026-02	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Totals	**24**	**35,880.10**	**1,943.34**	**33,936.76**	**(11.17)**	**11,447.95**	**-**	**-**	**22,499.98**	**1,495.00**	**1,414.03**	**477.00**	**33.7%**

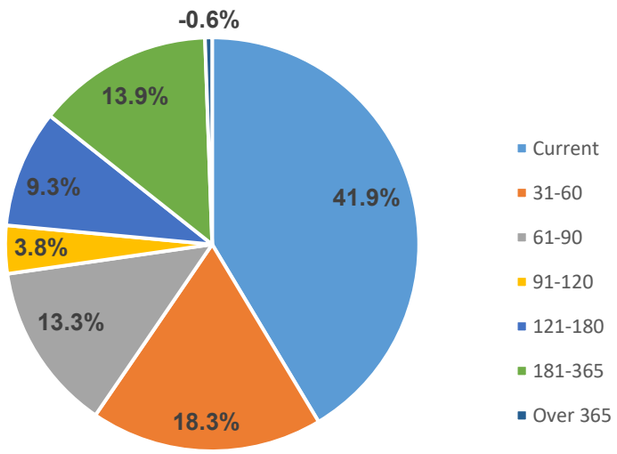
© EMS Management & Consultants Inc.

OUTSTANDING AR AGING BY PAYOR CATEGORY

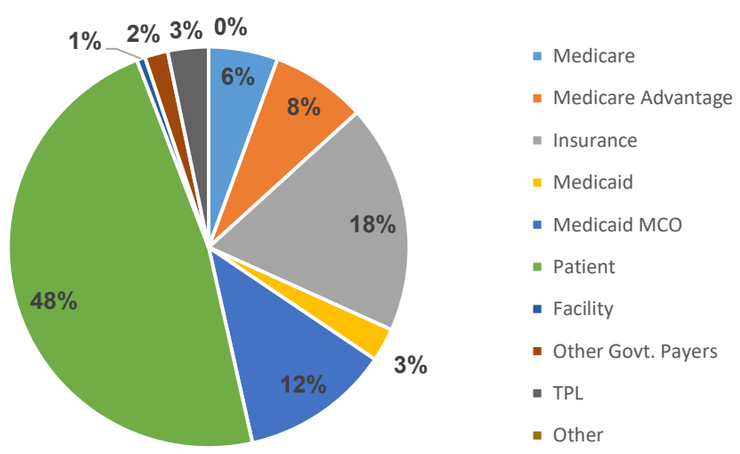
AGING BY AGING DATE & CURRENT PAYOR

Current Payor	Current	31-60	61-90	91-120	121-180	181-365	Over 365	Total
Medicare	42,480.17	-	1,832.00	-	1,925.90	-	-	46,238.07
Medicare Advantage	46,814.57	5,857.00	2,439.90	1,975.50	6,162.81	1,159.56	(832.45)	63,576.89
Insurance	87,828.50	31,197.22	19,220.41	2,111.00	14,441.88	2,061.04	(3,780.49)	153,079.56
Medicaid	15,663.03	5,438.77	1,441.67	1,631.00	(185.26)	30.00	(1,714.23)	22,304.98
Medicaid MCO	39,423.59	20,836.70	24,733.98	8,054.63	5,804.01	3,156.25	(2,259.94)	99,749.22
Patient	93,983.56	73,179.49	55,646.11	16,829.81	48,375.07	106,687.77	155.33	394,857.14
Facility	-	-	-	455.39	459.86	1,536.00	3,144.43	5,595.68
Other Govt. Payers	7,168.25	7,325.80	-	145.51	-	-	755.09	15,394.65
TPL	13,267.60	8,085.40	5,068.44	210.84	-	718.00	(118.00)	27,232.28
Other	-	-	-	-	-	-	-	-
Total	**346,629.27**	**151,920.38**	**110,382.51**	**31,413.68**	**76,984.27**	**115,348.62**	**(4,650.26)**	**828,028.47**

AR Aging Percent



AR by Payor Category



© EMS Management & Consultants Inc.

ACCOUNTS RECEIVABLE RECONCILIATION REPORT

Month	Beginning A/R	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Ending A/R
2026-01	839,139.02	174,435.40	116,633.89	57,801.51	38.95	94,804.82	5,852.58	-	796,244.18
2026-02	796,244.18	192,046.00	81,998.61	110,047.39	84.39	70,368.43	10,121.43	(2,311.15)	828,028.47
FY Total	**839,139.02**	**366,481.40**	**198,632.50**	**167,848.90**	**123.34**	**165,173.25**	**15,974.01**	**(2,311.15)**	**828,028.47**

© EMS Management & Consultants Inc.

DEER-GROVE EMS

FEBRUARY 2026 STAFF REPORT

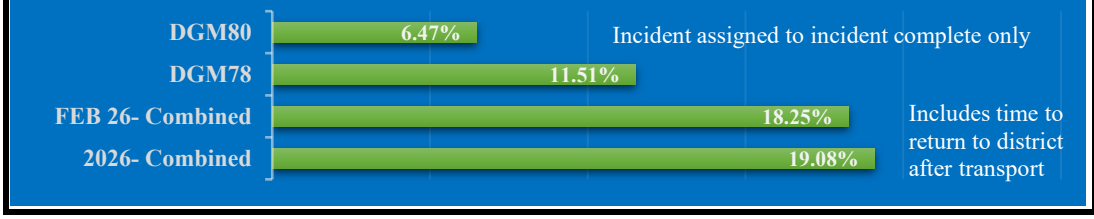
MISSION STATEMENT: Deer Grove EMS provides for the health and well-being of our communities with a team of professionals that are dedicated, knowledgeable and have a vested interest in our neighbors.

MONTHLY CALL VOLUMES



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2022	131	96	122	97	98	115	123	97	90	127	120	119
2023	122	76	107	100	106	121	130	122	126	106	116	119
2024	135	125	112	107	99	89	104	119	135	125	132	146
2025	138	130	125	118	122	117	108	114	102	111	112	135
2026	123	111										

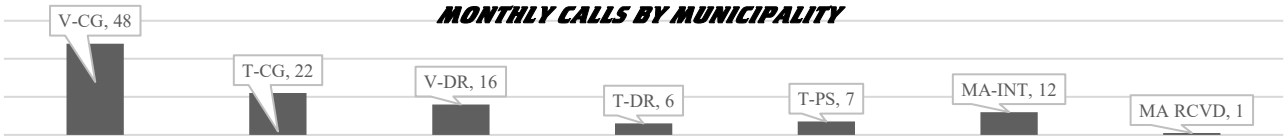
Unit Hour Utilizaton



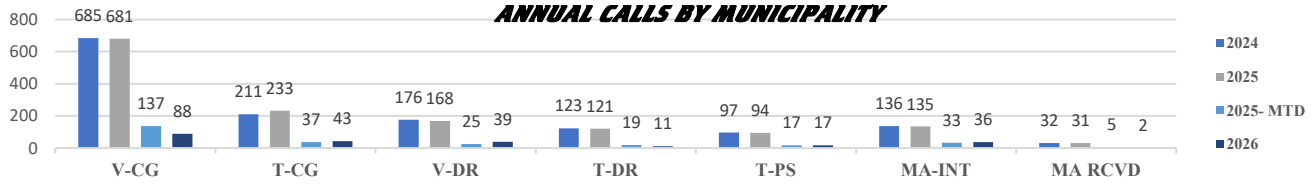
Mutual Aid Incident %

2026	0.%
FEB26	0.90%
M78	76
M80	39

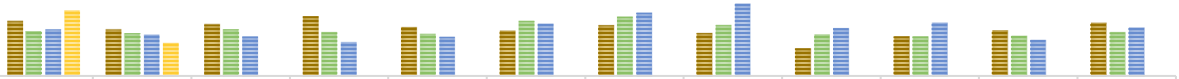
MONTHLY CALLS BY MUNICIPALITY



ANNUAL CALLS BY MUNICIPALITY



MONTHLY VOLUNTEER HOURS



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	440	372	413	481	390	361	405	344	222	317	365	425
2024	360	345	376	352	339	442	476	407	333	318	323	352
2025	375	334	318	274	315	420	510	580	386	429	292	389
2026	523	266										

DGEMS RESPONSE TIMES (In Minutes)

Notified to Enroute	Enroute to Arrive at Scene	Arrived on Scene to Left Scene	Left Scene to Arrive Destination	At Destination to in Service
0.95	6.57	19.98	22.01	19.95
2026 YTD MEDIAN				
0.98	6.77	20.19	22.50	19.95
MONTH 90TH% TIMES				
1.89	12.30	36.21	32.20	31.41

VEHICLE MAINTENANCE

- Mickey (2022) Scheduled PM: Lube, oil, filter, test batteries, and wheel rotation.
- Buzz (2017)- Scheduled PM: Lube, oil, filter, and wheel rotation. Test and replace all batteries. Repair exhaust manifold pressure sensor.
- Stitch (2025)- Scheduled PM: Lube, oil, filter, and wheel rotation. Evaluation, and replace house batteries; Verify inverter settings.

Vehicle	Beginning Mileage	Ending Mileage	Beginning Hours	Ending Hours	Availability %
Buzz (2017)	158,818	160,653	2,360	2,457	95.5
Mickey (2022)	63,171	63,750	3,091	3,123	99.3
Stitch (2025)	8,913	10,452	512	586	95.5
C79	82,067	82,436			100

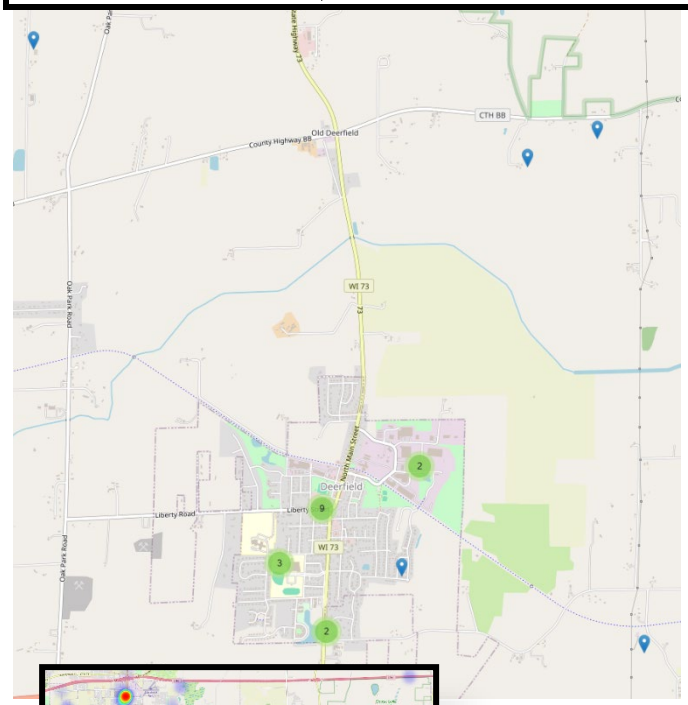
INCIDENT TIME & DAY

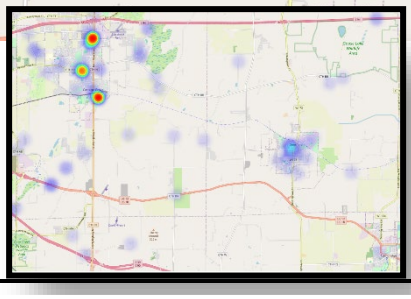
2026 Time of Call (Dispatched) by 4-hr block	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
00:01 - 04:00	0	0	3	2	1	0	6	12
04:01 - 08:00	1	3	2	4	2	4	0	16
08:01 - 12:00	4	3	3	2	2	4	4	22
12:01 - 16:00	4	4	9	7	4	1	1	30
16:01 - 20:00	1	8	2	4	2	4	1	22
20:01 - 00:00	4	3	4	0	3	3	2	19
Totals	14	21	23	19	14	15	14	

