

Village of Cottage Grove

Notice of Public

Meeting

FINANCE & PERSONNEL COMMITTEE

Monday, November 8, 2021

5:30

P.M.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/81238183606?pwd=OGtGly9QWkZjMHRtek1BZ2ZVUmtBQT09> You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 812 3818 3606# 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@village.cottage-grove.wi.us

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
4. Discuss And Consider The Minutes Of The Finance & Personnel Committee Meeting From September 14, 2021.

Documents:

[9-14-21 FINANCE PERSONNEL MINUTES.PDF](#)

5. Review Draft 2022 Budget Proposals And Discuss And Consider Recommendation To The Village Board.

Documents:

[2022 VILLAGE BUDGET MEMO PACKET.PDF](#)

[2022 BUDGET - NARRATIVE W BUDGET.PDF](#)

6. Adjournment

This agenda has been prepared by Staff for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting.

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

Village of Cottage Grove
FINANCE AND PERSONNEL COMMITTEE
Tuesday, September 14, 2021

MINUTES

1. **Call to Order**

Village President John Williams called the meeting to order at 5:30 p.m. this was a zoom meeting.

2. **Determination of Quorum and that the Agenda was properly posted**

It was determined that there was a quorum of members present and that the agenda was properly posted.

Committee members present were Troy Allen, Heidi Murphy, John Williams, Cindi Kelm-Nelson and Jim Elmore. Staff present were: Administrator Matt Giese, Deputy Administrator JJ Larson, Clerk Lisa Kalata, Parks, Recreation & Forestry Director Sean Brusegar.

3. **PUBLIC APPEARANCES** – *Public’s Opportunity to Speak About Any Subject That Is Not A Specific Agenda Item.*

None

4. **Discuss and Consider the minutes of the Finance & Personnel Committee Meeting from February 11, 2021.**

Motion by Murphy to approve the minutes of the October 14, 2019 Finance & Personnel Committee Meeting, seconded by Allen. **Motion** carried with a voice vote of 5-0-0.

5. **Review Draft Update Of 2022 To 2026 Financial Management Plan and Recommend Any Potential Changes to The Village Board.**

Jonathan Schatz from Ehlers was present to give an overview of the updated plan. After some discussion it was agreed to remove the Municipal Services Facility and the Library from the plan until the studies are complete.

6. **Schedule Date and Time for Next Meeting**

The next meeting date will be November 8, 2021 @ 5:30 p.m.

7. Adjournment

Motion by Allen to adjourn at 7:45 p.m., seconded by Murphy. **Motion** carried with a voice vote of 5-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved:

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



2022 Village Budget Memo Packet – List of Contents

- Village Administrator Cover Memo/Budget Summary
- General Fund Budget Memos and Supporting Information
 - DGEMS Budget Narrative and Approved Commission Budget
 - CGFD Budget Explanation, Fund Balances, Budget Narrative, and approved Joint Fire Committee Budget
 - Administration Department: New Position Request - Communications and Marketing Manager
 - Public Works Department: New Position Request – Public Works and Utilities Operations Manager
 - Public Works Department: Brush Collection Proposal
 - Sustainability Operating Requests
 - Public Works Department Beautification Request
 - Police Department: Request for Additional Patrol Officers
- Capital Fund Requests
 - Public Works Department
 - Sustainability
 - Parks and Recreation Department
 - Police Department
 - Community Development Authority
 - Library Planning Committee
- Projects Planned to be Funded by Borrowing
 - Public Works Department
 - Sustainability Projects
 - Parks and Recreation Department
- Projects to be Funded by the Park Development Fund
 - Parks and Recreation Department

Village of Cottage Grove

Village Administrator Memo



11.5.21

To: Finance Committee

Re: 2022 Draft Budget Review

Please read through this memo prior to your review of the current draft budget proposals. Please also see the attached memos that explain specific projects/initiatives/proposals. Department Head staff will be present at the meeting to further discuss specific projects and requests.

2022 Budget Notes

- 2020 tax levy for 2021 budget: \$4,410,900
- State allowed tax levy for 2022 budget: \$4,847,312 (9.9% increase)
- 2020 assessed value (TID out): \$728,300,766
- 2021 assessed value (TID out): \$738,263,897 (1.4% increase)
- Village Financial Management Plan levy for 2022 budget: \$4,847,312 (9.9% increase)

Approximate tax impact:

- 2020 tax rate \$6.06 per \$1,000 of value (\$1,909 on \$315,000 home)
- 2021 FMP proposed tax rate \$6.48 per \$1,000 of value (\$2,041 on \$315,000 home)
 - Equals \$132 increase on average tax bill (6.9% increase)
- Committee/Department requested levy for 2022 budget: \$5,104,216
 - \$693,316 increase (\$256,904 over the Financial Management Plan approved levy)
 - 15.7% levy increase
 - \$269 increase on the average tax bill (14.1% increase)
- Administrator recommended tax levy for 2022 budget: \$4,704,987
 - \$294,087 increase (\$142,325 under the Financial Management Plan approved levy)
 - 6.7% levy increase
 - \$99 increase on the average tax bill (5.2% increase)

-Every \$5,000 in the proposed tax levy = about \$2.10 in taxes for the average assessed value home in the Village (\$315,000).

Summary of General Fund Revenues By Category

- Taxes +\$207,000 (+6%)
- Intergovernmental Aid +\$5,000 (+1%)
- Licenses and Permits +\$96,000 (+20%)
- Fines and Forfeitures +8,000 (+22%)
- Public Charges for Service +\$54,000 (+18%)
- Miscellaneous Revenue +\$36,000 (+32%)
- **OVERALL +\$360,000 (+7%)**

Summary of General Fund Expenses by Department/Category/Function

- Village Board +\$2,000 (+8%)
- Municipal Court +7,000 (+12%)
- Cable Department -\$300 (-2%)
- Legal Counsel -\$15,000 (-15%)
- Ordinances +\$500 (+7%)
- Village President = no change
- Administration +\$49,000 (+93%)
- Clerk +\$24,000 (+17%)
- Treasury -\$9,000 (-4%)
- Village Hall +\$200 (+1%)
- Municipal Services Building -\$7,000 (-10%)
- Flynn Hall = no change
- Insurances -\$2,000 (-8%)
- Contingency +\$1,000 (+7%)
- Taxes due regarding Annexation = no change
- Police Department +\$201,000 (+13%)
- Police Commission +\$2,000 (+68%)
- Crossing Guards +\$8,000 (+34%)
- Fire Department +\$3,000 (+5%)
- Emergency Services Building +\$10,000 (+35%)
- Emergency Government -\$300 (-4%)
- Building Inspection +\$50,000 (+12%)
- DGEMS +71,000 (+22%)
- DaneCOM Radio System +\$1,000 (+9%)
- State Inspections = no change
- Public Works Department -\$33,000 (-4%)
- Garbage and Recycling +\$21,000 (+5%)
- Landfill +\$3,000 (+22%)
- Colonial Club = no change
- Diversity, Equity, and Inclusion = no change
- Parks and Recreation Department +\$24,000 (+4%)
- Planning and Development -\$11,000 (-10%)
- Use of Reserves +105,000 (+229%)
- **OVERALL +\$505,000 (+10%)**

Items of note requested in the General Fund budget

Note: the following figures reflect the requested expense, or increase in expense, over 2021. Each request has a corresponding memo in the packet. Items highlighted in blue have been cut in the Administrator recommended budget

- \$23,000 increase in Administration Department for Communications and Marketing Manager position.
- \$27,000 increase in Public Works Department for Public Works and Utilities Operations Manager position.
- \$165,000 increase in Police Department for two Patrol Officers.
- \$70,522 increase in DGEMS Operating budget.
- \$19,500 requested funding to add Sustainability operating budget.
- \$20,000 increase in Village Beautification initiatives.
- \$58,000 increase to contract brush collection services.

Items in the Village Capital Fund for 2022

Note: costs reflect Capital Fund impact (other funds such as the Water and Sewer Utilities, as well as TIDs, pick up portions of the overall costs). The packet includes memos for the following items.

- \$10,000 for ADA compliance projects
- \$5,000 for miscellaneous technology upgrades/new computers
- \$30,000 for Village building maintenance
- \$131,000 for road repaving projects
- \$53,000 for Police Department Squad replacement
- \$16,000 for miscellaneous Police Department capital items
- \$77,000 for 2nd (and final) installment of the Village's portion of DGEMS ambulance replacement
- \$8,700 for the Village's portion of DGEMS study
- \$375,000 for the Village's portion of Fire Department Engine 3 replacement
- \$45,300 for the Village's portion of Fire Department miscellaneous capital expenses
- \$33,100 for Fire Dues capital expense
- \$40,000 for Parks Department irrigation efforts
- \$28,400 for two new message boards and a traffic data collector
- \$15,000 for continuation of CDA marketing study implementation
- \$15,000 for Library feasibility study and impact fee study
- \$34,000 for miscellaneous consulting
- \$36,000 for sustainability projects
- **TOTAL CAPITAL BUDGET: \$953,000**
 - **Funded via: \$400,000 Tax Levy**
 - **\$326,000 Capital Fund Reserves**
 - **\$150,000 General Fund Unrestricted Reserves**
 - **\$77,000 Miscellaneous Revenues**

Debt Service Fund and 2022 Planned Borrowing

- Debt Service Levy -\$5,000 (-1%)
- 2022 Planned Borrowing (dollar amount for each project equals the amount of the project that will be paid for by the general fund debt service levy)
 - Glacial Drumlin Path (2021 construction; borrowing will reimburse Capital Fund for expenses incurred): \$250,000
 - BB/Buss Rd. Urbanization (2021 construction; borrowing will reimburse Capital Fund for expenses incurred): \$425,000
 - W. Oak St. Improvements: \$840,000
 - Taylor and Ridge Rd. Reconstruction: \$825,000 (total project cost is \$1,275,000; Water Utility is covering \$450,000 with cash)
 - Solar Panels for the Municipal Services Building: \$310,000
 - Community Park Pickleball Court: \$225,000
 - Community Park Playground Replacement: \$225,000
 - Bakken Park Skate Park and Bike Track: \$975,000
 - Red Hawk Park Phase 2: \$225,000
 - **TOTAL ESTIMATED BORROWING: \$7,855,000** (total includes miscellaneous costs to issue debt, such as: financial advisor services, bond counsel, bond ratings service, etc.)
- 2022 Refunding
 - TID 5 debt totaling \$1,050,000 is scheduled to be refinanced per the Financial Management Plan.

Park Development Fund projects (non-levied monies funded via developers)

- Westlawn 4th Addition Improvements to Outlots: \$50,000

In Conclusion

As you review these materials and the proposed budget, please keep in mind that the document is in draft form and still has about a month worth of potential revisions until it is finalized. Following the Finance Committee's review and recommendation, the Village Board will be holding a workshop on November 16th, with the hope of having an approved preliminary budget at the end of the meeting. Following the workshop, a public hearing on the budget will be scheduled for December 6th. In the interim, the Village will publish the budget and provide at least a 15 - day notice for the hearing. The budget will be made available both online and at Village Hall for review by the public. Tax bills are due to be mailed out by December 20th.

As always, please let me know if you have any questions or would like to discuss anything further. You may call my cell phone (listed below) anytime. Thank you.

Sincerely,

Matt Giese

Village Administrator
920.254.5966



Deer-Grove EMS District

Commission Approved 2022 Budget

DATE: **September 20, 2021**

2022 DeerGrove EMS Operating budget was passed by the DeerGrove EMS Commission on Thursday, September 16, 2021.

2022 CHANGES to INCOME

Gross run fees increased to \$675,000

2022 CHANGES to EXPENSES

#720 WAGES	<ul style="list-style-type: none"> • Increase in wages for full time staff from tentative agreement with Bargaining Unit • More ambulance coverage is needed to effectively provide EMS protection to the residents of the response area. Without preliminary information from the staffing study to guide future staffing needs LTE hours were increased to a total of 168 hours per week • This would equal one twelve-hour fully staffed ambulance per day every day of the year
#734 OVERTIME	<ul style="list-style-type: none"> • Increase in scheduled overtime for full time staff from tentative agreement with Bargaining Unit
#736 LIFEQUEST BILLING	<ul style="list-style-type: none"> • Estimated fee charged to us was kept the same • Our new agreement will reflect a lower fee (5.75% vs. 6.5%) and will result in a similar fee charged to us with more revenue collected
#770 COMMUNICATIONS	<ul style="list-style-type: none"> • Slight increase to cell phone/data cost due to different plan structures with FirstNet
#775 INFORMATON TECHNOLOGY	<ul style="list-style-type: none"> • Increase NinthBrain fee to account for added users/members • Increase Aladtec/EMS Manager fee to account for added users/members • \$8,000 added to this line to cover the cost of owning an ePCR platform. We will see efficiencies while staff are completing their reports and in the billing phase of run review. This will also help us solve HIPAA-related safety concerns with our current software.
#829 VEHICLE MAINTENANCE	<ul style="list-style-type: none"> • Increased due to aging of M78/80 and more expensive nature of the medium duty vehicle repairs
#831 FUEL	<ul style="list-style-type: none"> • Increased due to cost trending upward and higher projected call volume
#840 EQUIPMENT (NON-DISPOSABLE)	<ul style="list-style-type: none"> • IV Pumps have been replaced, so line was decreased accordingly
#880 LEGAL	<ul style="list-style-type: none"> • Non-bargaining year lessening the need for legal services, so line was decreased accordingly

2022 CHANGES to CAPITAL PURCHASES

This is the second part for the ambulance replacement scheduled for 2022. The chassis, cot, load system, and additional items were purchased in 2021. Total ambulance replacement cost to the commission is \$245,000. The DeerGrove EMS association has contributed extra funds, approximate \$45,000, to upgrades for this vehicle and to make all three ambulances identical.

Line Item #	Description	2021 DGEMS Budget	2021 YTD Thru August	Proposed 2022 DGEMS Budget	Difference (\$)	Difference (%)
720	WAGES	\$ 588,600.00	\$ 354,221.49	\$ 730,800.00	+\$142,200.00	+24.16%
721	HEALTH INSURANCE	\$ 140,600.00	\$ 103,075.97	\$ 149,900.00	+\$9,300.00	+6.61%
722	WORK. COMP.	\$ 22,000.00	\$ 15,045.21	\$ 29,300.00	+\$7,300.00	+33.18%
723	RETIREMENT	\$ 62,800.00	\$ 44,888.65	\$ 70,900.00	+\$8,100.00	+12.90%
724	EMPLOYER'S FICA	\$ 60,430.00	\$ 33,353.18	\$ 76,100.00	+\$15,670.00	+25.93%
725	STAFF CONT. EDUC.	\$ 9,000.00	\$ 1,595.00	\$ 9,000.00		
726	TRAVEL/MILEAGE REIMBURS	\$ 500.00	\$ 206.08	\$ 500.00		
728	MEDICAL DIRECTOR FEE	\$ 12,000.00	\$ 8,000.00	\$ 12,000.00		
734	OVERTIME	\$ 138,500.00	\$ 83,740.47	\$ 148,700.00	+\$10,200.00	+7.36%
735	EMT STIPEND	\$ 25,000.00	\$ 11,034.00	\$ 25,000.00		
736	LIFEQUEST BILLING	\$ 45,500.00	\$ 32,362.36	\$ 45,500.00		
740	OFFICE EQUIPMENT	\$ 1,630.00	\$ 467.64	\$ 1,630.00		
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 650.71	\$ 2,000.00		
770	COMMUNICATIONS	\$ 5,800.00	\$ 4,406.77	\$ 6,270.00	+\$470.00	+8.10%
775	INFORMATION TECHNOLOGY	\$ 7,230.00	\$ 3,333.80	\$ 16,090.00	+\$8,860.00	+122.54%
790	PUBLICITY&ADVERTISING	\$ 2,000.00	\$ 1,511.45	\$ 2,000.00		
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00	\$ 1,205.11	\$ 2,000.00		
810	EMT RECOGNITION	\$ 2,500.00	\$ 1,598.47	\$ 2,500.00		
820	EMT CONT EDUC.	\$ 5,000.00	\$ 728.10	\$ 5,000.00		
825	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 129.09	\$ 1,500.00		
829	VEHICLE MAINTENANCE	\$ 12,000.00	\$ 11,672.45	\$ 15,000.00	+\$3,000.00	+25.00%
831	FUEL	\$ 14,000.00	\$ 9,508.37	\$ 15,000.00	+\$1,000.00	+7.14%
840	EQUIPMENT (NON-DISPOS)	\$ 5,300.00	\$ 12,520.81	\$ 4,300.00	-\$1,000.00	-18.87%
842	EQUIPMENT MAINTENANCE	\$ 3,600.00	\$ 2,598.68	\$ 3,600.00		
845	Capital Purchase	\$ 100,000.00	\$ 9,040.00	\$ 145,000.00	+\$45,000.00	+45.00%
850	MEDICAL SUPPLIES	\$ 49,700.00	\$ 30,226.50	\$ 50,000.00	+\$300.00	+0.60%
852	TRAINING MEDICAL SUPPLIES	\$ 1,000.00	\$ 623.00	\$ 1,000.00		
860	EMT CLOTHING	\$ 12,700.00	\$ 1,680.05	\$ 12,700.00		
870	INSURANCE/BUSINESS	\$ 8,600.00	\$ 8,399.00	\$ 11,100.00	+\$2,500.00	+29.07%
871	GROUP LIFE INSURANCE	\$ 800.00	\$ 649.62	\$ 1,000.00	+\$200.00	+25.00%
872	UNEMPLOYMENT INSURANCE	\$ 4,000.00	\$ -	\$ 4,000.00		
878	COMMUNITY MEDIC PROGRAM	\$ 300.00	\$ -	\$ 300.00		
879	HEALTH AND SAFETY	\$ 2,500.00	\$ 985.02	\$ 2,500.00		
880	LEGAL	\$ 8,000.00	\$ 5,904.00	\$ 5,000.00	-\$3,000.00	-37.50%
881	ACCOUNTING	\$ 8,000.00	\$ 8,200.00	\$ 8,500.00	+\$500.00	+6.25%
898	BUILDING AND GROUNDS	\$ 3,500.00	\$ 2,206.52	\$ 3,500.00		
899	ADMINISTRATIVE EXPENSES	\$ 2,000.00	\$ 871.64	\$ 2,000.00		
	TOTAL EXPENSES	\$ 1,370,590.00	\$ 806,639.21	\$ 1,621,190.00	+\$250,600.00	+18.28%

Estimated Gross Run Fees	\$ 600,000.00	\$ 428,139.23	\$ 675,000.00
Less: Overdue Run Fees		\$ (33,468.44)	
Net Run Fees		\$ 394,670.79	
Training Center Income	\$ 2,500.00	\$ 1,240.00	\$ 2,500.00
Contracted Revenue (T of DF)	\$ 34,000.00	\$ 34,000.00	\$ 34,500.00
Contracted Revenue (T of PS)	\$ 33,571.05	\$ 16,785.53	\$ 34,242.48
Contracted Revenue (CAEMS)	\$ -	\$ -	\$ -
Interest	\$ 500.00	\$ 655.98	\$ 500.00
Special Event Fees	\$ 2,000.00	\$ 1,590.00	\$ 2,000.00
TOTAL SERVICE REVENUE	\$ 672,571.05	\$ 448,942.30	\$ 748,742.48
Donations			
Grant Revenue		\$ 1,181.97	
MUNICIPAL CONTRIBUTIONS	\$ 698,018.96	\$ 698,018.96	\$ 872,447.52

Municipality	2020 Equalized Value	2020 Contribution	2021 Equalized Value	2021 Percentage	2021 Contribution	Difference	% change
V. Cottage Grove	\$ 842,628,700	\$ 368,857.51	\$ 906,457,000	53.16%	\$ 463,774.36	+\$94,916.85	25.73%
T. Cottage Grove	\$ 499,405,700	\$ 218,612.95	\$ 527,156,100	30.91%	\$ 269,711.07	+\$51,098.12	23.37%
V. Deerfield	\$ 249,864,100	\$ 109,377.06	\$ 271,604,400	15.93%	\$ 138,962.09	+\$29,585.03	27.05%
TOTALS	\$ 1,591,898,500	\$ 696,847.52	\$ 1,705,217,500	100%	\$ 872,447.52	+\$175,600.00	25.20%

MDT Explanation

Throughout the Fire Budget you will notice several items that are labeled as being an MDT. MDT stands for Mobile Data Terminal. MDTs are a computer or tablet that is installed in an emergency vehicle that gives the first responders immediate updates from the communication center about the call they are responding to. This information is updated in real time and it allows the responders to receive important information about the call. There are several reasons CGFD is requesting funds to obtain MDTs for use in our apparatus. The 1st is to obtain updated call information. The 2nd is to ensure our response time and data is accurate. The 3rd is to assist with response and fire preplanning.

1. When CGFD is dispatched to an emergency we are dispatched shortly after the communications center gets an address and learns what the event is. Typically, while responding the communications center will radio us and add more information to the call. When the communications center is busy, they don't have time to relay updated information to us. CGFD is then unaware of important updates or updates are sometimes delayed in being transferred or transmitted prior to us getting on scene. Other emergency services use MDTs in their vehicles, and they sometimes write notes into the system that can also be relayed to incoming responders. Unfortunately, with the work load the communications center has it been very common for another agency to write notes into the system and the communications center does not see it, or they do not see it in time, so they do not relay it. If we had MDTs in the truck, we would see those updates in real time and can better prepare responders before arrival on scene.
2. MDTs will help ensure CGFD has accurate response call times and data. Currently when we are called, we must radio into the communications center and notify them that we are in route to the scene and then again when we arrive on the scene. Currently when we do this, the communication center often misses time stamps on our communications, or inaccurately time stamps our communications later, which results in inaccurate data collection. This data needs to be accurate. Several agencies use this data. The most important reason for this data to be accurate is ISO (insurance ratings) in the municipalities. Another reason is related to future needs studies, similar to the one being conducted by the Village. We are concerned about inaccurate data being used to justify large money items such as new stations and/or paid personnel. Having an MDT in the trucks will allow us to time stamp ourselves which will make all our data more accurate and provide better statistical information for future needs studies. We have several well documented instances where the communications center times are off by 5-10 minutes which can really affect ISO ratings. Additionally inaccurate time stamps affect Nfirs reporting. We rely on the time stamps to assist with Nfirs entries and submittal of reports to the National database. Inaccurate time stamps can affect statistics on a state and national level.

3. Having an MDT will also allow us to have commercial building pre-plans available for use immediately. Currently while doing fire inspections in the municipalities we gather important information about the commercial properties. This data consists of emergency contacts, FDC connections, closest hydrants, electrical supply location and target hazards for the occupancy. All this data is stored in our inspection program, but it is not easy to access in an emergency. Having the MDT will allow us to keep those pre plans on the truck to be used in real time which allow us to respond better and identify property information and hazards.

We are requesting funds to install an MDT in 5 of the CGFD apparatus (2 engines, the ladder truck, the brush truck, and the squad.) We are not looking to install it on the tenders because the tenders are not typically a first response vehicle for a call. We will most often use an engine before sending a tender- so all that information will already be deployed with the engine or ladder and relayed to the tender.

