



**VILLAGE OF COTTAGE GROVE  
NOTICE OF PUBLIC MEETING  
Village Board of Trustees  
Tuesday, September 2, 2025  
6:30 p.m.**

This meeting will take place as a hybrid meeting both virtually and in person at Village Hall at 221 E. Cottage Grove Road. If you are utilizing Zoom, please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/85863286826?pwd=JcJ42tNg8sDaZHW7sthEbExl7MPDez.1>. You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID](#) 858 6328 6826# When asked for your Participant ID, just press #, when asked for the [Passcode](#) enter 221. You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: [lkalata@villageofcottagesgrove.gov](mailto:lkalata@villageofcottagesgrove.gov). If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. Pledge Of Allegiance
4. PUBLIC APPEARANCES-Public's Opportunity To Speak
5. Discuss And Consider The Minutes Of The Village Board Meeting On August 18, 2025.

Documents:

[8-18-25 VB MINUTES.PDF](#)

6. Unfinished Business
  - a. Discuss Business Development Process In The Village.
    - i. Presentation on development approval process.

Documents:

[ILL\\_ZONINGAMEND\\_2025-08-26.PDF](#)  
[ILL\\_CONDUSE\\_2025-08-26.PDF](#)  
[ILL\\_PUD\\_2025-08-26.PDF](#)  
[ILL\\_SITEPLAN\\_2025-08-26.PDF](#)

6. Unfinished Business
  - b. Discuss Annexation Process In The Village.

Documents:

[ANNEXMEMO-VB\\_2025-09-02.PDF](#)

- c. Rescind The Vote On The Annexation Petition For David Hoekstra And Elizabeth Fredenberg From The July 21 Village Board Meeting.
- d. Discuss And Consider Annexation Petition From David Hoekstra And Elizabeth Fredenberg To Annex 20.326 Acres From The Town Of Cottage Grove And 11.897 Acres From The Town Of Sun Prairie Located South And West Of Gaston Road, Including Parcels #0711-041-8012-0 And #0811-334-9770-9 And Adjacent Right Of Way. The Petition Includes The Application Of PI, Planned Industrial Zoning To The Annexed Parcels.

Documents:

[CG\\_HOEKSTRAANNEX\\_2025-08-28.PDF](#)

- e. Discuss And Consider Purchase Of DS300 Election Equipment For 2026.

Documents:

[8-18-25 ELECTION EQUIPMENT REPLACEMENT W-QUOTE.PDF](#)

## 7. New Business

- a. Annual Review Of Village Consultants And Service Providers
  - i. General Engineering Company
  - ii. Baker Tilly
  - iii. Pellitteri
  - iv. Ehlers

Documents:

[GEC-V. COTTAGE GROVE.PDF](#)  
[BAKER TILLY CG BOARD PRESENTATION 9-2-25.PDF](#)  
[PELLITTERI-VILLAGE OF COTTAGE GROVE - FINAL.PDF](#)  
[EHLERS-COTTAGE GROVE SERVICES OVERVIEW 2025.PDF](#)

- b. Discuss And Consider 2026 Financial Management Plan.

Documents:

[2026 DRAFT FINANCIAL MANAGEMENT PLAN.PDF](#)  
[MEMO - COMMUNITY PARK SHELTER.PDF](#)  
[STRAND EMAIL.PDF](#)  
[CVMIC EMAIL.PDF](#)

- c. Presentation By Ehlers On Impact Fees.

Documents:

COTTAGE GROVE PUBLIC SAFETY IMPACT FEE STUDY PRESENTATION  
8-27-25.PDF

- d. Discussion On Shared Sidewalk And Road Connections With Town Of Cottage Grove In Westlawn.

Documents:

[MEMO\\_SHARED SIDEWALKS\\_KELMNELSON 9-2-25 \(002\).PDF](#)  
[WESTLAWN\\_2025-08-27.PDF](#)

- e. Discuss And Consider Soft Costs Related To The AV, Security Systems, And Public Safety Antenna For The New Police Station.

Documents:

[SECURITY SYSTEM, AV, AND PUBLIC SAFTEY ANTENNA.PDF](#)  
[BAYCOM - PUBLIC SAFETY RADIO ANTENNA - SYSTEM.PDF](#)  
[RHOMBUS - DOORS AND CAMERAS.PDF](#)  
[AUDIO CONTRACTORS LLC - AV EQUIPMENT.PDF](#)

- f. Discuss And Consider Resolution 2025-17 Re: Recognizing Hispanic Heritage Month.

Documents:

[2025-17 RECOGNITION HISPANIC HERITAGE MONTH.PDF](#)

8. Reports From Village Boards, Commissions & Committees

- a. Budget Review Committee

Documents:

[8-19-25 BUDGET REVIEW COMMITTEE.PDF](#)

- b. Deer-Grove EMS Commission

Documents:

[08-21-2025 DGEMS COMMISSION PACKET.PDF](#)

- b.i. Discuss And Consider 2026-2028 Local 311 Deer-Grove EMS Collective Bargaining Agreement.

Documents:

[2026-2028- LOCAL311-DGEMS COLLECTIVE BARGAINING AGREEMENT- FINAL TA.PDF](#)

- b.ii. Discuss And Consider Resolution 2025-02-0821 Re: Response Vehicle Purchase From Unassigned Fund Balance.

Documents:

[2025-08-21\\_ FUND BALANCE RESPONSE VEHICLE.V2082525.PDF](#)

- c. Cottage Grove Fire District Commission

Documents:

[8-25-2025 COTTAGE GROVE FIRE COMMISSION AGENDA.PDF](#)

- c.i. Discuss And Consider Agreement With Cottage Grove Fire Department For Training At Village Owned Property At 101 E. Cottage Grove Rd.

Documents:

[4851731-ACKNOWLEDGEMENT OF TRAINING USAGE - ECG RD VCG.PDF](#)

- d. Law Enforcement Committee

Documents:

[8.26.025 LEC AGENDA.PDF](#)

- e. Parks, Recreation & Forestry Committee

Documents:

[8.27.25 PRFC AGENDA.PDF](#)

## 9. Reports From Village Officers

- a. Village Attorney

- i. Legal briefings/status update.

- b. Assistant Administrator/Finance Director

- i. Discuss and consider 2025 Budget Amendment 2025-009.

Documents:

[2025 BUDGET AMENDMENT \(2025-009\).PDF](#)

## 10. Communications And Miscellaneous Business

- a. Consider Approval Of Vouchers

Documents:

[BILLS LIST.PDF](#)

- b. Correspondence
- c. Upcoming Community Events
- d. Future Agenda Items

## 11. Adjournment

Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call [608-839-4704](tel:608-839-4704) at least 24 hours prior to the meeting. It is

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

Upcoming meetings:

9/10- Public Works

9/10- Plan Commission

VILLAGE OF COTTAGE GROVE  
**VILLAGE BOARD OF TRUSTEES**  
Monday, August 18, 2025

**MINUTES**

**1. Call to Order**

President Kelm-Nelson called the Village Board of Trustees to order at 6:30 pm. This was a hybrid meeting.

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

It was determined that there was a quorum of members present, and that the agenda was properly posted. The Village Board members present were Cindi Kelm-Nelson, Heidi Murphy, Chris Stoa, Paula Severson, Pete Doll and Dr. Rene Buenzow. Staff present were Village Administrator Matt Giese, Assistant Administrator/Finance Director Cameron Sawyer, Director of Planning & Development Erin Ruth, Director of Parks and Recreation Sean Brusegar, Public Works and Utilities Director Kyela O'Laughlin, Assistant Administrator/Human Resources Manager Inga Cushman, Police Chief Mark Garry, Lieutenant Matt Wagner, Clerk, Lisa Kalata, EMS Chief Eric Lang, Assistant Fire Chief April Hammond, Assistant Fire Chief Lance Severson, Village Engineer Josh Straka, and Village Attorney Rick Manthe.

**3. Pledge of Allegiance.**

- 4. PUBLIC APPEARANCES – Public's opportunity to speak-** Bill Blaska 707 Cherokee Path-Lake Mills was present to speak in favor of UTV/ATV on shared roads. Casey Erlandson 721 Cresthaven Dr. was present to speak in favor of solar panels for the new police station, and disappointment of not hearing the answers on the sport complex and the waste of money by doing so. Sarah Valencia 213 Weald Bridge was present in support of the police station bid award. JP Villavicencio 702 Weald Bridge was present in support of the police station and the solar panels. He expressed concerns with opening the roads to UTV/ATV. He also was disappointed that the lack of discussion of the annexation and sport complex. Kim Haefner 4582 Lotus Ln Cottage Grove registered in favor of the UTV/ATV on shared roads. Scott Listol 4568 Vilas Rd registered in favor of the UTV/ATV on shared roads. Stacey Listol 4568 Vilas Rd registered in favor of the UTV/ATV on shared roads. Mike Anderson 4982 Lotus Ln registered in favor of the UTV/ATV on shared roads. Mike Northhouse 3882 Laudon Rd was present to speak in support of UTV/ATV on shared roads. Matt Haugen 3784 Jargo Rd. was present to speak in support of UTV/ATV on shared roads.

**5. Discuss and consider the minutes of the Village Board meeting on August 4, 2025.**

**Motion** by Severson to approve the minutes from August 4, 2025, with modification of item 8a and 8b to say no action taken, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

**6. Unfinished Business**

**a. Discuss and consider bid award for police station project.**

**Motion** by Severson to approve the bid award to Riley Construction Company, Inc. to include alternate #1 bid for the amount of \$13,240,585, seconded by Buenzow. **Motion** carried with roll call vote of Buenzow Aye, Doll Aye, Kelm-Nelson Aye, Murphy Aye, Severson Aye and Stoa No.

**b. Discuss and consider ATV/UTV usage on Village roadways shared with the Town of Cottage Grove.**

**Motion** by Severson to direct Village Attorney and staff to draft an ordinance to allow UTV/ATV on Coffeytown Road and Gaston Road, seconded by Buenzow. **Motion** carried with a roll call vote of Buenzow Aye, Doll Aye, Kelm-Nelson No, Murphy No, Severson Aye, Stoa Aye.

**c. Discuss Cottage Grove Fire Department training at Village owned property at 101 E. Cottage Grove Rd.**

Assistant Chief Lance Severson and Assistant Chief April Hammond were present to give an overview of the training that could be done at 101 E. Cottage Grove Rd.

**d. Discuss and consider Shady Grove park improvements.**

**Motion** by Doll to approve Shady Grove park improvements as indicated in the staff report, seconded by Buenzow. **Motion** carried with a voice vote of 6-0-0.

**e. Discuss business development in the Village.**

Trustee Stoa gave a brief explanation of the memo in the packet and his desire to hear from staff on the questions that had been asked concerning the sport complex. Trustee Severson would like to have the presentation on development from legal and staff and to discuss process.

**f. Discuss status updates from the Village's commercial real estate broker regarding property acquisition process within TID #9. The Village Board may vote to enter into closed session under item 12 to be held at the end of the meeting.**

Tom and Kyle from Ruedebusch were present to give an update on the property acquisition process within TID#9.

**g. Discuss and consider Listing Contract for 612 N. Main St.**

**Motion** by Murphy to approve the listing contract for 612 N. Main St. as presented, seconded by Poll. **Motion** carried with a voice vote of 6-0-0.

**7. New Business**

**a. Annual review of Village Consultants and service providers.**

**i. Johnson Block**

**ii. Stafford Rosenbaum**

**iii. Colonial Club**

The three service providers gave a brief overview of the services provided to the Village.

**b. Discuss options for upgrades to election equipment.**

Kalata and Sawyer explained the memo. The board agreed to add to the next agenda for formal action to move forward with upgrades to election equipment.

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

Attorney Manthe explained the property is outside of TID 9 but could go into closed session to discuss the listing.

**8. Reports from Village Boards, Commissions & Committees**

**a. Public Works, Properties and Sustainability Committee**

Stoa reported they approved the Snow and Ice policy and the Purple Cow contract. They discussed the 2026 engineering budget and that the path to McCarthy park will not be moving forward at this time. They discussed the UTV/ATV on roads and approved. They talked about the stop sign policy and the engineer and director reports were discussed.

**a.i. Discuss and consider recommendation of approval from the Public Works, Properties and Sustainability Committee of the Snow and Ice policy.**

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

**a.ii. Discuss and consider recommendation from Public Works, Properties & Sustainability Committee for approval on the Purple Cow contract for 2026 and beyond.**

**Motion** by Severson to approve the Purple Cow contract for 2026 and beyond, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

**b. Utility Commission**

Stoa reported they approved the vouchers and minutes. They discussed the farm interceptor project. Ehlers presented the water and sewer cash flow and rate plan. They approve the zero lot line applications. The engineer and director reports were discussed.

**c. Plan Commission**

Kelm-Nelson reported they approved the zero lot line applications and discussed the subdivision chapter updates from the 203 ad hoc housing task report.

**c.i. Discuss and Consider zero lot line application from the Steven T. Randall Revocable Trust to split an existing duplex at 101 and 103 E. School Road into two parcels.**

**Motion** by Murphy to approve the zero lot line application from Steven T. Randall Revocable Trust to split an existing duplex at 101 and 103 E. School Road into two parcels with staff conditions, seconded by Doll. **Motion** carried with a voice vote of 6-0-0.

**c.ii. Discuss and Consider zero lot line application from the McFarland Meadows LLC to split an existing duplex at 105 and 107 E. School Road into two parcels.**

**Motion** by Murphy to approve a zero lot line application from the McFarland Meadows LLC to split an existing duplex at 105 and 107 E. School Road into two parcels with staff conditions, seconded by Doll. **Motion** carried with a voice vote of 6-0-0.

**c.iii. Discuss and Consider request from David Zielke for approval of a site plan for an 18,476 sq. ft. multi-tenant commercial building to be located at 640 Cork Crossing.**

**Motion** by Severson to approve a site plan for an 18,476 sq.ft. multi-tenant commercial building to be located at 640 Cork Crossing with staff conditions, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

**9. Reports From Village Officers**

**a. Village Attorney**

- i. Legal briefings/status update- None

**10. Communications And Miscellaneous Business**

**a. Consider approval of vouchers**

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

**b. Correspondence-** several emails about sport complex, traffic on Damascus and Shady Grove park.

**c. Upcoming community events-** Community Night Out on August 20<sup>th</sup> at 5 pm at Bakken Park, Taste of Cottage Grove on August 21<sup>st</sup>, Music in the Grove on August 28<sup>th</sup>.

**d. Future agenda items-** FMP, Service Providers, election equipment, fire department agreement.

**11. Discuss and consider entering into closed session regarding possible acquisition of property located at 616 N. Main St as discussed in item 7c.**

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

**Motion** by Kelm-Nelson at 10:00 pm to enter into closed session regarding possible acquisition of property located at 616 N. Main St as discussed in item 7c. The Village of Cottage Grove Village Board will enter into Closed Session pursuant to

Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, seconded by Murphy. **Motion** carried with a roll call vote of Buenzow Aye, Doll Aye, Kelm-Nelson Aye, Murphy Aye, Severson Aye, Stoa Aye.

**12. Discuss and consider entering into closed session to discuss negotiating strategy regarding property acquisition within TID #9 as discussed in item 6f.**

**The Village of Cottage Grove Village Board Will Enter into Closed Session Pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or Negotiating the Purchasing of Public Properties, The Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session.**

**Motion** by Kelm-Nelson at 10:00 pm to enter into closed session to discuss negotiating strategy regarding property acquisition within TID #9 as discussed in item 6f. The Village of Cottage Grove Village Board Will Enter into Closed Session Pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or Negotiating the Purchasing of Public Properties, The Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session, seconded by Murphy. **Motion** carried with a roll call vote of Buenzow Aye, Doll Aye, Kelm-Nelson Aye, Murphy Aye, Severson Aye, Stoa Aye.

**13. Reconvene into open session and possible consideration of closed session items**

**Motion** by Murphy to reconvene into open session at 10:24 p.m., seconded by Severson. **Motion** carried with a roll call vote Buenzow Aye, Doll Aye, Kelm-Nelson Aye, Murphy Aye, Severson Aye, Stoa Aye.

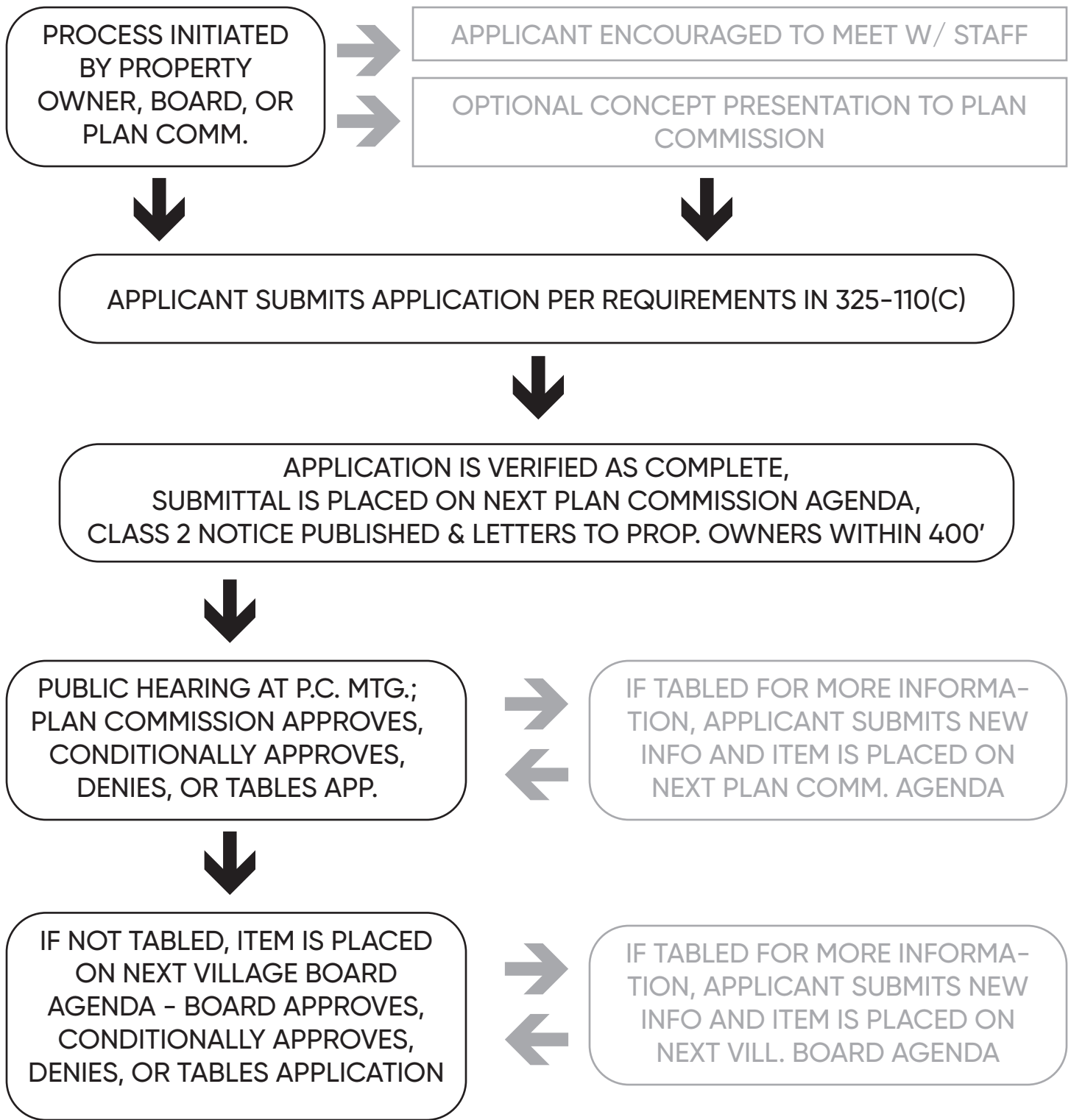
**14. Adjournment**

**Motion** by Murphy to adjourn at 10:25 p.m., seconded by Stoa. **Motion** carried with a voice vote of 6-0-0.

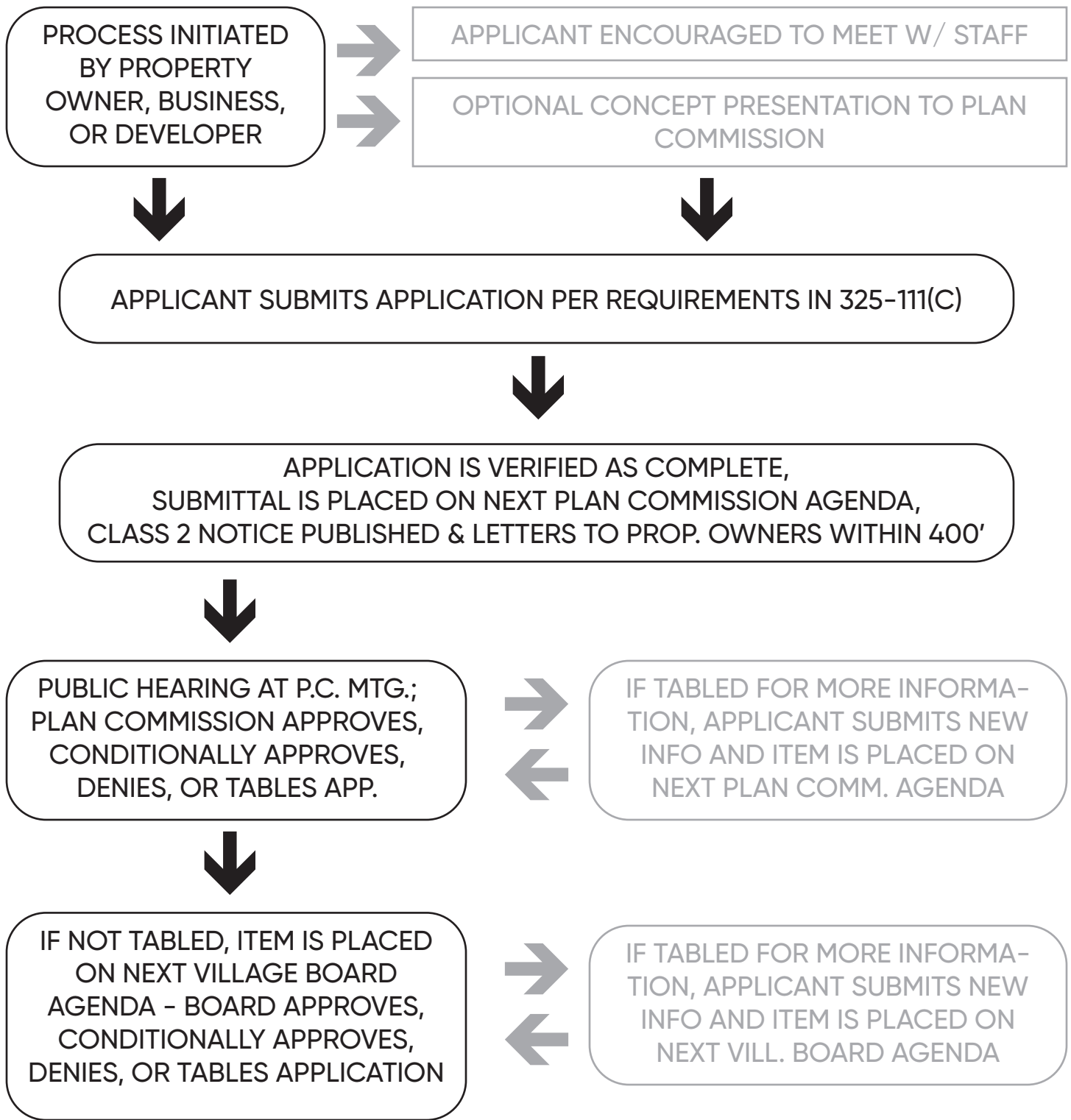
**Lisa Kalata, Clerk  
Village of Cottage Grove  
Approved:**

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

# ZONING AMENDMENT APPROVAL PROCESS (325-110)

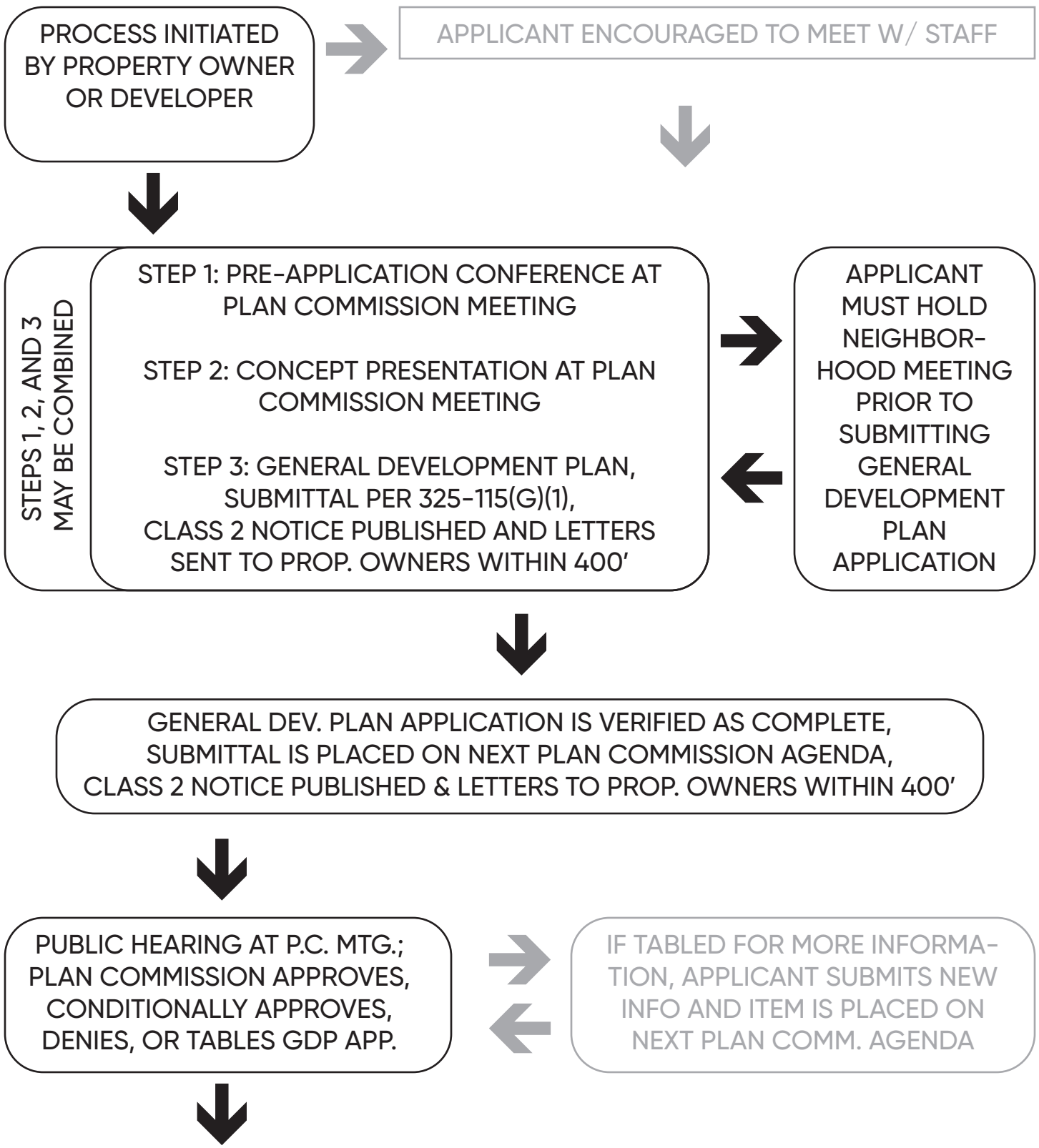


# CONDITIONAL USE PERMIT APPROVAL PROCESS (325-111)

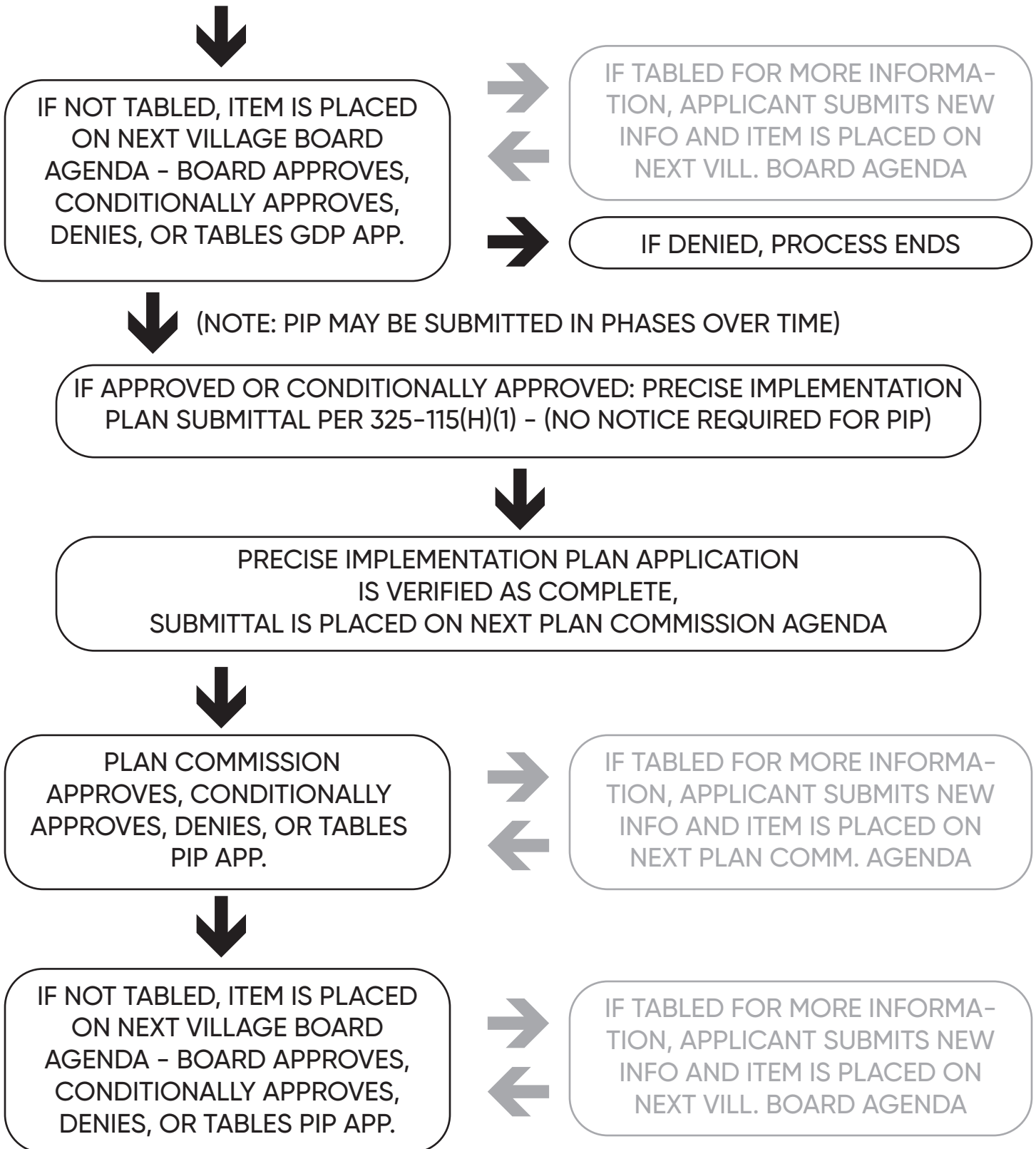


NOTE: CONSTRUCTION SHALL COMMENCE WITHIN 1 YEAR OF BOARD APPROVAL; USE SHALL BE OPERATIONAL WITHIN 2 YEARS OF BOARD APPROVAL

# PLANNED UNIT DEVELOPMENT APPROVAL PROCESS (325-115)

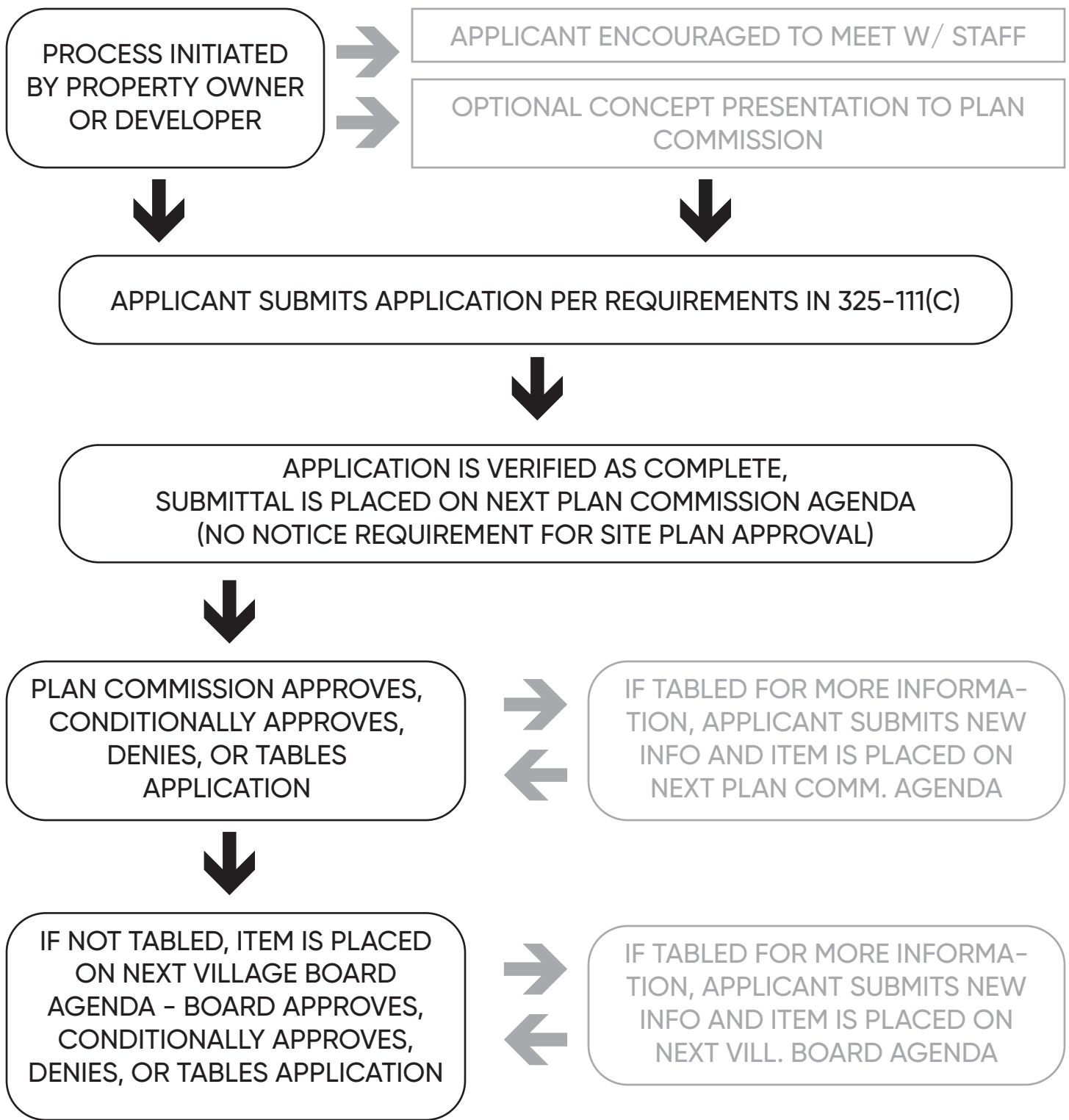


# PLANNED UNIT DEVELOPMENT APPROVAL PROCESS (325-115), CONTINUED



NOTE: REAPPROVAL REQUIRED FOR ELEMENTS NOT BUILT WITHIN 10 YEARS

# SITE PLAN APPROVAL PROCESS (325-112)



NOTE: APPROVAL EXPIRES TWO YEARS AFTER VILLAGE BOARD APPROVAL IF PROJECT IS NOT BUILT



# PLANNING STAFF REPORT

**MEMO DATE:** August 25, 2025

**MTG. DATE:** **SEPTEMBER 2, 2025**

**TO:** Village of Cottage Grove Board of Trustees

**CC:** Matt Giese – Village Administrator  
Lisa Kalata – Village Clerk  
Kyela O’Loughlin – Public Works & Utilities Director  
Larry Konopacki – Village Attorney  
Rick Manthe – Village Attorney  
Josh Straka – Village Engineer

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

**RE:** **Annexation Process in the Village**

## OVERVIEW

The following is an overview of the most common annexation processes as defined by Wisconsin Statutes.

