



**VILLAGE OF COTTAGE GROVE
NOTICE OF PUBLIC MEETING
Village Board of Trustees
Monday, October 20, 2025
6:30 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. If you are utilizing Zoom, please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/86756641973?pwd=g31S0tKF9GXUXKfsfA9ue3x9bvzf3R.1>. You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID 867 5664 1973#](#) 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@villageofcottagesgrove.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 October 6, 2025.

Documents:

[10-6-25 VB MINUTES.PDF](#)

6. Unfinished Business
 - a. Discuss And Consider RFP Process For Fire-EMS Study.

Documents:

[MEMO_RFP DECISION_CKN 10-20-25.PDF](#)
[MEMO_UPDATE TO RFP PROCESS_CKN 10-6-25 V2.PDF](#)
[STUDY TO UPDATE FIRE AND EMS ORGANIZATIONAL ANALYSES -
REVISED DATES FOR RESUBMISSION_CKN.PDF](#)

6. Discuss And Consider Communications Plan Regarding Revaluation.

Documents:

[VILLAGE OF COTTAGE GROVE 2026 REVALUATION COMMUNICATIONS](#)

[PLAN.PDF](#)

- c. Discuss And Consider Ordinance 12-2025 Re: ATV/UTV.

Documents:

[12-2025 ATV UTV ORDINANCE.PDF](#)

7. New Business

- a. Discuss And Consider Special Event Application From Cottage Grove Chamber For The Holiday Lights Parade.

Documents:

[CG CHAMBER-HOLIDAY LIGHTS PARADE APPLICATION W-COMMENTS.PDF](#)

- b. Discuss And Consider Police Department Collective Bargaining Agreement. The Village Board May Vote To Enter Into Closed Session Under Item 11 To Be Held At The End Of The Meeting.

Documents:

[CGPD UNION COMPREHENSIVE TA 2026 - 2027.PDF](#)

- c. Discuss And Consider Applying For WisDOT Local Roads Improvement Program (LRIP) Funding For Local Street Maintenance Projects

Documents:

[LRIP FUNDING MEMO.PDF](#)

- d. Discuss And Consider Rezoning Of Parcels 071109191941, 071109192755, 071109192657, 071109192308, 071109192211, 071109192102, 071109192013, 071109191871, 071109191809 From Planned Business To Central Business

Documents:

[MEMO - ZONING CHANGES- N_BB.PDF](#)

8. Reports From Village Boards, Commissions & Committees

- a. Budget Review Committee

Documents:

[10-13-25 BUDGET REVIEW COMMITTEE.PDF](#)

- b. Utility Commission

Documents:

[10-15-25 SPECIAL UTILITY AGENDA.PDF](#)

- c. Library Board

Documents:

[10.15.2025 LIBRARY BOARD AGENDA.PDF](#)

d. Deer-Grove EMS Commission

Documents:

[10-16-2025 DGEMS COMMISSION PACKET.PDF](#)

9. Reports From Village Officers

a. Village Attorney

i. Legal briefings/status update.

b. Village Administrator

Documents:

[VILLAGE ADMINISTRATOR REPORT - 10.20.25.PDF](#)
[PROJECTS, INITIATIVES, AND DEVELOPMENT TRACKER.PDF](#)

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. Discuss And Consider Entering Closed Session To Discuss Negotiating Strategy With Labor Attorney Regarding Police Union Bargaining Agreement As Discussed In Item 7b.

The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and/or (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

12. Discuss And Consider Enter Into Closed Session Regarding Village Administrator Performance Evaluation.

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

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

14. Adjournment

Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call [608-839-4704](tel:608-839-4704) at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may 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:

10/27-Budget Workshop

10/27- Jt. Fire

10/28- LEC

10/29- Ad Hoc Housing Chapter

VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, October 6, 2025

MINUTES

1. Call to Order

President Kelm-Nelson called the Village Board of Trustees to order at 6:30 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 and Utilities Director Kyela O'Laughlin, Police Chief Mark Garry, Clerk, Lisa Kalata, EMS Chief Eric Lang, Cottage Grove Fire Chief Nick Archibald and Assistant Fire Chief April Hammond, and Village Attorney Larry Konopacki.

3. Pledge of Allegiance.

4. PUBLIC APPEARANCES – Public's opportunity to speak- None

5. Discuss and consider the minutes of the Village Board meeting on September 15, 2025.

Motion by Murphy to approve the minutes from September 15, 2025, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

6. Unfinished Business

a. Discuss possible acquisition of property located at 616 N. Main St. The Village Board may vote to enter into closed session under item 11 to be held at the end of the meeting.

The item was discussed in closed session.

b. Discuss and consider next steps regarding Fire-EMS study request for proposals.

Motion by Severson to table to the next meeting, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

7. New Business

a. Discuss and consider Resolution 2025-23 Re: Recognizing Pedestrian Safety.

Motion by Severson to approve Resolution 2025-23, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

b. Discuss and consider applying for Non-State Grant Program funding for local building projects.

Motion by Murphy to approve staff to apply for the Non-State Grant Program funding for local building projects, seconded by Doll. **Motion** carried with a voice vote of 6-0-0.

8. Reports from Village Boards, Commissions & Committees

a. Joint Review Board

Kelm-Nelson reported they reviewed the reports and approved the resolutions of the annual reports.

b. Utility Commission

Stoa reported they approved the minutes, bills and awarded the bid for the farm interceptor project. They approved the 2026 budget and reviewed the Engineer and Director reports.

c. Library Board

Kelm-Nelson reported they discussed the 2026 budget and library programming. The next meeting is on October 15th.

d. Deer-Grove EMS Commission

Doll reported they approved the minutes, bills, and financials. They discussed and approved the 2026 budget.

a. Discuss and consider 2026 DGEMS budget.

This will be included in the Village budget process.

e. Natvig Landfill Monitoring Review Committee

Murphy reported they approved the bills and discussed the monitoring process with Strand. They approved the contract with Strand for next year.

f. Cottage Grove Fire District Commission

a. Discuss and consider 2026 ESB budget.-This will be included in the Village Budget process.

b. Discuss and consider 2026 Cottage Grove Fire District budget.-This will be included in the Village Budget process.

Buenzow reported they discussed the 2026 budgets. They also discussed the repairs needed on the ESB building and the ESB fund going forward.

g. Law Enforcement Committee

Stoa reported they approved the minutes and approved the 2026 budget. They also reviewed the monthly reports.

h. Parks, Recreation & Forestry Committee

Murphy reported they discussed and approved the 2026 budget. The Director gave an update on Shady Grove Park.

i. Flynn Hall Committee

Kelm-Nelson reported they discussed the expense history and usage history. The agreement expires mid-January 2026 and there will be another meeting November 10th to discuss the agreement.

a. Discuss and consider renewal of Flynn Hall Agreement. The Village Board may vote to enter into closed session under item 12 to be held at the end of the meeting. This item was discussed in closed session.

9. Reports From Village Officers

a. Village Attorney

i. Legal briefings/status update- None

b. Village Administrator

Giese explained the memo in the packet.

10. Communications And Miscellaneous Business

a. Consider approval of vouchers

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

b. Correspondence- email to the Village Board from Kate McCann on ATV and UTV on road use.

c. Upcoming community events- Fire Prevention open house October 7th. MG Fall Festival this Friday, October 10th. National Drug Take Back Day is October 24th at Police Department. Associated Appraisal started work in the Village today for revaluation process.

d. Future agenda items- Collective bargaining agreement for the Police Department.

11. Discuss and consider entering into closed session regarding possible acquisition of property located at 616 N. Main St as discussed in item 6a.

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

Motion by Kelm-Nelson at 7:32 pm to enter into closed session regarding possible acquisition of property located at 616 N. Main St as discussed in item 6a. The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, seconded by Murphy. **Motion** carried with a roll call vote of Buenzow Aye, Doll Aye, Kelm-Nelson Aye, Murphy Aye, Severson Aye, Stoa Aye.

12. Discuss and consider entering into closed session to discuss terms of the Flynn Hall Agreement as discussed in item 8i.a.

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

Motion by Kelm-Nelson at 7:33 pm to enter into closed session to discuss terms of the Flynn Hall Agreement as discussed in item 8i.a. The Village of Cottage Grove Village Board will enter Closed Session pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, seconded by Murphy. **Motion** carried with a roll call vote of Buenzow Aye, Doll Aye, Kelm-Nelson Aye, Murphy Aye, Severson Aye, Stoa Aye.

13. Discuss and consider enter into closed session regarding Village Administrator Performance Review.

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

Motion by Kelm-Nelson at 7:33 pm to enter into closed session regarding Village Administrator Performance Review. The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, seconded by Murphy. **Motion** carried with a roll call vote of Buenzow Aye, Doll Aye, Kelm-Nelson Aye, Murphy Aye, Severson Aye, Stoa Aye.

14. Reconvene into open session and possible consideration of closed session items

Motion by Murphy to reconvene into open session at 8:46 p.m., seconded by Doll. **Motion** carried with a roll call vote of Buenzow Aye, Doll Aye, Kelm-Nelson Aye, Murphy Aye, Severson Aye, Stoa Aye.

No action was taken from the closed sessions.

11. Adjournment

Motion by Severson to adjourn at 8:46 p.m., seconded by Murphy. **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



Trustee Memo

Meeting Date: October 20, 2025

Memo Date: October 10, 2025
To: Village Board
From: Cindi Kelm-Nelson, Village President
Subject: Joint Fire/EMS Study Decision for RFP

Background/Overview

On October 6, 2025 the Town Board discussed and approved the joint Fire/EMS RFP with the following:

Town Board approval was for Option A. 1. under item 3 on the 09-29-2025 memo (Re-open the RFP to PAA and Wi Policy Forum); with selection made at a joint meeting of the two boards (December 8); and funding option C. 3 (65.93:34.07 split with the Town, which is the current Fire Agreement formula cost share.)

Trustee Request/Recommendation

Approve as presented.

Attachments

1. Revised RFP with timeline

Meeting Date: 10-6-2025

Memo Date: 9-29-2025

To: Village Board

From: Cindi Kelm-Nelson, Village President

Subject: Review of Fire/EMS RFP Outcome and Direction to Staff

Background/Overview

The Village and Town of Cottage Grove sought proposals for consulting services to update and connect the *2022 Fire and EMS Comprehensive Service Studies*. The goal was to provide an unbiased review of the prior work, with targeted updates if new data or conditions warranted, and to highlight decision-making triggers for future service expansion, facility planning, and municipal changes. The RFP opened on August 7 and closed on September 18 but received no submissions. Administrator Giese followed up with the distribution list for feedback on timing, scope, or other reasons for non-response. Below is their feedback:

- 1. Feedback from PAA:** *“The primary reason PAA did not respond to your RFP is that we had difficulty securing an architectural firm to team up with on the space needs and fire station location analyses requested. The firms we typically partner with are extremely busy and could not commit to working with us at this time. Another secondary reason is that we believe you could benefit from having a fresh set of eyes review your current situation. With that said, we would be open to submitting a proposal in the future if the Village would open this up again and if the Village would be open to working with our firm again.”*
- 2. Feedback from Wi Policy Forum:** *“I just wanted to write and let you know that I've been unable to do this RFP - my car was rear-ended during the summer and I was concussed for a period of time and it made it more difficult to take on projects like this one. Thankfully, I'm now better but will have some items I am unable to do. My apologies and let me know if you don't end up going the RFP route as we are still interested in the project and would be willing to do it for a reasonable amount.”*
- 3. Feedback from Healthcare Strategists:** *“We would definitely be interested. We completed a countywide fire and ems assessment for Washington County a few months ago”*

Trustee Request/Recommendation

A. Provide Village staff with clear direction on the Fire/EMS Study. Options include:

1. Re-open the RFP to PAA and Wi Policy Forum with a deadline of November 17 for proposals to be submitted.
 2. Re-release the RFP in its entirety in Q1 2026.
 3. Re-draft the scope to separate facilities (not recommended).
 4. Take no action.
-



Trustee Memo

B. Confirm selection process.

Interviews followed by a majority vote from the Village and Town of Cottage Grove Boards (at a joint meeting).

C. Confirm preferred funding option.

1. Village funding in total via recommended source (GF 410)
2. 50:50 split with the Town
3. 65.93:34.07 split with the Town, which is the current Fire Agreement formula cost share.

D. Confirm stakeholder and communication plan.

Here is the contact list from the RFP; Administrator Giese would be responsible for initiating and forwarding documents to this list:

Matt Giese, Cottage Grove Village Administrator: mgiese@villageofcottagegrove.gov
Cindi Kelm-Nelson, Cottage Grove Village President: ckelm@villageofcottagegrove.gov
Steve Anders, Town of Cottage Grove Chairperson: sanders@tn.cottagegrove.wi.gov
Kim Banigan, Town of Cottage Grove Clerk-Treasurer: clerk@tn.cottagegrove.wi.gov
Nick Archibald, CGFD Chief: narchibald@cottagegrovefire.org
Eric Lang, DGEMS Chief: elang@deergroveems.com

I recommend requesting qualifications and statements of intent from PAA and the Wisconsin Policy Forum, and scheduling interviews as a joint Village Board and Town Board special meeting with both the Fire Chief and EMS Chief (option A1). I propose holding this meeting on December 8 at 5:30 PM at Village Hall, maintaining the previously established schedule.

Attachments

1. n/a



FIRE - EMS ORGANIZATIONAL REVIEW WITH FUTURE NEEDS ANALYSIS UPDATE

REQUEST FOR PROPOSALS

INTRODUCTION

The Village of Cottage Grove together with the Town of Cottage Grove are soliciting proposals from qualified firms or individuals to provide consulting services to complete a re-review and update to our two *Comprehensive Analyses of our Fire and EMS Services Studies, both conducted in 2022* (attached). The *2022 Analyses* were completed as separate, independent studies of each service/organization. As the Village of Cottage Grove continues to experience significant residential and business growth, our decision makers and other stakeholders need to understand how to strategically plan for both facility upgrades and operational advancements for Fire and EMS services. For this reason, the 2025/2026 requested update should be completed as one comprehensive study reviewing and covering both services, operational models, their capital assets, and facilities. The intent of this study is to consolidate information, conduct an unbiased review, and provide guidance, so future leaders can make timely, data-informed facility and operation decisions when specific triggers or timepoints are reached. The updated study should outline and detail short-term (5-years or less) needs and long-term (6 - 10+ years) needs of both services.

SERVICE PROFILES



Deer Grove EMS: The DGEMS District was formed in 1978 when the Villages and Towns of Cottage Grove and Deerfield entered into an intergovernmental agreement for the purposes of providing emergency medical services to the municipalities in the District. The current intergovernmental agreement consists of the three municipalities, Village and Town of Cottage Grove and the Village of Deerfield.

Additionally, DGEMS provides contracted service to the Town of Deerfield and a portion of the Town of Pleasant Springs. The total service area of the district is approximately 100 square miles, which includes a service population of about 20,000.

DGEMS provides Paramedic level service and has a staff consisting of seventeen full-time employees (including the Chief), 17 casual paramedics, and 18 volunteer staff with licensure from EMT to Paramedic. The service operates out of two stations, one in the Town of Cottage Grove and one in the Village of Deerfield. Both EMS stations are co-located with the Fire Departments from their respective municipalities. Full-time Paramedic employees serve as the primary staffing base; however casual staff supplement the service as needed. The current standard coverage for the district consists of one ambulance at each station, 24 hours/day, seven days per week.



Cottage Grove Fire Department: CGFD is a department staffed with 38 dedicated volunteers. The Department's service area consists of the Village and Town of Cottage Grove as well as a portion of the Town of Pleasant Springs. The coverage area of the District is roughly 48 square miles, which includes about 16 miles of I-90, four miles of I-94 and 12 miles of State Hwy 12/18. The approximate population of the district's covered municipalities is 16,000.



2025/26 STUDY SCOPE: OBJECTIVES/COMPONENTS

To better understand the scope of the updated comprehensive study, the outline from both 2022 analyses has been used as a foundation. Additions for the 2025/2026 study are indicated in *italics* and underlined. The goal of this updated study is to revisit, build upon, and connect the two previous comprehensive studies. A thorough, unbiased review of the prior studies and their original objectives should be conducted. While significant changes to the original scope are not necessarily expected, this process allows for targeted updates if new data or evolving conditions warrant them. The additions to the scope are designed to emphasize future decision-making triggers such as when to implement municipal changes, expand services, or determine facility location(s) and timelines. Ultimately, this study is intended to give future leaders the clarity and context they need to make well-informed decisions.

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

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

--Governance, Service Agreements, and Contracts

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

--Staffing: Staffing Methodology, Current, and Future Needs

- Review current staffing compared to similar sized districts/municipalities
- Analysis of current staffing levels and recommendations of appropriate levels to ensure effective response times
- Based on anticipated/projected growth and service delivery expectations, make recommendations regarding staffing levels for: next year (2027), in five years (2031), and ten years (2036)
 - Provide options for various staffing models

--Facilities in the Town of Cottage Grove

- Evaluate the current EMS and Fire facility in the Town of Cottage Grove (just south of the Village border) including site location and distribution of resources
 - Utilize GIS mapping to analyze response times to all areas of each District

- Assess whether existing facilities are strategically located within the district to maximize efficiency and service delivery. Identify needed, immediate improvements to existing facilities
- Analyze the current facility improvement plan and recommend any potential modifications or alternative strategies. Develop the timeline for potential future new facilities (or current facility expansion and renovation) and recommend a general location in the service area
- Complete a comprehensive space needs analysis, along with projected implementation years and cost estimates

--Fiscal Analysis and Implications

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

--Planning for Growth

- Based on anticipated and projected growth in the service area, provide options for future service/operation models to consider with timelines
- Evaluate service options that include cooperative efforts with new municipal partners, as well as service options without partnerships

PROPOSAL RESPONSES

To apply, consultants should prepare a proposal that details their process and timeline for completing the updated analysis as described. A proposal shall consist of the following components:

--Qualifications and Experience

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

--Study Methodology, Proposed Timeline and Finished Product

- Outline/describe the proposed methodology that your firm plans to use to accomplish the study scope objectives.



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- Submit a proposed timeline for completing the study. Include recommended approximate dates for meetings with staff, elected officials, and the public from both the Village and the Town of Cottage Grove.
 - Provide a summary of the anticipated outcomes or deliverables of your final product.

--Cost

- Provide details of all costs associated with your services to complete the study as requested.

RFP AND ANTICIPATED SELECTION SCHEDULE

- RFP Release: October 20-24
- Proposals and Qualifications Due: December 1
- Interviews: December 15, 5:30PM
- Study commencement: Quarter 1, 2026

Please submit proposals by e-mail to the following:

Matt Giese, Cottage Grove Village Administrator: mgiese@villageofcottagegrove.gov

Cindi Kelm-Nelson, Cottage Grove Village President: ckelm@villageofcottagegrove.gov

Steve Anders, Town of Cottage Grove Chairperson: sanders@tn.cottagegrove.wi.gov

Kim Banigan, Town of Cottage Grove Clerk-Treasurer: clerk@tn.cottagegrove.wi.gov

Nick Archibald, CGFD Chief: narchibald@cottagegrovefire.org

Eric Lang, DGEMS Chief: elang@deergroveems.com



2026 Revaluation Communications Plan

Purpose

The purpose of this communications plan is to ensure that property owners, residents, and community stakeholders are informed and aware of the 2026 revaluation process in the Village of Cottage Grove. This plan outlines key communication actions, responsibilities, and timing to promote transparency, build understanding, and encourage engagement throughout the revaluation process.

Communications Goals

- Transparency: Provide timely and clear information about each stage of the revaluation process.
- Awareness: Ensure residents understand what to expect, including field inspections, notices, and meetings.
- Reach: Ensure information reaches all audiences through multiple channels.

Key Communication Channels

- Village of Cottage Grove website (www.vi.cottagegrove.wi.gov/Revaluation)
- Social media (Facebook and Instagram)
- Village Explorer (monthly digital newsletter)
- Direct mail (informational flyers, letters, notices, door hangers)
- Tax bill insert
- Public meetings (Open Book and Board of Review)
- Coordination with Village departments and the assessor

Communications Timeline

Deadline	Communication Action Item	Responsible Party	Status
September 23, 2025	Mail informational letters to property owners	Assessor	Complete
September 24, 2025	Begin work on public relations materials for Village website	Village	Complete
October 3, 2025	Notice of Property Assessment and Revaluation posted on Village website	Village	Complete
October 3, 2025	Identification letters ready for field staff	Village	Complete
October 3, 2025	Village Police Department notified of assessment staff vehicle license plates and field inspection process	Village	Complete
October 6, 2025	Field staff begin exterior inspections of residential properties	Assessor	Complete
October 2025 (ongoing)	Assessor staff leave doorhangers at main entrance when no answer at door	Assessor	

December 2025	Insert developed for tax bill that includes information about the revaluation.	Village	
May 2026	Board of Review Meet/Adjourn notice posted	Village	
June 2026	Draft of estimated MAR filing provided to Village	Assessor	
July 2026	Open Book and Board of Review Meeting notice posted	Village	
July 2026	Social Media post on Open Book and Board of Review	Village	
End of July 2026	Village revaluation mailer sent	Village	
August 2026	Draft of informational insert to be included with notices of assessment provided to Village	Assessor	
August 2026	Notice of assessment template provided to Village to review	Assessor	
August 2026	Updates made to Village website regarding notices of assessment, Open Book, and Board of Review meetings	Village	
August 2026	Village issues social media post about notices of assessment and Open Book	Village	
August 2026	Notices of assessment mailed to property owners	Assessor	
August 2026	Summary of assessment changes created	Assessor	
August 2026	Open Book meetings held	Assessor	
September 2026	Open Book change notices mailed	Assessor	
September 2026	Open Book amended assessments emailed	Assessor	
September 2026	Social Media post on Board of Review appointments.		
September 2026	Board of Review appointments taken	Village	
September 2026	Board of Review meeting held	Village	

Notes

- All public-facing communications (website, social media, mailers, etc.) will use consistent Village branding and clear language.
- The Village and Assessor will coordinate regularly to ensure accuracy of information before distribution.

ORDINANCE 12-2025
AN ORDINANCE REPEALING AND RECREATING SECTION 305-08 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: Repeal and recreate section 305-08 of the Village of Cottage Grove Code of Ordinances to read as follows:

§ 305-08 All-terrain vehicles and utility terrain vehicles.

- A. The provisions of § 23.33, Wis. Stats., relating to all-terrain vehicles (ATVs) and utility terrain vehicles (UTVs) are hereby adopted by reference and made a part of this chapter as if fully set forth herein. Any act required to be performed or prohibited by § 23.33, Wis. Stats., is required or prohibited by this chapter.

- B. Definitions. The following words shall have the following meanings.
 - a. ATV shall have the same meaning as in Wis. Stat. § 340.01(2g).
 - b. UTV shall have the same meaning as in Wis. Stat. § 23.33(1)(ng).

- C. ATV/UTV routes designated. The following highways, streets, or parts thereof within the limits of the Village are designated as ATV/UTV routes:
 - (1) Coffeytown Road.
 - (2) Gaston Road.

ATVs/UTVs are prohibited on all Village highways and streets except as identified by this section.

- D. Administration. The Director of Public Works in cooperation with the Police Department shall administer this section. Administration shall include:
 - (1) Posting of signs. Appropriate signs shall be posted giving notice of this section and of the ATV/UTV routes established herein.
 - (2) Maps. ATV/UTV routes shall be shown on the Official Traffic Map.

E. Use regulations. ATVs and UTVs shall only be operated along designated ATV/UTV routes in accordance with the provisions of § 23.33, Wis. Stats., and the following rules and regulations:

- (1) All operators shall be at least 16 years of age and possess a valid driver's license. A learner's permit shall not be considered as a valid driver's license nor shall any driver's license that has been revoked, temporarily or otherwise, or suspended for any reason, be considered as a valid driver's license during the period of suspension or revocation.
- (2) All operators shall carry liability and/or other insurances consistent with the Wisconsin Statutes for the operation of a motorized vehicle.
- (3) ATVs and UTVs shall not be operated at speeds in excess of the posted speed limit, and in no circumstances are speeds in excess of 35 miles per hour permitted.
- (4) All operators shall observe all applicable traffic regulations unless further restricted by this section.
- (5) No person may operate any ATV or UTV without fully functional headlights, taillights, and brake lights. Headlights and taillights shall be on at all times while on a route designated by the Village.
- (6) ATVs and UTVs shall be operated in single file line and shall not be operated side by side.

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

Adopted this ____ day of _____, 2025.

BY ORDER OF THE VILLAGE BOARD
VILLAGE OF COTTAGE GROVE

Cynthia Kelm-Nelson, Village President

Attest:

Lisa Kalata, Village Clerk



October 2, 2025

Re: Cottage Grove Chamber Christmas in the Grove Parade

To: Cottage Grove Village Board:

I am writing today to request a partnership with the Village for our annual Christmas in the Grove Parade. We have been hosting this community favorite for many years and would like to continue to do so with your support.

In reading the Special Events Manual, we feel that we meet the criteria to partner with the Village for this fun event. Because we meet the criteria, we are humbly asking if you will waive the cost of the Special Events Permit fee for our event on Friday December 5th.

If you have any follow up questions, please feel free to contact Amy Fosdick at amy.fosdick@bankofsunprairie.com or Britt Leach at chgchamber@cottagegrovechamber.com.

Sincerely,

A handwritten signature in black ink that reads 'Amy Fosdick'.

Amy Fosdick
President
Cottage Grove Chamber of Commerce



221 E. Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704

www.vi.cottagegrove.wi.gov

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____
FEES ARE NON-REFUNDABLE			

APPLICATION AND PERMIT FEE IS DUE 60 DAYS PRIOR TO YOUR EVENT.

ORGANIZATION INFORMATION

Name of Organization Cottage Grove Chamber of Commerce			
Street Address 419 W Cottage Grove Rd	City Cottage Grove	State WI	Zip 53527
Phone Number 608-285-2873	Are you an IRS approved not for profit organization? <i>Circle one</i>		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) Britt Leach			
Address 419 W Cottage Grove Rd	City Cottage Grove	State WI	Zip 53527
Email cgchamber@cottagegrovechamber.com	Phone Number 608-285-2873	Day of Event Phone Number 608-279-9899	

EVENT INFORMATION

Name of Event Holiday Lights Parade	Date(s) of Event December 5, 2025
Event Start Time 6:30pm	Event End Time 7:30pm
Location of the Event* Main Street/Highway N (Progress to E Reynolds)	
Will your event take place near a residential neighborhood? <i>If yes, you will be required to notify all adjacent property owners when the event will occur. Circle One</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>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.</p> <p>*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.</p>	
Generally describe your event and its purpose	
<p>The goal of this community event is for everyone in town and surrounding areas to come and celebrate the kick off of the holiday season. Local businesses and organizations will have festive floats & cars. The CGPD, EMS and Fire Trucks will also be in attendance along with Monona Fire Department and Sun Prairie Fire Dept.</p>	
Based on the class definitions found in the manual, what class is your event? <i>Circle One.</i>	Class I <input type="radio"/> Class II <input checked="" type="radio"/>
Estimated Number of Participants 50	Spectators 1,000-1,500
Vendors 0	

OTHER INFORMATION

Is there an outdoor bar that will serve alcohol? <i>If yes, liquor and bartender licenses are necessary under separate application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Please list the number of Village of Cottage Grove licensed bartenders that will be on site:		
Will you be selling/serving food? <i>If yes, you will need to contact the Dane County Health Department for proper permits. Circle One.</i>	Yes	<input checked="" type="radio"/> 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? <i>If yes, you will need to obtain a Peddler's Permit under separate application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Will your event need electricity? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Will you be setting up any lighting? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Will your event require any fencing? <i>If yes, please provide plans for the fencing location and the gates. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event involve fireworks? <i>If yes, you will need to obtain a fireworks permit under separate application through the Cottage Grove Fire Department. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event involve amplified music? <i>Circle One.</i>	Yes	<input checked="" type="radio"/> 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:	0	
Will you need barricades provided by the Village for your event, if so, how many?	Yes = 2	
Will you be erecting any tents, canopies or other temporary structure(s)? <i>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.</i>	Yes	<input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>	Yes	<input checked="" type="radio"/> No
<i>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.</i>		
Will you provide parking for participants? <i>Parking plan with map must be included with application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
<i>If yes, where will parking be available?</i>		
Will you provide a dumpster/clean-up services? <i>Circle One.</i>	Yes	<input checked="" type="radio"/> No
<i>If yes, please describe your clean-up and refuse collection plan and provide the name and contact info for the company providing the service.</i>		

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Cottage Grove Police officers blocking roads

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 *Britt Reach* Date *10/11/25*
For staff use only

Fees collected with application submission:

_____ Class I Event
\$150.00 Class II Event
\$1,670.00 PERMIT FEES CHARGED

Application forwarded to:

- Deputy Administrator
- Building Inspector
- Fire Chief
- Parks & Rec Director
- Police Chief
- Public Works Director
- EMS

Add'l fees charged by Departments:

\$200.00 Administration
 _____ Building Inspection
 _____ Fire
 _____ Parks & Recreation
\$750-\$1,250 Police
\$70.00 Public Works
 _____ EMS

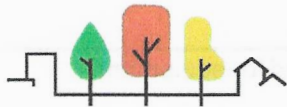
Village Board approval, if necessary, on:

Police Department approval*:

Fire Department Approval*:

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

www.vi.cottagegrove.wi.gov

SPECIAL EVENT APPLICATION
CONTACT INFORMATION & FEES SHEET

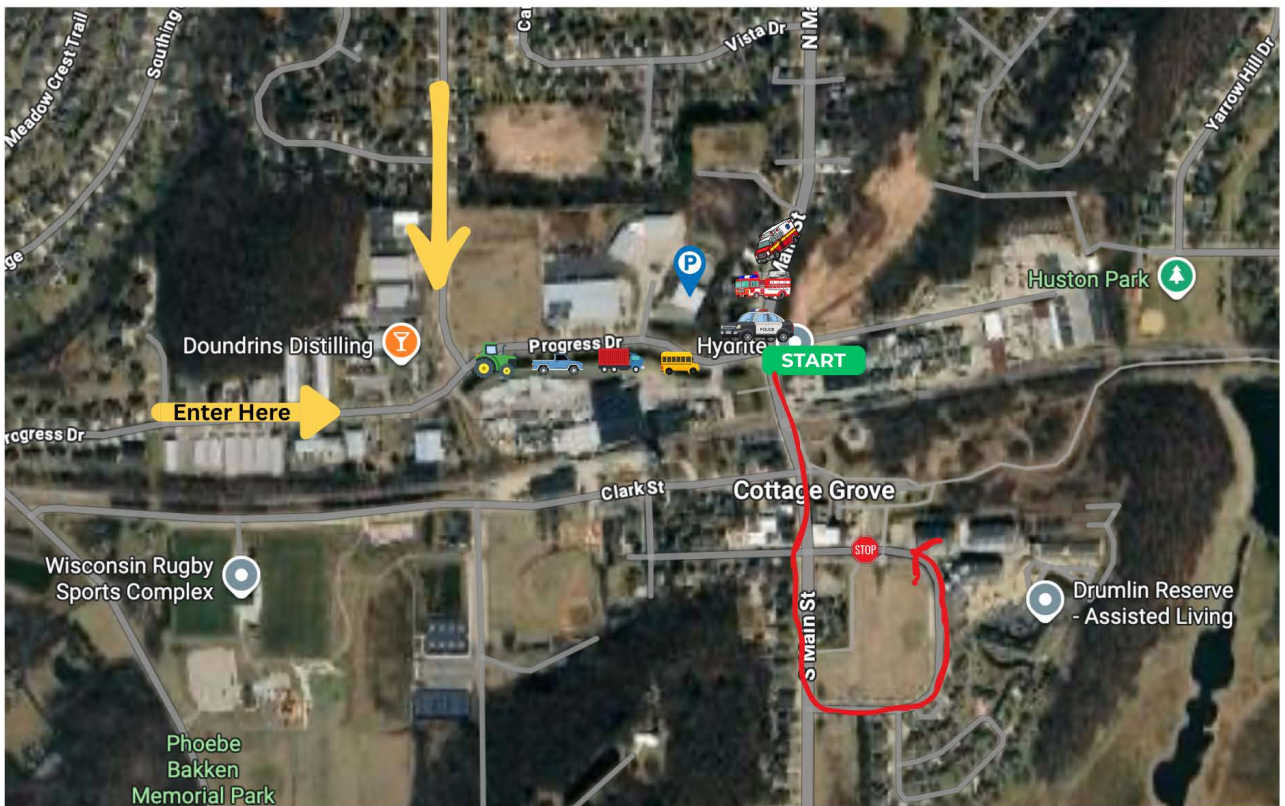
DEPARTMENT CONTACTS:

Clerk	608-839-4704	Police	608-839-4652
Building Inspection	608-697-7779	Parks & Recreation	608-839-8968
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	If a temporary electrical service is needed a permit is required from GEC.
EMS service (ambulance on site)	Set by Deer-Grove EMS
Fireworks Permit	No charge; State and local permit required
Garbage cans (55 gallon)	\$10.00 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	\$30.00
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.

Floats line up on the side of Progress Dr/Emergency Vehicles line up on Main Street.



Holiday Lights Parade-Cottage Grove Chamber

Comments from departments:

DGEMS:

EMS sees no issue with this.

Public Works:

The only comment Public Works has is the locations needed for the barricades if needed in addition to the PD's barricades.

PD:

Meridian Barricades deployed on Main St. just south of Bryn Mawr Church and at southern Village limits (gate system at south closure)

Personnel and squads deployed: area of MSB, Main and Progress, Main and Clark, Main and E/W Reynolds, Main and E Reynolds (southern end), Meridian Barricades at southern end, lead and tail vehicles with other Public Safety partners

Barricades and signage requested for: Progress and Bonnie (Road Closed Ahead), Progress at west entrance to MSB (Road Closed), Main and Weald Bridge/Taylor (Road Closed / Detour with right and left arrow), Main and Cottage Grove Rd (Road Closed Ahead / Detour with right and left arrow), N and Coffeytown/Nora (Road Closed Ahead / Detour with right and left arrow), N in front of ESB (Road Closed)

PD will work with other entities to finalize an IAP for the event

AGREEMENT

between the

VILLAGE OF COTTAGE GROVE

and the

WISCONSIN PROFESSIONAL POLICE ASSOCIATION

LAW ENFORCEMENT EMPLOYEE RELATIONS DIVISION

January 1, 2026 – December 31, 2027

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ARTICLE 1 - RECOGNITION

The Village of Cottage Grove ("Village") recognize the Wisconsin Professional Police Association/Law Enforcement Employee Relations Division ("Association") as the exclusive collective bargaining representative for all regular full-time and regular part-time employees with the power of arrest employed by the Village of Cottage Grove Police Department ("Police Department"), excluding supervisory, managerial and confidential staff.

ARTICLE 2 - MANAGEMENT RIGHTS

The Village has responsibility and authority to manage and direct all the operations and activities of the Village to the full extent authorized by law; therefore, it is understood that the Village retains, without limitation, all rights of possession, care, control and management and all powers, authority, duties and responsibilities conferred upon and vested in it by applicable law, rules, regulations and the Constitution of the State of Wisconsin, and/or the United States. The Village retains the right to exercise these functions, without further bargaining, during the term of the collective bargaining agreement, except to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this Agreement. These rights include, but are not limited by enumeration, the right to:

1. Direct all operations of the Village;
2. Establish schedules of work, and establish and modify reasonable work rules and reasonable policies and procedures;
3. Create, reduce, combine, modify, and eliminate positions within the Village;
4. Hire, promote, transfer, schedule, and assign employees in positions;
5. Suspend, demote, and discharge and take other disciplinary action against employees for just cause;
6. Relieve employees of their duties because of lack of work as determined in the sole discretion of the Village;
7. Maintain efficiency of Village operations;
8. Take any action necessary to comply with state or federal law, agency decisions, or orders;
9. Introduce new or improved methods or facilities;

10. Change existing methods or facilities;
11. Determine, direct and manage the work force and assign work to employees on said jobs;
12. Select employees, establish quality standards and evaluate employee performance;
13. Contract out for goods or services;
14. Determine the kinds and amounts of services to be performed as pertains to Village operations, the number and kind of classifications to perform such services and the size and composition of the work force;
15. Take whatever action is necessary to carry out the functions of the Village in situations of emergency; and
16. Adopt and publish rules which may be amended from time to time.

The exercise of any of the retained and/or enumerated functions or rights shall not be deemed to exclude other functions of the Village not specifically set forth. To the extent that rights and prerogatives of the Village are not explicitly granted to the Association or employees, such rights are retained by the Village.

ARTICLE 3 - PROBATIONARY PERIOD

Section 3.01. Length of Probationary Period. All new full-time employees shall serve a minimum probationary period of eighteen (18) months, if the employee must attend a Wisconsin Basic Law Enforcement Academy the period will be twenty-four (24) months, exclusive of any period of absence of more than twenty (20) days. During such period, they shall be considered probationary employees.

Section 3.02. Termination. A probationary employee's service may be terminated at any time by the Village, in its sole discretion, and neither the employee so terminated nor the Association shall have recourse over such termination through the grievance and arbitration procedure.

Section 3.03. Completion of Probation. After an employee has successfully completed the probationary period of employment, the employee shall become a regular employee of the Police Department.

ARTICLE 4 - WORK INTERRUPTION

Section 4.01. No Work Interruptions. The parties to this Agreement mutually recognize and agree that the services performed by the members of the Police Department are services essential to the public health, safety and welfare. Therefore, the Association agrees for the duration of this Agreement, or any extension thereof, Association officers, representatives or members, and all employees in the bargaining unit will not authorize, assist, support or participate in any strike, walkout, work stoppage, slowdown or interruption. Employees violating this Article shall be subject to disciplinary action up to and including discharge.

Section 4.02. Union Obligations. Each employee who holds a position as officer, agent or representative of the Association occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Article. Accordingly, the Association agrees to notify all Association officers, agents, and representatives of their obligation and responsibility for maintaining compliance with this Article.

ARTICLE 5 - GRIEVANCE AND ARBITRATION

Section 5.01. Definition. A grievance is defined as any dispute involving the meaning or interpretation of the terms of this Agreement. Expressly excluded from arbitration is a grievance based upon events that occur after the expiration of this Collective Bargaining Agreement.