Each MDT consists of the following: a tablet to run the software, a bracket to hold the tablet, the software itself, the license agreements, a VPN program, a cellular modem in the truck, install of the modems and antennas, and the monthly phone data. We modeled the devices off of how Deer-Grove is currently set up and we plan to operate identically. Deer-Grove is currently using this set up in both ambulances and car 79.

Fund Balances

ESB Property Repair Fund	\$	6,387
2019 Village & Town Contribution To Fund		14,000
LED High Bay Fixtures		(4,445)
Telephone System Installation		(3,718)
Furnace Installation		(4,915)
18 New Fixtures		(1,872)
New Can Lights		(1,976)
Parking Lot Lights		(2,764)
2020 Village & Town Contribution To Fund		20,000
A/C System Installation		(7,400)
Install Hasting Plymovent		(4,581)
Furnace Repairs		(928)
Replace Traine Rooftop Heat Exchanger		(7,788)
2021 Village & Town Contribution To Fund		20,000
Install Two Vacuum Breaker Valves - Monona Plumbing		(1,710)
Repair Generator - EGS		(682)
Parking Lot Lights		(710)
Daiken Furnace & A/C		(7,600)
Photo Smoke Detector		(317)
Disposal Connection		(694)
Grease Interceptor Repairs		(885)
Landscaping Rock		(484)
Ending Fund Balance	\$	<u>6,919</u>
Pleasant Springs Fire Department Capital Expenses Fund	\$	85,557
2019 PS Reimbursement	\$	63,125
2019 YTD Expenses	\$	(2,385)
New Brush Truck	\$	(120,290)
T1 Maintenance Repairs - JX Enterprises	\$	(339)
T2 Maintenance Repairs - JX Enterprises	\$	(375)
2020 PS Reimbursement	\$	40,002
T1 Maintenance Repairs - Rennert's	\$	(750)
T2 Maintenance Repairs - Rennert's	\$	(848)
Ending Fund Balance	\$	<u>63,696</u>

2022 CGFD Budget Increases

This document is to accompany the 2022 CGFD Operational Budget and will be used to explain the various changes to the budget.

(A) Joint Owned Apparatus Expenses (Total Increase \$28,700)

4- Apparatus Repair fund added. In the past any large item repairs to the apparatus were brought to the JFC and municipalities and the municipalities paid money that was not in the operational plan. This line item allows for the municipalities to budget ahead for repairs and it makes it, so repair funds do not need a separate approval from the municipalities.

5- Engine 4 Tires. Although not required by the State of WI, NFPA requires tire replacement every 7 years on apparatus. The department brought this issue up to the JFC and it was decided going forward we would follow the NFPA requirement and best practice. E4 is currently past due for tires.

6- MDT router Install. The department discussed with the JFC earlier this year about adding MDTs to the main apparatus. MDTs are used to aid in dispatching and call responses. They are computers that are in the truck that allow us to see the dispatch data and updates directly from the comm center. The department will also use this for storing all our commercial building pre-plans for fire responses. The routers are what provide the mobile internet in the truck for the computers to work. This line item would be to have Gencom install the routers and necessary antennas into the apparatus.

(B) Personnel Cost & Reimbursement (Total Increase \$2400)

2-Officer pay. The department added 2 new officers. Currently each officer is paid \$100 a month for the extra training and tasks they do for the department.

(C) Division Expenses (Total Increase \$1350)

3-Prevention. More costs added to purchase more supplies for fire prevention activities that include the school and daycare visits.

6-Chief. The department added more funding to this division because the department is members of more organizations. This includes the Dane County Fire Chiefs and the Wisconsin Fire Chiefs. This is to cover the membership dues.

(D) Maintenance Contracts & Certifications (Total Increase \$8900)

1-Extrication equipment. All our hydraulic extrication equipment (Jaws of Life) has an annual maintenance done on them. We have more equipment and need extra funds to have those items maintained.

9-MDT CAD Licensing. To use the computer aided dispatch software on the MDT you must purchase the software. The initial one-time cost is 1200 per unit to purchase. After the initial cost there is 22% annual fee.

10-MDT VPN. Each device needs to have VPN Software on it. This is good for 3 years.

(E) Phone (Total Increase \$5600)

2-MDT Mobile Phone Fees. This is the price of the mobile phone and internet needed to use the MDT's. This would be through first net which is specifically designed for first responders.

3-MDT Routers- This is a one-time fee for the routers that provide internet to the MDT system. There is one per truck. This is the cost of the hardware.

(F) New Equipment and Supplies (Total increase \$12,800)

1-Firefighter turnout gear. This last year the department added many new members. This was increased to allow the department to purchase new gear for members when they complete probation.

9-Oil dry. The Department has been responding to a lot more calls for vehicle accidents that have required the department to purchase more oil dry than we have in the past.

11-Uniform badges. The department recruited a lot of new members this would allow the department to purchase uniforms for them.

12-Accountability systems. The company that made accountability tags retired. All the other companies that do this work are charging significantly more to do this work.

13-Tablets and mounting brackets. This is the actual tablet and bracket that mounts it in the truck for the MDT systems. This is a one-time fee.

(G) New Engine 3 Outfitting (One-time fee \$16,000)

1-New hose. After testing our large diameter hose, the department is finding that most of it has failed the test. This would allow the department to purchase all new LDH when the new engine arrives.

2-Portable Generators- When building the new engine, the department did not install a truck mounted generator because they are very expensive (approximately \$30,000). The department decided instead to purchase some small portable generators that we can use instead and are significantly cheaper.

3-Shelving and brackets. This is the cost to add tool mounts and shelving in the compartments of the new engine.

(T) Town Owned Apparatus Expenses (Total Increase \$5500)

3-Tires Tender 2. The tires on tender 2 are past the 7-year life and need to be replaced.

2022 Cottage Grove Fire Department Joint Operational Budget

	2021	2022
(A) Joint Owned Apparatus Expenses		
1- Maintenance (Planned/scheduled maintenance and minor repairs)	\$9,800	\$9,800
2- Fuel	\$3,900	\$3,900
3- Insurance	\$21,000	\$23,000
4- Apparatus Repairs (Unplanned repairs- like L1 and S1 in 2021/E3 in 2020)		\$20,000
5- E4 Tires		\$3,200 *Capital
6- MDT Router Install (One time Fee)		\$3,500
Total	\$34,700	\$63,400
(B) Personnel Cost & Reimbursement		
1- Chiefs Pay	\$6,000	\$6,000
2- Officers Pay	\$6,000	\$8,400
3- Firefighters Training Pay	\$16,000	\$16,000
4- Sunday Duty Pay	\$4,800	\$4,800
5- South WI & North IL/WI State FF Association Dues	\$1,000	\$1,000
Total	\$33,800	\$36,200
(C) Division Expenses		
1- Training/ Safety	\$5,500	\$5,500
2- Investigation	\$300	\$300
3- Prevention	\$3,000	\$3,500
4- Personnel/ Records	\$4,500	\$4,500
5- Inspection Supplies	\$300	\$300
6- Chief	\$650	\$1,500
Total	\$14,250	\$15,600
(D) Maintenance Contracts & Certifications		
1-Extrication Equipment	\$900	\$1,400
2- Scott Air Pack Hydrostatic Testing	\$2,850	\$2,850
3- Apparatus and Building Fire Extinguishers	\$425	\$425
4- Cascade Air Compressor Annual Maintenance	\$600	\$600

5- Pagers and Radios	\$2,000	\$2,000
6- Aerial Certification and Maintenance	\$2,600	\$2,600
7- Ground Ladder Certification	\$500	\$500
8-MDT Cad Licensing (Initial cost 1200 per unit then reduces to a 22% maintenance fee)		\$6,200
9- MDT VPN licenses (Once Every 3 years)		\$2,200
Total	\$9,875	\$18,775

(E) Phone		
1- Telephone (landline and internet)	\$1,600	\$1,600
2- MDT Mobile phone service (Monthly Data for the MDTs and a mobile phone for an emergency)		\$3,000
3- MDT Routers (One time fee)		\$2,600 *Capital
Total	\$1,600	\$7,200

(F) New Equipment and Supplies		
1- Firefighter Turn Out Gear	\$6,600	\$14,000
2- (3) 50 ft 1-3/4" NFT Hose	\$360	\$360
3- (3) 50 ft 2-1/2" NFT Hose	\$525	\$525
4- Foam	\$1,000	\$1,000
5- Bloodbourne Pathogens Supplies	\$300	\$300
6- Batteries	\$1,000	\$1,000
7- Handtools	\$1,400	\$1,400
8- Miscellaneous Supplies	\$1,250	\$1,250
9- Oil Dry	\$150	\$400
10- Hazardous Materials Supplies	\$350	\$350
11- Uniform Badges	\$500	\$1,500
12- Accountability Systems	\$150	\$500
13- Tablets/Mounting Brackets (One time fee)		\$3,800 *Capital
Total	\$13,585	\$26,385

(G) New Engine 3 Outfitting (one time fee)		
1- New Hose		\$6,000
2- Portable Generators		\$2,500 *Capital
3- Shelving and brackets		\$7,500
Total		\$16,000

Budget Total	\$107,810	\$183,560
(T) Town Owned Apparatus Expenses		
1- Fuel	\$2,100	\$2,100
2- Insurance	\$2,000	\$2,000 * Capital
3- Tires Tender 2		\$5,500
Total	\$4,100	\$9,600
Pleasant Springs Account		
1- Maintenance Town Owned Apparatus (Planned/scheduled maintenance and minor repairs)		\$3,100
Total		\$3,100
Village 2% Dues		
Savings Account for Vehicle Replacement- *Must use exact Dues amount		\$33,065
Town 2% Dues		
Savings Account for Vehicle Replacement- *Must use exact Dues amount		\$18,478



Budget Request

MEMO DATE: November 4, 2021

TO: Village Board of Trustees

FROM: Matt Giese, Village Administrator

RE: Communications and Marketing Manager

Overview

With the Village's recent and continued growth, there has been more pressure and desire from residents and elected officials for increased communication and engagement from the Village. In the past, and currently, the Village's communication efforts have been decentralized, through individual Village Departments. It may be time for the Village to consider having one, full-time professional responsible for a strategic Village communication strategy across all of our platforms. This position would manage all of the Village's social media, website content, regular digital newsletters, public relations efforts and press releases.

In 2021, the Village underwent a Marketing and Branding study with consultant Distillery. The CDA is recommending continuing efforts with Distillery in 2022. If there is a desire to add a communications professional, I believe we could also add marketing responsibilities to the role. Having a staff person responsible for marketing efforts would only help our economic and community development functions, as well as capitalizing on our marketing study and branding implementation efforts.

The Village Board's 2021 Priorities included: Economic and Community Development, Communication and Engagement, New Logo, Branding, and Marketing, and Staffing Additions. A full-time Communications and Marketing Manager position would help further these priorities.

Financial Impact/Funding Source Requested

I am proposing an additional \$51,000 divided across the Village's General Fund (45%), Water (15%) and Sewer (15%) Utility operating budgets, TID 10 (15%), TID 9 (5%), and TID 8 (5%). This cost represents salary and benefits for a mid-year hire of a Marketing and Communications Manager at potential starting salary of \$70,000. The impact to the tax levy in 2022 for this position is about \$23,000.

Recommendation

I recommend approval of a 2022 mid-year hire of a Communications and Marketing Manager.



Budget Request

MEMO DATE: October 25, 2021

TO: Matt Giese, Village Administrator & Village Board of Trustees

FROM: JJ Larson, Director of Public Works/Deputy Administrator

RE: Public Works Operations Manager position

Overview (*Applicable Village Board priorities in parentheses*)

Last summer, I was promoted and given the additional title of Deputy Administrator. This new role is designed broadly to assist the Village Administrator, Director of Planning and Development, and Village Clerk with the many responsibilities each has, special projects as assigned, as well as to continue as the Director of the Public Work & Utilities Department. In order to efficiently operate the role of Deputy Administrator and maximize my ability to assist staff at Village Hall, the plan is to hire a Public Works & Utilities Operations Manager to take on much of the supervisory, planning and day-to-day operational work in the Public Works & Utilities Department.

This position will serve as a key member of the Public Works Management Team (with myself and our current Foreperson position, as well as consulting Village Engineer as required) to assist in Department budgeting, administration, long range planning, project oversight, and relevant development review. The position will require a CDL and DNR Water Operator License (or ability to acquire). This is salaried position, anticipated to be primarily office work, with 10 – 20% of time spent in the field depending on the situation or project.

The Operations Manager is expected to attend Public Works & Properties Committee and Utility Commission meetings regularly and to fill in for the Director as needed at other meetings where Department representation is required. (*Staffing Additions, Strategic Planning, Road Maintenance, Sustainability, Facility Planning*)

Financial Impact/Funding Source Requested

I am proposing an additional \$27,000, in General Fund expenditure for this position. The salary will be allocated evenly across the Village's General Fund, Water and Sewer Utility operating budgets.

This cost is calculated using an annual salary of \$75,000 with maximum, full benefits for $\frac{3}{4}$ of the year next year, anticipating an April 1st start date.

Department Head Recommendation

I recommend approval of this additional position in the Public Works & Utilities Department.



Budget Request

MEMO DATE: October 18, 2021

TO: Matt Giese, Village Administrator & Village Board of Trustees

FROM: JJ Larson, Director of Public Works/Deputy Administrator

RE: Contracting Brush Collection

Overview (*Applicable Village Board priorities in parentheses*)

Our Public Works & Utilities staff is, by every measure, the leanest and most efficient of all comparable communities. As the Village continues to grow, continuing to provide the same level of service our residents have come to expect is going to require leveraging other options beyond staff additions.

Brush collection has been offered to Village residents for years and is a service they have come to expect. We offer collection of brush once per month from April – November and we also pick up trees after the Christmas holiday. This is the most time consuming and inefficient service our Department provides, and I have been looking at options for years. I have reached out to other municipalities and found that many have had great success in utilizing private contractors for this service (in particular Monona and McFarland). Additionally, in speaking with our representative Senior Loss Control Consultant from United Heartland, brush collection comes up as a consistent topic as an easy way the Village could remove risk. The only reported injuries in our Department – dating back before I began in 2015 – are all the result of brush collection (from stings and sprains to one requiring major knee surgery). As you can see in the accompanying breakdown it makes good financial sense to contract this work so our staff can focus on more pressing maintenance and important projects and allow a company, with the economy of scale, to handle this service more efficiently. (Fiscal Responsibility, Strategic Planning, Staffing Additions)

Financial Impact/Funding Source Requested

I am proposing an additional \$45,000* in the General Fund to handle brush collection.

Department Head Recommendation

While our staff has continued to do an exceptional job in providing all that's expected of them, at some point the unseen maintenance that gets pushed off will become more serious concerns; privatizing this time-consuming and dangerous collection would free up our staff to address more important work for the long-term health of the Village. I recommend approval of this request and entering into a contract with a private company to provide brush collection to Village residents.



Committee Recommendation

At the October 5th meeting, the Public Works & Properties Committee voted unanimously to recommend approval of the operating budget as presented, which included increasing the operating budget by \$45,000 to incorporate privatizing brush collection.

***Additional Information**

Updated proposal was received from the contractor after this was presented to Committee. In order to offer the same level of service our staff currently provides; it would cost \$58,000 for 2022. They also quoted having 4 pickups throughout the season at \$48,000.

Brush is collected every month April - November and twice for Xmas Trees

DESC.	HOURLY RATE
PW Tech	\$ 35.92
Foreman	\$ 44.28
Chipper	\$ 31.16
1-ton Truck	\$ 14.40
Loader w/grapple	\$ 58.12
Skid steer w/attach	\$ 41.98
Dump truck	\$ 53.44

TYPICAL BRUSH COLLECTION	
2 PW Tech (80 hrs)	\$ 2,873.60
Foreman (20hrs)	\$ 885.60
Chipper & 1-ton (20hrs)	\$ 911.20
Loader (10 - 15hrs)	\$ 581.20
Dump truck (15 - 20hrs)	\$ 801.60
Skid steer (5 - 10hrs)	\$ 209.90

\$	6,263.10	PER COLLECTION WEEK
----	-----------------	----------------------------

\$	50,104.80	8 COLLECTIONS PER YEAR IN STAFF & EQUIPMENT
----	------------------	--

This does not include costs for Xmas tree pickup, or any storm damage special pickups



Budget Request

MEMO DATE: October 18, 2021

TO: Matt Giese, Village Administrator & Village Board of Trustees

FROM: JJ Larson, Director of Public Works/Deputy Administrator

RE: Sustainability Operating Budget Requests

Overview

There are a number of smaller initiatives, projects and programs that the Sustainability Committee recommended for approval that would fit best in the Village's operating budget as annual, regularly recurring expenses. *(Applicable Village Board priorities in parentheses)*

Sustainability Events

The Committee is requesting funding for Sustainability Events; specifically three planned for 2022 that will promote the general sustainability of the Village (#cleanupthegrove, rain barrel program), the expansion and use our bicycle paths and bicycle lanes around the Village (Tour de Cottage Grove) and the advertisement and outreach to residents about the advantages of sustainable products/methods around the house and the solar group buy options (Sustainability Tent at Marketplace Dayz/Dane County Trash Lab). Money for these events will be used to purchase flyers, signs, buy advertisements (e.g. Herald-Independent), provide necessary equipment for the event and to prizes/swag for children. *(Sustainability, Logo/Branding/Marketing, Communication & Engagement)*

Financial Impact/Funding Source Requested

The total cost is \$1,000 in the General Fund dollars for these events.

Rain Garden Installation

The Committee is requesting funds to install two rain gardens in public space. The plan is to have one installed by a professional rain garden landscaper, and one by Village staff after learning proper installation technique. The combined cost of these two installations would be \$6,000. *(Sustainability, Parks & Recreation)*

Financial Impact/Funding Source Requested

The total cost is \$6,000 in General Fund dollars for these installations.

Wisconsin Bike Federation Membership

A Community Membership at the Advocate level will facilitate educational advocacy and provide educational materials and bike safety information that can be offered throughout the Village as we continue to expand our bike network and encourage residents to bike. *(Sustainability, Parks & Recreation, Communication & Engagement)*

Financial Impact/Funding Source Requested

A Community membership would be \$500 in General Fund dollars.



BCycle annual operating/maintenance

The Committee is looking to add BCycle docks and bikes in the Village to encourage visitors and residents to get out on bikes and increase traffic to local businesses. Starting this program would require an upfront capital cost (\$20,000 is the Capital request addressed in that memo). Once installed the bikes each have an annual cost of \$1,000 per dock & bike. The \$20,000 capital request would cover the one-time purchase of 12 BCycles. The Committee recommendation is the Village pursue sponsorships by local businesses to reduce the annual fees. (*Sustainability, Economic Development, Parks & Recreation*).

Financial Impact/Funding Source Requested

Assuming approval of the capital expenditure, the annual maintenance cost would be \$12,000 (not factoring any potential sponsorships) in General Fund dollars.

Total Financial Impact & Staff Recommendation

I recommend the Village's General Fund operating budget adds lines specifically for annual Sustainability initiatives and projects, with this request from the Ad Hoc Sustainability Committee totaling \$19,500 for the 2022 budget.

Committee Recommendation

At the October 12th meeting, the Ad Hoc Sustainability Committee voted unanimously to recommend approval of the budget requests as presented.



Budget Request

MEMO DATE: October 18, 2021

TO: Matt Giese, Village Administrator & Village Board of Trustees

FROM: JJ Larson, Director of Public Works/Deputy Administrator

RE: Village Beautification

Overview (*Applicable Village Board priorities in parentheses*)

Village Committee and Board members have brought up different ideas to make the Village more aesthetically appealing. Ideas have ranged widely from installing banners and other decorations to improving the landscaping inside the roundabouts at I-94. Increasing the funding in the beautification line would allow for some of this work to be completed if clear direction is given by elected officials. (Economic & Community Development)

Financial Impact/Funding Source Requested

I am proposing an additional \$20,000 in the General Fund to for various "beautification" efforts to be determined.

Department Head Recommendation

I recommend increasing the Village Beautification budget to \$25,000 in 2022.

Committee Recommendation

At the October 5th meeting, the Public Works & Properties Committee voted unanimously to recommend approval of the operating budget as presented, which included increasing the operating budget by \$20,000 to incorporate beautification projects.



Budget Request

MEMO DATE:	18 October 2021
TO:	Administrator Giese/Village Board/Finance Committee
FROM:	Chief Daniel Layber
RE:	2022 Budget Request

Overview

Chief Layber is proposing to add two police officers at an approximate cost of \$158,000 per year.

The increase in police officer positions is necessary to account for our expected increases in population in the Village of Cottage Grove. Our current population is 7400. Our expected population at the end of 2022 is 8597. 9568 at the end of 2023, and 10,028 at the end of 2024. These growth projections were compiled by the Village of Cottage Grove based upon current residential projects underway in the village and projects already approved. The general formula for policing in Wisconsin shows that for every 1000 in population there should be 2 officers. We currently are staffed at 13 officers for 7400 population, which would generally mean there should be 15 officers instead of the current 13. By the end of 2022, we should be at 16 or 17 officers for a population of 8597. Requesting an additional 2 officers is the minimum we should be budgeting for in 2022.

When compiling the estimate for adding 2 officers, it was based upon a new hire, and a hire of a certified officer with 5 years of experience. A new officer would be in training at the academy for 4.5 months and 3 months of field training. The new officer could not realistically be expected to be on the schedule and functioning alone until August of 2022. The new officer, if they have previous experience at the 5-year level, would come in as a lateral entry officer at a higher pay level and could be expected to begin solo patrol after an abbreviated field training program. The total requested budget for these positions includes a potential one-time bonus of \$5,000 if we're able to hire an Officer with three or more years experience.

Financial Impact/Funding Source Requested

General Budget \$165,000

Department Head/Committee Recommendation

Approve – Funds needed to properly police the Village of Cottage Grove



Budget Request

MEMO DATE: October 18, 2021

TO: Matt Giese, Village Administrator & Village Board of Trustees

FROM: JJ Larson, Director of Public Works/Deputy Administrator

RE: Capital Equipment/Projects

Overview (*Applicable Village Board priorities in parentheses*)

The 2022 Capital Budget calls for the replacement of our two message boards, purchase of a radar/traffic data collector as well as our annual street repaving and building maintenance projects.

Our staff utilizes the message boards often throughout the year, on our own projects, as well as aiding our business community in advertising events when we've got the ability. Our current boards are over 13 years old, increasingly requiring repairs and the technology is outdated. That said, they are still functional and likely would bring little in trade-in value; so, my intention would be to keep them as long as they are operational to give staff the ability to utilize up to four should the need arise. (Community Development, Parks & Recreation, Road Maintenance, Communication & Engagement).

The purchase of the radar traffic data collector will be utilized to investigate traffic activity, speeds and counts internally without relying on contracting the data collection. This tool will allow our department to collect traffic information by mounting the inconspicuous unit. This device is meant to capture "real" driver behavior, as opposed to flashing speed signs or other devices which tend to modify behaviors. It will allow us to identify real data rather than rely on anecdotal reports from residents about speeding, excessive traffic, etc. and develop appropriate plans as real needs are identified.