## ANNEXATION TYPES

- **Direct annexation by unanimous approval** - per Wis. Stat. 66.0217(2)
  - Petition signed by all the electors residing in the territory and the owners of all real property in the territory
  - Petition filed with Village Clerk and Clerk of Town(s) where territory is located
  - Petitioner shall file a copy of the petition with the WI Dept. of Administration; the Village shall review the advice of the WI DOA before enacting the annexation ordinance
  - May be approved by 2/3 majority of Village Board with no notice required, or simple majority with publication of Class 1 notice (published in newspaper one time)

- *Note regarding Hoekstra annexation: notice for rezoning and annexation was published as a Class 2 notice (published in newspaper twice) prior to the Plan Commission public hearing; a notice letter regarding rezoning and annexation was sent to property owners within 400 feet; therefore notice exceeded the Class 1 notice requirement – furthermore, since any approval from a 6-person Board is a 2/3 majority, the Class 1 notice was not required*
  
- **Direct annexation by one-half approval** – per Wis. Stat. 66.0217(3)(a)
  - Petition signed by a number of qualified electors residing in the territory subject to the proposed annexation equal to at least the majority of votes cast for governor in the territory at the last gubernatorial election, and either of the following:
    - The owners of one-half of the land area within the territory
    - The owners of one-half of the real property in assessed value within the territory
  - Requires Class 1 notice and notice copied to all property owners within the territory to be annexed
  
- **Annexation by referendum** – per Wis. Stat. 66.0217(3)(b)
  - Petition for a referendum on the question of annexation may be filed with the Village if signed by a number of qualified electors residing in the territory equal to at least 20 percent of the votes cast for governor in the territory in the most recent gubernatorial election, and the owners of at least 50 percent of the real property in either area or assessed value
  - Requires Class 1 notice and notice copied to all property owners within the territory to be annexed
  
- **Other methods of annexation**
  - A city or village may initiate an annexation by referendum per Wis. Stat. 66.0219
  - A city of village may directly annex property it owns per Wis. Stat. 66.0223
  - Annexations may occur as defined by a boundary agreement
    - May define an area where annexation occurs immediately upon approval of the agreement
    - May define an area where owners may request annexation

- May define an area to be annexed at a specific future date

The Village ordinance does not require additional steps beyond those required by Wisconsin Statute.

### **STAFF RECOMMENDATION**

In the past fifteen years there has been one annexation by one-half approval (Shady Grove). All other annexations have been direct annexations by unanimous consent, or they were an annexation of Village-owned property.

Direct annexations by unanimous consent can vary widely in size, complexity, and potential impact. Rather than applying a one size fits all approach, staff recommends that in the future the Village require a potential petitioner to present to the Village Board prior to filing an annexation petition. At that time, based on the potential impact of the annexation, the Board can request a level of public notice and feedback that they deem is appropriate to that petition, while also directing staff to prepare information they feel will be relevant to considering an approval.



# PLANNING STAFF REPORT

**MEMO DATE:** August 28, 2025

**MTG. DATE:** **SEPTEMBER 2, 2025**

**TO:** Village of Cottage Grove Board of Trustees

**CC:** Matt Giese – Village Administrator  
Lisa Kalata – Village Clerk  
Larry Konopacki – Village Attorney

**FROM:** [Erin Ruth, AICP – Village Planning Director](#)  
Kyela O’Loughlin – Public Works & Utilities Director  
Josh Straka – Village Engineer  
Rick Manthe – Village Attorney

**RE:** **Hoekstra/Fredenberg Annexation Petition**

## BACKGROUND

Property Owner: David Hoekstra & Elizabeth Fredenberg

Location: Parcels #0711-041-8012-0 in the Town of Cottage Grove & #0811-334-9770-9 in the Town of Sun Prairie, south and west of Gaston Road

Area: 32.223 acres

Agent: Ron Trachtenberg, Fuhrman & Dodge - attorney

Existing Zoning: Under Dane County and Town of Sun Prairie zoning

Proposed Zoning: PI, Planned Industrial

## OVERVIEW

The applicants, David Hoekstra and Elizabeth Fredenberg, are seeking approval of an annexation petition to attach 32.223 acres to the Village of Cottage Grove. There is no longer a specific project lined up for this property after Creed Indoor terminated its

interest in the property. However, the property owners would still like to move forward with the annexation to facilitate future development. The applicant is requesting 'direct unanimous annexation' as described by Wis. Stat. 66.0217(3)(a).

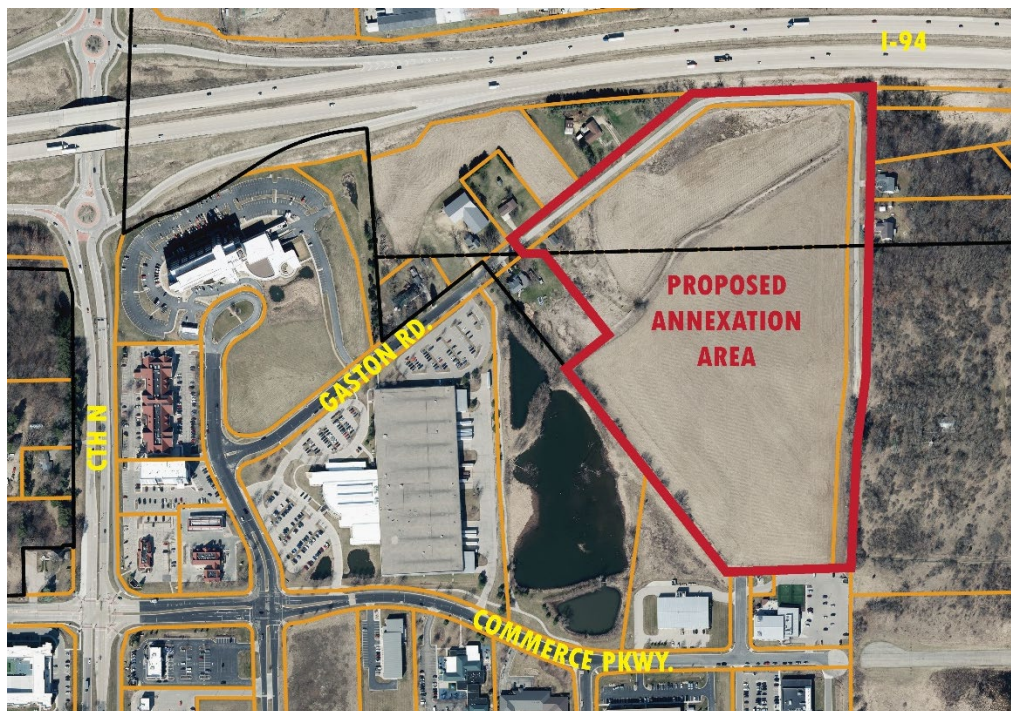
The northern 11.897 acres are currently within the Town of Sun Prairie while the remaining 20.326 acres are within the Town of Cottage Grove. The annexation area includes parcels #0711-041-8012-0 and #0811-334-9770-9 along with adjacent right of way as shown in the annexation map.

Included within the petition is a request to apply PI, Planned Industrial zoning to the parcels upon the annexation becoming official.

The related annexation was not approved at the July 21 Village Board meeting, and no vote was taken on the Creed Conditional Use Permit at that meeting. The items were not reconsidered at the subsequent August 4 meeting. Members of the Village Board requested additional information related to traffic, access, and other site related issues.

The following memo was prepared by Staff to address the issues.

## LOCATION MAP



## **SITE ACCESS AND EMERGENCY VEHICLE CIRCULATION**

The Cottage Grove Fire Department and Deer Grove EMS were notified of the proposed annexation and were provided with the concept plan prior to the July Plan Commission meeting. They did not have comments for that meeting. Staff discussed the project with both departments again via email and during our bi-annual public safety/planning/building inspection meeting following the second July Village Board meeting.

Both departments indicated that their comments would be more applicable to a formal site plan review when fully engineered and dimensioned drawings are provided. CGFD Assistant Chief Hammond outlined various pertinent fire codes that will need to be addressed during that site plan review related to width of access, vehicle circulation through the site, and other site related issues (see attached email). CGFD Chief Archibald, DGEMS Chief Lang, and CGPD Chief Garry did not have additional concerns.

## **IMPROVEMENTS TO E. GASTON ROAD**

Strand provided a diagram and overview of recommended improvements related to the annexation and sports facility project in the August 4, 2025 staff report. In the absence of a specific project, staff feels the following considerations should still be included in a revised pre-annexation agreement with the property owner:

1. Urbanize the south/east half of Gaston Road from the existing curb and gutter near Johnson Health Tech east to the southern limits of Lot 3 in the Town of Sun Prairie. Urbanization would include street widening (approximately 10 feet), concrete curb and gutter, sidewalk, and storm sewer as needed. This would bring the roadway up to current Village standards.



*1: Urbanized section at Johnson Health Tech looking east*

2. Repave the existing Gaston Road from the existing curb and gutter near Johnson Health Tech east to the southern limits of Lot 3 in the Town of Sun Prairie. This roadway asphalt is in poor condition and will likely need to be repaved to match the urban reconstruction limits and to provide adequate access for emergency vehicles.



*2: Existing section of Gaston Road in the Town of Sun Prairie looking east*

The August 4, 2025 staff report recommended a third emergency only access point to Gaston Road. However, until there is a specific development plan the need for that access cannot be determined. It is recommended that this issue be addressed in the future related to zoning and site plan approvals.

## **ERB ROAD**

In the August 4, 2025 staff report, Strand recommended that Erb Road should be extended and ended with a cul-de-sac into the project site. However, in the absence of a specific project the preferred future configuration of Erb Road cannot be determined.

The approved pre-annexation agreement includes a requirement to complete a water main loop from Erb Road to Gaston Road. The revised agreement should still address this requirement.

In addition, since there is no specific site plan at this time, the pre-annexation agreement should also reference a requirement to connect Erb Road with Gaston Road with either a public street or a publicly accessible privately-owned driveway route.

## **POTENTIAL FOR FUTURE EXTENSION OF E. GASTON ROAD**

Board members inquired about the potential to extend E. Gaston Road from its current end point to connect to the eastern end of Commerce Parkway. Strand investigated the feasibility of that extension.

A realignment to the south could occur on the existing airport property to allow for redevelopment opportunities on both sides of the roadway extension and to provide a future connection to Commerce Parkway if the airport property ever redevelops.

A Gaston Road roadway connection directly south to Commerce Parkway would have the following limitations:

- The topographic grade change near the Oakstone property would be difficult.
- Gaston Road could then only be developed on the east side of the roadway instead of setting it up for development potential on both sides.
- Oakstone would have a public roadway on three sides of its property.
- The Commerce Parkway/Erb Road intersection would only be approximately 350 feet apart from the Commerce Parkway/Gaston intersection which is not ideal from a safety and traffic standpoint.

## **POTENTIAL TRAFFIC IMPACTS**

In the August 4, 2025 staff report, Strand provided a preliminary estimate of traffic impact related to the proposed sports facility with the understanding that a full traffic impact analysis (TIA) would be required to truly understand the impact. Given the absence of a specific project at this time, much of that analysis is no longer applicable.

Strand notes the following points related to the intersection at CTH N and Gaston/Commerce Parkway:

- The Gaston/Commerce & CTH N intersection's total daily traffic is likely between 21,000 and 22,800 based on Amazon's TIA.
- The intersection should be able to handle between 30,000 and 40,000 ADT (total of both roads) in its current condition.
- After the proposed Amazon traffic is added to this intersection the AM and PM peak level of service (LOS) will be a B. Typically, improvements are added to an intersection when the LOS is between a D and E.
- The annexation agreement could require future TIAs for development in the proposed annexation area, and for the developer(s) to share in any upgrades

needed to existing intersections in the Commerce Park area, proportionate to the impact of the development.

## **LIGHTING AND BUFFERYARD REQUIREMENTS**

As previously noted, lighting and landscaping are elements that are typically reviewed during site plan approval. Exterior lighting is regulated under 325-78. During site plan approval the applicant is required to submit a photometric plan that shows light levels throughout the site to all property lines, and light fixture details to ensure dark sky compliance.

Landscaping is regulated by Article V of the zoning ordinance. In addition to the required site landscaping the applicant will need to provide a landscaped bufferyard adjacent to the neighboring residential property due to the presumed difference in zoning between the two properties. The required buffer could be achieved through some combination of trees, shrubs, fencing, and berms.

Since these elements are already required by ordinance, they should be addressed during site plan review for any future projects in the proposed annexation area.

## **PRE-ANNEXATION AGREEMENT**

At its June 16 meeting the Village Board approved a pre-annexation agreement with the applicants. The agreement outlines responsibilities for utility installation among other issues. In staff's opinion, elements of this agreement are no longer applicable and the agreement should be revised per the recommendations below prior to considering the annexation petition.

## **INTERGOVERNMENTAL CONSIDERATIONS**

The annexation petition has also been submitted to the Wisconsin Department of Administration (WI DOA), the Town of Cottage Grove, and the Town of Sun Prairie as required by state law.

The Village received a letter dated July 8, 2025 from Erich Schmidtke, the Municipal Boundary Reviewer at the WI DOA. The letter states that "the subject petition is for territory that is reasonably shaped and contiguous to the Village of Cottage Grove, which is able to provide municipal services." The WI DOA did note a small discrepancy

between the map and the legal description in the annexation petition. The applicant shall address the discrepancy prior to registering the annexation.

Village staff extended invitations to the Towns of Cottage Grove and Sun Prairie to discuss any concerns or questions. As of this writing staff has not received a response from the Town of Cottage Grove.

Staff met with Town of Sun Prairie Chairman Lyle Updike and Town Board member/Plan Commission Chairman Doug Yelk. They had no concerns with the proposed annexation. They requested the Village prepare a maintenance agreement related to the small triangle of Gaston Road right of way that will remain in the Town. They also requested that the agreement indicate that Town residents would not be charged for the installation of sidewalks or other street improvements. Such an agreement has been drafted and has been approved by the Town.

## **STAFF RECOMMENDATION**

The previously approved pre-annexation agreement with the current property owners was drafted with the understanding that the property would be transferred to Creed Indoor for subsequent development of an indoor sports facility. Some aspects of that agreement are no longer applicable, as noted above.

Therefore, staff recommends the annexation petition from Hoekstra/Fredenberg be **POSTPONED** to allow for the revision of the pre-annexation agreement. Staff recommends the following items be addressed in the pre-annexation agreement:

1. When the property develops, urbanize the south/east half of Gaston Road from the existing curb and gutter near Johnson Tech east to the southern limits of Lot 3 in the Town of Sun Prairie. Urbanization would include street widening (approximately 10 feet), concrete curb and gutter, sidewalk and storm sewer as needed.
2. When the property develops, repave the existing Gaston Road from the existing curb and gutter near Johnson Tech east to the southern limits of Lot 3 in the Town of Sun Prairie.
3. Since there is no longer a specific project related to the annexation petition, staff recommends the property be brought into the Village under RH, Rural Holding zoning.

4. When the property develops, water main looping shall be completed between Erb Road and Gaston Road.
5. When the property develops, Erb Road and Gaston Road shall be connected with either a public street or a publicly accessible privately-owned driveway route.
6. When a specific project or projects are proposed, prior to approval the developer shall provide a traffic impact analysis (TIA). Based on the TIA, the developer may be responsible for contributing to future intersection improvements proportionate to the traffic impact created by the development.

**Meeting Date:** August 18, 2025

**Memo Date:** August 5, 2025

**To:** Village of Cottage Grove Board of Trustees, Matt Giese Administrator,  
Cameron Sawyer Assistant Administrator/Finance Director

**From:** Lisa Kalata, Village Clerk

**Subject:** Aging Election Equipment

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## Background

The current election tabulators (DS200) have been in service since 2013, and they are reaching their sunset period in the next couple years. Dane County Clerk's recently had a meeting with County Clerk Scott McDonell and ES&S Account Manger Kyle Weber to discuss the equipment maintenance of current equipment (DS200) and potential to purchase new equipment (DS300). The Village currently has six DS200 which have been purchased over a period with the oldest being placed in service in 2013 and the newest being placed in service in 2023 when the second polling location was brought online. We have experienced a few issues with the older units on testing days and on election day. Previous budget memos did have information regarding the replacement of election equipment in future years and that time has come to make a decision.

Every other year there is maintenance that is done on this equipment and that is coming up in December of this year. There will be cost associated with this maintenance along with firmware upgrades needed to keep the equipment up to date. This cost would be \$1,020 along with battery replacements of \$1,176 for a total of \$2,196 for all six units. The other option would be to purchase the new DS300 to replace the equipment that will be sunsetting in a couple of years. Attached is a quote from ES&S for the replacement of equipment in 2026.

## Recommendation

Staff is asking direction from the Board:

- Proceed with maintenance and upgrades for the DS200 units, or
- Approve the purchase of new DS300 units for 2026.

**Please Enter Customer Name on Customer Information Tab**  
**Purchase Proposal Quote**  
 Submitted by Election Systems & Software

**Quote Date:** 8/6/2025  
**Quote Valid Through:** 9/5/2025

**Purchase Solution Includes:**

Quantity	Item Description	Unit Price	Extended Price
<b>Tabulation Hardware</b>			
<b>DS300 Poll Place Scanner and Tabulator:</b>			
6	DS300 (Includes Internal Backup Battery, Paper Roll and One (1) Standard 4GB Memory Device)	\$5,995.00	\$35,970.00
6	DS300 Ballot Box with Power Supply and AC Cord	\$995.00	\$5,970.00
<b>Services</b>			
X	Tabulation Equipment Installation		\$2,250.00
X	1 Year Hardware and Software Warranty		Included
X	Estimated Shipping and Handling		\$1,007.80
X	Trade-In Allowance. Equipment Being Traded-In by Customer Includes: 6-DS200 Scanner 6-DS200 Ballot Box		(\$1,500.00)
<b>Total Purchase Solution</b>			<b>\$43,697.80</b>
<b>Payment Terms</b>			
Amount due within thirty (30) calendar days of contract execution:			\$43,697.80
<b>Annual Post-Warranty License and Maintenance and Support Fees</b> (Fees are Based Upon a 1-Year Customer Commitment to Subscribe to the Following Services)			
<b>Annual Post-Warranty Hardware Maintenance and Support Fees:</b>			
6	HMA DS300 - Extended Warranty with Biennial Maintenance	\$200.00	\$1,200.00
<b>Annual Post-Warranty Firmware License and Maintenance and Support Fees:</b>			
6	Firmware License - DS300	\$115.00	\$690.00
<b>Total Annual Post-Warranty License and Maintenance and Support Fees</b>			<b>\$1,890.00</b>

**Footnotes:**

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
3. Subject to state, municipal, jurisdictional, provincial or territory laws to the contrary, the above pricing information is confidential, proprietary and trade secret information of ES&S and is intended only for the use of the individual or entity to which the document is directed to. This information may not be disclosed or reproduced either publicly or to any other individual or entity without the prior written authorization of ES&S.
5. ES&S will coordinate the pickup and transportation of the trade-in equipment from Customer's site on a date to be mutually agreed upon by the parties. Customer is responsible for preparing, packaging and palletizing the trade-in equipment for shipment.



*Engineers • Consultants • Inspectors*

# **VILLAGE OF COTTAGE GROVE 2025 Building Inspection Services Overview**

Portage . Black River Falls . Green Lake

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Michael E. Parrott  
Director of Inspection Services  
p. 608-742-2169  
[mparrott@generalengineering.net](mailto:mparrott@generalengineering.net)

Consulting Engineering • Structural Engineering • Building Inspection • GIS • Grant & Funding  
Cross Connection Control • Land Surveying • Zoning Administration



## **General Engineering Company (GEC)**

Since 1912, General Engineering Company (GEC) has been partnering with and serving the best interests of our clients. By focusing on quality, reliability and innovation, GEC has grown into a multidisciplinary consulting firm providing services to both municipal and private clients.

In 1998, GEC began providing building inspection and related services to our clients. Starting with just two inspectors and a handful of municipalities, GEC's Inspection Department is now composed of over 50 dedicated, highly trained, and competent inspectors & support staff who serve over 340 municipal clients throughout the state, including the Village of Cottage Grove and several of the Village's municipal neighbors within Dane County.

Cumulatively, our inspectors have hundreds of years of experience as inspectors, plan reviewers and tradespeople, including master electricians and master plumbers. As an engineering firm, both our Residential and Commercial inspectors also have access to on-staff Professional Structural and Civil Engineers. With the increasing complexity of codes and construction projects, we believe the depth & diversity of knowledge and expertise available to our inspection staff is a distinct advantage to our clients and the communities we serve.

GEC's Inspection Department offers a full suite of building inspection-related services. These services include but are not limited to inspections of:

- Residential (1- and 2-family dwellings)
- Multi-family structures
- Commercial and Industrial facilities without size limitations
- Fire Sprinkler & Fire Alarm Systems (FSFA)
- Cross-connection arrangements
- Commercial Plumbing
- Commercial Electric
- Structural Assemblies

GEC has also developed an extremely robust Commercial Plan Review program. GEC's plan review program offers several advantages including:

- High-level, detailed plan examinations performed by qualified staff with decades of experience.
- Modest review lead times as compared to the traditional, State plan review path.
- Review of buildings without size or type limitation.

In addition to Building Inspection Services, GEC also provides additional services such as civil engineering consulting, zoning administration, site design, planning, structural design for buildings and structures, land surveying, data collection, construction staking, grant & funding services, and raze inspections. These services help distinguish GEC from other agencies, giving us an advantage when complex issues arise in the field.

GEC prides itself on fostering long-lasting partnerships and successful collaborations with its clients, partners, and stakeholders. These enduring partnerships are a testament to our commitment to excellence and client satisfaction. Our professionals are dedicated to achieving success and ensuring every client's vision becomes a reality. We offer professionalism, consistency, longevity, and a common-sense approach in all day-to-day services we provide. Our clients' best interests come first in all cases.

## **GEC Inspection Services Provided to the Village of Cottage Grove**

### **Building Inspector**

- A full-time, State certified inspector, Jim Trebian, has been assigned as primary inspector to the Village. Jim receives assistance from other certified inspectors for both UDC and Commercial projects as required to address inspection volume and to provide specialized inspections.
- Coverage for your primary inspector is provided by GEC building inspection staff in cases of vacation, illness, or some other form of absence. In extreme cases, coverage may not be immediately available, but we do make every effort possible to have someone in place as soon as possible on these rare occasions.
- All GEC inspectors are equipped with cell phones and iPads so that they may respond to any questions or concerns of the public Village staff either by phone or via email, as soon as possible.
- All permit applications are processed, approved and issued by the Village's assigned building inspector(s) and/or permit technician(s).
- Inspections are scheduled directly with your assigned inspector(s). Our inspectors typically respond to inspection requests within 24 hours; only about 5% of requests take the full 48-hour response time allowed by State Code.
- Violations are issued in writing. Continued violations (with prior approval of the Village) will be issued citations. If required, inspection staff will be available for court appearances.
- GEC staff are responsible for the issuance of Building Permits as well as tracking permits throughout their life.
- GEC also assists with Municipal Code Enforcement as requested by the Village.

## **INSPECTION TYPES**

General Engineering issues permits for and/or performs inspections on behalf of the Village of Cottage Grove in the following areas:

### **Commercial**

- Commercial Building (Structural, HVAC, Fire Suppression, and Fire Alarm)
  - This includes commercial buildings of all types and without size limitations.
- Commercial Electrical
- Commercial Plumbing

### **Residential**

- New One- and Two-Family Dwellings (Uniform Dwelling Code (UDC) Structures)
- Additions
- Remodels and Alterations
- Plumbing
- HVAC
- Electrical (including service upgrades and solar array installations)
- In-Ground Pools
- Detached Garage and/or Sheds
- Decks
- Sheds/Accessory Buildings
- Fences
- Raze/Demo
- Erosion Control

## **PLAN REVIEW**

GEC provides plan review in lieu of the State on behalf of the Village of Cottage Grove in the following areas:

- Commercial Building (Structural and HVAC)
- Fire Suppression and Fire Alarm (FS/FA)
- Plumbing

The above plan reviews include buildings of all types without size limitations such as:

- Offices, Banks, and other Professional Buildings
- Industrials Buildings
- Restaurants
- Stores
- Multi-Family Apartments
- Amazon Fulfillment Center

# BUILDING PERMIT SOFTWARE

General Engineering Company currently utilizes FileMaker Pro Advanced to maintain building permit data collection. This software allows our inspectors and administrative staff to:

- Enter permit applications directly into our data collection site
- Enter and track inspections as completed.
- Track expired permits
- Auto generate emails to applicants to follow up on dormant projects
- Run monthly reports/invoices and produce reports/inquiries for individual municipalities.
- All new single family home permit data, as required by the State, is sent directly to DSPS from this system on behalf of our municipal clients.
- Online permit application submittal is also utilized through this software. This allows the applicant to go to our website at [generalengineering.net](http://generalengineering.net) to complete and submit a permit application directly to their building inspector.

## Community Access Portal

Through FileMaker, the Village of Cottage Grove also gains admission to your permitting activity through GEC's Community Access Portal. The Portal allows municipal staff on demand access to the Village's permit records. The Portal, also, provides the Village with an opportunity to allow their assessor permission to view the site and collect valuable data.

## Examples of Community Access Portal Views

**Commercial Remodel**

**Permit Number:** 25-0003-99-999 | City of Mayberry

**City of Mayberry** | 625 South Main Street | Permit 1 of 3 | Estimated Cost: \$1,200,000.00

Community	Mayberry
Permit Number   Date	25-0003-99-999   2/27/2025
Permit Type	Constr. HVAC Electric Plumbing Erosion Control

Inspections					
Permit Posted	Erosion	Sewer/Water	Temporary Electric	Footings	Foundation/ Backfill
Underfloor Drain	Basement Vapor Barrier	Permanent Service	Rough Plumbing	Rough Framing	Rough HVAC
Rough Electric	Insulation/ Vapor Barrier	Deck	Final/Close		

Project Description	COMMERCIAL REMODEL
Building Address	625 South Main Street
City, State ZIP	Mayberry, WI 99999
Parcel Number	1341-452
Building Height	32
Subdivision Name	Harmonic Pines
Lot Number	101
Census Code	437 - Nonresidential And No Housekeeping Additions And Alterations
Permit Status	ACTIVE

Documents	Invoicing	Permit Fees
<ul style="list-style-type: none"> <li>Document 1</li> <li>Document 2</li> <li>Document 3</li> </ul>	<input checked="" type="checkbox"/> Payment Instructions Sent? Date: 2/27/2025 <input type="button" value="Send Payment Instructions"/>  <input checked="" type="checkbox"/> Fees Paid? Date: 2/27/2025 Payment Method: <input type="text" value="Check"/>	Construction \$2,450.00 Plumbing \$1,350.00 Electrical \$745.00 HVAC \$745.00 Zoning Other Administrative <b>TOTAL \$5,290.00</b>

## Residential Electric Service

**GEC** Permit Number: 25-0002-99-999 | Barney Fife Search Save PDF Logout

Barney Fife | 411 Elm Street Permit 2 of 3 Estimated Cost: \$2,500.00

Community	Mayberry
Permit Number   Date	25-0002-99-999   2/27/2025
Permit Type	Electric

Inspections					
Permit Posted	Erosion	Sewer/Water	Temporary Electric	Footings	Foundation/ Backfill
Underfloor Drain	Basement Vapor Barrier	<b>Permanent Service</b>	Rough Plumbing	Rough Framing	Rough HVAC
Rough Electric	Insulation/ Vapor Barrier	Deck	<b>Final/Close</b>		

Project Description	Electrical Service Upgrade
Building Address	411 Elm Street
City, State ZIP	Mayberry, WI 99999
Parcel Number	1341-307
Building Height	16
Subdivision Name	Harmonic Pines
Lot Number	245
Census Code	131 - Electrical Only
Permit Status	ACTIVE, EXPIRES: 2/27/2026

Documents	Invoicing	Permit Fees
	<input checked="" type="checkbox"/> Payment Instructions Sent? Date: 2/27/2025 <a href="#">Send Payment Instructions</a>	Construction
	<input checked="" type="checkbox"/> Fees Paid? Date: 2/27/2025 Payment Method: <input type="text" value="Check"/>	Plumbing
		Electrical \$150.00
		HVAC
		Zoning
		Other
		Administrative
		<b>TOTAL \$150.00</b>

## New Single-Family Residence

**GEC** Permit Number: 25-0001-99-999 | Andy Griffith Search Save PDF Logout

Andy Griffith | 332 Maple Road Permit 3 of 3 Estimated Cost: \$450,000.00

Community	Mayberry
Permit Number   Date	25-0001-99-999   2/27/2025
Permit Type	Constr: HVAC Electric Plumbing Erosion Control

Inspections					
Permit Posted	<b>Erosion</b>	Sewer/Water	Temporary Electric	<b>Footings</b>	Foundation/ Backfill
Underfloor Drain	Basement Vapor Barrier	Permanent Service	Rough Plumbing	Rough Framing	Rough HVAC
Rough Electric	Insulation/ Vapor Barrier	Deck	Final/Close		

Project Description	SINGLE FAMILY RESIDENCE
Building Address	332 Maple Road
City, State ZIP	Mayberry, WI 99999
Parcel Number	1341-452
Building Height	18
Subdivision Name	Harmonic Pines
Lot Number	452
Census Code	101 - Single Family Houses, Detached - Exclude Mobile Homes
Permit Status	ACTIVE, EXPIRES: 2/27/2027

Documents	Invoicing	Permit Fees
	<input checked="" type="checkbox"/> Payment Instructions Sent? Date: 2/27/2025 <a href="#">Send Payment Instructions</a>	Plan Review 50.00
	<input checked="" type="checkbox"/> Fees Paid? Date: 2/27/2025 Payment Method: <input type="text" value="Cash"/>	Inspection 850.00
		WI Permit Seal 40.00
		Erosion Control 95.00
		Occupancy Certificate 95.00
		<b>TOTAL \$1,130.00</b>

## Village of Cottage Grove Permit Volume

<u>Description</u>	<u>Quantity-</u>	<u>2023</u>	<u>2024</u>	<u>As of 8/26/2025</u>
Early Start		0	1	1
Single Family		40	37	21
Duplex		1	3	5
Five & More Units		2	0	0
Residential Additions & Alterations		68	71	28
Deck/Porch		30	29	19
Furnace and/or A.C.		42	54	29
Fence		0	0	1
Pool		4	5	1
Siding		3	6	13
Roofing		91	85	85
Sheds		4	5	5
Plumbing only		39	34	28
Electrical only		30	12	35
Industrial		2	11	0
Offices, Banks, and Professional Bldgs		5	3	1
Stores & Customer Service		2	0	2
Other Non-residential Bldgs		5	6	1
Schools and Other Educational		0	1	0
Public Works and Utilities		1	0	0
Raze/Demo		0	1	0
<b>Yearly Permit Totals</b>		<b>369</b>	<b>364</b>	<b>275</b>



# Village of Cottage Grove

Baker Tilly – Annual Audit Services

Presentation to the Village Board

September 2, 2025

Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm that provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms.