Section 5.02. Filing. Employees may file a grievance within twelve (12) calendar days from the point that a violation occurs or from the point when an employee learned of the violation.

Section 5.03. Procedure.

- A. Step 1 - Grievances shall be submitted to the officer's immediate supervisor in writing. The immediate supervisor shall issue a written decision within twelve (12) calendar days of receipt of the grievance.
- B. Step 2 - If the grievance is not resolved at the first step, the grievance may be submitted to the Chief of Police within twelve (12) calendar days of receiving the response from the immediate supervisor. The Chief of Police shall issue a written response within twelve (12) calendar days.
- C. Step 3 - If the grievance is not resolved at the second step, then the grievance may be submitted to arbitration within twelve (12) calendar days of receiving the response

from the Chief of Police. If within twelve (12) calendar days the parties cannot agree upon a method for selecting an arbitrator, they shall request a panel of an odd number of arbitrators from the Wisconsin Employment Relations Commission. The parties shall alternatively strike names from this list until only one name remains. The party requesting arbitration shall strike the first name. Each party shall pay one-half of the cost of the arbitrator. Each party shall be responsible for its own costs associated with arbitration. The decision of the arbitrator shall be final and binding upon both parties.

- D. The time limits set forth in this Article shall be considered as substantive, and failure of the grievant to file and process the grievance within the time limits set forth in this Article shall be deemed a settlement and a waiver of the grievance. The number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. These timelines may only be extended by the mutual written agreement of the parties.
- E. The arbitrator shall schedule a hearing on the grievance and, after hearing such evidence and arguments as the parties' desire to present, shall render a written decision. The arbitrator shall have no power or jurisdiction to add to, subtract from, modify or amend any term of this Agreement. The arbitrator shall have no authority to impose liability on the Village for events arising before the effective date of this Agreement. A decision of the arbitrator shall, within the scope of the arbitrator's authority, be binding upon the parties.
- F. Not more than one (1) grievance at a time may be submitted to an arbitrator, unless mutually agreed upon by the parties.

ARTICLE 6 - SENIORITY

Section 6.01. Definition. Seniority is based on the total number of years of continuous service in the bargaining unit starting with an employee's date of hire with the Joint or Village Police Department. In the event two or more officers are hired on the same date, the seniority of the officers shall be determined by coin toss. After an employee completes the probationary period, the employee's seniority shall date back to the most recent date of hire for that employee. An approved leave of absence shall not constitute a break in the continuous service.

Section 6.02. Termination of Seniority Rights. Seniority rights and employment shall terminate when:

- A. An employee quits;
- B. An employee is discharged for just cause;
- C. A laid-off employee is given five (5) days' written notice, sent by registered mail to the employee's last-known address, of recall and fails to report to work at the specified time and date;
- D. An employee is absent from work for three (3) consecutive days without notifying the Village, in which case the employee will be considered to have abandoned the job; or
- E. An employee fails to return to work from an approved leave of absence.

Section 6.03. Layoff and Recall. In the event the need arises to reduce the number of employees, those employees with the lowest seniority shall be laid off first. In recalling employees, those employees with the highest seniority shall be called back first.

Section 6.04. Promotions. An officer promoted out of the Bargaining Unit shall be allowed to return within the first twelve (12) months with no loss of seniority, provided that a position exists within the Bargaining Unit. If the promoted officer returns to the Bargaining Unit after twelve (12) months, the officer shall return at the same level of seniority, for purposes of vacation and shift selection, as when they left the Bargaining Unit, and provided that a position exists within the Bargaining Unit.

Section 6.05. Posting Bargaining Unit Job Openings. The Village agrees when a regular position becomes open and is to be filled, the notice of the position opening shall be posted and qualified employees shall be allowed to take any tests given for said position. When qualifications of an employee and an outside candidate are equal, preference shall be given to the employee in making the promotion.

It is understood that all hiring and promotion practices will be reviewed and determined by the Village of Cottage Grove Police Commission in accordance with Wisconsin State Statute 62.13.

ARTICLE 7 - LEAVES OF ABSENCE

Section 7.01. The Village may grant unpaid personal, and/or medical leaves of absence to its employees. Personal and/or medical leave of absence requests shall contain, in writing by the

employee, the reason(s) why the employee needs a leave of absence and the date the employee intends to return to work.

Section 7.02. Military Leave. Military Leave is defined as any period of training, duty or other service in a branch of the United States Armed Forces or a National Guard or Reserve component. Any employee is entitled to a leave of absence of such duration as to comply fully with applicable state and federal laws governing Military Leave.

For the duration of any required Military Leave, upon the employee's presentation of proper evidence to the Village, the Village shall pay the employee the difference between the employee's total military pay, excluding any housing allowance, and the employee's regular pay from the Village, provided that the employee's regular pay from the Village is greater than the employee's total military pay, excluding any housing allowance. In the event of required Military Leave for less than two consecutive weeks, any military pay earned on days the employee is not scheduled to work for the Village shall not be counted toward the employee's total military pay for the purposes of calculating differential pay. Differential pay shall be issued by the Village on its regular payroll schedule.

ARTICLE 8 - HOURS OF WORK

Section 8.01. Work Schedules. The normal work schedule shall consist of five (5) consecutive duty days followed by three (3) consecutive off days. The work day shall consist of eight and one-half (8.5) consecutive hours in the 24-hour period of time commencing at the start of the employee's normally assigned work shift (except for the Police Canine Handler-Article 10). The schedule of a probationary officer may be modified, without additional compensation, to correspond to the training schedule. Training for regular officers without additional compensation will be mutually agreed to between the Chief of Police and the officer. The work schedule will be posted annually as of November 15th for the following year (i.e., 2024 work schedule posted no later than November 15th, 2023). Except in the case of emergencies or unexpected staffing problems, as much notice as is possible shall be given to the employee.

Section 8.02. Shift Changes. The Village shall not incur overtime within this Article as long as the employees are given 72-hour notice via email and text message prior to any shift change and 24-hour notice prior to a shift change necessitated by the use of sick leave. Assignments may be made outside of regular hours in periods of emergencies.

Section 8.03. Shift Assignments. Shift assignments shall not be used as a means of discipline. When a shift becomes vacant, officers shall be allowed to request a change in shifts. The bargaining unit employees shall bid shifts by seniority once a year from October 1st to October 15th of each year for the following year. The Chief of Police reserves the right to deviate from shift assignments to provide training or evaluation of a less experienced officer. Whenever shift assignment is changed, the change shall not continue beyond a reasonable time necessary to address the issue or concern for the change.

Section 8.04. Overtime. Officers shall receive one and one-half times their normal rate of pay for all hours worked in excess of eight and one-half (8.5) hours per day or eight (8) hours per day for the Detective and School Resource Officer (SRO) and for all hours worked outside of their normal posted schedule. Officers may choose to take compensatory time in lieu of overtime wages. Compensatory time shall be earned at one and one-half hours for each hour of overtime worked. Officers may accumulate a maximum of one hundred two (102) hours (sixty-eight (68) overtime hours) or ninety-six (96) hours for the Detective and SRO (sixty-four (64) overtime hours) of compensatory time. This bank is not rebuildable during the calendar year. The maximum number of hours of compensatory time an officer can use is one hundred two (102) hours or ninety-six (96) hours for the Detective and SRO. All accumulated compensatory time will be paid out on the first payday in December except for hours the employee will use before the end of the year (December 31). Employees are not allowed to carry over compensatory time to the next calendar year.

Section 8.05. Call-In. Employees who are called back to work outside of their normal schedule shall receive a minimum of two (2) hours pay at one and one-half their normal rate of pay. Call-in connected to the beginning or end of a regular or overtime shift shall be paid based upon the actual amount of time worked and shall not receive a two (2) hour minimum premium.

Section 8.06. Court Time. Officers shall receive a minimum of two (2) hours pay at a rate of time and one-half for each court appearance scheduled to occur outside the officer's scheduled tour of duty or on the officer's off day. Off day shall be defined as an off day as listed on the master schedule of the Department. For court appearances occurring on the officer's off day, this rate shall take effect 30 minutes prior to their scheduled time for the first court appearance in any matter but shall not be paid during recesses or adjournments; however, this 30-minute period shall be considered a part of the two-hour minimum specified herein. This pay provision shall not apply to

hours worked in addition to regularly scheduled hours that are worked as an extension of the officer's regular schedule (either before or after the officer's tour of duty).

Section 8.07. Pyramiding. There shall be no pyramiding of overtime.

ARTICLE 9 - DETECTIVE

Section 9.01. Selection. The Village of Cottage Grove Police Department shall have the right to select the employee it deems most qualified to fill the Detective position based upon the duties, responsibilities and qualification standards. Any current Cottage Grove police officers who apply for the position and are deemed to meet the minimum qualification standards will be given hiring preference over outside candidates. The detective position shall be an assignment of duties as determined by the Chief of Police and not a promotion. The Village shall not be bound in any way by considerations of seniority in making its assignment decision.

Section 9.02. Schedule. The employee assigned to the position of Detective shall normally be Monday through Friday (5-2) (2080 hours annually). The normal work shift shall be eight (8) consecutive hours per day between the hours of 6:00 a.m. and 10:00 p.m. Provided however, said hours and said workdays shall be flexible and may be adjusted by the Chief, depending on current work assignments and the needs of the position. Work hours shall be for eight (8) continuous hours, except in the case of overtime.

Section 9.03. Pay. The Detective shall be paid at the appropriate step on the Detective wage scale as provided in the collective bargaining agreement.

Section 9.04 Vacation. The scheduling of vacation shall be done in accordance with the seniority provisions of the collective bargaining agreement and the approval of the Chief of Police and is not intended to reduce or increase the normal number of vacation slots available to patrol officers.

Section 9.05 Duties. The detective assignment duties will be in accordance with the department policies and procedures which govern this role as directed by the Chief of Police and/or their designee.

Section 9.06 Dress Code. The Detective may wear business dress, i.e., sports jacket, tie, dress slacks, blouse, or sweater at all times when on duty. However, the Detective will have broad discretion on the appropriate dress, which may include a casual open collar department approved polo shirt and pants not to be denim. During exceptional circumstances it may be more appropriate to wear the official police uniform or other clothing for special events, extreme weather, or environmental conditions.

ARTICLE 10 - POLICE CANINE HANDLER

Section 10.01. Ownership. The canine remains the property of the Village of Cottage Grove Police Department. The continuation of this program shall be at the sole discretion of the Chief of Police. The Chief of Police may discontinue this program at any time, for any reason. The Chief of Police has final determination of the canine's useful service life. Should the Chief of Police elect to retire the canine or discontinue this program, the handler shall have the option to purchase the canine from the Village of Cottage Grove Police Department at a pro-rated cost as determined by the Chief.

Section 10.02. Handler Assignment. The Chief of Police reserves the right to assign any officer to the assignment of canine handler. Once chosen, the canine handler must commit to the assignment for the useful service life of the canine. If the program is discontinued or the canine is retired, the current handler assigned is not automatically guaranteed the handler assignment again if the program is resurrected or a replacement canine is purchased. The canine handler shall be paid at the appropriate step on the Canine Handler wage scale as provided in the collective bargaining agreement.

Section 10.03. Care. Handlers are responsible for providing care for their assigned canine. Care is defined as time the handler spends feeding, grooming, veterinary care, yard and kennel cleaning and exercising the canine. All immunization and veterinary care shall be provided by the Village of Cottage Grove Police Department's chosen veterinarian, absent exigent circumstances. The Village agrees to compensate the handler \$150 per pay period for caring for the animal.

Section 10.04. Watch/Work Rotation. The Chief of Police reserves the right to determine the shift assignment of the handler. The shift rotation shall be that established in the collective bargaining agreement. Shift assignments may be changed to meet the needs of the department.

Section 10.05. Expenses. The Village of Cottage Grove Police Department shall be responsible for expenses related to its canines' care and maintenance, as deemed necessary by the Chief of Police; e.g. food, care and maintenance supplies, outdoor pen, kennel, training supplies, collars, leashes, as well as, all required licenses, immunizations and veterinary care.

Section 10.06. Kenneling. The cost of kenneling services necessary to accommodate a handler's absence associated with paid time off of five (5) consecutive days or more will be borne by the Village of Cottage Grove Police Department. Kenneling services necessitated by any time off less than five (5) consecutive days shall be at the expense of the handler, unless otherwise mutually

agreed upon. The Chief of Police reserves the right to select a vendor who will provide kenneling services to its canine. If kenneled with consent of the Chief of Police and paid for by the Village of Cottage Grove Police Department, the handler will not receive any portion of care compensation described in the Care section attributed to that period of time.

Section 10.07 Squad Maintenance and Usage. The canine handler shall be assigned to a Cottage Grove Police Department squad which is properly upfitted for this assignment. The Cottage Grove Police Department shall be responsible for expenses related to the care and maintenance, as deemed necessary by the Chief of Police. The scheduling of care and maintenance will be coordinated with the canine supervisor and agency fleet maintenance officer. The canine squad will be utilized solely in the performance of duties and responsibilities related to the assignment as directed by the Chief of Police and/or their designee, i.e., during duty hours, request for response directly to the scene during off time, training assignments, maintenance of vehicle, and care of the canine.

Section 10.08. Residency. The handler shall maintain his/her primary residence within a 30-mile radius, in a straight line, of the nearest Village of Cottage Grove jurisdictional boundary. Exceptions may be made on a limited basis, at the discretion of the Chief.

Section 10.09. Canine Discontinuation. When the canine's service life as a police canine has been exhausted, the handler at that time shall be allowed to purchase the canine for one dollar (\$1.00). The final determination of the canine's useful service life shall be made by the Police Department.

ARTICLE 11 – SCHOOL RESOURCE OFFICER

Section 11.01. Selection. The Village of Cottage Grove Police Department shall have the right to select the employee it deems most qualified to fill the School Resource Officer (SRO) position based upon the duties, responsibilities and qualification standards. Any current Cottage Grove police officers who apply for the position and are deemed to meet the minimum qualification standards will be given hiring preference over outside candidates. The Village shall not be bound in any way by considerations of seniority in making its assignment decision. The School Resource Officer position shall be an assignment of duties as determined by the Chief of Police and not a promotion.

Section 11.02. Assignment Length. An officer hired into the School Resource Officer position must agree to serve in the position for a minimum of two (2) consecutive school years and to give notice by April 15 of the second year of their intent to continue in or to vacate the position. Commitments beyond the first two years must be made for one (1) full school related year at a time and shall be given by April 15th of each year for the succeeding school year. The SRO will serve a maximum of 3 years in this position unless the Chief of Police agrees to extend the assignment. This service commitment may be terminated at an earlier date by mutual agreement of the officer and the Village or in the event the Village assigns other responsibilities to the position.

Section 11.03. Schedule. The employee assigned to the position of School Resource Officer shall normally be Monday through Friday (5-2) (2080 hours annually).

Section 11.04. Work Hours/Summer. The normal work shift shall be eight (8) consecutive hours per day assigned between the hours of 6:00 am and 5:00 pm. This work schedule is subject to change by agreement between the Village and the Monona Grove School District. Excluding the summer recess period, the Officer shall report to the Police Chief (or designee) for assignment on days that the Officer works when school is not in session. The SRO shall notify the School Principal and the Lieutenant of Police, on any day the SRO is not available to work because of illness or for any other reason.

Section 11.05. Emergency Situations. In case of a serious emergency, major investigation or unforeseen circumstances in the community, a supervisory officer of the police department may temporarily reassign the SRO from the school in order to perform investigative, patrol or other assigned duties within this department; however, the officer will be returned to the school as soon as possible.

Section 11.06. Pay. The SRO shall be paid at the appropriate step on the School Resource Officer wage scale as provided in the collective bargaining agreement.

Section 11.07. Holidays. During the school year, the SRO shall take each contracted holiday on the day it occurs and shall not receive holiday pay in lieu of that holiday. Contractual holidays that fall outside the school year may be taken on the day that they occur or be paid out in accordance to the current language of the WPPA agreement.

Section 11.08. Vacation. The SRO may not take vacation on days when school is in session. The scheduling of vacation shall be done in accordance with the seniority provisions of the collective bargaining agreement and the approval of the Police Chief and is not intended to reduce or

increase the normal number of vacation slots available to patrol officers. For purposes of scheduling time off, the SRO will not be considered part of the pool of patrol officers during times when students are not required to report to school during the period of the SRO assignment.

Section 11.09. Duties/Activity Report. The main role of the SRO is to provide a safe, drug free school environment for all students, staff and visitors. The SRO will provide a law enforcement presence in the schools; Prepare, plan and train annually for school intrusions; Prepare, train and execute emergency protocols for natural and unnatural disasters; Investigate crimes or ordinance violations to which students in the schools may be a party or have information; Patrol school grounds for the purpose of enforcing state, federal and local laws; Provide educational programs for students and staff. The SRO shall record activities on forms mutually approved by the Village and School District.

Section 11.10. Dress Code. The SRO may wear business dress, i.e., sports jacket, tie, dress slacks, blouse or sweater at all times when on duty. However, the SRO will have broad discretion on the appropriate dress, which may include a casual open collar department approved polo shirt and pants not to be denim. During special circumstances it may be more appropriate to wear the official police uniform or other clothing for special events, extreme weather or environmental conditions.

Section 11.11. Weapons. The SRO is first and foremost, a police officer and is required to carry a duty weapon, handcuffs, extra magazine and portable radio while on assignment in the schools. The weapon may or may not be concealed from public view at the discretion of the SRO. If certain circumstances require the officer to temporarily remove their weapon, it will be secured in a location that is readily accessible only to the SRO.

Section 11.12. Incidents. Incidents occurring on school premises that require police intervention shall be investigated by the SRO. The SRO shall conduct a police investigation and prepare incident reports in accordance with accepted law enforcement practices and departmental policies and procedures.

Section 11.13. Extracurricular Activities. Extracurricular activities of the school, such as athletic events, dances, etc., shall not be considered a normal function of the SRO Program, unless mutually agreed upon by the School District Administrator and Chief of Police.

Section 11.14. Vehicle. The Department shall provide the SRO with an appropriately equipped car to use while performing school resource officer duties.

Section 11.15. Vacated Position. In the event that the SRO position is vacated or terminated for any reason, the SRO who held the position shall have the right to bump back into a patrol shift without loss of seniority.

ARTICLE 12 - SICK LEAVE

Section 12.01. Accrual. Employees shall earn one (1) day of sick leave for each month of service. Unused sick leave may be accumulated up to 180 days of sick leave.

Section 12.02. Use of Sick Leave. Sick leave may be used for personal illness, the illness of an immediate family member, disability due to accident, maternity, or medical and/or dental appointments. Immediate family members include spouses, domestic partners, parents, children, siblings, and in-laws and step-relations with the same relationship as stated herein.

Section 12.03. Abuse of Sick Leave. The Village has the right to investigate absences due to sick leave and may require a medical certificate or other appropriate verification of the cause of the sick leave. Any employee found to be abusing sick leave is subject to discipline.

Section 12.04. Conversion of Sick Leave. After a minimum of ten (10) years of service and upon retirement, as defined by the Wisconsin Retirement System, the following percentages of an employee's accumulated sick leave balance shall be converted to pay group health insurance premiums (including dental and vision insurance) until the balance is depleted. The value will be determined using the employee's current hourly rate.

<u>Completed Years of Service</u>	<u>Percentage of Sick Leave Converted</u>
<u>Ten (10) years</u>	<u>75%</u>
<u>Fifteen (15) years</u>	<u>80%</u>
<u>Twenty (20) years</u>	<u>85%</u>
<u>Twenty-Five (25) years</u>	<u>90%</u>
<u>Thirty (30) years</u>	<u>95%</u>

ARTICLE 13 -VACATION

Section 13.01. Accrual of Benefits. All full-time employees shall receive vacation benefits according to the following schedule:

Following 1 year of service	Five [5] days.
Following 2 years of service	Ten [10] days.

Following 3 years of service One (1) additional day for each year of service.

Following 12 years of service One (1) additional day for every two (2) years of service, to a maximum of twenty-eight (28) days.

Section 13.02. Eligibility. An officer does not earn vacation time until he or she has worked for the Village for twelve (12) months. Vacation time can be taken once an officer has reached his or her anniversary date of employment. After one year of service, officers will be eligible for one (1) week or five (5) days of vacation. The vacation anniversary date for each subsequent year will be the following January 1st. Thus, an officer hired on February 1, 2026 will be eligible for one (1) week of vacation beginning February 1, 2027, and then two (2) weeks or ten (10) days of vacation on January 1, 2028. Any vacation time not taken by an officer during the calendar year can be carried over to his or her next anniversary year with the approval of the Chief of Police.

Section 13.03. Vacation Selection. Employees shall have an opportunity to select vacations based on seniority. Employees shall, by seniority, pick up to ten (10) days of vacation in five (5) day block increments. The picking of vacation shall be in a rotational manner until all selections are completed (i.e., officer makes pick or “Pass”). Block picks take precedence over Single Day selections at all times regardless of seniority. All requests must be delivered to the Chief of Police or his/her designee between November 15th to December 15th of each year for scheduling vacation in the following year. These submissions will be approved or denied on or before December 31st of the current year at the discretion of the Chief of Police or his/her designee. All employees on rotational basis, by seniority, may pick remaining five (5) day blocks January 15th or indicate “Pass”/”Singles”. After January 15th, any remaining days employees may have can be taken on a first-come, first-serve basis without regard to seniority throughout the year subject to the approval of the Chief of Police or his/her designee.. When picking their vacation days, the employee shall respond within 48 hours of the initial posting or they will lose that pick.

ARTICLE 14 - BEREAVEMENT LEAVE

Employees shall receive three (3) days paid leave in the case of death of a relative. Relatives are described as spouses, parents, children, grandchildren, siblings, grandparents, uncles, aunts, nieces, nephews and in-laws and step-relations with the same relationship as stated herein. The leave time may be used at any point over six (6) months following death. Employees wishing to attend the

funeral or celebration of life of someone not listed above shall use other types of leave to do so, except that employees may not use sick leave for such purpose.

ARTICLE 15 - HOLIDAYS

Section 15.01. Paid Holidays. Employees shall receive pay not to exceed eight and one-half (8.5) hours or eight (8) hours for the Detective and SRO for the following holidays:

New Year's Day	
Martin Luther King Jr. Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
July 4th	Christmas Day
Labor Day	New Year's Eve Day

The nine (9) holidays will be credited to the employees' accounts on January 1st of each year for use throughout the year. For new hires, the employee will only accrue at time of hire the holidays they will earn for the remainder of the year. At termination, employees will only be paid out the holidays they have earned for that year. If an employee has unused Holiday hours at the end of the year, then they may have these hours paid out on the first paycheck in December.

Section 15.02. Personal Holidays. In addition to the above, employees shall receive three (3) non-cumulative personal holidays in each calendar year at eight and one-half (8.5) hours each or eight (8) hours each for the Detective and SRO. These hours will be prorated for new hires based on their anniversary date. Employees may take these holidays at any time during the calendar year, provided the days selected by the officer have the prior approval of the Chief of Police, such approval not to be unreasonably denied. Personal Holidays are not allowed to be carried over or paid out if unused.

Section 15.03. Holidays Worked. Officers who work a holiday (as defined in Section 15.01 above) shall be paid time and one-half their regular hourly rate for hours worked. Those who work overtime on a holiday shall receive double their regular hourly rate for hours worked. For the purpose of calculating holiday pay for those who are regularly scheduled to work into the next day, the employee must begin their watch on the holiday in order to receive holiday pay for the entire eight and one-half (8.5) hour watch or eight (8) hours for the Detective and SRO.

ARTICLE 16 - INSURANCE

Section 16.01. Health Insurance Opt Out. Regular full-time employees may elect to not receive group hospital, surgical and major medical insurance because they may receive coverage through a spouse, parent, or possibly other employment like the military. If the employee elects to

not receive such benefits, they will receive a health insurance opt out stipend to be paid out in equal installments on the first and second pay period of each month the given year they're opting out. The total annual stipend shall not exceed the scheduled amounts outlined below. This stipend is subject to applicable taxes, as a benefit for not taking health insurance through the employer's standard benefit package. Re-enrollment of employees or their dependents is subject to health insurance carrier or health administrator restrictions and regulations that may be in effect from time to time.

- Single - \$2,500
- Family - \$5,000

Section 16.02. Insurance. The Village will provide health, dental, life and disability insurance to all regular full-time officers. The Village agrees to pay eighty-eight percent (88%) of the average tier 1 providers in Dane County.

ARTICLE 17 - CLOTHING ALLOWANCE

Section 17.01. Amount. All uniforms and equipment furnished shall be by voucher system and approved by the Chief of Police. The Village shall provide the initial uniform and equipment issue. Each year after the first year of employment, each officer is granted a voucher credit of Six Hundred Dollars (\$600.00) to purchase replacement uniforms or equipment as needed and approved by the Chief of Police. Employees are eligible for uniform allowance after their first completed year of service on January 1 of the following year. For example, if the hire date is February 1, 2026, their first eligibility for the uniform allowance is January 1, 2028. If the voucher credit is not fully needed and used in one year, any balance may be carried over and added on to the voucher credit for the successive year (not to exceed two years) to be used as needed and as approved by the Chief of Police. This provision shall not be interpreted to give the officer a cash benefit on termination of employment.

Section 17.02. Return of Equipment. Any equipment furnished by the Village to the employee through the uniform voucher system within a twelve (12) month period prior to the termination of the employee's employment with the Police Department shall be returned to the Village. Terminating probationary employees will be required to return all clothing and equipment furnished by the Village.

Section 17.03. Additional Equipment. Other equipment, not required but approved by the Chief of Police, may be carried at the officer's expense.

Section 17.04. Use of Allowance. Officers may use their clothing allowance for any uniform, accessory or weapon currently approved for use. Firearms may not be purchased using the

clothing allowance. The Village will purchase one (1) concealed carry firearm and holster for use in approved special assignments.

Section 17.05. Personal Property. The Village shall repair or replace, at the Village's option, any uniform item, eye wear, watch or wedding ring damaged in the course of duty, provided that the damage was not caused by negligence on the part of the officer. If the officer has an item repaired or replaced pursuant to this section, and subsequently obtains a successful judgment against the party causing the damage, the officer shall turn over to the Village any amounts received in damages up to the actual amount of the Village's expenditure. Expenditures shall not exceed one-hundred fifty (\$150.00) per officer per incident.

Section 17.06. Ballistic Vests. The Village agrees to furnish each employee with a ballistic vest of at least a Threat Level IIIA. The Village shall replace ballistic vests, pursuant to the manufacturers' specifications or wear or damage, at a cost of no more than one thousand two hundred dollars (\$1,200.00). Employees may use funds from their uniform allowance to supplement the purchase of a more costly vest. The choice of vests will be mutually agreed upon between the Chief of Police and the employees.

ARTICLE 18 - RETIREMENT

Employees employed by the Village shall pay the entire employee's share of contributions to the Wisconsin Retirement Fund (protective service with social security classification), and the Employer shall pay its required contributions to the Wisconsin Retirement Fund.

ARTICLE 19 - DUES DEDUCTION

The Employer agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form where the Employee is knowingly and affirmatively consenting to the deduction of dues from the employee's paycheck, including any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues (the "combined dues").

The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the WPPA/LEER or Local Association if applicable, in one lump sum not later than the 15th of each month.

Authorization of dues deduction by a member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association and with the understanding that the deduction will cease as reasonably as practical after receipt of written notice of revocation.

No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply consistently with either the WPPA or local Association Constitution and By-Laws. The Employer agrees to notify the WPPA office in Madison in writing of the name of any new hire into the bargaining unit. No employee shall be denied membership because of race, creed, color, sex or other legally protected class status.

It is expressly understood and agreed that WPPA/LEER will refund to the Employer or the employee involved any dues erroneously deducted by the employer and paid to WPPA/LEER and/or the Local Association. WPPA/LEER shall indemnify and hold the Employer harmless against any and all third-party claims, demands, suits, orders, judgments or any other forms of liability against or incurred by the Employer, including all costs of defense and attorney fees, which may arise out of Employer's compliance with this Article.

ARTICLE 20 - TERMS OF AGREEMENT

Section 20.01. Entire Agreement. This Agreement, reached as a result of collective bargaining, represents the full and complete agreement between the parties and supersedes all previous agreements and practices between the parties, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for its term.

Section 20.02. Validity of Agreement. If any provision of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections should be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby, and shall remain in full force and effect for the duration of this Agreement.

Section 20.03. Effective Date and Notice to Amend. This Agreement shall go into effect January 1, 2026, and continue through December 31, 2027, and shall be considered automatically renewed from year to year thereafter, unless at least one hundred eighty (180) days prior to the end of the effective period either party serves written notice upon the other that it desires to renegotiate, revise, modify or terminate this Agreement. In the event such notice is served, the parties shall operate temporarily under the terms and provisions of this contract until a new contract is entered into.

ARTICLE 21 – WAGES

2026				
(Effective January 4, 2026)				
	Patrol (1938)	Detective (2080)	SRO (2080)	Canine (1938)
Start	33.03	36.36	33.69	33.69
1	35.39	38.68	36.04	36.04
2	37.55	40.80	38.19	38.19
3	38.89	42.14	39.54	39.54
5	40.83	44.09	41.49	41.49
7	42.25	45.49	42.89	42.89
10	42.69	45.93	43.33	43.33

2027				
(Effective January 3, 2027)				
	Patrol (1,938)	Detective (2080)	SRO (2080)	Canine (1938)
Start	34.52	37.99	35.21	35.21
1	36.99	40.42	37.66	37.66
2	39.24	42.63	39.91	39.91
3	40.65	44.04	41.32	41.32
5	42.67	46.07	43.35	43.35
7	44.15	47.54	44.82	44.82
10	44.61	47.99	45.28	45.28

New rates associated with anniversary dates will be effective on the first day of the pay period in which the anniversary date occurs.

Probationary officer(s) shall receive the normal one (1) year increase on their anniversary date.

Section 21.01. Special Assignments. The following assignments shall receive an additional fifty cents (\$.50) per hour for each hour while engaged in the actual work of said assignment;

- Field Training Officer

ARTICLE 22 – LATERAL ENTRY

The Village has the right to hire experienced police officers through lateral entry. The compensation and vacation entitlement may, at the Chief's discretion, be at a higher step than the Start rate but shall not exceed the applicant's actual prior years of full-time law enforcement experience. The wage step at which the applicant is placed shall determine the amount of vacation allotment the applicant is entitled to. Laterally hired employees will accrue one day of vacation for each full month worked for the Village during the year of hire. Thereafter the lateral hire will be credited with the full amount of vacation that correlates with the wage step at which they were hired. Notwithstanding Article 1, Section 1.02, laterally hired employees are eligible to utilize accrued vacation time upon successful completion of FTO training.

ARTICLE 23 - LONGEVITY

The Village shall provide regular full-time employees with longevity pay incentives as set forth below:

Completed Years of Service	Longevity Pay Incentive
Five (5) Years	One and One-Quarter Percent (1.25%)
Ten (10)Years	Two and One-Half Percent (2.5%)
Fifteen (15) Years	Three and Three-Quarter Percent (3.75%)
Twenty (20) Years	Five Percent (5%)
Twenty Five (25) Years	Six and One-Quarter Percent (6.25%)
Thirty (30) Years	Seven and One-Half Percent (7.5%)

ARTICLE 24 – COMMUNITY LIASON OFFICER

Section 24.01. Selection

The Village shall have the right to select the employee it deems most qualified to fill the Community Liaison Officer (CLO) position based upon the duties, responsibilities and qualification standards. Any current Cottage Grove police officers who apply for the position and are deemed to meet the minimum qualification standards will be given hiring preference over outside candidates. The CLO position shall be an assignment of duties as determined by the Chief of Police and not a promotion. The Village shall not be bound in any way by considerations of seniority in making its assignment decision.

Section 24.02. Schedule

The employee assigned to the position of Community Liaison Officer shall be part of the regular Patrol schedule for dayshift (6:00am to 2:30pm). The normal work shift shall be eight and one half (8.5) consecutive hours per day between the hours of 6 a.m. and 10 p.m. Provided however, said hours and said workdays shall be flexible and may be adjusted by the Chief, depending on current work assignments and the needs of the position. Work hours shall be eight and one half (8.5) continuous hours, except in the case of overtime.

Section 24.03. Assignment Length

An officer assigned into the Community Liaison Officer position must agree to serve in the

position for a minimum of three (3) consecutive years and to give notice by October 1st of the third year of their intent to continue in or to vacate the position. Commitments beyond the first three years must be made for one full year at a time and shall be given by October 1st of each year for the succeeding year. The CLO will serve a maximum of 5 (five) years in this position unless the Chief of Police agrees to extend the assignment. This service commitment may be terminated at an earlier date by mutual agreement of the officer and the Village or in the event the Village assigns other responsibilities to the position or at the discretion of the Chief of Police.

Section 24.04. Duties

The Community Liaison Officer assignment duties will be in accordance with the department policies and procedures which govern this role as directed by the Chief of Police and/or their designee.

Section 24.05. Dress Code

The Community Liaison Officer's typical dress will be standard Patrol uniform and equipment. When duties and specific assignments require, the CLO may wear business dress (i.e., sports jacket, tie, dress slacks, blouse, sweater, etc.) or casual business attire (i.e., open collar department approved polo shirt and pants not to be denim).

Section 24.06 Pay

The Community Liaison Officer shall be paid the appropriate step on the Patrol Officer wage scale as provided in the collective bargaining agreement.

Section 24.07 Vacation

The scheduling of vacation shall be done in accordance with Article 13 of the collective bargaining agreement.

SIGNATURE PAGE

Dated this _____ day of October, 2025.

FOR THE VILLAGE :

FOR THE ASSOCIATION:
WISCONSIN PROFESSIONAL POLICE
ASSOCIATION/LEER DIVISION

Village President

Local President

Village Administrator

Business Agent

MEMORANDUM OF UNDERSTANDING

between the

VILLAGE of COTTAGE GROVE

and the

**WISCONSIN PROFESSIONAL POLICE ASSOCIATION
LAW ENFORCEMENT EMPLOYEE RELATIONS DIVISION**

It is agreed by and between the Village of Cottage Grove (Village) and the Wisconsin Professional Police Association, Law Enforcement Employee Relations Division (WPPA/LEER), that during the term of this Memorandum of Understanding the parties agree to the following in relation to the hiring of noncertified officers in regards to sponsorship at the Police Recruit Academy, wages, benefits and the relationship to the 2026 – 2027 Collective Bargaining Agreement between the parties.

1. A newly hired police officer will be sworn in by the Village of Cottage Grove clerk prior to the start of the Police Recruit Academy per Wisconsin Training and Standards Rules and Regulations.

The Village/Department will pay for academy costs (tuition and books).

2. The recruit officer will be scheduled 40 hours per week for the academy daily schedule (Monday through Friday) including, but not limited to, time attending academy classes and travel time, and will not be eligible for voluntary overtime hours. If the academy requires attendance on Saturday or Sunday, the recruit officer will receive overtime for those hours in attendance after 40 hours in a 7-day period. From the date of hire, the recruit officer will be afforded the benefits extended by the CBA and the Village of Cottage Grove, including but not limited to, health insurance, paid holidays and WRS protective status, except where specifically addressed otherwise in this agreement.
3. During the academy, the recruit officer will be in probationary status and serves at the pleasure of the Chief of Police and may be terminated at will. The Chief of Police or their designee shall receive reports from the Academy Director regarding attendance and performance. The recruit officer shall adhere to the Village's attendance policy as well as the academy attendance policy. The recruit officer may not carry a concealed weapon until such time the recruit officer successfully completes the academy and qualifies with the department issued firearm unless the officer has a valid Wisconsin CCW permit. If the recruit officer fails the academy they may be terminated.
4. Attendance at the police academy shall result in the officer's probationary period (Article 3 of the CBA) being extended equal to the time spent in the academy.

This memorandum of understanding shall be effective upon execution by all partes.

IN WITNESS WHEREOF, the parties hereto have executed this memorandum of understanding on this ___ day of _____ 2025.

FOR THE ASSOCIATION:

FOR THE VILLAGE OF COTTAGE GROVE:

Luann Alme, Business Agent

Village President

Village Administrator

Memo Date: October 20, 2025
To: Village Board of Trustees
From: Kyela O'Loughlin, P.E., Public Works and Utilities Director
Subject: Wisconsin DOT (WisDOT) Local Road Improvements Program (LRIP)

Overview:

Program Details: Established in 1991, with projects being awarded every two years on a biennial budget cycle.

Purpose: The program offers funding to assist local governments in improving seriously deteriorating county highways, town roads, and city and village streets.

Eligible Organizations: Local governments including counties, towns, cities, and villages. The proposed project must be included in the municipality's road improvement plan for a minimum of 5 years.

Reimbursement Program: LRIP is a reimbursement program which may pay up to a maximum of 50% of the total eligible project costs, with the balance being funded by the local government. There is a sunset policy to ensure the timely use of program funds. For the 2026-2027 LRIP Program Cycle, the sunset date to have all projects completed, contracts paid in full, and for reimbursement requests submitted is June 30, 2031. Funding would be requested for the FY27 funding cycle to have the State/Municipal Agreement provided after July 1, 2026.

Proposed Village Application – 2028 Street Maintenance Locations plus Progress Drive:

Project scope submission – As presented and approved through Public Works, the streets recommended to be included in the application are the following:

- Yarrow Hill Drive
- Tiarella Trail
- Dentaria Drive
- Forrester Drive
- Arbury Court
- Windham Hill
- Heather Drive
- East Parkview Drive
- Saint James Street
- Saint John Street
- Willow Run Street
- Progress Drive
- Corporate Court
- Donkel Court

These limits cannot be changed and must be completed by June 30, 2031. Therefore, the 2030 Street Maintenance locations were not included in this application if the proposed 2028 project is not completed in full.

For more information: <https://wisconsindot.gov/pages/doing-bus/local-gov/astnce-pgms/highway/lrip.aspx>

Recommendation:

Authorize staff to complete the application and submit for the 2028 Street Maintenance locations, plus Progress Drive by November 1, 2025.