Street repaving has been an incredibly successful capital expenditure since we began & the capital budget for next year will allow us to continue that work. I will bring the specific request of the street section planned to this Committee at a later date, but our current plan shows Weald Bridge (from Bonnie to Main St.) as the most likely location; pending the completion of updated road ratings this fall. (Fiscal Responsibility, Road Maintenance)

The building maintenance projects will likely involve HVAC replacements/efficiency improvements in the Municipal Services Building. The specific plan may be guided by any direction that results from the soon-to-be completed Facility Needs Study and Board direction on future facilities planning. (Sustainability, Fiscal Responsibility, Strategic Planning, Facility Planning)



Financial Impact/Funding Source Requested

The message board replacements will be \$48,000 total with a \$28,000 impact on the Capital Fund. The traffic data collector will be a \$5,000 impact on the Capital Fund. Road repaving will be \$131,000 of Capital Funds. Building maintenance projects will be \$42,000 with \$30,000 of that from the Capital Fund.

Committee Recommendation

At the October 5th meeting, the Public Works & Properties Committee voted unanimously to recommend moving forward with the Capital Fund expenditures as planned.



Budget Request

MEMO DATE: October 20, 2021

TO: Matt Giese, Village Administrator

FROM: JJ Larson, Director of Public Works/Deputy Administrator

RE: Capital Equipment/Projects – Sustainability Committee

Overview (*Applicable Village Board priorities in parentheses*)

The Ad Hoc Sustainability Committee has two project requests for 2022 that would fit best as a Capital Fund expenditure.

EV-Ready Municipal Services Building

The first is an upgrade of the Municipal Services Building to be EV (electric vehicle) ready as the solar panels are installed on the building and the Village fleet converts to electric. This project consists of installation of dedicated 240V electrical lines for EV charging and four level-2 EV charging stations. (*Sustainability, Strategic Planning, Facility Planning*)

BCycle

The second capital request is for the upfront purchase of BCycle bikes and docks to be installed in the Village. Public access to relatively low-cost electric bicycles will minimize polluting traffic on our roadways and increase foot traffic to local businesses. (*Sustainability, Economic Development, Parks & Recreation*)

Financial Impact/Funding Source Requested

The EV-ready upgrade at the Municipal Services Building is estimated at \$16,000 in capital expenditure.

The request for installation of BCycle is \$20,000 in upfront capital cost. Implementing BCycle would also require an additional Operating expense annually of \$1,000 per dock, but there would be opportunities for sponsorships by local businesses that could reduce those annual fees.

Committee Recommendation

At the October 12th meeting, the Ad Hoc Sustainability Committee voted unanimously to recommend moving forward with the Capital Fund expenditures as planned.



Budget Request

MEMO DATE: October 14, 2021

TO: Finance Committee

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

RE: 2022 Projects funded with the Capital Plan

Overview (Village Board priorities in parentheses)

1. ADA Compliance Projects. In 2022, we will continue to bring Village parks and facilities into ADA compliance. We plan to focus attention on Northlawn Park. Paths to bleacher areas will be addressed. (Diversity, Equity, and Inclusion. Parks and Recreation). This is a recurring \$10,000 line item.
2. Parks & Rec Projects. In 2022 we would like to install an irrigation system on the baseball field at Fireman's Park. Irrigation is key to promoting safe, healthy turf especially on high use athletic facilities. Having an irrigation system would allow us to irrigate the turf at appropriate times (after dark) and be able to control which areas receive irrigation. (Sustainability. Parks & recreation). Material and installation cost \$40,000.

Financial Impact/Funding Source Requested

Village Capital Fund

Department Head/Committee Recommendation

I recommend moving forward with the Parks & Recreation Capital Fund expenditures as planned.



Capital Funds Request

MEMO DATE: 11 October 2021

TO: Administrator Matt Giese

FROM: Chief Dan Layber Village of Cottage Grove Police Department

RE: 2022 Capital Budget Request

OVERVIEW/BACKGROUND

I am recommending that we purchase 3 radar speed signs that are powered by solar. We can purchase the signs from Tapco for \$3500 each. They will be positioned at the 3 main entry points into the village at S. Main near Reynolds, N. Main at School, and W. Cottage Grove Rd at Damascus. We currently use a battery powered speed sign that requires manual changing of the batteries at 2-week intervals. Solar power would eliminate the need for staff to park on the side of the road and change batteries every 2 weeks. The battery powered sign would still be used, however, we would use it at our discretion throughout the village on an as needed basis. These radar speed signs would be useful in slowing traffic down and would increase traffic safety in the village.

I am also recommending that we purchase one automated license plate reader camera to be placed at the highway N, N. Main Street entrance to the village just south of I-94. The village has been experiencing a large increase in stolen vehicles, gas drive offs, burglaries, and thefts from vehicles. These crimes are generally committed by subjects utilizing stolen vehicles. An ALPR would recognize the stolen car and send an alert to all squads on duty, and to all computers in the police station being monitored, that the stolen vehicle has entered the village. This real time response would assist in capturing the subjects involved in these crimes. The camera could also provide alerts for other types of activities/crimes that have been entered into police databases, such as missing/endangered children and adults, assault subjects, and a variety of crimes where a license plate has been identified, or a good description of the vehicle has been entered. Placing the camera just off I-94 would capture most of the vehicles that enter Cottage Grove and are associated with these types of crimes, or alerts. The cost for the camera is \$2500 per year all inclusive. Other police departments across the U.S. have been using these cameras with a sharp drop in crime rates associated with their implementation.

I would also recommend that we purchase another squad for 2022 to keep up with the modernization of our fleet. The 2022 squad purchase would be a hybrid Ford Utility vehicle. This vehicle would have a potential cost savings of \$3500 per year on fuel. It would also pollute less due to the battery powered operation. The cost of this vehicle would be about \$53,000 to include upfitting.



DEPARTMENT HEAD RECOMMENDATION

Recommend approving the purchase of 3 radar speed signs powered by solar for a total cost of approximately \$10,500. These would be semi-permanent fixtures aiding in traffic safety for the village. The signs could be moved if we desire to do so but would be predominantly used at the entry points to the village. In addition, add one ALPR to cut the crime rate in the village at a cost of \$2500 per year. Also, recommend purchasing the police squad to keep up with modernization of our fleet which saves on maintenance, and due to hybrid technology, we would save on fuel and pollute less.



Budget Request

MEMO DATE: October 18, 2021

TO: Matt Giese – Village Administrator
Alicia Richmond – Finance Director

FROM: Erin Ruth – Director of Planning & Development

RE: 2022 CDA Budget Request

Overview

In 2021 the CDA has worked with a marketing consultant, Distillery, on rebranding efforts for the Village. The 2021 scope of work included background research, interviews with stakeholders, a new logo design process, new document templates, and an outline of recommended future marketing efforts.

Economic development remains a high priority of the Village Board (#2 overall in the 2021 list) while a separate item related to branding and marketing ranked #10 on the 2021 list.

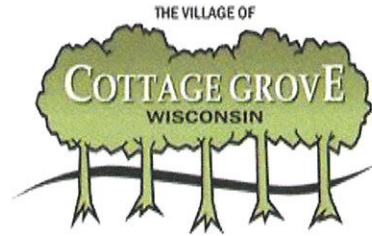
With these priorities in mind the CDA has worked with Distillery on a recommended marketing plan for 2022. The CDA is requesting \$30,000 to implement that plan which includes physical assets such as street banners, event banners, and window clings along with media assets such as a marketing video and targeted digital outreach. This request matches the amount allocated in the 2021 budget.

Financial Impact/Funding Source Requested

The total CDA request for this project is \$30,000 which would be allocated to the capital fund.

Department Head/Committee Recommendation

The above request was unanimously approved by the CDA at their 9/13/21 meeting.



Library Planning Committee MEMO

MEMO DATE: 6-23-2021

TO: Finance and Personnel Committee and Village Administration

FROM: Library Planning Committee Chair Cindi Kelm-Nelson

RE: 2022 Library Planning Budget

OVERVIEW

The Library Planning Committee requests the following items be included in the 2022 budget:

1. Financial feasibility study and fundraising consulting to be performed by a TBD consulting firm as voted on by the established Library Board. A financial feasibility study is estimated to cost \$10,000 to \$20,000. The Friends of the Cottage Grove Community Library, Inc. has pledged to match the Village's amount paid for the financial feasibility study up to \$10,000.

Requested Amount: \$10,000

2. Engineering consultation and impact fee study, draft an amendment to the impact fee ordinance, and assist with the public hearing to implement the fees.

Requested Amount: \$5,000

3. The Library Planning Committee suggests administrative support of approximately 8 hours per month to help staff the Library Board, research, and be the contact person for the financial feasibility study and engineering consultation and study on the library impact fee.

Requested Amount: 5% effort.

COMMITTEE RECOMMENDATION

On June 23, 2021, the Library Planning Committee approved the following recommendations 4-0-0:

Funding Source Recommendation:

1. Funding for the financial feasibility and engineer consulting fees for the study on the library impact fee is recommended to be funded from the Capital Fund.
2. Pledge: The Friends of the Cottage Grove Community Library Inc. have agreed to match the cost of the feasibility study at 50% (up to \$10,000).
3. Staff support would be paid from the General Fund.



BUDGET JUSTIFICATION

The Library Planning Committee (LPC) was formed in 2019 and, to date, has not had a planning budget. As part of the July 2021 recommendation to the Village Board, the LPC requests budget memo items within the 2022 Village annual budget, including funding for a financial feasibility study, library impact fee study, and administrative support to accomplish these tasks.

1. **Financial Feasibility Study:** One of the most important tasks that the LPC has identified going forward, is determining an appropriate level of funding for a public library in the Village. This includes the prospect of grants, gifts, and donations for capital activities. The primary objective of the financial feasibility study is to interact with leaders and donors, build relationships with community stakeholders, and identify key variables for a successful capital campaign as well as potential challenges. This is anticipated to be a 16-week process including three phases (1 Planning, 2. Interviews, 3. Analysis). A comprehensive feasibility study is estimated at \$20,000 (**see attached quote**). The Friends of the Cottage Grove Library Inc. have pledged \$10,000 (**see attached letter**). Key deliverables include findings (*e.g.*, reactions to the project, participant interest, preliminary gift intention, and major donor prospects), analysis (*e.g.*, internal and external campaign readiness, quantitative analysis of gift intentions and potential campaign success), and recommendations (*e.g.*, strategies to avoid obstacles, recommended campaign goal and strategy to achieve success, campaign timeline). All of these items will be necessary in reviewing and updating the financial and tax plans; work that the LPC has previously reported on.
2. **Engineering Consultation:** The LPC is recommending an impact fee study for the Village of Cottage Grove to assess and adopt impact fees for a library capital project as a method to fund the costs of providing library services within the Village (**see attached quote**). This study will include a review of the Public Facilities Needs Assessment, drafting an amendment to the municipal code, and implementation assistance.
3. **Administrative Support:** Salary support plus fringe benefits is requested to support the above listed activities including hiring and managing consulting firms for the financial feasibility and impact fee studies. Additionally, administrative support is requested to provide internal support to the LPC and to assist with transition to full Library Board.



McDonaldSchaefer

Fund Development Advisors to Nonprofits

Milwaukee | Madison

Proposal for Feasibility Study Services

CONFIDENTIAL

McDonald Schaefer Overview

McDonald Schaefer^{LLC} is pleased to provide this proposal for a fundraising feasibility study.

Our firm specializes in capital campaign feasibility studies and directing multimillion-dollar capital campaigns. While we provide other fund development services, our forte is all stages of capital campaigns – from testing (feasibility studies) to planning and directing until completion. We are dedicated to working with our clients not only to achieve near-term goals but to implement a solid foundation for future fundraising success.

Since 1996, McDonald Schaefer has helped a variety of nonprofit organizations throughout Wisconsin raise tens-of-millions in funds for operational, capital and endowment projects. Please visit mcdonaldschaefers.com for more information.




Project Team Credentials

The depth and strength of our fundraising expertise can be attributed in large part to the diversity of skills and experiences shared by our firm's employees. We pride ourselves on a team that shares a varied set of development specialties and passions, comprehensive industry knowledge and a commitment to project success. Our staffing model, which is customized to complement each client's strengths and challenges, adds tremendous value to our work. With our model, we can harness the full resources and knowledge of our team for the benefit of each organization with which we partner.


For your engagement, McDonald Schaefer's entire team may be involved in varied capacities although one consultant would be assigned as Study Director to ensure optimal communication and streamlined management. Our team members are introduced below.

David Malone, President




David's 23 years of development experience combined with his earlier 13 years in sales and marketing positions make him one of the primary architects of McDonald Schaefer's fundraising strategies. His expertise includes capital campaigns, major gifts and feasibility studies. David has assisted a wide variety of organizations ranging from emerging nonprofits to large, well-established NPOs with statewide, national and even international constituencies. He has planned and directed numerous successful capital campaigns and participated in securing several multimillion-dollar and six-figure major gifts. David has regularly advised clients in diverse fields such as healthcare, education, environment, religion, libraries, sports & recreation and more. He believes donor-centered fundraising can help nonprofits meet short-term and long-term funding needs. He is creative and process-minded and is adept at blending the relationship side of development with the process of effective fundraising. David earned a B.A. from the University of Wisconsin-Eau Claire with a double major in Business Administration and Management Information Systems. He lives in Madison.

Andrea Speth, Vice President




Andrea has over 24 years' experience working in marketing, communications and fundraising, with additional expertise in annual plan development and implementation, capital campaigns, feasibility studies and donor cultivation. Throughout her career, she has worked exclusively with nonprofit organizations with special emphasis on those supporting individuals at the margins of society. She is especially proud of her work with The Easter Seal Society of Wisconsin and St. Coletta. At the latter, she consistently achieved annual goals in excess of \$1 million. Andrea's projects are guided by the principle that strong relationships are the key to successful outcomes, and her ability to assist her clients in identifying and nurturing these relationships has provided the bedrock for many of her successes. Andrea earned a B.S. in secondary education with minors in Technical and Creative Writing from the University of Wisconsin-La Crosse. She loves to hike and spends as much time as she can with the people she loves, especially her husband and two dogs.

Paul Merline, Sr. Consultant




Paul's 20 years of experience establishing and building long-term partnerships and alliances – including over ten lobbying on significant issues affecting residents of Wisconsin – have equipped him with a unique perspective that is especially valuable to our clients. In his role as Vice President of Government Affairs for the Wisconsin Hospital Association, Paul served as Chief State Lobbyist and contributed to several significant legislative achievements. His combined expertise in communications, consensus-building, issue-resolution, policy-development and market research make Paul a strong relationship builder who is ideally suited for the fundraising challenges our clients face. He is adept at rallying people toward achieving a common goal. The opportunity to help connect those with a vision to those most willing and able to help make that vision a reality is what he enjoys most about working with our clients. Paul serves on the Foundation Board at Sauk Prairie Memorial Hospital, is active in the Knights of Columbus and is a former Chapter Chairman for Ducks Unlimited. He earned his B.S. in Political Science, Economics and International Relations from the University of Wisconsin-Madison. He and his wife Karen live in rural Columbia County where they enjoy working on their land, among other outdoor activities.

Kim Koch, Sr. Consultant




Over the course of 20 years, Kim has developed relationship-building expertise in a range of professional areas from advertising/public relations, event planning and nonprofit development. Kim understands the essential components of fundraising on every level and believes that listening to donors' needs is the key to executing successful campaigns and projects. Kim is a goal-oriented, strategic planner whose skills include working with clients on multimillion-dollar capital campaigns, feasibility studies, conducting in-depth prospect research, developing and coordinating communications pieces for solicitation efforts, managing donor prospects databases, tracking moves management, establishing campaign timelines and directing the logistics for successful campaign events. Kim earned B.S. degrees in both Advertising and Public Relations from Southern Illinois University. An active member of the local AFP chapter, she is the National Philanthropy Day Event Logistics Chair. She lives in Wauwatosa and enjoys running, cycling, golf and painting but most of all, she enjoys spending time with her daughter.

Teresa Midthun, Sr. Consultant



With more than 20 years of demonstrated success in raising major gifts and advancing organizational goals, Teresa's accomplishments span a range of nonprofit engagements – large and small; global and local. With extensive experience in nonprofit leadership, annual giving, planned giving and major gifts fundraising, Teresa brings a diverse and seasoned expertise to the McDonald Schaefer team. Prior to joining McDonald Schaefer, she served as the Executive Director and VP of Advancement at the Oakwood Foundation; the Director of Philanthropy at the Nature Conservancy in Wisconsin; and Director of Development at the University of Wisconsin Foundation. Her capital campaign successes have spanned several sectors, including higher education, environmental welfare, healthcare and social services. Teresa prides herself on her results-oriented, collaborative management and communication style, and is passionate about building productive donor and community partnerships. Teresa earned her B.A. from the University of Wisconsin-Madison and her MBA from Edgewood College. She holds a variety of memberships, including one with TEMPO Madison. Teresa lives in Waunakee with her husband and two daughters.

James Hamilton, Consultant



James' diverse experience includes both direct development as well as development consulting for a wide variety of nonprofits over the last 15 years. As a Consultant, he has led campaigns to raise more than \$54 million for nonprofit clients in health care, education, human services and faith-based organizations. James approaches each engagement as a partnership with a focus on helping organizations raise transformational gifts and build their capabilities for on-going increased gift income. His expertise includes campaign feasibility studies, campaign management, major gifts, foundation and corporate fundraising, leadership fundraising training, and volunteer management. Prior to joining McDonald Schaefer, James led capital campaigns and other fundraising initiatives as President of Fox Advancement (Minneapolis, Minnesota) and as a consultant for Steier Group (Omaha, Nebraska). Previously, he helped raise the first \$5 million for the newly established Minnesota State Fair Foundation in St. Paul. James graduated from Macalester College and received his master's degree in non-profit leadership and management from the University of Minnesota. He and his wife live in Wauwatosa with their three kids.

Julie Cotter, Consultant

For more than 20 years, Julie has worked in the non-profit field including at the Milwaukee and Madison YMCAs, Carroll University and most recently at VIP Services, an agency for people with disabilities. As Senior Advancement Officer at Carroll University, Julie was part of a small advancement team that raised \$30 million in a comprehensive campaign for new facilities, scholarships and programming. Through her work with the Wisconsin YMCAs she personally engaged dozens of potential donors and leaders during several feasibility studies for YMCA building projects around the state. While Development Director at VIP Services, she managed a growing development program as a one-person department. Julie has broad and extensive experience with major gifts, feasibility studies, volunteer engagement, annual campaigns, prospect research, donor analytics and special event management. Julie earned a B.A. degree in English from the University of Wisconsin-Madison. She is an active member with the Wisconsin Alumni Association: Milwaukee Chapter Alumni Board as the Communications Chair and Sponsorship Committee member. She lives in East Troy with her husband and son.



Dr. Kathleen Voit, Senior Associate for Mission Impact

Dr. Kathleen Voit's work with McDonald Schaefer is centered on strategic relationship building and leveraging partnerships in collaboration with, and for the benefit of, our clients. Her 16-year tenure as President of the Madison Community Foundation afforded her invaluable experience in exactly the type of community outreach and "friend-raising" that many of McDonald Schaefer's clients benefit tremendously from. As a result, her experience makes her extremely effective in this tactical role. Dr. Voit has also demonstrated outstanding aptitude in organizational leadership and outreach, growing the Madison Community Foundation's funds from \$42 million to \$165 million, and holding senior positions in external relations at the Meriter Foundation, UW-Milwaukee, UW-Whitewater and at Arizona State University. Her insight into maximizing mission impact for cross-sector organizations makes her an extremely valuable resource to our clients.



Dr. Voit holds a doctorate and two master's degrees from UW-Madison and a bachelor's degree from UW-Whitewater. She has served on the boards of numerous community organizations and is a member of the In Business Hall of Fame. She has received the Association of Fundraising Professionals Visionary Award, YWCA Woman of Distinction Award, Urban League of Madison's Whitney M. Young Award and Best of Madison Business Award.

Dr. Thomas J. "Toby" Peters, Senior Associate for Mission Impact

Dr. Peters has a distinguished track record of helping nonprofits strengthen their operations and enhance their strategic outcomes. He has extensive experience across diverse nonprofit sectors in community relations, fundraising, leadership development, human resources, operations, and planning. His past posts have included senior administrative and adjunct professor roles at Marquette University and Syracuse University. Most recently, he has served as a Loaned Executive for Milwaukee's United Performing Arts Fund and the United Way of Greater Milwaukee and Waukesha County. He was honored as the Loaned Executive of the Year for United Way for his exemplary work with nearly ninety non-profit organizations. His record of



civic engagement is similarly broad. He is a member of the cabinet for United Way and serves as a board member for Global Brigades in Seattle, WA and locally for In Tandem Theater and has been active in many other local non-profit organizations.

Dr. Peters received his B.S. and M.B.A. from Southern Illinois University and his Ph.D. in Educational Policy and Leadership from Marquette University. He is recently married and now lives in Oconomowoc with his wife, Dr. Mary Kay Ellis. He enjoys biking, swimming, cross-country skiing, and many other outdoor activities.

Brittni Lindert, Project Manager

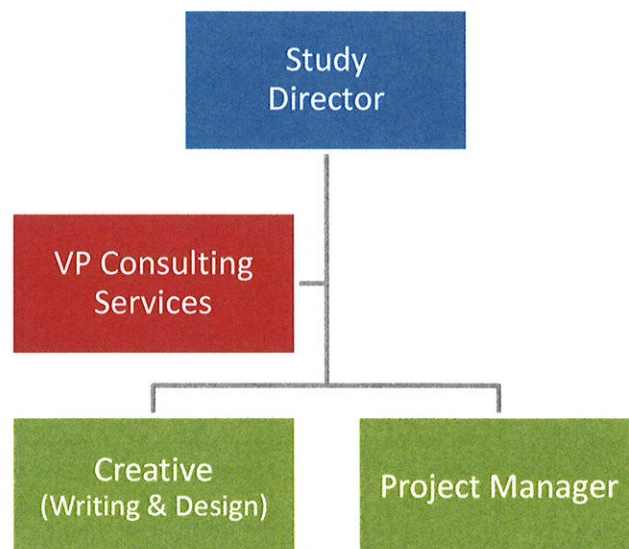


Brittni is an experienced Project Manager with a history of driving complex projects to completion with learned strategy and situational versatility. Throughout her career, she has been committed to delivering excellence and high-quality results, and her diverse experience has helped hone her ability to develop positive lasting relationships rooted in mission completion. In her recent positions at Northwestern Mutual and the Medical College of Wisconsin, Brittni provided project support for new and established teams, standardizing processes and identifying future developments. Brittni thrives on proactively participating in and overseeing the numerous moving pieces of any project, and her detail-oriented nature makes her a valuable asset to our clients. Brittni earned a B.S. and M.B.A. in Project Management from Columbia Southern University. She lives in Milwaukee with her husband and son and is on the Events Committee with the American Liver Foundation. She enjoys reading, swimming, baking and exploring her creative personality through home projects.

Client references are listed later in the proposal. For more information about McDonald Schaefer please visit our website at mcdonaldschaefers.com.