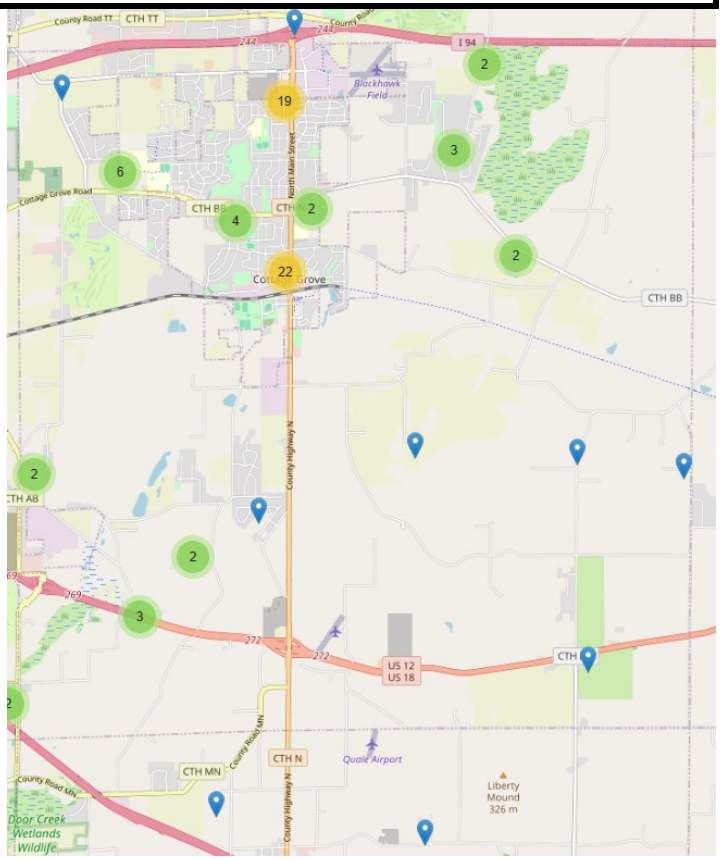
2026 Time of Call (Dispatched) by 4-hr block	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
00:01 - 04:00	0	0	6	7	4	1	10	28
04:01 - 08:00	3	3	9	7	7	7	1	37
08:01 - 12:00	5	3	7	4	12	10	8	49
12:01 - 16:00	5	7	11	9	8	2	4	46
16:01 - 20:00	5	12	10	7	7	7	5	53
20:01 - 00:00	7	9	5	3	5	7	5	41
Totals	25	34	48	37	43	34	33	

2026 Time of MUTUAL AID RECEIVED Call by 4-hr block	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
00:01 - 04:00	0	0	0	0	0	0	1	1
04:01 - 08:00	0	0	0	0	0	0	0	0
08:01 - 12:00	1	0	0	0	1	0	0	2
12:01 - 16:00	0	0	0	0	0	0	0	0
16:01 - 20:00	0	1	0	0	0	0	0	1
20:01 - 00:00	0	0	0	0	0	0	0	0
Totals	1	1	0	0	1	0	1	

ASSIGNED INCIDENT HEAT MAPS

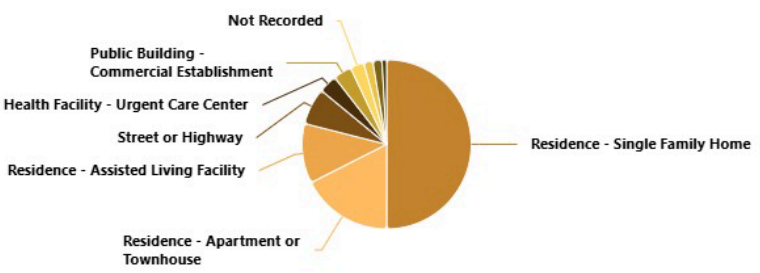






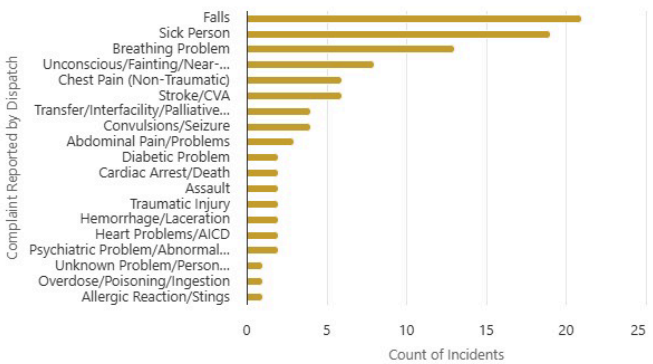
Incidents by Location Type (Top 10)

Feb 01, 2026 12:00 AM to Feb 28, 2026 11:59 PM



Incidents by Complaint Reported to Dispatch (Top 20)

Feb 01, 2026 12:00 AM to Feb 28, 2026 11:59 PM



MEMBERSHIP ROSTER

FULL-TIME	
Antoniewicz, Lisa	RN, CCEMT-P
Belden, Elliott	Paramedic
Berg, Ellie	Paramedic
Cummings, Ross	CCEMT-P
Cysiewski, Mandy	ASM-EMT
Goth, Kevin	Paramedic
Griffin, Elisabeth	RN, Paramedic
Hesseling, Sarah	RN, Paramedic
Hinchley, Clairissa	Paramedic
Hromatko, Cory	CCEMT-P
Krszjzaniek, Kiana	Paramedic
Lang, Eric	Paramedic
Lasko, Wendy	RN, EMT-P
Meier, Easton	CCEMT-P
Mickelson, Matthew	NP, EMT-P
Rabbitt, Emilie	Paramedic
Sanders, Seth	Paramedic
Salov, Courtney	Paramedic

*= Currently on Leave of Absence
**=Part-Time Office /Accounts Manager
+= New member or status

CASUAL	
Boyd, Jared	Paramedic
Byrnes, Stephanie	Paramedic
Campbell, Erin	RN, Paramedic
Hankins, Jefferson	Paramedic
Hanson, Gracie	Paramedic
*Hewitt, Jennifer	Paramedic
Kaiser, Christopher	Paramedic
*Keady, Cori	Paramedic
*Lesson, Aubrey	Paramedic
Lillegard, Micah	CCEMT-P
Linley, Alecia	CCEMT-P
McMullen, Jeremy	Paramedic
Naviaux, William	Paramedic
Nicholson, Mary Claire	Paramedic
Regali, Trevor	Paramedic
Roman, Jennifer	Paramedic
Rousseau, Cindy	Paramedic
Walker, Kathryn	Paramedic
Woodstock, Steven	CC/COMM Medic

VOLUNTEER	
Anders, Devon	Paramedic
+Anderson, Ethan	AEMT
Bauer, Roman	EMT
Blochowiak, Bradley	EMT
Boettner, Mitchell	AEMT
Doherty, Matthew	Paramedic
Fedorowicz, Samantha	PA, Paramedic
Gregory, G.	EMT
Hartman, Michael	AEMT
Hummel, Madison	EMT
Kim, Maeve	EMT
Kuhn, Alyssa	EMT
Lange, Erica	EMT
Morency, Courtney	EMT
Perez, Nikki	AEMT
Reichert, Kennedy	EMT
Schoepp, Hunter	EMT
Rothweiler, Ben	EMT
Schultz, Daniel	AEMT
Severson, Erik	EMT
Tucker, Trenten	EMT
Colwin, Shannon	Chaplain
Meng, Brad	Chaplain

DEPUTY CHIEF'S REPORT

Training Report:

- February department training focused on Trauma - burn and crush injury management.
- March department training will cover protocol updates and will be led by our Medical Direction team.
- Several staff attended the annual WEMSA conference.
- The officer group continues to meet to discuss, "The Culture Code", by Daniel Coyle.

Upcoming training sessions:

- Wisconsin Stroke Coalition Conference - Mar 10, Madison
- ImageTrend Connect - May 11-15, St. Paul
- MGSD Reunification Training - June 17, Door Creek Church

Training Center:

- Two BLS renewal courses were taught for members of Deerfield FD.
- A Heartsaver CPR/First Aid course was held for employees of Paul Davis Restoration.
- DGEMS BLS Instructors will renew teaching credentials in April.

Upcoming classes:

- BLS Instructor Course - April 30th - Fitch-Rona EMS
- CPR/FA Awareness - Paul Davis Restoration - June 15

Special Events:

- Staff attended our regularly held health screening events in the community and participated in safety drills within the CG schools.
- Staff also attended a tour of the Deerfield High School, which is nearing the end of a large renovation.

Upcoming special events:

- Monona HS Mock Crash - Apr 28
- Trek Bike Race - May 8 and 9
- Safety Day - Dolphin Swim Academy - May 16
- National EMS Week - May 17-23
- DGEMS Hosted Blood Drive - Station 1 - May 21
- Rugby - May 30, Aug 8 and 9
- MGHS 5k Cancer Run - TBD May 31
- Cottage Grove Fireman's Fest - June 11-14.

CHIEF'S REPORT

- Assigned to an ambulance for 8.5 hours and on-duty Officer-In-Charge for 252 (96 weekend/holiday) hours throughout the month.
- Held regular monthly meetings with the medical director, officer group, and all staff members.
- Attended the 4th Annual Statewide Peer Support and Wellness conference in WI Dells.
- Met with Village of Cottage Grove Staff and public safety partners to edit to the Emergency Preparedness Plan.
- Met with Cottage Grove public safety partners to edit to the current alarm ordinance.
- Met with a SW WI regional planner to discuss the formation and function of our district. They have several districts contemplating the creation of an EMS district in SW Dane and Green counties.
- We continue to work with EMS-MC to fine-tune our billing and revenue cycle process.
  - Active data streams verified and stable from the major hospitals we transport patients.
  - We continue to verify use of this from EMS-MC to obtain current billing information and strengthen their process.
- Cottage Grove Fire-EMS Organizational Review Update/Future Needs Analysis
  - Provided all the requested data.
- Chief Lang attended the following educational events:
  - RSI or DSI? Making the Call in Prehospital Trauma Airway Management
  - EMS-MC-- Audit Ready, Always
- Year-to-date partner Fire Department usage on EMS calls:
  - Cottage Grove Fire: 9 incidents
  - Deerfield Fire: 5 incidents
- Department scheduling:
  - February Ambulance Scheduling: 100% coverage of both stations.
  - 56 vacation time hours utilized by the full-time staff group and 102 unscheduled time off hours (sick, bereavement, unpaid) used by all staff groups in February.
  - The casual staff group provided 106 hours on-duty time.
- STAFF MILESTONES:
  - Elisabeth Berg—Full-time paramedic; 1 year of service to DGEMS
  - Easton Meier—Full-time paramedic; 1 year of service to DGEMS
  - MaryClaire Nicholson—Casual paramedic; 1 year of service to DGEMS
  - Emilie Rabbitt—Full-time paramedic; 1 year of service to DGEMS
  - Trevor Regali—Casual paramedic; currently on leave; 7 years of service to DGEMS


Awards earned by DGEMS staff at the annual dinner.


- **ANDERS-MILES-McMULLEN VOLUNTEERISM AWARD**: 2025 Trenten Tucker
  Earned by the Volunteer Staff Member who proved the most on-duty hours to the District.
- **JOURNALISM AWARD**: 2025 Emilie Rabbitt
  Earned by the Staff Member entered the highest number of incidents into the patient care reporting system.
- **TOP RESPONDER AWARD**: 2025 Emilie Rabbitt
  Earned by the Staff Member who was assigned to the highest number of yearly incidents.
- **The Flash Award:** 2025 Steven Woodstock and Will Naviaux
  Earned by a staff member having the shortest average unit notified to unit enroute time.
- **Cardiac Arrest Saves:** Earned by those who utilized a defibrillator to save a life.
  25-013031; Jan 10, 2025; Wendy Lasko (6); Elisabeth Bischel (1); Dane County Sherrif's Department
  25-079986; Feb 24, 2025; Kevin Goth (1); Courtney Salov (2); Erica Lange (1); Lisa Antoniewicz (6); Matt Mickelson (3); Eric Lang (3); Cottage Grove Fire Department
- **Lifesaving Award**: Earned by staff who use great skill and compassionate care to save a patient's life.
  25-158412; April 15, 2025; Cory Hromatko; Ike Bedford; Deerfield Fire Department

February Quick Stats

Date	Amb 1	Amb 2	First Responder	Reason Used	Ending Miles	Driver
1	24	24	0	EMERGENCY CALL	82127	Eric Lang
2	24	24	0	Administrative Duties	82165	Eric Lang
3	24	24	0	Administrative Duties	82317	Eric Lang
4	24	24	0	Administrative Duties	82436	Eric Lang
5	24	24	0			
6	24	24	0			
7	24	24	0			
8	24	24	0			
9	24	24	0			
10	24	24	0			
11	24	24	0			
12	24	24	0			
13	24	24	0			
14	24	24	0			
15	24	24	0			
16	24	24	0			
17	24	24	0			
18	24	24	0			
19	24	24	0			
20	24	24	0			
21	24	24	0			
22	24	24	0			
23	24	24	0			
24	24	24	0			
25	24	24	0			
26	24	24	0			
27	24	24	0			
28	24	24	0			
Total	672	672	0	1344 hours of coverage total		
				Total of 200% coverage		

February 2026

All Response Types	In-District Responses		ST 1 to V CG		All to V CG		ST 2 to V DF		All to V DF	
90th % Goal = Urban 8.98 min	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %
Unit Notified to Unit Arrived on Scene	7.73	13.35	6.29	8.71	6.46	12.04	5.30	6.80	5.68	14.11
Unit Notified to Unit En Route	0.95	1.89	0.92	1.77	0.90	1.75	0.82	1.23	0.80	1.60
Unit En Route to Unit Arrived on Scene	6.57	12.30	5.32	7.33	5.42	11.31	4.40	5.55	4.63	13.35
Unit Arrived on Scene to Unit Left Scene	19.98	36.21	18.32	23.53	18.33	24.29	24.64	32.68	25.98	39.71
Unit Left Scene to Arrived at Destination	22.01	32.20	21.45	29.65	21.50	28.27	28.17	34.77	29.08	34.77
Arrived at Destination to Back in Service	19.95	31.41	15.49	25.55	16.43	29.65	22.27	29.19	22.20	28.15