Trustee Memo

Meeting Date: 10/20/2025

Memo Date: 10/14/2025

To: Village Board

From: Trustee Chris Stoa

Subject: Rezoning of Parcels 071109191941, 071109192755, 071109192657, 071109192308, 071109192211, 071109192102, 071109192013, 071109191871, 071109191809 from Planned Business to Central Business

Background/Overview

At the 10/6 meeting there was interest in rezoning parcels on the northeast corner of Highways N and BB. This memo is just to follow up on that and allow the Village Board to direct staff to begin the process of rezoning by sending it to Plan Commission for discussion and a public hearing.

As the Village continues to plan for future development, we have to be more mindful of how we are developing. Developments that are mostly parking lots with a setback commercial space are uninviting, reduce the amount of space that can be used productively, and are, in my opinion, unsightly. Instead, we should begin to focus more on developments that mirror the look of Olde Town Center- mixed-use developments that nevertheless maintain a small-town feel. Such buildings provide inviting, walkable commercial areas that contribute to a small-town feel that we often hear from residents is desirable.

To do so, the first step is to rezone areas as central business, which is more forgiving in terms of requirements for setbacks, lot coverage, and landscaping. This rezoning is consistent with the comprehensive plan.

In addition, this could be a good chance to modify allowable uses for the central business district. Currently Cottage Grove permits, by right, "off-site parking lot" in central business zoning. I do not want to speak for any trustee other than myself, but I am skeptical that any trustee would want to go through the time and work of redeveloping a downtown area just to have a full lot be designated as a parking lot, which would be an unproductive use of space and



Trustee Memo

out of step with what we likely envision for a downtown area. Instead, I believe that we should move that to a conditional use- so that we can allow it if it is proven to be necessary but not outright letting anyone create that without further scrutiny.

Trustee Request/Recommendation

Begin the process of rezoning the named parcels from Planned Business to Central Business. The process can take significant time, so it is important that we get the ball rolling as soon as we can.

Attachments

n/a



VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

Budget Review Committee Monday, October 13, 2025 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 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. PUBLIC APPEARANCES-Public's opportunity to speak.
4. Discuss and consider the minutes of the Budget Review Committee meeting from August 19, 2025.
Documents: [8-19-25 BUDGET REVIEW COMMITTEE MINUTES.PDF](#)
5. Review Proposed 2026 Budget.
 - a. Discuss and consider recommendation to the Village Board.
Documents: [2026 PROPOSED DRAFT BUDGET - BUDGET REVIEW COMMITTEE PACKET.PDF](#)
6. Adjournment

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



VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

Special Utility Commission Wednesday, October 15, 2025 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 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. PUBLIC APPEARANCES-Public's Opportunity to Speak
4. Unfinished Business
 - a. Discuss and consider the Construction Agreement with Homburg Equipment, Inc. regarding Sanitary Sewer Project in Coyle South.
Documents: [HOMBURG INTERCEPTOR CONSTRUCTION AGREEMENT \(DRAFT\) \(3\) 10.9.25 - UPDATED.PDF](#)
5. Adjournment

This agenda has been prepared by Staff and approved by the by the Chair of the Utility Commission 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.



VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

Library Board

Wednesday, October 15, 2025
6:00 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 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 Minutes from The September 17, 2025 Library Board Meeting
Documents: [Library Board Minutes 9.17.25.pdf](#)
5. Old Business
6. New Business
 - a. Discuss and consider Grant Letter of Support for Police Station
 - b. Discuss and consider the CGSFO Partnership Request: Creating a Tech-Healthy Family
Documents: [Grant Letter of Support Request.pdf](#)
[Parent Speaker Partner Letter \(Andrea Davis Better Screentime\).pdf](#)
7. Programming Report
 - a. Discuss programming
Documents: [!Program Tracker JPV 10.15.pdf](#)
8. Communications And Miscellaneous Business
 - a. Consider approval of vouchers
Documents: [Library Operating Expenses - September.pdf](#)
9. Committee Reports
10. Village Board Updates
11. Library Board President's Report
 - a. Correspondence Updates
12. Announcements

Future Meetings:

- a. **Library Board Wednesday, November 12, 2025 6pm VH**

13. Future Agenda Items

14. Adjournment

This agenda has been prepared by Staff and approved by the President of the Library Board for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 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.

DEER-GROVE EMS DISTRICT COMMISSION MEETING
Deerfield Village Hall
23 West Nelson St., Deerfield, WI 53531
Thursday, October 16, 2025
6:30 P.M.

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 210 609 909 682

Passcode: TsoeKf

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 872-242-7731,,533680970#](#) United States, Chicago

Phone Conference ID: 533 680 970#

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 approval of September Financial Reports.
5. Discuss and consider approval of Bills for Budgeted/Approved Expenses.
6. Discuss and consider approval of Write Offs and Aging of Accounts.
7. Staff Report.
8. Correspondence.
9. Staffing discussion.
10. Update on 2026 DGEMS Budget – Municipal Approval.
11. Discuss budgets submitted to Village of Cottage Grove as part of the 2026 Budget Review Process.
12. Discuss and consider increase in hours and job responsibilities associated with the proposed Administrative Services Manager position.
13. Agenda items for next commission meeting.
14. Adjournment.

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

By: Peter Doll, Commission Chair

Submitted: October 10, 2025

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
COTTAGE GROVE EMERGENCY SERVICES BUILDING
THURSDAY, SEPTEMBER 18, 2025
Minutes**

Present: Kristi Williams, Pete Doll, Jackie Kaul, Steve Anders and Paula Severson Remote: Kerri Hewitt

Also present: Chief Eric Lang, Lt. Cory Hromatko, Paramedic Elisabeth Bischel, Lt Ross Cummings, Paramedic Emilie Rabbit, EMT Maeve Kim and Village of Cottage Grove Cameron Sawyer. Remote: Deputy Chief Antoniewicz, Paramedic Courtney Salov, Lt Wendy Lasko and Cynthia Kelm-Nelson.

Doll called the meeting to order at 6:30 P.M.

Public Appearances: Lt Cummings and Lt Hromatko both spoke as DGEMS members and Village of Cottage Grove residents in their support of the Admin Services position.

Approval of minutes from previous meeting(s): Motion by Williams/Severson to approve minutes from the August 21st 2025, meeting, with changes noted by Williams and Severson. Motion carried 6-0.

Discuss and consider approval of August Financial Reports: Motion by Severson/Kaul to approve the August financial reports, as presented. Motion carried 6-0.

Discuss and consider approval of Bills for Budgeted/Approved Expenses: Motion by Kaul/Severson 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/Severson to approve the aging of accounts, as presented. Motion carried 6-0.

Staff Report: There were 114 calls in August, including 4 missed calls. This is down from 119 calls in the same month last year. Volunteers provided 580 hours in August, up from 510 hours in the previous month and up from 407 hours during August 2024. In addition to what is in the written report, the following was discussed:

- Chief Lang stated the trend is for 1,500 calls in 2025.
- Chief Lang spoke about the gold award Deer Grove received.
- Williams thanked Lt Lasko for the tour.

Heidi Murphy joined at 7:09 P.M.

Correspondence: Chief Lang read aloud two letters.

Discuss and consider the 2026-2028 Collective Bargaining Agreement: Chief Lang stated the agreement was approved by all the municipalities.

Update on use of unassigned funds to purchase new response vehicle in 2025: Chief Lang stated it was approved by the municipalities and a 2024 has been ordered. All 2025 components are more expensive so a 2024 was chosen.

Discuss and consider 2026 DGEMS Operating Budget: Hewitt stated they spoke with their village administrator, and they are ok with the budget. She added she feels this discussion is approving the budget, but the position should be a different approval. There was discussion about sharing some duties with the Village of Deerfield. Doll/Severson presented some alternatives for the admin position. Hewitt reminded everyone that this discussion is to approve the budget and not the position. Chief stated he reduced some budget dollars for work to be done by the admin position. Anders stated he is ok with the budget numbers submitted by Chief Lang. Doll stated the run fees increase is very high at 12%. In previous years the actual greatly exceeded budget. Motion by Kaul/Anders to approve the 2026 DGEMS Operating Budget as presented. Motion carried 5-1. (Severson no)

Set next commission meeting date and location: The next meeting will be held on Thursday, September 18, 2025, at the Deerfield Village Hall with a remote call-in option beginning at 6:30 P.M.

Agenda items for next commission meeting: Staffing

Adjournment: Motion by Kaul/Anders to adjourn. Motion carried 6-0. The meeting ended at 8:06 P.M.

Submitted by Kristi Williams/Mandy Cysiewski

Deer Grove EMS District
Profit & Loss Budget vs. Actual
January through September 2025

	9/12th Annual					Jan - Sep 24
	Jan - Sep 25	Budget	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense						
Income						
230 · Training Center Income	2,255.00	2,250.00	3,000.00	-745.00	75.17%	1,641.00
300 · Special Event Fee	5,275.00	2,250.00	3,000.00	2,275.00	175.83%	5,272.50
4999 · Uncategorized Income	1,070.96	0.00	0.00	1,070.96	100.0%	1,207.87
610 · Town/Villages Assessments	1,262,630.00	946,972.50	1,262,630.00	0.00	100.0%	1,083,588.00
620 · Ambulance Run Fees	1,019,363.35	765,000.00	1,020,000.00	-636.65	99.94%	931,814.11
630 · Contracted Revenue	148,440.43	111,330.00	148,440.00	0.43	100.0%	125,603.44
639 · FAP Funds Received	67,994.52	0.00	0.00	67,994.52	100.0%	7,710.48
640 · Interest Earned	25,112.54	6,750.00	9,000.00	16,112.54	279.03%	20,475.85
650 · Grant Revenue	5,489.91	0.00	0.00	5,489.91	100.0%	0.00
Total Income	2,537,631.71	1,834,552.50	2,446,070.00	91,561.71	103.74%	2,177,313.25
Gross Profit	2,537,631.71	1,834,552.50	2,446,070.00	91,561.71	103.74%	2,177,313.25
Expense						
6140 · Credit Card Fees	85.11	0.00	0.00	85.11	100.0%	512.05
720 · Wages	762,160.09	803,775.00	1,071,700.00	-309,539.91	71.12%	714,218.09
721 · Health Insurance	181,577.04	227,775.00	303,700.00	-122,122.96	59.79%	204,048.08
722 · Workmans Comp	24,975.19	28,425.00	37,900.00	-12,924.81	65.9%	24,767.95
723 · Retirement Plan	130,502.11	130,875.00	174,500.00	-43,997.89	74.79%	107,507.04
724 · Employers FICA Expense	70,029.31	72,075.00	96,100.00	-26,070.69	72.87%	63,657.69
725 · Staff Continuing Education	4,727.12	9,525.00	12,700.00	-7,972.88	37.22%	4,028.92
726 · Travel/Mileage Reimbursement	35.24	375.00	500.00	-464.76	7.05%	11.00
728 · Medical Director Fee	9,000.00	9,000.00	12,000.00	-3,000.00	75.0%	9,000.00
734 · Overtime	163,690.89	189,900.00	253,200.00	-89,509.11	64.65%	142,977.22
735 · EMT Stipend	10,944.00	12,000.00	16,000.00	-5,056.00	68.4%	9,252.00
736 · LifeQuest Billing	44,643.52	51,000.00	68,000.00	-23,356.48	65.65%	46,286.39
740 · Office Equipment (expense)	1,312.42	1,545.00	2,060.00	-747.58	63.71%	1,352.66
742 · Office Supplies	493.84	1,500.00	2,000.00	-1,506.16	24.69%	1,090.16
770 · Communications	4,877.80	5,677.50	7,570.00	-2,692.20	64.44%	4,380.83
775 · IT expenses	18,267.98	14,550.00	19,400.00	-1,132.02	94.17%	14,314.38
790 · Publicity and Advertising	1,688.57	1,500.00	2,000.00	-311.43	84.43%	1,747.05
791 · Training Center Expense	767.50	1,500.00	2,000.00	-1,232.50	38.38%	1,254.50
810 · EMT Recognition	2,448.36	1,500.00	2,000.00	448.36	122.42%	300.81
820 · EMT Continuing Education	2,513.30	4,125.00	5,500.00	-2,986.70	45.7%	1,169.78
825 · Chief Continuing Education	510.63	1,125.00	1,500.00	-989.37	34.04%	0.00
829 · Vehicle Maintenance	13,857.61	30,000.00	40,000.00	-26,142.39	34.64%	40,942.52
831 · Fuel	13,222.42	18,750.00	25,000.00	-11,777.58	52.89%	16,015.06
840 · Equipment/Non-Disposible	2,795.47	3,225.00	4,300.00	-1,504.53	65.01%	15,138.44
842 · Equipment Maintenance	7,532.84	6,405.00	8,540.00	-1,007.16	88.21%	7,532.84
845 · Capital Purchase	220,330.68	112,500.00	150,000.00	70,330.68	146.89%	0.00
850 · Medical Supplies	40,073.41	41,250.00	55,000.00	-14,926.59	72.86%	35,200.84
852 · Training Medical Supplies	121.92	750.00	1,000.00	-878.08	12.19%	0.00
860 · Clothing	11,813.25	14,925.00	19,900.00	-8,086.75	59.36%	7,111.60
870 · Insurance	16,439.08	13,875.00	18,500.00	-2,060.92	88.86%	16,974.92
871 · Group Life Insurance	1,335.66	1,350.00	1,800.00	-464.34	74.2%	1,069.86
872 · Unemployment Insurance	496.27	3,000.00	4,000.00	-3,503.73	12.41%	-32.70
878 · Community Medic Program	0.00	225.00	300.00	-300.00	0.0%	0.00
879 · Health Maintenance & Safety	1,684.35	2,100.00	2,800.00	-1,115.65	60.16%	1,397.21
880 · Legal Fees	8,334.00	6,000.00	8,000.00	334.00	104.18%	1,237.00
881 · Accounting Fees	10,500.00	7,500.00	10,000.00	500.00	105.0%	9,500.00
885 · Overdue Run Fees	85,480.31	0.00				61,595.88
898 · Building and Grounds	2,428.56	2,625.00	3,500.00	-1,071.44	69.39%	2,238.32
899 · Miscellaneous Expenses	3,152.42	2,325.00	3,100.00	52.42	101.69%	2,688.62
Total Expense	1,874,848.27	1,834,552.50	2,446,070.00	-571,221.73	76.65%	1,570,487.01
Net Ordinary Income	662,783.44	0.00	0.00	662,783.44	100.0%	606,826.24

Deer Grove EMS District
Profit & Loss Budget vs. Actual
 January through September 2025

	9/12th Annual					Jan - Sep 24
	Jan - Sep 25	Budget	Budget	\$ Over Budget	% of Budget	
Other Income/Expense						
Other Income						
692 - FAP funds Allocated	-31,465.53	0.00	0.00	0.00	0.0%	-10,452.60
Total Other Income	-31,465.53	0.00	0.00	-31,465.53	100.0%	-10,452.60
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	-31,465.53	0.00	0.00	0.00	0.0%	-10,452.60
Net Income	<u>631,317.91</u>	<u>0.00</u>	<u>0.00</u>	<u>631,317.91</u>	<u>100.0%</u>	<u>596,373.64</u>

- 775 - IT Expenses: Paid ImageTrend/Elite invoice in January (\$8.7k)
- 810 - Appreciation Banquet in February
- 842 - Equipment Maintenance: Paid Stryker Invoice for 2025 in January (\$7.5K)
- 845 - Capital Purchase: Paid for new ambulance in July. Also have \$17k rolled over from 2024
- 870 - Insurance: Expense Jan-Jul general liability insurance in January (\$10.2k); Aug-Dec expensed in July.
- 880 - Legal Fees: CBA Expenses
- 881 - Accounting Fees: Full 2024 audit paid.
- 899 - Miscellaneous Expenses: Paid for Quickbooks subscription in May - \$2.1k

Deer Grove EMS District
Balance Sheet
As of September 30, 2025

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	1,050,790.29
Accounts Receivable	
1200 · Accounts Receivable	2,714.10
1210 · Lifequest Receivables	724,956.80
Total Accounts Receivable	727,670.90
Other Current Assets	50,544.38
Total Current Assets	1,829,005.57
Fixed Assets	681,420.15
Other Assets	
112 · Allowance for Doubtful Accounts	-150,352.19
Total Other Assets	-150,352.19
TOTAL ASSETS	2,360,073.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	522.20
Credit Cards	837.91
Other Current Liabilities	
Lifequest Deposit Adjustments	-14,310.97
Member Reimbursements Payable	0.10
Payroll Liabilities	16,824.28
231 · Deferred Run Revenue	277,829.99
Total Other Current Liabilities	280,343.40
Total Current Liabilities	281,703.51
Total Liabilities	281,703.51
Equity	
1110 · Retained Earnings	554,226.10
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	681,420.29
Net Income	631,317.91
Total Equity	2,078,370.02
TOTAL LIABILITIES & EQUITY	2,360,073.53

**Deer Grove EMS District
Bill Payment Detail
September 2025**

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
EFT	Liability Check	09/05/2025	Bank of Deerfield		101 - Operating Checking	-33,636.05	
					Direct Deposit Liability	31,419.05	-31,419.05
					Direct Deposit Liability	2,217.00	-2,217.00
TOTAL						<u>33,636.05</u>	<u>-33,636.05</u>
22550	Liability Check	09/05/2025	Fire Fighters Local 311		101 - Operating Checking	-522.26	
					Local 311 Dues	522.26	-522.26
TOTAL						<u>522.26</u>	<u>-522.26</u>
EFT	Liability Check	09/05/2025	Wisconsin Deferred Compensation	98971-01	101 - Operating Checking	-1,403.77	
				98971-01	WI Deferred Comp Liability	820.72	-820.72
				98971-01	WI Deferred Comp Liability	583.05	-583.05
TOTAL						<u>1,403.77</u>	<u>-1,403.77</u>
EFT	Liability Check	09/09/2025	EFTTPS	39-1293690	101 - Operating Checking	-12,164.38	
				39-1293690	224 - FICA/Fed Payable	4,521.00	-4,521.00
				39-1293690	2242 - FICA/Fed Payable-ER	3,097.33	-3,097.33
				39-1293690	2241 - FICA/Fed Payable-EE	3,097.33	-3,097.33
				39-1293690	2242 - FICA/Fed Payable-ER	724.36	-724.36
				39-1293690	2241 - FICA/Fed Payable-EE	724.36	-724.36
TOTAL						<u>12,164.38</u>	<u>-12,164.38</u>
EFT	Liability Check	09/12/2025	Wisconsin Department of Revenue	036-0000519180-02	101 - Operating Checking	-1,910.00	
				036-0000519180-02	225 - State Withholding	1,910.00	-1,910.00
TOTAL						<u>1,910.00</u>	<u>-1,910.00</u>
22541	Liability Check	09/01/2025	Globe Life Liberty National	29251	101 - Operating Checking	-883.86	
				29251	Liberty National	20.84	-20.84
				29251	Liberty National	863.02	-863.02
TOTAL						<u>883.86</u>	<u>-883.86</u>
EFT	Bill Pmt -Check	09/01/2025	GFC Leasing WI	St 1 Copier Lease	101 - Operating Checking	-123.93	
I01047483	Bill	08/22/2025		St 1 Copier Lease	740 - Office Equipment (expense)	123.93	-123.93
TOTAL						<u>123.93</u>	<u>-123.93</u>
22542	Bill Pmt -Check	09/01/2025	Galls		101 - Operating Checking	-992.94	

**Deer Grove EMS District
Bill Payment Detail
September 2025**

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
032247730	Bill	08/15/2025	Deer-Grove EMS Association	Class A - Meier	860 - Clothing	496.47	-496.47
032247731	Bill	08/15/2025	Deer-Grove EMS Association	Class A - Goth	860 - Clothing	496.47	-496.47
TOTAL						992.94	-992.94
22543	Bill Pmt -Check	09/01/2025	General Communications, Inc.	Stitch Radio Mounts	101 - Operating Checking	-696.54	
347704	Bill	07/29/2025		Stitch Radio Mounts	845 - Capital Purchase	696.54	-696.54
TOTAL						696.54	-696.54
22544	Bill Pmt -Check	09/01/2025	Ninth Brain Suite LLC	10/1/25 - 9/30/26 Training Software	101 - Operating Checking	-2,770.20	
11775	Bill	09/01/2025		10/1/25 - 9/30/26 Training Software	775 - IT expenses	2,770.20	-2,770.20
TOTAL						2,770.20	-2,770.20
22545	Bill Pmt -Check	09/01/2025	O'Reilly Auto Parts	Door Jamb	101 - Operating Checking	-11.03	
3841-214408	Bill	08/21/2025		Door Jamb	829 - Vehicle Maintenance	11.03	-11.03
TOTAL						11.03	-11.03
22546	Bill Pmt -Check	09/01/2025	Pomp's Tire Service, Inc.	Tires	101 - Operating Checking	-2,389.20	
1520077820	Bill	08/29/2025		Tires	829 - Vehicle Maintenance	2,389.20	-2,389.20
TOTAL						2,389.20	-2,389.20
22547	Bill Pmt -Check	09/01/2025	Symdon Auto Inc	Mickey Oil Change/Diesel Fuel Filter/Alignment/Right front shock repair/	101 - Operating Checking	-1,120.64	
14222	Bill	08/22/2025		Mickey Oil Change/Diesel Fuel Filter/Alignment/Right front shock repair/	829 - Vehicle Maintenance	1,120.64	-1,120.64
TOTAL						1,120.64	-1,120.64
22548	Bill Pmt -Check	09/01/2025	Truckstar Collision Center		101 - Operating Checking	-1,719.00	
20796	Bill	08/15/2025		Mickey Repairs	829 - Vehicle Maintenance	719.00	-719.00
20533	Bill	08/21/2025		Mickey Repairs	829 - Vehicle Maintenance	500.00	-500.00
20655	Bill	08/25/2025		Mickey Repairs	829 - Vehicle Maintenance	500.00	-500.00
TOTAL						1,719.00	-1,719.00
22549	Bill Pmt -Check	09/01/2025	US Bank		101 - Operating Checking	-2,891.11	
	Bill	09/01/2025			One Card - Mandy Cysiewski	1,177.78	-1,177.78

**Deer Grove EMS District
Bill Payment Detail
September 2025**

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	Bill	09/01/2025			One Card - Lisa Antoniewicz	160.55	-160.55
	Bill	09/01/2025			One Card - Office Use Only	1,212.99	-1,212.99
	Bill	09/01/2025			One Card - Eric Lang	339.79	-339.79
TOTAL						<u>2,891.11</u>	<u>-2,891.11</u>
EFT	Bill Pmt -Check	09/02/2025	WEX Bank	Aug Fuel	101 - Operating Checking	-1,377.60	
107057203	Bill	08/31/2025		Aug Fuel	831 - Fuel	1,377.60	-1,377.60
TOTAL						<u>1,377.60</u>	<u>-1,377.60</u>
22551	Liability Check	09/17/2025	Minnesota Life Insurance Company	2832-GL	101 - Operating Checking	-341.85	
				2832-GL	Additional	133.77	-133.77
				2832-GL	Basic	152.29	-152.29
				2832-GL	Spouse/Dependent	11.20	-11.20
				2832-GL	Supplemental	44.59	-44.59
TOTAL						<u>341.85</u>	<u>-341.85</u>
EFT	Liability Check	09/30/2025	Aflac	MCY18	101 - Operating Checking	-188.72	
				MCY18	Aflac	188.72	-188.72
TOTAL						<u>188.72</u>	<u>-188.72</u>
EFT	Bill Pmt -Check	09/12/2025	Gordon Flesch		101 - Operating Checking	-27.05	
IN15303377	Bill	09/07/2025		St 2 Copies	740 - Office Equipment (expense)	10.73	-10.73
IN15306418	Bill	09/10/2025		St 1 Copies	740 - Office Equipment (expense)	16.32	-16.32
TOTAL						<u>27.05</u>	<u>-27.05</u>
EFT	Bill Pmt -Check	09/12/2025	Kwik Trip Extended Network	Aug Fuel	101 - Operating Checking	-605.72	
	Bill	08/31/2025		Aug Fuel	831 - Fuel	605.72	-605.72
TOTAL						<u>605.72</u>	<u>-605.72</u>
EFT	Bill Pmt -Check	09/12/2025	Madison Graphics Company LLC	Wrap fix	101 - Operating Checking	-250.00	
25-00590	Bill	09/08/2025		Wrap fix	829 - Vehicle Maintenance	250.00	-250.00
TOTAL						<u>250.00</u>	<u>-250.00</u>
EFT	Liability Check	09/19/2025	Bank of Deerfield		101 - Operating Checking	-34,607.99	
					Direct Deposit Liability	33,975.03	-33,975.03
					Direct Deposit Liability	632.96	-632.96
TOTAL						<u>34,607.99</u>	<u>-34,607.99</u>

**Deer Grove EMS District
Bill Payment Detail
September 2025**

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
22561	Liability Check	09/19/2025	Fire Fighters Local 311		101 - Operating Checking	-502.11	
					Local 311 Dues	502.11	-502.11
TOTAL						502.11	-502.11
EFT	Liability Check	09/19/2025	Wisconsin Deferred Compensation	98971-01	101 - Operating Checking	-1,353.55	
				98971-01	WI Deferred Comp Liability	855.00	-855.00
				98971-01	WI Deferred Comp Liability	498.55	-498.55
TOTAL						1,353.55	-1,353.55
EFT	Liability Check	09/23/2025	EFTTPS	39-1293690	101 - Operating Checking	-11,932.16	
				39-1293690	224 - FICA/Fed Payable	4,281.00	-4,281.00
				39-1293690	2242 - FICA/Fed Payable-ER	3,100.46	-3,100.46
				39-1293690	2241 - FICA/Fed Payable-EE	3,100.46	-3,100.46
				39-1293690	2242 - FICA/Fed Payable-ER	725.12	-725.12
				39-1293690	2241 - FICA/Fed Payable-EE	725.12	-725.12
TOTAL						11,932.16	-11,932.16
EFT	Liability Check	09/30/2025	Employee Trust Funds	5300000	101 - Operating Checking	-20,568.11	
				5300000	2272 - Employer Share WRS	14,058.62	-14,058.62
				5300000	2271 - Employee Share WRS	6,509.49	-6,509.49
TOTAL						20,568.11	-20,568.11
22552	Liability Check	09/17/2025	Delta Dental		101 - Operating Checking	-460.00	
					Supplemental Dental	395.96	-395.96
					Supplemental Vision	64.04	-64.04
TOTAL						460.00	-460.00
22553	Bill Pmt -Check	09/17/2025	4imprint	PR Items	101 - Operating Checking	-491.39	
14187746	Bill	09/02/2025		PR Items	790 - Publicity and Advertising	491.39	-491.39
TOTAL						491.39	-491.39
22554	Bill Pmt -Check	09/17/2025	Ace Hardware	No Smoking Decal/Tension Rod	101 - Operating Checking	-28.58	
	Bill	08/31/2025		No Smoking Decal/Tension Rod	829 - Vehicle Maintenance	28.58	-28.58
TOTAL						28.58	-28.58
22555	Bill Pmt -Check	09/17/2025	AT&T Mobility		101 - Operating Checking	-207.78	
287309122157X090125	Bill	08/23/2025		M81 Jetpack	770 - Communications	31.99	-31.99

**Deer Grove EMS District
Bill Payment Detail
September 2025**

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
				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	9.42	-9.42
				M81 Phone	770 · Communications	9.42	-9.42
				M78 Phone	770 · Communications	9.42	-9.42
				C79 Phone	770 · Communications	9.42	-9.42
				Chief Cellphone	770 · Communications	42.14	-42.14
TOTAL						<u>207.78</u>	<u>-207.78</u>
22556	Bill Pmt -Check	09/17/2025	Bound Tree Medical, LLC		101 · Operating Checking	-193.10	
85918932	Bill	09/15/2025	Cottage Grove Police Dept.	AED Pads	850 · Medical Supplies	51.61	-51.61
85918933	Bill	09/15/2025	Cottage Grove Police Dept.	AED Battery	850 · Medical Supplies	141.49	-141.49
TOTAL						<u>193.10</u>	<u>-193.10</u>
22557	Bill Pmt -Check	09/17/2025	Jackson Lewis P.C.	CBA/Vol Stipend/Personnel Issue/Emails with Severson	101 · Operating Checking	-2,520.00	
8875539	Bill	09/12/2025	Village of Cottage Grove{c}	CBA/Vol Stipend/Personnel Issue	880 · Legal Fees	2,304.00	-2,304.00
				Emails with Severson	880 · Legal Fees	216.00	-216.00
TOTAL						<u>2,520.00</u>	<u>-2,520.00</u>
22558	Bill Pmt -Check	09/17/2025	Life-Assist, Inc.		101 · Operating Checking	-808.98	
1633430	Bill	09/02/2025		First Aid Kit Supplies - Cummings	850 · Medical Supplies	253.00	-253.00
1635277	Bill	09/08/2025		Misc Medical Supplies	850 · Medical Supplies	555.98	-555.98
TOTAL						<u>808.98</u>	<u>-808.98</u>
22559	Bill Pmt -Check	09/17/2025	Madison Emergency Physicians, S.C.	Sep Med Direction	101 · Operating Checking	-1,000.00	
INV1806	Bill	09/08/2025		Sep Med Direction	728 · Medical Director Fee	1,000.00	-1,000.00
TOTAL						<u>1,000.00</u>	<u>-1,000.00</u>
22560	Bill Pmt -Check	09/17/2025	Penn Care, Inc.		101 · Operating Checking	-943.83	
M147169	Bill	09/10/2025		Misc Medical Supplies	850 · Medical Supplies	409.95	-409.95
M147724	Bill	09/16/2025		Misc Medical Supplies	850 · Medical Supplies	320.00	-320.00
M147789	Bill	09/16/2025		Misc Medical Supplies	850 · Medical Supplies	213.88	-213.88
TOTAL						<u>943.83</u>	<u>-943.83</u>
22562	Bill Pmt -Check	09/17/2025	Hastings Air-Energy Control, Inc	Tailpipe adaptor	101 · Operating Checking	-326.14	
PS-I0014479	Bill	09/12/2025		Tailpipe adaptor	829 · Vehicle Maintenance	326.14	-326.14
TOTAL						<u>326.14</u>	<u>-326.14</u>

**Deer Grove EMS District
Bill Payment Detail
September 2025**

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
EFT	Liability Check	09/29/2025	Wisconsin Department of Revenue	036-0000519180-02	101 - Operating Checking	-2,027.93	
				036-0000519180-02	225 - State Withholding	2,027.93	-2,027.93
TOTAL						2,027.93	-2,027.93
EFT	Liability Check	09/23/2025	Employee Trust Funds	5300000	101 - Operating Checking	-20,803.46	
				5300000	Health Insurance Liability - ER	17,752.38	-17,752.38
				5300000	Health Insurance Liability - EE	3,051.08	-3,051.08
TOTAL						20,803.46	-20,803.46
22563	Liability Check	09/30/2025	Globe Life Liberty National	29251	101 - Operating Checking	-883.86	
				29251	Liberty National	20.84	-20.84
				29251	Liberty National	863.02	-863.02
TOTAL						883.86	-883.86
EFT	Bill Pmt -Check	09/30/2025	GFC Leasing WI	St 1 Lease	101 - Operating Checking	-123.93	
I01055811	Bill	09/21/2025		St 1 Lease	740 - Office Equipment (expense)	123.93	-123.93
TOTAL						123.93	-123.93
EFT	Bill Pmt -Check	09/30/2025	Airgas USA, LLC		101 - Operating Checking	-284.89	
5518655386	Bill	08/31/2025		O2	850 - Medical Supplies	94.76	-94.76
9164779100	Bill	09/11/2025		O2	850 - Medical Supplies	190.13	-190.13
TOTAL						284.89	-284.89
22564	Bill Pmt -Check	09/30/2025	Bell Motors Inc	Keys - Stitch	101 - Operating Checking	-174.66	
22468	Bill	09/26/2025		Keys - Stitch	829 - Vehicle Maintenance	174.66	-174.66
TOTAL						174.66	-174.66
22565	Bill Pmt -Check	09/30/2025	Forward Pharmacy	August meds	101 - Operating Checking	-200.00	
	Bill	08/31/2025		August meds	850 - Medical Supplies	200.00	-200.00
TOTAL						200.00	-200.00
22566	Bill Pmt -Check	09/30/2025	Life-Assist, Inc.		101 - Operating Checking	-107.76	
1640575	Bill	09/24/2025		Misc Medical Supplies	850 - Medical Supplies	53.88	-53.88
1641541	Bill	09/26/2025		Misc Medical Supplies	850 - Medical Supplies	53.88	-53.88
TOTAL						107.76	-107.76

**Deer Grove EMS District
Bill Payment Detail
September 2025**

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
22567	Bill Pmt -Check	09/30/2025	Medline Industries, LP		101 - Operating Checking	-32.63	
2352572184	Bill	01/11/2025		Misc Medical Supplies	850 - Medical Supplies	15.90	-15.90
2362531992	Bill	03/21/2025		Misc Medical Supplies	850 - Medical Supplies	16.73	-16.73
TOTAL						32.63	-32.63
22568	Bill Pmt -Check	09/30/2025	Penn Care, Inc.		101 - Operating Checking	-480.26	
M148440	Bill	09/23/2025		Misc Medical Supplies	850 - Medical Supplies	477.15	-477.15
M147169.01	Bill	09/23/2025		Misc Medical Supplies	850 - Medical Supplies	3.11	-3.11
TOTAL						480.26	-480.26
22569	Bill Pmt -Check	09/30/2025	Piggly Wiggly	Misc food	101 - Operating Checking	-14.50	
	Bill	09/01/2025		Misc food	810 - EMT Recognition	14.50	-14.50
TOTAL						14.50	-14.50
22570	Bill Pmt -Check	09/30/2025	Society Insurance	Work Comp	101 - Operating Checking	-4,486.97	
	Bill	09/12/2025		Work Comp	722 - Workmans Comp	4,486.97	-4,486.97
TOTAL						4,486.97	-4,486.97
22571	Bill Pmt -Check	09/30/2025	US Bank		101 - Operating Checking	-2,415.62	
	Bill	09/30/2025		One Card - Office Use Only		1,111.73	-1,111.73
	Bill	09/30/2025		One Card - Mandy Cysiewski		174.08	-174.08
	Bill	09/30/2025		One Card - Lisa Antoniewicz		231.00	-231.00
	Bill	09/30/2025		One Card - Eric Lang		898.81	-898.81
TOTAL						2,415.62	-2,415.62
22572	Bill Pmt -Check	09/30/2025	Utilitac	First Response Vehicle	101 - Operating Checking	-47,898.99	
INV/2025/00369	Bill	09/23/2025		First Response Vehicle	845 - Capital Purchase	47,898.99	-47,898.99
TOTAL						47,898.99	-47,898.99
22573	Bill Pmt -Check	09/30/2025	ZOLL Medical Corporation	Cardiac Monitor PM - 5 years - 9/1/25 - 8/31/2030	101 - Operating Checking	-4,875.00	
91000855	Bill	09/16/2025		Cardiac Monitor PM - 9/1/25 - 12/31/25	840 - Equipment/Non-Disposable	325.00	-325.00
				Cardiac Monitor PM - 1/1/26 - 8/31/2030	1502 - Prepaid Expenses	4,550.00	-4,550.00
TOTAL						4,875.00	-4,875.00
	Bill Pmt -CCard	09/01/2025	Dane County Dept. of Emergency Mgmt	July Meds	One Card - Office Use Only	-913.75	

Deer Grove EMS District
Bill Payment Detail
September 2025

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
46993	Bill	08/27/2025		July Meds	850 - Medical Supplies	913.75	-913.75
TOTAL						913.75	-913.75
	Bill Pmt -CCard	09/30/2025	TDS	October Internet	One Card - Office Use Only	-179.00	
	Bill	09/22/2025		October Internet	770 - Communications	179.00	-179.00
TOTAL						179.00	-179.00
	Bill Pmt -CCard	09/30/2025	Dane County Dept. of Emergency Mgmt	August meds	One Card - Office Use Only	-658.91	
47135	Bill	09/23/2025		August meds	850 - Medical Supplies	658.91	-658.91
TOTAL						658.91	-658.91

Deer Grove EMS District Credit Card Purchases

September 2025

Date	Source Name	Memo	Split	Amount
301 - One Card				
One Card - Eric Lang				
09/02/2025	Lodge Kohler	EMSpire Hotel Nov 2025	725 · Staff Continuing Educat...	139.00
09/02/2025	Embroidery Professionals	Logo on shirts	860 · Clothing	144.00
09/02/2025	USPS	Shipping costs	770 · Communications	11.00
09/04/2025	PSC Compliance	Placard Holder	829 · Vehicle Maintenance	49.29
09/10/2025	ProClip USA	Mount	829 · Vehicle Maintenance	175.74
09/16/2025	ProClip USA	Mount	829 · Vehicle Maintenance	94.98
09/18/2025	Antenna Gear LLC	Antenna	829 · Vehicle Maintenance	270.49
Total One Card - Eric Lang				884.50
One Card - Lisa Antoniewicz				
09/23/2025	MATC - EMS Programs	CPR Cards - 11	791 · Training Center Expense	231.00
Total One Card - Lisa Antoniewicz				231.00
One Card - Mandy Cysiewski				
09/06/2025	Thrift Books Global LLC	Leadership books	725 · Staff Continuing Educat...	68.28
09/08/2025	Amazon.com	Bumper Hitch Cover	829 · Vehicle Maintenance	30.10
09/24/2025	Amazon.com	Paper Towels	-SPLIT-	75.70
Total One Card - Mandy Cysiewski				174.08
Total 301 · One Card				1,289.58
TOTAL				1,289.58