# Baker Tilly Background

- Team dedicated to the Public Sector
  - 3,500 clients served nationwide
  - 350 employees serving the Public Sector
  - Huge presence right here in Wisconsin
- Madison-based team
  - Audit and accounting
  - Economic development consulting
  - Utility consulting
  - Risk and IT analysis



# Annual services provided

- Audit of financial statements
  - Includes all funds of the village including utilities
  - Issuance of opinion
  - Report on internal controls
- Presentation of financial highlights to the Board
- Other statutory reporting completed by village personnel (annual TIF, state, PSC reports)



# **Additional services in 2024-2025**

- CIVIC Systems / Caselle (divested in late 2024)
- TIF audits as required by statutes
- General advising or consulting as requested
- Tools and templates to implement new reporting standards



# Objectives

- Audit
  - Provide reasonable assurance that the financial statements are materially correct
  - Unmodified opinion is highest level of assurance
- Internal controls
  - Identification and testing of controls over financial reporting process



# Approximate timeline

Month(s)	Activity
November-December	Preliminary fieldwork
March	Final fieldwork
April	Wrap-up of any open items and production of deliverables
May	Issuance of final deliverables and regulatory reports
June	Presentation of financial highlights to the Board



# Other BT services

- Utility rate studies
- Implementation of new accounting standards
- TIF audits
- Complimentary webinars
- Search and staffing
- Economic development consulting
- COVID/grant consulting
- Grant compliance audits
- Cybersecurity / IT reviews
- Operations reviews
- Cash flows forecasting
- Capital improvement plans
- Housing developments



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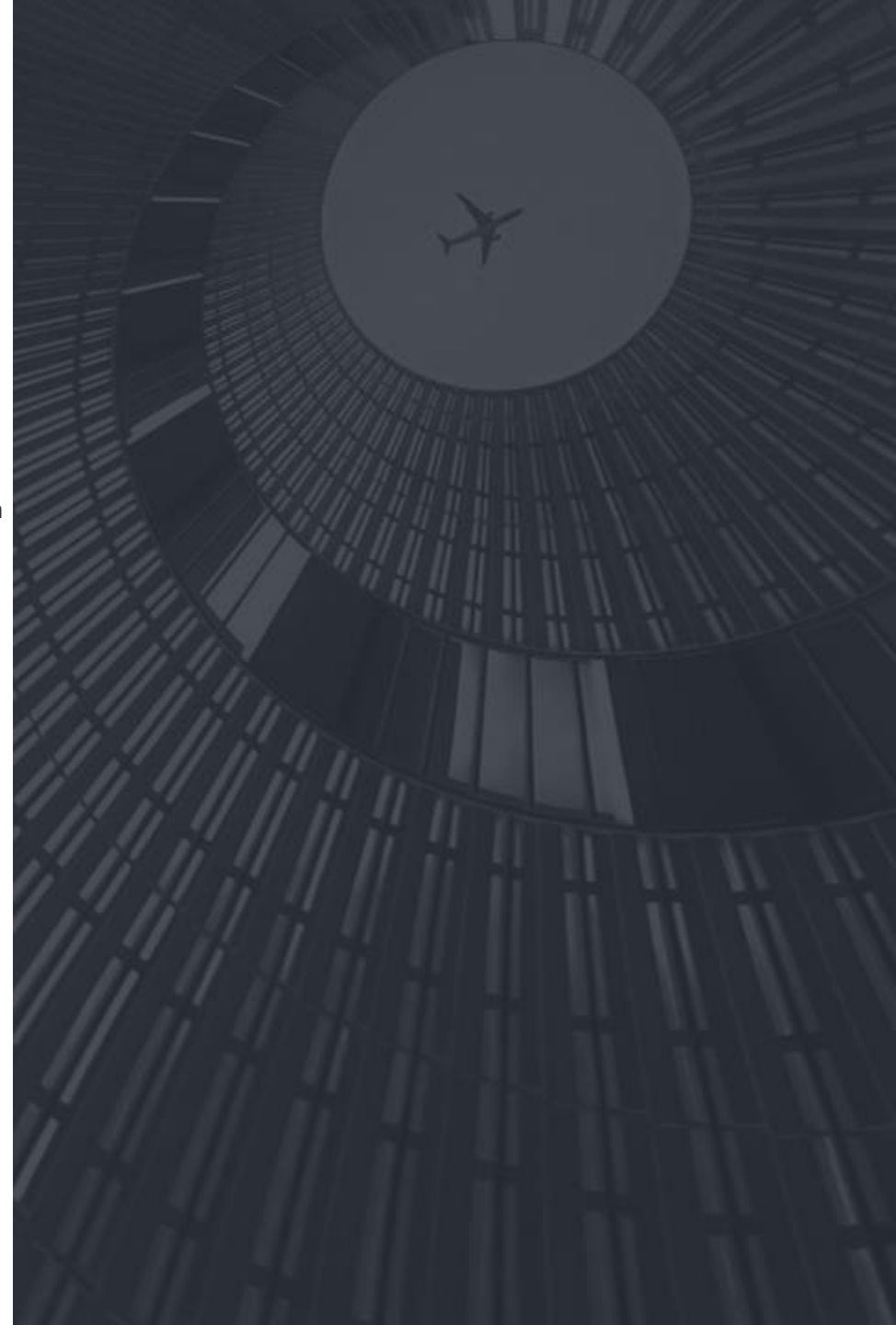


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Manager

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# Questions?

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# Village of Cottage Grove

## 2025 Waste & Recycling Service Provider Presentation

Presented by :

**Todd Bollenbach**  
Municipal Account Executive  
Pellitteri Waste Systems



- Introduction (roles & responsibilities)
- Pellitteri services to the Village (current and available)
- Pellitteri's value-added services
- Our recycling capabilities (MRF)
- Resources available to the Village
- Year to date waste/recycling recap
- Questions

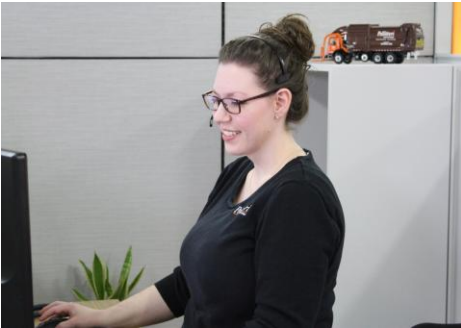
# Pellitteri Team/Contacts



**Todd Bollenbach** – Municipal Account Executive  
Responsible for managing all City/Village/Town contracts.  
Main contact for Village services.

**Office:** 608-257-4285 **Email:** [toddb@pellitteri.com](mailto:toddb@pellitteri.com)

**Cell:** 608-225-7843



**Grace Kaetterhenry** – Customer Service Manager

Grace and her customer service team handle all inbound calls and emails regarding all service-related matters, as well as any of the day-to-day questions or issues that may arise.

**Office:** 608-257-4285 **Email:** [info@pellitteri.com](mailto:info@pellitteri.com) & [gracek@pellitteri.com](mailto:gracek@pellitteri.com)



**David Pellitteri** – President of Pellitteri Waste Systems, Inc.

David Pellitteri is the current president of Pellitteri, and runs the company with his siblings, Danielle and Tim Pellitteri.

## **Services Pellitteri currently provides for the Village of Cottage Grove:**

- Weekly curbside waste collection
- Every-other-week curbside recycling collection
- Dumpster service for waste and recycling at Community Park, Fireman's Park, Huston Park, Northlawn Park, the Village Police Department, Village Hall, the CG Shop, and the Parks & Rec/PW building.
- Shredding services at the Village Hall
- Annual E-waste event/collection
- Bulk Item pick-ups for residents

## **Value-added Services Pellitteri brings to the Village of Cottage Grove:**

**Bulk Item/Clean-up Events** – on top of our already available bulk pick-up service we provide for Village residents, Pellitteri can offer Village-wide clean up events. We offer both a curbside pick-up option, as well as “drop-off” event where we would provide dumpsters for Village residents to come and drop off items.

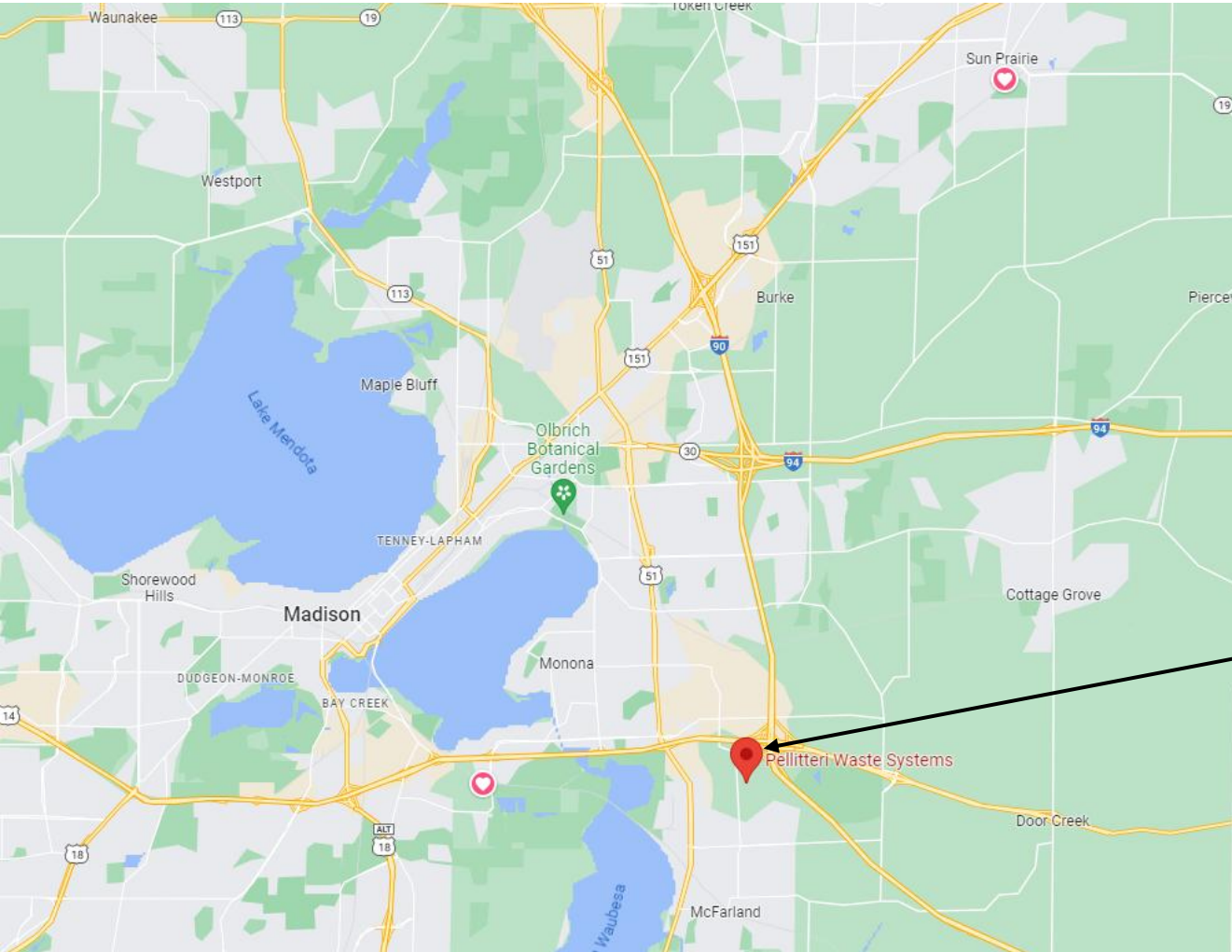
**Shredding Event** – on top of the shredding we currently provide the Village Hall, we can offer a once a year “Free Shredding Event” for residents to bring in personal documents to be shredded!

**Partnering with the communities we serve** – we do our best to get involved and help out when we can with the communities we service. We help sponsor your Community Night Out event and actively work on continuing education when it comes to recycling. I recently did a recycling “trash talk” through the library as well.

**Customer service** – Pellitteri provides our communities with something almost no one in the industry provides these days... A LIVE, LOCAL customer service team. Your residents will always have an actual human to talk to!!

On top of our continuing education efforts, our recycling efforts and capabilities are unmatched in the area! The following talks a little more of our recycling facility...

# Pellitteri's Kipp Street Station MRF



When Cottage Grove's recycling is picked up, it's delivered to Pellitteri's MRF (Material Recovery Facility) – Kipp Street Station.

**We would welcome the board to come for a tour sometime!**

Our Kipp Street MRF is located at 4002 Kipp Street in Madison, WI.

***Pellitteri***  
WASTE SYSTEMS



## Expanded List of Recyclables

Pellitteri Waste Systems sorts and processes multiple items that are not currently required by state law, and has been able to expand our list of acceptable items to include such things as:

- Hot and cold paper cups (to-go coffee cups) & Plastic take-out cups #1-7
- Paper milk and juice cartons
- Metal pots and pans
- Shredded paper (placed in clear plastic bags)
- Small metal appliances such as toasters, blenders, etc. *(nothing containing a battery though)*
- Small metal plumbing fixtures
- Tin and steel cans

# And as of this year.....

# Are Pizza Boxes RECYCLABLE?



**YES!** The whole pizza box can be recycled, even the parts with grease and cheese.

## RESOURCES AVAILABLE TO COTTAGE GROVE



### Are Electronics Recyclable?

Yes, but they cannot be put in your recycling cart or recycling dumpster as they need to be brought to specific locations to be recycled.



### Are Batteries and Propane Tanks Recyclable?

We cannot recycle batteries or propane tanks at our facility. Lithium ion batteries and propane tanks can cause sparks that will start fires in our vehicles and our facility.



### You're Recycling Wrong!

Cardboard boxes are ready for recycling when they are empty, dry, clean, and flat. Dirty frozen-food containers and take-out boxes are not recyclable. If you place your recycling in bags, remember to use clear or transparent bags only.



### TetraPak

Empty and put the caps back on juice cartons and other TetraPak packaging items for recycling.



### What Happens To My Recycling

Items are sorted and shipped to manufacturers locally or in the Midwest to make new products.



### Do We Actually Recycle Your Recyclables

Yes, absolutely. We use specialized state-of-the-art machinery and employees that sort clean recyclables so they can be recycled into new products. (We need your help keeping recycling clean and free from contaminants.)

- There's almost 40, 1-minute "how-to" recycling videos available on our website, [www.Pellitteri.com](http://www.Pellitteri.com)
- Dedicated webpage for Cottage Grove residents <https://www.pellitteri.com/pages/village-of-cottage-grove>
- Pellitteri's new Mobile App!!



THE VILLAGE OF  
**COTTAGE GROVE**

## What can I recycle?

Download our mobile app to learn how to recycle or dispose of materials. You can also see your collection schedule and receive reminders so you never miss recycling day again!



[pellitteri.com/RecycleRight](https://pellitteri.com/RecycleRight)



Learn if materials can be recycled



See your waste collection schedule



Receive collection day reminders

Download our mobile app under Pellitteri Waste Systems



## NEW Pellitteri Ap and our Interactive “Recycle Right” tool

- Our recycle right tool is available on both our website, as well as our new app! (*link to website listed below*)
- Search what is and what isn't recyclable, as well as alternative options for those items that we don't accept

<https://www.pellitteri.com/pages/residential-recycling#recycleright>

The screenshot shows the 'Recycle Right' tool interface. At the top, there is an orange header with the text 'Recycle Right' and a 'Share' button. Below the header, there are three navigation icons: 'Calendar', 'Recycle Right' (which is highlighted with an orange underline), and 'Need help?'. The main content area features a search bar with the placeholder text 'Type the name of a waste item and we'll tell you how to recycle or dispose of it.' and an orange 'Search' button. Below the search bar, there is a section titled 'Featured Searches' with four circular icons representing different waste items: 'Lithium-Ion Battery', 'Battery (Disposable)', 'Plastic Bag', and 'Television'. At the bottom right of the page, there are links for 'Privacy | Terms of Service | Cookie Policy'.

## ***Summary of the Village of Cottage Grove's Residential Trash and Recycling Tonnages:***

### **2025 YTD Totals (January – June)**



#### **TRASH**

- Yearly TRASH Total: 1,917,080-lbs (958.54 tons)
- Monthly Average: 319,513-lbs (159.75 tons)
- **Based on your current number of households being serviced(2,355):  
The Monthly “Per Home” Trash Average: 135.67-lbs**

#### **RECYCLING**

- Yearly RECYCLING total: 584,160 (292.08 tons)
- Monthly Average: 97,360-lbs (48.68 tons)
- **Monthly “Per Home” Recycling Average: 41.34-lbs**



Thank you for your time!  
Any questions?



## Services Overview

Village of Cottage Grove, Wisconsin

September 2, 2025

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# Building Communities: *It's What We Do.*

## In the last 5 years...

- ✓ Advised on approx. 2,000 debt issues, totaling nearly \$15 billion
- ✓ Ranked #1 in WI for number and dollar amount of bond sales & #1 nationally for number of competitive bonds sales advised (*Bloomberg data as of 6/30/24*)
- ✓ Assisted more than 700 clients with continuing disclosure
- ✓ Provided arbitrage services to over 315 clients for more than 1,750 issues
- ✓ Managed over \$3.0 billion of assets under management



# Unparalleled Client Resources

## Ehlers' Team Dedicated to Wisconsin Municipalities



No other firm has invested more in these resources.

# Our Advisory Team: *Your Public Finance Partners*

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**Greg Johnson**

Senior Municipal Advisor

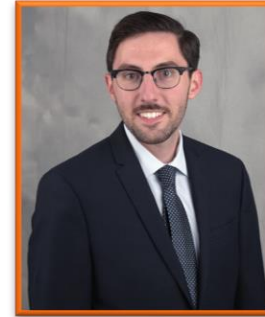
- 20 years with Ehlers
- Holds a Master's Degree in Public Administration, University of Kansas.



**Jon Cameron**

Senior Municipal Advisor |  
Managing Director

- 12 years with Ehlers
- Holds a Master's Degree in Public Administration, University of Wisconsin-Milwaukee.



**Harry Allen**

Senior Municipal Advisor

- 4 years with Ehlers
- Holds a Bachelor's Degree in City and Regional Planning, The Ohio State University

# Our Services in Cottage Grove

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Develop long-range financial plan for operations & capital.

Advise the Village on debt issues. Help maintain AA rating.

Created 3 TIF Districts and 1 amendment. Assist with annual TIF reporting.

Developer proforma review upon request

Paying agent services & Active arbitrage reviews on all outstanding debt issues.

Manage investments of \$3.5 million (debt proceeds & General Funds).

Utility rate studies.



# Important Disclosures

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Ehlers is the joint marketing name of the following affiliated businesses (collectively, the “Affiliates”): Ehlers & Associates, Inc. (“EA”), a municipal advisor registered with the Municipal Securities Rulemaking Board (“MSRB”) and the Securities and Exchange Commission (“SEC”); Ehlers Investment Partners, LLC (“EIP”), an SEC registered investment adviser; and Bond Trust Services Corporation (“BTS”), a holder of a limited banking charter issued by the State of Minnesota.

Where an activity requires registration as a municipal advisor pursuant to Section 15B of the Exchange Act of 1934 (Financial Management Planning and Debt Issuance & Management), such activity is or will be performed by EA; where an activity requires registration as an investment adviser pursuant to the Investment Advisers Act of 1940 (Investments and Treasury Management), such activity is or will be performed by EIP; and where an activity requires licensing as a bank pursuant to applicable state law (paying agent services shown under Debt Issuance & Management), such activity is or will be performed by BTS. Activities not requiring registration may be performed by any Affiliate.

This communication does not constitute an offer or solicitation for the purchase or sale of any investment (including without limitation, any municipal financial product, municipal security, or other security) or agreement with respect to any investment strategy or program. This communication is offered without charge to clients, friends, and prospective clients of the Affiliates as a source of general information about the services Ehlers provides. This communication is neither advice nor a recommendation by any Affiliate to any person with respect to any municipal financial product, municipal security, or other security, as such terms are defined pursuant to Section 15B of the Exchange Act of 1934 and rules of the MSRB. This communication does not constitute investment advice by any Affiliate that purports to meet the objectives or needs of any person pursuant to the Investment Advisers Act of 1940 or applicable state law.



# **Village of Cottage Grove, WI 2026 Financial Management Plan**

Village Board

September 2, 2025

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# Objectives

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Multi-year projection of Village's total levy & tax rate over next 6 years.



Evaluate compliance with state laws and financial guidelines.



Serves as a guideline for preparation of 2026 budget.

# 2025 S&P Report

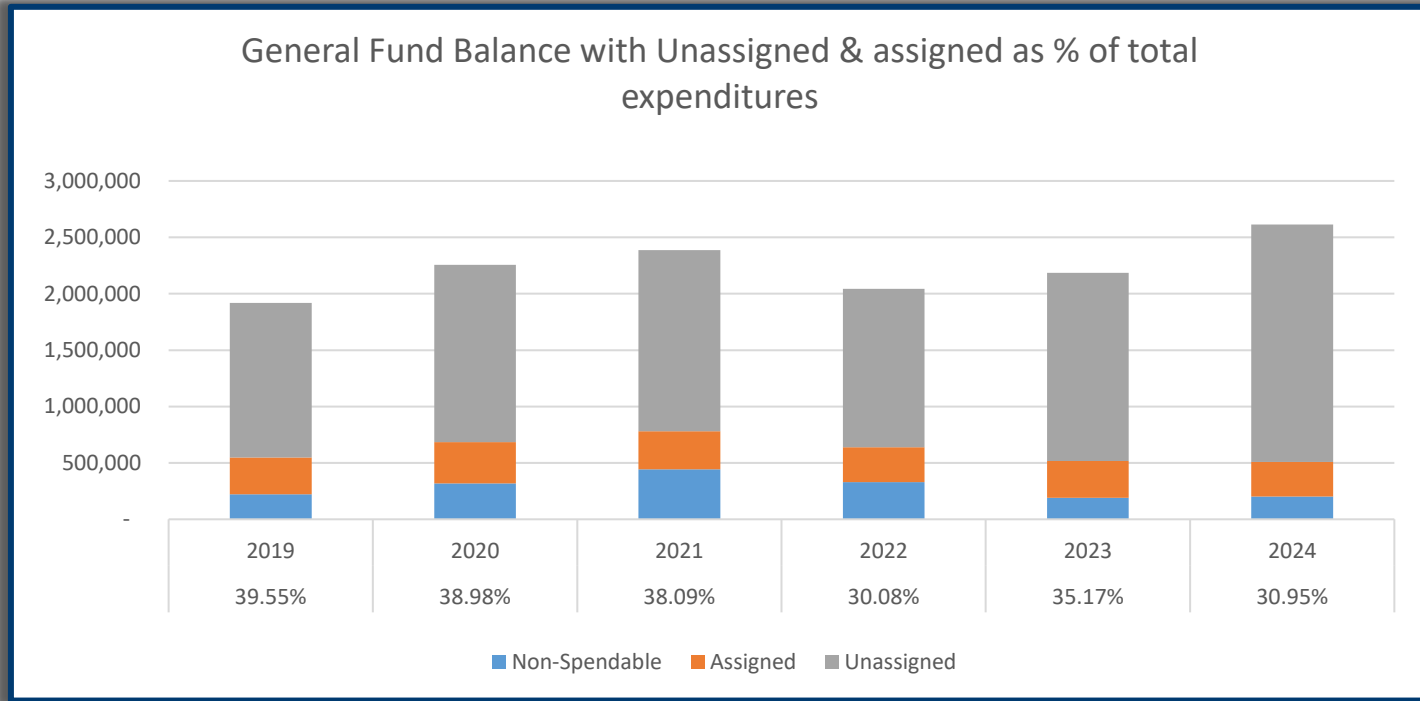
## Financial Strengths

- Strong reserve position, solid financial performance, & well managed budget.
- Financial management framework: sophisticated, proactive policies encompassing comprehensive budget, robust long-term capital and financial planning; and clearly defined policies.

## Financial Weaknesses

- Debt and liability profile is weaker compared to peers, particularly the debt burden which is anticipated to continue to worsen based on additional debt plans over the next five years.

# Fund Balance Trends



# Levy Limits “At-a-Glance”

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- Current limit (Sec. 66.0602, Wis. Stats.):

The prior year’s actual levy may be increased by a percentage equal to net new construction in the preceding year (or zero, if none)

- ✓ Subject to numerous adjustments that may reduce or increase allowable levy

# Current Levy Limit Parameters

Net New Construction	Allowable Levy Increase
2021 levy/2022 budget 4.238%	\$98,947
2022 levy/2023 budget 5.773%	\$140,498
2023 levy/2024 budget 7.112%	\$183,077
2024 levy/2025 budget 4.356%	\$110,350
2025 levy/2026 budget 5.303%	\$144,339

# Equalized Value (TID OUT)

II. Five-Year Historical TID OUT Growth by Category (Data Per Wis. Dept. of Revenue - Breakdown Assumes Same Ratios as TID IN)										
Vaulation Year	Budget Year	Historical TID OUT Equalized Value		Economic Change		New Construction		Other & Personal Property		
2021	2022	758,797,500								
2022	2023	805,729,200	6.19%	24,115,228	3.18%	24,563,887	3.24%	-1,747,415	-0.23%	
2023	2024	948,230,500	17.69%	97,419,452	12.09%	43,302,697	5.37%	1,779,152	0.22%	
2024	2025	1,068,829,200	12.72%	65,422,484	6.90%	56,131,022	5.92%	-954,806	-0.10%	
2025	2026	1,185,685,600	10.93%	83,283,084	7.79%	44,982,339	4.21%	-11,409,023	-1.07%	
<b>AVERAGE CHANGE</b>				<b>67,560,062</b>	<b>7.49%</b>	<b>42,244,986</b>	<b>4.68%</b>	<b>-3,083,023</b>	<b>-0.29%</b>	

III. Projection of TID OUT Equalized Value - Selection of Method & Discount				
PROJECTION METHOD	Percent		Percent	Manual Adjustments
DISCOUNT FACTOR	50.00%		50.00%	

IV. Projection of TID OUT Equalized Value										
Vaulation Year	Budget Year	Projected TID OUT Equalized Value		Economic Change		New Construction		TID Closure or Other Adjustment		
2026	2027	1,525,171,749	28.63%	44,404,441	3.75%	27,774,207	2.34%	267,307,500	22.54%	
2027	2028	1,648,016,627	8.05%	57,118,345	3.75%	35,726,534	2.34%	30,000,000	1.97%	
2028	2029	1,748,339,692	6.09%	61,718,939	3.75%	38,604,125	2.34%	0	0.00%	
2029	2030	1,854,769,927	6.09%	65,476,082	3.75%	40,954,153	2.34%	0	0.00%	
2030	2031	1,967,679,105	6.09%	69,461,940	3.75%	43,447,238	2.34%	0	0.00%	

# General Fund Revenue Projections

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Shared revenue projected to increase 2% annually.

Transportation aids projected to increase 2.0% annually.

Special charge for refuse and recycling to increase 2% annually

Most other non-levy revenue sources remain flat.

Shared revenue reporting requirements going forward: certify to DOR that the political subdivision is maintaining a level of law enforcement and fire and emergency medical services that is at least equivalent to the previous year. Aid is reduced by 15%, in the following year, if a political subdivision does not satisfy the requirement.