Team Strength

One of McDonald Schaefer's strengths is how we will resource your feasibility study. We implement a team approach for conducting studies, including:



By assigning expert team members to support the feasibility study, we ensure the study achieves optimal results and stays on schedule. Our executive leadership team, including Dave Malone (President) and Andrea Speth (Vice-President) will oversee the process. Our experienced Study Director will provide primary services and our on-site consultation will be supported by an experienced team of project management and creative professionals.

Feasibility Study Objectives

Most successful capital campaigns can be traced back to an initial phase of thorough planning and testing. Therefore, a strategically designed and well-executed feasibility study is not only a wise investment but the key to positioning your organization for optimal success. The interaction with potential campaign leaders and donors during the study process is invaluable in building relationships with stakeholders, who will be the central players in a successful capital campaign. This discussion provides a crucial opportunity for the organization to preview its ideas with key benefactors and receive their important feedback.

In addition to building awareness, the study may reveal potential challenges to the campaign. By uncovering these ahead of time, your organization will be equipped to develop strategies to address these challenges and avoid unwanted surprises.

The study will test the key variables of all capital campaigns: Is the case for support compelling? Is it relevant and urgent? Are there sufficient donors? Do the numbers work? Is there a pool of willing and bold volunteers to lead the campaign?

Of all the questions feasibility studies can answer, perhaps the most important one is, "How much money can we raise for this project?"

To find out, we will preview your plans with selected major donor prospects and other key stakeholders, asking them: How do you feel about the organization? What do you think of the proposed project? What do you like about the idea? Does anything concern you? Is this a project you would consider supporting with a gift? What size gift? Would you be involved in the campaign on behalf of the organization?

When our research is complete, we will render a professional assessment consisting of quantitative data and qualitative analysis based on both the sampling of the constituency's gift capacity, interest and timing as well as our considerable experience directing multimillion-dollar capital campaigns of this nature.

Feasibility Study Methodology & Results

Successful capital campaigns are the product of four main elements:

1. An appealing project
2. Bold leadership
3. Committed major donors
4. Campaign Infrastructure

Our feasibility study will measure those primary variables and complete the study in three steps:



The process unfolds in the sequenced steps as shown in the timeline below.

Planning						Interviews							Analysis		
Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16
1. Review background information						1. Mail letter to study participants							1. Analyze interview data		
2. Develop list of participants						2. Schedule Interviews							2. Write report		
3. Conduct FAQ exercise						3. Conduct Interviews							3. Preview report		
4. Develop Project Summary													4. Refine Report		
5. Develop letters to study participants													5. Present final report		
6. Design Study Interview Guide													6. Send Summary		

The most effective method we use for conducting feasibility studies is personal, face-to-face interviews with key constituents.

A Note on Timelines: It has been our experience in conducting feasibility studies that they typically take approximately four months to complete, depending on the number of interviews and the availability of study participants. If timing is urgent, we can put multiple consultants in the field for interviews.

To prepare for the interviews, we will begin with a thorough review of background information regarding your organization and the project.

Next, we will discuss with you a profile of desired interview candidates and will work with your organization’s leadership to identify key constituents that fit that profile. Interviewees would primarily include major donors and major

donor prospects, potential campaign leaders, community leaders, local business leaders and selected board members.

We will ask the organization to annotate the list with brief notes about each candidate’s connection to the organization to help us interact with each interviewee in ways that show we know something about them.

McDonald Schaefer will develop a printed project summary (preliminary case for support). A concise and compelling project summary will provide interviewees with a good understanding of the scope of the project and how it will benefit your organization and its constituents. You’ll choose from one of several design options or can request a custom design for an additional charge. Of course, your

organization will have the opportunity to review and approve the piece, including up to three rounds of edits, which is included in our proposal.

Once identified, McDonald Schaefer will prepare an interview request letter for interviewees which will explain why the study is being conducted and that your organization is seeking their feedback and advice. Although we draft the letter, it is subject to your approval, signed by your Board Chair and/or Executive Director, and mailed on your letterhead with the project summary enclosed. Our staff will produce the mailing at our office.

A few days after the letters are mailed, your organization will contact interview candidates to schedule personal interviews on one of the several predetermined days when McDonald Schaefer is onsite. McDonald Schaefer will prepare an Interview Guide including key questions, which we will review with you prior to beginning the interviews. The guide addresses the following key areas, necessary for a successful campaign:

- Impressions of the organization
- Impressions of the plans
- Opinions on the dollar goal and on the organization’s potential for reaching it
- Major donor prospects and leadership candidates
- Personal interest in the project as a donor and/or campaign volunteer
- Opinion on current philanthropic climate and its impact on this project

McDonald Schaefer will then conduct the personal interviews. This is the essence of the campaign feasibility study. The interviews will focus on key campaign variables and will ask study participants about their preliminary interest in supporting the project. We’ll ask them how likely they are to support the project, where this project would rank in their charitable priorities and how much they might consider giving while presenting the participant with a printed list of gift levels prepared specifically for this study.

A Note on Interview Location: Interviews will be held primarily at your offices or a central meeting location but may also be conducted at the participant’s home, office or a coffee shop if they prefer. Most of the interviews will be conducted in person but when necessary, because of distance (e.g. if they winter out of state) or at the request of the interviewee, some may be conducted by phone.

Thank-you letters are then sent promptly to participants after their interview. Once the interviews are completed, our team will compile and analyze all the interview data and will prepare a final report that will contain quantitative and qualitative data, as well as analysis of both.

At the study’s conclusion, we recommend you send an email or letter summarizing the study findings to all participants (we will provide a draft).

This step is optional, but we encourage it, as it is an appropriate gesture for interviewees who spent their time on your behalf and will be interested in hearing about the outcome of the study. Moreover, this point of contact serves as another form of cultivation, further engaging potential donor prospects and/or leadership candidates and deepening their interest in the project.

Your Role in the Study

The role of your board and staff during the feasibility study is summarized as follows:

- Provide information about the organization’s initiatives
- Identify interview candidates and provide short profiles for each including contact information and donor history*
- Review and approve the following:
 - Interview request letter
 - Project summary
 - Interview guide
 - Thank-you note
 - Summary letter sent to participants when study is complete
- Schedule feasibility interviews based on the availability of consultants
- Sign interview request and thank-you letters
- Review list of donor and leadership names compiled during study for clarification or correction

*We will ask that selected board and staff be among those interviewed.

Recorded Webinar

To view an informative 30-minute webinar about the Feasibility Study experience, please visit our [free resource page](#).

Report Preparation

Developing an accurate, thorough and meaningful Feasibility Study report for you takes time. With volumes of data to compile and analyze, McDonald Schaefer requires three weeks after the last interview is completed to prepare the initial report draft. The final report is our key deliverable and will ultimately be your organization's roadmap to future success. Ensuring it is comprehensive and accurate is critical, and our commitment to its careful preparation is a hallmark of our firm's work. When requested, McDonald Schaefer can provide a summary of the study findings earlier, however, the full report will not be available until three weeks after the last interview was completed yet.

Feasibility Study Deliverables & Fees

Deliverables

Key deliverables include:

- A midpoint phone conference with executive leadership halfway through the interviews to review early findings
- A phone conference with executive leadership to preview final Findings, Conclusions and Recommendations when the interviews are completed and the report is written
- One in-person presentation to summarize and discuss the report and its implications, commonly with Executive Leadership, Executive Committee and/or full board
- Up to 3 printed and bound full Feasibility Study reports including Findings and Recommendations (additional printed copies are available at cost)
- Up to 15 flash drives with a PDF of full report
- A digital PDF of the report

Fees

Feasibility study service and fee options:



Basic
20 Interviews
\$10,000



Standard
30 Interviews
\$15,000



Comprehensive
40 Interviews
\$20,000

A Comprehensive Feasibility Study is recommended for most projects since it will produce the best results and engage the largest number of potential donors and campaign leaders. Studies of more than 40 interviews are sometimes appropriate for large campaigns and large constituencies and McDonald Schaefer can accommodate that. Studies of 20 to 30 interviews may be appropriate for communities with smaller constituencies, or when the budget doesn't allow for more. Note that studies of 20 and 30 participants provide less data for our calculations and may be less likely to validate larger campaign goals.

Our goal will be to conduct the number of interviews you select above. However, due to constituent interest and availability, occasionally more or fewer interviews are actually completed. This proposal assumes a possible 10% +/- interview variance; for example, for a 40-person study, we may conduct as few as 36 and as many as 44 interviews without adjustments to fees. If the number of interviews is outside of those margins in either direction, we will discuss an adjustment to fees, either up or down, commensurate with the actual number of interviews completed.

Comprehensive reports are produced for Comprehensive and Standard studies, and provide thorough analysis and include detailed narrative, graphs, constituent comments, and various relevant appendices. A Summary report is produced for Basic studies and includes just a few pages and focuses more narrowly on a recommended campaign goal.

Available Credits

The following credits are available:

Description	Credit
Develop the Project Summary	- \$1,000
Process mailings Interview requests and thank-you letters	- \$500
Summary Report in lieu of Comprehensive Report	-\$1,000

Payment Schedule

First Payment To initiate services
Second Payment 30 days later

Third Payment 60 days later
Final Payment 90 days later

Expenses

Reimbursable travel expenses for Feasibility Study services include:

- Mileage billed at then current IRS mileage reimbursement rate

Should overnight or out-of-town travel be required, more than 60 miles outside of your community:

- Airfare, rental car, taxi, parking, tolls, meals, lodging and other travel expenses as necessary
- Travel-time, discounted by 50% to \$75 per hour (½ our normal rate)

Phone interviews may be considered for long distance constituents and/or to reduce travel expenses. Virtual video meetings with the client will also reduce travel expenses.

The fees in this proposal assume interviews will be grouped together including a minimum of four interviews per day for efficiency and to minimize repeat travel. Due to the inefficiencies of traveling repeatedly to a community for only one or two interviews, we must charge a travel fee of \$75 per hour (½ our normal hourly billing rate) unless four or more interviews are scheduled on any given interview day.

Expenses are billed at cost, subject to your approval, and submitted monthly.

Availability

McDonald Schaefer's availability is subject to change. Should another client hire us before you do, we reserve the right to accept that new engagement, which may affect the start date of, or our availability for, your project. We can reserve talent and resources for your project for 30 days with a signed agreement and for 60 days with a signed agreement and nonrefundable initial payment.

Valid For

This proposal is valid for 30 days and is thereafter subject to change.

Capital Campaign Management Services

Should your Feasibility Study validate charitable support for your campaign initiatives, McDonald Schaefer may be called upon to plan and direct the capital campaign that follows and a full campaign management proposal can be provided at that time. In the meantime, to see how we add value for capital campaigns, [watch this short 90-second video here](#).

We preview our role as Campaign Directors below. McDonald Schaefer provides value to clients conducting capital campaigns in three significant ways:



Process – We specialize in planning and directing successful multimillion-dollar capital campaigns. Our years of experience in this field has propelled many of our clients to historically unprecedented campaign successes. Campaigns are made up of thousands of moving parts and the systems and processes that we have developed in the field over the years dramatically improve the efficiency and effectiveness of the campaigns we direct, as well as markedly improving their probability of success.



Discipline – Campaigns involve hundreds of moving parts and dozens of key stakeholders, from board members to donors to volunteer fundraisers and staff. We are adept at directing the logistics of campaigns and engaging those involved and focusing their efforts to yield the productivity campaigns require. McDonald Schaefer drives the entire process. We provide the professional discipline that ensures a sustained rhythm and momentum – week to week and month to month – that carries the campaign all the way to its goal.



Capacity – Few of our current or past clients could imagine taking on the demands of a major capital campaign alone *in addition* to their regular duties. Most are working tirelessly just to meet the mission and budget needs of the organization. Nonprofits often need more bandwidth when taking on a campaign. By assigning a campaign team to the fundraising project, we effectively double or triple the resources dedicated to your campaign. This type of full and proper resourcing is often the difference between struggling campaigns that may never reach their goal – or take several years to do so – and campaigns that march steadily toward their goal with enough people to get the job done expeditiously.

June 18, 2021

Dear Members of the Cottage Grove Village Board:

Over the past two years, the Village's Library Planning Committee gathered significant feedback via a survey of the residents in Cottage Grove, researched the process to plan a capital campaign, and began community outreach efforts. About 70% of the Cottage Grove Village households have indicated they are extremely or very interested in building a physical library location in our Village. Given the high level of community support and the research completed by the Library Planning Committee, the Friends of the Cottage Grove Community Library enthusiastically encourage the Village Board to (1) sign and mail the letter to the Department of Public Instruction in support of building a public library in Cottage Grove; and (2) vote yes to support the next steps of establishing a formal Village Library Board. In addition, the Friends recommend the hiring of a librarian in the future as it is key to the Library Board's success. This includes establishing policies, supporting Library Board and committee work, creating relationships with Village Administration and community members, and moving forward with planning and construction of a local public library.

The Friends remain dedicated to our mission to support a community gathering place in Cottage Grove that celebrates literacy, education, and technology for all. As the legal 501(c)3 for the library project, the Friends remain dedicated to supporting the planning phases. The Friends will support the newly established Village Library Board by: providing a 50% pledge to conduct a financial feasibility study in 2022, and will continue to serve as the administrative liaison for the application of library-related grants.

The Cottage Grove Community Library will be much more than books. It is a place of delight and discovery. A library is an invaluable community resource for residents of all ages, visitors, businesses, and other government services. It becomes the heartbeat of our community by providing year-round activities, workshops, and opportunities that will be tailored to our community's needs and wants. This may be digital innovation projects, theater experiences, youth programming, investigating genealogy, technology classes, social justice and racial equity workshops, and job search sessions.

The library and staff will become instrumental in implementing the Village Board priorities such as economic growth, equitable and inclusive actions, sustainability projects, fiscal responsibility, park and recreation programming, facilities planning, and engagement and communication. Example sinclude, using the library building and staff will reduce overlap of future services/spending which can support fiscal responsibility AND providing a safe and healthy place for youth.

Imagine a place where people attend unique literacy programs for all ages. Children spend time reading and learning about cultures, discovering hobbies, or just playing together. There are comfortable spaces in the library to read quietly, write in a journal, and conduct research without distractions. People of differing abilities have free access to services such as audiobooks, large print materials, and literature and programming accessible via wheelchair ramps. The outdoor area includes the 24/7 book and material drop off, a patio to meet friends, and a garden to experience the joys of nature as well as walkways to the local schools and nearby neighborhoods.

Access to free e-books and audio books as well as wifi and local historical resources will enhance the lives of all within the Cottage Grove community. Visitors could make use of the community and meeting rooms to plan events, watch presentations, and participate in community programs. Local businesses could use a library as part of their business practices to research information and meet with clients. Grandparents would come to see a music concert or an awards ceremony. A public library in Cottage Grove benefits everyone in the community, no matter their age, occupation, or socioeconomic status. Residents and visitors alike will spend time at a park, the Splash Pad, go to an event at the local library, and eat and shop all in the Village of Cottage Grove.

We appreciate all the work the Library Planning Committee and the Village Board and Staff have completed thus far. We envision the Village Board signing the DPI letter, approving a Library Board, and this fall implementing the first yearly library budget. Thank you for your time and attention.

Respectfully,
The Friends of the Cottage Grove Community Library, Inc.



July 12, 2021

SENT VIA EMAIL

Cynthia Kelm-Nelson
Library Planning Committee Chair
Village of Cottage Grove
221 E. Cottage Grove Road
Cottage Grove, WI 53527

RE: Services to Prepare a Library Impact Fee Study

Dear Ms. Kelm-Nelson:

Thank you for reaching out to Trilogy Consulting regarding a library impact fee study for the Village of Cottage Grove. Our two principals, Erik Granum and I, have worked with many Wisconsin municipalities to adopt impact fees for libraries and other public facilities. Our studies are based on a thorough and detailed analysis to comply with Wisconsin Statutes and provide the community with sound estimates of how much of the capital costs can be funded with impact fees. The proposed scope of services for this project is described below.

Data Analysis and Projections – The purpose of this task is to determine the facilities to include in the impact fee study (size and estimated cost of proposed library) and the current and projected population and households to be served by the facilities, based on information provided by the Village and the requirements of Wisconsin Statutes.

Preparing a Public Facilities Needs Assessment – Wisconsin Statutes requires that a municipality prepare a Public Facilities Needs Assessment before adopting an impact fee. Our services will include drafting an impact fee study that includes all of the items required for a Needs Assessment:

- An inventory of existing facilities, including identification of any deficiencies in those facilities.
- An identification of new or expanded public facilities that will be needed because of land development, based on explicitly identified service level standards.
- A detailed estimate of the capital costs of providing the new or expanded facilities.
- An estimate of the cumulative impact of all impact fees on housing affordability in the municipality.

Drafting an Amendment to the Municipal Code – New or amended impact fees must be adopted by ordinance. Our services will include drafting an amendment to Chapter 198 of the Village Code to add a library impact fee, subject to review by the Village Attorney.

Implementation Assistance – The Village Board must hold a public hearing on the proposed impact fee, with the Needs Assessment made available for public review for at least 20 days before the hearing. We



will attend a meeting of the Village Board to present the proposed fee, draft the public hearing notice, and attend the public hearing to answer any additional questions.

Based on this general scope of services, and our hourly rates of \$110 per hour, the estimated cost to provide these services is \$5,000. We look forward to working with you on this project! Please feel free to call me with any questions you have at (262) 470-2277.

Sincerely,

A handwritten signature in blue ink that reads "Christine DeMaster".

Christine DeMaster
Principal/Senior Consultant
TRILOGY CONSULTING, LLC



Budget Request

MEMO DATE: October 18, 2021

TO: Matt Giese, Village Administrator & Village Board of Trustees

FROM: JJ Larson, Director of Public Works/Deputy Administrator

RE: 2022 Projects funded with borrowing/debt service

Overview (*Applicable Village Board priorities in parentheses*)

There are a number of planned projects next year that will be funded using Village borrowing. All of these have been planned for in the Village's Financial Management Plan, although some of the timing has changed with this year's recommendation.

Clark & Grove St. Improvements

This project will replace the failed asphalt streets, add curb & gutter and include significant additional on-street parking in the immediate area surrounding the Village's destination park. The plan calls for the addition of over 100 on-street parking spaces, without utilizing any valuable parkland for a lot. Given the additional impervious street planned, the project also includes significant stormwater infrastructure including the addition of a large pond across Vilas Rd. As of this writing negotiations continue with the landowner for dedication of the required land. (Fiscal Responsibility, Strategic Planning, Parks & Recreation, Road Maintenance)

Financial Impact/Funding Source Requested

The total project cost is estimated at \$2.75 million in Village borrowing.

Bike Path Extension/CTH N Urbanization

The Village was awarded PARC grant funding to complete the bike path extension north along Main St./CTH N from Northlawn to the interstate. The scope of this project has grown over the past year; it now includes urbanization of the west side of CTH N and replacement of the asphalt from School Rd. north to the intersection with Gaston/Commerce Pkwy. The project will also include the addition of a crosswalk at Limestone with RRFB lighting paid for by the Developer of Cottage Grove Commons. And also, while not finalized as of this writing, the project may also add a turn lane from southbound CTH N east onto Limestone, but that cost would be paid for by the Developer requesting the addition. (Economic & Community Development, Sustainability, Fiscal Responsibility, Strategic Planning, Parks & Recreation, Road Maintenance)

Financial Impact/Funding Source Requested

The total cost of the project is estimated at \$1.25 million, with \$213,000 coming from Dane County's PARC grant and \$450,000 in allocated TID #5 cash and the remainder in Village borrowing.



West Oak St. Improvements

The project was originally planned for simple asphalt replacement, but grew over the past year to include the addition of a multi-use path on the south side of Oak St. The path will require that the driving lanes of W. Oak St. are tightened up significantly. This wide street has long been the site of many citizens reporting speeding traffic, making it narrower will address the issue. This neighborhood is also lacking sidewalks throughout much of the area, the path will allow residents to bike and walk safely out of traffic. The project also includes a crosswalk (with planned RRFB) across CTH N/Main St. from the north-south path on N to the new path planned on W. Oak. This will continue to expand our low-stress, off-street path network and allow residents and visitors to safely navigate our Village outside of their cars. (Sustainability, Fiscal Responsibility, Strategic Planning, Parks & Recreation, Road Maintenance)

Financial Impact/Funding Source Requested

The total project cost is estimated at \$840,000 in Village borrowing.

Reconstruct E. Taylor/Ridge Rd.

This project replaces the failing asphalt on E. Taylor and Ridge Rd. out to the easternmost Village limits. It includes the addition of a small amount of curb & gutter and the replacement of a stretch of old asbestos-cement water main. (Fiscal Responsibility, Road Maintenance).

Financial Impact/Funding Source Requested

The total project cost is estimated at \$1.275 million, with \$825,000 in Village borrowing and \$450,000 in Water Utility cash.

Department Head Recommendation

I recommend approval of all projects planned for construction in 2022 as laid out by the Village's Financial Management Plan.

Committee Recommendation

At the October 5th meeting, the Public Works & Properties Committee voted unanimously to recommend moving forward with the projects as presented.

Projects	Est. Cost	How funded in plan	Other Notes	2022	2023	2024	2025	2026
Clark & Grove St Improvements*	\$ 2,750,000	Village	Urbanize Clark & Grove Sts. Add angled parking.	X				
Bike path extension north Phase 2 & CTH N urbanization	\$ 1,250,000	Village/TID 5/PARC Grant	\$450K TID 5 cash, \$213 PARC grant	X				
W. Oak Improvements (Main St. to Westlawn)	\$ 840,000	Village	Includes path, crossing, signage on remaining W. Oak	X				
Thaden Pond	\$ 660,000	Village/WPDES grant	Plan for 100% Village financing; grant app in 2022 (max grant \$150K)		X			
CTH N/Main St. Recon (Reynolds to south Village limits)	\$ 390,000	Village				X		
Reconstruct E. Taylor/Ridge E to Village limits	\$ 1,275,000	Village	Repave, add curb & gutter, replace water main. Finance \$825K. \$450K paid by H2O cash	X				
CTH N Conversion to Urban X-Section (Oak to School west side)	\$ 1,700,000	Village	Likely moves out beyond planning period					X
BB/Buss Bike path to new school	\$ 350,000	Village	Doesn't inc/ moving or burying elec.				X	
Pedestrian crossing improvement BB (near Post Office/shopping center)	\$ 40,000	Village					X	



Budget Request

MEMO DATE: October 20, 2021

TO: Matt Giese, Village Administrator & Village Board of Trustees

FROM: JJ Larson, Director of Public Works/Deputy Administrator

RE: 2022 Projects funded with borrowing/debt service -Sustainability Committee

Overview (*Applicable Village Board priorities in parentheses*)

There are a number of planned projects next year that will be funded using Village borrowing. All of these have been planned for in the Village's Financial Management Plan.