Deer Grove EMS District Payroll Transaction Detail September 2025

Date	Num	Type	Source Name	Payroll Item	Qty	Amount	
09/19/2025	DD	Paycheck	Anders, Devon C	Weekday Stipend	12	216.00	
				Weekend Stipend	18	324.00	
						540.00	
09/05/2025	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	27	1,010.34	
				Antoniewicz, Lisa M	Overtime Hourly Rate	6.25	350.81
				Antoniewicz, Lisa M	Regular Hourly Rate	48	1,796.16
				Antoniewicz, Lisa M	Vacation Hourly Rate	5	187.10
				Antoniewicz, Lisa M	Vacation OT Hourly Rate	8	449.04
						3,793.45	
09/19/2025	DD	Paycheck	Antoniewicz, Lisa M	Vacation Hourly Rate	27	1,010.34	
				Antoniewicz, Lisa M	Regular Hourly Rate	13	486.46
				Antoniewicz, Lisa M	Regular Hourly Rate	40	1,496.80
				Antoniewicz, Lisa M	Overtime Hourly Rate	8	449.04
				Antoniewicz, Lisa M	Overtime Hourly Rate	12.75	715.66
						4,158.30	
09/05/2025	DD	Paycheck	Bedford, Isaac P	Regular Hourly Rate	80	1,812.00	
				Bedford, Isaac P	Overtime Hourly Rate	16	543.68
						2,355.68	
09/19/2025	DD	Paycheck	Bedford, Isaac P	Regular Hourly Rate	40	906.00	
				Bedford, Isaac P	Overtime Hourly Rate	8	271.84
				Bedford, Isaac P	Holiday Hourly Rate	24	903.60
						2,081.44	
09/05/2025	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	62	1,938.12	
				Belden, Elliott H	Overtime Hourly Rate	10	468.90
				Belden, Elliott H	Vacation Hourly Rate	16	500.16
				Belden, Elliott H	Vacation OT Hourly Rate	8	375.12
				Belden, Elliott H	Regular Hourly Rate	2	62.52
						3,344.82	
09/19/2025	DD	Paycheck	Belden, Elliott H	Vacation Hourly Rate	40	1,250.40	
				Belden, Elliott H	Vacation OT Hourly Rate	8	375.12
				Belden, Elliott H	Regular Hourly Rate	24	750.24
						2,375.76	

Deer Grove EMS District Payroll Transaction Detail September 2025

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
09/05/2025	DD	Paycheck	Berg, Elisabeth C	Regular Hourly Rate	71	1,608.15
			Berg, Elisabeth C	Overtime Hourly Rate	30.5	1,036.39
			Berg, Elisabeth C	Regular Hourly Rate	7	158.55
			Berg, Elisabeth C	Regular Hourly Rate	2	45.30
						2,848.39
09/19/2025	DD	Paycheck	Berg, Elisabeth C	Regular Hourly Rate	56	1,268.40
			Berg, Elisabeth C	Overtime Hourly Rate	16.75	569.17
			Berg, Elisabeth C	Holiday Hourly Rate	24	903.60
						2,741.17
09/05/2025	DD	Paycheck	Bischel, Elisabeth A	Overtime Hourly Rate	8	279.04
			Bischel, Elisabeth A	Regular Hourly Rate	77	1,790.25
			Bischel, Elisabeth A	Overtime Hourly Rate	11	383.68
			Bischel, Elisabeth A	Regular Hourly Rate	3	69.75
						2,522.72
09/19/2025	DD	Paycheck	Bischel, Elisabeth A	Regular Hourly Rate	64	1,488.00
			Bischel, Elisabeth A	Overtime Hourly Rate	8	279.04
						1,767.04
09/19/2025	DD	Paycheck	Byrnes, Stephanie K	Regular Hourly Rate	12	282.00
			Byrnes, Stephanie K	Overtime Hourly Rate	6.5	229.13
						511.13
09/05/2025	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	64	2,000.64
			Cummings, Ross E	Overtime Hourly Rate	8	375.12
			Cummings, Ross E	Vacation Hourly Rate	16	500.16
			Cummings, Ross E	Vacation OT Hourly Rate	8	375.12
						3,251.04
09/19/2025	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	54	1,688.04
			Cummings, Ross E	Overtime Hourly Rate	8	375.12
			Cummings, Ross E	Vacation Hourly Rate	12	375.12
						2,438.28
09/05/2025	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	28.5	672.89
			Cysiewski, Mandy J	Sick Hourly Rate	3.5	82.64
						755.53

Deer Grove EMS District Payroll Transaction Detail September 2025

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
09/19/2025	DD	Paycheck	Cysiewski, Mandy J Cysiewski, Mandy J	Regular Hourly Rate	29.25	690.59
				Holiday Hourly Rate	3.2	75.55
						766.14
09/19/2025	DD	Paycheck	Doherty, Matthew T Doherty, Matthew T	Weekday Stipend	4	72.00
				Training Attendance Stipend	1	18.00
						90.00
09/05/2025	DD	Paycheck	Fedorowicz, Samantha E	Regular Hourly Rate	2	47.00
09/05/2025	DD	Paycheck	Goth, Kevin J Goth, Kevin J Goth, Kevin J Goth, Kevin J	Sick Hourly Rate	24	543.60
				Vacation Hourly Rate	16	362.40
				Vacation OT Hourly Rate	8	271.84
				Regular Hourly Rate	24	543.60
						1,721.44
09/19/2025	DD	Paycheck	Goth, Kevin J Goth, Kevin J	Regular Hourly Rate	80	1,812.00
				Overtime Hourly Rate	15	509.70
						2,321.70
09/19/2025	DD	Paycheck	Hankins, Jefferson W Hankins, Jefferson W	Regular Hourly Rate	3	70.50
				Regular Hourly Rate	2	47.00
						117.50
09/19/2025	DD	Paycheck	Hartman, Michael D Hartman, Michael D	Weekday Stipend	1	18.00
				Training Attendance Stipend	1	18.00
						36.00
09/05/2025	DD	Paycheck	Hesseling, Sarah M Hesseling, Sarah M Hesseling, Sarah M	Regular Hourly Rate	69	1,604.25
				Overtime Hourly Rate	10	348.80
				Regular Hourly Rate	2	46.50
						1,999.55
09/19/2025	DD	Paycheck	Hesseling, Sarah M Hesseling, Sarah M Hesseling, Sarah M	Regular Hourly Rate	78.5	1,825.13
				Overtime Hourly Rate	20.5	715.04
				Regular Hourly Rate	0.5	11.63
						2,551.80

Deer Grove EMS District Payroll Transaction Detail September 2025

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>	
09/05/2025	DD	Paycheck	Hinchley, Clairissa K	Regular Hourly Rate	78	1,906.32	
				Hinchley, Clairissa K	Overtime Hourly Rate	30	1,099.80
				Hinchley, Clairissa K	Overtime Hourly Rate	6.25	229.13
				Hinchley, Clairissa K	Regular Hourly Rate	2	48.88
						3,284.13	
09/19/2025	DD	Paycheck	Hinchley, Clairissa K	Regular Hourly Rate	64.75	1,582.49	
				Hinchley, Clairissa K	Overtime Hourly Rate	8	293.28
						1,875.77	
09/05/2025	DD	Paycheck	Hromatko, Cory D	Regular Hourly Rate	64	1,673.60	
				Hromatko, Cory D	Overtime Hourly Rate	8	313.84
				Hromatko, Cory D	Regular Hourly Rate	7	183.05
				Hromatko, Cory D	Regular Hourly Rate	1.5	39.23
				Hromatko, Cory D	Vacation Hourly Rate	7.5	196.13
				Hromatko, Cory D	Vacation OT Hourly Rate	15	588.45
						2,994.30	
09/19/2025	DD	Paycheck	Hromatko, Cory D	Regular Hourly Rate	64	1,673.60	
				Hromatko, Cory D	Overtime Hourly Rate	8	313.84
						1,987.44	
09/19/2025	DD	Paycheck	Hummel, Madison T	Weekday Stipend	5	90.00	
09/19/2025	DD	Paycheck	Kaiser, Christopher N	Regular Hourly Rate	12	282.00	
09/19/2025	DD	Paycheck	Kim, Maeve N	Weekday Stipend	4	72.00	
09/19/2025	DD	Paycheck	Klemm, Colton S	Regular Hourly Rate	12	282.00	
09/19/2025	DD	Paycheck	Krszjzaniek, Kiana L	Weekday Stipend	10	180.00	
				Krszjzaniek, Kiana L	Weekend Stipend	4	72.00
				Krszjzaniek, Kiana L	Training Attendance Stipend	1	18.00
						270.00	
09/19/2025	DD	Paycheck	Kuhn, Alyssa A	Weekday Stipend	1	18.00	
						18.00	

Deer Grove EMS District Payroll Transaction Detail September 2025

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
09/05/2025	DD	Paycheck	Lang, Eric A	Salary	80	4,291.15
						4,291.15
09/19/2025	DD	Paycheck	Lang, Eric A	Salary	65.5	3,513.37
			Lang, Eric A	Holiday Salary	8	429.12
			Lang, Eric A	Vacation Salary	6.5	348.66
						4,291.15
09/05/2025	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	40	1,250.40
			Lasko, Wendy J	Overtime Hourly Rate	8	375.12
			Lasko, Wendy J	Overtime Hourly Rate	1.5	70.34
			Lasko, Wendy J	Sick Hourly Rate	24	750.24
						2,446.10
09/19/2025	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	80	2,500.80
			Lasko, Wendy J	Overtime Hourly Rate	40	1,875.60
						4,376.40
09/05/2025	DD	Paycheck	Lesson, Aubree R	Regular Hourly Rate	24	564.00
			Lesson, Aubree R	Regular Hourly Rate	2	47.00
						611.00
09/19/2025	DD	Paycheck	Lesson, Aubree R	Regular Hourly Rate	40	940.00
						940.00
09/05/2025	DD	Paycheck	McMullen, Jeremy B	Regular Hourly Rate	25	587.50
			McMullen, Jeremy B	Regular Hourly Rate	2	47.00
						634.50
09/19/2025	DD	Paycheck	McMullen, Jeremy B	Regular Hourly Rate	40	940.00
			McMullen, Jeremy B	Regular Hourly Rate	1	23.50
						963.50
09/05/2025	DD	Paycheck	Meier, Easton C	Regular Hourly Rate	75	1,698.75
			Meier, Easton C	Overtime Hourly Rate	8	271.84
			Meier, Easton C	Regular Hourly Rate	4	90.60
						2,061.19

Deer Grove EMS District Payroll Transaction Detail September 2025

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
09/19/2025	DD	Paycheck	Meier, Easton C	Regular Hourly Rate	46	1,041.90
				Overtime Hourly Rate	8	271.84
				Vacation Hourly Rate	10	226.50
				Vacation OT Hourly Rate	8	271.84
				Holiday Hourly Rate	24	903.60
						2,715.68
09/05/2025	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	30.25	811.61
				Overtime Hourly Rate	8	322.00
				Vacation Hourly Rate	31.25	838.44
				Regular Hourly Rate	2.5	67.08
		2,039.13				
09/19/2025	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	52	1,395.16
				Overtime Hourly Rate	8	322.00
				Vacation Hourly Rate	12	321.96
				Holiday Hourly Rate	16	669.28
				Holiday OT Rate	8	442.00
						3,150.40
09/05/2025	DD	Paycheck	Naviaux, William T	Regular Hourly Rate	8	188.00
				Overtime Hourly Rate	6.25	220.31
		408.31				
09/19/2025	DD	Paycheck	Naviaux, William T	Overtime Hourly Rate	6	211.50
				Regular Hourly Rate	36	846.00
		1,057.50				
09/05/2025	DD	Paycheck	Nicholson, MaryClaire	Regular Hourly Rate	11	258.50
						258.50
09/19/2025	DD	Paycheck	Perez, Lauren N	Weekday Stipend	3	54.00
				Training Attendance Stipend	1	18.00
						72.00
09/05/2025	DD	Paycheck	Rabbitt, Emilie S	Regular Hourly Rate	66.5	1,506.23
				Overtime Hourly Rate	32	1,087.36
				Sick Hourly Rate	13.5	305.78
				Sick OT Hourly Rate	8	271.84
						3,171.21

Deer Grove EMS District Payroll Transaction Detail September 2025

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
09/19/2025	DD	Paycheck	Rabbitt, Emilie S	Regular Hourly Rate	73	1,653.45
			Rabbitt, Emilie S	Overtime Hourly Rate	8	271.84
						1,925.29
09/05/2025	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	24	564.00
						564.00
09/19/2025	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	12	282.00
						282.00
09/19/2025	DD	Paycheck	Roman, Jennifer A	Regular Hourly Rate	6	141.00
						141.00
09/05/2025	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	76	1,857.44
			Salov, Courtney A	Overtime Hourly Rate	14.25	522.41
			Salov, Courtney A	Regular Hourly Rate	2	48.88
						2,428.73
09/19/2025	DD	Paycheck	Salov, Courtney A	Overtime Hourly Rate	20.5	751.53
			Salov, Courtney A	Regular Hourly Rate	80	1,955.20
			Salov, Courtney A	Overtime Hourly Rate	8	293.28
						3,000.01
09/05/2025	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	40	1,168.40
			Sanders, Seth C	Overtime Hourly Rate	8	350.56
						1,518.96
09/19/2025	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	24	701.04
						701.04
09/05/2025	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	12	282.00
						282.00
09/19/2025	DD	Paycheck	Severson, Erik L	Weekday Stipend	3	54.00
						54.00
09/19/2025	DD	Paycheck	Tucker, Trenten M	Weekday Stipend	16	288.00
			Tucker, Trenten M	Weekend Stipend	10	180.00
			Tucker, Trenten M	Training Attendance Stipend	1	18.00
						486.00

**Deer Grove EMS District
Payroll Transaction Detail
September 2025**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
09/05/2025	DD	Paycheck	Walker, Kathryn B	Regular Hourly Rate	23	540.50
						540.50
09/05/2025	DD	Paycheck	Woodstock, Steven R	Regular Hourly Rate	60	1,410.00
			Woodstock, Steven R	Regular Hourly Rate	2	47.00
						1,457.00
09/19/2025	DD	Paycheck	Woodstock, Steven R	Regular Hourly Rate	4	94.00
						94.00
TOTAL						103,253.77

8:13 PM

10/08/25

Accrual Basis

Deer Grove EMS District
Member expenses and reimbursements through payroll
As of September 30, 2025

Type	Date	Num	Name	Memo	Amount
1512 · Member Personal Expenses Due					
Total 1512 · Member Personal Expenses Due					
Member Reimbursements Payable					
Paycheck	09/19/2025	DD	Doherty, Matthew T		175.00
Paycheck	09/19/2025	DD	Lang, Eric A		35.14
Paycheck	09/19/2025	DD	Lasko, Wendy J		45.00
Total Member Reimbursements Payable					<u>255.14</u>
TOTAL					<u><u>255.14</u></u>

8:14 PM
10/08/25

Deer Grove EMS District
Deposit Detail
September 2025

Type	Date	Name	Memo	Account	Amount
General Journal	09/30/2025	EMSMC	Payment Received - Overpayment Returns - Sep	105 · Bank First	81,496.72
		EMSMC	Payment Received - Overpayment Returns - Sep	1210 · Lifequest Receivables	-81,496.72
TOTAL					-81,496.72
General Journal	09/30/2025		Payment received with no paperwork	105 · Bank First	10,136.66
			Payment received with no paperwork	Lifequest Deposit Adjustments	-10,136.66
TOTAL					-10,136.66
Deposit	09/02/2025		Deposit	103 · Savings bank of Deerfield	1,321.00
Payment	09/01/2025	Madison United Rugby		1499 · Undeposited Funds	-1,315.00
Sales Receipt	09/01/2025	Kerri Hewitt		1499 · Undeposited Funds	-6.00
TOTAL					-1,321.00
Deposit	09/22/2025		Deposit	103 · Savings bank of Deerfield	1,125.00
Payment	09/22/2025	Madison Fire Department		1499 · Undeposited Funds	-1,125.00
TOTAL					-1,125.00
Deposit	09/30/2025		Interest	103 · Savings bank of Deerfield	2,644.92
			Interest	640 · Interest Earned	-2,644.92
TOTAL					-2,644.92
Deposit	09/30/2025		Interest	101 · Operating Checking	1.64
			Interest	640 · Interest Earned	-1.64
TOTAL					-1.64

Aging Summary Report

2023	Billable Units	Current	31-60 days	61-90 days	91-120	121-180	Over 180	Total	Write Offs	Deposit from Collections
January	265	130,043.61	77,880.50	45,075.56	31,707.38	38,247.34	28,589.01	351,543.40		73,134.61
February	253	93,581.08	93,738.21	45,110.09	42,314.46	34,174.44	29,830.71	338,748.99		48,227.26
March	227	111,047.58	61,946.44	55,851.06	30,215.30	25,812.40	31,036.11	315,908.89		69,618.49
April	219	96,688.36	72,466.82	27,589.92	39,567.14	30,496.00	29,871.91	296,680.15		82,064.86
May	175	51,617.71	89,968.10	24,880.41	21,517.44	23,750.50	31,486.81	243,220.97		60,177.00
June	209	111,483.98	52,726.06	47,086.22	17,359.14	14,543.80	24,242.91	267,442.11		81,810.86
July	207	110,484.17	50,486.25	22,972.99	30,400.33	13,641.54	24,694.91	252,680.19		76,225.26
August	213	127,575.41	72,570.90	19,352.39	14,911.00	21,262.44	27,351.01	283,023.15		85,847.62
September	189	77,786.78	57,614.81	46,799.82	18,908.29	18,959.20	32,027.65	252,096.55		55,464.57
October	210	88,718.75	71,557.23	27,697.34	29,332.24	16,718.60	36,429.45	270,453.61		74,060.02
November	221	106,498.41	57,976.40	32,098.38	23,151.90	18,557.85	38,291.65	276,574.59		63,910.48
December	254	112,124.45	111,890.52	27,858.23	23,664.44	19,527.35	43,722.05	338,787.04		55,342.07
<hr/>										
									0.00	825,883.10

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		127,134.22
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
<hr/>										
									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										
November										
December										
<hr/>										
									0.00	768,635.24

PREPARED FOR DEER GROVE EMS DISTRICT

By:

EMS | MC

EMS MANAGEMENT & CONSULTANTS

RESULTS | SERVICE | COMMUNITY

12 MONTH DATE OF SERVICE ANALYSIS

Primary Payor Mix
6-12 Month Mature Average

Primary Payor	% of Trips
Medicare	25%
Medicare Advantage	29%
Insurance	19%
Medicaid	4%
Medicaid MCO	10%
Patient	9%
Facility	1%
Other Govt. Payers	0%
TPL	2%

Net Collection Percentages
6-12 Month Mature Average

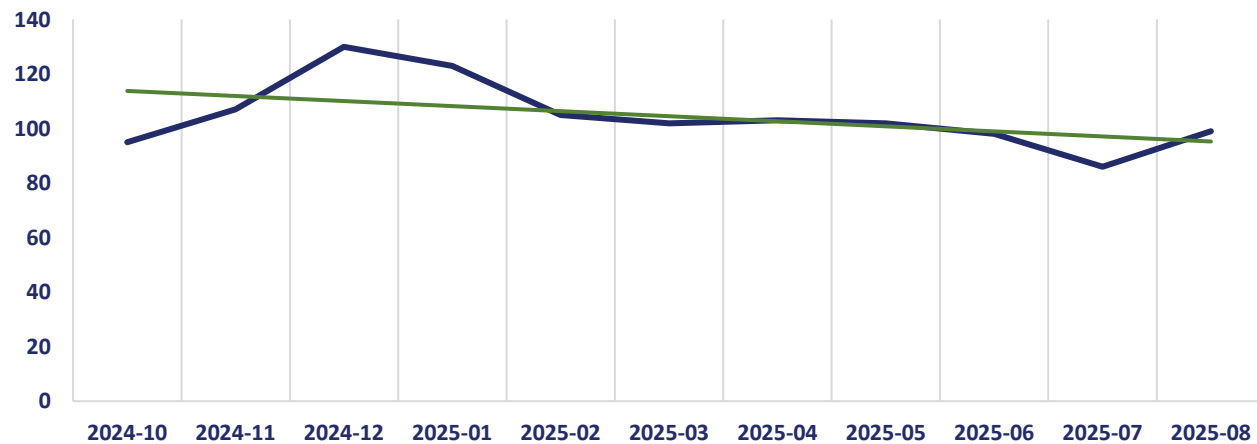
Primary Payor	Coll %
Medicare	95%
Medicare Advantage	84%
Insurance	68%
Medicaid	88%
Medicaid MCO	89%
Patient	12%
Facility	84%
Other Govt. Payers	95%
TPL	36%
Overall 6-12m	68%

Cash Per Trip
6-12 Month Mature Average

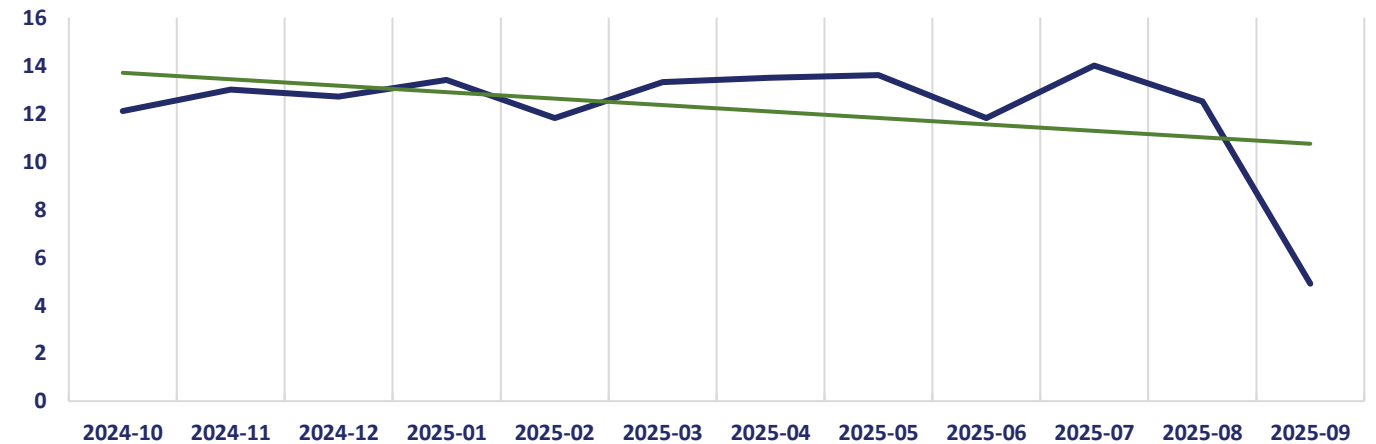
Primary Payor	CPT
Medicare	\$ 604.91
Medicare Advantage	\$ 660.11
Insurance	\$ 1,404.47
Medicaid	\$ 375.07
Medicaid MCO	\$ 728.56
Patient	\$ 217.52
Facility	\$ 484.30
Other Govt. Payers	\$ 1,381.13
TPL	\$ 628.25
Overall 6-12m	\$ 747.39

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 %
2024-10	95	188,431.30	98,395.33	90,035.97	(0.33)	73,899.28	9,083.20	655.56	7,709.38	1,983.49	947.75	770.99	81.3%
2024-11	107	216,406.00	115,075.15	101,330.85	-	76,037.34	9,435.76	427.09	16,284.84	2,022.49	947.02	706.64	74.6%
2024-12	130	257,787.60	113,378.84	144,408.76	(0.86)	96,103.19	10,531.38	232.64	38,007.69	1,982.98	1,110.84	737.47	66.4%
2025-01	123	258,491.80	113,488.07	145,003.73	30.67	91,424.78	3,388.86	-	50,159.42	2,101.56	1,178.89	743.29	63.0%
2025-02	105	206,237.00	82,266.36	123,970.64	(75.34)	73,274.11	3,148.40	320.00	47,943.47	1,964.16	1,180.67	694.80	58.8%
2025-03	102	216,414.70	97,864.27	118,550.43	-	85,666.65	-	-	32,883.78	2,121.71	1,162.26	839.87	72.3%
2025-04	103	216,548.20	95,221.91	121,326.29	(2.69)	73,414.70	-	733.92	48,648.20	2,102.41	1,177.93	705.64	59.9%
2025-05	102	218,795.90	87,472.96	131,322.94	(11.17)	70,683.12	-	121.17	60,772.16	2,145.06	1,287.48	691.78	53.7%
2025-06	98	195,430.60	66,837.06	128,593.54	(0.43)	65,263.59	-	-	63,330.38	1,994.19	1,312.18	665.96	50.8%
2025-07	86	183,663.90	71,448.94	112,214.96	-	46,234.24	-	-	65,980.72	2,135.63	1,304.83	537.61	41.2%
2025-08	99	201,339.30	44,531.32	156,807.98	-	31,031.92	-	-	125,776.06	2,033.73	1,583.92	313.45	19.8%
2025-09	74	137,698.80	12,789.35	124,909.45	-	4,579.71	-	-	120,329.74	1,860.79	1,687.97	61.89	3.7%
Totals	1,224	2,497,245.10	998,769.56	1,498,475.54	(60.15)	787,612.63	35,587.60	2,490.38	677,825.84	2,040.23	1,224.24	641.44	52.4%

Trip Count Trend - Excluding Current Month



Average Loaded Miles



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 %
2024-10	30	59,627.60	40,586.68	19,040.92	(0.33)	17,546.72	700.00	35.60	830.13	1,987.59	634.70	583.70	92.0%
2024-11	34	72,659.40	50,753.85	21,905.55	-	20,932.64	-	127.09	1,100.00	2,137.04	644.28	611.93	95.0%
2024-12	24	49,760.70	34,792.68	14,968.02	-	14,968.02	-	-	-	2,073.36	623.67	623.67	100.0%
2025-01	31	63,748.50	43,863.86	19,884.64	-	17,611.79	822.66	-	1,450.19	2,056.40	641.44	568.12	88.6%
2025-02	24	43,161.00	28,334.62	14,826.38	-	14,599.38	-	30.00	257.00	1,798.38	617.77	607.06	98.3%
2025-03	25	52,848.10	37,027.48	15,820.62	-	16,158.28	-	-	(337.66)	2,113.92	632.82	646.33	102.1%
2025-04	37	80,047.80	56,329.08	23,718.72	-	22,960.65	-	119.50	877.57	2,163.45	641.05	617.33	96.3%
2025-05	29	58,714.40	39,101.12	19,613.28	-	18,126.98	-	121.17	1,607.47	2,024.63	676.32	620.89	91.8%
2025-06	19	41,581.80	28,412.33	13,169.47	-	10,697.98	-	-	2,471.49	2,188.52	693.13	563.05	81.2%
2025-07	15	32,056.50	21,963.31	10,093.19	-	8,690.58	-	-	1,402.61	2,137.10	672.88	579.37	86.1%
2025-08	22	45,942.10	25,399.07	20,543.03	-	9,223.04	-	-	11,319.99	2,088.28	933.77	419.23	44.9%
2025-09	27	51,085.70	9,526.00	41,559.70	-	3,349.36	-	-	38,210.34	1,892.06	1,539.25	124.05	8.1%
Totals	317	651,233.60	416,090.08	235,143.52	(0.33)	174,865.42	1,522.66	433.36	59,189.13	2,054.36	741.78	550.26	74.2%
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 %
2024-10	27	56,274.60	35,768.86	20,505.74	-	18,485.74	1,730.00	-	290.00	2,084.24	759.47	684.66	90.1%
2024-11	32	66,316.40	40,008.13	26,308.27	-	21,810.27	3,110.00	300.00	1,688.00	2,072.39	822.13	672.20	81.8%
2024-12	38	77,296.10	44,897.03	32,399.07	(0.86)	24,125.81	1,588.28	232.64	6,918.48	2,034.11	852.61	628.77	73.7%
2025-01	34	72,532.00	48,596.75	23,935.25	30.98	22,131.50	-	-	1,772.77	2,133.29	703.98	650.93	92.5%
2025-02	28	55,266.70	31,535.39	23,731.31	(0.34)	19,449.11	743.00	290.00	3,829.54	1,973.81	847.55	684.25	80.7%
2025-03	34	70,298.50	45,175.70	25,122.80	-	22,221.90	-	-	2,900.90	2,067.60	738.91	653.59	88.5%
2025-04	17	36,893.90	22,809.69	14,084.21	(0.14)	9,105.45	-	-	4,978.90	2,170.23	828.48	535.61	64.7%
2025-05	26	54,655.00	34,979.76	19,675.24	-	19,271.84	-	-	403.40	2,102.12	756.74	741.22	97.9%
2025-06	22	45,543.50	26,456.90	19,086.60	-	9,822.00	-	-	9,264.60	2,070.16	867.57	446.45	51.5%
2025-07	29	60,923.00	37,196.61	23,726.39	-	16,379.66	-	-	7,346.73	2,100.79	818.15	564.82	69.0%
2025-08	16	31,725.90	12,530.57	19,195.33	-	5,695.77	-	-	13,499.56	1,982.87	1,199.71	355.99	29.7%
2025-09	13	24,473.10	3,263.35	21,209.75	-	1,230.35	-	-	19,979.40	1,882.55	1,631.52	94.64	5.8%
Totals	316	652,198.70	383,218.74	268,979.96	29.64	189,729.40	7,171.28	822.64	72,872.28	2,063.92	851.20	597.81	70.2%
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 %
2024-10	13	30,002.20	3,148.70	26,853.50	-	20,953.77	1,118.00	-	4,781.73	2,307.86	2,065.65	1,611.83	78.0%
2024-11	12	23,497.00	-	23,497.00	-	15,453.62	2,559.56	-	5,483.82	1,958.08	1,958.08	1,287.80	65.8%
2024-12	28	59,845.70	62.04	59,783.66	-	39,528.15	2,144.50	-	18,111.01	2,137.35	2,135.13	1,411.72	66.1%
2025-01	33	70,213.90	2,055.81	68,158.09	(0.31)	44,334.48	-	-	23,823.92	2,127.69	2,065.40	1,343.47	65.0%
2025-02	22	43,084.50	-	43,084.50	(75.00)	24,363.77	-	-	18,795.73	1,958.39	1,958.39	1,107.44	56.5%
2025-03	21	45,333.70	-	45,333.70	-	36,542.39	-	-	8,791.31	2,158.75	2,158.75	1,740.11	80.6%
2025-04	27	55,933.60	-	55,933.60	(2.55)	33,410.64	-	614.42	23,139.93	2,071.61	2,071.61	1,214.67	58.6%
2025-05	23	55,770.50	1,268.97	54,501.53	-	25,050.86	-	-	29,450.67	2,424.80	2,369.63	1,089.17	46.0%
2025-06	31	69,725.30	3,143.46	66,581.84	-	40,052.25	-	-	26,529.59	2,249.20	2,147.80	1,292.01	60.2%
2025-07	17	38,685.20	-	38,685.20	-	8,041.98	-	-	30,643.22	2,275.60	2,275.60	473.06	20.8%
2025-08	26	50,366.80	-	50,366.80	-	10,788.07	-	-	39,578.73	1,937.18	1,937.18	414.93	21.4%
2025-09	9	21,176.90	-	21,176.90	-	-	-	-	21,176.90	2,352.99	2,352.99	-	0.0%
Totals	262	563,635.30	9,678.98	553,956.32	(77.86)	298,519.98	5,822.06	614.42	250,306.56	2,151.28	2,114.34	1,137.04	53.8%

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 %
2024-10	6	11,633.10	8,784.58	2,848.52	-	2,479.52	-	-	369.00	1,938.85	474.75	413.25	87.0%
2024-11	6	8,901.60	7,007.72	1,893.88	-	1,893.88	-	-	-	1,483.60	315.65	315.65	100.0%
2024-12	8	12,525.80	9,861.52	2,664.28	-	2,628.28	-	-	36.00	1,565.73	333.04	328.54	98.6%
2025-01	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-02	8	16,027.20	12,133.81	3,893.39	-	3,875.39	-	-	18.00	2,003.40	486.67	484.42	99.5%
2025-03	1	1,118.00	-	1,118.00	-	-	-	-	1,118.00	1,118.00	1,118.00	-	0.0%
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	4	4,909.80	3,025.45	1,884.35	-	778.35	-	-	1,106.00	1,227.45	471.09	194.59	41.3%
2025-06	2	1,445.00	634.00	811.00	-	72.00	-	-	739.00	722.50	405.50	36.00	8.9%
2025-07	3	4,911.50	3,722.84	1,188.66	-	1,139.66	-	-	49.00	1,637.17	396.22	379.89	95.9%
2025-08	2	4,351.00	-	4,351.00	-	-	-	-	4,351.00	2,175.50	2,175.50	-	0.0%
2025-09	1	718.00	-	718.00	-	-	-	-	718.00	718.00	718.00	-	0.0%
Totals	43	71,081.60	48,526.87	22,554.73	-	14,050.73	-	-	8,504.00	1,653.06	524.53	326.76	62.3%

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 %
2024-10	10	21,388.60	8,751.22	12,637.38	-	11,198.86	-	-	1,438.52	2,138.86	1,263.74	1,119.89	88.6%
2024-11	12	24,099.90	15,670.80	8,429.10	-	7,585.10	-	-	844.00	2,008.33	702.43	632.09	90.0%
2024-12	21	38,642.10	23,164.18	15,477.92	-	12,328.92	-	-	3,149.00	1,840.10	737.04	587.09	79.7%
2025-01	7	17,340.40	13,861.79	3,478.61	-	5,227.61	-	-	(1,749.00)	2,477.20	496.94	746.80	150.3%
2025-02	8	19,650.70	10,262.54	9,388.16	-	6,852.76	-	-	2,535.40	2,456.34	1,173.52	856.60	73.0%
2025-03	8	18,534.60	13,907.89	4,626.71	-	4,891.88	-	-	(265.17)	2,316.83	578.34	611.49	105.7%
2025-04	8	20,544.60	12,726.19	7,818.41	-	4,557.41	-	-	3,261.00	2,568.08	977.30	569.68	58.3%
2025-05	5	11,583.40	8,907.52	2,675.88	-	2,835.88	-	-	(160.00)	2,316.68	535.18	567.18	106.0%
2025-06	9	15,199.30	8,190.37	7,008.93	(0.43)	4,519.36	-	-	2,490.00	1,688.81	778.77	502.15	64.5%
2025-07	8	19,332.00	7,285.58	12,046.42	-	5,497.82	-	-	6,548.60	2,416.50	1,505.80	687.23	45.6%
2025-08	13	30,832.00	6,601.68	24,230.32	-	5,325.04	-	-	18,905.28	2,371.69	1,863.87	409.62	22.0%
2025-09	6	13,866.50	-	13,866.50	-	-	-	-	13,866.50	2,311.08	2,311.08	-	0.0%
Totals	115	251,014.10	129,329.76	121,684.34	(0.43)	70,820.64	-	-	50,864.13	2,182.73	1,058.12	615.83	58.2%

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 %
2024-10	7	6,987.20	-	6,987.20	-	2,071.96	5,535.20	619.96	-	998.17	998.17	207.43	20.8%
2024-11	4	7,639.60	-	7,639.60	-	1,431.68	2,381.10	-	3,826.82	1,909.90	1,909.90	357.92	18.7%
2024-12	9	14,924.10	-	14,924.10	-	727.00	6,798.60	-	7,398.50	1,658.23	1,658.23	80.78	4.9%
2025-01	14	25,893.40	-	25,893.40	-	1,118.00	2,566.20	-	22,209.20	1,849.53	1,849.53	79.86	4.3%
2025-02	13	27,186.90	-	27,186.90	-	2,382.70	2,405.40	-	22,398.80	2,091.30	2,091.30	183.28	8.8%
2025-03	10	21,638.80	-	21,638.80	-	5,287.40	-	-	16,351.40	2,163.88	2,163.88	528.74	24.4%
2025-04	9	14,517.50	-	14,517.50	-	2,196.90	-	-	12,320.60	1,613.06	1,613.06	244.10	15.1%
2025-05	9	19,194.20	-	19,194.20	-	372.62	-	-	18,821.58	2,132.69	2,132.69	41.40	1.9%
2025-06	14	21,217.70	-	21,217.70	-	100.00	-	-	21,117.70	1,515.55	1,515.55	7.14	0.5%
2025-07	11	21,294.60	1,280.60	20,014.00	-	2,277.04	-	-	17,736.96	1,935.87	1,819.45	207.00	11.4%
2025-08	19	35,839.40	-	35,839.40	-	-	-	-	35,839.40	1,886.28	1,886.28	-	0.0%
2025-09	14	17,736.80	-	17,736.80	-	-	-	-	17,736.80	1,266.91	1,266.91	-	0.0%
Totals	133	234,070.20	1,280.60	232,789.60	-	17,965.30	19,686.50	619.96	195,757.76	1,759.93	1,750.30	130.42	7.5%

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 %
2024-10	2	2,518.00	1,355.29	1,162.71	-	1,162.71	-	-	-	1,259.00	581.36	581.36	100.0%
2024-11	1	2,318.40	1,634.65	683.75	-	683.75	-	-	-	2,318.40	683.75	683.75	100.0%
2024-12	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-01	2	4,388.70	3,491.53	897.17	-	441.34	-	-	455.83	2,194.35	448.59	220.67	49.2%
2025-02	1	727.00	-	727.00	-	618.00	-	-	109.00	727.00	727.00	618.00	85.0%
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	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-08	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-09	1	1,800.00	-	1,800.00	-	-	-	-	1,800.00	1,800.00	1,800.00	-	0.0%
Totals	9	13,179.10	6,481.47	6,697.63	-	2,905.80	-	-	3,791.83	1,464.34	744.18	322.87	43.4%