Remote Rural *** 19.98 ***

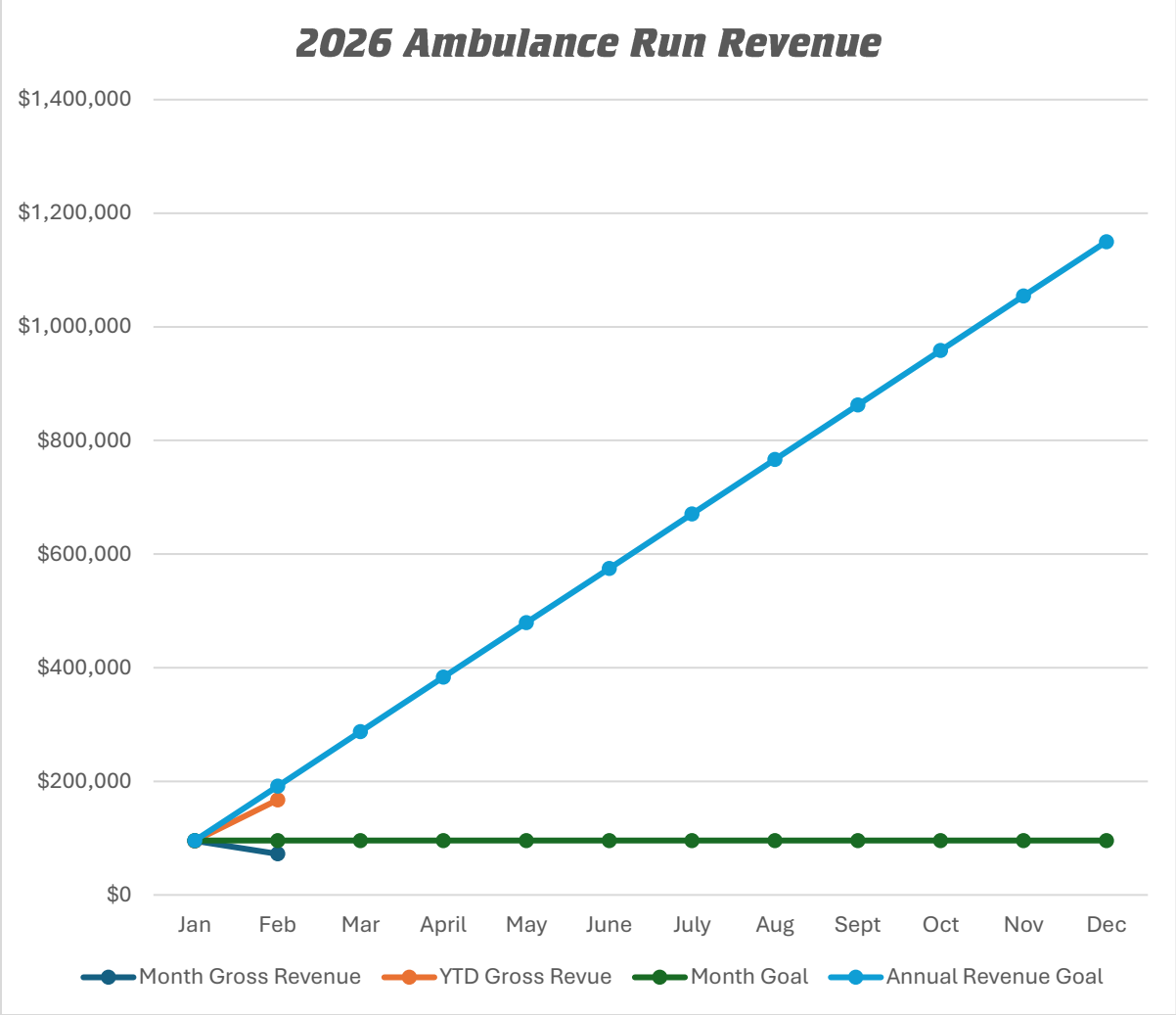
All Response Types	All Responses		ST 1 to T CG		All to T CG		ST 2 to T DF		All to T DF		All to T PS	
90th % Goal = Rural 14.98	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %
Unit Notified to Unit Arrived on Scene	7.81	14.38	8.02	10.89	9.27	11.53	8.73	9.68	8.93	12.37	10.62	18.58
Unit Notified to Unit En Route	0.92	1.86	1.06	1.70	1.05	1.81	1.32	1.90	1.23	1.90	1.38	2.26
Unit En Route to Unit Arrived on Scene	6.77	13.33	7.04	9.98	8.03	10.57	7.20	8.90	7.28	11.25	9.70	17.02
Unit Arrived on Scene to Unit Left Scene	20.19	34.85	26.43	63.61	26.43	62.91	24.00	32.18	24.00	32.18	21.05	41.24
Unit Left Scene to Arrived at Destination	21.86	32.01	20.67	31.59	20.67	31.80	26.16	31.87	26.16	31.87	18.97	21.51
Arrived at Destination to Back in Service	19.95	31.89	21.45	45.17	22.27	41.20	19.03	25.67	19.03	25.67	23.40	35.16

2026 Year-To-Date

All Response Types	In-District Responses		All to V CG		All to T CG		All to V DF		All to T DF		All to T PS	
	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %
Unit Notified to Unit Arrived on Scene	7.77	13.40	6.80	12.68	9.03	12.25	6.56	13.46	9.58	13.87	9.95	20.55
Unit Notified to Unit En Route	0.98	1.83	0.90	1.77	1.07	1.84	0.90	1.91	1.37	1.87	1.10	1.78
Unit En Route to Unit Arrived on Scene	6.63	12.50	5.68	11.13	7.60	11.16	5.43	12.70	8.82	12.55	8.53	19.17
Unit Arrived on Scene to Unit Left Scene	19.98	34.71	19.80	27.14	24.24	55.69	23.30	35.50	17.02	30.22	22.75	46.30
Unit Left Scene to Arrived at Destination	22.50	31.96	22.10	29.46	20.65	30.07	27.25	34.94	26.16	32.51	19.85	21.84
Arrived at Destination to Back in Service	19.95	30.35	17.50	27.52	19.94	33.82	22.20	33.79	19.89	33.70	20.87	40.97

2026 Year-To-Date

**** Lights and Sirens Response ****	In-District Responses		All to V CG		All to T CG		All to V DF		All to T DF		All to T PS	
	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %
Unit Notified to Unit Arrived on Scene	8.07	14.78	6.82	13.08	8.10	12.23	11.83	14.18	9.35	13.79	11.65	24.49
Unit Notified to Unit En Route	0.97	1.74	0.88	1.68	0.99	1.70	0.83	1.83	1.32	1.76	0.78	1.57
Unit En Route to Unit Arrived on Scene	6.98	13.39	5.57	11.81	7.32	11.23	10.00	13.40	8.05	12.49	10.15	23.43
Unit Arrived on Scene to Unit Left Scene	21.98	40.98	18.38	33.95	24.38	44.59	24.62	39.75	15.99	25.90	26.92	58.25
Unit Left Scene to Arrived at Destination	22.54	32.02	22.22	31.17	19.76	30.04	27.93	35.81	25.03	31.87	20.62	28.56
Arrived at Destination to Back in Service	19.95	31.08	18.07	26.94	20.70	37.64	22.40	27.24	19.69	25.72	21.49	47.70



DeerGrove EMS Ambulance Run Fees						
	2026	2025	2024	2023	2022	2021
Jan	$95,240	$81,733	$44,035	$77,789	$54,413	$50,164
Feb	$72,229	$93,043	$51,072	$52,268	$80,008	$46,635
Mar		$111,571	$31,152	$74,854	$63,410	$54,979
Apr		$110,937	$101,697	$88,042	$65,899	$44,489
May		$73,934	$68,091	$65,613	$71,395	$43,258
Jun		$85,430	$77,164	$87,500	$45,047	$55,271
Jul		$90,999	$119,056	$82,447	$46,764	$45,699
Aug		$88,898	$139,469	$93,235	$73,548	$64,325
Sep		$78,720	$68,735	$59,052	$62,778	$32,870
Oct		$89,517	$60,655	$79,549	$55,771	$43,431
Nov		$67,276	$86,522	$68,372	$44,244	$51,785
Dec		$75,178	$80,429	$58,856	$57,355	$53,680
YTD GOAL $191,667	$167,469	$1,047,237	$928,078	$887,577	$720,632	$586,586

Supplemental GEMT Payments:

Eric Lang

From: Matt Giese <mgiese@villageofcottagegrove.gov>
Sent: Sunday, March 8, 2026 11:00 PM
Cc: Nick Archibald; Eric Lang; Cameron Sawyer; Inga Cushman
Subject: FW: Monthly Status Report-Cottage Grove Fire-EMS Study

Hi Everyone,

Please see below for a Fire – EMS Study update from consultants at PAA.

Thank you

(Village Board bcc'd)

Matt Giese
Village Administrator
Village of Cottage Grove, WI
221 E Cottage Grove Rd | Cottage Grove, WI 53527
O: 608.839.4704 | C: 920.254.5966

THE VILLAGE OF
COTTAGE GROVE

My working day may not be the same as your working day. Please do not feel obliged to reply to this email outside of your normal working hours.

From: Kevin Brunner <kevin.brunner1013@gmail.com>
Sent: Friday, March 6, 2026 3:13 PM
To: Matt Giese <mgiese@villageofcottagegrove.gov>
Cc: James Austad <jamesaustadllc@gmail.com>; Tim Franz <franzlegend51@gmail.com>
Subject: Monthly Status Report-Cottage Grove Fire-EMS Study

Matt,

Here is a brief status report on our work on the Town and Village of Cottage Grove Fire-EMS Study that you can share with your Village Board.

- All requested Cottage Grove Fire and Deer Grove EMS data requests have been received. by PAA consultants. Following their analysis, there will be follow-up questions/discussions with the chiefs or staff.

- An initial on-site review was conducted by PAA, and Cedar Corporation review was conducted on 2/10. The primary purpose of this meeting was to review the current station with personnel from the Cottage Grove Fire Department and Deer Grove EMS. In addition, the Cottage Grove Village Administrator and Village President joined for a tour of the Deer Grove EMS part of the facility, and later in the day (approximately 4:00 pm), a tour of the Fire side was conducted with some members of the Town Board (who had not previously seen the facility) present. At the end of the tour, there was a brief discussion with the Fire and Deer Grove EMS personnel present (Archibald, Hammond, and Lang) and the Town Board members about the study process and next steps.
- Cedar Corporation has begun preparing the GIS maps to be included within the scope of the Study.
- An elected official's survey was developed in consultation with the Village President and Town Chair. This survey was distributed on 2/2. PAA is currently reviewing the responses and encouraging several elected officials who haven't responded yet to do so. Several Town and Village officials have requested a follow-up meeting with PAA consultants, and those in-person meetings will be scheduled later this month.
- In concert with the requested one-on-one meetings with elected officials, PAA consultants will return to Cottage Grove and meet with the appropriate Cottage Grove Fire and Deer Grove EMS staff.

Please let me know if you have any questions.