Solar panel addition to the Municipal Services Building

This project consists of installing solar panels to the roof of the Municipal Services Building. The Sustainability Committee has discussed options for system size (88kW – 128kW); those options will be deliberated prior to bidding the project to determine which system best fits the Village's sustainability goals. If it is deemed appropriate and efficient; consolidation of the buildings multiple electrical services could be incorporated into the project as well. This installation is estimated to reduce annual electrical consumption by at least 110,000 kWh which is 9% of our 2019 annual electrical consumption (based on the 88kW system). The payback period for the 88kW system is estimated at 13.6 years. The solar system is estimated to save the Village in excess of \$240,000 over the 30-year life-expectancy of the system. (*Sustainability, Fiscal Responsibility, Facility Planning*)

Financial Impact/Funding Source Requested

The Financial Management Plan has \$310,000 allocated for this project in 2022 borrowing.

EV-ready on Clark & Grove St.

Clark and Grove Streets will be reconstructed in 2022. The Sustainability Committee has recommended installing conduit in order to have dedicated parking spaces EV-ready when the Village decides to add EV-charging stations in the future. (*Sustainability, Parks & Recreation, Road Maintenance, Facility Planning*)

Financial Impact/Funding Source Requested

The total project cost in the Financial Management Plan is \$2.8 million of Village borrowing; design and installation of conduit is a minimal cost addition to the overall project.

Department Head Recommendation

I recommend approval of all projects planned for construction in 2022 as laid out by the Village's Financial Management Plan.

Committee Recommendation

At the October 12th meeting, the Ad Hoc Sustainability Committee voted unanimously to recommend moving forward with the projects as presented.



Budget Request

MEMO DATE: October 18, 2021

TO: Finance Committee

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

RE: 2022 Projects funded with borrowing/debt service

Overview (Village Board Priorities in parentheses)

Several projects have been identified for 2022. Although not all the projects were identified in the 2021 FMP by Ehlers (Bakken Park skate park & pump track, Red Hawk Park phase 2 (this entire park was intended to be developed with Parks Development Funds. There was only enough money to cover phase 1 in 2021) and the development of the 3 outlots in Westlawn 4th addition), all the included projects were identified by the Parks, Recreation & Forestry Committee as projects that the Committee would like to see happen in 2022.

Community Park Pickleball Court Construction.

This project was identified in the 2020 FMP for 2022 construction. We would like to add an additional outdoor recreation opportunity that we currently do not offer. Pickleball is a very popular sport that is played by people of all ages. This office receives several calls a month inquiring about the addition of pickleball courts to the Village. Adding 4 courts to Community Park would give diversity to the Village's 2nd oldest park as well as additional program and revenue opportunities. (Diversity, Equity, and Inclusion. Parks and Recreation)

Financial Impact/Funding Source Requested

The project cost is estimated by Strand Associates, Inc. at \$225,000 in G.O. Debt.

Community Park Playground Replacement

This project replaces a playground that is at least 25 years old. It is in poor condition and expensive/difficult to maintain. The new playground will accommodate children 2 – 12 years of age. The playground will also include rubber surfacing under the entire playground giving the Village its first 100% accessible playground. (Diversity, Equity, and Inclusion. Parks and Recreation)



Financial Impact/Funding Source Requested

The project cost is estimated to be \$225,000 in G.O Debt.

Bakken Park skate park, open air shelter & bike track.

This project will develop the northern most part of Bakken Park. I had initially slated this project for 2024. A group of very interested residents came forward and asked the Parks, Recreation & Forestry Committee move this project to 2022. The skate park and bike track would bolster our program opportunities for youth that are looking for something to do that isn't sports team related. (Economy/Economic Development. Diversity, Equity, and Inclusion. Parks and Recreation)

Financial Impact/Funding Source Requested

The project cost is estimated by Strand Associates, Inc. at \$975,000 in G.O. Debt.

Red Hawk Park Phase 2

Red Hawk Park was scheduled to be completed in 2021. After review of the Park Development Fund, there was not enough funds available to complete the entire park. The project was split into two phases. Phase one was completed in 2021. Phase two is scheduled for 2022. Phase two will include a 20'x24' open air shelter, a 45'x90' inline hockey rink, a hard surface path to the shelter and inline rink and several bike racks. This will complete Red Hawk Park. The inline hockey rink would offer another opportunity that we currently do not provide. (Diversity, Equity, and Inclusion. Parks and Recreation)

Financial Impact/Funding Source Requested

The project is estimated by Strand Associates Inc at \$225,000 in G.O Debt.

Department Head/Committee Recommendation

I recommend approval of all projects planned for 2022 as identified by the Financial Management Plan.

On September 30, 2021, the Parks, Recreation & Forestry Committee voted 5-0-0 to approve the 2022 budget as presented.



Budget Request

MEMO DATE: October 26, 2021

TO: Finance Committee

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

RE: 2022 Projects funded with the Park Development Fund

Overview

Westlawn 4th Addition Outlots

There have been three small parkland dedications throughout the 4th Addition to Westlawn. These retention pond areas are located adjacent a paved trail system that runs through the development. The northern most area will include a 6' hard surface path that leads to a fishing pier. The middle pond area will include 2 benches on concrete slabs. The southernmost area will include a swinging bench on a concrete pad.

These projects were identified in year 2023 of the FMP not knowing how they would be funded. They have since been identified in the FMP as being funded by the Park Development Fund. Since they will be funded by the Park Development Fund, I would like to move these projects to 2022. This will complete the parkland development in the 4th Addition to Westlawn. (Parks and Recreation)

Financial Impact/Funding Source Requested

The project is estimated by Strand Associates Inc at \$50,500 in the Park Development Fund.

Department Head/Committee Recommendation

I recommend using Park Development Funds for the 4th Addition to Westlawn outlots.

On September 30, 2021, the Parks, Recreation & Forestry Committee voted 5-0-0 to approve the 2022 budget as presented.

GENERAL FUND - 100

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year- End PROJECTED</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED</u>	<u>Administrator Proposed</u>	<u>Yr/Yr Budget Variance to Aministrator Proposed</u>
						<u>ACTUALS</u>	<u>BUDGET</u>	<u>Budget</u>	<u>Budget</u>
REVENUES									
TAXES									
100-41110-000	General Property Taxes	3,199,852	3,319,252	3,319,581	3,390,781	3,390,781	3,811,557	3,516,308	196,727
100-41310-000	Taxes From Municipal Utility	320,000	319,704	330,000	247,500	330,000	330,000	340,000	10,000
100-41800-000	Interest & Penalties on Taxes	1,000	707	1,000	1,482	1,482	1,000	1,000	-
Total Taxes		3,520,852	3,639,663	3,650,581	3,639,763	3,722,263	4,142,557	3,857,308	206,727
INTERGOVERNMENTAL AID									
100-43410-000	State Shared Revenues	46,260	40,232	46,249	6,316	46,249	46,241	46,241	(8)
100-43415-000	State Fire Dues & Contracts	25,000	31,296	30,000	-	30,000	-	-	(30,000)
100-43510-000	State Aid - Exempt Computer PP	2,500	2,471	2,500	2,471	2,471	2,471	2,471	(29)
100-43515-000	Personal Property Aid	11,201	11,201	11,200	1,228	11,200	11,200	11,200	-
100-43520-000	State Aid - Police Training	10,000	10,747	10,000	6,495	10,000	10,000	10,000	-
100-43521-000	State Video Service Provider Aid	-	7,889	15,753	15,753	15,753	15,753	15,753	-
100-43530-000	State Aid - Transportation	408,464	407,910	422,094	105,385	422,094	456,949	456,949	34,855
100-43540-000	State Aid - Recycling Grant	9,500	9,662	9,500	9,697	9,697	9,700	9,700	200
Total Intergovernmental Aid		512,925	526,502	547,296	147,345	547,464	552,314	552,314	5,018
LICENSES & PERMITS									
100-44110-000	Liquor & Malt Bev License	9,500	19,193	10,000	9,615	12,000	12,000	13,000	3,000
100-44111-000	Operator's License	3,500	3,910	4,000	4,545	5,000	5,000	5,000	1,000
100-44120-000	Cigarette License	350	408	350	400	400	400	400	50
100-44150-000	Publication Fees	200	542	500	269	300	300	300	(200)
100-44210-000	Dog License	1,300	1,541	1,400	1,453	1,500	1,500	1,500	100
100-44250-000	Other Permits/Fees; Amusement	1,000	1,195	1,500	2,900	3,000	3,000	3,000	1,500
100-44300-000	Building Permits	100,500	266,144	250,000	140,888	200,000	200,000	310,000	60,000
100-44305-000	Building Permit Seals	600	805	600	105	105	-	-	(600)
100-44310-000	Electrical Permits	30,000	52,277	50,000	54,803	60,000	60,000	70,000	20,000
100-44320-000	Plumbing Permits	30,000	60,740	60,000	45,772	50,000	50,000	70,000	10,000
100-44330-000	Heating permits	30,000	50,280	50,000	40,936	45,000	45,000	70,000	20,000
100-44340-000	Conditional use Permits	1,000	350	750	-	400	400	400	(350)
100-44350-000	Fence Permit	500	483	500	606	606	-	-	(500)
100-44375-000	Sign Permit	750	1,050	1,000	975	1,000	1,000	1,000	-
100-44400-000	Zoning Permits & Fees	4,000	9,400	5,000	4,850	6,000	6,000	7,000	2,000
100-44410-000	Erosion Control Fees	3,000	9,635	6,000	5,954	7,000	7,000	10,000	4,000
100-44420-000	Land Disturbance Permit	3,000	7,325	5,000	3,400	5,000	5,000	10,000	5,000
100-44430-000	Extraterritorial Jurisdiction	-	-	-	1,625	1,625	1,000	1,000	1,000
100-44490-000	Other Permits & Fees	20,000	65,401	30,000	250	250	-	-	(30,000)
Total Licenses & Permits		239,200	550,680	476,600	319,345	399,186	397,600	572,600	96,000
FINES & FORFEITURES									
100-45100-000	Fines, Forfeitures - Village Share	20,000	22,819	20,000	14,759	18,000	18,000	23,000	3,000
100-45110-000	Court Penalties and Costs	12,000	14,299	12,000	13,001	16,000	16,000	18,000	6,000
100-45130-000	Parking Violations	6,000	2,325	5,000	1,538	2,000	2,000	4,000	(1,000)
Total Fines & Forfeitures		38,000	39,443	37,000	29,298	36,000	36,000	45,000	8,000

GENERAL FUND - 100

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year- End PROJECTED</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED</u>	<u>Administrator Proposed</u>	<u>Yr/Yr Budget Variance to Administrator Proposed</u>
						<u>ACTUALS</u>	<u>BUDGET</u>	<u>Budget</u>	<u>Budget</u>
PUBLIC CHARGES FOR SERVICE									
100-46112-000	Other Earnings General Government	17,500	18,944	12,000	3,582	5,000	5,000	7,000	(5,000)
100-46122-000	Tax & Title Search Fees	3,500	4,185	3,500	5,875	6,000	6,000	7,000	3,500
100-46320-000	Public Works Misc Charges	500	-	500	164	300	300	300	(200)
100-46325-000	Snow Removal Charges	500	500	500	602	800	800	800	300
100-46326-000	Weed Control Charges	200	-	200	-	-	200	200	-
100-46328-000	Public Works - Sidewalk Maintenance Fees	5,500	10,367	10,000	2,345	2,345	5,000	7,000	(3,000)
100-46400-000	Recycling Fee from Tax Roll	116,911	117,496	121,292	120,964	120,964	124,000	124,000	2,708
100-46420-000	Special Garbage Coll Charge	1,200	1,327	1,000	1,576	1,600	1,600	1,600	600
100-46710-000	Park Rental Fees	2,500	575	2,000	5,110	5,110	2,000	6,000	4,000
100-46715-000	Parks - Concession Revenue	3,500	100	2,500	3,348	3,348	2,500	4,000	1,500
100-46718-000	Recreation - Diamond Use Charge	600	-	600	840	840	600	1,000	400
100-46720-000	Recreation - Baseball/Softball	17,700	2,095	17,700	14,312	14,312	17,700	17,000	(700)
100-46720-100	Recreation - Coach Pitch/Tball	5,000	935	5,000	2,280	2,280	5,000	3,000	(2,000)
100-46721-000	Recreation - Teener/Legion Baseball	6,500	(145)	6,500	6,670	6,670	6,500	7,000	500
100-46722-000	Recreation - Flag Football	11,000	810	11,000	10,228	10,228	11,000	11,000	-
100-46723-000	Recreation - Basketball	10,000	762	10,000	2,688	10,000	10,000	10,000	-
100-46724-000	Recreation - Tennis	3,500	150	3,500	6,745	6,745	4,500	6,000	2,500
100-46726-000	Recreation - Start Smart	5,200	1,755	5,200	6,125	6,125	5,200	6,000	800
100-46727-000	Enrichment Programs - Youth	50,000	35,602	50,000	113,543	113,543	53,000	95,000	45,000
100-46727-100	Enrichment Programs - Adult	22,000	11,973	22,000	24,599	24,599	22,000	25,000	3,000
100-46728-000	Recreation - Volleyball	5,000	1,670	5,000	2,065	5,000	5,000	5,000	-
100-46730-000	Misc Recreation Donations	10,000	8,120	9,000	10,522	10,522	9,000	9,000	-
Total Public Charges for Service		298,311	217,221	298,992	344,181	356,331	296,900	352,900	53,908
MISCELLANEOUS REVENUE									
100-48110-000	Interest on Investments	18,000	41,875	35,000	19,850	24,000	30,000	32,000	(3,000)
100-48115-000	Cable Franchise Fees	12,000	12,000	12,000	-	12,000	13,000	13,000	1,000
100-48130-000	Patronage Dividend	17,000	15,660	17,000	-	16,000	16,000	16,000	(1,000)
100-48230-000	Tower Rental Income	13,600	11,941	12,000	12,299	13,000	13,000	13,000	1,000
100-48310-000	Sale of Village Property	-	11,281	-	(503)	-	-	-	-
100-48400-000	Insurance Recoveries	-	123,846	-	-	-	-	-	-
100-48450-000	Payment for School Resource Officer	70,000	71,509	35,000	-	70,000	70,000	73,000	38,000
100-48510-000	Donations From Individ/Organization	-	13,366	-	2,000	-	-	-	-
Total Miscellaneous Revenue		130,600	301,477	111,000	33,646	135,000	142,000	147,000	36,000
OTHER FINANCING SOURCES									
100-49120-000	Proceeds From Long Term Notes	-	-	-	-	-	-	-	-
100-49130-000	Proceeds From State Trust Fund	-	-	-	-	-	-	-	-
100-49140-000	Other; Carryover/Surplus Used	-	-	45,500	-	45,000	-	-	(45,500)
Total Other Financing Sources		-	-	45,500	-	45,000	-	-	(45,500)
TOTAL GENERAL FUND REVENUES		4,739,888	5,274,987	5,166,969	4,513,579	5,241,244	5,567,371	5,527,122	360,153

2022 PROPOSED BUDGET

GENERAL FUND #100



VILLAGE BOARD

The Village Board consists of six part-time Trustees and a President. The Board meets the first and third Mondays of every month. The Board sets policies for the Village and is elected at large. The Board members sit on various committees and commissions along with citizens that are appointed by the Board. Some of the committees are joint committees with the Town of Cottage Grove and the Village of Deerfield.

100-51100-112	Salary – Annual amount of \$2,400 per Trustee
100-51100-140	Per Diem – Payment to citizen members of committees and commissions. It is based on: Chairperson and Secretary \$25 per meeting and Members \$20 per meeting, Board of Review Members \$50 per meeting.
100-51100-151	Employer share of social security and Medicare.
100-51100-330	Training and Travel Expenses – Attendance at new Officials training and/or League conferences.
100-51100-340	Operating Supplies and Expenses – Membership to the League of Wisconsin Municipalities and Dane County Cities and Villages Association, Community Guide, miscellaneous supplies and expenses.

MUNICIPAL COURT

The Municipal Court for the Village of Cottage Grove handles local municipal ordinance, traffic and juvenile ordinance violations.

100-51200-112	Salary – Part-time Judge - \$3,000.00 per year
100-51200-120	Wage – Part-time Court Clerk.
100-51200-151	Employer share of social security and Medicare.
100-51200-152	Retirement – Employer share through State plan.
100-51200-154	Health Insurance - Employer share through State plan
100-51200-155	Life Insurance – Employer share through State plan.
100-51200-156	Disability Insurance – Employer share through State plan.
100-51200-210	Professional Services – Attorney representing the Village for prosecution, software maintenance fees
100-51200-211	Peer Court expenses
100-51200-300	Training/Travel
100-51200-335	Dues/Subscriptions – Judge’s Association Fee, Judicial Education Fee, Municipal Court Clerk’s Association Fee.
100-51200-340	Operating supplies and expenses – office supplies and postage.
100-51200-511	Worker’s Compensation – Insurance for Judge and Court Clerk.
100-51200-520	Security Bond/Liability – Public Official Bond for Judge and Court Clerk.

GENERAL FUND - 100

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year- End PROJECTED ACTUALS</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED BUDGET</u>	<u>Administrator Proposed Budget</u>	<u>Yr/Yr Budget Variance to Aministrator Proposed Budget</u>
EXPENDITURES									
VILLAGE BOARD									
100-51100-112	Salaries	14,400	14,400	14,400	9,000	14,400	14,400	14,400	-
100-51100-140	Citizen Per Diem	3,500	6,645	3,500	3,840	5,000	5,000	5,000	1,500
100-51100-151	FICA	1,102	1,102	1,102	689	1,484	1,484	1,484	382
100-51100-330	Training/Travel	500	150	500	70	100	500	500	-
100-51100-340	Operating Supplies/Expenses	8,000	6,119	8,000	8,030	8,000	8,263	8,263	263
Total Village Board		27,502	28,416	27,502	21,629	28,984	29,647	29,647	2,145
MUNICIPAL COURT									
100-51200-112	Judge's Salary	3,000	3,000	3,000	2,000	3,000	3,000	3,000	-
100-51200-120	Clerk's Wages	17,000	20,738	19,115	15,405	20,540	24,850	24,850	5,735
100-51200-151	FICA	5,981	1,511	1,692	1,117	1,801	2,131	2,131	439
100-51200-152	Retirement	1,265	1,431	1,290	1,019	1,359	1,615	1,615	325
100-51200-154	Health Insurance	3,681	3,627	3,960	3,257	2,374	4,065	4,065	105
100-51200-155	Life Insurance	256	128	256	-	256	256	256	-
100-51200-156	Disability Insurance	47	-	47	-	47	62	62	15
100-51200-210	Professional Services	10,000	11,199	10,000	8,135	10,000	10,000	10,000	-
100-51200-211	Peer Court	6,000	6,000	6,000	-	-	6,000	6,000	-
100-51200-330	Training/Travel	1,380	1,014	1,380	-	-	1,380	1,380	-
100-51200-335	Dues/Subscriptions	840	145	840	820	820	840	840	-
100-51200-340	Operating Supplies/Expenses	3,650	1,933	4,600	2,611	3,000	4,600	4,600	-
100-51200-511	Worker's Comp	600	442	600	452	500	600	600	-
100-51200-520	Security Bond/Liability	600	593	600	1,507	1,507	600	600	-
Total Municipal Court		54,300	51,761	53,380	36,322	45,204	59,999	59,999	6,619

CABLE DEPARTMENT

Cable Department reflects the wages and other expenses incurred by the cable coordinator position.

100-51250-111	P/T Wages – Part time cable coordinator
100-51250-151	FICA – Employer share of social security and Medicare
100-51250-340	Operating Supplies/Expense – Miscellaneous Office Supplies, Annual Website Support \$5,023, Adobe Software \$600.

LEGAL COUNSEL

Provides for the Village Attorney to attend meetings, advise Village Board, litigate, negotiate, prepare ordinances and resolutions and special projects such as preparing developer agreements.

100-51300-210	Purchased Services – Contract for Attorney.
---------------	---

CODIFICATION OF ORDINANCES

Provides for membership with General Code, a service which codifies the Village Ordinances and updates changes to eCode available on the Village website. Legal expense for review and creation of Village Ordinances.

100-51310-210	Purchased Services – Contract for Codification updates to Code of Ordinances
---------------	--

VILLAGE PRESIDENT

This category pays for a part of the expenses for the Village President. The remaining percentage is shared by the water and sewer utilities. The President is a member of the Village Board of Trustees and votes on all matters before the Village Board.

100-51400-112	Salary – Annual salary of \$12,443. 50% of this is charged here, 25% is charge to Water Utility and 25% is charged to Sewer Utility.
100-51400-151	Employer share of social security and Medicare.
100-51400-330	Training and Travel – Attendance at Association and League conferences.
100-51400-340	Operating Supplies and Expense – office supplies and computer maintenance.

GENERAL FUND - 100

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year- End PROJECTED ACTUALS</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED BUDGET</u>	<u>Administrator Proposed Budget</u>	<u>Yr/Yr Budget Variance to Aministrator Proposed Budget</u>
CABLE DEPARTMENT									
100-51250-111	P/T Wages	5,200	8,494	6,245	2,168	3,500	6,000	6,000	(245)
100-51250-151	FICA	398	650	478	166	200	459	459	(19)
100-51250-340	Operating Supplies/Expense	6,000	5,272	5,000	5,708	5,708	5,700	5,000	-
Total Cable Department		11,598	14,416	11,723	8,041	9,408	12,159	11,459	(264)
LEGAL COUNSEL									
100-51300-210	Professional Services	70,000	120,722	100,000	56,912	80,000	90,000	85,000	(15,000)
Total Legal Counsel		70,000	120,722	100,000	56,912	80,000	90,000	85,000	(15,000)
CODIFICATION OF ORDINANCES									
100-51310-210	Professional Services	7,500	4,470	7,500	7,328	8,000	8,000	8,000	500
Total Codification of Ordinances		7,500	4,470	7,500	7,328	8,000	8,000	8,000	500
VILLAGE PRESIDENT									
100-51400-112	Salary	6,222	6,222	6,222	4,148	6,222	6,222	6,222	-
100-51400-151	FICA	476	476	476	317	476	476	476	-
100-51400-330	Training/Travel	100	-	100	-	-	100	100	-
100-51400-340	Operating Supplies/Expenses	200	104	200	49	100	200	200	-
Total Village President		6,998	6,801	6,998	4,514	6,798	6,998	6,998	-

ADMINISTRATION

The Administrator works under the direction of the Village President and Village Board and is responsible for the direction, coordination and administration of all departments and the day-to-day operations. Assists the Treasurer in preparation of the annual budget document and financial statements, performs duties of personnel director, updates capital improvement plan, coordinates activities for comprehensive community planning, zoning administration and attends all meetings of the Village Board and Planning Commission.

100-51410-111	Salary – 27% of the Administrators salary 19% of the Deputy Administrator salary, and 45% Communications & Marketing Manager salary.
100-51410-151	Employer share of social security and medicare.
100-51410-152	Retirement – Employer share through State plan.
100-51410-153	Dental Insurance – Employer share.
100-51410-154	Health Insurance – Employer share through State plan (88% of average premiums available).
100-51410-155	Life Insurance – Employer share through State plan.
100-51410-156	Disability Insurance – Employer share through State plan.
100-51410-320	Publications, Subscriptions and Dues – Membership in professional organizations such as Wisconsin City Manager’s Association and International City Management Association.
100-51410-330	Training and Travel Expense
100-51410-332	Mileage Reimbursement – Official business and training sessions.
100-51410-340	Operating supplies and Expenses

VILLAGE CLERK

The Village Clerk performs duties as prescribed in Wisconsin Statue 62.09(11). The Clerk attends all Village Board meetings, all Plan Commission meetings and all Community Development Authority meetings. Responsible for taking and preparing minutes, elections, licenses and permits, publications and records management.