# General Fund Expenditure Projections

EXPENDITURE CODES			
CODE	DEFINITION	INCREASE	EXPLANATION
C	Commodities	2.00%	Fuel & Mileage, Office Supplies, Operating Supplies, Utilities, Uniforms, Office Furniture & Equipment
E	Employee Insurance	5.00%	Health, Dental & Life Insurance, Post Employment Health Plan, Long Term Disability
I	Insurance	5.00%	Property & Liability
S	Services	2.00%	Advertising & Printing, Communications, Contractual Services, Dues & Memberships, Janitorial Services, Maintenance Agreements, Meetings & Training, Professional Services, Publications & Subscriptions, Repairs & Maintenance
W	Wages	3.00%	Regular & Seasonal Wages, Overtime, Holiday & Misc. Compensation, Longevity, Premium Pay, Social Security, Retirement, Unemployment Compensation

	Actual			BUDGET		PROJECTED				
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
<b>GENERAL FUND</b>										
<b>REVENUES</b>										
Taxes	3,585,470	3,847,991	4,173,257	4,580,689	4,917,716	5,166,994	5,373,267	5,586,803	5,807,881	6,036,795
Intergovernmental Revenues	656,170	571,660	956,955	1,006,921	1,013,865	1,030,430	1,047,326	1,064,561	1,082,140	1,100,070
Licenses & Permits	144,754	193,654	1,592,452	211,500	211,500	211,500	211,500	211,500	211,500	211,500
Fines, Forfeitures & Penalties	71,356	69,327	119,377	107,000	119,000	119,000	119,000	119,000	119,000	119,000
Public Charges for Services	507,888	436,086	787,997	722,300	762,800	771,510	780,394	789,456	798,699	808,127
Investment income	32,024	301,882	421,184	160,000	160,000	160,000	160,000	160,000	160,000	160,000
Miscellaneous Revenues	117,452	99,295	106,369	71,342	66,758	66,758	66,758	66,758	66,758	66,758
Other Financing Sources	310,101	326,796	354,324	315,000	365,000	315,000	315,000	315,000	315,000	315,000
<b>TOTAL REVENUES</b>	<b>5,425,216</b>	<b>5,846,690</b>	<b>8,511,916</b>	<b>7,174,752</b>	<b>7,616,639</b>	<b>7,841,192</b>	<b>8,073,246</b>	<b>8,313,077</b>	<b>8,560,978</b>	<b>8,817,250</b>
<b>EXPENDITURES</b>										
General Government	864,146	856,789	1,052,238	1,093,414	1,148,522	1,180,429	1,213,393	1,247,451	1,282,646	1,319,018
Public Safety - Police	2,000,255	2,091,062	2,478,721	2,832,210	2,990,566	3,097,826	3,209,182	3,324,800	3,444,854	3,569,527
Public Safety - Fire	150,747	135,814	150,268	154,226	237,500	242,250	247,095	252,037	257,078	262,219
Public Safety - EMS	380,551	518,275	534,384	633,070	675,000	688,500	702,270	716,315	730,642	745,255
Public Safety - Other	101,620	145,517	1,357,549	151,250	151,250	154,275	157,361	160,508	163,718	166,992
Public Works	1,098,720	1,045,524	1,274,505	1,202,859	1,241,069	1,271,311	1,302,364	1,334,252	1,367,000	1,400,635
Health and Human Services	25,359	28,000	31,116	34,000	35,000	35,700	36,414	37,142	37,885	38,643
Culture, Recreation, and Education	737,982	747,759	806,842	915,971	968,858	998,104	1,028,313	1,059,520	1,091,761	1,125,074
Conservation and Development	411,293	104,183	112,852	111,660	121,374	125,297	129,355	133,553	137,895	142,388
Other Financing Uses	-	31,190	284,165	46,092	47,500	47,500	47,500	47,500	47,500	47,500
<b>TOTAL EXPENDITURES</b>	<b>5,770,673</b>	<b>5,704,113</b>	<b>8,082,639</b>	<b>7,174,752</b>	<b>7,616,639</b>	<b>7,841,192</b>	<b>8,073,246</b>	<b>8,313,077</b>	<b>8,560,978</b>	<b>8,817,250</b>
Change in General Fund levy from prior year		7.32%	8.45%	9.76%	7.36%	5.07%	3.99%	3.97%	3.96%	3.94%

# Summary of Existing G.O. Debt

Year Ending	Existing Debt																Equalized Value (TID OUT)	Tax Rate Per \$1,000	Annual Taxes \$100,000 of Value	Year Ending
	Total G.O. Debt Payments	G.O. Debt Expense	Contingency	Less: TID #5	Less: TID #6	Less: TID #7	Less: TID #9	Less: Sewer	Less: Water	Less: Premium	Less: DS Fund Balance	Less: GF Fund Balance	Less: TID #5 Surplus	Less: Interest	Net Tax Levy					
2025	4,898,597	3,200	69,925	(1,256,141)	(119,925)	(441,525)	(819,676)	(288,453)	(92,831)	(283,859)	(100,000)			(3,200)	1,566,111	1,068,829,200	\$1.47	\$146.53	2025	
2026	5,241,240	3,200		(1,295,657)	(50,000)		(764,518)	(298,716)	(126,308)	(220,671)	(100,000)	(250,000)	(200,000)	(3,200)	1,935,371	1,185,685,600	\$1.63	\$163.23	2026	
2027	3,455,943	3,200		(291,182)	(50,000)		(761,143)	(291,654)	(124,575)					(3,200)	1,937,389	1,525,171,749	\$1.27	\$127.03	2027	
2028	3,700,125	3,200		0	(50,000)		(761,393)	(301,744)	(130,325)					(3,200)	2,456,664	1,648,016,627	\$1.49	\$149.07	2028	
2029	3,449,829	3,200			(50,000)		(765,018)	(187,056)	(111,200)					(3,200)	2,336,556	1,748,339,692	\$1.34	\$133.64	2029	
2030	3,244,324	3,200			(50,000)		(762,018)	(187,231)	(112,325)					(3,200)	2,132,750	1,854,769,927	\$1.15	\$114.99	2030	
2031	2,905,699	3,200			(50,000)		(762,393)	(167,706)	(93,700)					(3,200)	1,831,900	1,967,679,105	\$0.93	\$93.10	2031	
2032	2,873,287	3,200					(762,321)	(158,478)	(95,263)					(3,200)	1,857,225	2,090,616,433	\$0.89	\$88.84	2032	
2033	2,058,547	3,200				0	(154,134)	(101,425)	(101,425)					(3,200)	1,802,988	2,217,882,775	\$0.81	\$81.29	2033	
2034	2,119,491	3,200					(154,616)	(102,488)						(3,200)	1,862,388	2,352,896,460	\$0.79	\$79.15	2034	
2035	1,883,294	3,200					(145,075)	(88,913)						(3,200)	1,649,306	2,496,129,107	\$0.66	\$66.07	2035	
2036	1,527,844	3,200					(145,556)	(31,688)						(3,200)	1,350,600	2,648,081,046	\$0.51	\$51.00	2036	
2037	1,487,166	3,200					(140,897)	(30,563)						(3,200)	1,315,706	2,809,283,064	\$0.47	\$46.83	2037	
2038	1,322,422	3,200					(106,772)	0						(3,200)	1,215,650	2,980,298,260	\$0.41	\$40.79	2038	
2039	1,181,650	3,200					0							(3,200)	1,181,650	3,161,724,011	\$0.37	\$37.37	2039	
2040	1,142,550	3,200												(3,200)	1,142,550	3,354,194,061	\$0.34	\$34.06	2040	
2041	1,004,400	3,200												(3,200)	1,004,400	3,558,380,732	\$0.28	\$28.23	2041	
2042	972,100	3,200												(3,200)	972,100	3,774,997,272	\$0.26	\$25.75	2042	
2043	469,200	3,200												(3,200)	469,200	4,004,800,351	\$0.12	\$11.72	2043	
2044	0	3,200												(3,200)	0	4,248,592,700	\$0.00	\$0.00	2044	
<b>Total</b>	<b>44,937,705</b>	<b>64,000</b>	<b>69,925</b>	<b>(2,842,980)</b>	<b>(419,925)</b>	<b>(441,525)</b>	<b>(6,158,477)</b>	<b>(2,728,089)</b>	<b>(1,241,601)</b>	<b>(504,530)</b>	<b>(200,000)</b>	<b>(250,000)</b>	<b>(200,000)</b>	<b>(64,000)</b>	<b>30,020,504</b>				<b>Total</b>	

**Notes:**

**Legend:**

Represents +/- 25% Change over previous year

# Village CIP 2026-2031

Projects	Issue, Repayment, Term	Funding	2026	2027	2028	2029	2030	2031	Totals
Vehicle and Equipment	2026 G.O. Notes (Levy 5 years)	G.O. Debt	1,051,000						1,051,000
Vehicle and Equipment	2027 G.O. Notes (Levy 5 years)	G.O. Debt		1,077,000					1,077,000
Vehicle and Equipment	2028 G.O. Notes (Levy 5 years)	G.O. Debt			1,104,000				1,104,000
Vehicle and Equipment	2029 G.O. Notes (Levy 5 years)	G.O. Debt				1,132,000			1,132,000
Vehicle and Equipment	2030 G.O. Notes (Levy 5 years)	G.O. Debt					1,160,000		1,160,000
Vehicle and Equipment	2031 G.O. Notes (Levy 5 Years)	G.O. Debt						1,189,000	1,189,000
Roads, Street and Trail Maintenance	2026 G.O. Notes (Levy 10 years)	G.O. Debt	1,051,000						1,051,000
Roads, Street and Trail Maintenance	2027 G.O. Notes (Levy 10 years)	G.O. Debt		1,077,000					1,077,000
Roads, Street and Trail Maintenance	2028 G.O. Notes (Levy 10 years)	G.O. Debt			1,104,000				1,104,000
Roads, Street and Trail Maintenance	2029 G.O. Notes (Levy 10 years)	G.O. Debt				1,132,000			1,132,000
Roads, Street and Trail Maintenance	2030 G.O. Notes (Levy 10 years)	G.O. Debt					1,160,000		1,160,000
Roads, Street and Trail Maintenance	2031 G.O. Notes (Levy 10 Years)	G.O. Debt						1,189,000	1,189,000
Police Station	2026 G.O. Notes (Police 20 years)	G.O. Debt	14,905,000						14,905,000
Police Station	2026 G.O. Notes (Police 20 years)	G.O. Debt	(600,000)						(600,000)
BB/Buss Bike Path & Damascus Bike Improvements	2026 G.O. Notes (Levy 10 years)	G.O. Debt	400,000						400,000
Street Lights for DNR Trailhead	2026 G.O. Notes (Levy 10 years)	G.O. Debt	19,000						19,000
Street Lights for DNR Trailhead		Grants/Aids	30,000						30,000
Ollie St. Reconstruction	2027 G.O. Notes (Levy 10 years)	G.O. Debt		661,500					661,500
CTH N/Main Street Reconstruction (Reynolds St. South)	2027 G.O. Notes (Levy 10 years)	G.O. Debt		908,250					908,250
Community Park	2027 G.O. Notes (Levy 10 years)	G.O. Debt		903,000					903,000
Park Development Fees	2027 G.O. Notes (Levy 10 years)	G.O. Debt		(200,000)					(200,000)
Progress Drive	2028 G.O. Notes (Levy 10 Years)	G.O. Debt			903,000				903,000
Vilas Road Path Connection to Bakken Park	2028 G.O. Notes (Levy 10 Years)	G.O. Debt			347,288				347,288
Ladder Truck	2028 G.O. Notes (Levy 20 Years)	G.O. Debt			1,610,000				1,610,000
Ladder Truck Funds on Hand	2028 G.O. Notes (Levy 20 Years)	G.O. Debt			(180,000)				(180,000)
CTH N Parkview Intersection Improvement	2030 G.O. Notes (Levy 10 years)	G.O. Debt					364,652		364,652
CTH N Northlawn Intersection Improvement	2030 G.O. Notes (Levy 10 years)	G.O. Debt					364,652		364,652
EMS/Fire Station	2031 G.O. Notes (Levy 20 Year)	G.O. Debt						8,000,000	8,000,000
<b>Actual CIP Costs</b>			<b>16,856,000</b>	<b>4,426,750</b>	<b>4,888,288</b>	<b>2,264,000</b>	<b>3,049,304</b>	<b>10,378,000</b>	<b>41,862,342</b>

# Police Station Project

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- Total Police Station Estimated Cost: \$16,276,861
- Debt and operating levy effective starting in 2027.

# Water CIP 2025-2031

Projects	Funding	2025	2026	2027	2028	2029	2030	2031	Totals
Fleet	Cash Non restricted		18,650	25,100	22,200	23,850	26,350	26,350	142,500
Fleet	G.O. Debt	68,550							68,550
Wells Security System (3 & 4)	Cash Non restricted		65,000	0	0	0	0	0	65,000
Towers Security System (2 & 3)	Cash Non restricted		0	20,000	0	0	0	0	20,000
Well #2 Structure/Rehab	G.O. Debt	240,000	2,100,000	0	0	0	0	0	2,340,000
Well #3 Improvements (DNR)	G.O. Debt		0	300,000	0	0	0	0	300,000
Well #3 Improvements	G.O. Debt		0	0	75,000	0	0	0	75,000
Well #3 Hole Rehab	G.O. Debt		0	0	0	500,000	0	0	500,000
Well #4 Hole Rehab	G.O. Debt		0	0	0	0	0	500,000	500,000
Vilas Road - East Extension	G.O. Debt		0	0	0	750,000	0	0	750,000
Northside Loop - East	G.O. Debt	225,000	1,735,000	0	0	0	0	0	1,960,000
South Grove Loop	G.O. Debt		0	0	0	0	0	337,500	337,500
South Grove - Main Replacement	G.O. Debt		0	0	0	0	0	337,500	337,500
Ollie St - Main Replacement	G.O. Debt		110,000		0	0	0	0	110,000
Ollie St - Main Replacement	G.O. Debt			650,000	0	0	0	0	650,000
CTH N/Main St - Main Replacement	G.O. Debt		115,000		0	0	0	0	115,000
CTH N/Main St - Main Replacement	G.O. Debt			775,000	0	0	0	0	775,000
BB - N to Eastern Limits - Main Replacement	Cash Non restricted		0	0	0	250,000	0	0	250,000
Meter Replacement (Mass replacement)	Cash Non restricted		0	0	0	0	0	175,000	175,000
<b>Actual CIP Costs</b>		<b>533,550</b>	<b>4,143,650</b>	<b>1,770,100</b>	<b>97,200</b>	<b>1,523,850</b>	<b>26,350</b>	<b>1,376,350</b>	<b>9,471,050</b>
<b>Sources of Funding</b>		<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>Totals</b>
G.O. Debt		533,550	4,060,000	1,725,000	75,000	1,250,000	0	1,175,000	8,818,550
Cash		0	83,650	45,100	22,200	273,850	26,350	201,350	652,500
<b>Total</b>		<b>533,550</b>	<b>4,143,650</b>	<b>1,770,100</b>	<b>97,200</b>	<b>1,523,850</b>	<b>26,350</b>	<b>1,376,350</b>	<b>9,471,050</b>
<b>Capital Projects Tracked But Not in Analysis 2</b>	<b>Funding</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>Totals</b>
Coyle South - upsizing only (12")	Impact Fees (old)		75,000						75,000
Farm - upsizing only (12")	Impact Fees (new)				625,000				625,000
Booster Station (Westlawn)	G.O. Debt		0	0	1,625,000	0	0	0	1,625,000
Well #5 New Well	G.O. Debt		0	0	0	0	500,000		500,000
Well #5 New Well	G.O. Debt		0	0	0	0	0	300,000	300,000
<b>Total</b>		<b>0</b>	<b>75,000</b>	<b>0</b>	<b>2,250,000</b>	<b>0</b>	<b>500,000</b>	<b>300,000</b>	<b>3,125,000</b>

# Sewer CIP (2025-2031)

Projects	Funding	2025	2026	2027	2028	2029	2030	2031	Totals
Fleet	Cash Non Restricted		18,650	25,100	22,200	23,850	26,350	26,350	142,500
Fleet	G.O. Debt	68,500							68,500
Lift Stations Security Systems	Cash Non Restricted		0	0	60,000	0	0	0	60,000
Vilas Lift Station	Cash Non Restricted		0	0	0	0	100,000	0	100,000
Ridge Lift Station - Utility	G.O. Debt			0	0	0	0	2,404,000	2,404,000
Coyle South/Farm Interceptor - Utility	Cash Non Restricted		125,000	0	0	0	0	0	125,000
Mass Sewer Lining Project - Utility	G.O. Debt		0	0	650,000	0	0	0	650,000
Ollie St - Main Replacement	G.O. Debt		100,000	0	0	0	0	0	100,000
Ollie St - Main Replacement	G.O. Debt		0	675,000	0	0	0	0	675,000
CTH N/Main St - Main Replacement	G.O. Debt		95,000	0	0	0	0	0	95,000
CTH N/Main St - Main Replacement	G.O. Debt		0	650,000	0	0	0	0	650,000
BB - N to Eastern Limits - Main Replacement	Cash Non Restricted		0	0	0	250,000	0	0	250,000
<b>Actual CIP Costs</b>		<b>68,500</b>	<b>338,650</b>	<b>1,350,100</b>	<b>732,200</b>	<b>273,850</b>	<b>126,350</b>	<b>2,430,350</b>	<b>5,320,000</b>
<b>Sources of Funding</b>									
		<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>Totals</b>
G.O. Debt		68,500	195,000	1,325,000	650,000	0	0	2,404,000	4,642,500
Cash		0	143,650	25,100	82,200	273,850	126,350	26,350	677,500
<b>Total</b>		<b>68,500</b>	<b>338,650</b>	<b>1,350,100</b>	<b>732,200</b>	<b>273,850</b>	<b>126,350</b>	<b>2,430,350</b>	<b>5,320,000</b>
<b>Capital Projects Tracked But Not in Analysis <sup>2</sup></b>									
	<b>Funding</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>Totals</b>
Ridge Lift Station - Developer	Developer Paid						527,500	4,280,000	4,807,500
CTH N Lift Station	Developer Paid								5,000,000
CTH N Forcemain - upsizing only	Impact Fees (new)				800,000				800,000
Coyle South/Farm Interceptor - Utility	Impact Fees (old)	95,000	982,590						1,077,590
Coyle South/Farm Interceptor - TID 8	TID #8		375,000						375,000
Coyle South/Farm Interceptor - Developer	Developer Paid		440,000						440,000
Vilas Road Interceptor - East Extension	Impact Fees (new)					675,000			675,000
Vilas Road Interceptor - West Extension	Impact Fees (new)								1,250,000
<b>Total</b>		<b>95,000</b>	<b>1,797,590</b>	<b>0</b>	<b>800,000</b>	<b>675,000</b>	<b>527,500</b>	<b>4,280,000</b>	<b>14,425,090</b>

# Proposed 2026-2030 G.O. Financing Summary

Year	Amount	Interest Rate
2026	\$21,081,000	4.25%
2027	\$7,476,750	4.75%
2028	\$5,613,288	5.00%
2029	\$3,514,000	5.00%
2030	\$3,049,304	5.00%
2031	\$13,957,000	5.00%

# CIP Tax Impact Analysis

Year Ending	Existing Debt		Proposed Debt			Total Existing and Proposed Debt					Year Ending
	Net Debt Service Levy	Equalized Value (TID OUT)	Total Principal & Interest 2026-2031 Financings	Abatements		Debt Service Levy		Taxes			
				Less: Water	Less: Sewer	Total Net Debt Service Levy	Levy Change from Prior Year	Total Tax Rate for Debt Service	Annual Taxes All \$100,000 of Value	Annual Taxes \$100,000 of Value 2026 Police Station Financing	
2025	1,566,111	1,068,829,200	0	0	0	1,566,111		\$1.47	\$146.53		2025
2026	1,935,371	1,185,685,600	0	0	0	1,935,371	369,260	\$1.63	\$163.23		2026
2027	1,937,389	1,525,171,749	1,423,838	(318,825)	(22,538)	3,019,864	1,084,493	\$1.98	\$198.00	\$60.36	2027
2028	2,456,664	1,648,016,627	1,894,888	(447,231)	(225,581)	3,678,739	658,874	\$2.23	\$223.22	\$37.24	2028
2029	2,336,556	1,748,339,692	2,772,463	(473,788)	(295,900)	4,339,331	660,592	\$2.48	\$248.20	\$35.10	2029
2030	2,132,750	1,854,769,927	3,734,669	(567,531)	(299,900)	4,999,988	660,657	\$2.70	\$269.57	\$33.09	2030
2031	1,831,900	1,967,679,105	4,684,925	(569,069)	(294,538)	5,653,219	653,231	\$2.87	\$287.30	\$43.87	2031
2032	1,857,225	2,090,616,433	5,619,550	(669,794)	(489,925)	6,317,056	663,838	\$3.02	\$302.16	\$48.03	2032
2033	1,802,988	2,217,882,775	5,543,444	(680,100)	(495,725)	6,170,606	(146,450)	\$2.78	\$278.22	\$55.08	2033
2034	1,862,388	2,352,896,460	5,462,263	(678,350)	(499,563)	6,146,738	(23,869)	\$2.61	\$261.24	\$55.74	2034
2035	1,649,306	2,496,129,107	5,602,231	(675,913)	(448,794)	6,126,831	(19,906)	\$2.45	\$245.45	\$56.33	2035
2036	1,350,600	2,648,081,046	5,590,863	(672,806)	(443,675)	5,824,981	(301,850)	\$2.20	\$219.97	\$53.13	2036
2037	1,315,706	2,809,283,064	4,745,806	(673,913)	(335,375)	5,052,225	(772,756)	\$1.80	\$179.84	\$50.05	2037
2038	1,215,650	2,980,298,260	4,390,938	(674,106)	(333,875)	4,598,606	(453,619)	\$1.54	\$154.30	\$47.26	2038
2039	1,181,650	3,161,724,011	3,724,281	(653,863)	(200,250)	4,051,819	(546,788)	\$1.28	\$128.15	\$44.41	2039
2040	1,142,550	3,354,194,061	3,586,631	(658,056)	(199,625)	3,871,500	(180,319)	\$1.15	\$115.42	\$41.82	2040
2041	1,004,400	3,558,380,732	3,255,194	(661,106)	(198,750)	3,399,738	(471,763)	\$0.96	\$95.54	\$39.47	2041
2042	972,100	3,774,997,272	3,095,863	(658,138)	(197,625)	3,212,200	(187,538)	\$0.85	\$85.09	\$37.20	2042
2043	469,200	4,004,800,351	3,095,519	(664,013)	(196,250)	2,704,456	(507,744)	\$0.68	\$67.53	\$35.12	2043
2044	0	4,248,592,700	3,099,950	(663,625)	(199,500)	2,236,825	(467,631)	\$0.53	\$52.65	\$33.11	2044
2045	0	4,507,225,916	3,103,813	(662,113)	(197,375)	2,244,325	7,500	\$0.50	\$49.79	\$31.27	2045
2046	0	4,781,603,438	1,364,738	(336,488)	(199,875)	828,375	(1,415,950)	\$0.17	\$17.32		2046
2047	0	5,072,683,699	1,364,200	(336,950)	(197,000)	830,250	1,875	\$0.16	\$16.37		2047
2048	0	5,381,483,481	1,214,500	(190,250)	(193,875)	830,375	125	\$0.15	\$15.43		2048
2049	0	5,709,081,460	1,079,125	(186,625)	(185,625)	706,875	(123,500)	\$0.12	\$12.38		2049
2050	0	6,056,621,975	967,500	(80,375)	(177,375)	709,750	2,875	\$0.12	\$11.72		2050
2051	0	6,425,319,031	922,500	(71,750)	(169,125)	681,625	(28,125)	\$0.11	\$10.61		2051
Total	30,020,504		81,339,688	(12,924,775)	(6,697,638)	91,737,779			3,855.25	837.67	Total

# G.O. Debt Capacity Projection

Existing Debt					Proposed Debt			
Year Ending	Projected Equalized Value (TID IN)	Debt Limit	Existing Principal Outstanding	% of Limit	Combined Principal Existing & Proposed	% of Limit	Residual Capacity	Year Ending
2024	1,358,209,100	67,910,455	35,216,707	<b>51.86%</b>	\$35,216,707	<b>51.86%</b>	\$32,693,748	2024
2025	1,545,983,000	77,299,150	31,711,521	<b>41.02%</b>	\$31,711,521	<b>41.02%</b>	\$45,587,629	2025
2026	1,920,306,989	96,015,349	27,716,794	<b>28.87%</b>	\$48,976,794	<b>51.01%</b>	\$47,038,556	2026
2027	2,117,311,884	105,865,594	25,331,334	<b>23.93%</b>	\$54,096,334	<b>51.10%</b>	\$51,769,260	2027
2028	2,283,885,106	114,194,255	22,595,000	<b>19.79%</b>	\$56,615,000	<b>49.58%</b>	\$57,579,255	2028
2029	2,452,776,261	122,638,813	19,995,000	<b>16.30%</b>	\$56,475,000	<b>46.05%</b>	\$66,163,813	2029
2030	2,634,156,758	131,707,838	17,490,000	<b>13.28%</b>	\$55,090,000	<b>41.83%</b>	\$76,617,838	2030
2031	2,828,950,172	141,447,509	15,220,000	<b>10.76%</b>	\$63,925,000	<b>45.19%</b>	\$77,522,509	2031

# FMP Tax Levy & Rate Impact

	Actual		BUDGET		PROJECTED					
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
General Fund Levy	3,585,470	3,847,991	4,173,257	4,580,689	4,917,716	5,166,994	5,373,267	5,586,803	5,807,881	6,036,795
Capital Levy	400,000	100,000	-	-	-	-	-	-	-	-
Existing Debt Levy	719,517	1,106,121	1,309,626	1,566,111	1,935,371	1,937,389	2,456,664	2,336,556	2,132,750	1,831,900
New CIP Debt						1,082,475	1,222,075	2,002,775	2,867,238	3,821,319
<b>TOTAL PROPERTY TAX LEVY</b>	<b>4,704,987</b>	<b>5,054,112</b>	<b>5,482,883</b>	<b>6,146,800</b>	<b>6,853,087</b>	<b>8,186,859</b>	<b>9,052,006</b>	<b>9,926,133</b>	<b>10,807,869</b>	<b>11,690,013</b>
<b>Change in Levy</b>		<b>7%</b>	<b>8%</b>	<b>12%</b>	<b>11%</b>	<b>19%</b>	<b>11%</b>	<b>10%</b>	<b>9%</b>	<b>8%</b>
EQUALIZED/MARKET VALUE (TID OUT)	758,797,500	805,729,200	948,230,500	1,068,829,200	1,185,685,600	1,525,171,749	1,648,016,627	1,748,339,692	1,854,769,927	1,967,679,105
% Change in Value		6.19%	17.69%	12.72%	10.93%	28.63%	8.05%	6.09%	6.09%	6.09%
GENERAL FUND TAX RATE	\$4.73	\$4.78	\$4.40	\$4.29	\$4.15	\$3.39	\$3.26	\$3.20	\$3.13	\$3.07
CAPITAL TAX RATE	\$0.53	\$0.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXISTING DEBT SERVICE TAX RATE	\$0.95	\$1.37	\$1.38	\$1.47	\$1.63	\$1.27	\$1.49	\$1.34	\$1.15	\$0.93
PREVIOUSLY APPROVED CIP DEBT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.71	\$0.74	\$1.15	\$1.55	\$1.94
<b>TOTAL EQUALIZED/MARKET VALUE TAX RATE</b>	<b>\$6.20</b>	<b>\$6.27</b>	<b>\$5.78</b>	<b>\$5.75</b>	<b>\$5.78</b>	<b>\$5.37</b>	<b>\$5.49</b>	<b>\$5.68</b>	<b>\$5.83</b>	<b>\$5.94</b>
Levy Limit Surplus/Gap					\$1,220,604	\$399,229	\$461,913	\$286,709	\$294,445	\$134,825
Taxes on \$100000 home	\$620	\$627	\$578	\$575	\$578	\$537	\$549	\$568	\$583	\$594

# Average Home Value

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Year	Average Home Value
2026	\$450,000
2027	\$466,875
2028	\$484,383
2029	\$502,547
2030	\$521,393
2031	\$540,945

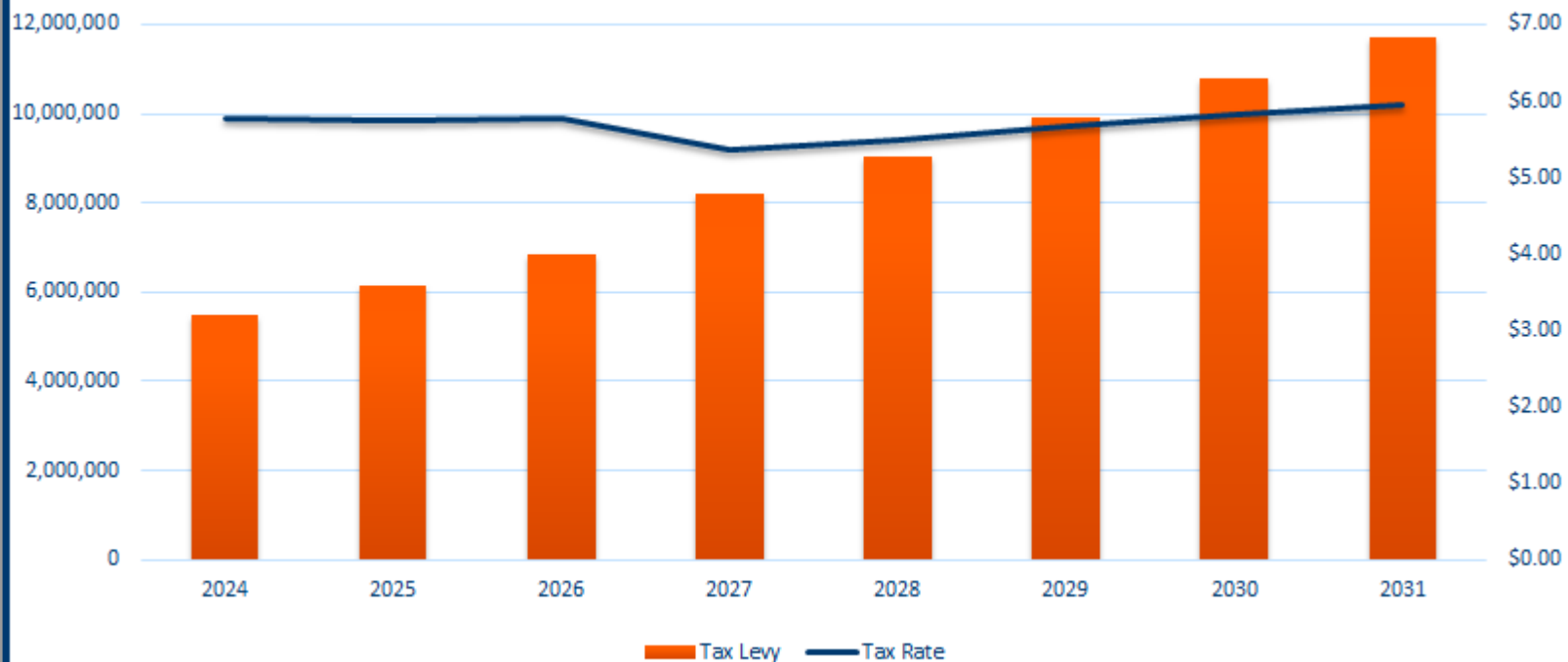
Average home value for 2026 is assessed value of \$315,000 divided by estimated assessment ratio.

2027-2031 are estimates.

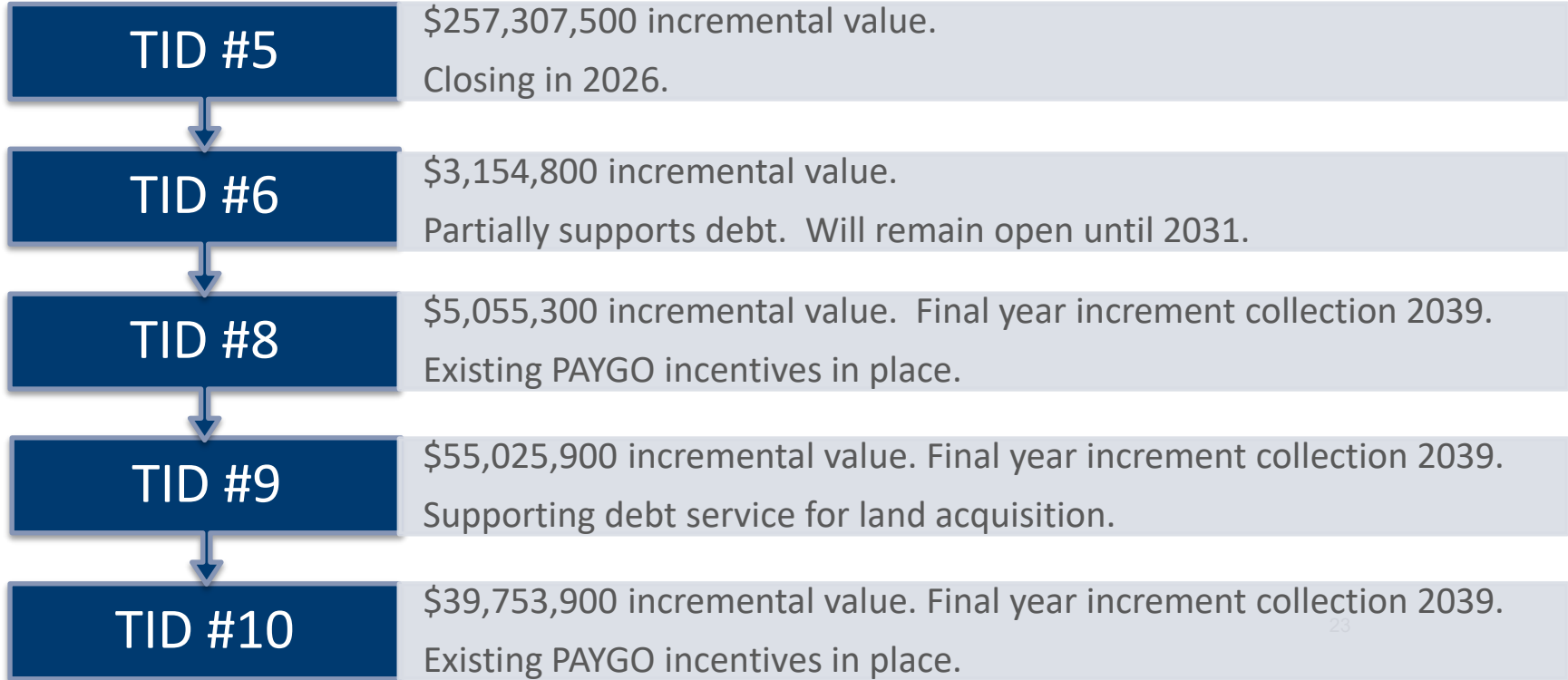
# Levy Limit Projection

Levy Year	2023	2024	2025	2026	2027	2028	2029	2030
Calendar/Budget Year	2024	2025	2026	2027	2028	2029	2030	2031
Line	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected
1 Prior Year's Actual Levy Plus Prior Year Personal Property Aid	5,065,314	5,494,083	6,180,519	6,886,806	8,220,578	9,085,725	9,959,852	10,841,588
2 Exclude Prior Year Levy for Unreimbursed Emergency Expenses	0	0	0	0	0	0	0	0
3 Exclude Prior Year Levy for G.O. Debt Authorized After July 1, 2005	2,491,108	2,960,801	3,458,689	4,020,636	4,480,551	5,133,099	5,877,083	6,643,673
<b>4 Adjusted Actual Levy</b>	<b>2,574,206</b>	<b>2,533,282</b>	<b>2,721,830</b>	<b>2,866,170</b>	<b>3,740,027</b>	<b>3,952,626</b>	<b>4,082,769</b>	<b>4,197,915</b>
TID Closure Calculations								
Enter TID Increment Value		39,927,000		257,307,500				
Enter Total TID OUT EV in Closure Year		948,230,500		1,185,685,600				
Terminated TID %	0.00%	2.11%		10.85%				
Applied to Prior Year Adjusted Actual Levy	0	53,326	0	310,996	0	0	0	0
Net New Construction								
Enter Assumed Net New Construction Percentage	7.112%	4.355%	5.303%	19.638%	5.684%	3.293%	2.820%	2.820%
Applied to Prior Year Adjusted Actual Levy	2,757,284	2,696,932	2,866,170	3,740,026	3,952,625	4,082,769	4,197,915	4,316,308
8 Less Personal Property Aid Payment	(11,202)	(33,719)	(33,719)	(33,719)	(33,719)	(33,719)	(33,719)	(33,719)
<b>Levy Limit Before Adjustments</b>	<b>2,746,082</b>	<b>2,663,213</b>	<b>2,832,451</b>	<b>3,706,307</b>	<b>3,918,906</b>	<b>4,049,050</b>	<b>4,164,196</b>	<b>4,282,589</b>
E Debt Service for G.O. Debt Authorized After July 1, 2005	2,960,801	3,458,689	4,020,636	4,480,551	5,133,099	5,877,083	6,643,673	7,407,424
H Increase/Decrease for Costs Associated With Intergovernmental Cooperation		24,898						
Q Adjustment for levy for adoption of new fee or fee increase for covered service	(224,000)							
U Total Adjustments	2,736,801	3,483,587	4,020,636	4,480,551	5,133,099	5,877,083	6,643,673	7,407,424
<b>9 Total Adjustments</b>	<b>2,736,801</b>	<b>3,483,587</b>	<b>4,020,636</b>	<b>4,480,551</b>	<b>5,133,099</b>	<b>5,877,083</b>	<b>6,643,673</b>	<b>7,407,424</b>
<b>10 Allowable Levy</b>	<b>5,482,883</b>	<b>6,146,800</b>	<b>6,853,087</b>	<b>8,186,858</b>	<b>9,052,005</b>	<b>9,926,133</b>	<b>10,807,869</b>	<b>11,690,013</b>
<b>Actual or Projected Levy</b>	<b>5,482,883</b>	<b>6,146,800</b>	<b>6,853,087</b>	<b>8,186,859</b>	<b>9,052,006</b>	<b>9,926,133</b>	<b>10,807,869</b>	<b>11,690,013</b>
<b>Levy Surplus/(Shortfall)</b>			<b>1,220,604</b>	<b>399,229</b>	<b>461,913</b>	<b>345,209</b>	<b>335,320</b>	<b>183,200</b>

### Tax Levy & Tax Rate



# TID Overview



# Summary

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## FMP Highlights

- Average levy change per year over 6 years 12%.
- Average equalized tax rate over 6 years \$5.64/thousand.
- Max G.O. Debt Capacity 51% in 2027.