Kevin Brunner, ICMA-CM
President

Public Administration Associates LLC
262-903-9509
public-administration.com

2022 Deer Grove EMS All-Staff Survey

* Required

1. Please answer the following individual questions. *

	Never	Sometimes	Always	I don't know
I know what is expected of me when I am on duty.	◯	◯	◯	◯
I have the materials and equipment I need to do my job properly.	◯	◯	◯	◯
In the last month, I have received praise or recognition for doing good work.	◯	◯	◯	◯
There is someone at the department that encourages my development.	◯	◯	◯	◯
At the department, my opinions seem to matter.	◯	◯	◯	◯
My fellow department members are committed to doing quality work.	◯	◯	◯	◯
In the last six months, I have had the opportunity at the department to learn and grow.	◯	◯	◯	◯

Please provide your opinion on the department as a whole

2. What's required to do a good job? (Choose at least 5) *

- [ ] Equipment
- [ ] Vehicles - More/Better
- [ ] Supplies
- [ ] On-Duty Training Opportunities
- [ ] Compensation
- [ ] Call Screening / Dispatching
- [ ] Work Schedule / Deployment
- [ ] More Staff / Paramedics
- [ ] Management / Leadership
- [ ] Protocols
- [ ] Other

3. What are important areas for the department to focus on to grow the department? (Choose at least 5) *

- [ ] Coworkers / Crews
- [ ] Fair / Equal treatment, Respect
- [ ] Quality Assurance
- [ ] Attitude, Motivation/Desire
- [ ] Appreciation
- [ ] Drop Time @ ER / Hospital Support
- [ ] Engagement
- [ ] Experience / Skill / Knowledge
- [ ] Communication
- [ ] Helping Patients
- [ ] Other

4. Please rank (most descriptive to least) the following words that you feel best describe the department. *

- Courageous
- Committed
- Integrity
- Honesty
- Compassionate
- Successful
- Respectful
- Innovative
- Inspiring
- Community-oriented

5. Please list any other words that come to mind that were not in the list above.

6. What is the most important thing that you need to provide the best EMS service to our customers? *

7. What is the biggest hurdle you feel the department faces to provide the best EMS service in the region? *

8. What can the DGEMS Leadership team do to keep you involved and engaged at the department? *

9. Please share any other thoughts you may have regarding the department, either good or bad.

10. Please answer the following individual questions:

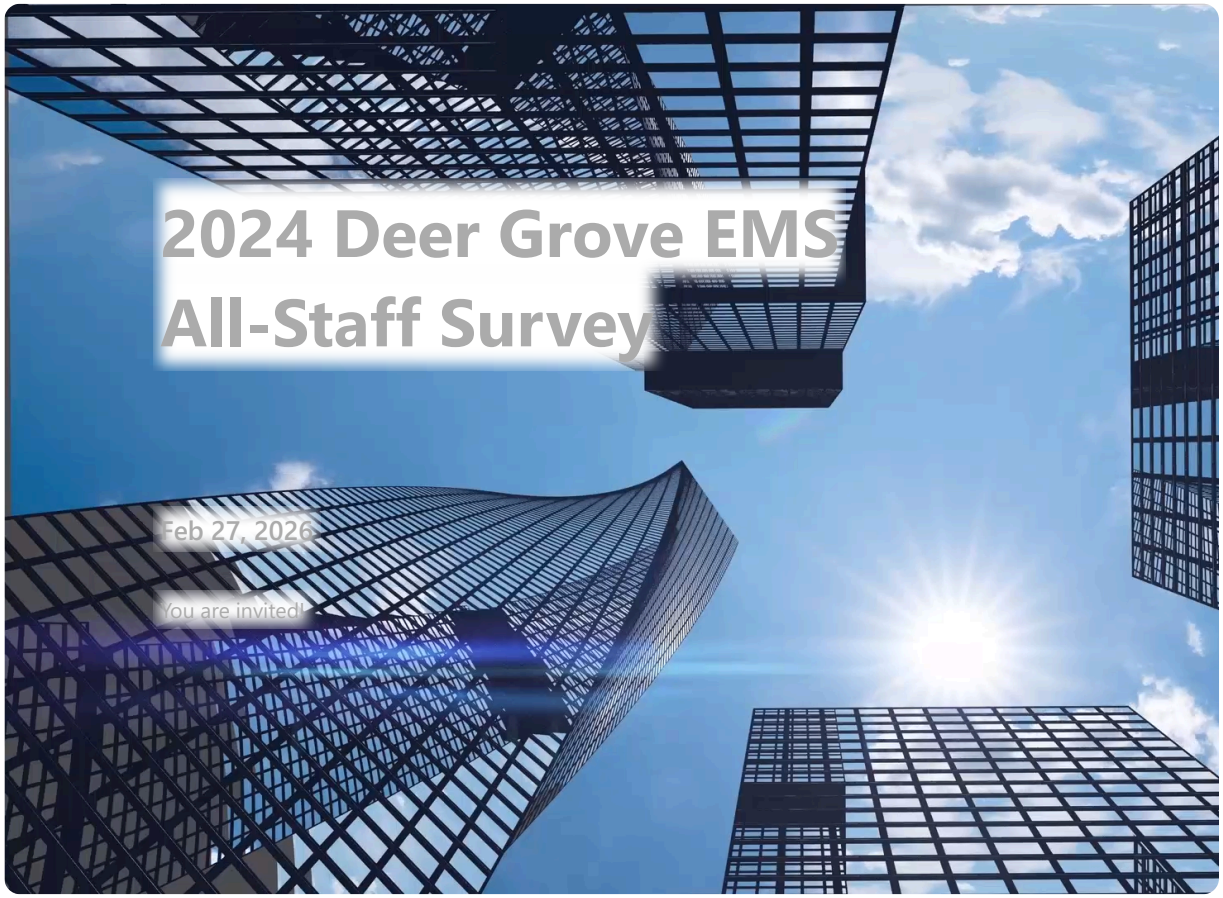
	Yes	No	Don't Know
DGEMS leadership is making a significant commitment of time and resources to improve the delivery of emergency care.	◯	◯	◯
DGEMS deals with staff members in a consistently fair manner.	◯	◯	◯
I have the tools and equipment to do my job providing pre-hospital medical care.	◯	◯	◯
The medical protocols at DGEMS provide clear and appropriate guidance on the delivery of pre-hospital medical care.	◯	◯	◯
DGEMS respects and values me a staff member and professional.	◯	◯	◯
While at DGEMS, my opinion seems to count.	◯	◯	◯
My fellow staff members are committed to doing quality work.	◯	◯	◯
DGEMS communicates information to me frequently and effectively.	◯	◯	◯

11. Please indicate how satisfied you are with the following aspects of your position

	Very Satisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Somewhat dissatisfied	Very dissatisfied
Working relationships with other EMS staff	◯	◯	◯	◯	◯
Direct supervisor	◯	◯	◯	◯	◯
Schedule	◯	◯	◯	◯	◯
Scheduling process	◯	◯	◯	◯	◯
Training/Continuing education	◯	◯	◯	◯	◯
Leadership and direction	◯	◯	◯	◯	◯
Communications with leadership	◯	◯	◯	◯	◯
Advancement opportunities	◯	◯	◯	◯	◯
Compensation	◯	◯	◯	◯	◯
Equipment Provided to complete duties	◯	◯	◯	◯	◯
Appreciation and recognition	◯	◯	◯	◯	◯
Intra-departmental communications	◯	◯	◯	◯	◯

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

Microsoft Forms


2024 Deer Grove EMS
All-Staff Survey
Feb 27, 2026
You are invited!

* Required

1. Please answer the following individual questions. *

	Never	Sometimes	Always	I don't know
I know what is expected of me when I am on duty.	◯	◯	◯	◯
I have the materials and equipment I need to do my job properly.	◯	◯	◯	◯
In the last month, I have received praise or recognition for doing good work.	◯	◯	◯	◯
There is someone at the department that encourages my development.	◯	◯	◯	◯
At the department, my opinions seem to matter.	◯	◯	◯	◯
My fellow department members are committed to doing quality work.	◯	◯	◯	◯
In the last six months, I have had the opportunity at the department to learn and grow.	◯	◯	◯	◯
No one on the department listens to me and I feel like my opinion doesn't matter.	◯	◯	◯	◯
Staff allocation is adequate and allows me to handle all incidents.	◯	◯	◯	◯
I feel confident when working with our partner fire departments-CG/DVFD.	◯	◯	◯	◯

2. Please provide additional information to any of the answers above.

Please provide your opinion on the department as a whole

3. Choose at 5 items from the list below that could make your job easier or better: *

- [ ] Equipment
- [ ] Vehicles
- [ ] Medical supplies
- [ ] On-Duty Training Opportunities
- [ ] Compensation
- [ ] Call Screening / Dispatching
- [ ] Work Schedule / Deployment
- [ ] More Staff / Paramedics
- [ ] Management / Leadership
- [ ] Protocols
- [ ] Public Outreach
- [ ] Other

4. What are important areas for the department to focus on to grow the department? (Choose at least 5) *

- [ ] Coworkers / Crews
- [ ] Fair / Equal treatment, Respect
- [ ] Quality Assurance
- [ ] Attitude, Motivation/Desire
- [ ] Appreciation
- [ ] Drop Time @ ER / Hospital Support
- [ ] Engagement
- [ ] Experience / Skill / Knowledge
- [ ] Communication
- [ ] Helping Patients
- [ ] Other

5. Please rank (most descriptive to least) the following words that you feel best describe the department. *

- Courageous
- Committed
- Integrity
- Honesty
- Compassionate
- Successful
- Respectful
- Innovative
- Inspiring
- Community-oriented

6. Please list any other words that come to mind that were not in the list above.

7. What is the most important thing that you need, but may not have currently, to provide the best EMS service to our customers? *

8. What is the biggest hurdle you feel the department faces to provide the best EMS service in the region? *

9. What can the DGEMS Leadership team do to keep you involved and engaged at the department? *

10. Please share any other thoughts you may have regarding the department, either good or bad.

11. Is there an operational practice or component of the department DGEMS should remove and never bring back? If so, describe below-

12. Please answer the following individual questions:

	Yes	No	Don't Know
DGEMS leadership is making a significant commitment of time and resources to improve the delivery of emergency care.	◯	◯	◯
DGEMS deals with staff members in a consistently fair manner.	◯	◯	◯
I have the tools and equipment to do my job providing pre-hospital medical care.	◯	◯	◯
The medical protocols at DGEMS provide clear and appropriate guidance on the delivery of pre-hospital medical care.	◯	◯	◯
DGEMS respects and values me a staff member and professional.	◯	◯	◯
While at DGEMS, my opinion seems to count.	◯	◯	◯
My fellow staff members are committed to doing quality work.	◯	◯	◯
DGEMS communicates information to me frequently and effectively.	◯	◯	◯

13. Please indicate how satisfied you are with the following aspects of your position

	Very Satisfied	Somewhat satisfied	Neither satisfied nor dissatisfied	Somewhat dissatisfied	Very dissatisfied
Working relationships with other EMS staff	◯	◯	◯	◯	◯
Direct supervisor	◯	◯	◯	◯	◯
Schedule	◯	◯	◯	◯	◯
Scheduling process	◯	◯	◯	◯	◯
Training/Continuing education	◯	◯	◯	◯	◯
Leadership and direction	◯	◯	◯	◯	◯
Communications with leadership	◯	◯	◯	◯	◯
Advancement opportunities	◯	◯	◯	◯	◯
Compensation	◯	◯	◯	◯	◯
Equipment Provided to complete duties	◯	◯	◯	◯	◯
Appreciation and recognition	◯	◯	◯	◯	◯
Intra-departmental communications	◯	◯	◯	◯	◯

14. Do you enjoy our department's culture?

- ◯ Yes
- ◯ No
- ◯ Maybe

15. Please explain your answer to the previous questions on culture

16. Do you feel the company is open to change?

- ◯ Yes
- ◯ No

17. How well does the department leadership communicate news and important information?

- ◯ Extremely well
- ◯ Somewhat well
- ◯ Neutral
- ◯ Somewhat not well
- ◯ Extremely not well

18. Thank your for your time today. Please add anything you feel important about our department, but was not included in this survey.

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

Microsoft Forms

THE VILLAGE OF
COTTAGE GROVE

Trustee Memo

Meeting Date: March 19, 2026

Memo Date: March 10, 2026

To: Deer-Grove EMS Commission

From: Paula Severson

Subject: Staff Survey Recommendation and Meeting Absence – March 19

I regret that I will be unable to attend the Deer-Grove EMS Commission meeting on March 19. In advance of that meeting, I wanted to share my thoughts regarding the proposed staff survey so the Commission can consider them during your discussion.

I believe a staff survey could be a valuable tool to better understand the current workplace culture, communication, and leadership environment within Deer-Grove EMS. If conducted thoughtfully, it can provide constructive feedback to the Commission and help identify both strengths within the department and areas where improvements may be needed.

To help ensure staff feel comfortable providing honest feedback, I recommend that the survey be conducted anonymously using a simple platform such as Google Forms. The survey should not collect names or identifying information, and responses should only be reported in aggregate form. In small organizations like EMS departments, anonymity is particularly important in encouraging candid participation.

I also recommend that the survey responses be submitted directly to Commission Chairperson Doll. Chairperson Doll could then compile the results and share a summary with the full Commission for review and discussion. This approach helps maintain a clear process and ensures that responses are handled consistently.

In addition, it may be helpful to provide a brief message to staff from Chairperson Doll (on behalf of the entire commission) when the survey is distributed. The message should emphasize that the purpose of the survey is to gather constructive feedback to help strengthen the department and support a professional and respectful workplace. It should also clearly communicate that the survey is anonymous and that responses will only be shared in summary form with the Commission.

Thank you for your consideration of these suggestions. I appreciate the Commission's willingness to seek input from staff and to continue working toward a positive and effective environment within Deer-Grove EMS.

JOINT COTTAGE GROVE
NATVIG LANDFILL MONITORING COMMITTEE

Monday, March 23, 2026 – 6:00 PM
Cottage Grove Town Hall
4058 COUNTY ROAD N, COTTAGE GROVE, WI

AGENDA

1. Call to Order.
2. Determine quorum and agenda properly posted.
3. Public concerns: Public's opportunity to discuss anything that is not an agenda item.
4. Approval of minutes from previous meeting(s).
5. Discuss and consider approval of Landfill monitoring bills.
   - January Strand Bill
   - February Strand Bill
6. Review recent Landfill Testing and Monitoring results
   - August 2025 – January 2026 Gas Sampling Analytical Report
   - January 8, 2026 Groundwater analytical Report for monitoring wells
   - January 8, 2026 Groundwater Exceedance Report
7. Items for the next agenda.
8. Discuss and consider next meeting date.
9. Adjournment.