100-51420-111	Salary – 80% of the Clerks salary. 40% of Administrative Assistant wages.
100-51420-151	Employer share of social security and medicare.
100-51420-152	Retirement – Employer share through State plan.
100-51420-153	Dental Insurance – Employer share.
100-51420-154	Health Insurance – Employer share through State plan (88% of average premiums available).
100-51420-155	Life Insurance – Employer share through State plan.
100-51420-156	Disability Insurance – Employer share through State plan.
100-51420-214	Data Processing – Software support, monthly support from IT Consulting Company.
100-51420-311	Postage – payables and correspondence.
100-51420-320	Publications, subscriptions and Dues – Publication of legal notices, Village Board minutes, liquor notices, etc.
100-51420-330	Training and Travel Expenses – Attendance of Clerk to advanced training, the WMCA Conference and quarterly District IV meetings.
100-51420-332	Mileage Reimbursement – Official business and training sessions.
100-51420-340	Operating Supplies and Expense – Office supplies, copier paper, lease on copier and postage machine, binders, toner for copier and printers, license registration forms, storage boxes and other miscellaneous office supplies.

GENERAL FUND - 100

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year-End PROJECTED ACTUALS</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED BUDGET</u>	<u>Administrator Proposed Budget</u>	<u>Yr/Yr Budget Variance to Aministrator Proposed Budget</u>
ADMINISTRATION									
100-51410-111	Salary	35,580	39,013	37,355	28,285	37,714	72,578	72,578	35,223
100-51410-151	FICA	2,722	2,954	2,858	2,141	2,885	5,552	5,552	2,694
100-51410-152	Retirement	2,402	2,709	2,521	1,846	2,461	4,718	4,718	2,197
100-51410-153	Dental Insurance	467	455	480	200	267	1,174	1,174	694
100-51410-154	Health Insurance	5,055	4,634	5,435	4,076	3,019	13,668	13,668	8,233
100-51410-155	Life Insurance	68	114	68	75	68	168	168	100
100-51410-156	Disability Insurance	89	-	93	-	93	181	181	88
100-51410-320	Publication/Subscriptions/Dues	1,000	750	1,000	663	800	1,000	1,000	-
100-51410-330	Training/Travel	2,000	626	2,000	847	1,000	2,000	2,000	-
100-51410-332	Mileage	750	135	750	126	200	750	750	-
100-51410-340	Operating Supplies/Expenses	100	107	100	106	100	100	100	-
Total Administration		50,233	51,496	52,660	38,366	48,607	101,890	101,890	49,230
VILLAGE CLERK									
100-51420-111	Salary	75,188	79,495	78,442	58,747	78,329	82,659	82,659	4,217
100-51420-151	FICA	5,752	5,997	6,001	4,429	5,992	6,323	6,323	322
100-51420-152	Retirement	5,075	5,515	5,295	3,843	5,124	5,373	5,373	78
100-51420-153	Dental Insurance	2,000	1,786	2,057	857	1,143	2,057	2,057	-
100-51420-154	Health Insurance	14,922	13,239	16,009	11,647	8,627	16,443	16,443	434
100-51420-155	Life Insurance	203	217	203	149	203	426	426	223
100-51420-156	Disability Insurance	188	-	196	-	196	207	207	11
100-51420-214	Tech - Data - Internet	15,000	19,678	15,000	14,490	18,000	20,000	18,000	3,000
100-51420-311	Postage	1,500	214	1,500	57	100	1,500	1,500	-
100-51420-320	Publications/Dues/Subscriptions	750	648	750	1,244	2,400	4,350	4,350	3,600
100-51420-330	Training/Travel	2,300	566	1,500	849	700	1,500	1,500	-
100-51420-332	Mileage	500	260	500	129	200	500	500	-
100-51420-340	Operating Supplies/Expenses	4,000	4,105	4,000	5,636	6,000	8,400	8,400	4,400
Total Village Clerk		127,378	131,749	131,453	102,076	127,014	149,737	147,738	16,285

ELECTIONS

The number of election workers needed for an election depends on the type of election and expected turnout. Expenses also fluctuate by year depending on how many elections are held in said year. There will be four elections in 2022.

100-51440-125	Wages – Part-time wages for election workers.
100-51440-311	Postage – Absentee Ballots
100-51440-330	Training and Travel – costs related to election training.
100-51440-340	Operating Supplies and Expenses – our share of the cost for ballots, publications, and updates to the prom pack for electronic voting machine. Maintenance agreements on both voting machines.

TREASURY

The Village Treasurer is responsible for maintaining the fiscal integrity of the Village, supervising the accounting system, purchasing of all materials, supplies and equipment for which funds are provided in the budget. Responsible for preparing all financial reports required, preparing the tax roll, statement of taxes, collection of taxes and insuring that all municipal funds are deposited in interest bearing accounts.

100-51520-111	Salary – 10% Administrator, 65% Finance Director, 40% Administrative Assistant.
100-51520-151	Employer share of social security and Medicare.
100-51520-152	Retirement – Employer share through State plan.
100-51520-153	Dental Insurance – Employer share.
100-51520-154	Health Insurance – Employer share through State plan (88% of the average premiums available).
100-51520-155	Life Insurance – Employer share through State plan.
100-51520-156	Disability Insurance – Employer share through State plan.
100-51520-210	Professional Services – Audit expenses, Accounting system support fee and Continuing Disclosure Ehlers fee.
100-51520-311	Postage – To cover mailing of tax bills.
100-51520-330	Training and Travel – Continuing education conferences and trainings.
100-51520-332	Mileage - Official business and training sessions.
100-51520-340	Operating Supplies and Expenses – tax bill processing expenses, support for IT Consultant, & other miscellaneous expenses related to Treasury.
100-51520-600	Payment Services Network (PSN) service fees. PSN processes the Village’s online payments.

ASSESSMENT OF PROPERTY

The Village contracts for a professional service to perform the duties of Assessor based on statutory requirements. This would include conducting field appraisals of taxable real and personal property, preparing and publishing real and personal property assessment rolls and sub-rolls for tax incremental districts, attending Open Book and Board of Review and maintaining all property records at a current level.

100-51530-210	Professional Services – maintenance of records for both real and personal property.
100-51530-340	Miscellaneous expenses related to the assessment of property, Monthly charge for internet link to property information.

GENERAL FUND - 100

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year- End PROJECTED</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED</u>	<u>Administrator Proposed</u>	<u>Yr/Yr Budget Variance to Aministrator Proposed</u>
						<u>ACTUALS</u>	<u>BUDGET</u>	<u>Budget</u>	<u>Budget</u>
ELECTIONS									
100-51440-125	Poll Workers Wages	5,000	5,083	3,000	2,815	2,815	5,000	5,000	2,000
100-51440-311	Postage	1,000	5,018	1,000	1,503	1,503	5,000	5,000	4,000
100-51440-330	Training/Travel	500	132	500	-	-	500	500	-
100-51440-340	Operating Supplies/Expenses	5,000	15,207	3,500	2,548	2,600	5,500	5,500	2,000
Total Elections		11,500	25,440	8,000	6,866	6,918	16,000	16,000	8,000
TREASURY									
100-51520-111	Salary	105,109	112,325	108,914	74,564	99,419	97,145	97,145	(11,769)
100-51520-151	FICA	8,041	8,463	8,332	5,605	7,606	7,432	7,432	(900)
100-51520-152	Retirement	7,095	7,735	7,352	4,069	5,426	6,314	6,314	(1,038)
100-51520-153	Dental Insurance	2,333	2,116	2,400	1,000	1,333	1,971	1,971	(429)
100-51520-154	Health Insurance	5,051	5,764	10,699	13,022	14,235	15,445	15,445	4,746
100-51520-155	Life Insurance	461	380	461	289	461	375	375	(86)
100-51520-156	Disability Insurance	263	-	272	-	272	243	243	(29)
100-51520-210	Professional Services	40,000	44,357	43,000	52,349	60,000	48,000	45,500	2,500
100-51520-311	Postage	2,000	1,609	2,000	3,360	3,920	3,000	3,000	1,000
100-51520-330	Training/Travel	1,500	182	1,500	326	350	1,500	1,500	-
100-51520-332	Mileage	500	96	500	10	100	500	500	-
100-51520-340	Operating Supplies/Expenses	5,000	1,707	5,000	1,468	2,000	2,000	2,000	(3,000)
100-51520-600	PSN Customer Fees	-	576	-	-	-	-	-	-
100-51520-700	COVID-19 Reimbursement	-	20,833	-	2,194	1,984	-	-	-
Total Treasury		177,353	206,144	190,430	158,256	197,106	183,925	181,425	(9,005)
ASSESSMENT OF PROPERTY									
100-51530-210	Professional Services	18,000	39,251	18,500	11,665	18,500	19,000	19,000	500
100-51530-340	Operating Supplies/Expenses	500	96	500	-	-	-	-	(500)
Total Assessment of Property		18,500	39,346	19,000	11,665	18,500	19,000	19,000	-

VILLAGE HALL

Includes expenses related to maintaining and operating the Village Hall building.

100-51600-210	Professional Services – Cleaning service and rug rental.
100-51600-221	Electric/Heat.
100-51600-222	Water/Sewer.
100-51600-225	Telephone.
100-51600-240	Maintenance Contracts - Repair and maintenance to equipment, outside clock maintenance.
100-51600-340	Operating Supplies and Expenses – Paper and cleaning supplies, light bulbs, general upkeep and repairs.
100-51600-350	Technology.

MUNICIPAL SERVICES BUILDING

Building for Police, Public Works and Parks, Recreation & Forestry Departments. Includes expenses related to maintaining and operating the Municipal Services building.

100-51700-210	Professional Services – Cleaning service.
100-51700-221	Electric/Heat
100-51700-222	Sewer/Water.
100-51700-225	Telephone.
100-51700-240	Maintenance Contracts – Repair and maintenance to equipment
100-51700-340	Operating Supplies/Expenses – Paper and cleaning supplies, light bulbs, general upkeep and repairs.
100-51700-350	Technology

FLYNN HALL

The Village contributes money towards the maintenance and operation of this building. The building is owned by the Town of Cottage Grove and mainly used by the Lion's organization. The Lion's also contribute towards the operation and maintenance.

100-51610-720	Contributions
---------------	---------------

OTHER GOVERNMENT

100-51910-500	Taxes Due Others, Annexation
---------------	------------------------------

GENERAL INURANCES

100-51930-510	Property/Liability Insurance
100-51930-511	Worker's Compensation Insurance
100-51930-512	Security Bond Insurance

GENERAL FUND - 100

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year- End PROJECTED ACTUALS</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED BUDGET</u>	<u>Administrator Proposed Budget</u>	<u>Yr/Yr Budget Variance to Aministrator Proposed Budget</u>
VILLAGE HALL									
100-51600-210	Professional Services	4,000	4,600	4,000	3,708	4,200	4,500	4,500	500
100-51600-221	Electric/Heat	3,500	2,936	3,500	2,331	3,000	3,500	3,500	-
100-51600-222	Sewer/Water	500	159	500	241	400	500	500	-
100-51600-225	Telephone	1,500	506	1,000	351	500	500	500	(500)
100-51600-240	Maintenance Contracts	1,000	-	-	630	630	-	-	-
100-51600-340	Operating Supplies/Expenses	4,000	2,677	4,000	2,500	3,200	3,500	3,500	(500)
100-51600-350	Technology	1,000	2,237	1,500	1,597	2,200	2,200	2,200	700
Total Village Hall		15,500	13,116	14,500	11,358	14,130	14,700	14,700	200
MUNICIPAL SERVICES BUILDING									
100-51700-210	Professional Services	15,000	18,833	15,000	8,500	12,000	14,000	14,000	(1,000)
100-51700-221	Electric/Heat	35,000	29,069	35,000	19,100	25,000	30,000	30,000	(5,000)
100-51700-222	Sewer/Water	3,500	2,889	3,500	3,010	3,500	3,500	3,500	-
100-51700-225	Telephone	3,700	4,369	3,000	3,372	4,000	4,000	4,000	1,000
100-51700-240	Maintenance Contracts	1,500	(0)	1,500	-	-	1,000	1,000	(500)
100-51700-340	Operating Supplies/Expenses	5,000	12,749	7,000	3,346	4,000	6,000	6,000	(1,000)
100-51700-350	Technology	2,000	-	1,000	-	-	1,000	1,000	-
Total Municipal Services Building		65,700	67,910	66,000	37,329	48,500	59,500	59,500	(6,500)
FLYNN HALL									
100-51610-720	Contribution	2,200	1,343	2,200	908	2,000	2,200	2,200	-
Total Flynn Hall		2,200	1,343	2,200	908	2,000	2,200	2,200	-
OTHER GOVERNMENT									
100-51910-500	Taxes Due Others; Annexation	8,442	6,512	8,442	8,395	8,395	8,442	8,442	-
Total Other Government		8,442	6,512	8,442	8,395	8,395	8,442	8,442	-
GENERAL INSURANCES									
100-51930-510	Property/Liability Insurance	16,710	16,304	18,000	12,878	16,000	16,000	16,000	(2,000)
100-51930-511	Workers Compensation Insurance	8,000	4,889	8,000	6,501	8,000	8,000	8,000	-
100-51930-512	Security Bond Insurance	300	160	300	260	300	300	300	-
Total General Insurances		25,010	21,353	26,300	19,639	24,300	24,300	24,300	(2,000)

CONTINGENT FUND

100-51950-340 Contingent Fund – annual holiday gift of village business gift cards to employees, potential merit increases based upon performance reviews.

POLICE DEPARTMENT

Expenses for the Police Department in order to maintain safety and security throughout the Village.

100-52100-114	Salaries – Chief of Police, Lieutenant.
100-52100-115	Wages – Full Time Officers
100-52100-116	Overtime Wages – Hours for each Officer to cover special events, short shifts and extensions of shifts.
100-52100-120	Office Wages – Two Full Time positions.
100-52100-125	Part Time Wages
100-52100-130	Longevity – Based on years of service.
100-52100-151	Employer share of social security and Medicare.
100-52100-152	Retirement – Employer and Employee share through State plan for most union members. Employer share for non- union members and new union members.
100-52100-153	Dental Insurance – Employer share.
100-52100-154	Health Insurance – Employer share through State plan (88% of chosen premium for union members).
100-52100-155	Life Insurance – Employer share through State plan.
100-52100-156	Disability Insurance – Employer share through State plan
100-52100-210	Professional Services
100-52100-214	Data Processing – Support agreement with IT consultant.
100-52100-225	Telephone
100-52100-240	Repair/Maintenance Equipment.
100-52100-310	Office Supplies
100-52100-311	Postage Expense.
100-52100-320	Pub/Sub/Dues
100-52100-330	Training/Travel
100-52100-332	Mileage – Training mileage
100-52100-340	Operating Supplies/Expenses – Time System, Copier Lease, Officer Supplies, Printing, Blood Draws, Vehicle Accessories, Data Shred.
100-52100-342	Uniforms
100-52100-380	Vehicle Repair
100-52100-385	Motor Fuel
100-52100-510	Police Professional Liability
100-52100-511	Workers Compensation Insurance
100-52100-810	Capital Equipment – small equipment purchases not in Capital Equipment Fund.

GENERAL FUND - 100

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year- End PROJECTED</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED</u>	<u>Administrator Proposed</u>	<u>Yr/Yr Budget Variance to Administorator Proposed</u>
						<u>ACTUALS</u>	<u>BUDGET</u>	<u>Budget</u>	<u>Budget</u>
CONTINGENT FUND									
100-51950-340	Contingent Fund	10,000	-	14,000	1,625	3,000	15,000	15,000	1,000
Total Contingent Fund		10,000	-	14,000	1,625	3,000	15,000	15,000	1,000
TOTAL GENERAL GOVERNMENT		689,714	790,994	740,088	531,227	676,864	801,497	791,298	51,210
POLICE DEPARTMENT									
100-52100-114	Salaries	180,793	204,195	185,412	149,468	199,291	190,974	190,974	5,562
100-52100-115	Wages	654,777	666,205	676,228	485,857	647,810	793,086	792,759	116,531
100-52100-116	Overtime Wages	38,418	36,360	39,777	26,012	34,683	40,374	40,374	597
100-52100-120	Office Wages	84,739	86,062	86,424	61,121	81,495	89,017	89,017	2,593
100-52100-125	Part Time Wages	4,000	1,001	4,000	1,013	1,351	4,120	4,120	120
100-52100-130	Longevity	-	-	-	-	-	2,000	2,000	2,000
100-52100-151	FICA	73,343	73,580	75,570	53,484	73,794	85,494	85,469	9,899
100-52100-152	Retirement	110,914	101,144	115,122	69,715	92,954	129,128	129,089	13,967
100-52100-153	Dental Insurance	20,056	18,830	20,056	8,842	11,789	23,516	22,343	2,287
100-52100-154	Health Insurance	209,271	193,312	213,106	174,410	126,689	263,829	263,829	50,723
100-52100-155	Life Insurance	1,721	1,754	1,721	1,306	1,721	1,800	1,800	79
100-52100-156	Disability Insurance	2,397	1,845	2,470	1,342	2,470	2,784	2,783	313
100-52100-210	Professional Services	12,000	7,768	12,000	1,748	3,000	12,000	8,000	(4,000)
100-52100-214	Data Processing	40,000	53,221	40,000	29,870	38,000	40,000	40,000	-
100-52100-225	Telephone	5,000	5,513	5,000	4,289	5,000	5,000	5,000	-
100-52100-240	Repair/Maintenance Equipment	2,300	657	2,300	1,445	2,000	2,300	2,000	(300)
100-52100-310	Office Supply	4,000	2,200	4,000	3,196	3,000	4,000	3,000	(1,000)
100-52100-311	Postage	600	325	600	93	150	600	600	-
100-52100-320	Pub/Sub/Dues	1,500	2,010	1,500	1,120	1,500	1,500	1,500	-
100-52100-330	Training/Travel	11,000	10,241	11,000	6,016	8,000	11,000	11,000	-
100-52100-332	Mileage	-	168	-	1,791	1,791	-	-	-
100-52100-340	Operating Supplies/Expenses	20,000	23,642	20,000	19,901	24,000	25,000	24,000	4,000
100-52100-342	Uniforms	10,000	4,661	10,000	8,978	9,000	10,000	9,000	(1,000)
100-52100-380	Vehicle Repair	10,000	6,427	10,000	8,458	10,000	10,000	9,000	(1,000)
100-52100-385	Motor Fuel	14,000	12,463	14,000	11,782	14,000	14,000	14,000	-
100-52100-510	Police Professional Liability	16,000	15,072	16,000	13,144	16,000	16,000	16,000	-
100-52100-511	Workers Compensation Insurance	25,000	21,895	25,000	25,784	28,000	25,000	25,000	-
100-52100-810	Capital Equipment	4,000	3,900	4,000	2,765	3,000	4,000	4,000	-
Total Police Department		1,555,829	1,554,448	1,595,286	1,172,951	1,440,488	1,806,522	1,796,656	201,370

POLICE COMMISSION

The Police Commission is its' own governing body separate from the Police Department and is responsible for the hiring and discipline of the union members of the Police Department. The Commission is comprised of five Village citizens. 2020 was a union contract negotiating year.

100-52110-112	Salaries – Committee Per Diem
100-52110-210	Professional Services
100-52110-340	Supplies

SCHOOL PATROL

Crossing guards are provided at five locations, both morning and afternoon, on the days school is in session. There has been an increase in this area due to the doubling up of guards at two locations because of heavy traffic volume, the addition of a crossing guard at the Middle School and the addition of guards at 3 locations for summer school.

100-52150-125	Part-Time Wages – Crossing guards are paid per shift.
100-52150-151	Employer share of social security and medicare.
100-52150-340	Operating Supplies and Expenses – Vests, batteries, orange cones and stop signs.

FIRE DEPARTMENT

The fire department serves both the Village of Cottage Grove and the Town of Cottage Grove along with the Town of Pleasant Springs by contract. The costs of operations are shared. Three members from the Village and Town of Cottage Grove Boards sit on the Joint Fire Committee.

100-52200-340	Operating Supplies and Expenses – General maintenance for apparatus, training/safety, hazmat investigation, prevention plan, personnel records (including medical), inspections telephone, recruitment video, and miscellaneous. Biannual payment of wages for Fire Inspections.
100-52200-380	Equipment Repair

EMERGENCY SERVICES BUILDING

To provide for the operating costs of the Emergency Services Building shared by the Town and Village of Cottage Grove. The Fire Department, Emergency Medical Services and Emergency Government share the building. Operating costs for the building are shared on a 50/50 basis. The Town of Cottage Grove will bill the Village for its share.

100-52210-221	Electric/Heat
100-52210-222	Water/Sewer
100-52210-340	Operating Supplies and Expenses – Cleaning supplies, electric, heat, water, sewer, elevator service, generator service, bldg. Maintenance, fire ext. service, cleaning service, lawn maintenance and miscellaneous.
100-52210-820	Miscellaneous needed improvements. Maintenance savings for large projects.

GENERAL FUND - 100

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year- End PROJECTED ACTUALS</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED BUDGET</u>	<u>Administrator Proposed Budget</u>	<u>Yr/Yr Budget Variance to Aministrator Proposed Budget</u>
POLICE COMMISSION									
100-52110-112	Salaries	500	-	500	-	300	1,000	1,000	500
100-52110-210	Professional Services	1,500	-	1,500	238	500	3,000	3,000	1,500
100-52110-340	Supplies	500	-	500	33	100	200	200	(300)
Total Police Commission		2,500	-	2,500	271	900	4,200	4,200	1,700
SCHOOL PATROL/CROSSING GUARDS									
100-52150-125	Wages	29,500	7,955	20,000	12,863	17,150	29,500	28,000	8,000
100-52150-151	FICA	2,257	609	2,257	984	1,312	2,257	2,257	-
100-52150-340	Operating Supplies/Expenses	1,200	494	1,200	1,102	1,200	1,200	1,200	-
Total School Patrol		32,957	9,057	23,457	14,948	19,662	32,957	31,457	8,000
FIRE DEPARTMENT									
100-52200-340	Operating Supplies/Expenses	72,500	95,787	67,692	23,658	72,500	68,599	71,000	3,308
100-52200-380	Equipment Repair	-	-	-	11,602	11,602	-	-	-
Total Fire Department		72,500	95,787	67,692	35,261	84,102	68,599	71,000	3,308
EMERGENCY SERVICES BUILDING									
100-52210-221	Elec/Heat	10,000	6,328	10,000	4,932	7,500	10,000	10,000	-
100-52210-222	Water/Sewer	1,000	6,967	1,000	(5,189)	1,000	1,000	1,000	-
100-52210-340	Operating Supplies/Expenses	7,850	8,680	7,900	2,507	5,000	8,000	8,000	100
100-52210-820	Capital Improvements/Maintenance	10,000	10,000	10,000	6,106	8,000	20,000	20,000	10,000
Total Emergency Services Building		28,850	31,975	28,900	8,355	21,500	39,000	39,000	10,100

EMERGENCY GOVERNMENT

In 2020, the Village created an Emergency Management Director position. During COVID-19, this position's main function was to keep apprised of all the pandemic changes as well as submit receipts for associated expenses to receive any available government funding. The Village also created its own Emergency Preparedness Committee. This committee consists of the Village President, one Board member, Emergency Management Director, Police Chief, EMS Director, Fire Chief, Administrator, PW Director and Parks & Recreation Director.