**Meeting Date:** September 2, 2025

**Memo Date:** August 27, 2025  
**To:** Village Board  
**From:** Sean Brusegar, Parks, Recreation, & Forestry Director  
**Subject:** Community Park Shelter

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## Background

Over the last few years, the Village Board has discussed improvements to or replacement of the shelter at Community Park. For discussion purposes, staff developed a timeline (below) of those discussions.

## Timeline

- **Village Board Meeting – September 21, 2020:** Community Park shelter is identified in the Financial Management Plan (FMP) for replacement in 2023.
- **Village Board Meeting – September 14, 2021:** Community Park playground replacement and pickleball court construction is identified for 2022 in the FMP. Shelter replacement pushed back to 2024 due to the cost of the entire project.
- **Village Board Meeting – September 18, 2023:** Community Park shelter receives a “C” rating from the Village Board. Trail connection to BB added to the plan. Project scheduled for 2025.
- **Village Board Meeting – August 5, 2024:** The Village Board directed staff to put together three FMP options with the following criteria: All in, bare bones, and bare bones plus the safety and ADA projects. Community Park shelter improvements were included in the “middle of the road” option.
- **Budget Review Committee Meeting – August 28, 2024:** The Budget Review Committee recommend to the Village Board the bare bones plan with the addition of the Ollie Street project, path connection to McCarthy Park, Shady Grove Park, and path connection from Vilas Rd to Bakken Park. The Community Park Shelter was not included in the recommendation.
- **Village Board Meeting – September 3, 2024:** The Village Board approved the 2025 Financial Management Plan as recommended by the Budget Review Committee.
- **Email from Strand - May 23, 2025:** Strand evaluated the Community Park shelter. Noted that exterior framing is rotting, deteriorating wood support posts, and ADA and electrical issues are highlighted in the report. They provided three possible options:
  1. Temporary renovations that would extend the current shelter life another 2 to 5 years. Cost: \$325,000.

2. New shelter and restroom facility like existing. Cost: \$860,000.
  3. 4-Season shelter with restrooms and community space. Cost: \$1,610,000.
- **Village Board Meeting – July 7, 2025:** Village Board discussed the 2026-2035 Capital Prioritization Plan. Replacement of the Community Park Shelter was included in the draft plan, but Village Board decided to move other projects up in priority based on information provided that the Community Park Shelter could last up to 10 years.
  - **Department Head Meeting – July 15, 2025:** Staff discussed if there is any liability to continue renting the shelter given the ADA concerns with the facility. Staff decided to contact Cities & Villages Mutual Insurance Company (CVMIC) to get their opinion, and the Village’s attorney stated they would review the legal issue as well.
  - **Email from CVMIC – July 28, 2025:** Staff asked CVMIC for a recommendation related to renting the shelter and received an email from CVMIC stating, “Given the documented accessibility and safety concerns for this shelter, it would be advisable to discontinue rentals/reservations until the appropriate repairs/upgrades/accommodations can be made.” The email exchange continues on to discuss whether there are repairs/modifications that could be completed to make the shelter accessible during the interim period, but there are some noted site limitations to the improvements needed and budget constraints. It’s also noted the shelter is in the ADA Transition Plan, but there has not been a definitive timeframe for repair/replacement.

At this time, we’re waiting for additional research from the Village’s attorney related to ADA regulations and the shelter, which should be ready for the September 15, 2025 Village Board meeting. Once we have that information, staff will make a final determination related to operations of the shelter for 2026. This may include, but is not limited to, closing the shelter and bathrooms until modifications are made, bringing in an accessible port-a-potty, or temporary or permanent modifications to the shelter.

### **Recommendation**

Staff does not have a recommendation at this time.

### **Attachments**

1. Strand email
2. CVMIC email

## Sean Brusegar

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**From:** Straka, Josh <Josh.Straka@strand.com>  
**Sent:** Friday, May 23, 2025 11:02 AM  
**To:** Sean Brusegar  
**Cc:** Herkert, Scott  
**Subject:** Cottage Grove - Community Park Shelter

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Sean -

Based on a review of the existing park shelter facility at Community Park and discussions with City staff, the following is a summary of the facility and approximate budget costs of several options to do renovations or provide new facilities.

The existing building is constructed of all wood. The structure was built <sup>1978</sup> and is showing signs of its age. The solid wood framing for the exterior of the walls is rotting in several locations near the bottom of the wall to a point there could be a structural concern with these walls. Several of the wood posts the support the open shelter are showing signs of deterioration at their bases. The wood fascia boards around the perimeter of the roof are rotted and deteriorated in several areas. The asphalt shingle roof appears to be in need of replacement. The wood ceiling panels in shelter are aged and in need of refinishing. The doors on the bathrooms are in need of replacement. The bathrooms are currently not ADA accessible because of several issues. The bathroom fixtures and partitions do not meet current ADA standards and are in rough shape. The exterior concrete floor slab outside of both bathroom doors has settled and creates a step up at the doors. The concrete sidewalk around the building perimeter has also settled and creates a step up to the slab of the shelter area which also affects ADA access. Per City staff the electrical systems have had many issues over the years, are outdated, and in need of full replacement.

Because of the age of the facility, type of construction, and the numerous current and potential long term maintenance issues; we would not recommend a long-term renovation solution here. You could potentially do a short-term renovation to suffice until the facility could be budgeted for replacement. Therefore, the following three options were formulated. Option 1 would eventually require something else to replace the facility such as Option 2 or 3.

### Option 1 - Temporary Renovation (2 to 5 year fix until new facility can be budgeted)

- Remove and replace plumbing fixtures and partitions in both bathrooms to create single occupancy ADA accessible bathrooms.
- Provide full new electrical system (power and lighting) including some door access controls and security systems.
- Repair and replace fascia and asphalt shingle roof system.
- Replace bathroom doors.
- Repair exterior wood wall in several areas. Provide new siding to cover these areas to prevent further deterioration.
- Provide temporary repair for the base of wood shelter posts.

- Remove and replace concrete slab at bathrooms and perimeter concrete sidewalks.
- \$270,000 Construction Budget Cost (includes 25% contingency)
- \$55,000 Design and Associated Budget Fees (20% of construction)

Option 2 - New Shelter and Restroom Facility (similar to what is currently there)

- Provide two bathrooms, storage/mechanical area and approximately 1,200 SF open shelter.
- Includes site modifications and utility upgrades as needed.
- \$750,000 Construction Budget Cost (includes 25% contingency)
- \$110,000 Design and Associated Budget Fees (15% of construction)

Option 3 - New Shelter, Restroom and Community Space Facility

- Provide two bathrooms, storage/mechanical area, approximately 1,000 SF of all-season community space and approximately 1,200 SF of open shelter (half on each side of enclosed space).
- Includes site modifications and utility upgrades as needed.
- \$1,400,000 Construction Budget Cost (includes 25% contingency)
- \$210,000 Design and Associated Budget Fees (15% of construction)

Let me know if this is enough information for your CIP planning.

Josh

## Sean Brusegar

---

**From:** Ben J. Hoverson <benh@cvmic.com>  
**Sent:** Monday, July 28, 2025 3:00 PM  
**To:** Sean Brusegar  
**Cc:** Inga Cushman  
**Subject:** RE: Shelter Question

Hey Sean,

Does the Village have an ADA Transition Plan developed? Does the plan indicate when this shelter will be replaced?

I would agree with you, the Village can stop taking reservations and completely shut down the shelter. It may be worthwhile to direct park users to other accessible facilities since this location will be shut down.

If park users voice concerns over the closed restrooms, you could always consider providing a portable ADA toilet at this location if any budget dollars/funding is available.

Thanks!



*Service First. Insurance Always.*

### Ben J. Hoverson

**Safety & Risk Management Specialist/Underwriting Analyst**

tel: (414) 831-6013

office: (262) 784-5666 (ext 213)

email: [benh@cvmic.com](mailto:benh@cvmic.com)

web: [cvmic.com](http://cvmic.com)

fax: (262) 784-5599

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**From:** Sean Brusegar <sbrusegar@village.cottage-grove.wi.us>  
**Sent:** Monday, July 28, 2025 10:48 AM  
**To:** Ben J. Hoverson <benh@cvmic.com>  
**Cc:** Inga Cushman <icushman@villageofcottagesgrove.gov>  
**Subject:** RE: Shelter Question

Hi Ben,

I hope you had a good vacation.

We could find a few spots to grind down the concrete to give access to the shelter, but I'm concerned with access to the restrooms. There is a grade change entering the restrooms as well. I am not sure that we can modify those entry ways. Plus I currently do not have any budget money for this project.

I think the best route is to stop taking reservations. Can we keep the restrooms open even though they are not accessible? Or should we shut down the shelter completely?

Thanks,

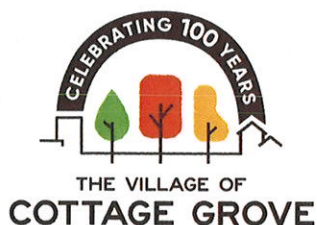
**Sean Brusegar, CPRP, CPO**

Director of Parks, Recreation & Forestry

Village of Cottage Grove, WI

210 Progress Drive Suite 2 | Cottage Grove, WI 53527

Office: (608) 839 - 8968 | Cell: (608) 445 - 8942



**From:** Ben J. Hoverson <[benh@cvmic.com](mailto:benh@cvmic.com)>

**Sent:** Monday, July 28, 2025 10:06 AM

**To:** Sean Brusegar <[sbrusegar@village.cottage-grove.wi.us](mailto:sbrusegar@village.cottage-grove.wi.us)>

**Cc:** Inga Cushman <[icushman@villageofcottagesgrove.gov](mailto:icushman@villageofcottagesgrove.gov)>

**Subject:** RE: Shelter Question

Hey Sean,

Apologies, I was on vacation last week and I'm catching up on everything.

Given the documented accessibility and safety concerns for this shelter, it would be advisable to discontinue rentals/reservations until the appropriate repairs/upgrades/accommodations can be made.

Can anything be done in the interim to address some of the documented concerns? Could you install a wedge ramp or grind down the curb in a few strategic locations to provide some level of access? Can you re-paint the change in elevation to provide increased visibility of the trip hazard?

Thanks!



Service First. Insurance Always.

## Ben J. Hoverson

*Safety & Risk Management Specialist/Underwriting Analyst*

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**From:** Sean Brusegar <[sbrusegar@village.cottage-grove.wi.us](mailto:sbrusegar@village.cottage-grove.wi.us)>

**Sent:** Tuesday, July 22, 2025 2:13 PM

**To:** Ben J. Hoverson <[benh@cvmic.com](mailto:benh@cvmic.com)>

**Cc:** Inga Cushman <[icushman@villageofcottagesgrove.gov](mailto:icushman@villageofcottagesgrove.gov)>

**Subject:** Shelter Question

Hi Ben,

We currently have a shelter that is a lot of things including not accessible. See attachment. My question is should we be allowing this shelter to be rented/reserved by the community knowing that it is not accessible and we have the other issues as well. Right now, this shelter is not scheduled to be replaced in the next 3-5 years.

I look forward to hearing from you.

Best,

**Sean Brusegar, CPRP, CPO**

Director of Parks, Recreation & Forestry

Village of Cottage Grove, WI

210 Progress Drive Suite 2 | Cottage Grove, WI 53527

Office: (608) 839 - 8968 | Cell: (608) 445 - 8942





# Cottage Grove Public Safety Impact Fee Preliminary Information Discussion

Village Board Meeting  
September 2<sup>nd</sup>, 2025

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# Impact Fees Precursor

Jon is building a new



Kristin is transforming a vacant building into a restaurant.



These projects **increase demands** on services New Richmond provides (i.e. utilities, infrastructure, parks & recreation, etc.)



Jon and Kristin pay **one-time impact fees** to pay their share to maintain the quality of services and amenities for **all** residents, customers and businesses.

Impact fees supplement **local program funds**, and the City completes improvements and/or additions to services and amenities.



# What Are Impact Fees?

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- What is an impact fee?
    - ✓ A charge to new development for future public improvements
  - What can impact fees be used for?
    - ✓ Legal, engineering, design, land acquisition & construction expenses
- 
- Water facilities
  - Sewer facilities
  - Storm facilities
  - Parks, Playgrounds and land for athletic fields
  - Highways and transportation facilities
  - Traffic control devices
  - Solid waste and recycling facilities
  - Fire protection facilities
  - Law enforcement facilities
  - EMS facilities
  - Libraries

# What Are Impact Fees?

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- What impact fees cannot be used for:
  - ✓ Cannot use for anything not specifically listed in the Statute
  - ✓ City, Village or Town Halls
  - ✓ Facilities owned by a school district
  - ✓ Vehicles (Fire truck)

# Impact Fee Process and Administration

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- Public Facilities Needs Assessment
  - ✓ Inventory of existing facilities
  - ✓ Identification of new, improved or expanded costs by type
  - ✓ Deficiency/growth analysis to determine impact fee share of facility costs
  - ✓ Impact of fees on affordable housing
- Study placed on file for 30-day period in office of Clerk
- Impact Fee ordinance prepared and public hearing held after 30-day period is over

# General Impact Fee Info

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- **What projects should be included?**
  - ✓ Capital Improvement Plan is the primary document used in Needs Assessment.
  - ✓ Projects with a high probability to occur in the next 3-5 years are typically included.
- **Do impact fees need to be used within a certain period of time?**
  - ✓ Yes, impact fees need to be used within 8 years from collection.
- **How often should impact fees be evaluated/updated?**
  - ✓ Impact fees collected and used should be reviewed on an ongoing basis.
  - ✓ Needs Assessments (updated study) is recommended every 3-5 years based upon growth and development.

# Public Safety (Law Enforcement) Impact Fee

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- Current estimated cost of approximately \$16,276,000
- Impact Fee Calculation Considerations:
  - ✓ Impact fee calculation should be based upon measurable service level standards
  - ✓ Law Enforcement: Number of sworn officers and civilian staff members per 1,000 residents
  - ✓ Number of law enforcement vehicles per 1,000 residents
  - ✓ Can use service level standards to apply towards the future population of the Village to arrive at future staffing and vehicle needs
  - ✓ Can use these service level standards to calculate current building deficiencies and the growth share of the future facility

# Public Safety (Law Enforcement) Impact Fee

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- Preliminary impact fee analysis indicates approximately 45% of the new facility could be attributed to new growth and recovered via impact fee
- Will need to conduct the full public facilities needs assessment to further verify this percentage
- Of the \$16,276,000, estimated that approximately \$7,324,000 could be recovered through a law enforcement impact fee

# Questions?

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# Trustee Memo

**Meeting Date:** 9-2-2025

**Memo Date:** 8-25-2025

**To:** Village Board

**From:** Cindi Kelm-Nelson, Village President

**Subject:** Discussion on Shared Sidewalk and Road Connections in Westlawn

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## Background/Overview

Recently, the Town has requested shared roads for ATVs and expressed an interest in collaborating more closely. In addition, several residents in the area have expressed interest in additional connectivity as this neighborhood continues to develop to the North. For these reasons, I would like to revisit the 2024 discussion on shared sidewalk connections in the Westlawn area (previous Village project: 'connect Town/Village streets with paths') and consider extending the conversation to include Village-Town road connections.

At the September 3, 2024 meeting, the Town rejected the request for the extension of a shared sidewalk between Village and Town subdivisions ('discuss/consider installing pedestrian walkways where the dead ends of Pheasant Run and Mourning Dove meet at the Town/Village boundary'; 2-3 vote; *attachment 1*), despite the Village offering to cover the cost of the proposed project (\$110,250 in 2027 dollars; *attachment 2*). Given the new context, it may be appropriate to reopen this discussion.

The purpose of this agenda item is to allow for initial discussion and feedback from the Board, to gain a better understanding from our public safety partners about the necessity, benefits, and needs for emergency access, and to consider a timeline and goal for possible incorporation into the 2027 FMP, should the Village Board support moving forward.

## Trustee Request/Recommendation

If the majority agree, begin discussion with town to create a MOU and bring forth for the 2027 budget discussions.

## Attachments

1. **Town Meeting Minutes:**

[https://files.heygov.com/tn.cottagegrove.wi.gov/meetings/me\\_01jstp50djs4p8n0g7qwbwqxdw/2024-09-03-approved-town-board-minutes.pdf](https://files.heygov.com/tn.cottagegrove.wi.gov/meetings/me_01jstp50djs4p8n0g7qwbwqxdw/2024-09-03-approved-town-board-minutes.pdf)

2. **Village 2025 Capital Plan-Page 25:**

<https://www.vi.cottagegrove.wi.gov/AgendaCenter/ViewFile/Item/15244?fileID=29530>



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGIAR, N. Robinson, NCEAS, NLS, OS, NMA, GeodatasWrielsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

**Memo Date:** August 25, 2025  
**To:** Village Board  
**From:** Cameron Sawyer, Assistant Administrator/Finance Director  
**Subject:** Security system, AV, and Public Safety Antenna

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## **Background:**

The Board approved moving forward with the Police Station project on August 18, 2025.

The project included an estimated \$1,297,276 in soft and other cost. Following the project approval staff have been working with vendors to refine quotes and explore ways to save on these purchases. There are three larger purchases for the board to consider approving that present an opportunity to lock in cost and save.

## **Security and Door Access System**

The Village utilizes Rhombus systems at Village facilities, including buildings, parks, and other infrastructure. Rhombus was recommended by Johnson Block initially for projects starting in 2023 and has been working well. With the discount we can realize due to being a customer in other locations, familiarity of our IT managed service provider, and functionality of having our security system being with one provider Village wide we believe it is the best and most cost-effective solution. The vendor has agreed to store the equipment until installation. Engberg Anderson estimated these costs to be \$275,000. The quote included for consideration is \$247,574 or \$27,426 under budget.

## **Radio Antenna & System**

Baycom is the vendor that supplies this type of equipment for public safety agencies. Lead time of this equipment is approx. 6 months. The vendor has agreed to store the equipment until installation. Engberg Anderson estimated these costs to be \$119,000. The quote included for consideration is \$113,018 or \$5,982 under budget.

## **Audio/Video Equipment**

The Village utilized Audio Contractors for Board Room equipment. Having the same type of equipment and support vendor allows us to gain efficiencies, included when needed replacement parts and maintenance. Some of this equipment can have lead times of up to 6 months. The vendor has agreed to store equipment until installation. Engberg Anderson estimated these costs to be \$250,000. The quote included for consideration is \$262,904 or \$12,904 over budget.

## **Recommendation:**

Approve quotes for Security and Door Access Systems, Radio Antenna, and AV Equipment and proceed with purchases.



A Lifeline in the Moments that Matter



V 1.2

Customer:	Vendor:
Cottage Grove Police Department Matt Wagner 210 Progress Drive Cottage Grove, WI 53527 608-839-4652 mwagner@cottagegrovepolice.org	BAYCOM, Inc. Derek Foster 1545 Corporate Center Dr Sun Prairie, WI 53590 608-445-0832 <a href="mailto:dfoster@baycominc.com">dfoster@baycominc.com</a>
Quote Description: DF-250814-4	Today's Date: 8/14/2025 Expires: 10/13/2025

QTY	ID	DESCRIPTION	UNIT PRICE	TOTAL PRICE
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**Motorola APX Consolette & MCD5000 Deskset System w/ WCA Pricing**

1	a	Motorola APX Consolette - VHF w/ DANECOM <i>*Purchased through Motorola Solutions</i>	\$10,592.68	\$10,592.68
1	b	Motorola Radio Gateway Unit, (2) Juniper PoE+ Switches and All Needed Cabling, Connectors and Rack Mounting Hardware <i>*Baycom is requesting (8) RU's of space for this equipment</i>	\$12,301.76	\$12,301.76
36	c	Motorola MCD5000 Desksets w/ Cables <i>*To be powered by Juniper PoE+ Switch</i>	\$2,080.80	\$74,908.80
15	d	Wall Mount Kits for Motorola MCD5000 Desksets	\$44.80	\$672.00
1	e	DaneCom Capable Antenna System w/ Non-Penetration Roof Mount <i>*Includes All the Needed Cables, Connectors, Rubber Mat, Concrete</i>	\$1,943.10	\$1,943.10
1	f	Baycom Labor to Program, Stage and Install All Quoted Equipment	\$12,600.00	\$12,600.00

Customer is responsible for LAN access at the APX Consolette location to

Baycom requires a 2" conduit run from the new IT Closet to the roof for

Lead times can be up to 6 months to receive the equipment

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order: \_\_\_\_\_

Total :	\$113,018.34
Shipping and Handling:	\$0.00
Sales Tax:	\$0.00
<b>Total:</b>	<b>\$113,018.34</b>

**Billing Terms: 40% Down, Remaining Balance Due Upon Delivery**

Terms and Conditions can be found at <https://www.baycominc.com/baycom-operating-terms-conditions/>

We impose a surcharge of 2% on credit card purchases over \$1,000, which is not greater than our cost of acceptance.

A restocking fee of 20% will be applied to all returned items.

Customers are responsible for return shipping costs unless the return is due to an error on our part.

Due to the potential imposition of tariffs on imported materials, the prices quoted in this proposal are subject to adjustment. Should any tariffs be applied or modified after the date of this proposal, a change order will be issued.

All of the information listed on this proposal is confidential and proprietary information.

# Johnson Block and Company Quote



From: Larry Rasmussen  
 Johnson Block and Company 9701  
 Brader Way  
 Suite 202  
 Middleton, WI 53562  
 (608) 424-8861  
 lrasmussen@johnsonblock.com

Prepared for: Cameron Sawyer  
 Village of Cottage Grove  
 210 Progress Dr  
 Cottage Grove, WI 53527  
 United States  
  
 csawyer@villageofcottagegrove.gov

Quantity	Description	Unit Price	Ext. Price
16.00	R200 5MP Dome Camera - 90 Days	\$899.00	\$14,384.00
42.00	R360 12MP 360 Camera - 60 Days On-Camera Storage	\$1,799.00	\$75,558.00
7.00	R400 4K Dome Camera - 60 Days On Camera Storage	\$1,799.00	\$12,593.00
2.00	R500 4K Varifocal Bullet Camera - 30 Day Storage	\$1,249.00	\$2,498.00
4.00	R510 4K Varifocal Standard Zoom Bullet Camera - 60 Days	\$1,999.00	\$7,996.00
71.00	Rhombus Enterprise Console License - 5 Years	\$699.00	\$49,629.00
20.00	Cloud-managed, secure by default, and built for enterprise scalability, the DC20 pairs seamlessly with Rhombus Access Control devices and existing door hardware.	\$1,299.00	\$25,980.00
69.00	Quickly access your spaces by card, mobile app, or wave-to-unlock gestures with the DR20 Door Reader—a modern, touchless, and reliable smart reader.	\$249.00	\$17,181.00
2.00	DR40 Video Intercom Reader - 40 Days	\$999.00	\$1,998.00
2.00	Enterprise Video Intercom Reader Console License - 5 Year	\$879.00	\$1,758.00
69.00	Access Control Door License - 5 Year	\$699.00	\$48,231.00
8.00	Discover a radically new way to secure your spaces. Rhombus' audio gateway provides synchronized audio with video, two-way audio with broadcasting, glass break detection, and more.	\$299.00	\$2,392.00
8.00	Enterprise Audio Gateway Console License - 5 Year	\$699.00	\$5,592.00
32.00	Indoor Drop-Ceiling Mount for all dome and fisheye cameras.	\$40.00	\$1,280.00
15.00	Wall Arm Junction Box	\$49.00	\$735.00
7.00	Junction Box for R5 Series Cameras	\$99.00	\$693.00
7.00	Get one-touch emergency response: program button presses with a correlated action, like dispatching emergency services, triggering loud alarms, or securing doors.	\$75.00	\$525.00
69.00	DR20 Wall Plate	\$25.00	\$1,725.00
14.00	Bracket to mount the Arm to a wall corner.	\$80.00	\$1,120.00
14.00	Arm Mount for R2 Camera	\$79.00	\$1,106.00
18.00	Pendant Cap for R3/R4 Series Cameras	\$49.00	\$882.00
12.00	Junction Box for R2 Camera	\$49.00	\$588.00
12.00	Junction Box for R230/R360 Cameras	\$49.00	\$588.00
2.00	DR40 Wall Plate	\$25.00	\$50.00

1.00	Significant discount to approved Rhombus Partners.	-\$27,508.20	-\$27,508.20
		<b>Subtotal:</b>	<b>\$247,573.80</b>
		<b>Sales Tax:</b>	<b>\$0.00</b>
		<b>Total:</b>	<b>\$247,573.80</b>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# THE VILLAGE OF COTTAGE GROVE

## Village of Cottage Grove Police Department AV Systems

A PROPOSAL FOR

### Village of Cottage Grove

Cameron Sawyer  
csawyer@villageofcottagesgrove.gov

220 Bonnie Road  
Cottage Grove, WI 53527

PREPARED BY BEN ENGWALL • EXPIRES OCTOBER 25, 2025

**Audio Contractors**  
"Your Blueprint for Audio/Video Systems and More"

Audio Contractors LLC  
<http://www.audiocontractorsllc.com/>  
(608) 835-0556

1015 N. Main St.  
Suite F  
Oregon, WI 53575

# About Us

Audio Contractors began in 1998 in our owner John Deem's garage. Today we are one of the largest and most successful audio/video integrators in the Madison, Wisconsin area. We sell and install over 80 Brands of Audio/Video Products, carefully selecting the products and services that are best for your personal needs. We are committed to giving you the best possible price, best possible service, and best possible products for the money. Our staff is kind, professional, and will treat with the respect that you deserve. We understand that your respect is something we must earn. We promise you a fair price, a great installation experience, and the best after-the-sale service in the market. Whether you are spending \$1,000 or \$100,000, our goal is to exceed your expectations. We believe this is what sets us apart from all other Custom Audio Video integrator in our market. We live by a very simple philosophy .... Treat our customers right, and they will be our BEST advertising!

# Project Description

This is a new construction project. The building will be fitted with modern technology to provide users with several AV options.

## Conference Rooms

### Advanced

3 conference rooms with advanced capabilities will be installed. These rooms feature multiple displays, touch screen control, motorized cameras, in- ceiling array microphones, wireless connectivity for users and installed audio reinforcement systems.

### Standard

2 standard conference rooms will also be installed. These rooms feature a single display with a conferencing unit (camera mic and speaker) installed below. These systems will also include wireless connectivity for users.

## Common Spaces

Several common use spaces are also included. Each space is detailed in the area descriptions below.

## Distributed Video System

A distributed video system will be installed to support up to 24 video sources and 22 endpoints (displays). This IP based system will support the video source connections in the Community Room (104), Patrol Briefing (109), CID Conference (144) and up to 18 other video sources like dedicated PCs for digital signage or surveillance. Connected source devices will be installed in the equipment rack in the AV Room (105).

## System Control

A custom programmed user interface will be created specifically for the Distributed Video System, Community Room (104), Patrol Briefing (109), Fitness (118) and CID Conference (144). It will provide simple control of system power, volume, source selection, camera selection and camera movements (pan tilt and zoom). The user interface may be accessed by wall mounted touch screens. If desired, this control interface may also be accessed via a client provided iPad or PC.

# Areas & Items

## Lobby (101)

### Overview

2 55" commercial displays will be wall mounted. These displays will be mounted vertically, and will be used for digital signage.

### Available Sources

Both displays will be connected to the distributed video system.

### Control

The displays will be configured to turn on and off on a schedule. All other control will require the included hand held remote controls.

All sources included in the distributed video system will be selectable via the custom programmed user control interface.

### Items

Qty



**Sony FW55BZ30L**

55" BRAVIA 4K HDR PROFESSIONAL DISPLAY - Black

x2



**Mount-It! MI-1246F**

Up to 70" Rotating Display Wall Mount

x2



**Wattbox WB-200-2**

2-Outlet Compact Power Conditioner

x2



**AVPro Edge AC-MXNET-1G-D**

1G AV over IP Decoder Device

x2



**Audio Contractors**

Standard 1-Tech Labor Rate & Installation Parts

**Parts & Labor**

x1



**Audio Contractors**

Misc. Installation Parts

**Parts**

x6



**Labor Final Installation**

Final Installation



**Labor Project Management & Design**

Project Management & Design

**Lobby (101) Total : \$4,858.00**

# Community Room (104)

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## Available Sources

- The primary AV source for this system will be a client / user supplied laptop PC. This room will be configured as a Bring Your Own Device system. A connected PC will be used for local presentations and will also serve as the codec for online video presentations / conferences.
  - Connections to this PC will be made at a wall plate that provides HDMI and USB.
  - Wireless connections available via Barco wireless Clickshare device
- 2 ceiling mounted array microphones will provide audio to the "far end" of any online presentation or video conference. Each microphone will cover approximately half of the area, and will be ceiling mounted accordingly.
- 2 wireless microphones (1 x handheld, 1x lavalier) will be available as audio sources. These may also be available to the "far end" of online presentation or video conference.

## Additional Features

- The audio system in the room will support an assistive listening. 4 audio devices and neck loops are included. Additional users may use mobile devices (if needed).
- The camera video and room audio will be available for recording. The Matrox Monarch devices will be configured to easily record a meeting or presentation.

## Equipment Locations

- 4 displays will be mounted on articulating displays
  - 2 - Front wall
  - 2 - Side wall
- An additional display will be installed on a portable cart. This display will be connected to cabling to serve as a 5th display when needed.
- 12 pendant speakers will be installed to provide even coverage throughout the space.
- 2 cameras will be mounted to provide optimal viewing angles of the presenter or the audience.
- 2 x array microphones will be ceiling mounted.
- A touch screen will be wall mounted

## System Control

A custom programmed user interface will be created specifically for the system. It will provide simple control of system power, source selection, volume, camera selection and camera movements (pan tilt and zoom). The user interface may be accessed by the wall mounted touch screen.