Submitted by: Steven Anders
Committee Chair

ALL AGENDA ITEMS ARE SUBJECT TO ACTION.

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may attend 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.

NOTE: If you require an interpreter, materials in alternative formats, or other accommodations to access this service, activity of program, please contact the Town Clerk's office at 839-5021 or Fax 839-4432 at least 24 hours prior to this meeting.

VILLAGE & TOWN OF COTTAGE GROVE
NOTICE OF PUBLIC MEETING

Cottage Grove Joint Fire District Commission Meeting

Monday, March 23, 2026
6:30 P.M.
Cottage Grove Town Hall, 4058 County Road N
Cottage Grove WI 53527

You may also join the meeting from your computer, tablet or smartphone at
https://www.gotomeet.me/Towncg/joint-fire-committee
You can also dial in using your phone. United States: +1 (872) 240-3212.
Access Code: 433-882-293
Please note that virtual meetings may be subject to technical difficulties beyond our control. Please consider attending the meeting in person if you want to be sure of your participation.

1. Call to Order
2. Determination of quorum and that the agenda was properly posted
3. PUBLIC APPEARANCES - Public's opportunity to speak about any subject that is not a specific agenda item
4. Discuss and consider the minutes from the February 23, 2026 meeting
5. Chief's report
6. Discuss and consider using funds from the Pleasant Springs Capital account to help pay for Fire Vent Training prop.
7. Update on Generator Maintenance.
8. Update on revising Town and Village ordinances regarding false alarms.
9. Discuss and consider next meeting date and agenda items.
10. Adjournment

BY: Steven Anders, Commission Chair Certified Posting on March 20, 2026

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.

THE VILLAGE OF COTTAGE GROVE

VILLAGE OF COTTAGE GROVE
NOTICE OF PUBLIC MEETING

Parks, Recreation & Forestry Committee
Thursday, March 26, 2026
5:00 p.m.

This meeting will take place as a hybrid meeting both virtually and in person at Village Hall at 221 E Cottage Grove Road. The hybrid link can be found in the header of the agenda on the agenda center of the village website https://www.vi.cottagegrove.wi.gov/agendacenter. You may also choose to participate by providing public comment prior to the meeting via email to Village Deputy Clerk Kelly Cahill: kcahill@villageofcottagegrove.gov. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's policy.

1. Call to order.
2. Determination of Quorum that the meeting was properly posted.
3. Public appearances: Public's opportunity to speak about any subject that is not a specific agenda item.
4. Discuss And Consider the Minutes of The Parks, Recreation and Forestry Committee Meeting on February 26, 2026
   Documents: 2.26.2026 Parks, Rec, Forestry Minutes.pdf
5. Discuss mower/slope safety policy
   Documents: CG 2026 Mowing Slope Policy.pdf
   Maintenance of sloped mowing areas 2026.pdf
6. Shady Grove Park Update
7. Miracle League Playground Update
8. Director's Report
   Documents: Director 3-26-26.pdf
9. Future agenda items
10. Adjournment

This agenda has been prepared by Staff and approved by the by the Chair of the Parks, Recreation and Forestry Committee for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodation should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may attend 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.

THE VILLAGE OF
COTTAGE GROVE

Board Meeting:	4.6.26
To:	Village Board
From:	Matt Giese – Village Administrator
Subject:	Village Administrator Report

Introduction
Please see below for highlights from the Administrator's Office since the last Village Board meeting. Also attached is the Village Projects, Initiatives, and Development "Tracker": a database of active Village projects that lists brief status updates and next steps for notable initiatives.

--Please note that this report is not a comprehensive list. The bullet points summary and projects tracker is designed to provide general knowledge of the breadth of activity during this period of time. If Board members have any questions or desire more information, please let me know.

Administrator's Office Highlights

- Led collaborative department head and management team meeting
- Preparation, coordination, and review of the Village Board meeting agenda and memos for the meeting packet
- 2026 Bond issuance closing documentation
- Attended police station groundbreaking event
- Attended Chamber of Commerce membership meeting
- Led Administration team meeting
- Met with Auditors for 2025 audit process
- Drafted monthly briefings/updates on development
- Completed Q1 status updates regarding 2025-2026 Administrator goals/objectives
- Listened to DGEMS Commission meeting
- Met with Chamber Executive Director
- Met with Nuemann Companies regarding their proposed annexation for Lindstrom Acres
- Attended police station construction progress meeting
- <u>Staff Recognition and Celebration</u>
    - Village years of service anniversaries for the month of April
        - Lisa Kalata, Village Clerk – 10 years
        - Joshua Bennett, Parks Superintendent – 5 years
        - Krystal Brindle, Police Officer – 1 year

VILLAGE OF COTTAGE GROVE - PROJECTS, INITIATIVES, & DEVELOPMENT TRACKER

	ITEM	DEPARTMENT	DESCRIPTION	STATUS	NEXT STEPS
1	2027 Village Budget	Administration	Official policy document covering how the Village will generate revenue and spend money	Kicked off April 1. Staff are refreshing the capital inventory ahead of the prioritization process.	Board to review budget timeline, prioritization guidelines, and mission/vision/values on May 4.
2	2026 Revaluation	Administration	Revaluation/re-assessment of all taxable property in the Village to establish fair market value and equitable tax distribution	Assessor is performing external property inspections. Village Board approved the Revaluation Communications Plan	Board of Review meeting to adjourn (May 4th) to later date (September 30th at 5 p.m.)
3	Law Enforcement Impact Fee Study	Administration	Village's Financial Advisor (Ehlers) is developing a study to determine eligible impact fee allocations for new residential and commercial growth, relative to law enforcement facility needs.	Study document and proposed fees completed and in the process of being reviewed by the Board	Village Board review/consideration
4	Fire and EMS Study	Administration	Study to Update Fire and EMS Organizational Analyses. Public Administration Associates (PAA) hired to complete the study.	Elected official feedback survey dispersed. Consultant's data request has been completed.	Stakeholder feedback and follow-up discussions with consultant
5	Tax Incremental Financing District No. 5 Closure	Administration	On February 2, 2026 the board adopted a resolution to terminate Tax Incremental Financing District No. 5. This required a final dissolution audit and submission of the final account report (PE-110) within one year of resolution date. Anticipated completion September.	Draft financials and PE-110 report have been submitted to auditor for review.	Independent audit and submission of PE-110 report to DOR.
6	Fire Inspection Fees	Administration	Considering implementation of a tiered user charge approach for mandatory annual inspections based on square footage. This would replace the current system of flat $15 rate per inspection. Additionally, inspections charges would no longer be part of the general levy and be charged directly to the property owner.	Reviewing historical inspections, other communities fee schedules, and determining recoverable costs.	Village and Town staff to meet April 16
7	Shady Grove Park	Parks & Recreation	Construction of new park in the Shady Grove subdivision	In progress	Substantial Completion set for May 15
8	Miracle League Playground	Parks & Recreation	An all inclusive playground that will eventually replace the existing Bakken "Dream Park" playground structures.	Miracle League fundraising efforts	Anticipated construction commencement in Q2 '26
9	Housing Chapter Update - Comprehensive Plan	Planning & Development	The Village, with assistance from Dane County Planning staff, is developing an update to the Housing Chapter of the Comp Plan	In progress	Anticipated completion in Q2 '26
10	Cloud Permit	Planning & Development	New cloud-based software system for the Village to efficiently manage building, development, and other miscellaneous permits	Staff is receiving training prior to implementation	Implementation by Q2 2026
11	2026 Comprehensive Plan Update	Planning & Development	Full update to the entire Comp Plan. Proposed to be developed and facilitated by a consultant	Three proposals received	Consultant interviews in May
12	Amazon	Planning & Development	3.4 Million SF Distribution Center; located in TID #10 on 150 acres; at the NW corner of CTH N/TT	Construction of facility is substantially complete. Off site roadway improvements to CTH N and TT set to commence in April/May	Approved; anticipated substantial completion Q4 2026
13	Creed Sports Facility	Planning & Development	150,000 SF indoor sports facility with outdoor fields, on 30 acres NE of Commerce Park	Zoning and Conditional Use Permits approved	Plan Commission and Village Board to review and consider site plan (at an upcoming meeting)
14	Verizon Store	Planning & Development	New retail store located in Cottage Grove Commons Mixed Use Building at SW corner of CTH N/Gaston Rd.	Opened in September '25	N/A
15	Stauffacher Property	Planning & Development	70 acre parcel; located in TID #10, directly north of Amazon	Local development company interested in developing the parcel into a light industrial park consisting of four to five different projects	Prospective developer to propose conceptual plans in Q1 2026
16	Stauffacher Property AND Other Lands North	Planning & Development	Approximate 230 acre area: 70 acres in TID 10, and 160 acres north of TID 10 and the Village boundary.	Commercial Real Estate Broker reached out (Dec. '25) on behalf of a client inquiring about industrial development in this area.	TBD depending on private due diligence efforts
17	Bulman Property	Planning & Development	10 acres located north of School Grounds on the west side of CTH N; adjacent land could bring total to 13 acres. Property would need to be annexed into the Village and also brought into the Village's Urban Service Area (USA)	As of July '25 the land was under contract for potential commercial development	Future developer to propose conceptual plans ahead of pre-annexation discussions
18	Johnson Health Tech (JHT) Expansion	Planning & Development	JHT is planning to expand their operations on the vacant 3 acre lot they own at the SE corner of Landmark/Commerce	JHT has indicated that they're planning to submit a site plan application in 2026	Village Approvals needed: Site Plan

19	Learning Ladder Property	Planning & Development	2 acre parcel located in the 300 block of W. CG Rd.	Real Estate Broker eyeing potential redevelopment opportunities consisting of: Mixed Use, Multi-Family, or Retail (as of June '25)	Future developer to propose conceptual plans
20	616 N. Main St.	Planning & Development	1 acre parcel zoned for Planned Business; located on the East side of N. Main St; North of the intersection of Main St./CG Rd. and TID #9	General inquiries received about vehicle repair shop and vehicle storage uses. Most recent contact: October '25	Future developer to propose conceptual plans
21	Zielke Cork Crossing Retail/Flex Building	Planning & Development	18,000 SF multi-tenant commercial building; located on 2 acre parcel at NE corner of Cork Crossing/CG Rd. in TID #8	Approved	Pending building permits and construction
22	Near and Far Brewery	Planning & Development	Potential 10,000 SF brewery and restaurant on 1 acre parcel located on SW corner of Sandpiper/CG Rd. in TID #8	Developer presented concept plan	Developer to submit applications for site plan and conditional use permit consideration
23	Homburg Bonnie Rd. Property	Planning & Development	Approximate 2 acre parcel located directly north of the Village's new police station site. Planned for light industrial development.	Homburg has indicated he has a light industrial business set to close on the property in early February	Concept plans/site plan application potentially forthcoming
24	Mr. Queso Bar & Restaurant	Planning & Development	New bar and restaurant that opened, following closure of bb Jack's in the Greywolf retail building within Commerce Park	Opened Q2 '25	N/A
25	TID 9 Redevelopment	Planning & Development	An approximate 4-acre area that the Village Board plans to redevelop under Central Business zoning	Village to close on 107 E. CG Rd. in the Fall	On-going acquisition efforts. Up-coming proposals for potential Police/Fire/EMS training and subsequent demolition of 608 N. Main St.
26	Osteo Strong	Planning & Development	New retail store located in Cottage Grove Commons Mixed Use Building at SW corner of CTH N/Gaston Rd.	Opened Q1 '25	N/A
27	Bar/Speakeasy	Planning & Development	Potential renovation/addition of Gaston Schoolhouse into a bar/speakeasy	Business owner and property owner due diligence	Potential concept review, conditional use permit, and site plan/site plan amendment process
28	Dental Office	Planning & Development	Potential new dental office considering development of the parcel between UMB Bank and Authentix Apartments in TID 9	Initial due diligence period	Potential site plan application
29	Alliant Energy Sub Station	Planning & Development	Alliant Energy has been searching for a viable parcel to site a sub station in the Village since at least 2017. Their primary site continues to be on Village owned property directly north of the Piggly Wiggly. Alliant is also vetting several other sites in/around the Village.	Continued due diligence of potential sites	Concept review at Plan Commission and Village Board
30	HeyDay	Planning & Development	114 unit townhouse apartment development located at NE corner of CG Rd./Buss on	Under construction	Anticipated substantial completion Q4 2026
31	Quarry Ridge Estates	Planning & Development	A residential neighborhood located on the NE side of the Village (south of Commerce Park). The final phase of this four phase plat is substantially complete. There are about 20 lots remaining as unbuilt.	Substantially complete	Approved
32	Coyle South - Residential	Planning & Development	Final phase of Coyle South consisting of 12 single family lots and 4 duplex lots; located on the south side of CG Rd. and west of Sandpiper, in TID #8; developer is Homburg	Approved	Pending building permits and construction
33	Authentix - 2nd Addition	Planning & Development	Potential 204 unit townhouse apartment development on 17 acres; located on south side of CG Rd. directly east of their existing phase (across from Village Hall); developer is Continental; subject property needs annexation	Developer notified staff (Q3 '25) that they're no longer pursuing this project due to the cost to develop the site.	N/A
34	Westlawn 5th Addition	Planning & Development	A residential neighborhood located on the west side of the Village (north of Glacial Drumlin School). There is one remaining phase to construct as part of this six phase residential plat. The 6th phase includes 18 single family lots. There are 5-10 additional lots in previous phases that do not have homes built yet. The developer is Homburg.	5th phase is substantially complete.	Consideration of approval for release of 6th and final phase
35	Westlawn 6th Addition	Planning & Development	An approximate 70 acre planned neighborhood located primarily west of the 5th Addition of Westlawn. The future neighborhood is planned to have a 20+ acre community park.	Awaiting developer submission/application	Concept Plan presentation to Plan Commission and Village Board; Other: developer to hold neighborhood meeting
36	Shady Grove Subdivision	Planning & Development	A residential neighborhood on the west side of the Village, south of the BB/Buss intersection. This single phase plat has about 15 lots remaining to be built on.	Public improvements are complete	N/A