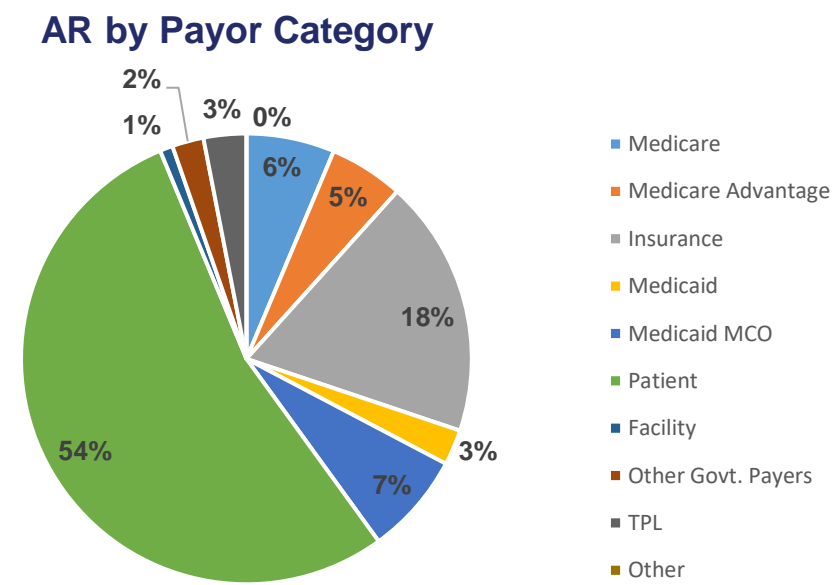
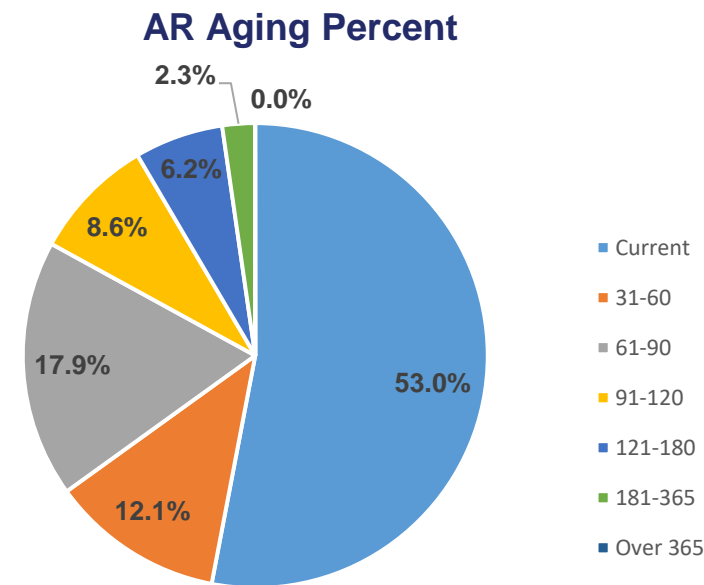
OTHER GOVT. PAYERS													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2024-10	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2024-11	1	2,202.20	-	2,202.20	-	2,202.20	-	-	-	2,202.20	2,202.20	2,202.20	100.0%
2024-12	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-01	1	2,318.40	1,618.33	700.07	-	560.06	-	-	140.01	2,318.40	700.07	560.06	80.0%
2025-02	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-03	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-04	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-05	2	4,684.20	-	4,684.20	-	-	-	-	4,684.20	2,342.10	2,342.10	-	0.0%
2025-06	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-07	2	4,091.40	-	4,091.40	-	1,837.80	-	-	2,253.60	2,045.70	2,045.70	918.90	44.9%
2025-08	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-09	3	6,841.80	-	6,841.80	-	-	-	-	6,841.80	2,280.60	2,280.60	-	0.0%
Totals	9	20,138.00	1,618.33	18,519.67	-	4,600.06	-	-	13,919.61	2,237.56	2,057.74	511.12	24.8%

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 %
2024-10	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2024-11	5	8,771.50	-	8,771.50	-	4,044.20	1,385.10	-	3,342.20	1,754.30	1,754.30	808.84	46.1%
2024-12	2	4,793.10	601.39	4,191.71	-	1,797.01	-	-	2,394.70	2,396.55	2,095.86	898.51	42.9%
2025-01	1	2,056.50	-	2,056.50	-	-	-	-	2,056.50	2,056.50	2,056.50	-	0.0%
2025-02	1	1,133.00	-	1,133.00	-	1,133.00	-	-	-	1,133.00	1,133.00	1,133.00	100.0%
2025-03	3	6,643.00	1,753.20	4,889.80	-	564.80	-	-	4,325.00	2,214.33	1,629.93	188.27	11.6%
2025-04	1	2,643.20	-	2,643.20	-	-	-	-	2,643.20	2,643.20	2,643.20	-	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	1	718.00	-	718.00	-	-	-	-	718.00	718.00	718.00	-	0.0%
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	1	2,282.10	-	2,282.10	-	-	-	-	2,282.10	2,282.10	2,282.10	-	0.0%
2025-09	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Totals	20	40,694.50	2,544.73	38,149.77	(11.17)	14,155.30	1,385.10	-	22,620.54	2,034.73	1,907.49	707.77	37.1%

OUTSTANDING AR AGING BY PAYOR CATEGORY

AGING BY AGING DATE & CURRENT PAYOR

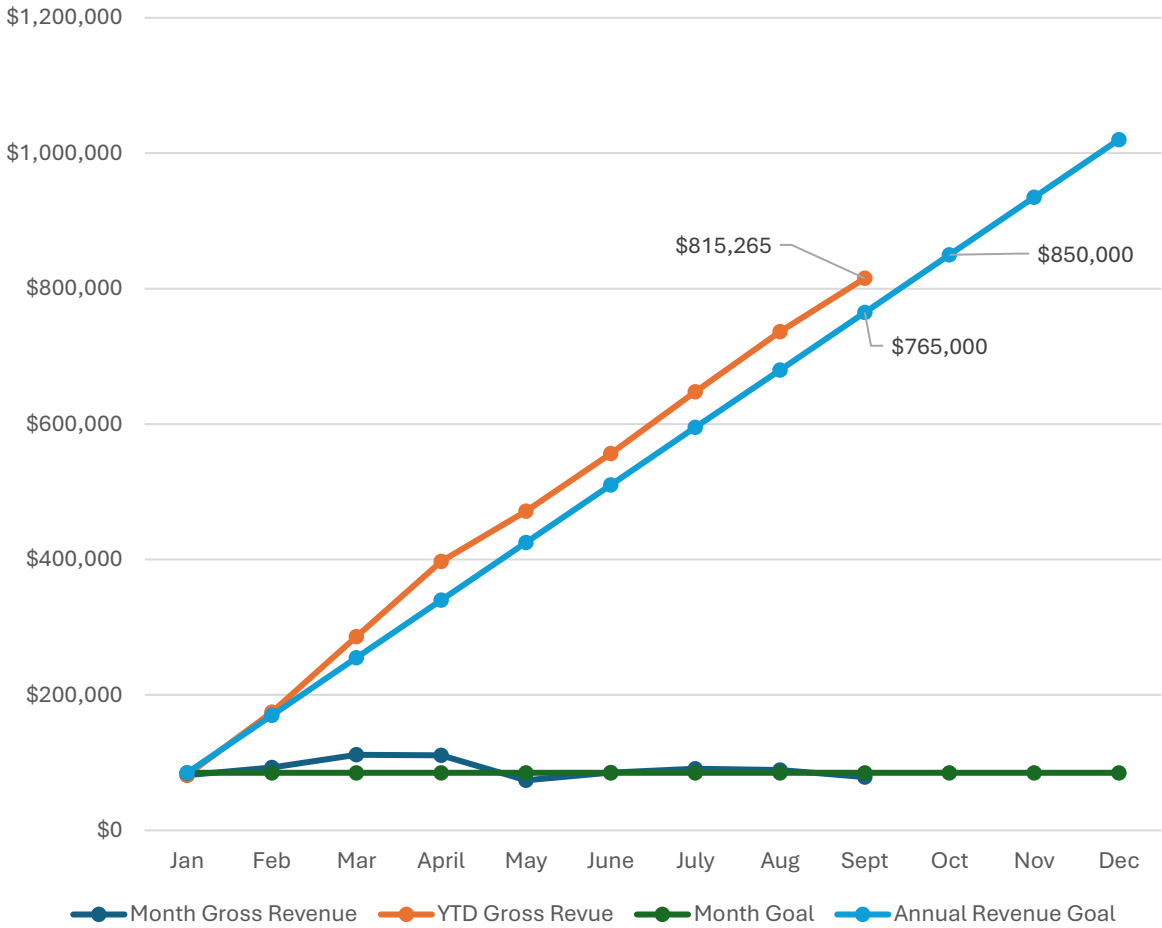
Current Payor	Current	31-60	61-90	91-120	121-180	181-365	Over 365	Total
Medicare	47,124.20	2,048.40	600.00	-	11.87	(3,837.40)	-	45,947.07
Medicare Advantage	29,816.88	3,227.20	6,849.81	122.20	(603.87)	(2,703.77)	1,958.50	38,666.95
Insurance	68,952.69	17,266.75	26,985.44	3,839.55	7,363.18	9,929.12	(285.68)	134,051.05
Medicaid	10,230.27	4,058.36	3,623.30	2,162.66	1,630.66	(3,256.80)	-	18,448.45
Medicaid MCO	29,781.46	12,452.61	1,493.40	5,055.60	4,176.40	1,632.51	(1,606.00)	52,985.98
Patient	177,191.18	40,103.42	87,129.01	48,592.60	29,801.35	6,684.71	30.00	389,532.27
Facility	1,800.00	-	938.00	727.00	109.00	3,144.43	-	6,718.43
Other Govt. Payers	9,223.80	-	2,253.60	-	2,302.20	2,613.89	-	16,393.49
TPL	10,160.84	8,241.80	-	1,575.47	-	2,235.00	-	22,213.11
Other	-	-	-	-	-	-	-	-
Total	384,281.32	87,398.54	129,872.56	62,075.08	44,790.79	16,441.69	96.82	724,956.80



ACCOUNTS RECEIVABLE RECONCILIATION REPORT

Month	Beginning A/R	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Ending A/R
2025-01	611,177.10	309,995.60	75,155.23	234,840.37	(9.38)	76,974.79	2,366.00	(700.00)	767,386.06
2025-02	767,386.06	247,870.60	125,863.66	122,006.94	(1,949.18)	92,235.87	(887.05)	-	799,993.36
2025-03	799,993.36	172,853.80	121,673.09	51,180.71	39.00	103,414.67	1,198.88	(464.11)	746,985.63
2025-04	746,985.63	225,129.90	116,743.35	108,386.55	0.35	104,749.82	-	(232.64)	750,854.65
2025-05	750,854.65	208,073.60	100,320.75	107,752.85	3.98	72,520.03	612.00	(206.60)	785,678.09
2025-06	785,678.09	144,260.40	97,938.09	46,322.31	(0.14)	84,087.53	121,887.66	(2,040.74)	628,066.09
2025-07	628,066.09	238,155.20	95,167.51	142,987.69	(3.66)	90,300.51	(8,925.70)	(2,016.00)	691,698.63
2025-08	691,698.63	216,120.00	92,596.44	123,523.56	(12.06)	87,461.83	6,565.13	(119.50)	721,326.79
2025-09	721,326.79	166,510.70	79,431.11	87,079.59	(0.43)	78,970.44	5,215.16	(735.59)	724,956.80
FY Total	611,177.10	1,928,969.80	904,889.23	1,024,080.57	(1,931.52)	790,715.49	128,032.08	(6,515.18)	724,956.80

2025 Ambulance Run Revenue



DeerGrove EMS Ambulance Run Fees

	2025	2024	2023	2022	2021	2020
Jan	\$81,733	\$44,035	\$77,789	\$54,413	\$50,164	\$64,581
Feb	\$93,043	\$51,072	\$52,268	\$80,008	\$46,635	\$35,349
Mar	\$111,571	\$31,152	\$74,854	\$63,410	\$54,979	\$41,495
Apr	\$110,937	\$101,697	\$88,042	\$65,899	\$44,489	\$40,565
May	\$73,934	\$68,091	\$65,613	\$71,395	\$43,258	\$40,785
Jun	\$85,430	\$77,164	\$87,500	\$45,047	\$55,271	\$45,294
Jul	\$90,999	\$119,056	\$82,447	\$46,764	\$45,699	\$36,036
Aug	\$88,898	\$139,469	\$93,235	\$73,548	\$64,325	\$49,339
Sep	\$78,720	\$68,735	\$59,052	\$62,778	\$32,870	\$47,956
Oct		\$60,655	\$79,549	\$55,771	\$43,431	\$46,168
Nov		\$86,522	\$68,372	\$44,244	\$51,785	\$31,771
Dec		\$80,429	\$58,856	\$57,355	\$53,680	\$59,188
YTD GOAL \$765,000	\$815,265	\$928,078	\$887,577	\$720,632	\$586,586	\$538,527

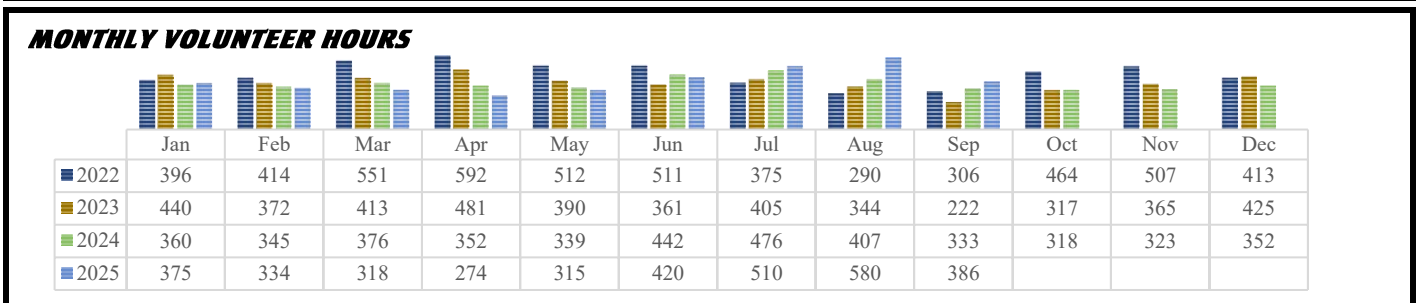
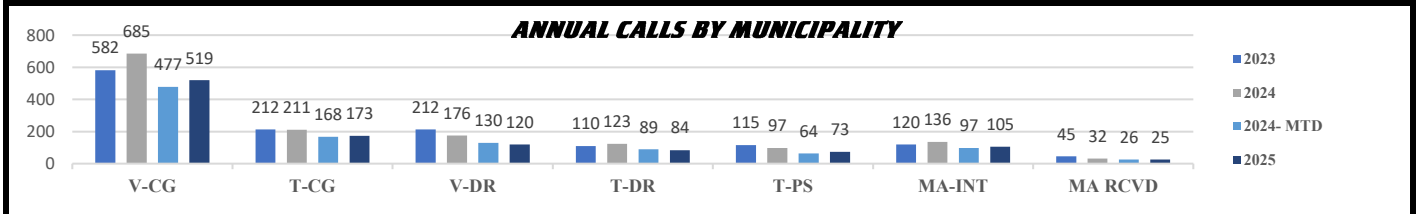
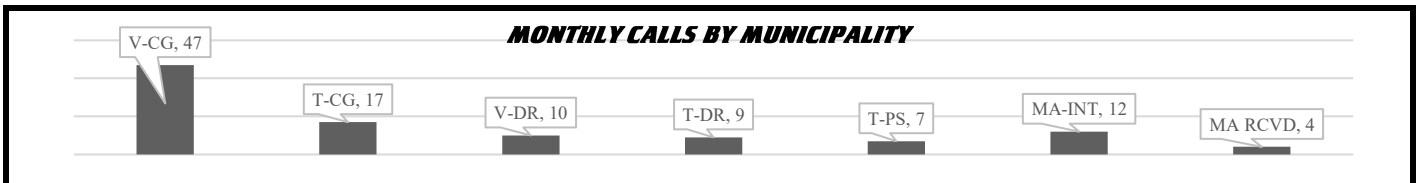
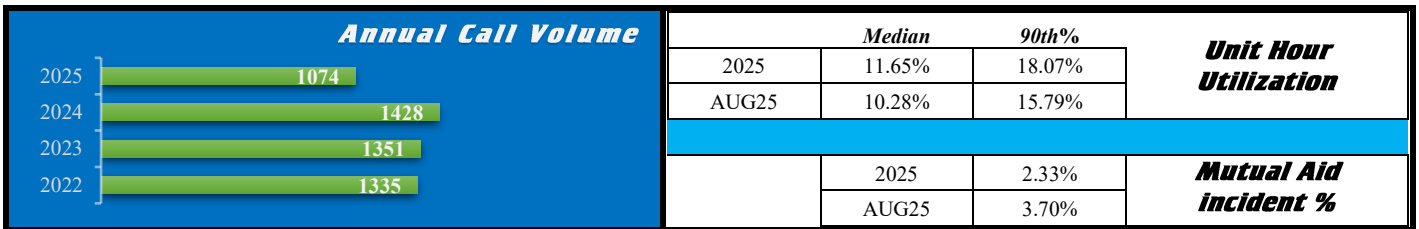
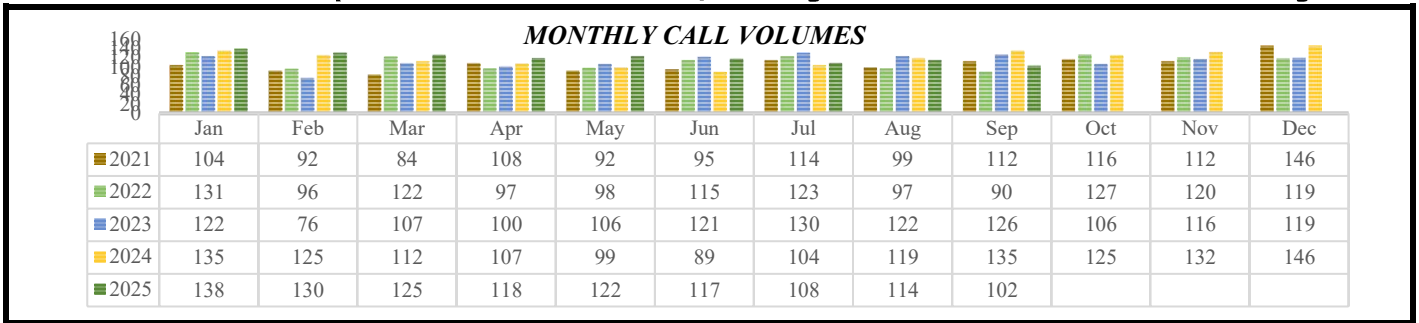
Supplemental GEMT Payments: 2023 \$55,064.91



DEER-GROVE EMS

SEPTEMBER 2025 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.



DGEMS RESPONSE AREA MONTH MEDIAN 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
0.88	5.90	18.50	22.72	18.85
2025 YTD MEDIAN				
0.92	6.30	20.06	22.70	19.13
MONTH 90 TH % TIMES				
1.58	10.05	32.58	31.63	32.77

VEHICLE MAINTENANCE

- ❖ Buzz (2017)- Convert headlights hi/low and turn signals to LED; replace one wiring harness
- ❖ Mickey (2022)- No maintenance or problems.
- ❖ Stitch (2025)- No maintenance or problems.
- ❖ C79 (Glitch)- No maintenance or problems

Vehicle	Beginning Mileage	Ending Mileage	Beginning Hours	Ending Hours	Availability %
Buzz (2017)	154,438	155,900	2,149	2,216	96.1
Mickey (2022)	53,193	54,646	2,599	2,670	100
Stitch (2025)	1,881	3,358	119	184	100
C79	79,213	79,916			100

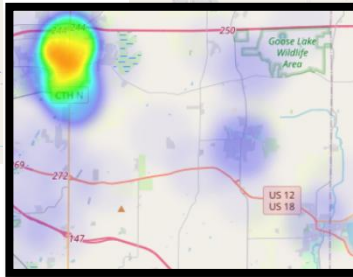
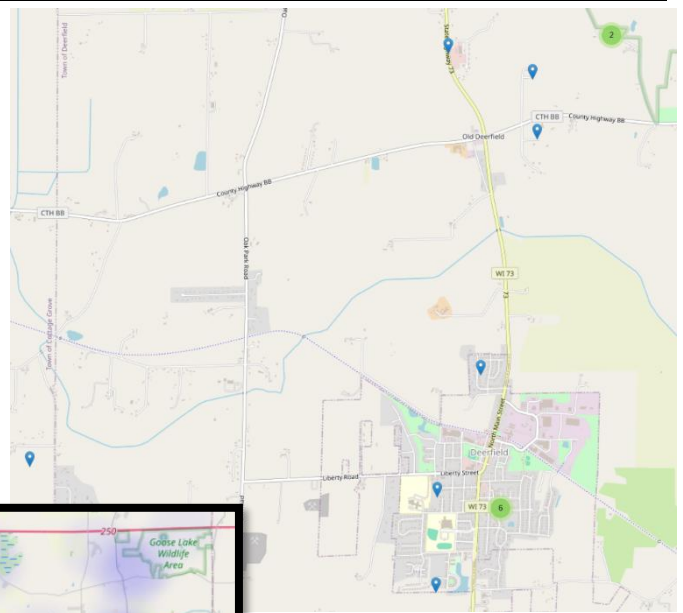
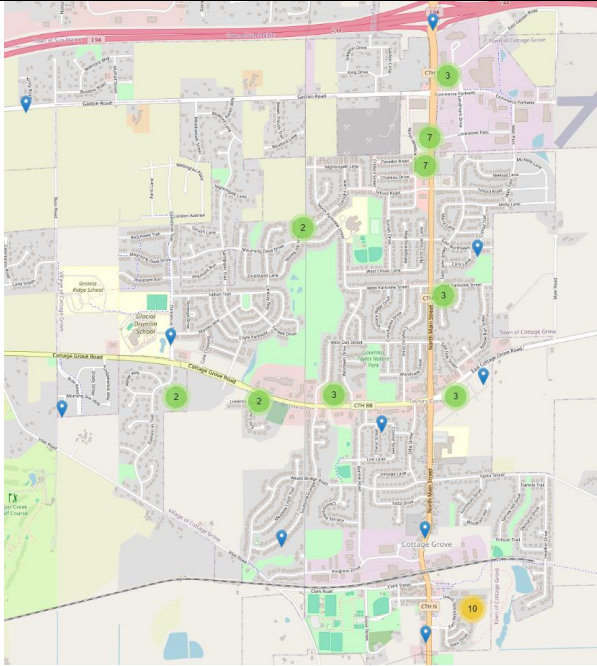
INCIDENT TIME & DAY

SEPTEMBER 2025 Time of Call (Dispatched) by 4-hr block								Totals
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
00:01 - 04:00	2	0	1	0	1	1	2	7
04:01 - 08:00	2	2	0	2	0	2	0	8
08:01 - 12:00	4	3	6	1	4	3	4	25
12:01 - 16:00	8	8	3	6	6	3	3	37
16:01 - 20:00	3	6	4	4	1	8	3	29
20:01 - 00:00	0	1	1	2	1	1	1	7
Totals	19	20	15	15	13	18	13	

2025 Time of MUTUAL AID RECEIVED Call by 4-hr block								Totals
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
00:01 - 04:00	0	0	0	0	0	0	1	1
04:01 - 08:00	2	0	0	0	0	0	0	2
08:01 - 12:00	3	2	0	1	0	1	1	8
12:01 - 16:00	4	4	1	1	0	3	0	13
16:01 - 20:00	3	2	4	0	3	3	2	17
20:01 - 00:00	0	0	1	3	1	1	0	6
Totals	12	8	6	5	4	8	4	

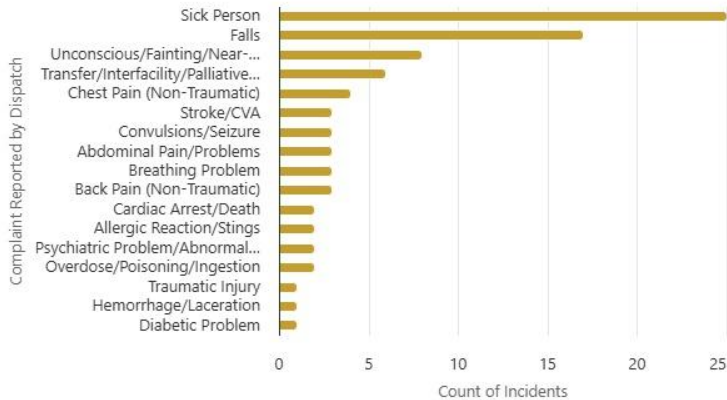
2025 Time of Call (Dispatched) by 4-hr block								Totals
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
00:01 - 04:00	14	17	14	11	15	15	17	103
04:01 - 08:00	22	18	17	19	19	23	20	138
08:01 - 12:00	41	29	40	41	23	34	28	236
12:01 - 16:00	37	38	38	44	38	43	42	280
16:01 - 20:00	36	43	38	33	37	37	29	253
20:01 - 00:00	12	22	29	22	29	28	24	166
Totals	162	167	176	170	161	180	160	

ASSIGNED INCIDENT HEAT MAPS



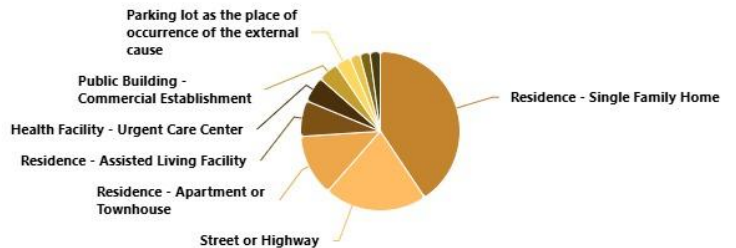
Incidents by Complaint Reported to Dispatch (Top 20)

Sep 01, 2025 12:00 AM to Sep 30, 2025 11:59 PM



Incidents by Location Type (Top 10)

Sep 01, 2025 12:00 AM to Sep 30, 2025 11:59 PM



MEMBERSHIP ROSTER

<u>ULL-TIME</u>		<u>CASUAL</u>		<u>VOLUNTEER</u>	
Antoniewicz, Lisa	RN, CCEMT-P	Byrnes, Stephanie	Paramedic	Anders, Devon	Paramedic
Belden, Elliott	Paramedic	Campbell, Erin	RN, Paramedic	+Anderson, Ethan	AEMT
Berg, Ellie	Paramedic	Fedorowicz, Samantha	PA, Paramedic	Blochowiak, Bradley	EMT
Cummings, Ross	CCEMT-P	Hankins, Jefferson	Paramedic	Boettner, Mitchell	AEMT
Goth, Kevin	Paramedic	Kaiser, Christopher	Paramedic	Cysiewski, Mandy**	EMT
Griffin, Elisabeth	RN, Paramedic	Klemm, Colton	Paramedic	Doherty, Matthew	Paramedic
Hesseling, Sarah	RN, Paramedic	Lesson, Aubrey	Paramedic	Hartman, Michael	AEMT
Hinchley, Clairissa	Paramedic	Lillegard, Micah	CCEMT-P	Hummel, Madison	EMT
Hromatko, Cory	CCEMT-P	Linley, Alecia	CCEMT-P	Kim, Maeve	EMT
Lang, Eric	Paramedic	McMullen, Jeremy	Paramedic	Kuhn, Alyssa	EMT
Lasko, Wendy	RN, EMT-P	Naviaux, William	Paramedic	Krszjaniek, Kiana	AEMT
Meier, Easton	Paramedic	Nicholson, Mary Claire	Paramedic	Lange, Erica	EMT
Mickelson, Matthew	NP, EMT-P	Regali, Trevor	Paramedic	Morency, Courtney	EMT
Rabbitt, Emilie	Paramedic	Roman, Jennifer	Paramedic	Perez, Nikki	AEMT
Sanders, Seth	Paramedic	Rousseau, Cindy	Paramedic	Rothweiler, Ben	EMT
Salov, Courtney	Paramedic	Sefcik, Daniel	Paramedic	Schultz, Daniel	AEMT
		Walker, Kathryn	Paramedic	Severson, Erik	EMT
		Woodstock, Steven	CC/COMM Medic	Tucker, Trenten	EMT
				Colwin, Shannon	Chaplain
				Meng, Brad	Chaplain

*= Currently on Leave of Absence

**=Part-Time Office /Accounts Manager

+ = New member or status

DEPUTY CHIEF'S REPORT

Training Report:

- Our September training topic was EMS Olympics.
- October will be presented by our medical direction team, with a focus on cardiac emergencies. We will offer daytime and evening sessions.
- 2 staff members completed the MEP New Paramedic Credentialing session.
- The next New Recruit Academy is planned for November 10th. A PALS renewal course was provided for staff.

Upcoming training sessions:

- ◆ Leadership Development Training Presented by Bob Norton – Oct 7/8/9 (Hosted by Madison Fire)
- ◆ Midwest EMS Expo – Oct 8/9 – Madison
- ◆ PALS Renewal – Oct 17 – Cottage Grove
- ◆ 2025 Mental Health and Wellness Symposium – Oct 28 – Green Bay
- ◆ EMSpire Midwest – Nov 4-5 – Green Bay
- ◆ ACLS Renewal - Dec 2 - Cottage Grove
- ◆ SCRTAC Trauma Care Across the Continuum - Dec 9 - Madison
- ◆ WEMSA - Feb 3-7 - Green Bay

Training Center:

- 1 CPR/FA renewal course was taught in September.

Upcoming classes:

- ◆ CPR/FA renewal - roller derby - Oct 4
- ◆ BLS renewal - CGFD - Dec 9/16
- ◆ CPR/FA - DNR - date TBD

Special Events:

- Staff attended our regularly held health screening events in the community, provided standby coverage at high school football games, and assisted the Madison Fire Department with a special event at Camp Randall.
- We were also fortunate to have attended a Memory Cafe field trip to Huston Farms to see their animals!
- Staff assisted with Cottage Grove Touch-A-Truck and visited with kids at Cottage Grove Kinder Care. We also provided standby coverage for Abiding Shepard's Holy Hustle 10k, the Badger Challenge, Deerfield Chili Fest and Bittersweet Blessings Farm Apple Fest.
- DGEMS staff were given tours of the addition to the Deerfield HS/MS. Staff have also been spending Tuesday evenings with the CGFD while they train at a home set for demolition in the Village.
- Three high school students scheduled ride-alongs in September, a fourth ride-along is in the works for a local EMT student.

Upcoming special events:

- Safety Day - Deerfield Elementary - Oct 7
- Cottage Grove FD Open House - Oct 7
- Deerfield HS Football – Oct 17
- Deerfield Homecoming Parade - Oct 17
- Dolphin Swim Academy Trunk-or-Treat - Oct 24
- Deerfield Chamber of Commerce Great Pumpkin Hunt - Oct 29
- Trick-or-Treat at DVFD - Oct 31
- Safety Drills - Cottage Grove Schools - Various Oct dates
- Abiding Shepard AED demo - date TBD
- St. Patrick Church first aid demo - date TBD

CHIEF'S REPORT

- Assigned to an ambulance for 13.5 hours and on-duty Officer-In-Charge for 194.5 (132 weekend/holiday) hours throughout the month.
 - Held regular monthly meetings with the medical director, officer group, and all staff members.
 - Attended the Dane County EMS Association meeting. Topics of note: group purchasing; and County IGA reviews.
 - We continue to work with EMS-MC to fine-tune our billing and revenue cycle process.
 - Rescue 30 was utilized for special events coverage on September 21st. Badger Challenge and Apple Fest.
 - DOT inspections completed on Buzz and Mickey.
 - Mickey failed unexpectedly due to brake pads under minimum thickness. Appointment made and brakes fixed the following day.
 - Buzz was identified to have new coolant leaks and a need for brakes but not failed. Maintenance appointment made.
 - Newly Remounted 2025 Ambulance (Stitch)
 - Wheels painted and we are waiting for the upgraded parts for the intercom system.
 - Has been in service at both stations
 - Chief Lang attended the following educational events:
 - EMS Funding – What You Need to Know About Upcoming Policy Shifts
 - RTF training with Vernon County & ASIM Instructors
 - Leading Through the Generations: People-Focused Leadership for Public Safety
 - Leadership Development Training Presented by Bob Norton
 - Year-to-date partner Fire Department usage on EMS calls:
 - Cottage Grove Fire: 43 incidents
 - Deerfield Fire: 29 incidents
 - Department scheduling:
 - September Ambulance Scheduling: 100% coverage at both stations.
 - 128 vacation time hours utilized by the full-time staff group and 84 unscheduled time off hours (sick, bereavement, unpaid) used by all staff groups in August.
 - The casual staff group provided 329.75 hours on-duty time.
 - October began with a full-time staff member on leave for a medical event and another on leave for an injury.
 - Recruitment-Retention
 - We held an internal hiring process for the open paramedic position on October 2nd. The position was offered and accepted by Kiana Krszjaniek, who will advance from the volunteer group. She will start later in October.
 - We have a casual/volunteer hiring process set for October 21st. We do have a long list of applicants for these positions.
 - ***Medicare GEMT supplemental payment #1 for 2023 (\$55,064.91) has been received.***
 - ***We are expecting another supplemental payment of \$778.47 for 2023.***
 - ***This supplement payment was made possible by 40+ hours of data entry work completed by my Office Manager Manage. The data entry coincided with normally assigned duties and her efforts resulted this wonderful outcome for our department.***
 - 2024 is currently in desk review.
-

September Quick Stats

<u>Date</u>	<u>Amb 1</u>	<u>Amb 2</u>	<u>First Responder</u>	<u>Reason Used</u>	<u>Ending Miles</u>	<u>Driver</u>
1	24	24	0	Administrative Duties	79289	Lang, Eric
2	24	24	0	Administrative Duties	79309	Lang, Eric
3	24	24	0	Administrative Duties	79321	Lang, Eric
4	24	24	0	Administrative Duties	79352	Lang, Eric
5	24	24	0	EMERGENCY CALL	79408	Lang, Eric
6	24	24	0	EMERGENCY CALL	79424	Berg, Elisabeth
7	24	24	0	EMERGENCY CALL	79419	Berg, Elisabeth
8	24	24	0	EMERGENCY CALL	79453	Lang, Eric
9	24	24	0	Administrative Duties	79478	Lang, Eric
10	24	24	0	Administrative Duties	79521	Lang, Eric
11	24	24	0	EMERGENCY CALL	79525	Lang, Eric
12	24	24	0	Administrative Duties	79561	Lang, Eric
13	24	24	0	First Responder Coverage	79695	Antoniewicz, Lisa
14	24	24	0	Administrative Duties	79735	Lang, Eric
15	24	24	0	Meeting - Out of district	79776	Lang, Eric
16	24	24	0	Administrative Duties	79797	Lang, Eric
17	24	24	0	EMERGENCY CALL	79779	Salov, Courtney
18	24	24	0	Administrative Duties	79890	Lang, Eric
19	24	24	0	Administrative Duties	79916	Lang, Eric
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			
29	24	24	0			
30	24	24	0			
Total	720	720	0			
1440 hours of coverage total						
Total of 200% coverage						

SEPTEMBER 2025

All Response Types	DGEMS Response Area	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
Unit Notified to Unit Arrived on Scene	7.18	10.87	7.18	9.60	7.05
Unit Notified to Unit En Route	0.88	1.58	1.04	1.76	0.95
Unit En Route to Unit Arrived on Scene	5.90	10.05	5.87	7.89	5.85
Unit Arrived on Scene to Unit Left Scene	18.50	32.58	15.73	29.05	17.52
Unit Left Scene to Arrived at Destination	22.72	31.63	24.23	32.19	23.47
Arrived at Destination to Back in Service	18.85	32.77	18.22	34.56	18.85

All Response Types	All Responses	ST 1 to T CG	All to T CG	ST 2 to T DF	All to T DF
90th % Goal = Rural 14.98	Median	90th %	Median	90th %	Median
Unit Notified to Unit Arrived on Scene	7.05	11.93	6.58	10.90	7.22
Unit Notified to Unit En Route	0.87	1.65	0.83	1.58	0.77
Unit En Route to Unit Arrived on Scene	5.91	11.23	5.82	9.66	6.02
Unit Arrived on Scene to Unit Left Scene	18.98	32.57	25.19	35.36	23.44
Unit Left Scene to Arrived at Destination	24.27	32.69	18.90	27.09	18.69
Arrived at Destination to Back in Service	21.02	31.57	20.47	27.42	20.47

2025 Year-To-Date	All Responses	All to V CG	All to T CG	All to V DF	All to T DF
All Response Types	Median	90th %	Median	90th %	Median
Unit Notified to Unit Arrived on Scene	7.42	13.27	6.63	11.84	8.42
Unit Notified to Unit En Route	0.92	1.78	0.92	1.75	0.88
Unit En Route to Unit Arrived on Scene	6.30	12.38	5.57	10.68	7.32
Unit Arrived on Scene to Unit Left Scene	20.06	32.46	19.73	31.56	20.12
Unit Left Scene to Arrived at Destination	22.70	31.45	22.13	30.82	21.11
Arrived at Destination to Back in Service	19.13	29.89	19.00	29.16	19.61

2025 Year-To-Date	All Responses	All to V CG	All to T CG	All to V DF	All to T DF
*** Lights and Sirens Response ***	Median	90th %	Median	90th %	Median
Unit Notified to Unit Arrived on Scene	7.67	13.12	6.07	12.32	8.15
Unit Notified to Unit En Route	0.85	1.52	0.88	1.52	0.79
Unit En Route to Unit Arrived on Scene	6.73	12.13	5.19	11.61	7.12
Unit Arrived on Scene to Unit Left Scene	20.17	32.45	19.50	30.58	19.89
Unit Left Scene to Arrived at Destination	22.57	31.45	22.25	30.83	21.09
Arrived at Destination to Back in Service	20.53	32.95	20.50	33.70	20.85

01/01/2025 thru 10/02/2025

Remote Rural *** 19.98 ***

Deer-Grove EMS

4030 County Highway N
Cottage Grove, WI 53527

M78
Emilie Rabbitt
Cory Hromatko
Kiana Krszjanek

M80
Ross Cummings
Mary Claire Nicholson

Dear Deer-Grove EMS Team,

I want to take a moment to extend my deepest thanks and appreciation for the swift response and professionalism you demonstrated in your care of my father following his head-on car accident on Tuesday, September 30th, 2025, in Cambridge, WI.

As we all can understand the complexities and demands of emergency response. It all hits close to home when it's your own family involved. I can't express enough how much it means to my family and me to know that my father was in such capable hands during a moment of crisis. The pre-hospital care he received, and the knowledge that he was in your care above anyone else, eased the mental burden on both my family and myself.

Having worked alongside your team for several years now, I have witnessed first-hand the dedication and skill that Deer-Grove EMS brings to every call, but having the experience of being on the receiving end of that care has only deepened my admiration for your team. The professionalism, compassion, and speed with which your teams work are truly remarkable, and I truly believe it makes all the difference. I can honestly say it is truly a blessing to know that you are there when my family needed it the most and I am forever grateful.