## Items

Qty



**Sony FW85EZ20L**

Sony Pro FW85EZ20L 85" Bravia Pro Lite Display

x2

Items

Qty



**Strong SM-CB-ART2-XL**

Strong Carbon Series Large Dual Arm Articulating Mount | 49"-90" Televisions

x2



**Wattbox WB-200-2**

2-Outlet Compact Power Conditioner

x2



**Sony FW65EZ20L**

Sony Pro FW65EZ20L 65" Bravia Pro Lite Display

x3



**Strong SM-CB-ART2-L**

Strong Carbon Series Large Dual Arm Articulating Mount | 40"-80" Televisions

x3



**Wattbox WB-200-2**

2-Outlet Compact Power Conditioner

x1



**AVPro Edge AC-MXNET-1G-D**

1G AV over IP Decoder Device

x5



**QSC Q-SYS CORE 24f**

DSP core with 160x160 network audio channels analogue 8in/8out plus 8 flex channels 24x AEC processors 8x8 Dante 8x8 GPIO and pre-installed 128GB SSD Media Drive. Inc Scripting/UCI functionality.

x1



**QSC Q-SYS TSC-101-G3**

Q-SYS 10.1 PoE Touch Screen Controller for In-Wall Mounting. Color - Black only

x1



**QSC Q-SYS NC-12x80**

12x Optical Zoom 80 Horizontal Field of View, PTZ Network Camera, PoE, with HDMI and SDI output. Includes PTZ-WMB1 wall mount bracket

x2



**QSC Q-SYS SPA2-60**

1/2 RU 2 Channel ENERGY STAR amplifier / Stereo operation 60 watts into 8 & 4, Bridged operation 200 watts into 8 & 4, and 250 watts into 70v and 100v / 100-240 VAC Operation

x1

Items

Qty



**QSC Q-SYS QSCAD-P6T-BK**  
6.5" Two-Way Pendant Speaker Black

x12



**Shure MXA920W-R**  
Round Ceiling Array Microphone

x2



**Inogeni TOGGLE**  
USB AV Switcher

x1



**Mount-It! MI-875**  
32-70" Rolling Mobile TV Cart Stand

x1



**Shure SLXD124/85-G58-U**  
Shure SLXD124/85-G58 Wireless System with SLXD2/58 Handheld SLXD1 Bodypack and WL185 Mic. G58 Band

x2



**Digitalinx DL-1H1A1UWP-H3**  
HDMI HDBaseT USB Audio Wall Plate Set

x2



**Bullet Train AC-BT02-AUHD**  
4K Certified HDMI Interconnect

x2



**Strong SM-RBX-PRO-14-BLK**  
14" x 14" Recessed Flat Panel Box

x1



**Wattbox WB-300VB-IP-5**  
5-Outlet Compact Power Conditioner

x1



**Strong SM-RBX-14-BKT**  
Strong VersaBox Pre-Construction Bracket - 14" x 14"

x1

**Barco CX-30**

Barco ClickShare CX-30

x1

**QSC Q-SYS NV-32-H (Core Capable)**

4K60 4:4:4 Network Video Endpoint for the Q-SYS Ecosystem, software configurable as Encoder or Decoder. 3 HDMI 2.0 Inputs, 2 HDMI 2.0 Outputs, on-board AV Bridging. Supports optional stand-alone Q-SYS Core Mode" operation for audio DSP with local video switching (no encoding or decoding) and AV Bridging.

x1

**Matrox Monarch LCS**

Dual-Input H.264 Lecture Capture System (2016)

x1

**Listen Technologies AURI-TX2N-A0**

Auri 2 Channel Transmitter

x1

**Listen Technologies AURI-D4-01**

Listen Tech Auri Docking Station 4

x1

**Listen Technologies AURI-RX1**

Listen Tech Auri Receiver

x4

**Listen Technologies LA-308**

Listen Tech Auri Assistive Listening Signage Kit

x1

**Listen Technologies LA-438**

Advanced Neck Loop (Adult)

x4

**Audio Contractors Parts & Labor**

Standard 1-Tech Labor Rate &amp; Installation Parts

x1



**Audio Contractors** Parts  
Misc. Installation Parts

x30



**Labor Rough Installation**  
Rough Installation



**Labor Trim Installation**  
Trim Installation



**Labor Final Installation**  
Final Installation



**Labor Programming**  
Programming



**Labor Project Management & Design**  
Project Management & Design











**Labor System Commissioning**  
System Commissioning

**Community Room (104) Total : \$74,876.73**

# AV Room (105)

The AV Room will house 2 equipment racks. The equipment to support the distributed video, audio and AV control systems in the building will be installed here.

Items	Qty
	x2
<p><b>Strong SR-FS-SYSTEM-DC-35U</b> 35U FS Series Rack System with DC Fans</p>	
	x2
<p><b>Audio Contractors Rack Shipping</b> Preassembled Floor Standing Racks</p>	
	x2
<p><b>Wirepath NST-162-PL-500-BLK</b> 16-Gauge 2-Conductor 500ft Plenum Speaker Cable Black</p>	
	x2
<p><b>SurgeX SA-20</b> 2 Outlet, 20A; Advanced Series Mode, EMI/RFI Filter</p>	
	x2
<p><b>Wattbox WB-800VPS-IPVM-18</b> WattBox IP Vertical Power Strip &amp; Conditioner - 18 Individually Controlled Outlets</p>	
	x1
<p><b>AVPro Edge AC-MXNET-CBOX-HA</b> AV Pro Edge Control Box for MXNET System.</p>	
	x24
<p><b>AVPro Edge AC-MXNET-1G-E</b> 1G AV over IP Encoder Device</p>	
	x4
<p><b>QSC Q-SYS NS26-300+</b> 26-port network switch preconfigured for Q-SYS Audio, Video and Control with 24x PoE+ ports and 300 Watts PoE budget. Features advanced QoS and IGMP configuration to also support AES67 and Dante within the same VLAN.</p>	

Items

Qty



**AVPro Edge AC-MXNET-1G-R15**

Rack Mount for MXNet 1G

x2



**AVPro Edge AC-MXNET-1G-R15-BLANK**

Blanks for Rackmount

x6



**Wirepath NST-CAT6PL-1000-BLK**

1000 ft. Cat6 Unshielded Plenum Networking Cable (Black)

x4



**Audio Parts & Labor Contractors**

Standard 1-Tech Labor Rate & Installation Parts

x1



**Audio Parts Contractors**

Misc. Installation Parts

x25



**Labor Final Installation**

Final Installation



**Labor Project Management & Design**

Project Management & Design

**AV Room (105) Total : \$44,446.00**

# Soft Interview (107)

## Overview

1 55" commercial display will be wall mounted.

## Available Sources

Roku Streaming Media Player will be mounted behind the display.

## Control

The display and Roku will be controlled by the included hand held remote controls.

## Items

Qty



### Sony FW55EZ20L

Sony Pro FW55EZ20L 55" Bravia Pro Lite Display

x1



### Strong SM-T-L

Strong Mount - Tilt - 36-80" Displays

x1



### Wattbox WB-200-2

2-Outlet Compact Power Conditioner

x1



### Roku ROKU-ULTRA-3

Ultra Streaming Media Player

x1



### Bullet Train AC-BT02-AUHD

4K Certified HDMI Interconnect

x1



### Audio Contractors Parts & Labor

Standard 1-Tech Labor Rate & Installation Parts

x1



### Audio Contractors Parts

Misc. Installation Parts

x3



**Labor Final Installation**

Final Installation



**Labor Project Management & Design**

Project Management & Design

**Soft Interview (107) Total : \$1,837.95**

# Patrol Briefing (109)

## Available Sources

- The primary AV source for this system will be a client / user supplied laptop PC. This room will be configured as a Bring Your Own Device system. A connected PC will be used for local presentations and will also serve as the codec for online video presentations / conferences.
  - Connections to this PC will be made at a wall plate that provides HDMI and USB.
  - Wireless connections available via Barco wireless Clickshare device
- A ceiling mounted array microphone will provide audio to the "far end" of any online presentation or video conference. This microphone will cover approximately a 30' x 30' area, and will be mounted centrally in the room.

## Equipment Locations

- 4 displays will be mounted on articulating displays
  - 2 - Front wall
  - 2 - Side wall
- 6 in-ceiling speakers will be installed to provide even coverage throughout the space.
- 2 cameras will be mounted to provide optimal viewing angles of the presenter or the audience.
- An array microphone will be ceiling mounted.
- A touch screen will be wall mounted

## System Control

A custom programmed user interface will be created specifically for the system. It will provide simple control of system power, source selection, volume, camera selection and camera movements (pan tilt and zoom). The user interface may be accessed by the wall mounted touch screen.

## Items

Qty



### Sony FW75EZ20L

Sony Pro FW75EZ20L 75" Bravia Pro Lite Display

x2



### Strong SM-CB-ART2-L

Strong Carbon Series Large Dual Arm Articulating Mount | 40"-80" Televisions

x2



### Wattbox WB-200-2

2-Outlet Compact Power Conditioner

x2

Items

Qty



**Sony FW65EZ20L**  
Sony Pro FW65EZ20L 65" Bravia Pro Lite Display

x2



**Strong SM-CB-ART2-L**  
Strong Carbon Series Large Dual Arm Articulating Mount | 40"-80" Televisions

x2



**Wattbox WB-200-2**  
2-Outlet Compact Power Conditioner

x1



**AVPro Edge AC-MXNET-1G-D**  
1G AV over IP Decoder Device

x4



**QSC Q-SYS CORE 8 FLEX**  
QSC CORE 8 FLEX Q-SYS UNIFIEDCORE SERIES W/8 LOCAL I/O CH

x1



**Inogeni TOGGLE**  
USB AV Switcher

x1



**QSC Q-SYS TSC-70-G3**  
Q-SYS 7 PoE Touch Screen Controller for In-Wall Mounting. Color - Black only

x1



**QSC Q-SYS NC-12x80**  
12x Optical Zoom 80 Horizontal Field of View, PTZ Network Camera, PoE, with HDMI and SDI output. Includes PTZ-WMB1 wall mount bracket

x2



**QSC Q-SYS SPA2-60**  
1/2 RU 2 Channel ENERGY STAR amplifier / Stereo operation 60 watts into 8 & 4, Bridged operation 200 watts into 8 & 4, and 250 watts into 70v and 100v / 100-240 VAC Operation

x1

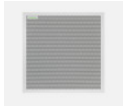


**QSC Q-SYS AD-C6T-LPZB-WH**  
6.5" 2-way Low Profile Zero Bezel Ceiling speaker 70/100V/16 150 conical DMT coverage. White. PRICED EACH - SOLD IN PAIRS

x6

Items

Qty



**Shure MXA920W-S**  
Ceiling Array Microphone, Square, White, 24 inch

x1



**Digitalinx DL-1H1A1UWP-H3**  
HDMI HDBaseT USB Audio Wall Plate Set

x2



**Bullet Train AC-BT02-AUHD**  
4K Certified HDMI Interconnect

x2



**Strong SM-RBX-PRO-14-BLK**  
14" x 14" Recessed Flat Panel Box

x1



**Wattbox WB-300VB-IP-5**  
5-Outlet Compact Power Conditioner

x1



**Strong SM-RBX-14-BKT**  
Strong VersaBox Pre-Construction Bracket - 14" x 14"

x1



**Barco CX-30**  
Barco ClickShare CX-30

x1



**Audio Contractors**      **Parts & Labor**  
Standard 1-Tech Labor Rate & Installation Parts

x1



**Audio Contractors**      **Parts**  
Misc. Installation Parts

x20



**Labor Rough Installation**  
Rough Installation



**Labor Trim Installation**

Trim Installation



**Labor Final Installation**

Final Installation



**Labor Programming**

Programming



**Labor Project Management & Design**

Project Management & Design



**Labor System Commissioning**

System Commissioning

**Patrol Briefing (109) Total : \$43,275.80**

# Staff Break Area (117)

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## Overview

2 55" commercial displays will be wall mounted. A touch screen control interface will be wall mounted.

## Available Sources

- Display #1 will be connected to the distributed video system.
- Display #2 - A Roku Streaming Media Player will be mounted behind the display.

## Control

- The displays and Roku will be controlled via the included hand held remote controls.
- All sources included in the distributed video system will be selectable via the user control interface.

## Items

Qty



### Sony FW55EZ20L

Sony Pro FW55EZ20L 55" Bravia Pro Lite Display

x2



### Strong SM-T-L

Strong Mount - Tilt - 36-80" Displays

x2



### Wattbox WB-200-2

2-Outlet Compact Power Conditioner

x2



### Roku ROKU-ULTRA-3

Ultra Streaming Media Player

x1



### Bullet Train AC-BT02-AUHD

4K Certified HDMI Interconnect

x1



### AVPro Edge AC-MXNET-1G-D

1G AV over IP Decoder Device

x1

Items

Qty



**Audio Contractors**      **Parts & Labor**  
Standard 1-Tech Labor Rate & Installation Parts

x1



**Audio Contractors**      **Parts**  
Misc. Installation Parts

x6



**Labor Rough Installation**  
Rough Installation  
Tax Exempt



**Labor Final Installation**  
Final Installation



**Labor System Commissioning**  
System Commissioning



**Labor Project Management & Design**  
Project Management & Design

**Staff Break Area (117) Total : \$4,532.90**

# Fitness (118)

## Overview

2 65" commercial displays will be wall mounted on articulating mounts. A touch screen control interface and Bluetooth input plate will be wall mounted. 6 in-ceiling speakers will be installed to provide even audio coverage throughout the space.

## Available Sources

- Display #1 A Roku streaming media player will be mounted behind the display.
- Display #2 - A Roku streaming media player will be mounted behind the display.

## Control

- The displays, audio controls and Roku devices will be controlled via custom user control interface.

## Items

Qty



### Sony FW65EZ20L

Sony Pro FW65EZ20L 65" Bravia Pro Lite Display

x2



### Strong SM-CB-ART2-L

Strong Carbon Series Large Dual Arm Articulating Mount | 40"-80" Televisions

x2



### Wattbox WB-200-2

2-Outlet Compact Power Conditioner

x2



### Roku ROKU-ULTRA-3

Ultra Streaming Media Player

x2



### Bullet Train AC-BT02-AUHD

4K Certified HDMI Interconnect

x2



### QSC Q-SYS AD-C6T-LPZB-WH

6.5" 2-way Low Profile Zero Bezel Ceiling speaker 70/100V/16 150 conical DMT coverage. White. PRICED EACH - SOLD IN PAIRS

x6

Items

Qty



**QSC Q-SYS TSC-50-G3**

Q-SYS 5 PoE Touch Screen Controller for In-Wall Mounting. Color - Black only

x1



**Radio Design TX-TPR2A**

**Labs**

Active Two-Pair Receiver - Twisted Pair Format-A

x1



**Radio Design PS-24AS**

**Labs**

24 V DC Switching Power Supply, North Am

x1



**Radio Design RDL-DS-BT1A**

**Labs**

RDL DS-BT1A Wall Mounted Bluetooth Audio Format-A Interface (Gray)

x1



**Audio Contractors Parts & Labor**

Standard 1-Tech Labor Rate & Installation Parts

x1



**Audio Contractors Parts**

Misc. Installation Parts

x6



**Labor Rough Installation**

Rough Installation



**Labor Trim Installation**

Trim Installation



**Labor Final Installation**

Final Installation



**Labor Programming**

Programming



Labor System Commissioning  
System Commissioning



Labor Project Management & Design  
Project Management & Design

**Fitness (118) Total : \$10,814.18**

# Command Conference (121)

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## Available Sources


- The primary AV source for this system will be a client / user supplied laptop PC. This room will be configured as a Bring Your Own Device system. A connected PC will be used for local presentations and will also serve as the codec for online video presentations / conferences.
  - Connections to this PC will be wireless connections available via Barco wireless Clickshare device
- A Logitech conferencing unit will be installed to provide video and audio coverage of the space.

## Equipment Locations

- 1 display will be mounted on an articulating display
  - Front wall
- The Logitech conferencing unit will be wall mounted below the display.

## System Control

The electronics in this room will be controlled by the included hand held remote controls.

Items	Qty
 <b>Sony FW65EZ20L</b> Sony Pro FW65EZ20L 65" Bravia Pro Lite Display	x1
 <b>Strong SM-CB-ART2-L</b> Strong Carbon Series Large Dual Arm Articulating Mount   40"-80" Televisions	x1
 <b>Logitech 960-001308</b> Logitech Video Conferencing Camera - 30 Fps - Graphite - USB 3.0	x1
 <b>Logitech 952-000044</b> RALLY BAR Wall Mount	x1
 <b>Barco CX-30</b> Barco ClickShare CX-30	x1

Items

Qty



**Strong SM-RBX-PRO-14-BLK**  
14" x 14" Recessed Flat Panel Box

x1



**Wattbox WB-300VB-IP-5**  
5-Outlet Compact Power Conditioner

x1



**Strong SM-RBX-14-BKT**  
Strong VersaBox Pre-Construction Bracket - 14" x 14"

x1



**Audio Contractors**      **Parts & Labor**  
Standard 1-Tech Labor Rate & Installation Parts

x1



**Audio Contractors**      **Parts**  
Misc. Installation Parts

x12



**Labor Rough Installation**  
Rough Installation



**Labor Trim Installation**  
Trim Installation



**Labor Final Installation**  
Final Installation



**Labor Programming**  
Programming



**Labor System Commissioning**  
System Commissioning



Labor Project Management & Design

Project Management & Design

**Command Conference (121) Total : \$10,861.20**

# Front Desk (122)

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## Overview

3 55" commercial displays will be wall mounted.







## Available Sources

These displays will be connected to the distributed video system.

## Control

The displays will be configured to turn on and off on a schedule. All other control will require the included hand held remote controls.

All sources included in the distributed video system will be selectable via the custom programmed user control interface.

Items	Qty
 <b>Sony FW55BZ30L</b> 55" BRAVIA 4K HDR PROFESSIONAL DISPLAY - Black	x3
 <b>Strong SM-T-L</b> Strong Mount - Tilt - 36-80" Displays	x3
 <b>Wattbox WB-200-2</b> 2-Outlet Compact Power Conditioner	x3
 <b>AVPro Edge AC-MXNET-1G-D</b> 1G AV over IP Decoder Device	x3
 <b>Audio Contractors</b> <b>Parts &amp; Labor</b> Standard 1-Tech Labor Rate & Installation Parts	x1
 <b>Audio Contractors</b> <b>Parts</b> Misc. Installation Parts	x9



**Labor Final Installation**

Final Installation



**Labor Project Management & Design**

Project Management & Design

**Front Desk (122) Total : \$7,457.85**

# Chief (125)

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## Overview

1 55" commercial display will be wall mounted.

## Available Sources

- Local HDMI connection to desk location
- Video Distribution System (for Surveillance Video)
- Roku Streaming Media Player
  - mounted behind display

## Control

- The display and Roku will be controlled via the included hand held remote controls.
- All sources included in the distributed video system will be selectable via the user control interface.

## Items

Qty



### Sony FW55EZ20L

Sony Pro FW55EZ20L 55" Bravia Pro Lite Display

x1



### Strong SM-T-L

Strong Mount - Tilt - 36-80" Displays

x1



### Wattbox WB-200-2

2-Outlet Compact Power Conditioner

x1



### AVPro Edge AC-MXNET-1G-D

1G AV over IP Decoder Device

x1



### Roku ROKU-ULTRA-3

Ultra Streaming Media Player

x1

Items

Qty



**Bullet Train AC-BT02-AUHD**  
4K Certified HDMI Interconnect

x1



**AC HDMI Wall Plate**  
HDMI Wall Plate (Decora White)

x1



**Bullet Train AC-BT10-AUHD**  
4K Active HDMI Cable - Rough In

x1



**Audio Contractors**                      **Parts & Labor**  
Standard 1-Tech Labor Rate & Installation Parts

x1



**Audio Contractors**                      **Parts**  
Misc. Installation Parts

x3



**Labor Final Installation**  
Final Installation



**Labor Project Management & Design**  
Project Management & Design

**Chief (125) Total : \$2,532.95**

# Deputy Chief (127)

---

## Overview

1 55" commercial display will be wall mounted.

## Available Sources

- Local HDMI connection to desk location
- Video Distribution System (for Surveillance Video)
- Roku Streaming Media Player
  - mounted behind display

## Control

- The display and Roku will be controlled via the included hand held remote controls.
- All sources included in the distributed video system will be selectable via the user control interface.

## Items

Qty



### Sony FW55EZ20L

Sony Pro FW55EZ20L 55" Bravia Pro Lite Display

x1



### Strong SM-T-L

Strong Mount - Tilt - 36-80" Displays

x1



### Wattbox WB-200-2

2-Outlet Compact Power Conditioner

x1



### AVPro Edge AC-MXNET-1G-D

1G AV over IP Decoder Device

x1



### Roku ROKU-ULTRA-3

Ultra Streaming Media Player

x1

Items

Qty



**Bullet Train AC-BT02-AUHD**  
4K Certified HDMI Interconnect

x1



**AC HDMI Wall Plate**  
HDMI Wall Plate (Decora White)

x1



**Bullet Train AC-BT10-AUHD**  
4K Active HDMI Cable - Rough In

x1



**Audio Contractors**                      **Parts & Labor**  
Standard 1-Tech Labor Rate & Installation Parts

x1



**Audio Contractors**                      **Parts**  
Misc. Installation Parts

x3



**Labor Final Installation**  
Final Installation



**Labor Project Management & Design**  
Project Management & Design

**Deputy Chief (127) Total : \$2,532.95**

# Open Office (134)

## Available Sources





- The primary AV source for this system will be a client / user supplied laptop PC. This room will be configured as a Bring Your Own Device system. A connected PC will be used for local presentations and will also serve as the codec for online video presentations / conferences.
  - Connections to this PC will be wireless connections available via Barco wireless Clickshare device
- A Logitech conferencing unit will be installed to provide video and audio coverage of the space.

## Equipment Locations

- 1 display will be mounted on an articulating display
  - Front wall
- The Logitech conferencing unit will be wall mounted below the display.

## System Control

The electronics in this room will be controlled by the included hand held remote controls.

Items	Qty
 <b>Sony FW65EZ20L</b> Sony Pro FW65EZ20L 65" Bravia Pro Lite Display	x1
 <b>Strong SM-CB-ART2-L</b> Strong Carbon Series Large Dual Arm Articulating Mount   40"-80" Televisions	x1
 <b>Logitech 960-001308</b> Logitech Video Conferencing Camera - 30 Fps - Graphite - USB 3.0	x1
 <b>Logitech 952-000044</b> RALLY BAR Wall Mount	x1
 <b>Barco CX-30</b> Barco ClickShare CX-30	x1

Items

Qty



**Strong SM-RBX-PRO-14-BLK**  
14" x 14" Recessed Flat Panel Box

x1



**Wattbox WB-300VB-IP-5**  
5-Outlet Compact Power Conditioner

x1



**Strong SM-RBX-14-BKT**  
Strong VersaBox Pre-Construction Bracket - 14" x 14"

x1



**Audio Contractors**      **Parts & Labor**  
Standard 1-Tech Labor Rate & Installation Parts

x1



**Audio Contractors**      **Parts**  
Misc. Installation Parts

x12



**Labor Rough Installation**  
Rough Installation



**Labor Trim Installation**  
Trim Installation



**Labor Final Installation**  
Final Installation



**Labor Programming**  
Programming



**Labor System Commissioning**  
System Commissioning



Labor Project Management & Design  
Project Management & Design

**Open Office (134) Total : \$10,861.20**

# CID Conference (144)

## Available Sources



- The primary AV source for this system will be a client / user supplied laptop PC. This room will be configured as a Bring Your Own Device system. A connected PC will be used for local presentations and will also serve as the codec for online video presentations / conferences.
  - Connections to this PC will be made at a wall plate that provides HDMI and USB.
  - Wireless connections available via Barco wireless Clickshare device
- A ceiling mounted array microphone will provide audio to the "far end" of any online presentation or video conference. This microphone will cover approximately a 30' x 30' area, and will be mounted centrally in the room.

## Equipment Locations

- 2 displays will be mounted on articulating displays
  - 1 - Front wall
  - 1 - Side wall
- 6 in-ceiling speakers will be installed to provide even coverage throughout the space.
- 2 cameras will be mounted to provide optimal viewing angles of the presenter or the audience.
- An array microphone will be ceiling mounted.
- A touch screen will placed on a table top stand.

## System Control

A custom programmed user interface will be created specifically for the system. It will provide simple control of system power, source selection, volume, camera selection and camera movements (pan tilt and zoom). The user interface may be accessed by the touch screen.

Items	Qty
 <b>Sony FW75EZ20L</b> Sony Pro FW75EZ20L 75" Bravia Pro Lite Display	x2
 <b>Strong SM-CB-ART2-L</b> Strong Carbon Series Large Dual Arm Articulating Mount   40"-80" Televisions	x2
 <b>Wattbox WB-200-2</b> 2-Outlet Compact Power Conditioner	x1

Items

Qty



**AVPro Edge AC-MXNET-1G-D**  
1G AV over IP Decoder Device

x2



**QSC Q-SYS CORE 8 FLEX**  
QSC CORE 8 FLEX Q-SYS UNIFIEDCORE SERIES W/8 LOCAL I/O CH

x1



**QSC Q-SYS NC-12x80**  
12x Optical Zoom 80 Horizontal Field of View, PTZ Network Camera, PoE, with HDMI and SDI output. Includes PTZ-WMB1 wall mount bracket

x2



**QSC Q-SYS TSC-70-G3**  
Q-SYS 7 PoE Touch Screen Controller for In-Wall Mounting. Color - Black only

x1



**QSC Q-SYS TSC-710t-G3**  
Tabletop Mounting Accessory for Touchscreen Controllers

x1



**QSC Q-SYS AD-C6T-LPZB-WH**  
6.5" 2-way Low Profile Zero Bezel Ceiling speaker 70/100V/16 150 conical DMT coverage. White. PRICED EACH - SOLD IN PAIRS

x6



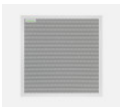
**QSC Q-SYS SPA2-60**  
1/2 RU 2 Channel ENERGY STAR amplifier / Stereo operation 60 watts into 8 & 4, Bridged operation 200 watts into 8 & 4, and 250 watts into 70v and 100v / 100-240 VAC Operation

x1



**Inogeni TOGGLE**  
USB AV Switcher

x1



**Shure MXA920W-S**  
Ceiling Array Microphone, Square, White, 24 inch

x1



**Barco CX-30**  
Barco ClickShare CX-30

x1



**Digitalinx DL-1H1A1UWP-H3**  
HDMI HDBaseT USB Audio Wall Plate Set

x2

Items

Qty



**Bullet Train AC-BT02-AUHD**  
4K Certified HDMI Interconnect

x2



**Strong SM-RBX-PRO-14-BLK**  
14" x 14" Recessed Flat Panel Box

x1



**Wattbox WB-300VB-IP-5**  
5-Outlet Compact Power Conditioner

x1



**Strong SM-RBX-14-BKT**  
Strong VersaBox Pre-Construction Bracket - 14" x 14"

x1



**Audio Contractors**  
Parts & Labor  
Standard 1-Tech Labor Rate & Installation Parts

x1



**Audio Contractors**  
Parts  
Misc. Installation Parts

x20



**Labor Rough Installation**  
Rough Installation



**Labor Trim Installation**  
Trim Installation



**Labor Final Installation**  
Final Installation



**Labor Programming**  
Programming



Labor System Commissioning  
System Commissioning



Labor Project Management & Design  
Project Management & Design

**CID Conference (144) Total : \$39,228.60**

# CID Supervisor (142)

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## Overview

1 55" commercial display will be wall mounted.

## Available Sources

- Local HDMI connection to desk location
- Video Distribution System

## Control

- The display will be controlled via the included hand held remote control.
- All sources included in the distributed video system will be selectable via the user control interface.

## Items

Qty



### Sony FW55EZ20L

Sony Pro FW55EZ20L 55" Bravia Pro Lite Display

x1



### Strong SM-T-L

Strong Mount - Tilt - 36-80" Displays

x1



### Wattbox WB-200-2

2-Outlet Compact Power Conditioner

x1



### AVPro Edge AC-MXNET-1G-D

1G AV over IP Decoder Device

x1



### AC HDMI Wall Plate

HDMI Wall Plate (Decora White)

x1



### Bullet Train AC-BT10-AUHD

4K Active HDMI Cable - Rough In

x1

Items

Qty



**Audio Contractors**      **Parts & Labor**  
Standard 1-Tech Labor Rate & Installation Parts

x1



**Audio Contractors**      **Parts**  
Misc. Installation Parts

x3



**Labor Final Installation**  
Final Installation



**Labor Project Management & Design**  
Project Management & Design

**CID Supervisor (142) Total : \$2,393.95**

# Booking (172A)

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## Overview

1 55" commercial display will be wall mounted.

## Available Sources

- Local HDMI connection to desk location
- Video Distribution System

## Control

- The display will be controlled via the included hand held remote control.
- All sources included in the distributed video system will be selectable via the user control interface.

## Items

Qty



### Sony FW55EZ20L

Sony Pro FW55EZ20L 55" Bravia Pro Lite Display

x1



### Strong SM-T-L

Strong Mount - Tilt - 36-80" Displays

x1



### Wattbox WB-200-2

2-Outlet Compact Power Conditioner

x1



### AVPro Edge AC-MXNET-1G-D

1G AV over IP Decoder Device

x1



### AC HDMI Wall Plate

HDMI Wall Plate (Decora White)

x1



### Bullet Train AC-BT10-AUHD

4K Active HDMI Cable - Rough In

x1

Items

Qty



**Audio Contractors**      **Parts & Labor**  
Standard 1-Tech Labor Rate & Installation Parts

x1



**Audio Contractors**      **Parts**  
Misc. Installation Parts

x3



**Labor Final Installation**  
Final Installation



**Labor Project Management & Design**  
Project Management & Design

**Booking (172A) Total : \$2,393.95**

# Financial Summary

Parts	\$207,404.21
<b>Total Parts</b>	<b>\$207,404.21</b>
<b>Total Labor</b>	<b>\$55,500.00</b>
<b>Subtotal</b>	<b>\$262,904.21</b>
<hr/>	
<b>Proposal Total</b>	<b>\$262,904.21</b>

# Payment Schedule

**Price Adjustment Clause:** Equipment prices are subject to change due to external factors beyond our control, such as tariffs, supply chain disruptions, or significant currency fluctuations. Any such adjustments will be communicated to the client and reflected in the proposal or invoice as applicable.

## PAYMENT SCHEDULE

Payment 1	<b>50% of Proposal Total • \$131,452.11</b>	Due Upon Proposal Acceptance
Payment 2	<b>35% of Proposal Total • \$92,016.47</b>	Due Upon Trim Phase
Payment 3	<b>Outstanding Proposal Balance • \$39,435.63</b>	Due Upon Substantial Completion

## Project Terms

### ACTIONABLE ITEMS

**5 business days required to schedule any phase of this project**

**Any special-order items in the Proposal will be acquired as promptly as possible. Please be aware that lead times on special order items can vary greatly may impact scheduling of the project.**

**Deposits paid, and all documents signed and returned before any work can begin**

#### ELECTRICAL

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#### ELECTRICAL REQUIREMENTS

#### NETWORK SYSTEMS

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#### NETWORK (ETHERNET) PLATES

## **AUDIO CONTRACTORS, LLC. WARRANTY**

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### **LABOR**

Audio Contractors warrants our installation labor for a period of 1 year, starting from the date products are installed in your home or commercial application at the completion of the job. This warranty is for installation work performed by Audio Contractors only and is separate from the manufacturer's product warranty. During the 1-year warranty period, Audio Contractors will not charge for a service call if a problem exists with our installation work.

### **PRODUCTS**

All electronic items, including speakers, purchased from Audio Contractors, will carry a full manufacturer's warranty from the date they are installed or delivered to the customer.

If a product fails during the Audio Contractors labor warranty period, we will come to the dwelling and attempt to return the item to a normal working state. If we are not successful, we will offer to take the product out and send it into a service department for repair at no charge for our time or labor. Once the item is repaired, if we originally installed it, we will reinstall it with no charge for our time and labor.