37	"The Farm" Tierney Property	Planning & Development	An approximate 100 acre planned neighborhood located south of Coyle South to Vilas Rd. The developer is Tierney.	Developer is working through due diligence	Concept Plan presentation to Plan Commission and Village Board; Other: developer to hold neighborhood meeting
38	Homburg Gaston Rd. Property	Planning & Development	An approximate 50 acres of planned neighborhood and single family homes located west of the Huston Quarry on the south side of Gaston Rd., between the 1st and 3rd Additions to Westlawn	Developer is working through due diligence	Concept Plan presentation to Plan Commission and Village Board; Other: developer to hold neighborhood meeting
39	2001 Realty	Planning & Development	An approximate 110 acre planned neighborhood located on the SW side of the Village, off Vilas Rd. (SW of Bakken Park); 30 of the 110 acres are in the Village with 80 acres needing annexation.	Property owner is negotiating with interested developers; Owner presented concept plan to Plan Commission in June, which consisted of 300-350 single family homes and 400-450 units of multi-family homes. More recently (Dec. '25) a developer inquired about the property and informed us of due diligence they're pursuing regarding a mix of single family rental homes and multi-family rental homes consisting of a similar density as was previously presented.	Future developer to propose conceptual plans ahead of pre-annexation discussions
40	Lakewood Residential	Planning & Development	An approximate 140 acre planned neighborhood located primarily north of W. Ridge Rd. Initial concepts included mix of age-restricted (i.e. "senior") homes (145 units) and single family homes (344 units). Development of this area will trigger the need for a regional lift station, which the developer would pay their portion of based on impact to the system. The developer is Lakewood.	Concept plans presented in November '24 and the developer held a neighborhood meeting; developer reached back out to gather more information about the regional lift station in October '25. Lakewood has 140 acres under contract.	Potential future re-submission of concept plans and additional neighborhood meeting
41	Lennar Residential	Planning & Development	Lennar has about 70 acres of Lakewood's 140 acres under contract. Lennar is considering development of about 162 single family owner ocupied homes.	Lennar met with Village staff for introductions and briefing of their concept (February '26).	Developer planning to present conceptual plans at upcoming Plan Commission and Board meetings
42	Lindstrom Acres	Planning & Development	An approximate 120 acre planned neighborhood east of Quarry Ridge. Prospective developer is considering up to 250 owner occupied single family homes. All 120 acres need annexation. The developer is Neumann Companies.	Village Board tabled consideration of pre-annexation agreement	Developer is planning to return to the Village Board with updated options for annexation
43	Advenir Azora	Planning & Development	An approximate 40 acre planned mixed use area on the NW corner of Buss and BB (west of HeyDay). Prospective developer is considering possible annexation and development of about 200 market rate rental townhouse units; the development would also include a commercial parcel.	Developer is in early due diligence stage (as of January)	Potential future concept plan presentations to Plan Commission and Village Board
44	Greywolf Property	Planning & Development	An 11 acre planned mixed use parcel located on the east side of CTH N, across from Amazon, in TID #10. The developer is Greywolf/Blackdeer Investment Group	Developer is considering (as of Q4 '25) a request for multi-family development of the site, consisting of about 130 units	Potential submission of conceptual plans for Plan Commission and Village Board feedback
45	New Police Station	Police	27,000 SF Station located at the NE corner of Progress Dr. and Bonnie Rd.	Under construction	Anticipated substantial completion Q1 of 2027
46	2026 - 2027 Collective Bargaining Agreement (CBA)	Police	With the 2024-2025 CBA set to expire at the end of the year, a new agreement was negotiated	2026-2027 CBA approved	N/A
47	Police Officer Recruitment	Police	There is one open Police Officer position	Active recruitment	Anticipated onboarding of new hire during Q2/Q3
48	2026 - 2030 CGPD Strategic Plan	Police	Development of next 5-Year Strategic Plan for the PD	2026 - 2030 Strategic Plan implementation underway	N/A
49	2025 Streets and Pedestrian Improvements	Public Works & Utilities	Improvements included the following road/path segments: Bonnie Rd (Weald Bridge to Progress); Heather Dr. (Heather Ct. to Termini), Heather Ct., and Hawthorn Ct.: CG Rd. Multi-use path (Souther Grange to Main St.); Weald Bridge/Taylor St./Main St. intersection pedestrian improvements	Substantially complete for all components of the project. RRFB has been installed; only remaining item is the railing for the retaining wall.	N/A
50	Stormwater Utility Feasibility Study	Public Works & Utilities	Study to investigate the feasibility and implementation of a Stormwater Utility to replace the current practice of levying for construction and maintenance of stormwater facilities.	Village engineers have started working through the intial impervious deliniation for the study.	Recommendation on creation of Stormwater Utility for Board consideration in August.
51	Public Works Technician Recruitment	Public Works & Utilities	To fill two vacant Public Works Technician positions	Both positions have been filled as of March.	N/A

52	Water & Sewer Impact Fee Updates	Public Works & Utilities	Comprehensive updates to fees established in the '90s	Study document and proposed fees completed. The fees are in the process of being reviewed by the Board	Village Board consideration of the fees
53	Supervisory Control and Data Acquisition (SCADA) Update	Public Works & Utilities	Village Wells, water towers, and lift stations all "communicate" through a SCADA system, which was in need of updating after 18 years	Project completed.	Approved
54	Watermain Looping	Public Works & Utilities	To provide the water system with needed redundancy on the north side of the Village	Project was awarded to Parisi Construction at the March Utility Commission meeting. Construction planned to begin this spring.	Construction to begin this spring.
55	Well #2 Rehabilitation	Public Works & Utilities	Rehab project due to the Well's building no longer meeting DNR codes/regulations. A new building will be constructed, along with new controls, well pump, and generator. The well hole will be rehabilitated concurrently.	Project awarded to Findorff at the January Utility Commission meeting. Due to lead times for electrical components, construction is anticipated to start late summer, early fall 2026.	Anticipated summer/fall '26 construction start.
56	"The Farm" Sewer Interceptor	Public Works & Utilities	New sanitary sewer from CG Rd/Sandpiper Tr. south through Coyle Highlands South and "The Farm" planned neighborhood, extending to Vilas Road. This sanitary sewer provides relief for the west side of the Village and allows for new construction to be added to the system.	Restoration and final testing is being completed in the next two weeks.	Substantial completion anticipated at the end March, after pipe testing has been completed.
57	Sidewalk Maintenance	Public Works & Utilities	Annual maintenance to fix failed sidewalk or sidewalk that present trip hazards.	Complete	N/A
58	Street Maintenance - Chip Sealing	Public Works & Utilities	2025 chip sealing projects included School Road (Main St to Starlight Lane), W. Windor Ave (Sunset to Parador Pl), Chateau Dr (Chillon St to Windsor Ave) and Chillon St (School to termini).	Complete	N/A
59	Street Maintenance - Crack Filling	Public Works & Utilities	2025 crack filling projects will include cleaning and crack filling a variety of streets including W. Clover Ln (N. Clover to N. Parkview), W. Parkview St (N. Parkview to Main St.), Pheasant Run (Termini to Termini), Mourning Dove Trail (Damascus to Termini), Red Hawk Trail (Damascus to Termini) and Damascus Trail (Killian Trail to London)	Complete	NA
60	Frontier Village Wide Fiber Update	Public Works & Utilities	Froniter is planning a village wide fiber update to be completed this spring and summer.	Frontier provided updated drawings and staff are currently reviweing.	Anticipated to start this spring
61	2026 Streets and Pedestrian Improvements	Public Works & Utilities	Improvements slated include the following: Clearbrooke Terrace (Bonnie Rd to Weald Bridge), Stoneheath End, Nightingale Ln (Parkview to School), Cottage Court, and the Johnson Health Tech Multi-Use Path. A new multi-use path will be constructed for the missing links on Buss Road and Cottage Grove Road to Damascus Trail.	Project was awarded to Wolf Construction at the March 16th Village Board meeting	Construction to begin this spring.

Updated: 4.2.26

THE VILLAGE OF
COTTAGE GROVE

Staff Memo

Meeting Date: April 6, 2026

Memo Date: March 31, 2026

To: Village Board

From: Cameron Sawyer, Assistant Administrator/Finance Director

Subject: 2026 Budget Amendment (2026-002)

Proposed Amendment:

Results of 2026A debt issuance
Street Project bid adjustment for removal of Johnson Health Tech trail replacement
BB/Buss Bike Path & Damascus project due to favorable bid results
Fire and EMS Op & facility study shared with the Town
Reduce insurance reimbursement for amount received in 2025

Account	Description	Budget	Amendment	Change
300-48900-000	Premium on debt issuance	-	614,383	614,383
411-49120-000	Proceeds from long term debt	1,726,065	1,555,000	(171,065)
411-48900-000	Premium on debt issuance	-	17,967	17,967
411-58200-000	Debt issuance costs	-	32,214	32,214
412-49120-000	Proceeds from long term debt	14,883,056	15,150,000	266,944
412-48900-000	Premium on debt issuance	-	175,044	175,044
412-58200-000	Debt issuance costs	-	303,741	303,741
411-48110-000	Interest on investments	-	16,173	16,173
412-48110-000	Interest on investments	-	157,651	157,651
411-57300-000	Annual Road,Sidewalk,Chipseal	1,031,378	979,378	(52,000)
412-57300-126	BB/Buss Bike Path & Damascus	400,000	347,000	(53,000)
410-57100-261	Fire and EMS Op & Fac Study	40,000	17,500	(22,500)
411-48400-000	Insurance Reimbursement	47,000	24,348	(22,652)

Recommendation:

Approve the budget amendment as presented.

THE VILLAGE OF COTTAGE GROVE

Staff Memo

Meeting Date April 6, 2026

Memo Date:	April 2, 2026
To:	Village Board and Village Administrator Matt Giese
From:	Chief Mark W. Garry II
Subject:	Photographic and Video Documentation Services for Police Facility Project

Background

The Cottage Grove Police Department is currently overseeing the construction of a new police facility, which began planning in 2024 and is projected for completion in 2027. With the project recently commencing construction, it would be worthwhile to capture comprehensive visual documentation for historical records, construction management, and community transparency. To ensure high-quality tracking of the site's progress, several avenues for aerial and interior photography and videography have been explored. We're interested in Board member feedback and direction.

Overview

There are three primary options currently under consideration for the documentation of the construction site and the eventual finished facility:

Option 1: Midwest Aerial Productions (MAP), LLC has submitted a formal proposal for a comprehensive service package totaling a $13,000 subtotal (plus 5.60% tax on edited materials).

- Service Frequency: 12 monthly aerial progress shoots.
- Deliverables: 20–30 retouched photos and 15–20 RAW video clips per visit.
- Multimedia: Monthly and quarterly edited progress videos with music, logos, and text, plus a final 2-minute finished video.
- Special Features: Includes an "Advanced FPV Indoor Tour" involving the coordination of people within the building.
- Rights: Assignment of all rights and title to the final art to the Village upon full payment.

Option 2: Robert Bertera Photography has submitted a quote dated April 2, 2026, and has already provided two courtesy aerial photos of the site taken on March 31, 2026.

- Service Frequency: Suggested monthly exterior drone flights and interior/exterior SLR photo sessions.
- Cost Estimate: $125.00 total per monthly session ($50.00 for drone aerials and $75.00 for high-resolution SLR images). Based on 12 months, the estimated cost is $1,500.00.
- Deliverables: High-resolution digital images using a Mavic Drone and Nikon SLR cameras.

- Access/Rights: All images can be downloaded from a secure gallery with no copyright restrictions.
- History: The Village of Cottage Grove has established a known working relationship with this business for similar services in the past.

Option 3: Internal Staff Documentation the Village may utilize internal staff and existing departmental equipment to capture photos and videos.

- Financial Impact: Eliminates direct vendor costs.
- Operational Impact: Relies on the availability and technical expertise of staff members who are currently managing other project-related duties and the department's 5-Year Strategic Plan.