100-52300-125 Wages - Village's Emergency Management Director
100-52300-340 Operating Supplies and Expenses – Emergency Government

BUILDING INSPECTION

The Village provides for the inspection of all residential construction, including electrical, plumbing and HVAC. The fees collected with the permits cover the costs related to these services.

100-52400-210 Professional Services – Building Inspector
100-52400-340 Operating Supplies and Expense – Forms and State Seals
100-52400-511 Worker's Compensation Insurance

ELECTRICAL INSPECTION

The Village provides for the inspection of all residential construction, including electrical, plumbing and HVAC. The fees collected with the permits cover the costs related to these services.

100-52420-125 Professional Services – Electrical Inspector

PLUMBING INSPECTION

The Village provides for the inspection of all residential construction, including electrical, plumbing and HVAC. The fees collected with the permits cover the costs related to these services.

100-52430-125 Professional Services– Plumbing Inspector

GENERAL FUND - 100

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year- End PROJECTED ACTUALS</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED BUDGET</u>	<u>Administrator Proposed Budget</u>	<u>Yr/Yr Budget Variance to Aministrator Proposed Budget</u>
EMERGENCY GOVERNMENT									
100-52300-125	Emergency Management Director	5,000	-	5,000	-	5,000	5,000	5,000	-
100-52300-340	Operating Supplies/Expenses	750	713	750	(350)		500	500	(250)
Total Emergency Government		5,750	713	5,750	(350)	5,000	5,500	5,500	(250)
BUILDING INSPECTION									
100-52400-210	Professional Services	100,000	292,846	250,000	125,685	200,000	200,000	270,000	20,000
100-52400-340	Operationg Supplies/Expenses	500	178	150	91	100	100	100	(50)
100-52400-511	Workers Compensation Insurance	-	38	-	50	50	50	50	50
Total Building Inspection		100,500	293,062	250,150	125,826	200,150	200,150	270,150	20,000
ELECTRICAL INSPECTION									
100-52420-125	Professional Services	30,000	52,582	50,000	43,901	55,000	55,000	63,000	13,000
Total Electrical Inspection		30,000	52,582	50,000	43,901	55,000	55,000	63,000	13,000
PLUMBING INSPECTION									
100-52430-125	Professional Services	30,000	63,230	50,000	38,741	48,000	48,000	63,000	13,000
Total Plumbing Inspection		30,000	63,230	50,000	38,741	48,000	48,000	63,000	13,000

HVAC INSPECTION

The Village provides for the inspection of all residential construction, including electrical, plumbing and HVAC. The fees collected with the permits cover the costs related to these services.

100-52450-125 Professional Services – HVAC Inspector

EMERGENCY MEDICAL SERVICES

The Village and Town of Cottage Grove and the Village of Deerfield jointly comprise the Emergency Medical Services. The DEER-GROVE EMS budget is shared based on equalized value. Members of the perspective boards sit on the EMS Commission overseeing its operations.

100-52500-210 Contracted/Professional Services

EMERGENCY RADIOS

100-52575-000 DaneCom - Emergency Radio System.

STATE WEIGHTS AND MEASUREMENTS INSPECTIONS

State Weights and Measurements Inspections

100-52600-210 Professional Services

DEPARTMENT OF PUBLIC WORKS ADMINISTRATION

Provides for the administration of all Public Works functions such as streets, storm sewer, public facilities maintenance, snow removal, mowing, and other related functions. The Director is responsible for the day-to-day operation of the department along with budget and long-term planning.

100-53100-111	Salary – 25% Director of Public Works salary and 34% of the Operations Manager salary (New in 2022).
100-53100-120	Technicians wages
100-53100-121	Overtime Wages
100-53100-130	Office Wages
100-53100-151	Employer share of social security and Medicare.
100-53100-152	Retirement – Employer share through State plan.
100-53100-153	Dental Insurance – Employer share.
100-53100-154	Health Insurance – Employer share through State plan (88% of average premiums available).
100-53100-155	Life Insurance – Employer share through State plan.
100-53100-156	Disability Insurance – Employer share through State plan.
100-53100-210	Professional Services – Fly Dane expense.

100-53100-225	Telephone – Office phones, cell phones, fax line and SCADA system.
100-53100-240	Repair/Maintenance Contract – GIS Hosting Contract with MSA
100-53100-320	Publications, Subscriptions and Dues – Membership in professional association and reference materials.
100-53100-330	Training and Travel – Attendance for conferences, seminars and training for all employees of the Public Works/Utilities crew. APWA Conferences for Director.
100-53100-332	Mileage – Official business and training travel.
100-53100-340	Operating Supplies and Expenses – Office supplies, safety books, ribbons, copier supplies and miscellaneous.

ENGINEERING

Provides for necessary engineering services for the Village.

100-53110-210	Professional Services – Contract with Strand Associates as the Village Engineer. This covers general engineering services, attendance at meetings of the governing body, planning commission and staff, GIS maintenance and updates. Engineering costs for projects are included with the cost of the project.
---------------	--

MUNICIPAL GARAGE

Provides for the storage of equipment and vehicles and captures the expenses of the building and grounds for 225 Bonnie Road.

100-53200-221	Electric/Heat – for 225 Bonnie Road only
100-53200-222	Water/Sewer – for 225 Bonnie Road only
100-53200-340	Operating Supplies/Expense – miscellaneous expenses and maintenance for 225 Bonnie Road only

STREET MAINTENANCE

Provides for the maintenance of village roads, equipment, vehicles and street cleaning.

100-53300-210	Professional Services – Engineering related to streets included in projects.
100-53300-230	Repair Contracts – Contracted seal coating, crack filling, road patching and repair, street sweeping.
100-53300-340	Operating Supplies and Expenses – supplies to repair vehicles, equipment and streets. Increase due to older equipment in fleet and increase in cost of snowplow parts.
100-53300-370	Roadway Supplies – salt for roads.
100-53300-380	Vehicle Maintenance and Supplies – New tires, tune ups, oil changes and miscellaneous repairs
100-53300-385	Vehicle Fuel
100-53300-510	Property/Liability Insurance
100-53300-511	Worker’s Compensation Insurance

GENERAL FUND - 100

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 BUDGET	2020 ACTUALS	2021 BUDGET	9/30/2021 Actuals	2021 Year-End PROJECTED ACTUALS	2022 COMM/	Administrator	Yr/Yr Budget
							DEPARTMENT RECOMMENDED BUDGET	Proposed Budget	Variance to Administrator Proposed Budget
HVAC INSPECTION									
100-52450-125	Professional Services	30,000	50,395	50,000	33,790	42,000	42,000	54,000	4,000
Total HVAC Inspection		30,000	50,395	50,000	33,790	42,000	42,000	54,000	4,000
EMERGENCY MEDICAL SERVICES									
100-52500-210	Contracted/Prof Svcs	277,152	270,984	316,478	310,448	316,000	387,000	387,000	70,522
Total Emergency Medical Services		277,152	270,984	316,478	310,448	316,000	387,000	387,000	70,522
EMERGENCY RADIOS									
100-52575-000	DaneCom Emergency Radio System	13,703	12,268	13,733	13,888	13,888	15,000	15,000	1,267
Total Emergency Radios		13,703	12,268	13,733	13,888	13,888	15,000	15,000	1,267
STATE - WEIGHTS & MEASURES INSPECTIONS									
100-52600-210	Professional Services	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-
Total State - Weights & Measures Inspection		2,000	2,000	2,000	2,000	2,000	2,000	2,000	-
TOTAL PUBLIC SAFETY		2,181,741	2,436,501	2,455,946	1,800,030	2,248,690	2,705,928	2,801,963	346,017
PUBLIC WORKS ADMINISTRATION									
100-53100-111	Salary	55,471	56,652	57,133	42,480	56,640	43,885	43,885	(13,248)
100-53100-120	Wages	122,689	124,181	128,571	85,950	114,601	121,131	121,131	(7,440)
100-53100-121	O/T Wages	14,550	14,409	14,929	10,694	14,259	14,505	14,505	(424)
100-53100-130	Office Wages	4,898	4,860	4,996	3,482	4,643	5,146	5,146	150
100-53100-151	FICA	15,117	14,987	15,731	10,572	14,546	14,127	14,127	(1,604)
100-53100-152	Retirement	12,579	13,127	13,224	8,930	11,906	11,372	11,372	(1,853)
100-53100-153	Dental Insurance	4,416	4,450	5,143	1,964	2,619	4,637	4,637	(506)
100-53100-154	Health Insurance	47,840	43,853	58,233	38,579	28,577	53,973	53,973	(4,260)
100-53100-155	Life Insurance	794	693	962	435	962	845	845	(117)
100-53100-156	Disability Insurance	466	-	490	-	490	437	437	(53)
100-53100-210	Professional Services	6,200	3,627	1,000	391	1,000	3,486	1,000	-
100-53100-214	Data Processing	-	-	-	-	-	-	-	-
100-53100-225	Telephone	4,000	2,365	2,500	1,504	2,500	4,300	3,000	500
100-53100-240	Repair/Maintenance Contract	6,500	1,909	6,500	1,820	4,000	6,500	4,000	(2,500)
100-53100-320	Pub/Sub/Dues	750	547	750	276	200	750	750	-
100-53100-330	Training/Travel	4,000	434	4,000	910	1,500	5,000	5,000	1,000
100-53100-332	Mileage	500	-	500	37	100	500	500	-
100-53100-340	Operating Supplies/Expenses	7,000	9,939	7,000	8,844	9,000	8,000	8,000	1,000
Total Public Works Administration		307,770	296,033	321,662	216,869	267,543	298,593	292,307	(29,355)
ENGINEERING									
100-53110-210	Professional Services	16,000	16,964	16,000	9,183	15,000	25,000	15,000	(1,000)
Total Engineering		16,000	16,964	16,000	9,183	15,000	25,000	15,000	(1,000)
MUNICIPAL GARAGE									
100-53200-221	Electric/Heat	2,100	1,533	2,100	1,918	2,300	2,300	2,300	200
100-53200-222	Water/Sewer	500	167	500	311	500	500	500	-
100-53200-340	Operating Supplies/Expense	3,000	5,164	4,000	1,929	3,000	4,000	3,000	(1,000)
Total Municipal Garage		5,600	6,864	6,600	4,158	5,800	6,800	5,800	(800)
STREET MAINTENANCE									
100-53300-210	Professional Services	1,000	175	1,000	-	-	1,000	-	(1,000)
100-53300-230	Repair Contracts	138,000	145,195	138,000	123,305	124,000	138,000	135,000	(3,000)
100-53300-340	Operating Supplies/Expenses	24,000	26,096	24,000	16,158	20,000	24,000	22,000	(2,000)
100-53300-370	Roadway Supplies	74,000	58,684	77,000	54,659	60,000	77,000	70,000	(7,000)
100-53300-380	Vehicle Maintenance/Supplies	8,000	2,820	8,000	3,313	5,000	8,000	7,000	(1,000)
100-53300-385	Vehicle Fuel	16,000	15,984	16,000	10,582	15,000	16,000	16,000	-
100-53300-510	Property/Liability Insurance	8,800	9,524	8,800	15,512	16,000	10,000	10,000	1,200
100-53300-511	Workers Compensation Insurance	5,000	5,539	5,000	4,778	5,000	5,000	5,000	-
Total Street Maintenance		274,800	264,025	277,800	228,307	245,000	279,000	265,000	(12,800)

SUSTAINABILITY

100-53300-850 Sustainability – Sustainability Events that promote the general sustainability of the Village: #cleanupthegrove, rain barrel program, expansion/use of bicycle paths, and outreach to residents about the advantages of sustainable products.

TRAFFIC CONTROL

Provides for traffic cones, street signs, stop signs, all safety and warning signs on the roadways, painting of crosswalks and special pedestrian crossings.

100-53400-221 Electricity – for Traffic Signals
100-53400-340 Operating Supplies and Expenses – Traffic Signal Maintenance Contracts.
100-53400-370 Roadway Supplies – Purchase of street name signs, parking and information signs, traffic control signs, barricades and cones.

STREET LIGHTING

Provides for the electric service and repairs to all streetlights.

100-53420-221 Electric – for Street Lights.

SIDEWALKS

Provides for miscellaneous repairs.

100-53430-230 Repair Contracts – Repairs to existing sidewalks.

STORM SEWERS

Provides for the repair, maintenance or replacement of storm sewers.

100-53440-210 Professional Services – Televising and Engineering
100-53440-230 Repair Contracts
100-53440-340 Operating Supplies and Expenses – Mowing of detention basins and miscellaneous supplies.
100-53440-820 DNR Storm Water Management. Yahara WINS, MAMSWap, LWM Leaf Study, permit.

GENERAL FUND - 100

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year- End PROJECTED ACTUALS</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED BUDGET</u>	<u>Administrator Proposed Budget</u>	<u>Yr/Yr Budget Variance to Aministrator Proposed Budget</u>
SUSTAINABILITY									
100-53300-850	Sustainability	-	-	-	-	-	19,500	19,500	19,500
Total Sustainability		-	-	-	-	-	19,500	19,500	19,500
TRAFFIC CONTROL									
100-53400-221	Electricity	1,800	1,367	1,800	1,016	1,800	1,800	1,800	-
100-53400-340	Operating Supplies/Expense	7,000	4,827	7,000	4,294	6,000	12,000	6,000	(1,000)
100-53400-370	Roadway Supplies	6,000	6,414	6,000	3,464	5,000	6,000	6,000	-
Total Traffic Control		14,800	12,608	14,800	8,773	12,800	19,800	13,800	(1,000)
STREET LIGHTING									
100-53420-221	Electric	101,000	91,133	101,000	63,811	85,000	101,000	95,000	(6,000)
Total Street Lighting		101,000	91,133	101,000	63,811	85,000	101,000	95,000	(6,000)
SIDEWALKS									
100-53430-230	Repair Contracts	20,000	21,840	24,000	19,371	20,000	24,000	22,000	(2,000)
Total Sidewalks		20,000	21,840	24,000	19,371	20,000	24,000	22,000	(2,000)
STORM SEWERS									
100-53440-210	Professional Services	9,000	645	6,000	4,191	5,000	6,000	5,000	(1,000)
100-53440-230	Repair Contracts	1,500	3,440	1,500	2,825	3,000	1,500	3,000	1,500
100-53440-340	Operating Supplies/Expense	3,500	5,058	3,500	451	1,000	3,500	3,500	-
100-53440-820	DNR Storm Water Management	22,000	19,185	22,000	17,595	21,000	22,000	22,000	-
Total Storm Sewers		36,000	28,328	33,000	25,061	30,000	33,000	33,500	500

VILLAGE BEAUTIFICATION

Provides for projects that make the Village more aesthetically appealing.

100-53500-000 Village Beautification

REFUSE COLLECTION

Provides for curb side pickup of garbage and recycling items and County compost costs.

100-53620-295 Contracted Service – Garbage collection
100-53620-296 Contracted Service – Recycling collection – charge on residential tax bills.
100-53620-297 Brush Contract – Brush Collection
100-53620-340 Operating Supplies and Expense compost.

SANITARY LANDFILL

Provides for testing and maintenance of Natvig Landfill.

100-53630-210 Professional Services - Legal & Monitoring of Landfill including compost disposal, chip & haul brush piles.

HEALTH AND HUMAN SERVICES

100-54500-720 Contribution to the Colonial Club Senior Activity Center for providing meals, activities and outreach services to the senior citizens in Cottage Grove.

DIVERSITY, EQUITY, AND INCLUSION

100-54800-720 Diversity, Equity, and Inclusion AD HOC Committee

GENERAL FUND - 100

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year- End PROJECTED ACTUALS</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED BUDGET</u>	<u>Administrator Proposed Budget</u>	<u>Yr/Yr Budget Variance to Aministrator Proposed Budget</u>
VILLAGE BEAUTIFICATION									
100-53500-000	Village Beautification	2,500	644	5,000	502	1,000	25,000	5,000	-
Total Village Beautification		2,500	644	5,000	502	1,000	25,000	5,000	-
REFUSE COLLECTION									
100-53620-295	Garbage Contract	259,368	258,363	267,149	175,473	267,000	275,000	275,000	7,851
100-53620-296	Recycle Contract	116,911	110,688	121,292	75,177	-	134,000	135,000	13,708
100-53620-297	Brush Contract	-	-	-	-	-	58,000	-	-
100-53620-340	Operating Supplies/Expense	7,500	11,540	13,000	3,162	6,000	13,000	12,000	(1,000)
Total Refuse Collection		383,779	380,591	401,441	253,812	273,000	480,000	422,000	20,559
SANITARY LANDFILL									
100-53630-210	Professional Services	19,000	16,644	12,250	9,653	12,000	15,000	15,000	2,750
Total Sanitary Landfill		19,000	16,644	12,250	9,653	12,000	15,000	15,000	2,750
TOTAL PUBLIC WORKS DEPARTMENT		1,181,249	1,135,675	1,213,553	839,500	967,143	1,326,693	1,203,907	(9,646)
HEALTH AND HUMAN SERVICES									
100-54500-720	Colonial Club Senior Services	16,000	16,000	24,000	24,000	24,000	24,000	24,000	-
Total Health and Human Services		16,000	16,000	24,000	24,000	24,000	24,000	24,000	-
TOTAL HEALTH AND HUMAN SERVICES		16,000	16,000	24,000	24,000	24,000	24,000	24,000	-
DIVERSITY, EQUITY AND INCLUSION									
100-54800-720	Diversity, Equity and Inclusion	-	-	3,000	-	-	3,000	3,000	-
Total Diversity, Equity and Inclusion		-	-	3,000	-	-	3,000	3,000	-
TOTAL DIVERSITY, EQUITY AND INCLUSION		-	-	3,000	-	-	3,000	3,000	-

PARKS AND PLAYGROUNDS

Provides for the maintenance of parkland, playground equipment and facilities in the parks.

100-55200-111	Director's Salary – split 50/50 with Recreation.
100-55200-125	Wages - includes 1% of the public works crew and 75% of the Parks Supervisor.
100-55200-151	Employer share of social security and Medicare
100-55200-152	Retirement – Employer share through State plan
100-55200-153	Dental Insurance – Employer share
100-55200-154	Health Insurance – Employer share through State plan (88% of average premiums available).
100-55200-155	Life Insurance – Employer share through State plan
100-55200-156	Disability Insurance – Employer share through State plan
100-55200-210	Professional Services – Attorney and engineer expenses.
100-55200-221	Electric service in parks including shelter lights, bathrooms, heating the warming shelter in winter at Community Park
100-55200-222	Water and sewer in parks
100-55200-225	Telephone in Fireman's Park
100-55200-320	Publications, Subscriptions and Dues – membership in professional playground and parks organizations
100-55200-330	Training and Travel
100-55200-340	Operating Supplies and Expenses – Minor repairs, paper products and cleaning supplies, maintenance supplies.
100-55200-350	Maintenance and Repair Supplies – Expenses on mowing and trimming equipment
100-55200-360	Turf Services
100-55200-385	Vehicle Fuel
100-55200-510	Property Insurance – covers parks portion of premium
100-55200-700	Ice Rink
100-55200-710	Bakken Park Splash Pad/Shelter Operating Expenses – chemicals and maintenance for splash pad, supplies for shelter.
100-55200-810	Capital Equipment
100-55200-820	Capital Improvements – Fireman's Electrical 2022

RECREATION PROGRAMS

Provides for a Park and Recreation Director to organize various park/recreational programs such as baseball leagues, volleyball, basketball, various fitness and instructional classes, prepare schedules, contact umpires, prepare notices and maintain records. Fees charged for the programs will offset some of the costs.

100-55310-111	Recreation Director's Salary. Split 50/50 with Parks.
100-55310-120	Recreation Clerical Wages – Recreation Supervisor
100-55310-125	Wages – Program Coordinator.
100-55310-151	Employer share of social security and medicare
100-55310-152	Retirement – Employer share through State plan
100-55310-153	Dental Insurance – Employer share
100-55310-154	Health Insurance – Employer share through State plan (88% of average premiums available).
100-55310-155	Life Insurance – Employer share through State plan
100-55310-156	Disability Insurance – Employer share through State plan
100-55310-220	Activenet Fees

100-55310-225	Telephone
100-55310-320	Publications, Subscriptions and Dues – membership in professional organizations such as the WPRA, NRPA and various civic organizations. Also includes volunteer coaches training through the NYSCA.
100-55310-330	Training and Travel – Seminars, conferences and meetings pertaining to professional membership and trainings.
100-55310-331	Concessions – Expense for running concessions. Offset by revenue generated.
100-55310-340	Operating Supplies and Expenses
100-55310-341	Baseball & Softball
100-55310-342	Basketball
100-55310-344	Youth Enrichment
100-55310-345	Adult Enrichment – Senior Fitness Classes
100-55310-346	Football
100-55310-347	Music In The Grove – Expense for running Music In The Grove events. Offset by donations.
100-55310-348	Tennis – Premier Tennis
100-55310-349	Volleyball
100-55310-350	Teener/Legion Baseball Program
100-55310-351	Senior Program Activities
100-55310-511	Workers Compensation

ATHLETIC FACILITIES

Provides for seasonal help to maintain all athletic fields. This includes mowing, trimming, preparing diamonds for play and cleaning bathrooms at each facility.