If a product fails after the Audio Contractors 1-year labor warranty, and the manufacturer's warranty is still in effect, then Audio Contractors will come to the dwelling and attempt to return the item to a normal working state. If we are not successful, we will offer to take the product out and send it into a service department for repair. A trip charge, labor charges, & shipping charges will apply. Once the item is repaired, we will offer to reinstall it for the normal installation charge.

Service calls for "out of warranty" items will be charged on a time & material basis, along with any other associated costs to get the product fixed and re-installed.

Audio Contractors is not responsible for repair or replacement of product not purchased from Audio Contractors. It is the customer's responsibility to contact the retailer or manufacturer for warranty service. We would gladly assist in problem determination, disconnecting, and reconnecting of these products. Normal labor charges would apply on a time and material basis for these services.

If during a service call for a product, the defective product is determined to have been physically damaged, it will not be covered under warranty. In this situation, a trip charge may apply.

### **MISCELLANEOUS:**

If during a service call it is found that there is no problem with the product and our installation, and it is determined that the problem was caused by "User Error", a trip charge may apply

Audio Contractors reserves the right to make any changes in product or design as the installation progresses. All changes and substitutions will be of equal or greater value, or to improve the overall

system performance. Changes that have a financial impact on the overall project will require client sign-off on a Change Order form.

The facility and/or working space must be accessible during normal working hours to accommodate the complete installation of the system within the specified time frame.

**RESOLUTION NO. 2025-17**  
**VILLAGE OF COTTAGE GROVE**  
**RESOLUTION RECOGNIZING HISPANIC HERITAGE MONTH**

The Village Board of the Village of Cottage Grove, Dane County, Wisconsin, does resolve as follows:

**Whereas**, the Village of Cottage Grove values the cultural diversity of our community and recognizes the importance of celebrating all who contribute to its growth and vitality; and  
**Whereas**, Hispanic Heritage Month is observed nationwide from September 15 through October 15, and celebrates the histories, cultures, and contributions of those whose ancestors came from Spain, Mexico, the Caribbean, and Central and South America; and

**Whereas**, the observation of Hispanic Heritage Month began in 1968 as Hispanic Heritage Week and was expanded to a month in 1988 to recognize the enduring impact of Hispanic and Latino Americans on our country; and

**Whereas**, Hispanic and Latino Americans have played a role in shaping our communities through leadership, service, entrepreneurship, arts, education, and public service; and

**Whereas**, recognizing Hispanic Heritage Month reflects the mission, vision, and values of the Village of Cottage Grove, which call us to foster a welcoming community, celebrate diversity, and honor the contributions of all who call Cottage Grove home;

**Now, therefore, be it resolved** that the Village of Cottage Grove Village Board of Trustees recognizes September 15 through October 15, 2025, as Hispanic Heritage Month in the Village of Cottage Grove, and encourages all residents to join in celebrating this important observance.

Dated this 2<sup>nd</sup> day of September 2025.

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Village President, Cynthia Kelm-Nelson

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Village Clerk, Lisa Kalata



## VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

### **Budget Review Committee** Tuesday, August 19, 2025 5:30 p.m.

This meeting will take place as a hybrid meeting both virtually and in person at Village Hall at 221 E Cottage Grove Road. The hybrid link can be found in the header of the agenda on the agenda center of the village website <https://www.vi.cottagegrove.wi.gov/agendacenter>. You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: [ikalata@villageofcottagegrove.gov](mailto:ikalata@villageofcottagegrove.gov). If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call to Order
2. Determination of quorum and that the agenda was properly posted
3. PUBLIC APPEARANCES-Public's opportunity to speak.
4. Discuss and consider the minutes of the Budget Review Committee meeting from October 14, 2024.  
Documents: [10-14-24 BUDGET REVIEW COMMITTEE MINUTES.PDF](#)
5. Review 2026 Financial Management Plan.
  - a. Discuss and consider recommendation to the Village Board.  
Documents: [2026 DRAFT FINANCIAL MANAGEMENT PLAN.PDF](#)
6. Adjournment

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

**DEER-GROVE EMS DISTRICT COMMISSION MEETING**  
**Deerfield Village Hall**  
**23 West Nelson St., Deerfield, WI 53531**  
**Thursday, August 21, 2025**  
**6:30 P.M.**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 210 609 909 682

Passcode: TsoeKf

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

**Or call in (audio only)**

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

Phone Conference ID: 533 680 970#

**AGENDA**

1. Call to Order.
2. Public Appearances: The public's opportunity to speak to the commission about any item on or not on the agenda.
3. Approval of minutes from previous meeting(s).
4. Discuss and consider approval of July Financial Reports.
5. Discuss and consider approval of Bills for Budgeted/Approved Expenses.
6. Discuss and consider approval of Write Offs and Aging of Accounts.
7. Staff Report.
8. Correspondence.
9. Discuss and consider 2026-2028 Collective Bargaining Agreement.
10. Discuss and consider use of unassigned funds to purchase a new response vehicle in 2025.
11. Discuss and consider 2026 DGEMS Budget.
12. Agenda items for next commission meeting.
13. Adjournment.

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

By: Peter Doll, Commission Chair

Submitted: August 13, 2025

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

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

**DEER-GROVE EMS DISTRICT COMMISSION MEETING**  
**COTTAGE GROVE EMERGENCY SERVICES BUILDING**  
**THURSDAY, JULY 17, 2025**  
Minutes

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

Also present: Chief Eric Lang and Pleasant Springs Supervisor Faith Schuck. Kris Hampton arrived at 6:32 P.M.  
Remote: Office Manager Mandy Cysiewski and Deputy Chief Antoniewicz, Paramedic Clairissa Hinchley joined at 6:45 P.M.

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

**Public Appearances:** None

**Approval of minutes from previous meeting(s):** Motion by Williams/Kaul to approve minutes from the June 19<sup>th</sup> 2025, meeting, as presented. Motion carried 5-0. (1 abstained)

**Discuss and consider approval of June Financial Reports:** Doll questioned if 842 will be over budget for the year. Chief Lang and Officer Manger Cysiewski directed him to the back page to see the explanation. Severson questioned the overage in accounting. Chief Lang and Office Manager Cysiewski directed her to the back page to see the explanation. Chief Lang stated there was a new government requirement Office Manager Cysiewski did not have time to review so Johnson Block provided the service. Motion by Severson/Williams to approve the June financial reports, as presented. Motion carried 6-0.

**Discuss and consider approval of Bills for Budgeted/Approved Expenses:** Hewitt questioned sick and vacation overtime. Chief Lang explained it is in the CBA and is standard practice. Office Manager Cysiewski gave Hewitt the exact location of the verbiage. Doll questioned the purchase of 4 pagers. Chief Lang stated pagers were purchased as some are losing buttons. Motion by Severson/Hewitt to approve the bills for budgeted/approved expenses, as presented. Motion carried 6-0.

**Discuss and consider approval of Write Offs and Aging of Accounts:** Hewitt praised the lowering of the aging. Chief Lang explained it happened due to the write-offs. Williams questioned the refunds? Chief Lang stated those are due to payment by insurance and a patient. Motion by Severson/Anders to approve the aging of accounts, as presented. Motion carried 6-0.

**Staff Report:** There were 117 calls in June, including 0 missed calls. This is up from 89 calls in the same month last year. Volunteers provided 420 hours in June, up from 315 hours in the previous month and down from 442 hours during June 2024. In addition to what is in the written report, the following was discussed:

- Chief stated he is still expecting over 1,500 calls for 2025.
- Hewitt questioned the status of the ambulance? Chief Lang stated it's somewhere between New Jersey and Wisconsin. It left New Jersey today on a semi and it should be in Cottage Grove tomorrow. From there it will be cleaned, inspected, radios installed, and wrapped before placing it into service.
- Hewitt questioned who does the car seat event? Chief Lang stated it is put on by Dane County Sheriff's Office, Deer Grove offers the station.
- Hewitt questioned the Deerfield Cares CPR and Narcan class. Chief Lang stated it is hands only CPR and Narcan. Deputy Chief Antoniewicz stated it will be on 8/6. She just received the date today.

**Correspondence:** Chief Lang read aloud two thank you letters.

**Discuss and consider use of unassigned funds to purchase new response vehicle in 2025:** Chief Lang stated last month he was too vague and caused some confusion. This month he tried to better direct it. He explained the capital replacement schedule and why it is set up the way it is. He added this request came from Cameron Sawyer at the Village of Cottage Grove to inquire if there was any plan to use the excess Fund Balance. He got several different specifications after last month's meeting, for several different vehicles. The cost difference between an SUV and

truck is very close. Theo ordering period for a Ford F-150 is still open. He did get generalized prices for graphics and a new radio. He stated the proposal is to use no more than \$50k from unassigned fund balance and \$30k of FAP Funds. He stated getting quotes from upfitters for lighting etc, has been a lengthy process. Kaul stated Anders was going to check with Dane County/City of Madison. Anders stated he didn't get a warm feeling. Kaul stated they do work with other entities. Anders stated maybe he spoke with the wrong person as that is not the impression he got. Kaul stated she has a phone number and would pass it on to Chief Lang. Chief Lang stated he would call but the current pricing is very low. Hewitt asked what happens with current C79? Chief Lang stated it is covered in the resolution, but if the commission wants him to sell it, he will strike that line. Extensive discussion about the current mileage of the vehicle again. Doll questioned why get it now vs next year? Chief Lang stated because the price is known now and unknown next year. Severson questioned why do we still need a fleet car with two ambulances? Chief responds in the car, it pulls the rehab trailer which benefits all departments in the area, staff use it for job duties/training, and it helps defray costs of using his personal vehicle. Severson stated she does not want move ahead because FAP funds and excess funds can be escrowed for a future ambulance as well as current items like collective bargaining. Chief Lang reminded everyone unassigned funds cannot be used for ongoing expenses. Anders stated, what if it doesn't need to be replaced next year? Chief Lang stated it is a possibility, but he doesn't want to spring it on the commission if something happens. There was more discussion about what we currently have and could have in unassigned or FAP funds. Hampton expressed his concerns. Chief Lang stated the fund balance is built up due to hard work of staff and this is a reward to the staff. Kaul questioned how much medical equipment will cost for the new vehicle? Chief Lang stated it will not cost anything. Kaul asked what is the anticipated cost for new radios? Chief Lang stated they will be around \$5k each, but he is hoping for some creative funding. There was more discussion around the mileage line of the budget. Severson stated only \$11 has been recorded for mileage in 2025 and staff need to submit mileage. Commission members expressed concern over not knowing what the 2026 budget will look like. Chief Lang stated the budget process is constantly in review and even with the new bargaining agreement there will not be much change due to the change in staff seniority over the last 12 months. Discussion was had about how idle hours impact the vehicle longevity. Chief Lang provided the commission with the exact hours on the vehicle. Motion by Ander/Williams to table until August. Motion carried 6-0.

Kris Hampton left at 7:45 p.m.

**Discuss and consider length of service award program for volunteer members:** (Severson left the room for this discussion) Chief Lang stated this has been in discussion between the Village and Town of Cottage Grove to offer to the fire department, and he was asked to bring it to the commission to potentially offer to our members. He added he had discussed it with the longer-term members. He stated if it was offered the District would need to buy back years, because we cannot expect volunteers to work another 10 years to qualify. Current mean membership is two years. Over the last 15 years the average membership has been 1.58 years. The district would put in \$500 and the state would put in \$500. The member has to stay 10 years to vest but can't withdraw the money until 53 (with a penalty), or 60 without a penalty. Chief Lang stated he doesn't believe once the members over 10 years leave, other members will stay that long in the future. Deer Grove also uses volunteers differently than the fire department. Chief Lang stated 10,000/year would be better spent in an education fund to help pay wages or cover the cost of paramedic school. Anders stated this program isn't getting a lot of traction with the fire department and they are looking towards a pay-per-call. Chief Lang stated the district could look into paying EMTs minimum wage. Hewitt stated she likes the idea of an education fund. Anders questioned how much credits at MATC cost? Chief Lang stated it's around \$7,000 for the paramedic class and books. Anders questioned what type of agreement could be required? Chief Lang stated that it is something that needs to be discussed. Additional discussion on ideas of how to sponsor students. No action taken at this time other than to direct Chief Lang to research potential options.

**Update on the Collective Bargaining Agreement:** Williams gave a recap of the meetings and when upcoming meetings are happening.

**Discuss 2026 DGEMS Operating Budget:** Chief Lang stated he wanted to take some time to discuss items to expect next month. As already discussed, wages should not increase a lot. He added he doesn't want to bring more than one or two budgets because it causes confusion. He stated promoting the Office Manager role to full-time will be in budget and some the reasons for it. He added having a full-time office manager can take some of the burden off the Deputy Chief's plate, thus taking some stuff from his plate. Severson stated if Chief Lang wants to talk about staffing one position, there should be broader staffing discussion. Chief Lang stated that can happen, but he is proposing this move because it helps the district the most. Doll questioned if Chief Lang sees other 2026 staffing changes. Chief

Lang stated he does not because he is aware of the budget constraints. Severson stated it would be helpful to have other districts comparable as well. She added it may be possible for the Deputy Chief to take on some of those tasks as well. Chief Lang stated because other districts only have a part-time person, a chief was responsible for completing their WI GEMT and it ended up that district owed Medicaid money, so it's important to have someone with financial knowledge complete financial tasks.

**Set next commission meeting date and location:** The next meeting will be held on Thursday, August 21, 2025, at the Deerfield Village Hall with a remote call-in option beginning at 6:30 P.M.

**Agenda items for next commission meeting:** 2026 Budget, Response vehicle, Bargaining update

**Adjournment:** Motion by Anders/Williams to adjourn. Motion carried 6-0. The meeting ended at 8:11 P.M.

Submitted by Mandy Cysiewski

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

	7/12th Annual					Jan - Jul 24
	Jan - Jul 25	Budget	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense						
Income						
230 · Training Center Income	1,579.00	1,750.00	3,000.00	-1,421.00	52.63%	1,341.00
300 · Special Event Fee	2,405.00	1,750.00	3,000.00	-595.00	80.17%	3,242.50
4999 · Uncategorized Income	772.75	0.00	0.00	772.75	100.0%	1,011.03
610 · Town/Villages Assessments	1,262,630.00	736,534.17	1,262,630.00	0.00	100.0%	1,083,588.00
620 · Ambulance Run Fees	808,870.37	595,000.00	1,020,000.00	-211,129.63	79.3%	790,594.17
630 · Contracted Revenue	115,028.31	86,590.00	148,440.00	-33,411.69	77.49%	97,331.65
639 · FAP Funds Received	67,994.52	0.00	0.00	67,994.52	100.0%	7,710.48
640 · Interest Earned	19,817.75	5,250.00	9,000.00	10,817.75	220.2%	15,806.16
650 · Grant Revenue	5,489.91	0.00	0.00	5,489.91	100.0%	0.00
<b>Total Income</b>	<b>2,284,587.61</b>	<b>1,426,874.17</b>	<b>2,446,070.00</b>	<b>-161,482.39</b>	<b>93.4%</b>	<b>2,000,624.99</b>
Gross Profit	2,284,587.61	1,426,874.17	2,446,070.00	-161,482.39	93.4%	2,000,624.99
Expense						
6140 · Credit Card Fees	68.54	0.00	0.00	68.54	100.0%	415.18
720 · Wages	599,294.36	625,158.33	1,071,700.00	-472,405.64	55.92%	560,582.39
721 · Health Insurance	147,264.63	177,158.33	303,700.00	-156,435.37	48.49%	167,552.38
722 · Workmans Comp	17,769.25	22,108.33	37,900.00	-20,130.75	46.89%	20,456.95
723 · Retirement Plan	102,100.94	101,791.67	174,500.00	-72,399.06	58.51%	83,638.92
724 · Employers FICA Expense	54,793.95	56,058.33	96,100.00	-41,306.05	57.02%	49,639.86
725 · Staff Continuing Education	3,268.65	7,408.33	12,700.00	-9,431.35	25.74%	3,578.92
726 · Travel/Mileage Reimbursement	0.00	291.67	500.00	-500.00	0.0%	11.00
728 · Medical Director Fee	7,000.00	7,000.00	12,000.00	-5,000.00	58.33%	7,000.00
734 · Overtime	125,482.98	147,700.00	253,200.00	-127,717.02	49.56%	108,816.43
735 · EMT Stipend	8,100.00	9,333.33	16,000.00	-7,900.00	50.63%	6,588.00
736 · LifeQuest Billing	35,767.79	39,666.67	68,000.00	-32,232.21	52.6%	33,055.73
740 · Office Equipment (expense)	1,006.35	1,201.67	2,060.00	-1,053.65	48.85%	1,077.97
742 · Office Supplies	493.84	1,166.67	2,000.00	-1,506.16	24.69%	1,056.17
770 · Communications	4,249.35	4,415.83	7,570.00	-3,320.65	56.13%	3,747.10
775 · IT expenses	15,447.79	11,316.67	19,400.00	-3,952.21	79.63%	11,187.01
790 · Publicity and Advertising	1,197.18	1,166.67	2,000.00	-802.82	59.86%	1,747.05
791 · Training Center Expense	536.50	1,166.67	2,000.00	-1,463.50	26.83%	865.25
810 · EMT Recognition	2,433.86	1,166.67	2,000.00	433.86	121.69%	300.81
820 · EMT Continuing Education	2,338.30	3,208.33	5,500.00	-3,161.70	42.52%	795.43
825 · Chief Continuing Education	510.63	875.00	1,500.00	-989.37	34.04%	0.00
829 · Vehicle Maintenance	6,248.41	23,333.33	40,000.00	-33,751.59	15.62%	26,988.00
831 · Fuel	11,224.79	14,583.33	25,000.00	-13,775.21	44.9%	12,232.13
840 · Equipment/Non-Disposable	2,356.50	2,508.33	4,300.00	-1,943.50	54.8%	15,102.07
842 · Equipment Maintenance	7,532.84	4,981.67	8,540.00	-1,007.16	88.21%	7,532.84
845 · Capital Purchase	160,335.15	87,500.00	150,000.00	10,335.15	106.89%	0.00
850 · Medical Supplies	33,771.64	32,083.33	55,000.00	-21,228.36	61.4%	26,644.21
852 · Training Medical Supplies	91.93	583.33	1,000.00	-908.07	9.19%	0.00
860 · Clothing	10,591.32	11,608.33	19,900.00	-9,308.68	53.22%	4,440.26
870 · Insurance	16,439.08	10,791.67	18,500.00	-2,060.92	88.86%	16,974.92
871 · Group Life Insurance	1,050.05	1,050.00	1,800.00	-749.95	58.34%	834.94
872 · Unemployment Insurance	496.27	2,333.33	4,000.00	-3,503.73	12.41%	-32.70
878 · Community Medic Program	0.00	175.00	300.00	-300.00	0.0%	0.00
879 · Health Maintenance & Safety	1,478.07	1,633.33	2,800.00	-1,321.93	52.79%	1,397.21
880 · Legal Fees	6,030.00	4,666.67	8,000.00	-1,970.00	75.38%	761.00
881 · Accounting Fees	10,500.00	5,833.33	10,000.00	500.00	105.0%	9,500.00
885 · Overdue Run Fees	78,949.13	0.00	0.00	78,949.13	100.0%	40,429.43
898 · Building and Grounds	2,175.16	2,041.67	3,500.00	-1,324.84	62.15%	2,006.63
899 · Miscellaneous Expenses	2,489.63	1,808.33	3,100.00	-610.37	80.31%	1,962.02
<b>Total Expense</b>	<b>1,480,884.86</b>	<b>1,426,874.17</b>	<b>2,446,070.00</b>	<b>-965,185.14</b>	<b>60.54%</b>	<b>1,228,885.51</b>
Net Ordinary Income	803,702.75	0.00	0.00	803,702.75	100.0%	771,739.48

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

	7/12th Annual					Jan - Jul 24
	Jan - Jul 25	Budget	Budget	\$ Over Budget	% of Budget	
Other Income/Expense						
Other Income						
692 · FAP funds Allocated	-31,465.53	0.00	0.00	0.00	0.0%	-6,852.60
Total Other Income	-31,465.53	0.00	0.00	-31,465.53	100.0%	-6,852.60
Other Expense						
1099 · Reportable Health Coverage	0.00	0.00	0.00	0.00	0.0%	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.0%	0.00
Net Other Income	-31,465.53	0.00	0.00	0.00	0.0%	-6,852.60
Net Income	<u>772,237.22</u>	<u>0.00</u>	<u>0.00</u>	<u>772,237.22</u>	<u>100.0%</u>	<u>764,886.88</u>

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

**Deer Grove EMS District**  
**Balance Sheet**  
 As of July 31, 2025

	Jul 31, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	1,296,937.59
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	1,020.00
1210 · Lifequest Receivables	691,698.63
<b>Total Accounts Receivable</b>	692,718.63
Other Current Assets	11,912.26
<b>Total Current Assets</b>	2,001,568.48
<b>Fixed Assets</b>	681,420.15
<b>Other Assets</b>	
112 · Allowance for Doubtful Accounts	-150,352.19
<b>Total Other Assets</b>	-150,352.19
<b>TOTAL ASSETS</b>	<b>2,532,636.44</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	21,612.91
<b>Other Current Liabilities</b>	
Lifequest Deposit Adjustments	-6,187.37
Payroll Liabilities	20,091.58
231 · Deferred Run Revenue	277,829.99
<b>Total Other Current Liabilities</b>	291,734.20
<b>Total Current Liabilities</b>	313,347.11
<b>Total Liabilities</b>	313,347.11
<b>Equity</b>	
1110 · Retained Earnings	554,226.10
380 · Fund Balance-Unrestricted	174,701.54
381 · Fund Balance-Restricted (FAP)	
Support and Improvement	13,168.32
Training and Examination	20,144.14
381 · Fund Balance-Restricted (FAP) - Other	-13,730.20
<b>Total 381 · Fund Balance-Restricted (FAP)</b>	19,582.26
382 · Fund Balance Committed	17,121.92
383 · Investment in Fixed Asset	681,420.29
Net Income	772,237.22
<b>Total Equity</b>	2,219,289.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,532,636.44</b>

Deer Grove EMS District  
Bill Payment Detail  
July 2025

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
EFT	Liability Check	07/01/2025	EFTTPS		39-1293690	101 - Operating Checking	-12,033.06
					39-1293690	224 - FICA/Fed Payable	4,461.00 -4,461.00
					39-1293690	2242 - FICA/Fed Payable-ER	3,068.40 -3,068.40
					39-1293690	2241 - FICA/Fed Payable-EE	3,068.40 -3,068.40
					39-1293690	2242 - FICA/Fed Payable-ER	717.63 -717.63
					39-1293690	2241 - FICA/Fed Payable-EE	717.63 -717.63
TOTAL							<u>12,033.06 -12,033.06</u>
22500	Liability Check	07/08/2025	Globe Life Liberty National		29251	101 - Operating Checking	-912.12
					29251	Liberty National	20.84 -20.84
					29251	Liberty National	891.28 -891.28
TOTAL							<u>912.12 -912.12</u>
22501	Liability Check	07/08/2025	Minnesota Life Insurance Company		2832-GL	101 - Operating Checking	-345.03
					2832-GL	Additional	133.77 -133.77
					2832-GL	Basic	155.47 -155.47
					2832-GL	Spouse/Dependent	11.20 -11.20
					2832-GL	Supplemental	44.59 -44.59
TOTAL							<u>345.03 -345.03</u>
22511	Liability Check	07/11/2025	Fire Fighters Local 311			101 - Operating Checking	-540.50
						Local 311 Dues	540.50 -540.50
TOTAL							<u>540.50 -540.50</u>
22502	Bill Pmt -Check	07/08/2025	AT&T Mobility			101 - Operating Checking	-207.83
287309122157X070125	Bill	06/23/2025		M81 Jetpack		770 - Communications	31.99 -31.99
				C79 Jetpack		770 - Communications	31.99 -31.99
				M78 Jetpack		770 - Communications	31.99 -31.99
				M80 Jetpack		770 - Communications	31.99 -31.99
				M80 Phone		770 - Communications	9.43 -9.43
				M81 Phone		770 - Communications	9.43 -9.43
				M78 Phone		770 - Communications	9.43 -9.43
				C79 Phone		770 - Communications	9.43 -9.43
				Chief Cellphone		770 - Communications	42.15 -42.15
TOTAL							<u>207.83 -207.83</u>
22503	Bill Pmt -Check	07/08/2025	Forward Pharmacy		Fentanyl	101 - Operating Checking	-70.00
	Bill	06/30/2025		Fentanyl		850 - Medical Supplies	70.00 -70.00

Deer Grove EMS District  
Bill Payment Detail  
July 2025

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL						70.00	-70.00
22504	Bill Pmt -Check	07/08/2025	Horstman Computers	Windows 11 upgrades	101 · Operating Checking	-596.00	
2053851	Bill	06/24/2025		Windows 11 upgrades	775 · IT expenses	596.00	-596.00
TOTAL						596.00	-596.00
22505	Bill Pmt -Check	07/08/2025	Jackson Lewis P.C.	CBA Legal Fees	101 · Operating Checking	-2,516.00	
8812025	Bill	06/24/2025		CBA Legal Fees	880 · Legal Fees	2,516.00	-2,516.00
TOTAL						2,516.00	-2,516.00
22506	Bill Pmt -Check	07/08/2025	Life-Assist, Inc.		101 · Operating Checking	-985.86	
1614790	Bill	07/01/2025		Misc Medical Supplies	850 · Medical Supplies	699.52	-699.52
1615763	Bill	07/07/2025		Misc Medical Supplies	850 · Medical Supplies	286.34	-286.34
TOTAL						985.86	-985.86
22507	Bill Pmt -Check	07/08/2025	Pomast Fire Equipment	Remount/Stitch	101 · Operating Checking	-154,097.00	
100554	Bill	07/03/2025		Remount/Stitch	845 · Capital Purchase	154,492.00	-154,097.00
TOTAL						154,492.00	-154,097.00
22508	Bill Pmt -Check	07/08/2025	Symdon Auto Inc	Buzz service	101 · Operating Checking	-236.18	
13840	Bill	06/25/2025		Buzz service	829 · Vehicle Maintenance	236.18	-236.18
TOTAL						236.18	-236.18
22509	Bill Pmt -Check	07/08/2025	US Bank		101 · Operating Checking	-6,307.82	
	Bill	06/28/2025		One Card - Eric Lang		998.72	-998.72
	Bill	06/28/2025		One Card - Mandy Cysiewski		1,629.01	-1,629.01
	Bill	06/28/2025		One Card - Office Use Only		3,680.09	-3,680.09
TOTAL						6,307.82	-6,307.82
22510	Bill Pmt -Check	07/08/2025	ZOLL Medical Corporation	Pediatric CPR Electrodes	101 · Operating Checking	-121.23	
4234296	Bill	07/02/2025		Pediatric CPR Electrodes	850 · Medical Supplies	121.23	-121.23
TOTAL						121.23	-121.23
EFT	Bill Pmt -Check	07/08/2025	WEX Bank	June Fuel	101 · Operating Checking	-1,013.00	
105726437	Bill	06/30/2025		June Fuel	831 · Fuel	1,013.00	-1,013.00
TOTAL						1,013.00	-1,013.00
EFT	Liability Check	07/11/2025	Bank of Deerfield		101 · Operating Checking	-38,669.15	

Deer Grove EMS District  
Bill Payment Detail  
July 2025

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
					Direct Deposit Liability	36,310.04	-36,310.04
					Direct Deposit Liability	<u>2,359.11</u>	<u>-2,359.11</u>
TOTAL						38,669.15	-38,669.15
EFT	Liability Check	07/11/2025	Wisconsin Deferred Compensation	98971-01	101 - Operating Checking	-1,324.96	
				98971-01	WI Deferred Comp Liability	786.45	-786.45
				98971-01	WI Deferred Comp Liability	<u>538.51</u>	<u>-538.51</u>
TOTAL						1,324.96	-1,324.96
EFT	Liability Check	07/14/2025	Wisconsin Department of Revenue	036-0000519180-02	101 - Operating Checking	-2,031.13	
				036-0000519180-02	225 - State Withholding	<u>2,031.13</u>	<u>-2,031.13</u>
TOTAL						2,031.13	-2,031.13
EFT	Liability Check	07/15/2025	EFTTPS	39-1293690	101 - Operating Checking	-13,697.00	
				39-1293690	224 - FICA/Fed Payable	5,083.00	-5,083.00
				39-1293690	2242 - FICA/Fed Payable-ER	3,490.65	-3,490.65
				39-1293690	2241 - FICA/Fed Payable-EE	3,490.65	-3,490.65
				39-1293690	2242 - FICA/Fed Payable-ER	816.35	-816.35
				39-1293690	2241 - FICA/Fed Payable-EE	<u>816.35</u>	<u>-816.35</u>
TOTAL						13,697.00	-13,697.00
EFT	Liability Check	07/31/2025	Aflac	MCY18	101 - Operating Checking	-282.02	
				MCY18	Aflac	<u>282.02</u>	<u>-282.02</u>
TOTAL						282.02	-282.02
EFT	Bill Pmt -Check	07/10/2025	Kwik Trip Extended Network	June Fuel	101 - Operating Checking	-682.43	
	Bill	06/30/2025		June Fuel	831 - Fuel	<u>682.43</u>	<u>-682.43</u>
TOTAL						682.43	-682.43
EFT	Liability Check	07/23/2025	Employee Trust Funds	5300000	101 - Operating Checking	-21,743.12	
				5300000	Health Insurance Liability - ER	18,608.37	-18,608.37
				5300000	Health Insurance Liability - EE	<u>3,134.75</u>	<u>-3,134.75</u>
TOTAL						21,743.12	-21,743.12
22512	Liability Check	07/22/2025	Delta Dental		101 - Operating Checking	-460.00	
					Supplemental Dental	395.96	-395.96

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

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
					Supplemental Vision	64.04	-64.04
TOTAL						<u>460.00</u>	<u>-460.00</u>
EFT	Bill Pmt -Check	07/21/2025	Gordon Flesch		101 - Operating Checking	-12.76	
	IN15226442	07/07/2025		St 2 Copies	740 - Office Equipment (expense)	12.22	-12.22
	IN15230528	07/10/2025		St 1 Copies	740 - Office Equipment (expense)	0.54	-0.54
TOTAL						<u>12.76</u>	<u>-12.76</u>
22513	Bill Pmt -Check	07/22/2025	Galls	Class A - Goth	101 - Operating Checking	-70.03	
031816903	Bill	07/02/2025	Deer-Grove EMS Association	Class A - Goth	860 - Clothing	70.03	-70.03
TOTAL						<u>70.03</u>	<u>-70.03</u>
22514	Bill Pmt -Check	07/22/2025	Madison Emergency Physicians, S.C.	July Med Direction	101 - Operating Checking	-1,000.00	
INV1769	Bill	07/14/2025		July Med Direction	728 - Medical Director Fee	1,000.00	-1,000.00
TOTAL						<u>1,000.00</u>	<u>-1,000.00</u>
22515	Bill Pmt -Check	07/22/2025	O'Reilly Auto Parts	Gallon Car Wash	101 - Operating Checking	-13.98	
4331-495454	Bill	07/09/2025		Gallon Car Wash	829 - Vehicle Maintenance	13.98	-13.98
TOTAL						<u>13.98</u>	<u>-13.98</u>
22516	Bill Pmt -Check	07/22/2025	Penn Care, Inc.	Misc Medical Supplies	101 - Operating Checking	-237.97	
M142697	Bill	07/15/2025		Misc Medical Supplies	850 - Medical Supplies	237.97	-237.97
TOTAL						<u>237.97</u>	<u>-237.97</u>
22517	Bill Pmt -Check	07/22/2025	Pomasl Fire Equipment		101 - Operating Checking	-1,547.30	
100634	Bill	07/14/2025		Door Stopper	829 - Vehicle Maintenance	47.30	-47.30
100636	Bill	07/14/2025		Stitch	845 - Capital Purchase	1,500.00	-1,500.00
TOTAL						<u>1,547.30</u>	<u>-1,547.30</u>
22518	Bill Pmt -Check	07/22/2025	Symdon Auto Inc	Buzz Oil Change/Fuel Filter/Tire Rotation	101 - Operating Checking	-472.50	
13951	Bill	07/14/2025		Buzz Oil Change/Fuel Filter/Tire Rotation	829 - Vehicle Maintenance	472.50	-472.50
TOTAL						<u>472.50</u>	<u>-472.50</u>
EFT	Liability Check	07/25/2025	Bank of Deerfield		101 - Operating Checking	-33,889.71	
					Direct Deposit Liability	32,171.16	-32,171.16