Recommendation

It is recommended that the Village Board review these proposals to determine the most cost-effective method for documenting this infrastructure project. If the priority is high-end video production, construction management and community transparency materials, Option 1 (MAP LLC) provides a professional, fixed-rate video package. If the priority is high-quality historical photo documentation at a significantly lower cost from a local provider, Option 2 (Bertera) is the more economical choice.

Attachments

- MAP LLC Progress Proposal
- Robert Bertera Photography Quote (4/2/26)
- Courtesy Aerial Site Photos 1 & 2 (Robert Bertera)

PROPOSAL

Cody Retlich
(920) 946-4403
cody@midwestaerialproduction.com
W238N6274 Park Ct.
Sussex, WI 53089 USA

Attention: Ben Mount
Phone Number:
Address: 5301 99th Ave. Kenosha, WI 53144
Date:2/18/26
Project Title: Village of Cottage Grove Aerial Construction Progress

Quantity	Description	Unit Price	Total
12	Aerial Progress Shoots (1 Per Month)	$ 250	$ 3,000
20-30	Edited, Retouched Photos Each Visit		Included
15-20	RAW Video Clips Each Visit		Included
	Each Additional Visit Will Be Billed at $250 per visit.		
1	Final Finished Video - 2-Minute edited videos with music, logos and text (2 Full Revisions Included)	$500	$ 500
4	Quarterly Progress Videos - 1- Minute edited videos with music, logos and text (2 Full Revisions Included)	200	$ 800
12	Monthly Progress Videos - 1- Minute edited videos with music, logos and text (2 Full Revisions Included)	100	$ 1,200
1	Basic FPV Indoor Tour - No Coordination of People	3,500	$ 3,500
1	Advanced FPV Indoor Tour - Coordination of People	4,000	$ 4,000
		Subtotal	$ 13,000
	***Tax applied to photos/edited videos upon invoicing**	5.60%	
		Total	

*Thank you for your business, please sign below if accepting proposal.

Signature: _____ Date: _____

Terms & Conditions

Quote
The terms of this Quote are effective for 60 days after presentation to Client. Upon acceptance, this will constitute an Agreement between Midwest Aerial Productions and Client. In the event this Agreement is not executed by Client within the time identified, the Quote, together with any related terms and conditions and/or deliverables, may be subject to amendment, change, or substitution.

Expenses
Out of pocket expenses such as stock media purchase, template media purchases, voiceover, time averages, delivery, shipping, printing, stock photography, digital retouching, and presentation materials are not included and would be quoted separately. Applicable Wisconsin sales tax (if necessary) is not included in a cost estimate.

Timing
All suggested milestone dates and timeframes should be recognized as targets and are subject to change based on schedule availability of participants and timely review and approval of deliverables. For the project to officially commence, the final project quote must be signed.

Invoices
Invoices are payable upon receipt or 30 days of receipt. Author's Alterations (see below) will be invoiced separately.

Financing
All projects above are invoiced once at the end of each month upon completion.

Author's Alterations
Client shall pay additional charges for changes or additional steps requested by Client which are not described by the scope in the official Quote. Charges will be in addition to all other amounts payable under the Quote despite any maximum budget, contract price, or final price identified therein. Midwest Aerial Productions will quote author's alterations before beginning work. Author's alterations requested by the client may extend or modify the final delivery schedule.

Client Responsibilities
Client is responsible for performing the following:
(a) coordination of any decision-making with parties other than Midwest Aerial Productions
(b) submittal of Client content in a form suitable for reproduction or incorporation into deliverables
(c) final proofreading and, in the event that Client has approved deliverables, but errors...such as by way of example, but not limitation, typographic errors, omissions, or misspellings...remain in the finished product, Client shall incur the cost of correcting such errors.

Revisions
Client is allowed two full rounds of emailed revision requests per project within 3 months of project finalization. Any additional changes will be pre-quoted and billed per hour at $100 per hour. These two rounds excludes any revisions due to Midwest Aerial Productions Creative's editing error (misspelling, missed request, etc).

Rights and Ownership
Upon completion of services, and expressly subject to full payment of all fees, costs, and expenses due, Midwest Aerial Productions hereby assigns to Client all right and title in and to the final art. Client guarantees that all materials supplied to Midwest Aerial Productions are owned by Client or that Client has all necessary rights in such materials to permit Midwest Aerial Productions to use them for the project. Client shall indemnify, defend, and hold Midwest Aerial Productions and its designers harmless from and against any claim, suit, damages and expense, including attorney's fees, arising from or out of any claim by any party whose rights have been or are being violated or infringed upon with respect to any materials provided by Client.

Release of the Art Files
Upon payment of the final invoice Midwest Aerial Productions will promptly release the finished art files.

Promotions
Midwest Aerial Productions retains the right to reproduce, publish, and display the deliverables in Midwest Aerial Production's portfolios, websites, galleries, communications and any design periodicals or other media or exhibits for the purposes of recognition of creative excellence or professional advancement, and to be credited with authorship of the deliverables in connection with such uses.

Initial Here: _____

Robert Bertera Photography

608 Cottage Court
Cottage Grove, Wisconsin 53527
Phone: 608-320-1950
E-Mail: bobbertera@charter.net Web:http://robertberteraphotography.smugmug.com/

Quote

Village Of Cottage
Police Department
Attn: Mark W. Garry II

Invoice No.: Quote

Customer ID: Village Of Cottage Grove

Photography Quote 4/2/26

Quote Date	Type Of Photography	Description	Cost Estimate	Over 60 Miles	Rate Mile (cents)	Mileage Charge	Total Shoot Charges
11/19/26	-Aerial images using Mavic Pro Drone	New structure under construction. Exterior aerial images from all directions at various project completion points (suggest monthly).	$50.00 for each drone photo session (based on 12 monthly exterior flights)	0.0	NA	NA	TBD
11/19/26`	-Ground based-digital high resolution Nikon SLR cameras	Interior and exterior images of structure at selected points of construction using SLR cameras.	$75 for each SLR photo session (based on 12 monthly interior and exterior shoots)				

Subtotal:	
Tax:	NA
Shipping:	NA
Balance Due:	Quote

Your proofs can be viewed and downloaded to your computer for free at: http://robertberteraphotography.smugmug.com
From the landing page click on “COMMERCIAL CONSTRUCTION AND CORPORATE”. You will be taken to the secure galleries. Your password will be provided and first shoot. You can download all the images at one time to your computer or device. There are no copyright restrictions.





Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Ace Hardware					
2688	Ace Hardware	170024-3/31/2026	Ace March Charges	100-53300-340	120.34
2688	Ace Hardware	170024-3/31/2026	Ace March Charges	600-60935-340	25.54
2688	Ace Hardware	170024-3/31/2026	Ace March Charges	601-60834-340	54.71
2688	Ace Hardware	170024-3/31/2026	Ace March Charges	100-55200-340	85.98
2688	Ace Hardware	170024-3/31/2026	Ace March Charges	100-55500-340	9.36
	Total Ace Hardware:				295.93
AceK9					
7288	AceK9	298784	Ace WatchDog Service	100-52100-600	168.00
	Total AceK9:				168.00
ADS Mechanical					
243	ADS Mechanical	31305	Well 4 Repairs	600-60605-340	1,238.59
	Total ADS Mechanical:				1,238.59
Alliant Energy/WPL					
31	Alliant Energy/WPL	31-612 N Main St -	9932368163 - 612 N Main St	509-51410-340	82.74
	Total Alliant Energy/WPL:				82.74
Alsco					
1462	Alsco	IMIL2203689	Mats at MSB	100-51600-340	23.68
1462	Alsco	IMIL2203689	Mats at MSB	600-60920-340	5.07
1462	Alsco	IMIL2203689	Mats at MSB	601-60850-340	5.07
1462	Alsco	IMIL2203690	Mats at MSB	100-51600-340	74.41
1462	Alsco	IMIL2203690	Mats at MSB	600-60920-340	15.95
1462	Alsco	IMIL2203690	Mats at MSB	601-60850-340	15.95
1462	Alsco	IMIL2203691	Mats at Village Hall	601-60850-340	12.88
1462	Alsco	IMIL2203691	Mats at Village Hall	100-51600-340	38.62
1462	Alsco	IMIL2203691	Mats at Village Hall	600-60920-340	12.88
	Total Alsco:				204.51
Assoc Appraisal Consultant Inc					
90	Assoc Appraisal Consultant Inc	185544	Professional Services - April 2026	100-51520-210	2,708.33
90	Assoc Appraisal Consultant Inc	185544	Postage for Revaluation	410-57100-270	5.18
	Total Assoc Appraisal Consultant Inc:				2,713.51
Axley Brynelson LLP					
366	Axley Brynelson LLP	1055535	Axley Legal Services - PD Personnel Matters	100-52100-340	168.00
366	Axley Brynelson LLP	1055535	Axley Legal Services	100-51520-210	1,036.00
366	Axley Brynelson LLP	1055536	Axley Legal Services - Court	100-51200-340	47.60
	Total Axley Brynelson LLP:				1,251.60
Carrico Aquatic Resources Inc					
6684	Carrico Aquatic Resources Inc	20261913	Management Agreement	100-55200-710	400.00
	Total Carrico Aquatic Resources Inc:				400.00
Central Lake Armor Express Inc					
6997	Central Lake Armor Express Inc	IN-0254187	Radke/Paulat Vests	411-57200-026	2,682.33

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
	Total Central Lake Armor Express Inc:				2,682.33
Construction Fabrics & Materials Corp					
1131	Construction Fabrics & Materials Corp	215453	Hardwood Lath-30/Bundle	100-53300-370	84.00
1131	Construction Fabrics & Materials Corp	215499	Grass Seed	100-53300-370	211.00
	Total Construction Fabrics & Materials Corp:				295.00
Cottage Grove Water & Sewer					
189	Cottage Grove Water & Sewer	189-040726	6713.00 - Northlawn Park	100-55200-340	91.52
189	Cottage Grove Water & Sewer	189-040726	8465.00 - RG Huston Park	100-55200-340	47.94
189	Cottage Grove Water & Sewer	189-040726	52005.00 - Bakken Park Shelter	100-55200-710	155.85
189	Cottage Grove Water & Sewer	189-040726	52007.00 - Bakken Park Shelter 2	100-55200-710	91.52
189	Cottage Grove Water & Sewer	189-040726	1270.00 - Community Park	100-55200-340	47.94
189	Cottage Grove Water & Sewer	189-040726	2350.00 - Firemans Park Bubbler	100-55200-340	28.10
189	Cottage Grove Water & Sewer	189-040726	2355.00 - Firemans Park Food Stand	100-55200-340	47.94
189	Cottage Grove Water & Sewer	189-040726	2360.00 - Lions Shelter	100-55200-340	47.94
189	Cottage Grove Water & Sewer	189-040726B	8990.01 - 225 Bonnie Rd	100-51600-340	39.60
189	Cottage Grove Water & Sewer	189-040726B	8990.01 - 225 Bonnie Rd	600-60920-340	13.20
189	Cottage Grove Water & Sewer	189-040726B	8990.01 - 225 Bonnie Rd	601-60850-340	13.20
189	Cottage Grove Water & Sewer	189-040726I	2362.00 - Firemans Park Irrigation System	205-55000-340	181.35
189	Cottage Grove Water & Sewer	189-040726L	1805.00 - 110 S Main St Lift Station	601-60850-340	173.91
189	Cottage Grove Water & Sewer	189-040726L	52000.00 - Vilas Rd Lift Station	601-60850-340	748.21
189	Cottage Grove Water & Sewer	189-040726P	Progress Drive	600-60920-340	43.58
189	Cottage Grove Water & Sewer	189-040726P	Progress Drive	601-60850-340	43.58
189	Cottage Grove Water & Sewer	189-040726P	Progress Drive	100-51600-340	493.89
189	Cottage Grove Water & Sewer	189-040726VH	2783.00 - Village Hall	600-60920-340	15.91
189	Cottage Grove Water & Sewer	189-040726VH	2783.00 - Village Hall	601-60850-340	15.91
189	Cottage Grove Water & Sewer	189-040726VH	2783.00 - Village Hall	100-51600-340	47.73
189	Cottage Grove Water & Sewer	189-040726W	50000.00 - Well #4	600-60920-340	70.52
	Total Cottage Grove Water & Sewer:				2,459.34
CPR Training Specialists					
6474	CPR Training Specialists	0403-2026	Babysitting Class 3.27.26	100-55310-344	850.00
	Total CPR Training Specialists:				850.00
Dane County Treasurer					
87	Dane County Treasurer	53117	ECSM Permit - Water Main Looping	600-39501	585.31
904	Dane County Treasurer	904-040726	Dog Tags #44299 - #44429	100-44210-000	2,459.50
	Total Dane County Treasurer:				3,044.81
Doelger, Claire					
6130	Doelger, Claire	4.1.26-2026	Claire Pasta Class	100-55310-345	450.00
6130	Doelger, Claire	4.1.26-2026	Adult Pizza	100-55310-345	210.00
6130	Doelger, Claire	4.1.26-2026	Deocrating All Ages	100-55310-344	210.00
	Total Doelger, Claire:				870.00
Dvorak Landscape Supply LLC					
6912	Dvorak Landscape Supply LLC	1-707354-01	Salt	100-53300-370	342.51
	Total Dvorak Landscape Supply LLC:				342.51