Thank you again for your incredible service, not only to our community but also to my family personally. I'm proud to work alongside you and to know you were there for my father when it mattered most.

Sincerely,

Josh [REDACTED] & Family



DEER-GROVE EMS DISTRICT

STANDARD OPERATING PROCEDURE

TITLE: ORGANIZATIONAL STRUCTURE AND AUTHORITY

Original Issue: 11/17/2016

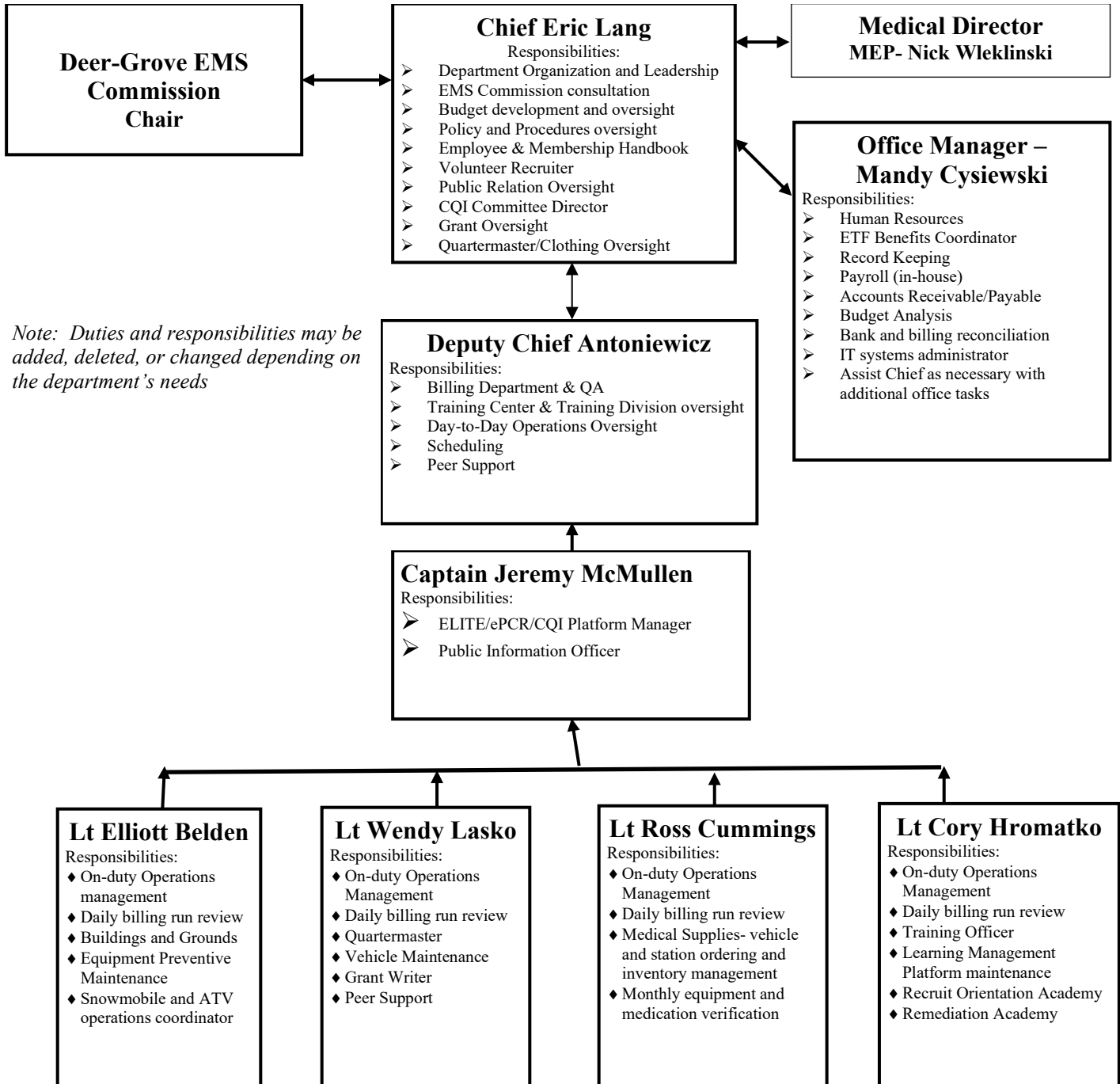
Revision Date:

Number: 1.04

Prepared By: Chief Erschen

Approved By: DGEMS District Commission

Revised by: Chief Lang





Deer-Grove EMS District Future Staffing Plans

2026

Create and fill a full-time Administrative Services Manager position.

Remove Office Manager from the staffing model.

Implementation of this plan is contingent upon actual need and approval of each year's budget by our municipal partners.

2027

Evaluate the need for increased casual staff hours to flexibly schedule a third ambulance to meet call demand.

2028

Continue to evaluate the need for increased casual staff hours to flexibly schedule a third ambulance to meet call demand.

2029

Elevate Deputy Chief position to primarily be an office position.
Work hours are primary business hours Monday thru Friday, but with flexibility to fill openings in the schedule.

If D/C position filled internally, increase casual staffing hours to 48/week to fill the hours vacated by the promotion and leave the position vacant.

Continue to evaluate the need for increased casual staff hours to flexibly schedule a third ambulance to meet call demand.

2030

Fill full-time position on the ambulance.

Continue to evaluate the need for increased casual staff hours to flexibly schedule a third ambulance to meet call demand.



Staff Memo

Memo Date: September 4, 2025
To: Deer-Grove EMS District Commission
From: Eric Lang, EMS Chief Deer-Grove EMS
Subject: 2026 Operating Budget – Cost-to-continue vs. 20hr/wk Ofc Mgr vs. Approved

Cost-to-continue budget

- Applies pay and benefit increases from the collective bargaining agreement
- Adjusts for expected expenses
- Does not include pay raise or hours increase for current Office manager position

Officer Manager @ 20 hours per week (4 hour per week increase)

- Applies pay and benefit increases from the collective bargaining agreement
- Adjusts for expected expenses
- Include hourly pay and hours allotment increase for current Office manager position

DGEMS Commission Approved Budget

- Applies pay and benefit increases from the collective bargaining agreement
- Adjusts for actual and projected expenses
- Applies adjustments for the transition to the full-time Administrative Services Manager position

NON-CAPITAL TOTAL EXPENSES			
2025	2026 Cost to continue	2026 20 hr OffMgr	2026 Approved
\$2,296,070.00	\$2,419,550.00	\$2,434,650.00	\$2,491,400.00

NON-CAPITAL TOTAL MUNICIPAL CONTRIBUTIONS			
2025	2026 Cost to continue	2026 20 hr OffMgr	2026 Approved
\$1,083,588.00	\$1,126,272.59	\$1,112,372.59	\$1,144,122.59

NON-CAPITAL TOTAL MUNICIPAL CONTRIBUTIONS- FUNDING FORMULA				
2025	2026 Cost to continue	2026 20 hr OffMgr	2026 Approved	
\$644,695.66	\$659,661.29	\$651,520.01	\$670,116.08	V. Cottage Grove
\$276,744.60	\$277,439.61	\$274,015.56	\$281,836.68	T. Cottage Grove
\$191,189.75	\$189,171.70	\$186,837.02	\$192,169.83	V. Deerfield

Municipality	2025 Total Contribution with Capital
V. Cottage Grove	\$ 731,610.76
T. Cottage Grove	\$ 314,054.11
V. Deerfield	\$ 216,965.13
TOTALS	\$ 1,262,630.00

DRAFR2026 DGEMS Budget

Cost-to-continue

Line Item #	Description	2025 DGEMS Budget	2025 YTD Thru July	Proposed 2026 DGEMS Budget	Difference (\$)	Difference (%)
720	WAGES	\$ 1,071,700.00		\$ 1,178,300.00	+\$106,600.00	+9.95%
721	HEALTH INSURANCE	\$ 303,700.00		\$ 271,000.00	-\$32,700.00	-10.77%
722	WORK. COMP.	\$ 37,900.00		\$ 33,400.00	-\$4,500.00	-11.87%
723	RETIREMENT	\$ 174,500.00		\$ 192,400.00	+\$17,900.00	+10.26%
724	EMPLOYER'S FICA	\$ 96,100.00		\$ 105,700.00	+\$9,600.00	+9.99%
725	STAFF CONT. EDUC.	\$ 12,700.00		\$ 12,700.00		
726	TRAVEL/MILEAGE REIMBURS	\$ 500.00		\$ 500.00		
728	MEDICAL DIRECTOR FEE	\$ 12,000.00		\$ 12,000.00		
734	OVERTIME	\$ 253,200.00		\$ 272,100.00	+\$18,900.00	+7.46%
735	EMT STIPEND	\$ 16,000.00		\$ 16,000.00		
736	LIFEQUEST BILLING	\$ 68,000.00		\$ 72,000.00	+\$4,000.00	+5.88%
740	OFFICE EQUIPMENT	\$ 2,060.00		\$ 2,090.00	+\$30.00	+1.46%
742	OFFICE SUPPLIES	\$ 2,000.00		\$ 2,000.00		
770	COMMUNICATIONS	\$ 7,570.00		\$ 7,850.00	+\$280.00	+3.70%
775	INFORMATION TECHNOLOGY	\$ 19,400.00		\$ 19,810.00	+\$410.00	+2.11%
790	PUBLICITY&ADVERTISING	\$ 2,000.00		\$ 2,000.00		
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00		\$ 2,000.00		
810	EMT RECOGNITION	\$ 2,000.00		\$ 2,000.00		
820	EMT CONT EDUC.	\$ 5,500.00		\$ 5,500.00		
825	CHIEF CONTINUING EDUC.	\$ 1,500.00		\$ 1,500.00		
829	VEHICLE MAINTENANCE	\$ 40,000.00		\$ 40,000.00		
831	FUEL	\$ 25,000.00		\$ 25,000.00		
840	EQUIPMENT (NON-DISPOS)	\$ 4,300.00		\$ 5,000.00	+\$700.00	+16.28%
842	EQUIPMENT MAINTENANCE	\$ 8,540.00		\$ 8,700.00	+\$160.00	+1.87%
845	Capital Purchase	\$ 150,000.00		\$ -	-\$150,000.00	-100.00%
850	MEDICAL SUPPLIES	\$ 55,000.00		\$ 60,000.00	+\$5,000.00	+9.09%
852	TRAINING MEDICAL SUPPLIES	\$ 1,000.00		\$ 1,000.00		
860	EMT CLOTHING	\$ 19,900.00		\$ 20,100.00	+\$200.00	+1.01%
870	INSURANCE/BUSINESS	\$ 18,500.00		\$ 16,500.00	-\$2,000.00	-10.81%
871	GROUP LIFE INSURANCE	\$ 1,800.00		\$ 2,100.00	+\$300.00	+16.67%
872	UNEMPLOYMENT INSURANCE	\$ 4,000.00		\$ 4,000.00		
878	COMMUNITY MEDIC PROGRAM	\$ 300.00		\$ 300.00		
879	HEALTH AND SAFETY	\$ 2,800.00		\$ 2,800.00		
880	LEGAL	\$ 8,000.00		\$ 5,000.00	-\$3,000.00	-37.50%
881	ACCOUNTING	\$ 10,000.00		\$ 11,200.00	+\$1,200.00	+12.00%
898	BUILDING AND GROUNDS	\$ 3,500.00		\$ 3,500.00		
899	ADMINISTRATIVE EXPENSES	\$ 3,100.00		\$ 3,500.00	+\$400.00	+12.90%
	TOTAL EXPENSES	\$ 2,446,070.00	\$ -	\$ 2,419,550.00	-\$26,520.00	-1.08%

Estimated Gross Run Fees	\$ 1,020,000.00	\$ 668,357.42	\$ 1,100,000.00
Less: Overdue Run Fees		\$ (93,756.35)	
Net Run Fees		\$ 574,601.07	
Training Center Income	\$ 3,000.00	\$ 1,341.00	\$ 3,000.00
Contracted Revenue (T of DF)	\$ 81,616.00	\$ 69,059.86	\$ 94,172.53
Contracted Revenue (T of PS)	\$ 66,824.00	\$ 28,271.79	\$ 77,104.88
Transfer from undesignated fund balance	\$ -	\$ -	\$ -
Interest	\$ 9,000.00	\$ 18,126.25	\$ 16,000.00
Special Event Fees	\$ 3,000.00	\$ 4,512.50	\$ 3,000.00
TOTAL SERVICE REVENUE	\$ 1,183,440.00	\$ 695,912.47	\$ 1,293,277.41
Donations			
Grant Revenue		\$ -	
MUNICIPAL CONTRIBUTIONS	\$ 1,083,588.00	\$ 1,083,588.00	\$ 1,126,272.59

Municipality	2025 Percentage	2025 Contribution	2026 Percentage	2026 Contribution	Difference	% change
V. Cottage Grove	57.94%	\$ 731,610.76	58.57%	\$ 659,661.29	-\$71,949.47	-9.83%
T. Cottage Grove	24.87%	\$ 314,054.11	24.63%	\$ 277,439.61	-\$36,614.50	-11.66%
V. Deerfield	17.18%	\$ 216,965.13	16.80%	\$ 189,171.70	-\$27,793.43	-12.81%
TOTALS	100%	\$ 1,262,630.00	100%	\$ 1,126,272.59	-\$136,357.41	-10.80%

Population	2025 Population	2025 Pop %
VCG	9,470	59.21%
TCG	3,831	23.95%
VDF	2,693	16.84%

Total 2025 Averages	
VCG	58.57%
TCG	24.63%
VDF	16.80%

Equalized Value	2025 Equalized Value	2025 Eq Val %
VCG	1,545,983,000	56.46%
TCG	798,770,800	29.17%
VDF	393,367,600	14.37%

Calls for Service	2022	2023	2024	3-year Average	3-year call %
VCG	544	582	685	604	60.04%
TCG	204	212	211	209	20.78%
VDF	190	212	176	193	19.18%

DRAFT 2026 DGEMS Budget Office Manager 20 hour per week allotment

Line Item #	Description	2025 DGEMS Budget	Proposed 2026 DGEMS Budget	Difference (\$)	Difference (%)
720	WAGES	\$ 1,071,700.00	\$ 1,204,200.00	+\$132,500.00	+12.36%
721	HEALTH INSURANCE	\$ 303,700.00	\$ 271,000.00	-\$32,700.00	-10.77%
722	WORK. COMP.	\$ 37,900.00	\$ 33,500.00	-\$4,400.00	-11.61%
723	RETIREMENT	\$ 174,500.00	\$ 197,000.00	+\$22,500.00	+12.89%
724	EMPLOYER'S FICA	\$ 96,100.00	\$ 107,700.00	+\$11,600.00	+12.07%
725	STAFF CONT. EDUC.	\$ 12,700.00	\$ 12,700.00		
726	TRAVEL/MILEAGE REIMBURS	\$ 500.00	\$ 500.00		
728	MEDICAL DIRECTOR FEE	\$ 12,000.00	\$ 12,000.00		
734	OVERTIME	\$ 253,200.00	\$ 272,100.00	+\$18,900.00	+7.46%
735	EMT STIPEND	\$ 16,000.00	\$ 16,000.00		
736	LIFEQUEST BILLING	\$ 68,000.00	\$ 72,000.00	+\$4,000.00	+5.88%
740	OFFICE EQUIPMENT	\$ 2,060.00	\$ 2,090.00	+\$30.00	+1.46%
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 2,000.00		
770	COMMUNICATIONS	\$ 7,570.00	\$ 7,850.00	+\$280.00	+3.70%
775	INFORMATION TECHNOLOGY	\$ 19,400.00	\$ 17,810.00	-\$1,590.00	-8.20%
790	PUBLICITY&ADVERTISING	\$ 2,000.00	\$ 2,000.00		
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00	\$ 2,000.00		
810	EMT RECOGNITION	\$ 2,000.00	\$ 2,000.00		
820	EMT CONT EDUC.	\$ 5,500.00	\$ 5,500.00		
825	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 1,500.00		
829	VEHICLE MAINTENANCE	\$ 40,000.00	\$ 25,000.00	-\$15,000.00	-37.50%
831	FUEL	\$ 25,000.00	\$ 25,000.00		
840	EQUIPMENT (NON-DISPOS)	\$ 4,300.00	\$ 5,000.00	+\$700.00	+16.28%
842	EQUIPMENT MAINTENANCE	\$ 8,540.00	\$ 8,700.00	+\$160.00	+1.87%
845	Capital Purchase	\$ 150,000.00	\$ -	-\$150,000.00	-100.00%
850	MEDICAL SUPPLIES	\$ 55,000.00	\$ 60,000.00	+\$5,000.00	+9.09%
852	TRAINING MEDICAL SUPPLIES	\$ 1,000.00	\$ 1,000.00		
860	EMT CLOTHING	\$ 19,900.00	\$ 20,100.00	+\$200.00	+1.01%
870	INSURANCE/BUSINESS	\$ 18,500.00	\$ 16,000.00	-\$2,500.00	-13.51%
871	GROUP LIFE INSURANCE	\$ 1,800.00	\$ 2,100.00	+\$300.00	+16.67%
872	UNEMPLOYMENT INSURANCE	\$ 4,000.00	\$ 4,000.00		
878	COMMUNITY MEDIC PROGRAM	\$ 300.00	\$ 300.00		
879	HEALTH AND SAFETY	\$ 2,800.00	\$ 2,800.00		
880	LEGAL	\$ 8,000.00	\$ 5,000.00	-\$3,000.00	-37.50%
881	ACCOUNTING	\$ 10,000.00	\$ 11,200.00	+\$1,200.00	+12.00%
898	BUILDING AND GROUNDS	\$ 3,500.00	\$ 3,500.00		
899	ADMINISTRATIVE EXPENSES	\$ 3,100.00	\$ 3,500.00	+\$400.00	+12.90%
	TOTAL EXPENSES	\$ 2,446,070.00	\$ 2,434,650.00	-\$11,420.00	-0.47%

Estimated Ambulance Run Fees	\$ 1,020,000.00	\$ 808,870.37	\$ 1,125,000.00
		\$ (78,949.13)	
		\$ 729,921.24	
Training Center Income	\$ 3,000.00	\$ 1,579.00	\$ 3,000.00
Contracted Revenue (T of DF)	\$ 81,616.00	\$ 81,916.19	\$ 94,172.53
Contracted Revenue (T of PS)	\$ 66,824.00	\$ 33,412.12	\$ 77,104.88
Transfer from undesignated fund balance	\$ -	\$ -	\$ -
Interest	\$ 9,000.00	\$ 19,817.75	\$ 20,000.00
Special Event Fees	\$ 3,000.00	\$ 2,405.00	\$ 3,000.00
TOTAL SERVICE REVENUE	\$ 1,183,440.00	\$ 869,051.30	\$ 1,322,277.41
Donations			
Grant Revenue		\$ -	
MUNICIPAL CONTRIBUTIONS	\$ 1,262,630.00	\$ 1,083,588.00	\$ 1,112,372.59

2025 non-cap contribution
\$ 1,112,630.00

Municipality	2025 Percentage	2025 Contribution	2026 Percentage	2026 Contribution	Difference	% change
V. Cottage Grove	57.94%	\$ 731,610.76	58.57%	\$ 651,520.01	-\$80,090.75	-10.95%
T. Cottage Grove	24.87%	\$ 314,054.11	24.63%	\$ 274,015.56	-\$40,038.55	-12.75%
V. Deerfield	17.18%	\$ 216,965.13	16.80%	\$ 186,837.02	-\$30,128.11	-13.89%
TOTALS	100%	\$ 1,262,630.00	100%	\$ 1,112,372.59	-\$150,257.41	-11.90%

Population	2025 Population	2025 Pop %
VCG	9,470	59.21%
TCG	3,831	23.95%
VDF	2,693	16.84%

Total 2025 Averages	
VCG	58.57%
TCG	24.63%
VDF	16.80%

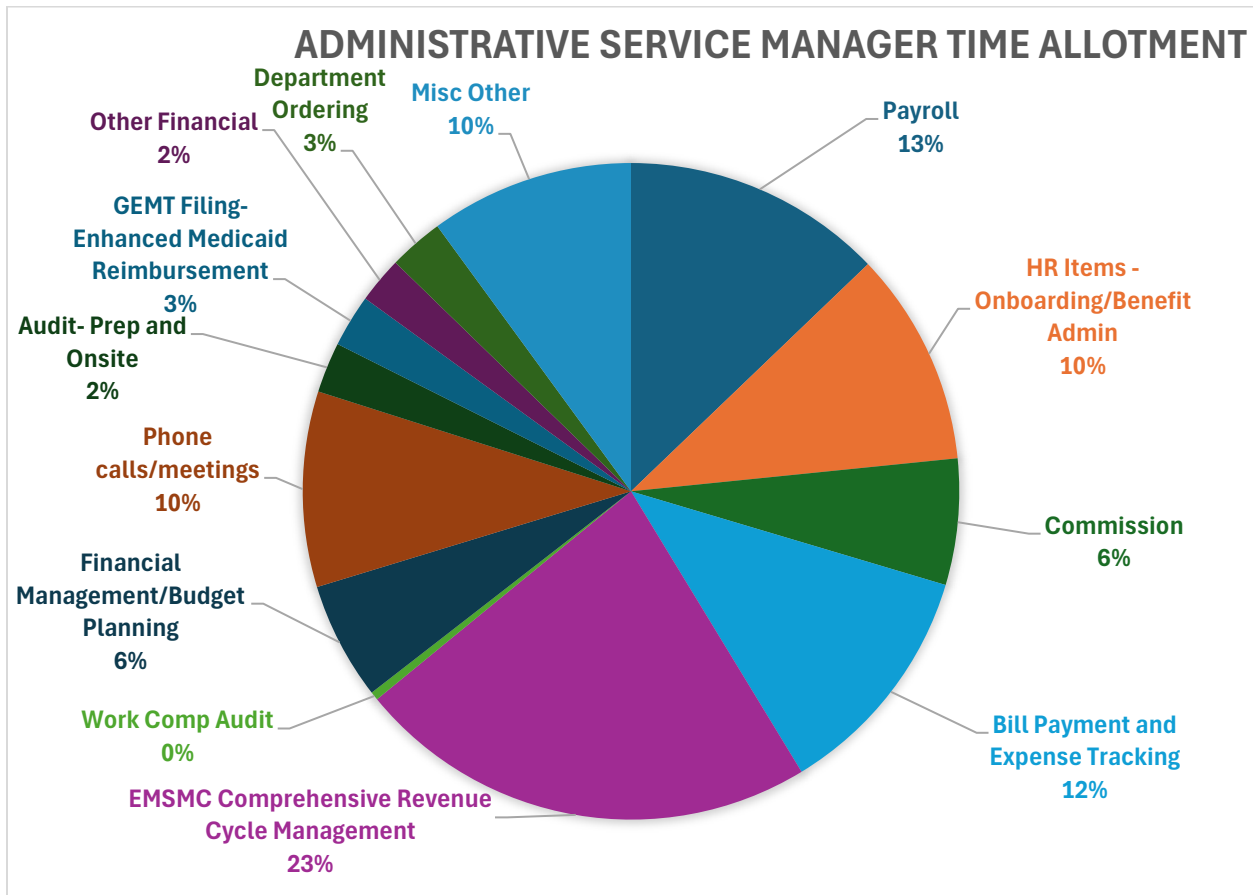
Equalized Value	2025 Equalized Value	2025 Eq Val %
VCG	1,545,983,000	56.46%
TCG	798,770,800	29.17%
VDF	393,367,600	14.37%

Calls for Service	2022	2023	2024	3-year Average	3-year call %
VCG	544	582	685	604	60.04%
TCG	204	212	211	209	20.78%
VDF	190	212	176	193	19.18%



Staff Memo

PROJECTED ADMINISTRATIVE SERVICES MANAGER HOURS ALLOCATION



Any person hired into this position is given 10 holidays and 120 hours vacation. This equals 200 hours off for the year and would then equate to 1880 hours worked.

EMS-MC Comprehensive revenue cycle management will take a deep dive into how our billing agency functions. The administrative services manager will make significant decisions during this process which positively or (hopefully not) negatively impact operations. The ASM will inform the chief of what is occurring but will not need to consult for decisions made. This is 440 hours, or 23.4% of the hours worked.

Financial management, budget planning, and expense tracking will use information gathered from EMS-MC, our current operations, our municipal partners, and industry trends to look toward the future. There are significant changes looming with changes to the health insurance we must prepare for. This will set our department for success, while being fiscally responsible. The ASM will inform the chief of what is occurring but will not need to consult for decisions made in real time. This is 222 hours or 11.8% of the hours worked.

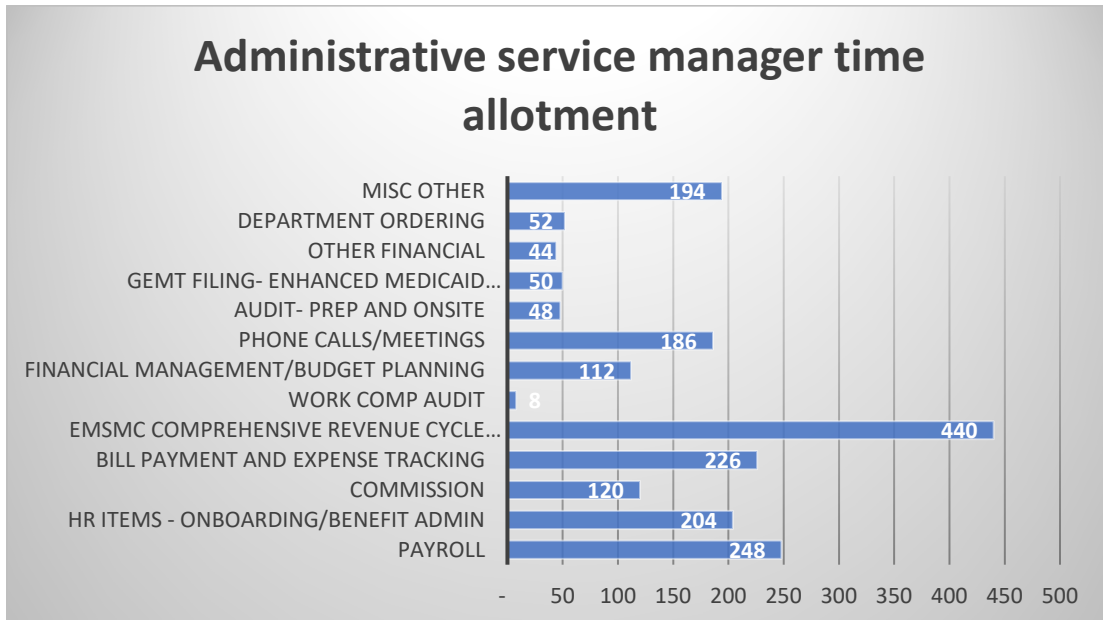
HR Items- Onboarding. The ASM will be integral part of the onboarding process and will complete detailed and confidential background investigations. The ASM will be a second non-bargaining unit participant in interviews for disciplinary or other reasons. The position will also build out the



Staff Memo

hiring and orientation process to be more streamlined, while managing each hiring process from start to finish. Approximately half the time allocated to this duty will be used for these reasons; 100 hrs, or 5.3% of the hours worked.

This graphic shows many more hours (2060) than the Administrative Manager position will actually work through the year (1880), illustrating the need for the position to transition to full-time.



Line Item #	Description	2025 DGEMS Budget	2025 YTD Thru July	Proposed 2026 DGEMS Budget	Difference (\$)	Difference (%)
720	WAGES	\$ 1,071,700.00	\$ 599,294.36	\$ 1,258,700.00	+\$187,000.00	+17.45%
721	HEALTH INSURANCE	\$ 303,700.00	\$ 147,264.63	\$ 282,200.00	-\$21,500.00	-7.08%
722	WORK. COMP.	\$ 37,900.00	\$ 17,769.25	\$ 33,500.00	-\$4,400.00	-11.61%
723	RETIREMENT	\$ 174,500.00	\$ 102,100.94	\$ 199,600.00	+\$25,100.00	+14.38%
724	EMPLOYER'S FICA	\$ 96,100.00	\$ 54,793.95	\$ 111,900.00	+\$15,800.00	+16.44%
725	STAFF CONT. EDUC.	\$ 12,700.00	\$ 3,268.65	\$ 12,700.00		
726	TRAVEL/MILEAGE REIMBURS	\$ 500.00	\$ -	\$ 500.00		
728	MEDICAL DIRECTOR FEE	\$ 12,000.00	\$ 7,000.00	\$ 12,000.00		
734	OVERTIME	\$ 253,200.00	\$ 125,482.98	\$ 257,100.00	+\$3,900.00	+1.54%
735	EMT STIPEND	\$ 16,000.00	\$ 8,100.00	\$ 16,000.00		
736	LIFEQUEST BILLING	\$ 68,000.00	\$ 35,767.79	\$ 72,000.00	+\$4,000.00	+5.88%
740	OFFICE EQUIPMENT	\$ 2,060.00	\$ 1,006.35	\$ 2,090.00	+\$30.00	+1.46%
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 493.84	\$ 1,250.00	-\$750.00	-37.50%
770	COMMUNICATIONS	\$ 7,570.00	\$ 4,249.35	\$ 7,850.00	+\$280.00	+3.70%
775	INFORMATION TECHNOLOGY	\$ 19,400.00	\$ 15,447.79	\$ 17,810.00	-\$1,590.00	-8.20%
790	PUBLICITY&ADVERTISING	\$ 2,000.00	\$ 1,197.18	\$ 2,000.00		
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00	\$ 536.50	\$ 2,000.00		
810	EMT RECOGNITION	\$ 2,000.00	\$ 2,433.86	\$ 2,000.00		
820	EMT CONT EDUC.	\$ 5,500.00	\$ 2,338.30	\$ 5,500.00		
825	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 510.63	\$ 1,500.00		
829	VEHICLE MAINTENANCE	\$ 40,000.00	\$ 6,248.41	\$ 25,000.00	-\$15,000.00	-37.50%
831	FUEL	\$ 25,000.00	\$ 11,224.79	\$ 25,000.00		
840	EQUIPMENT (NON-DISPOS)	\$ 4,300.00	\$ 2,356.50	\$ 5,000.00	+\$700.00	+16.28%
842	EQUIPMENT MAINTENANCE	\$ 8,540.00	\$ 7,532.84	\$ 8,700.00	+\$160.00	+1.87%
845	Capital Purchase	\$ 150,000.00	\$ 160,335.15	\$ -	-\$150,000.00	-100.00%
850	MEDICAL SUPPLIES	\$ 55,000.00	\$ 33,771.64	\$ 60,000.00	+\$5,000.00	+9.09%
852	TRAINING MEDICAL SUPPLIES	\$ 1,000.00	\$ 91.93	\$ 1,000.00		
860	EMT CLOTHING	\$ 19,900.00	\$ 10,591.32	\$ 20,100.00	+\$200.00	+1.01%
870	INSURANCE/BUSINESS	\$ 18,500.00	\$ 16,439.08	\$ 16,000.00	-\$2,500.00	-13.51%
871	GROUP LIFE INSURANCE	\$ 1,800.00	\$ 1,050.05	\$ 2,100.00	+\$300.00	+16.67%
872	UNEMPLOYMENT INSURANCE	\$ 4,000.00	\$ 496.27	\$ 4,000.00		
878	COMMUNITY MEDIC PROGRAM	\$ 300.00	\$ -	\$ 300.00		
879	HEALTH AND SAFETY	\$ 2,800.00	\$ 1,478.07	\$ 2,800.00		
880	LEGAL	\$ 8,000.00	\$ 6,030.00	\$ 5,000.00	-\$3,000.00	-37.50%
881	ACCOUNTING	\$ 10,000.00	\$ 10,500.00	\$ 11,200.00	+\$1,200.00	+12.00%
898	BUILDING AND GROUNDS	\$ 3,500.00	\$ 2,175.16	\$ 3,500.00		
899	ADMINISTRATIVE EXPENSES	\$ 3,100.00	\$ 2,489.63	\$ 3,500.00	+\$400.00	+12.90%
	TOTAL EXPENSES	\$ 2,446,070.00	\$ 1,401,867.19	\$ 2,491,400.00	+\$45,330.00	+1.85%

Estimated Ambulance Run Fees	\$ 1,020,000.00	\$ 808,870.37	\$ 1,150,000.00
Less: Overdue Run Fees		\$ (78,949.13)	
Net Run Fees		\$ 729,921.24	
Training Center Income	\$ 3,000.00	\$ 1,579.00	\$ 3,000.00
Contracted Revenue (T of DF)	\$ 81,616.00	\$ 81,916.19	\$ 94,172.53
Contracted Revenue (T of PS)	\$ 66,824.00	\$ 33,412.12	\$ 77,104.88
Transfer from undesignated fund balance	\$ -	\$ -	\$ -
Interest	\$ 9,000.00	\$ 19,817.75	\$ 20,000.00
Special Event Fees	\$ 3,000.00	\$ 2,405.00	\$ 3,000.00
TOTAL SERVICE REVENUE	\$ 1,183,440.00	\$ 869,051.30	\$ 1,347,277.41
Donations			
Grant Revenue		\$ -	
MUNICIPAL CONTRIBUTIONS	\$ 1,262,630.00	\$ 1,083,588.00	\$ 1,144,122.59

Municipality	2025 Percentage	2025 Contribution	2026 Percentage	2026 Contribution	Difference	% change
V. Cottage Grove	57.94%	\$ 731,610.76	58.57%	\$ 670,116.08	-\$61,494.68	-8.41%
T. Cottage Grove	24.87%	\$ 314,054.11	24.63%	\$ 281,836.68	-\$32,217.44	-10.26%
V. Deerfield	17.18%	\$ 216,965.13	16.80%	\$ 192,169.83	-\$24,795.30	-11.43%
TOTALS	100%	\$ 1,262,630.00	100%	\$ 1,144,122.59	-\$118,507.41	-9.39%

Population	2025 Population	2025 Pop %
VCG	9,470	59.21%
TCG	3,831	23.95%
VDF	2,693	16.84%

Total 2025 Averages	
VCG	58.57%
TCG	24.63%
VDF	16.80%

Equalized Value	2025 Equalized Value	2025 Eq Val %
VCG	1,545,983,000	56.46%
TCG	798,770,800	29.17%
VDF	393,367,600	14.37%

Calls for Service	2022	2023	2024	3-year Average	3-year call %
VCG	544	582	685	604	60.04%
TCG	204	212	211	209	20.78%
VDF	190	212	176	193	19.18%



Staff Memo

Memo Date: September 4, 2025
To: Deer-Grove EMS District Commission
From: Eric Lang, EMS Chief Deer-Grove EMS
Subject: 2026 Operating Budget and Addition of the *Administrative Services Manager* position with removal of the *Office Manager* position

Background

As an independent, municipal ambulance service provider, Deer-Grove EMS (DGEMS) has 47-year long history of managing all departmental and business-related functions, including human resources, billing, training, and more without the assistance of the partner municipalities. To achieve this, the DGEMS commission has given the authority to the DGEMS Chief to fill and supervise an *Office Manager* position with a part-time employee. This has been a sixteen (16) hour position since its inception in 2002, with no adjustment for hours since. Please see the attached *Office Manager* position description, which was last revised in 2018.

Out of operational necessity, the *Office Manager* duties have increased over the past 6 years from those of an accounts manager who would be responsible for bill paying and payroll to a wide-ranging set of responsibilities that allow us to have a successful business operation. Even though not explicitly listed in the position description, these are the primary tasks currently completed by this position: Human Resources; ETF and other agency benefits coordinator; record keeping; payroll (in-house); accounts receivable/payable; ongoing budget analysis; department banking and third-party billing collections reconciliation; IT systems administrator; assist EMS Chief as necessary with additional office tasks.

Though the addition and transition of duties and responsibilities happened over the course of years, the time necessary to complete all the tasks listed above has recently increased to be unachievable in the 16 hours/week allocated. We completed an internal evaluation of the organization chart after the recent promotion process of two Lieutenants, and re-aligned duties accordingly. This allowed us to ensure that no one person on the operations portion of the chart was overwhelmed and/or had more assignments than they could complete during their scheduled/rotating shifts. However, the administrative workload of the *Office Manager* position was not lessened. Upon further review, the necessary tasks of the position exceed the capacity of a sixteen (16) hour work week and justify a full-time forty (40) hour work week.

Overview and Request

DGEMS leadership has created a new full-time *Administrative Services Manager* position. This new position will manage the business-related tasks now and as the district expands in the future. The new position will replace the *Office Manager* position. While we believe we already have the best and most suited candidate in-house, we plan to make a public posting for the position to ensure this.

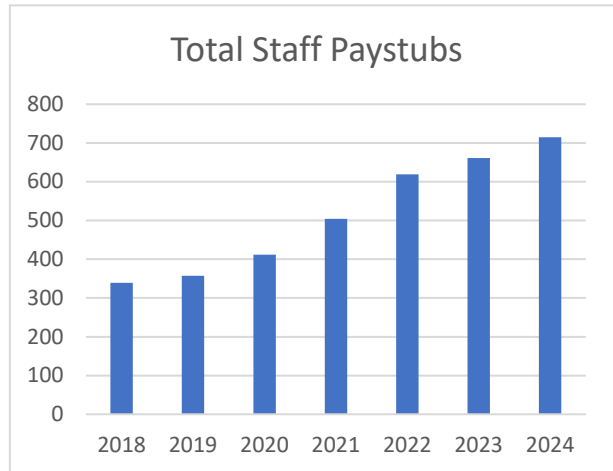


Staff Memo

The position is combination of Human Resources Director, Finance Director, Accounts Manager, Bookkeeper, *Office Manager*, and Business Manager. Thus, the job description and pay scale reflect these wide-ranging and important business tasks.

Growth of DGEMS and Identification of Full-Time Administrative Needs

Since the inception of the position and the last look at it in early 2018, the department has grown significantly. In 2018, the department had a roster of eight (8) full-time paramedics, six (6) casual paramedics. Our current staff has twice as many full-time members (16), along with three times as many casual members (18) needed to fill the schedule across the district. Each of these staff members also submits payroll reimbursements for their uniform and education allowances. These administrative duties have increased the workload during each payroll period.