100-55400-125	Part-Time Wages
100-55400-151	Employer share of social security and Medicare

GENERAL FUND - 100

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 BUDGET	2020 ACTUALS	2021 BUDGET	9/30/2021 Actuals	2021 Year-End PROJECTED ACTUALS	2022 COMM/	Administrator	Yr/Yr Budget
							DEPARTMENT RECOMMENDED BUDGET	Proposed Budget	Variance to Admininstrator Proposed Budget
PARKS AND PLAYGROUNDS									
100-55200-111	Director's Salary	32,180	33,072	33,144	24,344	32,459	34,975	34,975	1,831
100-55200-125	Wages	51,691	49,081	50,465	33,252	44,337	47,878	47,878	(2,587)
100-55200-151	FICA	6,416	6,148	6,396	4,327	5,875	6,338	6,338	(58)
100-55200-152	Retirement	5,509	5,704	5,644	3,936	5,248	5,390	5,390	(254)
100-55200-153	Dental Insurance	2,667	1,893	2,314	643	857	2,228	2,228	(86)
100-55200-154	Health Insurance	28,884	18,203	26,205	14,774	9,705	25,939	25,939	(266)
100-55200-155	Life Insurance	803	609	654	290	654	289	289	(365)
100-55200-156	Disability Insurance	124	-	209	-	209	207	207	(2)
100-55200-210	Professional Services	3,000	5,682	3,000	88	500	3,000	3,000	-
100-55200-221	Electric	5,000	3,390	5,000	5,839	7,000	5,000	5,000	-
100-55200-222	Water/Sewer	2,000	1,810	3,200	3,204	4,000	3,200	3,200	-
100-55200-225	Telephone	3,200	2,374	3,200	1,554	2,500	3,200	3,200	-
100-55200-320	Pub/Sub/Dues	800	300	800	215	500	1,200	1,200	400
100-55200-330	Training/Travel	3,600	15	3,600	2,736	3,500	4,800	4,800	1,200
100-55200-340	Operating Supplies/Expenses	5,000	3,839	5,000	3,321	3,500	6,000	4,000	(1,000)
100-55200-350	Maintenance/Repair Supplies	6,000	5,982	6,000	4,136	6,000	7,000	6,000	-
100-55200-360	Turf Services	10,000	9,189	10,000	3,730	7,000	10,000	9,000	(1,000)
100-55200-385	Vehicle Fuel	2,550	1,854	2,500	1,960	3,000	2,500	3,000	500
100-55200-510	Property Insurance	2,500	2,267	2,500	9,638	9,700	2,500	2,500	-
100-55200-700	Ice Rink	1,000	-	1,000	-	1,000	1,000	1,000	-
100-55200-710	Baken Park Splash Pad/Shelter Operating Expense	-	-	14,400	7,833	12,000	14,400	14,000	(400)
100-55200-810	Capital Equipment	2,000	1,480	2,000	1,200	2,000	2,000	1,500	(500)
100-55200-820	Capital Improvements	8,000	6,988	6,000	2,052	3,000	14,000	12,000	6,000
Total Parks and Playgrounds		182,924	159,881	193,231	129,072	164,544	203,045	196,645	3,414
RECREATION PROGRAMS									
100-55310-111	Director's Salary	32,180	33,072	33,144	24,344	32,459	34,975	34,975	1,831
100-55310-120	Clerical Wages	48,830	40,536	48,960	35,111	46,815	50,429	50,429	1,469
100-55310-125	Wages	42,952	43,845	42,682	28,551	38,068	43,962	43,962	1,280
100-55310-151	FICA	9,483	10,484	9,546	7,892	8,977	9,896	9,896	350
100-55310-152	Retirement	8,367	8,126	8,423	5,759	7,678	8,409	8,409	(14)
100-55310-153	Dental Insurance	1,982	2,343	2,039	1,170	1,560	2,039	2,039	0
100-55310-154	Health Insurance	23,752	30,088	22,746	31,756	21,568	23,350	23,350	604
100-55310-155	Life Insurance	293	257	233	178	233	2,090	2,090	1,857
100-55310-156	Disability Insurance	310	-	312	-	312	323	323	11
100-55310-220	Activenet Fees	13,500	5,672	13,500	14,955	16,000	14,200	14,200	700
100-55310-225	Telephone	950	1,006	950	785	1,000	950	950	-
100-55310-320	Pub/Sub/Dues	1,000	1,140	1,000	555	800	1,200	1,200	200
100-55310-330	Training/Travel	3,600	404	3,600	524	500	4,800	4,800	1,200
100-55310-331	Concessions	2,600	-	2,600	4,139	3,900	2,700	3,500	900
100-55310-340	Operating Supplies/Expense	9,000	13,984	9,000	12,708	12,300	9,000	12,000	3,000
100-55310-341	Baseball & Softball	18,000	6,263	18,000	14,397	14,400	18,000	15,000	(3,000)
100-55310-342	Basketball	8,000	3,078	8,000	-	8,000	8,000	8,000	-
100-55310-344	Youth Enrichment	46,500	59,968	46,500	63,426	63,500	47,000	60,000	13,500
100-55310-345	Adult Enrichment	22,000	8,531	22,000	9,763	2,000	22,000	12,000	(10,000)
100-55310-346	Football	8,700	1,578	8,700	4,760	8,000	8,700	8,000	(700)
100-55310-347	Music In The Grove	3,000	4,562	3,000	2,050	2,100	3,000	3,000	-
100-55310-348	Tennis	3,100	1,315	3,100	3,388	3,400	3,500	3,500	400
100-55310-349	Volleyball	4,800	2,466	4,800	-	5,000	4,800	4,800	-
100-55310-350	Teener/Legion Baseball Program	4,000	-	4,000	4,237	4,300	4,000	4,000	-
100-55310-351	Senior Program Activities	4,500	5,698	4,500	1,355	4,000	4,500	4,500	-
100-55310-511	Workers Compensation	3,000	2,069	2,500	2,698	2,700	2,500	2,500	-
Total Recreation Programs		324,399	286,484	323,835	274,501	309,570	334,324	337,424	13,589
ATHLETIC FACILITIES									
100-55400-125	P/T Wages	54,200	41,319	60,861	40,549	54,065	67,100	67,100	6,239
100-55400-151	FICA	4,146	3,161	4,656	3,097	4,136	5,133	5,133	477
Total Athletic Facilities		58,346	44,480	65,517	43,646	58,201	72,233	72,233	6,716
TOTAL CULTURE AND RECREATION		565,669	490,845	582,583	447,220	532,315	609,602	606,302	23,719

PLANNING

The Village Planner is responsible for providing technical assistance to the planning commission, assisting with short- and long-term planning and development and will provide reports for meetings. The Village Planner is also responsible for providing organization and maintenance of the Village's Master Plan, The Park and Open Space Plan as well as the annual review of the Comprehensive Land Use Plan. Additionally, the Village Planner will review and update zoning codes to meet the Village's Master Plan goals and objectives along with seeking funding for economic development by meeting with prospective businesses, developing marketing techniques, and meeting the goals and objectives of the Village.

100-56300-120	Planning Salaries – 40% of Director of Planning and Development salary.
100-56300-151	Employer share of social security and Medicare
100-56300-152	Retirement – Employer share through State plan
100-56300-153	Dental Insurance – Employer share of premiums.
100-56300-154	Health Insurance – Employer share of premiums, through State plan (88% of average premiums available)
100-56300-155	Life Insurance – Employer share of premiums
100-56300-156	Disability Insurance – Employer share of premiums
100-56300-170	Training/Travel
100-56300-210	Professional Services
100-56300-340	Operating Supplies and Expense – Maps and miscellaneous supplies

ECONOMIC DEVELOPMENT

100-56700-120	Economic Development Salaries. 40% of Director of Planning and Development salary.
100-56700-151	Employer share of social security and Medicare.
100-56700-152	Retirement – Employer share through State plan.
100-56700-153	Dental insurance – Employer share of premiums.
100-56700-154	Health Insurance – Employer share of premiums, through State plan (88% of average premiums available)
100-56700-155	Life Insurance – Employer share of premiums
100-56700-156	Disability Insurance – Employer share of premiums
100-56700-210	Professional Services
100-56700-270	Marketing – Economic Development magazine publication and conference
100-56700-340	Operating Supplies/Expenses
100-56700-450	CDA Projects

OTHER FINANCING USES

100-59201-900	Transfer to Capital Fund – Contribution from the General Fund to 2022 Capital Projects/Equipment.
---------------	---

GENERAL FUND - 100

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year- End</u>	<u>2022 COMM/ DEPARTMENT</u>	<u>Administrator</u>	<u>Yr/Yr Budget Variance to</u>
						<u>PROJECTED ACTUALS</u>	<u>RECOMMENDED BUDGET</u>	<u>Proposed Budget</u>	<u>Administrator Proposed Budget</u>
PLANNING									
100-56300-120	Planning Salaries	32,724	32,614	33,574	24,660	32,880	32,208	32,208	(1,366)
100-56300-151	FICA	2,503	2,395	2,568	1,800	2,515	2,464	2,464	(104)
100-56300-152	Retirement	2,209	2,264	2,266	1,607	2,143	2,094	2,094	(172)
100-56300-153	Dental Insurance	733	638	754	314	419	686	686	(68)
100-56300-154	Health Insurance	7,943	7,281	8,541	6,406	4,745	7,981	7,981	(560)
100-56300-155	Life Insurance	63	-	63	-	63	63	63	(0)
100-56300-156	Disability Insurance	83	-	84	-	84	81	81	(3)
100-56300-170	Training/Travel	500	-	500	325	500	1,000	1,000	500
100-56300-210	Professional Services	500	-	600	-	-	500	500	(100)
100-56300-340	Operating Supplies/Expenses	1,500	2,462	1,500	624	1,000	1,500	1,500	-
Total Planning		48,758	47,655	50,450	35,736	44,349	48,576	48,576	(1,874)
ECONOMIC DEVELOPMENT									
100-56700-120	Economic Development Salaries	32,724	32,614	33,574	24,660	32,880	32,208	32,208	(1,366)
100-56700-151	FICA	2,503	2,395	2,568	1,800	2,515	2,464	2,464	(104)
100-56700-152	Retirement	2,209	2,264	2,266	1,607	2,143	2,094	2,094	(172)
100-56700-153	Dental Insurance	733	638	754	314	419	686	686	(68)
100-56700-154	Health Insurance	7,943	7,281	8,541	6,406	4,745	7,981	7,981	(560)
100-56700-155	Life Insurance	63	-	63	-	63	63	63	(0)
100-56700-156	Disability Insurance	83	-	84	-	84	81	81	(3)
100-56700-210	Professional Services/CDA projects	2,000	-	2,000	-	-	-	-	(2,000)
100-56700-270	Marketing	7,500	2,975	6,000	2,975	3,000	1,500	1,500	(4,500)
100-56700-340	Econ Devel. Operating Sup/Expense	1,000	906	1,000	522	800	1,000	1,000	-
Total Economic Development		56,758	49,074	56,850	38,283	46,649	48,076	48,076	(8,774)
TOTAL PLANNING AND ECONOMIC DEVELOPMENT		105,516	96,729	107,300	74,019	90,998	96,652	96,652	(10,648)
OTHER FINANCING USES									
100-59201-900	Transfer to Capital Fund	-	-	45,500	-	45,500	150,000	150,000	104,500
Total Other Financing Uses		-	-	45,500	-	45,500	150,000	150,000	104,500
TOTAL GENERAL FUND EXPENSES		4,739,889	4,966,745	5,171,970	3,715,996	4,585,510	5,717,371	5,677,122	505,152
Fund Balance									
2020 Audited Fund Balance		2,255,064							
2021 Projected Revenues		5,241,244							
2021 Projected Expenses		(4,585,510)							
Projected Ending Fund Balance		2,910,798							
Projected Starting Fund Balance 2022		2,910,798							
Budgeted Revenues		5,527,122							
Budgeted Expenses		(5,677,122)							
Projected Ending Fund Balance 2022		2,760,799							
Assigned Fund Balance		365,204							
Nonspendable Fund Balance		318,932							
Undesignated Fund Balance		2,076,663							
Unrestricted Fund Balance Ratio									
Net Operating Expenses		5,677,122							
Required 20% Fund Balance		1,135,424							
Undesignated Fund Balance		2,076,663							
Undesignated Balance As % of Net Expenditures		36.58%							

STREET TREE FUND - 202

Provides funding and oversight in order to meet the requirements in Chapter 23 of the Municipal Code “Urban Forestry Ordinance”.

202-56110-140	Wages - 70% of Village Forester wages
202-56110-150	Overtime Wages – 70% of Village Forester overtime wages
202-56110-151	Employer share of social security and Medicare
202-56110-152	Retirement – 70% of Village Forester retirement.
202-56110-153	Dental Insurance – 70% of Village Forester dental insurance
202-56110-154	Health Insurance – 70% of Village Forester health insurance
202-56110-155	Life Insurance – 70% of Village Forester life insurance
202-56110-156	Disability Insurance – 70% of Village Forester life insurance
202-56110-210	Professional Services – Tree removal
202-56110-340	Operating Supplies and Expenses – Replacement plantings, tree gap plantings, maintenance and equipment and membership dues.

DEBT SERVICE FUND - 300

The Debt Service Fund is used to account for the payment of general obligation long-term debt, principal and interest, for the General Fund and the TIF Districts. Revenue Bond obligations for the Utility Funds are recorded in the appropriate Enterprise Fund.

300-58100-610	Principal payment on Notes
300-58200-622	Debt Service – Interest on Notes
300-58200-691	Debt Service Fees – Paying agent fees: Bond Trust Services Corp.

STREET TREE - 202

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year-End PROJECTED ACTUALS</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED BUDGET</u>	<u>Administrator Proposed Budget</u>	<u>Yr/Yr Budget Variance to Aministrator Proposed Budget</u>
REVENUES									
Beginning Fund Balance			28,157	20,709		20,709	37,616	37,616	
TAXES									
202-41110-000	General Property Taxes	59,262	59,262	62,676	62,676	62,676	73,142	69,162	6,486
Total Taxes		59,262	59,262	62,676	62,676	62,676	73,142	69,162	6,486
INTERGOVERNMENTAL AID									
202-43270-000	Grants	-	-	-	-	-	-	-	-
Total Intergovernmental Aid		-	-	-	-	-	-	-	-
PUBLIC CHARGES FOR SERVICE									
202-46810-000	Street Tree Fees	-	-	-	-	-	-	-	-
Total Public Charges For Service		-	-	-	-	-	-	-	-
MISCELLANEOUS REVENUE									
202-48110-000	Interest on Investments	-	-	-	-	-	-	-	-
202-48500-000	Donations	10,000	513	-	13,127	13,127	10,000	10,000	10,000
Total Miscellaneous Revenue		10,000	513	-	13,127	13,127	10,000	10,000	10,000
OTHER FINANCING SOURCES									
202-49100-000	Transfers From General Fund	-	-	-	-	-	-	-	-
Total Other Financing Sources		-	-	-	-	-	-	-	-
TOTAL STREET TREES FUND REVENUES		69,262	59,775	62,676	75,803	75,803	83,142	79,162	16,486
EXPENDITURES									
FORESTRY									
202-56110-140	Wages	26,936	27,197	27,478	19,437	27,478	39,622	39,622	12,144
202-56110-150	O/T Wages	3,885	2,211	3,963	1,047	3,963	5,715	5,715	1,752
202-56110-151	FICA	2,358	2,199	2,405	1,526	2,405	3,468	3,468	1,063
202-56110-152	Retirement	2,080	2,034	2,122	1,345	2,122	2,947	2,947	825
202-56110-153	Dental Insurance	833	694	857	357	857	1,200	1,200	343
202-56110-154	Health Insurance	9,026	8,274	9,705	7,279	9,705	13,967	13,967	4,262
202-56110-155	Life Insurance	87	67	87	53	87	130	130	43
202-56110-156	Disability Insurance	57	-	79	-	79	113	113	34
202-56110-210	Professional Services	20,000	22,606	6,800	3,680	5,000	6,800	5,000	(1,800)
202-56110-340	Operating Supplies/Expenses	4,000	1,940	9,180	6,948	7,200	9,180	7,000	(2,180)
Total Forestry		69,262	67,223	62,676	41,673	58,896	83,142	79,162	16,486
OTHER FINANCING USES									
202-59100-900	Transfer To General Fund	-	-	-	-	-	-	-	-
Total Other Financing Uses		-	-	-	-	-	-	-	-
TOTAL STREET TREES FUND EXPENSES		69,262	67,223	62,676	41,673	58,896	83,142	79,162	16,486

DEBT SERVICE FUND - 300

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021 Actuals</u>	<u>2021 Year-End PROJECTED ACTUALS</u>	<u>2022 COMM/ DEPARTMENT RECOMMENDED BUDGET</u>	<u>Administrator Proposed Budget</u>	<u>Yr/Yr Budget Variance to Administrator Proposed Budget</u>
REVENUES									
Beginning Fund Balance			334,976			367,199	163,026	163,026	
TAXES									
300-41110-000	General Property Taxes	608,856	607,443	724,143	607,443	607,443	719,517	719,517	(4,626)
Total Taxes		608,856	607,443	724,143	607,443	607,443	719,517	719,517	(4,626)
MISCELLANEOUS REVENUE									
300-48110-000	Interest on Investments	3,000	119	3,000	119	300	2,000	2,000	(1,000)
300-48112-000	Interest on Special Assessments	-	-	-	-	-	-	-	-
Total Miscellaneous Revenue		3,000	119	3,000	119	300	2,000	2,000	(1,000)
OTHER FINANCING SOURCES									
300-49120-000	Proceeds From Long Term Debt	-	-	-	-	-	-	-	-
300-49150-000	Use of Undesignated Cash Reserves	-	-	-	-	-	-	-	-
300-49405-000	Transfer From TID #5	1,160,744	1,192,454	1,192,490	1,140,273	1,140,273	2,158,321	2,158,321	965,831
300-49406-000	Transfer from TID #6	-	-	-	-	-	-	-	-
300-49407-000	Transfer from TID #7	190,255	191,872	191,872	190,566	191,462	191,462	191,462	(410)
Total Other Financing Sources		1,350,999	1,384,326	1,384,362	1,330,839	1,331,735	2,349,783	2,349,783	965,421
TOTAL DEBT SERVICE FUND REVENUES		1,962,855	1,991,887	2,111,505	1,938,400	1,939,478	3,071,300	3,071,300	959,795
EXPENDITURES									
PRINCIPAL ON DEBT									
300-58100-610	Principal Payment on Notes	1,559,907	1,736,907	1,736,907	1,736,907	1,736,907	2,733,076	2,733,076	996,169
Total Principal On Debt		1,559,907	1,736,907	1,736,907	1,736,907	1,736,907	2,733,076	2,733,076	996,169
INTEREST ON DEBT									
300-58200-622	Debt Service - Interest On Notes	401,148	376,530	372,998	313,940	405,144	336,624	336,624	(36,374)
300-58200-691	Debt Service - Fees	1,800	1,600	1,600	800	1,600	1,600	1,600	-
Total Interest on Debt		402,948	378,130	374,598	314,740	406,744	338,224	338,224	(36,374)
TOTAL DEBT SERVICE FUND EXPENSES		1,962,855	2,115,037	2,111,505	2,051,647	2,143,651	3,071,300	3,071,300	959,795

CAPITAL PROJECTS FUND - 410

The capital project fund provides for the expenditures related to major non-recurring projects and equipment.

VILLAGE PROPERTIES

410-57310-100 ADA Compliance Projects
410-57320-225 Technology Upgrade – Misc. computer upgrades.
410-57320-820 Village Property Maintenance – Annual maintenance

STREET CONSTRUCTION

410-57331-820 Repaving Projects – Annual road maintenance

POLICE DEPARTMENT CAPITAL

410-57350-810 Police Squad Replacement – annual replacement
410-57350-820 PD Miscellaneous Capital – 2022: 3 radar speed signs, 2 license plate readers

FIRE/EMS CAPITAL

410-57501-820 DGEMS Ambulance Replacement – ambulance purchase spread between 2021 & 2022
410-57501-830 DGEMS Study
410-57501-840 Fire Department Engine Replacement – Village portion 62.9%, Engine 3 reduced with fire dues.
410-57501-850 Fire Department Misc. Capital – Village portion of tires, apparatus repairs, MDT router, MDT CAD licensing, MDT VPN licenses, Turnout gear, Tablet mounting brackets, and engine outfitting.
410-57501-860 Fire Dues Capital Expense

PARKS & RECREATION CAPITAL

410-57430-820 Parks & Rec Capital Expense – Irrigation Project.

DEPARTMENT OF PUBLIC WORKS CAPITAL

410-57501-830 Misc. Capital Equipment – Message Boards: 2 in 2022, Traffic data collector

CDA CAPITAL PROJECTS

410-57601-820 CDA Capital Projects – Marketing projects

MISCELLANEOUS CAPITAL

410-58200-810 Library Capital – feasibility study & impact fee
410-58200-820 Miscellaneous Consulting – recruiting & public relations
410-58200-830 Sustainability Projects – electric vehicle conversion

CAPITAL PROJECTS FUND - 410

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUALS</u>	<u>2021 BUDGET</u>	<u>9/30/2021</u> <u>Actuals</u>	<u>2021 Year-End</u> <u>PROJECTED</u> <u>ACTUALS</u>	<u>2022 COMM/</u> <u>DEPARTMENT</u> <u>RECOMMENDE</u> <u>D BUDGET</u>	<u>Administrator</u> <u>Proposed</u> <u>Budget</u>	<u>Yr/Yr Budget</u> <u>Variance to</u> <u>Aministrator</u> <u>Proposed Budget</u>
REVENUES									
Beginning Fund Balance			971,780			971,780	34,878	34,878	
TAXES									
410-41110-000	General Property Taxes	352,500	352,500	350,000	350,000	350,000	500,000	400,000	50,000
Total Taxes		352,500	352,500	350,000	350,000	350,000	500,000	400,000	50,000
SPECIAL ASSESSMENTS									
410-42124-000	Seldal Plat Reconstruction	2,357	1,486	2,357	-	-	-	-	(2,357)
Total Special Assessments		2,357	1,486	2,357	-	-	-	-	(2,357)
INTERGOVERNMENTAL AID									
410-43550-000	State Fire Dues	-	-	-	-	-	-	33,100	33,100
Total Intergovernmental Aid		-	-	-	-	-	-	33,100	33,100
MISCELLANEOUS EARNINGS									
410-46112-000	Miscellaneous Other Earnings	9,300	-	-	-	-	-	-	-
Total Miscellaneous Earnings		9,300	-	-	-	-	-	-	-
MISCELLANEOUS REVENUE									
410-48110-000	Interest on Investments	2,000	4,196	5,000	129	500	1,500	-	(500)
410-48112-000	Interest on Special Assessments	896	36	764	-	150	150	-	(150)
410-48150-000	Interest on Land Contract	2,031	2,031	1,966	1,321	1,966	2,000	2,000	34
410-48151-000	Principal on Land Contract	2,169	2,169	2,233	1,479	2,233	2,300	2,300	67
410-48190-000	Cable Franchise Fees	35,000	26,185	24,000	28,050	28,050	30,000	30,000	1,950
410-48200-000	Reimbursements For Misc Projects	-	-	45,500	-	-	-	-	-
410-48310-000	Sale of Property	-	-	-	-	-	-	10,000	10,000
410-48510-000	Donations From Individual/Organization	-	-	-	-	-	-	-	-
410-48550-000	Rental Income	-	-	-	-	-	-	-	-
410-48900-000	Premium on Debt Issue	-	19,565	-	-	-	-	-	-
Total Miscellaneous Revenue		42,096	54,182	79,463	30,979	32,899	35,950	44,300	11,401
OTHER FINANCING SOURCES									
410-49120-000	Proceeds From Long Term Notes	-	1,820,000	-	-	-	827,957	827,957	827,957
410-49200-000	Transfer From Other Funds	-	-	-	-	45,000	150,000	150,000	105,000
Total Other Financing Sources		-	1,820,000	-	-	45,000	977,957	977,957	932,957
TOTAL CAPITAL PROJECTS FUND REVENUES		406,253	2,228,168	431,820	380,979	427,899	1,513,907	1,455,357	1,025,101

Total Miscellaneous Expenses

-	66,405	-	-	-	-	-	-
---	--------	---	---	---	---	---	---

TOTAL CAPITAL PROJECTS FUND EXPENSES

1,351,847	3,307,320	556,500	1,343,810	1,364,801	949,538	952,538	(412,263)
------------------	------------------	----------------	------------------	------------------	----------------	----------------	------------------