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Ferguson Waterworks #1476					
6125	Ferguson Waterworks #1476	0468771	Meters	600-34600	15,300.00
6125	Ferguson Waterworks #1476	0470305	Fire Hydrant Meters	600-60654-340	1,814.00
6125	Ferguson Waterworks #1476	0470307	Fire Hydrant Meter	600-60654-340	907.00
6125	Ferguson Waterworks #1476	0470534	Hydrant Parts	600-60654-340	527.67
	Total Ferguson Waterworks #1476:				18,548.67
General Code Publishers					
690	General Code Publishers	PG000045986	Supplement No. 45	100-51420-210	735.00
	Total General Code Publishers:				735.00
Gordon Flesch Co Inc					
212	Gordon Flesch Co Inc	IN15551620	Supply Replacement Charges	100-51520-340	22.00
212	Gordon Flesch Co Inc	IN15551620	Supply Replacement Charges	600-60920-340	22.00
212	Gordon Flesch Co Inc	IN15551620	Supply Replacement Charges	601-60850-340	22.00
	Total Gordon Flesch Co Inc:				66.00
Gordon Flesch Company					
5	Gordon Flesch Company	I543216	Lease #M168577	100-51420-340	118.00
5	Gordon Flesch Company	I543216	Lease #M168577	100-52100-340	118.00
5	Gordon Flesch Company	I543216	Lease #M168577	100-53100-340	118.00
5	Gordon Flesch Company	I543216	Lease #M168577	100-55310-340	118.00
5	Gordon Flesch Company	I543216	Lease #M168577	600-60920-340	59.00
5	Gordon Flesch Company	I543216	Lease #M168577	601-60850-340	59.00
	Total Gordon Flesch Company:				590.00
Grahams Auto and Truck Clinic					
7109	Grahams Auto and Truck Clinic	22927	Squad 251	100-52100-340	82.00
7109	Grahams Auto and Truck Clinic	22998	Squad 251	100-52100-340	65.88
7109	Grahams Auto and Truck Clinic	23025	Squad 253	100-52100-340	409.81
	Total Grahams Auto and Truck Clinic:				557.69
Ground Force Solutions LLC					
7519	Ground Force Solutions LLC	26963	Excavating Work - 101 E Cottage Grove Rd	509-51410-340	9,393.45
	Total Ground Force Solutions LLC:				9,393.45
Hawkins Inc					
6121	Hawkins Inc	7366451	Chemicals for Wells	600-60631-210	986.56
	Total Hawkins Inc:				986.56
HydroCorp Inc					
6454	HydroCorp Inc	CI-11933	Cross Connection Control Program	600-60923-210	1,043.66
	Total HydroCorp Inc:				1,043.66
Johnson Block & Company Inc					
6906	Johnson Block & Company Inc	534214	March Managed Services	100-51520-210	4,625.99
6906	Johnson Block & Company Inc	534214	March Managed Services	600-60923-210	2,313.00
6906	Johnson Block & Company Inc	534214	March Managed Services	601-60852-210	2,313.00
6906	Johnson Block & Company Inc	534947	IT Hardware	411-57100-026	1,198.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
	Total Johnson Block & Company Inc:				10,449.99
Johnson, Annelise					
7517	Johnson, Annelise	7517-040726	Double Payment on Operator's License	100-44111-000	30.00
	Total Johnson, Annelise:				30.00
KineOasis					
7356	KineOasis	020320-2026	Senior Ballet S2,26	100-55310-351	126.00
	Total KineOasis:				126.00
Locks and Unlock Inc					
7424	Locks and Unlock Inc	2122058	Village Hall Front Door Repair	410-57100-820	406.46
	Total Locks and Unlock Inc:				406.46
Mid-American Research Chemical					
5137	Mid-American Research Chemical	0874245-IN	Salt Neutralizer	100-53300-340	223.09
5137	Mid-American Research Chemical	0874245-IN	Salt Neutralizer	600-60933-380	47.80
5137	Mid-American Research Chemical	0874245-IN	Salt Neutralizer	601-60834-340	47.80
	Total Mid-American Research Chemical:				318.69
Minuteman Press					
7273	Minuteman Press	110576	February Utility Bills Postage	601-60850-340	574.66
7273	Minuteman Press	110576	February Utility Bills Postage	600-60903-340	574.65
7273	Minuteman Press	110577	February Utility Bills	600-60903-340	289.16
7273	Minuteman Press	110577	February Utility Bills	601-60850-340	289.16
7273	Minuteman Press	110579	Cross Connection Brochures Mailing	600-60920-340	1,045.55
	Total Minuteman Press:				2,773.18
Napa Auto Parts					
167	Napa Auto Parts	050618	Fleet Maintenance	100-53300-340	61.58
167	Napa Auto Parts	050618	Fleet Maintenance	600-60933-380	13.20
167	Napa Auto Parts	050618	Fleet Maintenance	601-60834-340	13.20
167	Napa Auto Parts	050962	Fleet Maintenance	100-53300-340	212.72
167	Napa Auto Parts	050962	Fleet Maintenance	600-60933-380	45.58
167	Napa Auto Parts	050962	Fleet Maintenance	601-60834-340	45.58
	Total Napa Auto Parts:				391.86
OReilly Auto Parts					
4458	OReilly Auto Parts	4331-117807	Supplies	601-18311	37.86
4458	OReilly Auto Parts	4331-118006	Shop Supplies	100-53300-340	10.48
4458	OReilly Auto Parts	4331-118006	Shop Supplies	600-60935-340	2.25
4458	OReilly Auto Parts	4331-118006	Shop Supplies	601-60834-340	2.25
	Total OReilly Auto Parts:				52.84
Pellitteri Waste Systems					
2506	Pellitteri Waste Systems	6804042	April Services	100-53620-296	11,500.79
2506	Pellitteri Waste Systems	6804042	April Services	100-53620-295	25,090.45

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
	Total Pellitteri Waste Systems:				36,591.24
Quill LLC					
12	Quill LLC	48268944	Copy Paper	100-51420-340	20.36
12	Quill LLC	48268944	Copy Paper & Paper Towel	600-60920-340	12.61
12	Quill LLC	48268944	Copy Paper & Paper Towel	601-60850-340	12.61
12	Quill LLC	48268944	Paper Towel - VH	100-51600-340	17.50
	Total Quill LLC:				63.08
Radel Steel & Irrigation LLC					
7010	Radel Steel & Irrigation LLC	4018	Fireman's Irrigation	100-55200-340	300.00
	Total Radel Steel & Irrigation LLC:				300.00
RG Huston Company Inc					
371	RG Huston Company Inc	1693	Topsoil	100-53300-370	106.08
371	RG Huston Company Inc	1728	Topsoil	100-53300-370	46.75
	Total RG Huston Company Inc:				152.83
Ridgeline Utility Co LLC					
7001	Ridgeline Utility Co LLC	2082	Meter Calibrations & Testing	600-60653-210	2,245.00
	Total Ridgeline Utility Co LLC:				2,245.00
Schmidts Auto Inc					
4372	Schmidts Auto Inc	56797-1	Plow Truck Towing	100-53300-340	350.00
4372	Schmidts Auto Inc	56797-1	Plow Truck Towing	600-60933-380	75.00
4372	Schmidts Auto Inc	56797-1	Plow Truck Towing	601-60834-340	75.00
	Total Schmidts Auto Inc:				500.00
Stafford Rosenbaum LLP					
4428	Stafford Rosenbaum LLP	203568	Emergency Management Plan	100-52300-340	2,675.00
4428	Stafford Rosenbaum LLP	203568	General Legal - Impact Fees	600-60923-210	1,351.50
4428	Stafford Rosenbaum LLP	203568	General Legal - Impact Fees	601-60852-210	1,351.50
4428	Stafford Rosenbaum LLP	203568	General Legal	100-51520-210	4,348.98
4428	Stafford Rosenbaum LLP	203568	General Legal	600-60923-210	1,449.66
4428	Stafford Rosenbaum LLP	203568	General Legal	601-60852-210	1,449.66
4428	Stafford Rosenbaum LLP	203568	Heyday	210-13917	603.00
4428	Stafford Rosenbaum LLP	203568	TID 9	509-56701-210	66.00
4428	Stafford Rosenbaum LLP	203568	Amazon	210-13916	396.00
4428	Stafford Rosenbaum LLP	203568	Creed	210-13850	825.00
4428	Stafford Rosenbaum LLP	203682	Municipal Court	100-51200-340	3,405.30
	Total Stafford Rosenbaum LLP:				17,921.60
Stoughton Lumber Co Inc					
5116	Stoughton Lumber Co Inc	452210	PORTA POTTY	100-55200-340	450.00
	Total Stoughton Lumber Co Inc:				450.00
Strand Associates Inc					
6791	Strand Associates Inc	0235930	Well 2 Design	600-18311	1,921.36
6791	Strand Associates Inc	0236452	General Engineering Support	100-53300-210	1,656.04

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
6791	Strand Associates Inc	0236452	General Engineering Support	600-60923-210	354.86
6791	Strand Associates Inc	0236452	General Engineering Support	601-60852-210	354.86
6791	Strand Associates Inc	0236453	Toby's Auto	210-13843	431.06
6791	Strand Associates Inc	0236453	Creed Sports Complex	210-13850	748.06
6791	Strand Associates Inc	0236453	Lennar Development	100-56700-340	748.05
6791	Strand Associates Inc	0236454	Amazon	210-13916	1,650.83
6791	Strand Associates Inc	0236455	Shady Grove Park	205-57500-000	1,463.73
6791	Strand Associates Inc	0236456	Heyday Development	210-13917	379.48
6791	Strand Associates Inc	0236457	Gaston/TT Water Main Looping	600-39501	23,239.76
6791	Strand Associates Inc	0236641	Stormwater Management Plan	410-57300-840	1,029.57
6791	Strand Associates Inc	0236642	The Farm Golf Couse Interceptor	601-18311	16,951.95
6791	Strand Associates Inc	0236643	Stormwater Feasibility Study	410-57300-851	13,005.89
6791	Strand Associates Inc	0236644	2026 Street Improvements	411-57300-000	8,864.95
6791	Strand Associates Inc	0236645	2026 Multi Use Path	412-57300-026	10,801.69
	Total Strand Associates Inc:				83,602.14
TDS					
198	TDS	198-040726MSB	MSB Internet and Phone	100-51600-340	151.50
198	TDS	198-040726MSB	MSB Internet and Phone	600-60920-340	32.47
198	TDS	198-040726MSB	MSB Internet and Phone	601-60850-340	32.47
198	TDS	198-040726VH	Village Hall Internet	100-51600-340	212.53
198	TDS	198-040726VH	Village Hall Internet	600-60920-340	70.85
198	TDS	198-040726VH	Village Hall Internet	601-60850-340	70.85
	Total TDS:				570.67
Top Pack Defense LLC					
5862	Top Pack Defense LLC	18469	Wagner Uniform	100-52100-340	96.89
	Total Top Pack Defense LLC:				96.89
Total Water Treatment Systems					
4987	Total Water Treatment Systems	0717140	Village Hall	100-51420-340	25.32
4987	Total Water Treatment Systems	0717140	Village Hall	600-60920-340	8.44
4987	Total Water Treatment Systems	0717140	Village Hall	601-60850-340	8.44
4987	Total Water Treatment Systems	0717140	Police Department	100-52100-340	137.94
	Total Water Treatment Systems:				180.14
Town of Cottage Grove					
92	Town of Cottage Grove	202608	Emergency Services Building	100-52210-340	1,609.60
92	Town of Cottage Grove	202608	Fire Misc Capital	410-57220-860	4,803.36
92	Town of Cottage Grove	202608	Fire Department Expenses	100-52200-340	2,563.02
92	Town of Cottage Grove	202608	Landfill Monitoring	100-53620-298	384.47
92	Town of Cottage Grove	202608	Thermal Imagining Cameras	411-57200-003	12,388.47
	Total Town of Cottage Grove:				21,748.92
Treewerx LLC					
6747	Treewerx LLC	5592	TREE REMOVAL	100-55500-210	3,950.00
	Total Treewerx LLC:				3,950.00
US Cellular					
594	US Cellular	0795380403	AMI at Water Tower	600-60903-340	22.82
594	US Cellular	0795380403	Cell Phones	100-55200-340	235.43

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
594	US Cellular	0795380403	Cell Phones	100-53100-340	180.72
594	US Cellular	0795380403	Cell Phones	600-60920-340	135.53
594	US Cellular	0795380403	Cell Phones	601-60850-340	135.53
	Total US Cellular:				710.03
Windmill Softball					
4159	Windmill Softball	2026-2026	Windmill Team Registation 2026	100-55310-341	360.00
	Total Windmill Softball:				360.00
	Grand Totals:				232,811.46