Since 2019 we have also added pass through benefits to our department members. These benefits included increased coverage from Delta Dental and Delta Vision for our full-time staff, and Liberty Mutual and AFLAC injury benefits for our entire department. These additions have added tasks in different areas; for example, there are extra enrollments to process during the annual open enrollment periods. The sales representatives for Liberty/AFLAC take on some of the enrollment load, but the current *Office Manager* still is involved during open enrollment periods. There are added deductions for the payroll processing for all the previously mentioned products. Also, because Liberty/AFLAC are pass-through benefits available to the Casual/Volunteer groups, the current *Office Manager* must ensure each staff member has enough hours to cover the cost. If they don't, the staff members must re-imburse the department through personal check or future payroll deduction. In the past, DGEMS did outsource payroll, but we discovered it was more costly than completing in-house. There would still be a significant need to provide the data to the payroll company. These extra benefits are provided to us via invoice and manually entered into our payroll system, something a third-party company would not be able to manage.

We have 150% as many calls for service—on pace for 1500 in 2025 as compared to 1002 in 2017 and 786 in 2013. This leads to twice as much accounting work on an annual basis. There are more invoices to process each month due to the increased use of medical supplies to provide emergency care. As both ambulances are running 24/7 there are also twice as many fuel purchase transactions to track and verify.

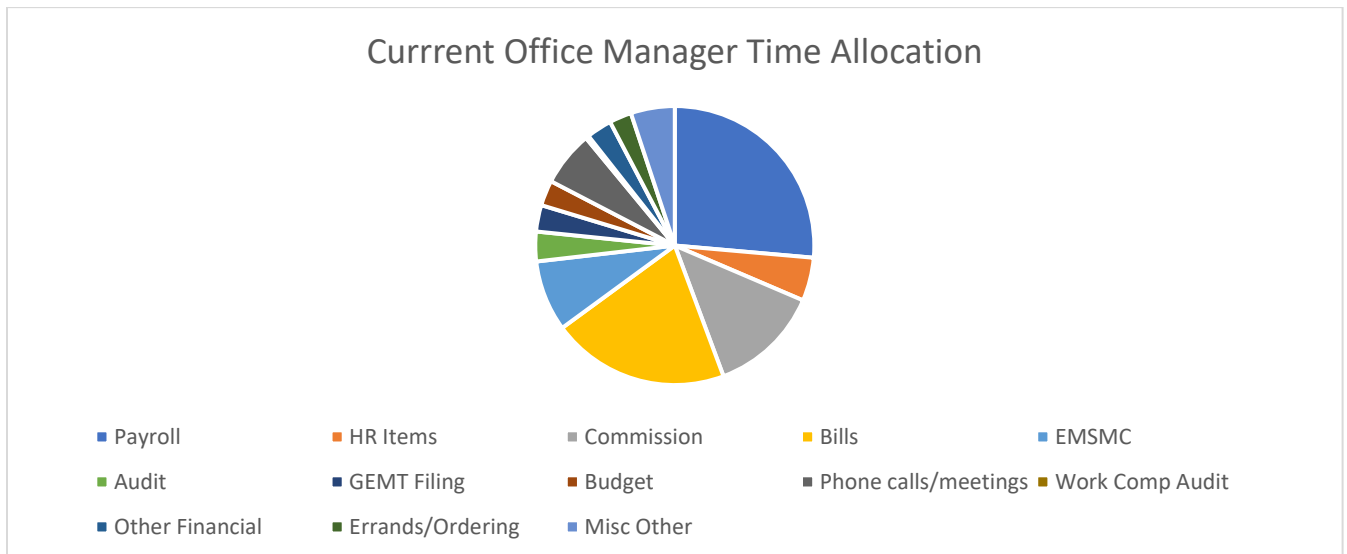


Staff Memo

The current administrative position also reconciles the bank accounts, not only of our own internal transactions, but those of the third-party billing agency. An increase in internal transactions, along with the external ambulance billing transactions has led to two or maybe even three times more accounts to reconcile in the monthly billing cycle. We have seen an increase in the overall budget from under \$1 Million to \$2.5 Million. Our ambulance run fee collections have increased to over \$1.1 Million. The ambulance billing and collections world has become more complicated than ever. With the current hour allocation, there is only time to maintain the status quo, there is no time to find innovation or improve processes (see below).

The tasks described above acknowledge a snippet of the *Office Manager* duties, but it does not show the full breadth of what needs to be completed. Here is an alphabetical listing of tasks completed by the Office Manager position (this is not all-inclusive):

Audit - Onsite day; Audit prep; Background checks; Balance Sheet; Bank Reconciliations x 3; Bill payment; Bills/payroll/Deposits in packet; Budget with all variations; Commission meetings; Commission minutes; Commission pkt print/assemble/email/mail; Credit Card Bill assembly; DGEMS Deposits; EMSMC Aging; EMSMC conference; EMSMC reconciliation; Filing of all invoices and all paper documents; GEMT Medicaid supplemental payment filing; Hiring events; Insurance; Applications; Invoices; Monthly Coverage stats; Monthly Run stats; New employee setup/reporting; Officer meetings; Ordering of supplies and operational items; Other Conferences/training; Payroll; Profit and Loss Statement; Quarterly tax filings; Thank you cards/preparing deposits; W-2s; Work Comp Audit; WRS Recon; and WT-7



Areas for Increased Efficiency with the Administrative Services Manager Full-Time Position

Medicaid Reimbursement: As another example of the evolution to a full-time position- Wisconsin was finally given approval by the Federal Government to issue supplement Medicaid payments for ground emergency medical transport fees incurred in 2023 and 2024. The supplemental payments would provide more funds for our department and raise Medicaid reimbursement to no more than



Staff Memo

the Medicare level. This would require us to give cost and call data regarding our overall operations and Medicaid calls specifically. The *Office Manager* invested twenty (20) hours in the entry of data in the GEMT cost reporting system for each 2023 and 2024. Through the desk review of our 2023 submission by the Public Consulting Group, there have been an additional twenty (20) hours of data refinement, and clarification of the data points. This means the *Office Manager* thus far has sixty (60) hours committed to this data entry. This number will only increase as we embark on final completion for the 2023 submission and eventual desk review of 2024. We have preliminary reimbursement numbers of approximately \$100,000 in supplemental reimbursement to the department. When 2025 began, this task and reimbursement wasn't on any of our task lists. Contact with the reviewers at the PCG has been limited to business hours, so we have made progress, but it has been slowed by delays in communications.

Benefits Distribution and Training: On March 1, 2026, the Wisconsin Department of Employee Trust Funds will launch a new My Insurance Benefits (Benefitplace) for all employers that offer ETF-administered insurance benefits. All ETF-administered insurance programs (e.g., life, income continuation, health, supplemental dental, vision, and accident) except for long-term care will be part of the new My Insurance Benefits system. They will host mandatory My Insurance Benefits training for local and non-STAR employers prior to the launch of this new platform. The training courses will be held during the daytime normal business hours and there will be no recorded option available. This presents a challenge to the part-time *Office Manager* to complete and remain compliant with all related HR/Benefits provided to our staff from the ETF. This is an example of how a full-time schedule, and hours would allow the *Administrative Services Manager* the flexibility to work these presentations into the weekly task list, rather than have them disrupt an entire workflow.

EMT Coverage, Assistance: The job description for the *Administrative Services Manager* position puts preference on those candidates with an EMT license. As our partner municipalities grow and inevitably experience more calls for service due to growth, there will be a need for more ambulance response resources. Being an EMT will allow this position to periodically staff an ambulance to help the department meet the needs of the partner municipalities and their residents. Using our current staffing model, the Chief and *Administrative Services Manager* could flex into a third ambulance.

Administrative Functions Needing Full-Time Manager Leadership

The current *Office Manager* position does not have sufficient hours to cover the full scope of responsibilities, resulting in tasks being prioritized rather than consistently managed in full. An allocation of more hours to this singular position will allow for the efficient completion of all tasks, without the duplicative costs of additional digital platforms, additional office equipment, and increased office space for another body.



Staff Memo

The list below contains many tasks on the *Office Manager's* To-Do list. These are a combination of tasks originally included in the primary job description and others added to the responsibilities of the job over the course of time.

- WI GEMT Medicaid original filing and subsequent desk review information submissions ♣
- Worker's Compensation Audit ♠
- Transition to new ETF benefits system - This will require daytime training early in 2026 (required to attend) and will be difficult to have a part-time person attend while working a full-time day job ♥
- Business/Liability insurance package pricing- Work Comp; General Liability; Auto ♠
- Benefits administration- Health, Vision, Dental, Life, Income Continuation ♥
- AFLAC and Liberty Mutual reconciliation ♠
- Improve reference and background check process for new hires ♠
- Assist in the billing review process of the EMS runs ♣
- Revenue – AR; specifically, the full EMS-MC billing and recoupment process completion ♣
- Annual Audit- government accounting standards
- Streamlined business administration improvements with an eye on saving money for the district ♠

♣= Tasks when completed will result in more revenue for the district, thereby helping the budget.

- Significant time is necessary for completion of the full GEMT process, but will result in additional reimbursement revenue for the district
- Finding reimbursement dollars left on the table by flaws in the EMS-MC billing process will also add revenue for the district

♠= Tasks when not completed could cost the district valuable budget dollars.

- Work Comp data is needed to set our annual rate
- Without time to shop for different types of insurance, we may be blind to something less expensive but just as good for coverage. This may be an area to save
- Employees who get these benefits do get a payroll withdrawal each time they receive payroll, but there is no time to verify if there have been any gaps in payments from the staff.
- We complete a background check currently, but something more robust will prevent “bad hires” from slipping through. These instances cost the department budget dollars for training and possible legal consultation if they need to be discharged.
- Specific government accounting standards create the need for special reporting, which we've had to pay Johnson Block to complete. This could be completed in-house to save budget dollars.



Staff Memo

♥ = Tasks related to employee retention.

Local Department Comparison of Administrative Staff

Over the past five years, DGEMS leadership and our municipal partners have prioritized meeting the district’s response and coverage needs, which allowed us to double our full-time staff. However, with this growth there is now the new need to expand our administrative capacity. As with the recent 2025 tentative agreement with the bargaining unit, the department must now catch up. This includes both the number of hours dedicated each week and the wages paid for this position.

This chart was provided to us by our accounting firm Johnson-Block. Due privacy concerns, they are unable to tell us which three EMS districts are represented in the infographic. The information provides us with perspective supporting the need for additional business management staff time.

	<u>District #1</u>	<u>District #2</u>	<u>District #3</u>	<u>Deer-Grove EMS</u>
Employee Status	Full-Time	Full-Time	Outsourced Bookkeeping	16 hrs/wk
Total Assets	\$3.4 million	\$4.5 million	\$5.9 million	\$2.9 million
Total Revenue	\$4.4 million	\$3.1 million	\$2.8 million	\$2.5 million
EMS Run Revenue (net)	\$2.4 million	\$1.1 million	\$820k	\$1 million

Alternative Explored

At the request of the EMS Commission at the August 2025 meeting, we did explore alternatives to a full-time position, with the primary possibility being that of increasing the hours of the *Office Manager* and hiring another part-time administrative staff member.

High Level Start-up costs to add a second part-time office staff member:

Laptop	\$1,500
Desk and workstation	\$1,500
QuickBooks access	\$1,000

Training of the new hire will be covered by normal wages. What will cost most is the loss of productivity of the *Office Manager* when training the new hire to complete tasks.

Cost of a new staff member @ \$23.50 per hour would be total cost of **\$26,351.21** for the year.

The hours threshold to avoid health and retirement benefits is twenty-three (23) per week.

Cost of the current *Office Manager*, when given a raise to \$29.51 per hour is **\$33,090.39**



Staff Memo

Grand total in annual payroll costs for two part-time office staff members is **\$59,441.60**

We concluded this alternative would not solve the problems at hand for several reasons. The primary difficulty being the *Office Manager* would have to train anyone newly hired while knowing there was not enough time to complete the assigned tasks central to the position. This would place a heavier burden on the position. While eventually there could be a segregation of duties between two staff members, only the *Office Manager* is completing these tasks currently and thusly would need to train any new person.

A secondary obstacle is space at the department's main office in the Cottage Grove Emergency Services Building. DGEMS has two administrative offices on the first floor. These offices are already at capacity and any attempts at reconfiguration would be futile. There are some former police department spaces in the basement, but placing a person there would segregate them from the rest of the department and business documents needed to complete the job. While there could be a shared space to save money, this would force us to have schedules with the two administrative staff members never working at the same time. This could also limit our candidate pool.

A final obstacle is oversight of the newly hired position. While the Chief and other leadership staff members know what components make of up the *Office Manager's* job, we do not know the inner workings of how the tasks are completed. The leadership staff may be able to provide some guidance, but many of the "how do you do this" questions would still need to be answered by the current *Office Manager*.

Final Recommendation from DGEMS to the Commission

The success of our district is not specifically predicted by the efforts of the Chief, the field paramedic staff, or even the commission members. The combined efforts of the entire organization have led to our success. The superior work of the *Office/Accounts Manager* has gotten us to this point. We see the new position helping the department reach new heights and putting us into a position of great success moving into the future. The Administrative Service Manager will not only have a great effect on our department, but also on our partner municipalities through the assurances of financial stability and stewardship of the taxpayers' dollars.

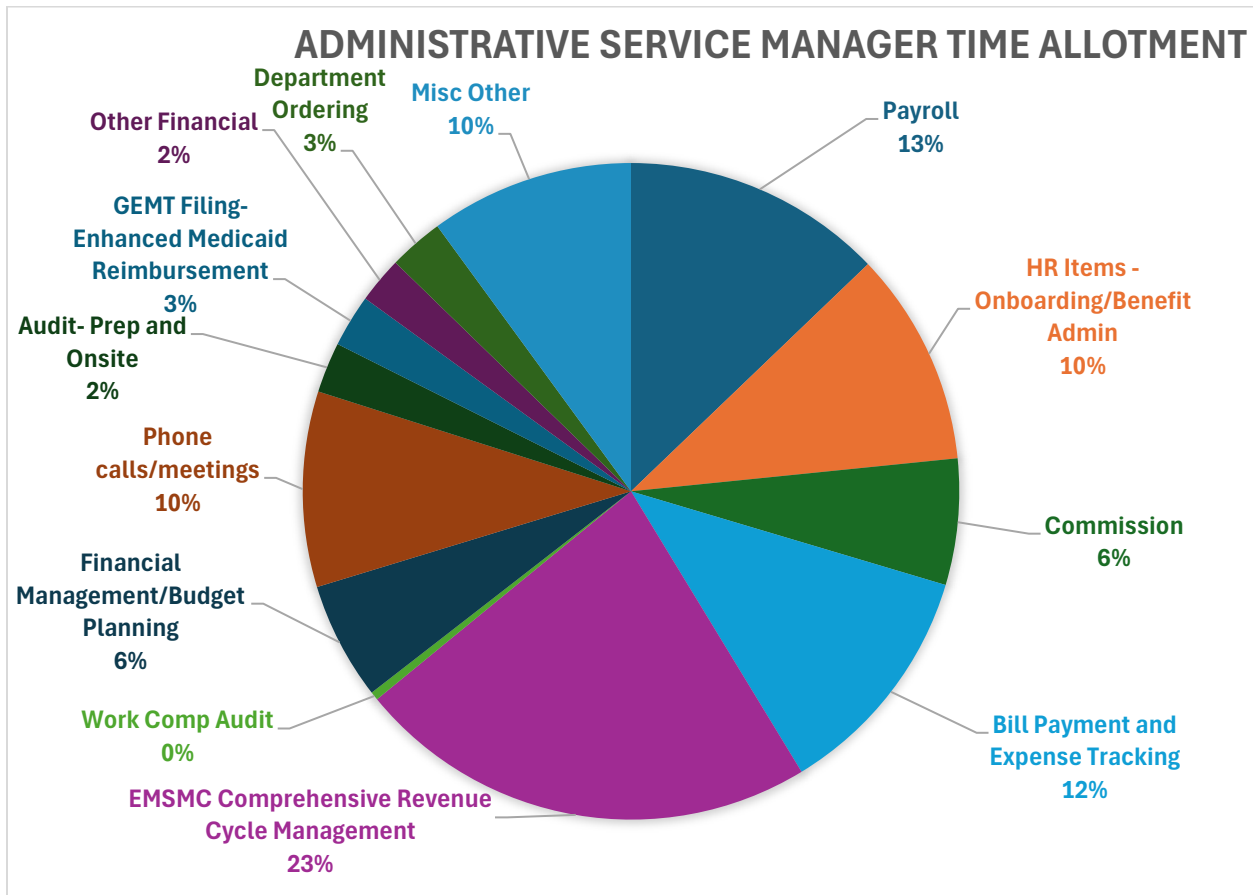
As your communities grow, so must our department. The Deer-Grove EMS Chief respectfully recommends creating and funding the *Administrative Services Manager* position as part of the 2026 operating budget.

If approved, we would plan to have a public posting to advertise for the new position. We would complete the hiring process with the goal of having the position start as early in 2026 as possible.



Staff Memo

PROJECTED ADMINISTRATIVE SERVICES MANAGER HOURS ALLOCATION



Any person hired into this position is given 10 holidays and 120 hours vacation. This equals 200 hours off for the year and would then equate to 1880 hours worked.

EMS-MC Comprehensive revenue cycle management will take a deep dive into how our billing agency functions. The administrative services manager will make significant decisions during this process which positively or (hopefully not) negatively impact operations. The ASM will inform the chief of what is occurring but will not need to consult for decisions made. This is 440 hours, or 23.4% of the hours worked.

Financial management, budget planning, and expense tracking will use information gathered from EMS-MC, our current operations, our municipal partners, and industry trends to look toward the future. There are significant changes looming with changes to the health insurance we must prepare for. This will set our department for success, while being fiscally responsible. The ASM will inform the chief of what is occurring but will not need to consult for decisions made in real time. This is 222 hours or 11.8% of the hours worked.

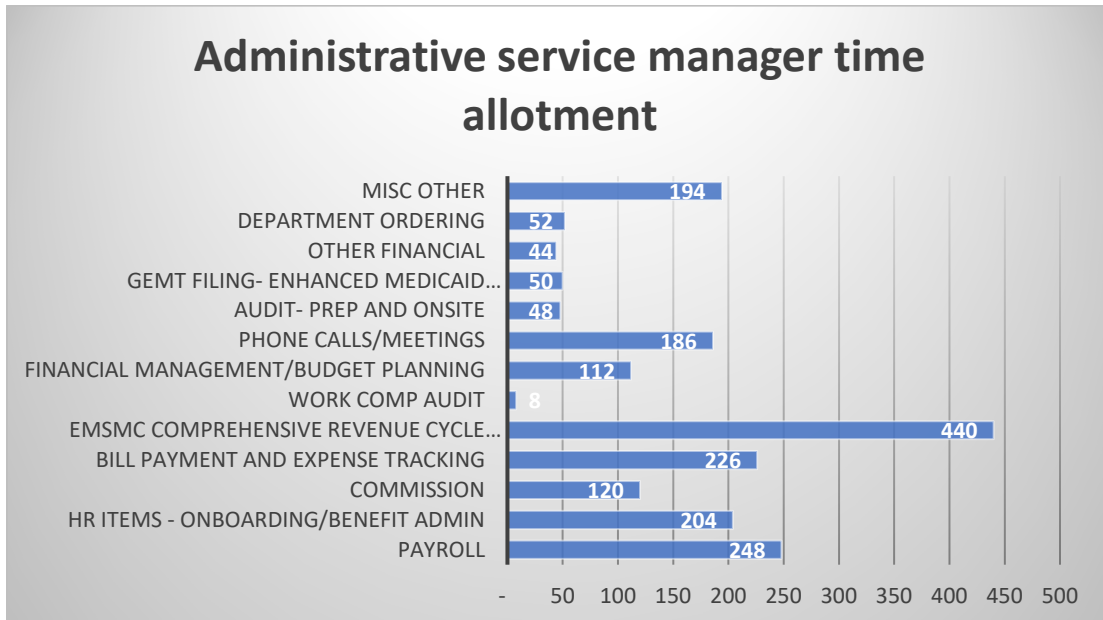
HR Items- Onboarding. The ASM will be integral part of the onboarding process and will complete detailed and confidential background investigations. The ASM will be a second non-bargaining unit participant in interviews for disciplinary or other reasons. The position will also build out the



Staff Memo

hiring and orientation process to be more streamlined, while managing each hiring process from start to finish. Approximately half the time allocated to this duty will be used for these reasons; 100 hrs, or 5.3% of the hours worked.

This graphic shows many more hours (2060) than the Administrative Manager position will actually work through the year (1880), illustrating the need for the position to transition to full-time.





DEER-GROVE EMS

POSITION DESCRIPTION

TITLE: EMS ADMINISTRATIVE SERVICES MANAGER		
REPORTS TO: EMS Chief		CLASSIFICATION: Administrative; Support
Original Issue: 03/18/2008	Revised: 04/19/2018	Number: 4.10
Issued By: EMS Chief		Approved By: DGEMS District Commission

GENERAL STATEMENT OF DUTIES

This position reports directly to the EMS Chief.

Responsibilities include providing a variety of skilled routine and complex administrative, clerical, and technical work in assistance to the EMS Chief. Work in this position requires intimate knowledge of pre-hospital emergency medical services operations, managerial knowledge, effective teamwork, initiative, and some independent decision making. This position requires the ability to work as a team member with other support staff to ensure smooth operation of day-to-day business within the department. The position requires frequent contact with department staff, the public, officials representing our municipal partners, and multiple other organizations.

This position will also provide highly responsible and complex financial, analytical, and executive support to the EMS Chief and coordinate assigned activities with other supervisory EMS staff members. This position is responsible for managing financial systems, the policies and procedures of budget development, and other activities including revenue and expense monitoring.

This position is classified as a **FLSA exempt/non-exempt**, confidential employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists, develops, and implements goals, policies, priorities, and procedures relating to financial management, budget and accounting, and Fire/EMS operations.
2. **Develops and maintains a succession planning guide, which includes specific instructions for completion of payroll and bill payment.**
3. Provides oversight to and participates in the development and administration of EMS departments' annual operating and capital budgets.
4. Provides oversight to and participates in the annual financial audit.
5. Conducts research and performs complex data analysis. Proposes process and operational changes that enhance department efficiency and financial outcomes. This includes verification of the processes used by the District's EMS third party billing agency.
6. Coordinate responses to financial and/or technical inquiries from the general public, elected officials and municipal partners.
7. Research data for cost-benefit analysis and production efficiencies, capital planning and budgeting and assists with procurement processes.
8. Research and propose technology and other innovative solutions to strengthen controls and financial outcomes.
9. Assist with identifying funding sources to support existing and planned program activities as well as participate in the development, writing, and submission of grant proposals to federal, state and private funding agencies.
10. Reviews and monitors with the department purchasing activities to ensure adequate funds are available and processes meet District policies, procedures, and rules.
11. Participates in long term planning processes to ensure funding for large and critical operating, staging, and equipment expenses.
12. Reviews, audits, and submits the department's payroll processes and procedures; ensure biweekly payroll activities are accurate and within the scope of all District pay policies.
13. Develops and monitors financial and administrative policies to ensure desired outcomes are achieved.
14. Provides responses to inquiries from the general public, elected officials, and other municipal Departments regarding customer complaints, problem resolution operations, etc. Process Freedom of Information Act and other legal requests.
15. Prepares staff reports, resolutions, and/or presentations for commission and other meetings.
16. Conducts research and the preparation of detailed reports including recommendations and implementation strategies.

17. Primary individual for the answering of the telephone system, assisting callers with questions and/or forwarding calls to the appropriate individual/staff member.
18. Primary individual for assisting customers coming into the office.
19. Maintains and prepares a listing of invoices/bills for EMS Commission to review and approve payment of. Act as liaison for the District to ensure invoices/bills are processed accurately.
20. Maintains a complete file of invoices received and paid.
21. Maintains a complete file of receipts and other revenue received by the District.
22. Responsible for coordination and preparation of employee payroll and payment of benefits.
23. Responsible for setting up new employee payroll records and filing appropriate benefit applications.
24. Prepares and maintains the revenue and expenditure accounts and provides a monthly report to the EMS Commission for review.
25. Prepares annual Funding Assistance Program financial reports and submits in a timely manner.
26. Responsible for ensuring that all insurances are maintained and premiums are paid, inventory, equipment, etc. are updated to ensure coverage.
27. Responsible for record management and filing of all documents. This includes originals with proper signatures.
28. Maintains the clothing and education allowance records and issues vouchers appropriately.
29. Prepares and distributes informational materials for EMS Commission, including agendas, postings, notice of and mailing or emailing of this information, under the supervision of the EMS Chief. Sends agenda/packet for each meeting to respective Commission members and provides a copy for the Village/Town records to the Town/Village offices.
30. Responsible for deposit of daily receipts to the bank.
31. Attends all meetings and acts as recording secretary and prepares minutes in final form for review and approval of the Commission.
32. Complete errands for the District at the request of the EMS Chief or EMS Commission.
33. Completes contractually assigned tasks for partner municipalities or EMS agencies per their instructions.
34. Assists in any other projects as directed by the EMS Chief or designee of the Chief.

These duties are normal for this position. They are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM JOB FUNCTIONS

◆ Education and Experience

- Minimum education: Bachelor's degree in Public Administration, Business Administration, Accounting, Finance, or related field, or an equivalent combination of education and experience.
- Between four to six years of progressively responsible municipal government experience, preferably in a Fire/EMS environment, managing complex budgets from a variety of funding sources.

◆ Knowledge of

- Local government budget, finance, accounting principles, and practices.
- Advanced knowledge of Microsoft Office suite applications and comfort working with various software including website design, records retention, calendar and email systems.

◆ Ability to

- Prioritize and manage multiple tasks while meeting deadlines
- Work independently with a high degree of initiative
- Excel in a collaborative environment through building relationships, interacting with peers and managers on complex financial and analytical matters
- Communicate clearly and effectively, both verbally and in writing
- Use some discretion or judgment exercised, but supervisor is normally available
- Develop critical goals and objectives for the department where if an error occurs it could result in critical financial loss.
- Develop policies and procedures for an entire department, plus occasional participation in the development of policies which affect other departments in the organization.

◆ Skill in

- Effectively communicating with internal and external contacts which may require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue to avoid having to deal with the issue again in the future.
- Requires skill in listening, critical thinking, problem analysis and problem solving; written/verbal communication skills; ability to tailor the message, context, and mode of communication to the audience.
- Must possess skill in monitoring one's own work to ensure quality, accuracy, and thoroughness; sound judgment in recognizing scope of authority; ability to think strategically, commit to innovation and continuous process improvement, and work collaboratively within the organization.
- Excellent attention to detail, organized, accurate, and reliable.

◆ Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- The noise level in the work environment is usually quiet.

◆ Language Ability and Interpersonal Communication

- Accurately enter data at a minimum of 50 wpm.
- Knowledge of general office operations and procedures. Organizational and filing skills are necessary.
- Good customer service skills and ability to communicate effectively with others.
- Ability to comprehend and interpret a variety of documents.
- Ability and knowledge in the use of computers for processing of work.
- Ability to prepare a variety of documents such as letters, grant papers, assessment records and conform to all rules of punctuation, grammar, diction and style.
- Ability to take and prepare minutes in final form.
- Ability to record and deliver information, explain procedures and follow instructions.
- Ability to use and interpret basic legal terminology.
- Ability to work under pressure and meet deadlines.

GENERAL REQUIREMENTS

Must possess a valid Wisconsin Driver's License and must be eligible to be bonded.
Current WI EMT license is preferred.

HOURS OF WORK

Regular office hours are a minimum of 40 hours per week, with the ability to work additional hours per week as needed. Hours worked may be flexibly scheduled due to meetings and/or workload. All hours worked and schedule of hours must be pre-approved by the EMS Chief or designee.



DEER-GROVE EMS

PAY AND BENEFITS

TITLE: EMS ADMINISTRATIVE SERVICES MANAGER		
REPORTS TO: EMS Chief	CLASSIFICATION: Administrative; Support	
Original Issue: 09/08/2025	Revised:	Number: 4.10

ANNUAL COMPENSATION- \$80,000 – \$102,000

HEALTH INSURANCE- Health insurance is offered via WI State ETF. There are 3 Dane County plans to choose from as well as other county's plans. Deer Grove EMS (DGEMS) pays 88% of the average cost of the three Dane County plans with the employee covering the remaining portion. Coverage begins the 1st of the month following date of hire. (i.e.; DOH=January 2nd, coverage begins February 1st)

ACCESS TO OUR EAP WELLNESS CLINIC - <https://fsmeap.mylifeexpert.com/>

DENTAL INSURANCE- Delta Dental- Uniform dental insurance is included with the health insurance offering. Additional supplemental dental may be purchased through Delta Dental by the employee with the employee paying 100% of the premiums via payroll deduction.

LIFE INSURANCE- State Life Fund- Securian Life- DGEMS pays for every full-time employee's basic coverage. The employee may elect Supplemental, Additional and/or Spouse/Dependent coverage at their cost. Premiums for this vary depending on age and salary.

Globe Life-Liberty National - AFLAC Insurance- The employee has the ability to purchase at their expense

INCOME CONTINUATION INS - State Fund

Offered via Income Continuation Insurance. Currently ICI is on a premium holiday so there is no cost to the employee. At the discretion of the WI State ETF, this could change in the future.

VISION INSURANCE- Voluntary vision is also offered by Delta Vision with 100% of the premiums paid by the employee via payroll deduction.

RETIREMENT- Wisconsin Retirement System requires a matching 6.95% employee contribution.

Deferred Comp, Traditional or Roth IRA- The employee can participate in a 457 Deferred Comp Plan, IRA Traditional or Roth IRA, if they choose.

SICK LEAVE- Accumulation of eight hours per month. At retirement ability to convert sick balance up to 120 days into a Health Reimbursement Account (HRA).

VACATION- Vacation is earned on your anniversary.

- Less than 2 years 120 hours
- 2 years to < 5 years 160 hours
- 5 years to < 10 years 240 hours
- 10+ years 300 hours

HOLIDAYS

The following Holidays are observed:

New Years Eve Day; New Years Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Eve Day; Christmas Day

Two floating holidays are given at the beginning of each year (prorated if hired after July 1 and not available if hired after October 1) to be used as the employee chooses and cannot carry over.



WESTERN LAKES FIRE DISTRICT

1400 Oconomowoc Parkway, Oconomowoc, WI 53066

Phone: 262-567-8282 or 262-965-2262 Email: info@westernlakesfd.org

JOB ANNOUNCEMENT

Finance Manager

The Western Lakes Fire District, WI (pop. 54,568) is seeking a progressive, experienced, professional for the position of Finance Manager.

Finance Manager Candidate Qualification Criteria

The Fire Board and Fire Chief seek candidates with high integrity, detail oriented, strong organizational and time management skills, and a commitment to excellence in customer service to serve as the District's Finance Manager.

Principle Duties and Responsibilities

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Maintain District Accounting System, including reviewing, analyzing, and balancing all accounts on a monthly basis; prepare journal entries; prepare internal financial statements; guide and instruct bureaus in proper accounting procedures.
- Budget and Analysis Services, including assisting the Fire Chief with Long Term Financial Plan projections; assist in preparation of revenue estimates for budget; review fee amounts annually and recommend adjustments; assist in preparation of the annual budget; provide budget management and financial analysis support.
- Supervise General Accounting Staff, including directing monthly processing of purchase orders, accounts receivables, and accounts payable; directing bank reconciliations; oversee payroll reconciliation; directing and maintaining fixed asset records.
- Assist the Fire Chief, when necessary, with various projects or assignments.
- Project monthly, quarterly and annual cash flows to determine possible deficits and shortfalls.
- Performs other duties as assigned.

Salary, Benefits, and Schedule

This is a full-time, 40 hours/week position. The annual salary for this position is \$84,080 - \$102,443 depending on experience and qualifications. The Western Lakes Fire District offers an attractive benefit package that includes medical, dental, vision, and life insurance; vacation, sick, and holiday time. The District participates in the Wisconsin Retirement System (WRS) and employees have the option to participate in the Wisconsin Deferred Compensation program and short-term disability coverage (AFLAC). Wages and benefits are determined by the Western Lakes Fire District Board.



Successful candidates will minimally possess the following qualifications at time of hire:

- Bachelors' degree in accounting
- Minimum five years of experience in public accounting
- CPA certification preferred
- Supervisor experience necessary, along with excellent public relations skills
- A valid driver's license

Required qualifications within six months include:

- CEVO/EVOC Training
- NIMS 100, 200, 300, 400, 700, and 800

Other Information:

Residency: There is no residency requirement for this position with the District.

Medical: Applicants will be required to submit a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the applicant at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional, or mental condition which adversely affects the performance of duties in the position they have applied for under the essential functions of employment, with reasonable accommodation.

Interested professionals must submit the following materials to HR@westernlakesfd.org by October 22, 2023:

- WLF D Application
- Resume
- Cover Letter
- Contact information for five (5) professional references

Position will remain open until filled



About the District

The District is owned by, and provides fire and EMS services to, the residents of the City of Oconomowoc, Village of Summit, Village of Dousman, and Town of Ottawa. In addition, the District also provides fire and EMS services to the residents of the Town of Oconomowoc, Village of Lac LaBelle, and portions of the Town of Merton. EMS services are also provided to the residents of the Town and Village of Sullivan, Town of Ashippun, and portions of the Town of Concord.

The District was built on the partnership and spirit of cooperation between municipalities to provide fire/EMS services in the most fiscally responsible and efficient manner possible. The District is the combination of six previously individual Fire/EMS Departments that have been brought together to provide more efficient service, while increasing the levy of care provided to the communities it serves. These consolidations have also provided a sustainable approach to staffing and decreasing response times, while increasing the level of Emergency Medical Service Care to the Paramedic level.

The minimum daily staffing for the District is 19 to 25 personnel between the six stations. That staffing includes a Duty Chief, six ambulances and five paramedic interceptor units. The stations also cross-staff an engine, quint, or rescue.


Additional staffing from paid-on-call personnel supplements and ensures adequate staffing for all fire, rescue, and motor vehicle incidents. The District maintains another five ambulances that are also staffed when call volumes require additional ambulances, or during special events that occur throughout the District. Our annual call volume of over 6,500 calls includes a mix of fire, emergency medical, specialty service, and high acuity incidents.

Covering 215 square miles, the Western Lakes Fire District's service area is a diverse mix of suburban, rural, and wildland-urban interface with a population of 54,568. Included in the Fire District's coverage area are two hospitals (with one being Level 2 Trauma certified), several miles of Interstate 94 and other state highways, three large behavioral/mental health facilities, seven large elderly living facilities, growing retail areas, expansive manufacturing and distribution centers, multiple outdoor recreational location including the Kettle Moraine State Forest, numerous educational facilities including a high school, multiple middle, elementary, and private schools.

Special services provided by the District include: Search and Rescue with drone operations, Dive Rescue Team with surface Water/Ice Rescue, Rescue Task Force, Rehabilitation Unit, Critical Incident Stress, Interfacility Ambulance Transports, Bike Patrol, and Therapy K9 unit. The District is highly involved with the communities it serves, and regularly attends public relations and education events. These activities include hosting open houses at the District Stations, parades, festivals, block parties, attendance at schools, and many more.



Western Lakes Fire District is an Equal Opportunity Employer

	Western Lakes Fire District		100.902
	Policies & Procedures		
	Subject:	Job Description – Finance Manager	
	Initial Date:	07-24-2023	Revised Date:
Approved By:	Fire Board		

REPORTS TO:

Fire Chief

FUNCTION:

Performs, under general direction of the Fire Chief, a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the District.

SUPERVISES:

Assists in the supervision of employees of the District.

EQUIPMENT USED:

Computers, including word processing, spreadsheet, and accounting software, office equipment, and communication equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintenance of the District Accounting System
 - Review, analyze and balance all accounts on monthly basis.
 - Prepare journal entries as appropriate.
 - Prepare internal financial statements and variance reports on an accrual basis monthly.
 - Assists independent auditors with the annual audit by preparing various work papers and schedules.
 - Assists with the preparation of District’s Annual Financial Report.
 - Responsible for understanding and implementing new accounting pronouncements.
 - Guides and instructs bureaus in proper accounting procedures.

- Budget and Analysis Services
 - Assists the Fire Chief with Long Term Financial Plan projections.
 - Distribute bureau blank budget worksheets and instructions.
 - Assists in preparation of revenue estimates for budget. Review fee amounts annually and recommend adjustments as needed.
 - Assist in preparation of the annual budget.
 - Review preparation of salary and benefit estimates for budget. Ensure all positions

included in estimates.

- Compile department budget requests. Analyze financial limits and make appropriate financial recommendations to the Fire Chief.
- Assists with identification and application of strategic initiatives of the District to the budget process.
- Supervise the compilation of the final adopted budget.
- Provides budget management and financial analysis support throughout each year.
- Prepare financial proformas or projections, when requested.

Supervise General Accounting Staff

- Direct monthly processing of purchase orders, accounts receivables, and accounts payable.
- Direct bank reconciliations.
- Direct data entry of all receipts and preparation of miscellaneous billings.
 - Review preparation of applicable journal entries.
 - Review accounts receivable aging report monthly and follow-up as necessary.
- Oversee payroll reconciliation.
 - Verify that all payroll accounts in general ledger are balanced. Review preparation of payroll journal entries.
 - Verify that all State and Federal quarterly and year-end reports are filed timely. Ensure that all withholding taxes are paid according to Federal and State regulations.
- Direct the maintenance of fixed asset records.
- Direct and oversee annual W-2 reporting to employees and IRS
- Direct and oversee annual 1099 reporting to contractors and IRS.
- Provide for adequate backup of staff people on leave.
- Assist the Fire Chief, when necessary, with various projects or assignments.
- Project monthly, quarterly and annual cash flows to determine possible deficits and shortfalls.
- Performs other duties as assigned.

ADDITIONAL DUTIES:

The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty/responsibility does not mean that the duty/responsibility is not one of the essential functions of the job. This job description does not create an employment contract between the Fire Board and the employee. The job description is subject to change by the Fire Chief and Fire Board as the needs of the Fire District change over time.

KNOWLEDGE AND SKILLS REQUIRED:

- Considerable knowledge of modern governmental accounting theory, principles, and practices.
- Considerable knowledge of public finance and fiscal planning.
- Considerable knowledge of payroll and accounts payable functions.

- Working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP, and GASB.
- Ability to prepare and analyze complex financial reports.
- Ability to accurately account for District funds with a high level of accuracy.
- Ability to maintain efficient and effective financial systems and procedures.
- Exceptional attention to details.
- Ability to establish and maintain effective working relationships with employees, the Fire Board, and the public.
- Ability to effectively communicate in both written and verbal formats.
- Willingness and ability to participate in a team-oriented environment.
- Strong problem-solving abilities.
- Ability to maintain confidentiality.
- Ability to manage multiple projects simultaneously.
- Ability to work under pressure and/or frequent interruptions.
- Ability to attend evening meetings when needed.

WORKING CONDITIONS:

Facility and Work Area:

- Western Lakes Fire District stations and administrative offices.

Physical and Environmental Characteristics:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderately quiet.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of the job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

REQUIRED QUALIFICATIONS AT TIME OF APPOINTMENT:

- Bachelors’ degree in accounting.
- Minimum five years of experience in public accounting.
- CPA certification preferred.
- Supervisor experience necessary, along with excellent public relations skills.

REQUIRED QUALIFICATIONS WITHIN TWO OF YEARS OF APPOINTMENT:

- CEVO/EVOC Training.
- NIMS 100, 200, 300, 400, 700, and 800.

RESIDENCY:

There are no residency requirements for the position of Finance Manager.

MEDICAL:

Applicants will be required to submit a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the Finance Manager at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional, or mental condition which adversely affects the performance of duties as a finance manager in the essential functions of employment, with reasonable accommodation.

SALARY AND BENEFITS:

Wages and benefits are determined by the Western Lakes Fire District Board.

BACKGROUND:

All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

In signing this job description, the applicant/employee understands the requirements of the position of Finance Manager and further understand that duties may be added to this position as necessary.

Fire Chief

Applicant/Employee

Date

Date

REVISION HISTORY

07-24-2023 Initial publication.



Board Meeting: 10.20.25
To: Village Board
From: Matt Giese – Village Administrator
Subject: Village Administrator Report

Introduction

Please see below for highlights from the Administrator's Office over the last couple weeks, as well the attached Village Projects, Initiatives, and Development "Tracker": a database of active Village projects that lists brief status updates and next steps for notable initiatives.

- Purpose: To be used as a reference tool/resource for Board members and the public. A transparent snapshot of key tasks being worked on.

--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 any Board members have any questions or desire more information, please let me know.

Administrator's Office Highlights (in the last couple weeks)

- Comprehensive 2026 Budget review
- Prepare 2026 Budget presentation
- Led collaborative department head and management team meeting
- Created Project, Initiative, and Development Tracker
- Drafted proposed goals and objectives for 2026
- Attended meeting with Continental Properties regarding prospective multi-family development
- Attended meeting with Neuman Developments regarding prospective residential neighborhood development
- Attended meeting with Blackdeer Investment Group regarding prospective multi-family development
- Attended Budget Review Committee meeting
- Attended Utility Commission meeting
- Viewed DGEMS Commission meeting
 - Follow-up matters regarding same
- Held various phone conferences and meetings with individual Board members
- Staff Recognition and Celebration
 - Andy Hornung (Public Works Technician) for his 4th year of service to the Village
 - Cameron Sawyer (Assistant Administrator/Finance Director) presented on a panel at the WI Government Finance Officers Association (WGFOA) conference.
 - Casey Ace (Police Officer/Canine Handler) obtained re-certification with K9 Nash in drug detection, tracking, article search and apprehension. In addition, they demonstrated exceptional performance in the competitive side activities, securing two awards: 1) 2nd place in Obstacle and Agility Course; and 2) 2nd place in Door Bottom Detection.



- Inga Cushman (Assistant Administrator/HR Manager) has been invited and will be participating at UW's LaFollette School of Public Affairs Local Government "Eat & Greet" event. This event allows LaFollette School students the opportunity to meet and learn from local government professionals in the region.
- Kudos Village Hall office staff, notably Sarah Haltaufderheide (Accounting Assistant), Kristen Krause (Utility Clerk), and Kelly Cahill (Deputy Clerk) for their exemplary customer service assisting many residents/utility rate payers to get their respective Community Portal accounts reset-up, following an abrupt service cancellation within our system.

VILLAGE OF COTTAGE GROVE - PROJECTS, INITIATIVES, & DEVELOPMENT TRACKER



ITEM	DEPARTMENT	DESCRIPTION	STATUS	NEXT STEPS
1 2026 Village Budget	Administration	Official policy document covering how the Village will generate revenue and spend money	Budget Review Committee (BRC) reviewed Administration's proposed budget and made recommendations to the Village Board	Village Board to review the proposed budget and BRC's recommendation at the annual Budget Workshop meeting on October 27th
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 staff have drafted a revaluation process Communications Plan for Board review.	Village Board to consider the Communications Plan at 10.20.25 meeting
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.	Ehlers working through second round of data provided by the Village.	Possible public hearing regarding proposed impact fees in January 2026
4 Request for Proposals (RFP) - Fire and EMS Study	Administration	Study to Update Fire and EMS Organizational Analyses	Item tabled at the last Board meeting	To be considered at the 10.20.25 meeting
5 Shady Grove Park	Parks & Recreation	Construction of new park in the Shady Grove subdivision	Project is being publicly bid	Consideration of bid award in November
6 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 Q4 '25/Q1 '26
7 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 Q1 2026
8 2026 Comprehensive Plan Update	Planning & Development	Full update to the entire Comp Plan. Proposed to be developed and facilitated by a consultant	Requested in proposed 2026 Budget	TBD through budget process
9 Amazon	Planning & Development	3.4 Million SF Distribution Center; located in TID #10 on 150 acres; at the NW corner of CTH N/TT	Under construction	Approved; anticipated substantial completion Q4 2026
10 Creed Sports Facility	Planning & Development	150,000 SF indoor sports facility with outdoor fields, on 30 acres NE of Commerce Park	Developer and property owner in land purchase negotiations	Developer application for: Zoning, Conditional Use Permit, and Site Plan review/approvals
11 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
12 Stauffacher Property	Planning & Development	70 acre parcel; located in TID #10, directly north of Amazon	General inquiries about potential light industrial development. Most recent contact: July '25	Future developer to propose conceptual plans
13 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
14 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	They're currently leasing office space within Commerce Park with plans to construct the expanded facility in the next 1-2 years	Village Approvals needed: Site Plan
15 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	Future developer to propose conceptual plans
16 616 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
17 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	Pending building permits and construction	Approved
18 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 is preparing concept plans and potential TIF incentive request	Concept Plan presentation for feedback at Plan Commission and Village Board in November '25; If TIF request is made, then Village Board to provide staff with potential negotiating parameters in closed session
19 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
20 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

21	HeyDay	Planning & Development	114 unit townhouse apartment development located at NE corner of CG Rd./Buss on	Under construction	Approved; anticipated substantial completion Q4 2026
22	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
23	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	Pending building permits and construction; Utility Commission approved construction agreement with developer regarding "The Farm" sanitary sewer project, which will also serve this area.	Approved
24	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 is working through due diligence	Concept Plan presentation for feedback at Plan Commission and Village Board (at an up-coming meeting)
25	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
26	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
27	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	Approved
28	"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; Utility Commission approved construction agreement with developer regarding "The Farm" sanitary sewer project.	Concept Plan presentation to Plan Commission and Village Board; Other: developer to hold neighborhood meeting
29	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
30	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. There is not a developer for this project at this time.	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	Future developer to propose conceptual plans ahead of pre-annexation discussions
31	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 has recently reached back out to gather more information about the regional lift station	Potential future re-submission of concept plans and additional neighborhood meeting
32	Lindstrom Acres	Planning & Development	An approximate 120 acre planned neighborhood east of Quarry Ridge. Prospective developer is considering up to 250 owner occupied homes consisting of mostly single family, with one 24 unit condo building. All 120 acres need annexation. The developer is Neumann.	Developer is working through due diligence	Concept Plan presentation to Plan Commission and Village Board ahead of pre-annexation discussions
33	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 currently considering 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
34	New Police Station	Police	27,000 SF Station located at the NE corner of Progress Dr. and Bonnie Rd.	Finalizing contract documents with Riley Construction	Village bond issuance and ground breaking in Q1 2026
35	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	Tentative Agreement (TA) has been reached. The Union has approved	Village Board to review the TA and consider approval of the CBA at the 10.20.25 Board meeting
36	Police Officer Recruitment	Police	There are currently two open Police Officer positions.	In progress; written/physical testing completed, PD interviews scheduled with Police Commission interviews to be held on November 6th.	Potential hiring of qualified candidates Q4 '25/Q1 '26
37	2026 - 2030 Strategic Plan	Police	Development of next 5-Year Strategic Plan for the PD	In progress	Implementation in Q1 '26

38	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 (Southing Grange to Main St.); Weald Bridge/Taylor St./Main St. intersection pedestrian improvements	Substantially complete with the exception of the CG Rd. path, which is anticipated to be complete by early November. Due to manufacturer delays, the RRFB is anticipated in January.	Approved
39	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.	Requested in proposed 2026 Budget	TBD through budget process
40	Public Works Technician Recruitment	Public Works & Utilities	To fill a soon to be vacant position due to retirement	Position is posted; applications are being accepted through October 28th	Interviews are anticipated to occur in early November
41	Water & Sewer Impact Fee Updates	Public Works & Utilities	Comprehensive updates to fees established in the '90s	Ehlers working through second round of data provided by the Village.	Preliminary Draft sent to Village for review and feedback from Utility Commission.
42	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	Substantially complete	Approved
43	Watermain Looping	Public Works & Utilities	To provide the water system with needed redundancy on the north side of the Village	Planning and design phase	Bidding Q1 '26; Construction Q2 '26
44	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.	Design phase nearing completion	Bidding Q4 '25/Q1 '26; Construction Q2 '26
45	"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.	Construction anticipated to begin in November	Substantial completion anticipated Q4 '25
46	Sidewalk Maintenance	Public Works & Utilities	Annual maintenance to fix failed sidewalk or sidewalk that present trip hazards.	Replacements and trip hazard grinding to continue through October	Approved.
47	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
48	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)	Anticipated to be completed by the first week of November	Approved

Updated: 10.17.25

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
ADS Mechanical					
243	ADS Mechanical	30760	Police Dept HVAC Maintenance	100-51600-340	448.00
243	ADS Mechanical	30760	Police Dept HVAC Maintenance	600-60935-340	96.00
243	ADS Mechanical	30760	Police Dept HVAC Maintenance	601-60834-340	96.00
243	ADS Mechanical	30761	Public Works HVAC Maintenance	100-51600-340	1,101.80
243	ADS Mechanical	30761	Public Works HVAC Maintenance	600-60935-340	236.10
243	ADS Mechanical	30761	Public Works HVAC Maintenance	601-60834-340	236.10
243	ADS Mechanical	30762	4195 Vilas Rd Lift Station	601-60834-340	690.00
243	ADS Mechanical	30763	Village Hall HVAC Maintenance	100-51600-340	602.00
243	ADS Mechanical	30763	Village Hall HVAC Maintenance	600-60935-340	129.00
243	ADS Mechanical	30763	Village Hall HVAC Maintenance	601-60834-340	129.00
243	ADS Mechanical	30764	110 S Main St Lift Station Maintenance	601-60834-340	100.00
243	ADS Mechanical	30764	Well 2-4 HVAC Maintenance	600-60605-340	550.00
243	ADS Mechanical	30764	704 N Main St - Tower 2 HVAC Maintenance	600-60650-340	112.50
243	ADS Mechanical	30765	MSB HVAC Maintenance	100-51600-340	283.50
243	ADS Mechanical	30765	MSB HVAC Maintenance	600-60935-340	60.75
243	ADS Mechanical	30765	MSB HVAC Maintenance	601-60834-340	60.75
243	ADS Mechanical	30766	MSB HVAC Maintenance	100-51600-340	434.00
243	ADS Mechanical	30766	MSB HVAC Maintenance	600-60935-340	93.00
243	ADS Mechanical	30766	MSB HVAC Maintenance	601-60834-340	93.00
243	ADS Mechanical	30767	Fitness Area HVAC Maintenance	100-51600-340	156.80
243	ADS Mechanical	30767	Fitness Area HVAC Maintenance	600-60935-340	33.60
243	ADS Mechanical	30767	Fitness Area HVAC Maintenance	601-60834-340	33.60

Total ADS Mechanical:

5,775.50

Alliant Energy/WPL

31	Alliant Energy/WPL	31-102125	0381864652 - Red Hawk Trl Shelter	100-55200-340	16.70
31	Alliant Energy/WPL	31-102125	1922710000 - Community Park Batting Cage	100-55200-340	15.58
31	Alliant Energy/WPL	31-102125	3017850000 - Northlawn Park	100-55200-340	95.80
31	Alliant Energy/WPL	31-102125	3245730000 - Community Park	100-55200-340	43.74
31	Alliant Energy/WPL	31-102125	3655740000 - Lions Shelter	100-55200-340	28.04
31	Alliant Energy/WPL	31-102125	4106270067 - Weald Bridge Rd Shelter	100-55200-340	22.07
31	Alliant Energy/WPL	31-102125	5163650000 - RG Huston Park	100-55200-340	21.34
31	Alliant Energy/WPL	31-102125	5843775363 - Skate Park	100-55200-340	94.79
31	Alliant Energy/WPL	31-102125	6345350000 - W Reynolds St Shed	100-55200-340	24.11
31	Alliant Energy/WPL	31-102125	9745820000 - Firemans Park	100-55200-340	86.49
31	Alliant Energy/WPL	31-102125	9892110000 - Dublin Park Shelter	100-55200-340	20.33
31	Alliant Energy/WPL	31-102125B	1211620000 - 4064 Vilas Rd	100-55200-710	488.19
31	Alliant Energy/WPL	31-102125B	1747106660 - Bakken Park Restroom	100-55200-710	102.49
31	Alliant Energy/WPL	31-102125D	8469260000 - 225 Bonnie Rd	100-51600-340	51.20
31	Alliant Energy/WPL	31-102125D	8469260000 - 225 Bonnie Rd	600-60920-340	17.06
31	Alliant Energy/WPL	31-102125D	8469260000 - 225 Bonnie Rd	601-60850-340	17.06
31	Alliant Energy/WPL	31-102125F	0648330000 - Forreton Dr Sump Pump	100-53440-340	18.88
31	Alliant Energy/WPL	31-102125L	0863070465 - Wellington Pl Lift Station	601-60821-221	40.94
31	Alliant Energy/WPL	31-102125L	1162130000 - Buss Rd Lift Station	601-60821-221	40.00
31	Alliant Energy/WPL	31-102125L	2222530000 - 4195 Vilas Rd Light	601-60821-221	69.20
31	Alliant Energy/WPL	31-102125L	4153410000 - 110 S Main St Lift Station	601-60821-221	571.69
31	Alliant Energy/WPL	31-102125L	4668230000 - Trillum Trl Lift Station	601-60821-221	63.38
31	Alliant Energy/WPL	31-102125L	5067730000 - 4195 Vilas Rd Lift Station	601-60821-221	1,336.08
31	Alliant Energy/WPL	31-102125L	9204600000 - Commerce Pkwy Lift Station	601-60821-221	292.71
31	Alliant Energy/WPL	31-102125P	0420288389 - 230 Progress Drive	100-51600-340	112.08
31	Alliant Energy/WPL	31-102125P	0420288389 - 230 Progress Drive	600-60920-340	9.89
31	Alliant Energy/WPL	31-102125P	0420288389 - 230 Progress Drive	601-60850-340	9.89
31	Alliant Energy/WPL	31-102125P	0470910000 - 240 Progress Drive	100-51600-340	132.20
31	Alliant Energy/WPL	31-102125P	0470910000 - 240 Progress Drive	600-60920-340	11.67
31	Alliant Energy/WPL	31-102125P	0470910000 - 240 Progress Drive	601-60850-340	11.67

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
31	Alliant Energy/WPL	31-102125P	1366250000 - 200 Progress Drive	100-51600-340	815.11
31	Alliant Energy/WPL	31-102125P	1366250000 - 200 Progress Drive	600-60920-340	71.92
31	Alliant Energy/WPL	31-102125P	1366250000 - 200 Progress Drive	601-60850-340	71.92
31	Alliant Energy/WPL	31-102125P	5909800000 - 220 Progress Drive	100-51600-340	18.57
31	Alliant Energy/WPL	31-102125P	5909800000 - 220 Progress Drive	600-60920-340	1.64
31	Alliant Energy/WPL	31-102125P	5909800000 - 220 Progress Drive	601-60850-340	1.64
31	Alliant Energy/WPL	31-102125S	0627540000 - Landmark Dr St Lights	100-53300-340	25.63
31	Alliant Energy/WPL	31-102125S	1441950000 - 125 N Main St Light/Sign	100-53300-340	68.29
31	Alliant Energy/WPL	31-102125S	2225830000 - Street Lights	100-53300-340	8,437.06
31	Alliant Energy/WPL	31-102125S	2399283526 - Buss Rd Crosswalk	100-53300-340	16.70
31	Alliant Energy/WPL	31-102125S	2620600000 - 540 N Main St Lights	100-53300-340	51.88
31	Alliant Energy/WPL	31-102125S	5097830000 - Main St Traffic Lights	100-53300-340	86.97
31	Alliant Energy/WPL	31-102125S	5282160000 - Hwy N Stop Light	100-53300-340	95.35
31	Alliant Energy/WPL	31-102125S	639710000 - 4062 Hwy N Traffic Lights	100-53300-340	20.90
31	Alliant Energy/WPL	31-102125S	5656440000 - Olde Town Street Lights	100-53300-340	85.04
31	Alliant Energy/WPL	31-102125S	9615510000 - Damascus Trl Traffic Light	100-53300-340	50.79
31	Alliant Energy/WPL	31-102125S	9816850000 - Hwy N Street & Traffic Lights	100-53300-340	100.17
31	Alliant Energy/WPL	31-102125VH	7255110000 - Village Hall	100-51600-340	237.00
31	Alliant Energy/WPL	31-102125VH	7255110000 - Village Hall	600-60920-340	79.00
31	Alliant Energy/WPL	31-102125VH	7255110000 - Village Hall	601-60850-340	79.00
31	Alliant Energy/WPL	31-102125W	1670310000 - Landmark Dr Well #4	600-60622-340	2,884.92
31	Alliant Energy/WPL	31-102125W	1960850000 - Donna St Well #2	600-60622-340	2,464.39
31	Alliant Energy/WPL	31-102125W	2320700000 - 704 N Main St Well #3	600-60622-340	13.75
31	Alliant Energy/WPL	31-102125W	3143950000 - Hwy N Tower	600-60622-340	58.73
31	Alliant Energy/WPL	31-102125W	3917900000 - 220 Grove St	600-60622-340	19.76
31	Alliant Energy/WPL	31-102125W	6101720000 - 4722 Gaston Cir Water Tower	600-60622-340	257.64
31	Alliant Energy/WPL	31-102125W	7541940000 - 704 N Main St Well #3	600-60622-340	1,442.94
31	Alliant Energy/WPL	31-102125W	9829150000 - 1000 Damascus Trl PRV Station	600-60622-340	54.65
Total Alliant Energy/WPL:					21,476.63
Alsco					
1462	Alsco	IMIL2159618	Mats at MSB	100-51600-340	22.19
1462	Alsco	IMIL2159618	Mats at MSB	600-60920-340	4.75
1462	Alsco	IMIL2159618	Mats at MSB	601-60850-340	4.75
1462	Alsco	IMIL2159619	Mats at MSB	100-51600-340	66.43
1462	Alsco	IMIL2159619	Mats at MSB	600-60920-340	14.24
1462	Alsco	IMIL2159619	Mats at MSB	601-60850-340	14.24
1462	Alsco	IMIL2159620	Mats at Village Hall	100-51600-340	35.39
1462	Alsco	IMIL2159620	Mats at Village Hall	600-60920-340	11.79
1462	Alsco	IMIL2159620	Mats at Village Hall	601-60850-340	11.79
Total Alsco:					185.57
Anderson, Jan					
7478	Anderson, Jan	2025-10.13.25	Piyo Refund	100-55310-351	40.00
Total Anderson, Jan:					40.00
APG Media of Southern Wisconsin					
6540	APG Media of Southern Wisconsin	35995-0925	Village Board Minutes	100-51420-340	235.13
Total APG Media of Southern Wisconsin:					235.13
Axley Brynelson LLP					
366	Axley Brynelson LLP	1036690	MMSD Charges Support	601-60852-210	99.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total Axley Brynelson LLP:					99.00
Badger Challenge - University of WI					
7474	Badger Challenge - University of WI	7474-10212025	Special Event Security Deposit Return	100-23180	200.00
Total Badger Challenge - University of WI:					200.00
Badger Hotel Group LLC					
6630	Badger Hotel Group LLC	Q3TAX2025	2025 3rd Quarter Room Tax Grant	207-56700-220	15,623.43
Total Badger Hotel Group LLC:					15,623.43
Badger Welding Supplies Inc					
33	Badger Welding Supplies Inc	3904108	Monthly Cylinder Lease	100-53300-340	7.20
33	Badger Welding Supplies Inc	3904108	Monthly Cylinder Lease	600-60935-340	2.40
33	Badger Welding Supplies Inc	3904108	Monthly Cylinder Lease	601-60834-340	2.40
Total Badger Welding Supplies Inc:					12.00
Beacon Athletics LLC					
7396	Beacon Athletics LLC	0620881-IN	Community Park Infield Reno Supplies	410-57500-103	1,430.72
7396	Beacon Athletics LLC	0621022-IN	Community Park Infield Reno Supplies	410-57500-103	2,599.00
Total Beacon Athletics LLC:					4,029.72
Burke Truck & Equipment					
2	Burke Truck & Equipment	INV/2025/00932	Fleet Maintenance - Burke Truck Stripe	100-53300-340	98.74
2	Burke Truck & Equipment	INV/2025/00932	Fleet Maintenance - Burke Truck Stripe	600-60933-380	21.16
2	Burke Truck & Equipment	INV/2025/00932	Fleet Maintenance - Burke Truck Stripe	601-60834-340	21.16
Total Burke Truck & Equipment:					141.06
City of Madison Treasurer					
584	City of Madison Treasurer	66788	Traffic Signal Maintenance July-Sept 2025	100-53300-340	8,284.14
Total City of Madison Treasurer:					8,284.14
Construction Fabrics & Materials Corp					
1131	Construction Fabrics & Materials Corp	214408	Grass Seed	411-57300-000	211.00
Total Construction Fabrics & Materials Corp:					211.00
Cottage Grove Chamber of Commerce					
285	Cottage Grove Chamber of Commerce	2025-Q3	2025 3rd Quarter - Badger Hotel Group	207-56700-230	36,454.68
Total Cottage Grove Chamber of Commerce:					36,454.68
Crystal Cleaners Inc					
5220	Crystal Cleaners Inc	34091	September Cleaning at MSB	100-51600-340	464.40
5220	Crystal Cleaners Inc	34091	September Cleaning at MSB	600-60935-340	90.30
5220	Crystal Cleaners Inc	34091	September Cleaning at MSB	601-60834-340	90.30
5220	Crystal Cleaners Inc	34092	September Cleaning at Police Department	100-52100-340	595.00
5220	Crystal Cleaners Inc	34093	September Cleaning at Village Hall	100-51600-340	192.00
5220	Crystal Cleaners Inc	34093	September Cleaning at Village Hall	600-60935-340	64.00
5220	Crystal Cleaners Inc	34093	September Cleaning at Village Hall	601-60834-340	64.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total Crystal Cleaners Inc:					1,560.00
Dane County Landfill					
5615	Dane County Landfill	24082	Customer #822 - Street Sweeping	100-53620-340	247.66
5615	Dane County Landfill	24082	Customer #822 - Trash Landfill	100-53620-340	43.50
Total Dane County Landfill:					291.16
Dane County Treasurer					
87	Dane County Treasurer	COT0925	2025 Streets Improvements	411-57300-000	147.03
87	Dane County Treasurer	COT0925	Dippin Dog Daycare	210-13881	29.41
87	Dane County Treasurer	COT0925	Dolphin Swim Community Center	210-13903	147.03
87	Dane County Treasurer	COT0925	Farm Golf Course Interceptor	601-18311	98.02
87	Dane County Treasurer	COT0925	Westlawn Estates	210-13809	107.82
87	Dane County Treasurer	COT0925	Heyday	210-13917	539.11
87	Dane County Treasurer	COT0925	Huston Park Improvements	412-57500-024	68.61
87	Dane County Treasurer	COT0925	New Tech Painting	210-13869	49.01
87	Dane County Treasurer	COT0925	Amazon	210-13916	254.85
87	Dane County Treasurer	COT0925	Quarry Ridge	210-13888	127.43
87	Dane County Treasurer	COT0925	Stihl	210-13873	127.43
Total Dane County Treasurer:					1,695.75
Dirty Ducts Cleaning & Environmental Inc					
7258	Dirty Ducts Cleaning & Environmental I	52975	Remediation for 101 E Cottage Grove Rd	509-51410-340	9,444.00
Total Dirty Ducts Cleaning & Environmental Inc:					9,444.00
Engberg Anderson Inc					
7329	Engberg Anderson Inc	24372600-14	Police Station Design	412-57200-024	19,337.20
Total Engberg Anderson Inc:					19,337.20
Envirotech Equipment					
5805	Envirotech Equipment	25-0026290	Street Sweeper Parts	100-53440-340	418.77
Total Envirotech Equipment:					418.77
Ferguson Waterworks #1476					
6125	Ferguson Waterworks #1476	0461985	Water Supplies - Curb Box Lids	600-60651-340	86.70
Total Ferguson Waterworks #1476:					86.70
G. Fox & Son, Inc.					
7457	G. Fox & Son, Inc.	72025	storm repair	100-53440-230	4,020.00
7457	G. Fox & Son, Inc.	72025	service repair	600-60652-340	875.00
Total G. Fox & Son, Inc.:					4,895.00
Gordon Flesch Company					
5	Gordon Flesch Company	I01058613	Lease #M168577	100-51420-340	118.00
5	Gordon Flesch Company	I01058613	Lease #M168577	100-52100-340	118.00
5	Gordon Flesch Company	I01058613	Lease #M168577	100-53100-340	118.00
5	Gordon Flesch Company	I01058613	Lease #M168577	100-55310-340	118.00
5	Gordon Flesch Company	I01058613	Lease #M168577	600-60920-340	59.00
5	Gordon Flesch Company	I01058613	Lease #M168577	601-60850-340	59.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total Gordon Flesch Company:					590.00
Grahams Auto and Truck Clinic					
7109	Grahams Auto and Truck Clinic	20848	Squad 23 Oil Change	100-52100-340	114.69
Total Grahams Auto and Truck Clinic:					114.69
Grainger					
142	Grainger	9674410684	Well 4 Supplies	600-60602-340	44.37
Total Grainger:					44.37
Halron Lubricants Inc					
6883	Halron Lubricants Inc	1665928-00	Park Shelter Antifreeze	100-55200-340	227.74
Total Halron Lubricants Inc:					227.74
HealthyMinds LLC					
7425	HealthyMinds LLC	HM000851	WELLNESS CHECKS	100-52100-340	250.00
Total HealthyMinds LLC:					250.00
Insight FS					
5729	Insight FS	50038095	Grass Seed	100-55200-360	1,374.30
Total Insight FS:					1,374.30
Johnson Block & Company Inc					
6906	Johnson Block & Company Inc	530664	IT Hardware	411-57100-025	9,500.00
6906	Johnson Block & Company Inc	530664	IT Hardware	410-57100-225	4,019.36
6906	Johnson Block & Company Inc	530664	IT Hardware	600-37201	1,000.00
6906	Johnson Block & Company Inc	530664	IT Hardware	601-37201	1,000.00
6906	Johnson Block & Company Inc	530714	October Managed Services	601-60852-210	2,455.49
6906	Johnson Block & Company Inc	530714	October Managed Services	100-51520-210	4,910.99
6906	Johnson Block & Company Inc	530714	October Managed Services	600-60923-210	2,455.49
Total Johnson Block & Company Inc:					25,341.33
Johnson's Nursery Inc					
7136	Johnson's Nursery Inc	MO-26742-1	Tree Planting	100-53500-000	4,999.00
7136	Johnson's Nursery Inc	MO-26742-1	Tree Planting	100-55500-340	446.00
Total Johnson's Nursery Inc:					5,445.00
Landmark Services Cooperative					
3	Landmark Services Cooperative	3-102125	September Fuel	100-53300-385	955.90
3	Landmark Services Cooperative	3-102125	September Fuel	600-60933-385	204.84
3	Landmark Services Cooperative	3-102125	September Fuel	601-60828-385	204.84
Total Landmark Services Cooperative:					1,365.58
Mid-State Equipment					
5921	Mid-State Equipment	P04553	fleet	100-53300-340	125.12
5921	Mid-State Equipment	P04553	fleet	600-60933-380	26.81
5921	Mid-State Equipment	P04553	fleet	601-60834-340	26.81

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total Mid-State Equipment:					178.74
Natural Solutions LLC					
6093	Natural Solutions LLC	13476	Woodchip Installation	410-57500-101	8,020.00
Total Natural Solutions LLC:					8,020.00
New Restoration and Recovery Services					
7247	New Restoration and Recovery Service	PSI-2020-203741	Lift Station Cleaning & Maintenance	601-60831-340	5,545.60
Total New Restoration and Recovery Services:					5,545.60
New Tech Painting LLC					
6041	New Tech Painting LLC	721	LS Painting	601-60834-340	1,800.00
Total New Tech Painting LLC:					1,800.00
Northern Battery					
23	Northern Battery	14032510070821	fleet battery	100-53300-340	108.00
23	Northern Battery	14032510070821	fleet battery	600-60933-380	23.15
23	Northern Battery	14032510070821	fleet battery	601-60834-340	23.15
Total Northern Battery:					154.30
OReilly Auto Parts					
4458	OReilly Auto Parts	4331-104535	Shop Supplies	100-53300-340	7.99
Total OReilly Auto Parts:					7.99
Pomps Tire Service Inc					
2813	Pomps Tire Service Inc	80342676	Mower Repairs	100-53300-340	49.95
2813	Pomps Tire Service Inc	80342676	Mower Repairs	600-60933-380	10.71
2813	Pomps Tire Service Inc	80342676	Mower Repairs	601-60834-340	10.71
Total Pomps Tire Service Inc:					71.37
Quill LLC					
12	Quill LLC	46151530	Paper Towels - VH	100-51600-340	18.81
12	Quill LLC	46151530	Paper Towels - VH	600-60920-340	6.27
12	Quill LLC	46151530	Paper Towels - VH	601-60850-340	6.27
Total Quill LLC:					31.35
Reinders Inc					
4447	Reinders Inc	2310486-00	Dry Seed Mulch	411-57300-000	71.85
Total Reinders Inc:					71.85
RG Huston Company Inc					
371	RG Huston Company Inc	67394	TB Recycled Asphalt	411-57300-000	67.92
371	RG Huston Company Inc	67395	TB Base w/fines	100-53300-370	46.20
Total RG Huston Company Inc:					114.12
Roto-Rooter Sewer Service					
5365	Roto-Rooter Sewer Service	227089	Fix Blockage Parks/Rec	100-51600-340	139.30

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
5365	Roto-Rooter Sewer Service	227089	Fix Blockage Parks/Rec	600-60935-340	29.85
5365	Roto-Rooter Sewer Service	227089	Fix Blockage Parks/Rec	601-60834-340	29.85
Total Roto-Rooter Sewer Service:					199.00
Scott Construction Inc					
5889	Scott Construction Inc	6993	Seal Coat Surfacing	411-57300-000	55,900.00
Total Scott Construction Inc:					55,900.00
Securian Financial Group Inc					
10	Securian Financial Group Inc	November 2025	November 2025 Life Insurance	100-21530	2,285.23
Total Securian Financial Group Inc:					2,285.23
Stafford Rosenbaum LLP					
4428	Stafford Rosenbaum LLP	1315181	General Legal	100-51520-210	9,505.14
4428	Stafford Rosenbaum LLP	1315181	General Legal	600-60923-210	3,168.38
4428	Stafford Rosenbaum LLP	1315181	General Legal	601-60852-210	3,168.38
4428	Stafford Rosenbaum LLP	1315181	Annexation of Hoekstra	210-13875	2,080.00
4428	Stafford Rosenbaum LLP	1315181	Homburg Coyle South	600-60923-210	3,536.00
4428	Stafford Rosenbaum LLP	1315181	Homburg Coyle South	601-60852-210	3,536.00
4428	Stafford Rosenbaum LLP	1315181	Police Station	412-57200-024	4,212.00
4428	Stafford Rosenbaum LLP	1315181	STC Towers	100-51520-210	322.50
4428	Stafford Rosenbaum LLP	1315806	Municipal Court	100-51200-340	11,499.00
Total Stafford Rosenbaum LLP:					41,027.40
Strand Associates Inc					
6791	Strand Associates Inc	0230054	Well 2 Design	600-18311	25,220.14
6791	Strand Associates Inc	0230281	General Village Engineering Support	100-53300-210	3,632.29
6791	Strand Associates Inc	0230281	General Village Engineering Support	600-60923-210	1,210.77
6791	Strand Associates Inc	0230281	General Village Engineering Support	601-60852-210	1,210.77
6791	Strand Associates Inc	0230282	Coyle Highland South	600-60923-210	662.27
6791	Strand Associates Inc	0230282	Coyle Highland South	601-60852-210	662.27
6791	Strand Associates Inc	0230282	Hoekstra Annexation	210-13875	1,324.54
6791	Strand Associates Inc	0230283	Westlawn Estates	210-13809	1,704.83
6791	Strand Associates Inc	0230284	Quarry Ridge Estates	210-13888	665.68
6791	Strand Associates Inc	0230285	Amazon	210-13916	4,021.93
6791	Strand Associates Inc	0230286	Shady Grove Park	205-57500-000	497.17
6791	Strand Associates Inc	0230287	Heyday Development	210-13917	6,473.27
6791	Strand Associates Inc	0230288	Gaston/TT Water Main Looping	600-39501	5,429.67
6791	Strand Associates Inc	0230630	SCADA Improvements	600-39524	599.41
6791	Strand Associates Inc	0230630	SCADA Improvements	601-39524	599.42
6791	Strand Associates Inc	0230748	CG Road Multi-Use Path	412-57300-025	19,793.01
6791	Strand Associates Inc	0230749	Main Street, Taylor and Weald Bridge	412-57300-025	1,025.70
6791	Strand Associates Inc	0230750	Stormwater Management Plan	410-57300-840	14,347.79
6791	Strand Associates Inc	0230751	The Farm Golf Course Interceptor	601-18311	11,479.48
Total Strand Associates Inc:					100,560.41
Sun Prairie Concrete Inc					
7308	Sun Prairie Concrete Inc	20164	Annual Sidewalk	411-57300-000	1,237.50
Total Sun Prairie Concrete Inc:					1,237.50

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Thunder Road LLC					
7476	Thunder Road LLC	3081	Crackfill and Mastic on Roads	411-57300-000	2,200.00
Total Thunder Road LLC:					2,200.00
Town of Cottage Grove					
92	Town of Cottage Grove	2025042	Emergency Services Building	100-52210-340	1,086.75
92	Town of Cottage Grove	2025042	Fire Department Expenses	100-52200-340	1,634.08
92	Town of Cottage Grove	2025042	Landfill Monitoring	100-53620-298	713.74
92	Town of Cottage Grove	2025042	2025 ESB Repair Fund Contribution	410-57220-850	20,000.00
92	Town of Cottage Grove	2025042	Fire Dues Eligible	410-57220-860	4,773.07
92	Town of Cottage Grove	2025042	Fire Dues Misc Capital	410-57220-860	1,563.76
92	Town of Cottage Grove	2025042	Emergency Services Steel Door Credit	100-13800	4,715.00
Total Town of Cottage Grove:					25,056.40
Trending Now Promotions					
6886	Trending Now Promotions	55453	Clothing Allowance - Jason	100-53100-340	70.50
6886	Trending Now Promotions	55453	Clothing Allowance - Josh	100-55200-340	42.50
6886	Trending Now Promotions	55453	Clothing Allowance - Tom	100-55200-340	101.50
6886	Trending Now Promotions	55453	Village Clothing Order	100-51520-900	583.00
6886	Trending Now Promotions	55454	Village Clothing Order	100-51520-900	292.00
6886	Trending Now Promotions	55454	Chaplin	100-52100-340	151.50
6886	Trending Now Promotions	55454	Chaplin	100-52100-340	105.50
Total Trending Now Promotions:					1,346.50
Truck Country of Wisconsin Inc					
7459	Truck Country of Wisconsin Inc	R201139414:01	Fleet	100-53300-340	334.68
Total Truck Country of Wisconsin Inc:					334.68
Waukesha County Technical College					
5881	Waukesha County Technical College	S0874684	PHILLIPS TRAINING	100-52100-340	350.00
Total Waukesha County Technical College:					350.00
WCMA					
4260	WCMA	4260-102125	Leadership Conference - Inga	100-51410-340	62.50
4260	WCMA	4260-102125	Leadership Conference - Inga	600-60920-340	31.25
4260	WCMA	4260-102125	Leadership Conference - Inga	601-60850-340	31.25
Total WCMA:					125.00
WI State Laboratory of Hygiene					
6373	WI State Laboratory of Hygiene	821709	Fluoride	600-60632-340	31.00
Total WI State Laboratory of Hygiene:					31.00
Wiedenbeck Inc					
3452	Wiedenbeck Inc	90354	Tower Gate	600-60930-340	189.00
Total Wiedenbeck Inc:					189.00
Wisconsin Dept of Revenue					
1791	Wisconsin Dept of Revenue	1791 - 10212025	2025 Manufacturing Property Assessment	100-51520-210	616.55

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total Wisconsin Dept of Revenue:					616.55
WPRA					
759	WPRA	10032	WPRA TRAINING	100-55200-340	340.00
Total WPRA:					340.00
Grand Totals:					413,043.44