Deer Grove EMS District  
Bill Payment Detail  
July 2025

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
					Direct Deposit Liability	<u>1,718.55</u>	<u>-1,718.55</u>
TOTAL						33,889.71	-33,889.71
EFT	Liability Check	07/25/2025	Wisconsin Deferred Compensation	98971-01	101 - Operating Checking	-1,325.51	
				98971-01	WI Deferred Comp Liability	827.51	-827.51
				98971-01	WI Deferred Comp Liability	<u>498.00</u>	<u>-498.00</u>
TOTAL						1,325.51	-1,325.51
22519	Liability Check	07/25/2025	Fire Fighters Local 311		101 - Operating Checking	-456.85	
					Local 311 Dues	<u>456.85</u>	<u>-456.85</u>
TOTAL						456.85	-456.85
EFT	Liability Check	07/29/2025	EFTTPS	39-1293690	101 - Operating Checking	-11,241.30	
				39-1293690	224 - FICA/Fed Payable	3,885.00	-3,885.00
				39-1293690	2242 - FICA/Fed Payable-ER	2,981.00	-2,981.00
				39-1293690	2241 - FICA/Fed Payable-EE	2,981.00	-2,981.00
				39-1293690	2242 - FICA/Fed Payable-ER	697.15	-697.15
				39-1293690	2241 - FICA/Fed Payable-EE	<u>697.15</u>	<u>-697.15</u>
TOTAL						11,241.30	-11,241.30
EFT	Liability Check	07/31/2025	Employee Trust Funds	5300000	101 - Operating Checking	-21,155.49	
				5300000	2272 - Employer Share WRS	14,460.11	-14,460.11
				5300000	2271 - Employee Share WRS	<u>6,695.38</u>	<u>-6,695.38</u>
TOTAL						21,155.49	-21,155.49
EFT	Liability Check	07/30/2025	Wisconsin Department of Revenue	036-0000519180-02	101 - Operating Checking	-2,243.67	
				036-0000519180-02	225 - State Withholding	<u>2,243.67</u>	<u>-2,243.67</u>
TOTAL						2,243.67	-2,243.67
	Bill Pmt -CCard	07/10/2025	Dane County Dept. of Emergency Mgmt	June Meds	One Card - Office Use Only	-272.12	
46769	Bill	07/08/2025		June Meds	850 - Medical Supplies	<u>272.12</u>	<u>-272.12</u>
TOTAL						272.12	-272.12
	Bill Pmt -CCard	07/21/2025	Bound Tree Medical, LLC		One Card - Office Use Only	-126.85	
66449370	Bill	07/07/2025		Misc Medical Supplies	850 - Medical Supplies	52.45	-52.45
66449376	Bill	07/07/2025		Misc Medical Supplies	850 - Medical Supplies	<u>74.40</u>	<u>-74.40</u>

Deer Grove EMS District  
Bill Payment Detail  
July 2025

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL							126.85	-126.85
		Bill Pmt -CCard	07/22/2025	Airgas USA, LLC		One Card - Office Use Only	-202.00	
	5517268812	Bill	06/30/2025		O2	850 - Medical Supplies	100.20	-100.20
	9162671489	Bill	07/03/2025		O2	850 - Medical Supplies	101.80	-101.80
TOTAL							202.00	-202.00

9:05 PM

08/12/25

Accrual Basis

## Deer Grove EMS District Credit Card Purchases

July 2025

Date	Source Name	Memo	Split	Amount
<b>301 - One Card</b>				
<b>One Card - Eric Lang</b>				
07/10/2025	Embroidery Professionals	Embroidery/Logo	860 · Clothing	64.00
Total One Card - Eric Lang				64.00
<b>One Card - Lisa Antoniewicz</b>				
07/07/2025	MATC - EMS Programs	BLS Instructor - Schultz	791 · Training Center Expense	11.00
07/22/2025	Jimmy Johns	PALS Class Meal - DGEMSA	810 · EMT Recognition	102.57
07/23/2025	MATC - EMS Programs	ACLS Instructor - A-Z/ACLS Cards x 7	791 · Training Center Expense	88.00
Total One Card - Lisa Antoniewicz				201.57
<b>One Card - Mandy Cysiewski</b>				
07/02/2025	Amazon.com	Headphone ear pads	829 · Vehicle Maintenance	12.99
07/08/2025	Noodles and Company	Lt Promotion Lunch	810 · EMT Recognition	176.19
07/08/2025	Dunkin Donuts	Lt Promotion Snacks	810 · EMT Recognition	34.02
07/08/2025	Noodles and Company	Tax Refund	810 · EMT Recognition	-9.19
07/11/2025	Wisconsin EMS Association	2025-2026 WEMSA Membership	201 · Accounts Payable	600.00
07/15/2025	NAAC Inc	CADS Course - 6 staff	725 · Staff Continuing Educat...	150.00
07/18/2025	Amazon.com		-SPLIT-	174.40
Total One Card - Mandy Cysiewski				1,138.41
Total 301 · One Card				1,403.98
<b>TOTAL</b>				<b>1,403.98</b>

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

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
07/11/2025	DD	Paycheck	Anders, Devon C	Weekday Stipend	8	144.00
			Anders, Devon C	Weekend Stipend	10	180.00
						324.00
07/11/2025	DD	Paycheck	Anderson, Ethan M	Weekday Stipend	2	36.00
						36.00
07/11/2025	DD	Paycheck	Antoniewicz, Lisa M	Vacation Hourly Rate	52.25	1,955.20
			Antoniewicz, Lisa M	Vacation OT Hourly Rate	18.25	1,024.37
			Antoniewicz, Lisa M	Regular Hourly Rate	21.75	813.89
						3,793.46
07/25/2025	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	70	2,619.40
			Antoniewicz, Lisa M	Overtime Hourly Rate	7	392.91
			Antoniewicz, Lisa M	Regular Hourly Rate	10	374.20
			Antoniewicz, Lisa M	Overtime Hourly Rate	12	673.56
						4,060.07
07/11/2025	DD	Paycheck	Bedford, Isaac P	Regular Hourly Rate	64	1,449.60
			Bedford, Isaac P	Overtime Hourly Rate	8	271.84
			Bedford, Isaac P	Holiday Hourly Rate	16	602.40
			Bedford, Isaac P	Holiday OT Rate	8	391.84
						2,715.68
07/25/2025	DD	Paycheck	Bedford, Isaac P	Regular Hourly Rate	64	1,449.60
			Bedford, Isaac P	Overtime Hourly Rate	8	271.84
						1,721.44
07/11/2025	DD	Paycheck	Belden, Elliott H	Vacation Hourly Rate	56	1,750.56
			Belden, Elliott H	Vacation OT Hourly Rate	16	750.24
			Belden, Elliott H	Regular Hourly Rate	24	750.24
						3,251.04
07/25/2025	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	64	2,000.64
			Belden, Elliott H	Overtime Hourly Rate	8	375.12
			Belden, Elliott H	Regular Hourly Rate	1	31.26
						2,407.02

## Deer Grove EMS District Payroll Transaction Detail July 2025

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
07/11/2025	DD	Paycheck	Berg, Elisabeth C	Regular Hourly Rate	2	45.30
			Berg, Elisabeth C	Regular Hourly Rate	33	747.45
			Berg, Elisabeth C	Sick Hourly Rate	45	1,019.25
			Berg, Elisabeth C	Sick OT Hourly Rate	18	611.64
						2,423.64
07/25/2025	DD	Paycheck	Berg, Elisabeth C	Sick Hourly Rate	35.85	812.00
						812.00
07/11/2025	DD	Paycheck	Bischel, Elisabeth A	Overtime Hourly Rate	8	279.04
			Bischel, Elisabeth A	Regular Hourly Rate	80	1,860.00
			Bischel, Elisabeth A	Overtime Hourly Rate	8	279.04
						2,418.08
07/25/2025	DD	Paycheck	Bischel, Elisabeth A	Regular Hourly Rate	64	1,488.00
			Bischel, Elisabeth A	Overtime Hourly Rate	8	279.04
						1,767.04
07/11/2025	DD	Paycheck	Boettner, Mitchell E	Weekday Stipend	1	18.00
			Boettner, Mitchell E	Weekend Stipend	1	18.00
						36.00
07/25/2025	DD	Paycheck	Byrnes, Stephanie K	Regular Hourly Rate	6	141.00
			Byrnes, Stephanie K	Overtime Hourly Rate	8.5	299.63
						440.63
07/11/2025	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	12	282.00
						282.00
07/11/2025	DD	Paycheck	Cummings, Ross E	Vacation Hourly Rate	24	701.04
			Cummings, Ross E	Holiday Hourly Rate	16	707.36
			Cummings, Ross E	Regular Hourly Rate	24	701.04
			Cummings, Ross E	Overtime Hourly Rate	24	1,051.68
			Cummings, Ross E	Holiday OT Rate	8	470.56
						3,631.68
07/25/2025	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	40	1,168.40
			Cummings, Ross E	Overtime Hourly Rate	8	350.56
			Cummings, Ross E	Vacation Hourly Rate	24	701.04
						2,220.00

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

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
07/11/2025	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	29	684.69
			Cysiewski, Mandy J	Holiday Hourly Rate	3.2	75.55
			Cysiewski, Mandy J	Vacation Hourly Rate	3.25	76.73
						836.97
07/25/2025	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	33.25	785.03
			Cysiewski, Mandy J	Vacation Hourly Rate	3.5	82.64
						867.67
07/11/2025	DD	Paycheck	Doherty, Matthew T	Weekend Stipend	4	72.00
			Doherty, Matthew T	Training Attendance Stipend	1	18.00
						90.00
07/25/2025	DD	Paycheck	Fedorowicz, Samantha E	Regular Hourly Rate	16	376.00
			Fedorowicz, Samantha E	Overtime Hourly Rate	8.5	299.63
						675.63
07/11/2025	DD	Paycheck	Goth, Kevin J	Regular Hourly Rate	80	1,812.00
			Goth, Kevin J	Overtime Hourly Rate	16	543.68
						2,355.68
07/25/2025	DD	Paycheck	Goth, Kevin J	Regular Hourly Rate	80	1,812.00
			Goth, Kevin J	Overtime Hourly Rate	17	577.66
						2,389.66
07/25/2025	DD	Paycheck	Hankins, Jefferson W	Regular Hourly Rate	24	564.00
			Hankins, Jefferson W	Regular Hourly Rate	4	94.00
						658.00
07/11/2025	DD	Paycheck	Hartman, Michael D	Weekday Stipend	1	18.00
			Hartman, Michael D	Weekend Stipend	3	54.00
						72.00
07/11/2025	DD	Paycheck	Hesseling, Sarah M	Vacation Hourly Rate	24	558.00
			Hesseling, Sarah M	Regular Hourly Rate	40	930.00
			Hesseling, Sarah M	Overtime Hourly Rate	8	279.04
						1,767.04
07/25/2025	DD	Paycheck	Hesseling, Sarah M	Regular Hourly Rate	56	1,302.00
			Hesseling, Sarah M	Overtime Hourly Rate	16	558.08
			Hesseling, Sarah M	Vacation Hourly Rate	24	558.00
						2,418.08

## Deer Grove EMS District Payroll Transaction Detail July 2025

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
07/11/2025	DD	Paycheck	Hinchley, Clairissa K	Regular Hourly Rate	64	1,564.16
			Hinchley, Clairissa K	Overtime Hourly Rate	8	293.28
			Hinchley, Clairissa K	Vacation Hourly Rate	16	391.04
			Hinchley, Clairissa K	Vacation OT Hourly Rate	8	293.28
						2,541.76
07/25/2025	DD	Paycheck	Hinchley, Clairissa K	Regular Hourly Rate	64	1,564.16
			Hinchley, Clairissa K	Overtime Hourly Rate	8.25	302.45
						1,866.61
07/11/2025	DD	Paycheck	Hromatko, Cory D	Regular Hourly Rate	64	1,564.16
			Hromatko, Cory D	Overtime Hourly Rate	8	293.28
			Hromatko, Cory D	Holiday Hourly Rate	16	631.04
			Hromatko, Cory D	Holiday OT Rate	8	413.28
						2,901.76
07/25/2025	DD	Paycheck	Hromatko, Cory D	Regular Hourly Rate	64	1,564.16
			Hromatko, Cory D	Overtime Hourly Rate	8	293.28
						1,857.44
07/11/2025	DD	Paycheck	Kaiser, Christopher N	Regular Hourly Rate	24	564.00
						564.00
07/11/2025	DD	Paycheck	Kim, Maeve N	Weekday Stipend	4	72.00
						72.00
07/11/2025	DD	Paycheck	Klemm, Colton S	Regular Hourly Rate	7	164.50
					164.50	
07/25/2025	DD	Paycheck	Klemm, Colton S	Regular Hourly Rate	36	846.00
					Klemm, Colton S	Regular Hourly Rate
						916.50
07/11/2025	DD	Paycheck	Lang, Eric A	Salary	64	3,432.91
			Lang, Eric A	Holiday Salary	8	429.12
			Lang, Eric A	Vacation Salary	8	429.12
						4,291.15
07/25/2025	DD	Paycheck	Lang, Eric A	Salary	80	4,291.15
						4,291.15

## Deer Grove EMS District Payroll Transaction Detail July 2025

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
07/11/2025	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	80	2,500.80
				Overtime Hourly Rate	16	750.24
						3,251.04
07/25/2025	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	80	2,500.80
				Overtime Hourly Rate	16	750.24
						3,251.04
07/11/2025	DD	Paycheck	Lesson, Aubree R	Regular Hourly Rate	22	517.00
				Regular Hourly Rate	1.5	35.25
						552.25
07/25/2025	DD	Paycheck	Lesson, Aubree R	Regular Hourly Rate	76	1,786.00
				Overtime Hourly Rate	18	634.50
						2,420.50
07/11/2025	DD	Paycheck	McMullen, Jeremy B	Regular Hourly Rate	2	47.00
				Regular Hourly Rate	48	1,128.00
						1,175.00
07/25/2025	DD	Paycheck	McMullen, Jeremy B	Regular Hourly Rate	36	846.00
						846.00
07/11/2025	DD	Paycheck	Meier, Easton C	Regular Hourly Rate	64	1,449.60
				Overtime Hourly Rate	8	271.84
						1,721.44
07/25/2025	DD	Paycheck	Meier, Easton C	Regular Hourly Rate	80	1,812.00
				Overtime Hourly Rate	17	577.66
				Regular Hourly Rate	2	45.30
						2,434.96
07/11/2025	DD	Paycheck	Mickelson, Matthew A	Overtime Hourly Rate	8	322.00
				Regular Hourly Rate	40	1,073.20
				Vacation Hourly Rate	24	643.92
						2,039.12
07/25/2025	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	2,146.40
				Overtime Hourly Rate	16	644.00
						2,790.40

## Deer Grove EMS District Payroll Transaction Detail July 2025

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
07/11/2025	DD	Paycheck	Naviaux, William T	Regular Hourly Rate	2	47.00
			Naviaux, William T	Regular Hourly Rate	50	1,175.00
			Naviaux, William T	Overtime Hourly Rate	9	317.25
						1,539.25
07/25/2025	DD	Paycheck	Naviaux, William T	Regular Hourly Rate	14	329.00
						329.00
07/25/2025	DD	Paycheck	Nicholson, MaryClaire	Regular Hourly Rate	11	258.50
						258.50
07/11/2025	DD	Paycheck	Perez, Lauren N	Weekday Stipend	3	54.00
			Perez, Lauren N	Weekend Stipend	1	18.00
						72.00
07/11/2025	DD	Paycheck	Rabbitt, Emilie S	Overtime Hourly Rate	8	271.84
			Rabbitt, Emilie S	Regular Hourly Rate	64	1,449.60
			Rabbitt, Emilie S	Holiday OT Rate	8	391.84
			Rabbitt, Emilie S	Holiday Hourly Rate	16	602.40
			Rabbitt, Emilie S	Overtime Hourly Rate	24	815.52
						3,531.20
07/25/2025	DD	Paycheck	Rabbitt, Emilie S	Regular Hourly Rate	64	1,449.60
			Rabbitt, Emilie S	Overtime Hourly Rate	8	271.84
			Rabbitt, Emilie S	Overtime Hourly Rate	2	67.96
						1,789.40
07/25/2025	DD	Paycheck	Regali, Trevor C	Regular Hourly Rate	24	564.00
						564.00
07/11/2025	DD	Paycheck	Roman, Jennifer A	Regular Hourly Rate	58.5	1,374.75
						1,374.75
07/11/2025	DD	Paycheck	Rousseau, Cynthia	Regular Hourly Rate	28	658.00
						658.00
07/11/2025	DD	Paycheck	Salov, Courtney A	Vacation OT Hourly Rate	8	293.28
			Salov, Courtney A	Regular Hourly Rate	48	1,173.12
			Salov, Courtney A	Vacation Hourly Rate	16	391.04
						1,857.44

## Deer Grove EMS District Payroll Transaction Detail July 2025

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
07/25/2025	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	80	1,955.20
				Overtime Hourly Rate	16	586.56
						2,541.76
07/11/2025	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	1,869.44
				Overtime Hourly Rate	8	350.56
				Vacation OT Hourly Rate	8	350.56
				Vacation Hourly Rate	16	467.36
						3,037.92
07/25/2025	DD	Paycheck	Sanders, Seth C	Sick Hourly Rate	24	701.04
				Regular Hourly Rate	40	1,168.40
				Overtime Hourly Rate	8	350.56
						2,220.00
07/11/2025	DD	Paycheck	Schultz, Daniel S	Weekday Stipend	12	216.00
				Weekend Stipend	13	234.00
						450.00
07/11/2025	DD	Paycheck	Tucker, Trenten M	Weekday Stipend	6	108.00
				Training Attendance Stipend	1	18.00
						126.00
07/11/2025	DD	Paycheck	Walker, Kathryn B	Regular Hourly Rate	48	1,128.00
07/25/2025	DD	Paycheck	Walker, Kathryn B	Regular Hourly Rate	6	141.00
07/11/2025	DD	Paycheck	Woodstock, Steven R	Regular Hourly Rate	2	47.00
				Regular Hourly Rate	36	846.00
						893.00
07/25/2025	DD	Paycheck	Woodstock, Steven R	Regular Hourly Rate	34	799.00
<b>TOTAL</b>						<b>107,729.35</b>

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08/12/25

Accrual Basis

**Deer Grove EMS District**  
**Member expenses and reimbursements through payroll**  
As of July 31, 2025

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Type	Date	Num	Name	Memo	Amount
<b>1512 · Member Personal Expenses Due</b>					
Total 1512 · Member Personal Expenses Due					
<b>Member Reimbursements Payable</b>					
Paycheck	07/11/2025	DD	Lasko, Wendy J		20.94
Paycheck	07/25/2025	DD	Bischel, Elisabeth A		85.67
Paycheck	07/25/2025	DD	Hesseling, Sarah M		418.00
Paycheck	07/25/2025	DD	Salov, Courtney A		176.85
Total Member Reimbursements Payable					<u>701.46</u>
<b>TOTAL</b>					<u><u>701.46</u></u>

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08/12/25

**Deer Grove EMS District**  
**Deposit Detail**  
July 2025

Type	Date	Name	Memo	Account	Amount
<b>General Journal</b>	<b>07/31/2025</b>	<b>EMSMC</b>	<b>Payment Received - Overpayment Returns - Jul</b>	<b>105 · Bank First</b>	<b>93,750.63</b>
		EMSMC	Payment Received - Overpayment Returns - Jul	1210 · Lifequest Receivables	-93,750.63
TOTAL					-93,750.63
<b>General Journal</b>	<b>07/31/2025</b>		<b>Payment received with no paperwork</b>	<b>105 · Bank First</b>	<b>9,488.19</b>
			Payment received with no paperwork	Lifequest Deposit Adjustments	-9,488.19
TOTAL					-9,488.19
<b>Deposit</b>	<b>07/11/2025</b>		<b>Deposit</b>	<b>103 · Savings bank of Deerfield</b>	<b>470.00</b>
Payment	07/10/2025	Madison United Rugby		1499 · Undeposited Funds	-470.00
TOTAL					-470.00
<b>Deposit</b>	<b>07/14/2025</b>		<b>Deposit</b>	<b>103 · Savings bank of Deerfield</b>	<b>1,110.00</b>
Payment	07/19/2025	Madison Fire Department		1499 · Undeposited Funds	-1,110.00
TOTAL					-1,110.00
<b>Deposit</b>	<b>07/22/2025</b>		<b>Deposit</b>	<b>103 · Savings bank of Deerfield</b>	<b>540.00</b>
Payment	07/22/2025	Madison Fire Department		1499 · Undeposited Funds	-540.00
TOTAL					-540.00
<b>General Journal</b>	<b>07/01/2025</b>		<b>Reverse of GJE -- Difference in report vs actual</b>	<b>103 · Savings bank of Deerfield</b>	<b>0.02</b>
			Difference in report vs actual	105 · Bank First	-0.02
TOTAL					-0.02
<b>Deposit</b>	<b>07/31/2025</b>		<b>Interest</b>	<b>103 · Savings bank of Deerfield</b>	<b>3,101.53</b>
			Interest	640 · Interest Earned	-3,101.53
TOTAL					-3,101.53

9:06 PM

08/12/25

Deer Grove EMS District  
**Deposit Detail**  
July 2025

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Type	Date	Name	Memo	Account	Amount
Deposit	07/31/2025		Interest	101 · Operating Checking	4.30
			Interest	640 · Interest Earned	-4.30
TOTAL					-4.30

Aging Summary Report

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

2024	Billable Units	Current	31-60 days	61-90 days	91-120	121-180	Over 180	Total	Write Offs	Deposit from Collections
January	278	89,122.46	163,650.79	63,578.35	20,238.33	21,965.20	50,648.10	409,203.23		40,879.43
February	232	22,879.50	99,245.55	133,366.71	29,102.38	9,045.60	54,789.10	348,428.84	1,176.00	47,174.76
March	331	21,633.82	134,531.03	162,473.20	129,204.41	38,043.88	50,143.50	536,029.84		28,036.52
April	383	39,540.17	104,805.75	116,908.52	104,299.87	139,960.51	56,923.40	562,438.22		94,580.34
May	434	172,136.08	65,148.73	67,423.90	87,929.80	195,787.30	68,768.37	657,194.18		63,773.67
June	417	197,989.33	55,257.52	42,696.43	36,404.50	120,119.23	167,484.41	619,951.42		72,134.22
July	417	417,573.68	40,672.69	16,450.74	15,703.60	51,033.10	55,250.38	596,684.19		111,799.07
August	414	369,700.81	72,625.52	11,777.42	3,078.20	17,565.10	31,147.38	505,894.43	634.00	133,964.82
September	433	272,941.33	123,636.64	58,756.77	4,482.44	4,012.20	44,677.28	508,506.66		63,720.97
October	489	336,527.98	116,793.95	59,535.07	41,640.24	7,548.64	29,982.20	592,028.08		60,655.02
November	526	296,327.43	114,226.19	83,725.98	39,235.91	35,451.54	30,076.20	599,043.25		82,142.89
December	545	250,643.10	133,492.97	95,053.20	57,998.97	58,546.96	15,441.90	611,177.10		76,288.03
									1,810.00	875,149.74

2025	Billable Units	Current	31-60 days	61-90 days	91-120	121-180	Over 180	Total	Write Offs	Deposit from Collections
January	633	442,586.97	97,429.50	72,185.64	48,850.85	70,998.21	35,334.89	767,386.06		77,016.11
February	671	489,987.47	116,079.48	51,842.70	42,566.88	61,804.66	37,712.17	799,993.36		87,295.40
March	642	381,407.23	160,252.84	54,411.50	34,321.17	54,114.21	62,478.68	746,985.63		104,436.65
April	671	420,013.60	118,881.21	87,055.89	14,574.36	42,779.67	67,549.92	750,854.65		104,683.78
May	717	390,833.00	156,085.56	86,226.23	51,215.55	25,666.47	75,651.28	785,678.09		70,041.53
June	587	360,076.96	107,920.11	97,383.99	38,939.09	16,474.89	7,271.05	628,066.09		80,786.40
July	652	426,017.38	135,598.34	62,751.35	39,256.00	21,195.25	6,880.31	691,698.63		85,720.38
August										
September										
October										
November										
December										
									0.00	609,980.25

PREPARED FOR DEER GROVE EMS DISTRICT

By:

**EMS | MC**

EMS MANAGEMENT & CONSULTANTS

RESULTS | SERVICE | COMMUNITY

12 MONTH DATE OF SERVICE ANALYSIS

**Primary Payor Mix**  
6-12 Month Mature Average

Primary Payor	% of Trips
Medicare	28%
Medicare Advantage	29%
Insurance	19%
Medicaid	4%
Medicaid MCO	9%
Patient	7%
Facility	1%
Other Govt. Payers	1%
TPL	2%

**Net Collection Percentages**  
6-12 Month Mature Average

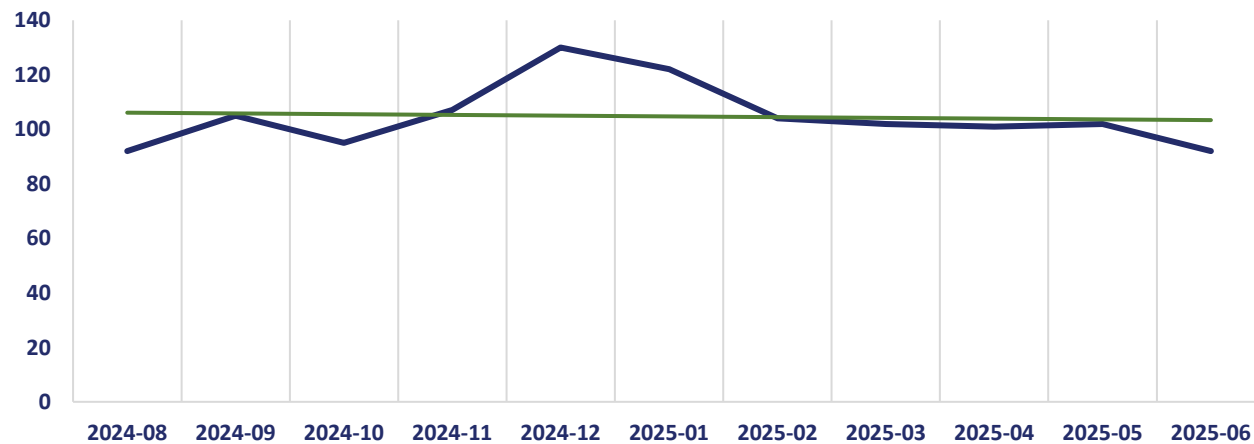
Primary Payor	Coll %
Medicare	99%
Medicare Advantage	84%
Insurance	66%
Medicaid	68%
Medicaid MCO	91%
Patient	8%
Facility	91%
Other Govt. Payers	93%
TPL	49%

**Cash Per Trip**  
6-12 Month Mature Average

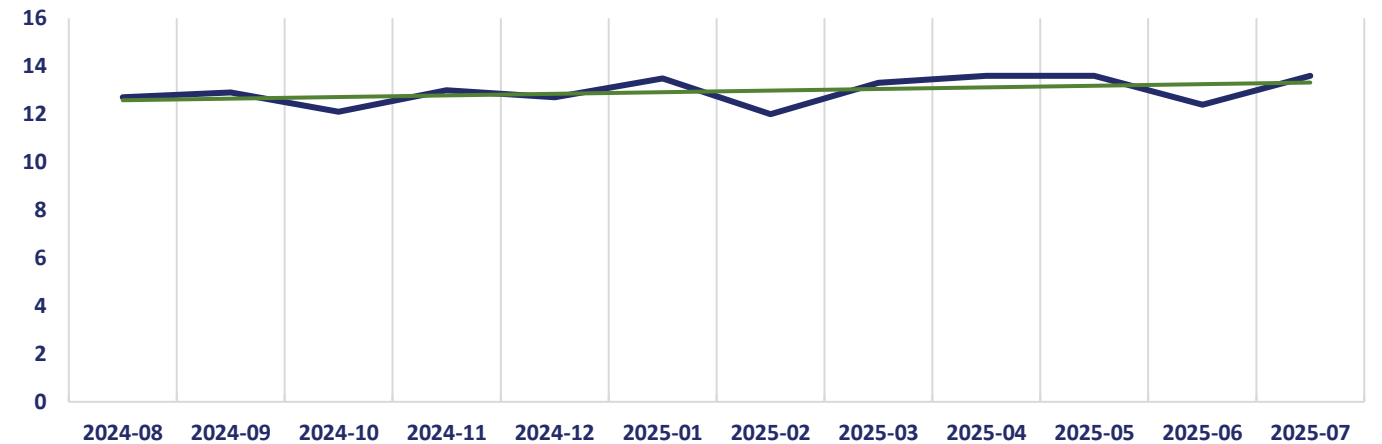
Primary Payor	CPT
Medicare	\$ 611.49
Medicare Advantage	\$ 634.06
Insurance	\$ 1,362.95
Medicaid	\$ 319.20
Medicaid MCO	\$ 751.05
Patient	\$ 132.61
Facility	\$ 673.59
Other Govt. Payers	\$ 990.17
TPL	\$ 901.33

DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2024-08	92	169,955.40	70,444.81	99,510.59	(1,920.38)	80,604.36	11,026.34	1,100.69	10,900.96	1,847.34	1,081.64	864.17	79.9%
2024-09	105	192,638.20	101,464.74	91,173.46	31.45	70,962.14	13,253.50	155.51	7,081.88	1,834.65	868.32	674.35	77.7%
2024-10	95	188,431.30	96,872.95	91,558.35	(0.33)	73,322.54	8,383.20	655.56	10,508.50	1,983.49	963.77	764.92	79.4%
2024-11	107	216,406.00	113,199.80	103,206.20	-	75,000.28	6,370.80	427.09	22,262.21	2,022.49	964.54	696.95	72.3%
2024-12	130	257,805.60	111,861.44	145,944.16	(0.86)	94,099.02	8,945.58	232.64	43,133.06	1,983.12	1,122.65	722.05	64.3%
2025-01	122	258,067.80	109,794.32	148,273.48	30.67	88,911.75	700.00	-	58,631.06	2,115.31	1,215.36	728.78	60.0%
2025-02	104	205,409.00	78,403.14	127,005.86	(75.00)	69,912.14	2,405.40	320.00	55,083.32	1,975.09	1,221.21	669.16	54.8%
2025-03	102	216,414.70	97,702.27	118,712.43	-	74,933.32	-	-	43,779.11	2,121.71	1,163.85	734.64	63.1%
2025-04	101	213,747.30	90,352.03	123,395.27	(0.14)	59,856.40	-	-	63,539.01	2,116.31	1,221.74	592.64	48.5%
2025-05	102	219,160.90	78,859.81	140,301.09	-	50,337.00	-	-	89,964.09	2,148.64	1,375.50	493.50	35.9%
2025-06	92	187,842.60	46,633.02	141,209.58	-	37,137.85	-	-	104,071.73	2,041.77	1,534.89	403.67	26.3%
2025-07	72	151,329.20	4,937.53	146,391.67	-	1,333.18	-	-	145,058.49	2,101.79	2,033.22	18.52	0.9%
<b>Totals</b>	<b>1,224</b>	<b>2,477,208.00</b>	<b>1,000,525.86</b>	<b>1,476,682.14</b>	<b>(1,934.59)</b>	<b>776,409.98</b>	<b>51,084.82</b>	<b>2,891.49</b>	<b>654,013.42</b>	<b>2,023.86</b>	<b>1,206.44</b>	<b>631.96</b>	<b>52.4%</b>

Trip Count Trend - Excluding Current Month



Average Loaded Miles



12 MONTH DATE OF SERVICE ANALYSIS BY PRIMARY PAYOR CATEGORY

MEDICARE													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2024-08	28	47,407.00	28,255.31	19,151.69	-	17,212.75	1,465.94	127.00	600.00	1,693.11	683.99	610.21	89.2%
2024-09	37	67,227.90	48,710.67	18,517.23	(0.03)	25,566.32	670.00	155.51	(7,563.55)	1,816.97	500.47	686.78	137.2%
2024-10	30	59,627.60	40,586.68	19,040.92	(0.33)	17,542.60	-	35.60	1,534.25	1,987.59	634.70	583.57	91.9%
2024-11	34	72,659.40	50,753.85	21,905.55	-	20,668.97	-	127.09	1,363.67	2,137.04	644.28	604.17	93.8%
2024-12	25	50,478.70	34,792.68	15,686.02	-	14,968.02	-	-	718.00	2,019.15	627.44	598.72	95.4%
2025-01	31	63,748.50	43,863.86	19,884.64	-	17,611.79	700.00	-	1,572.85	2,056.40	641.44	568.12	88.6%
2025-02	23	41,461.00	26,665.87	14,795.13	-	14,036.13	-	30.00	789.00	1,802.65	643.27	608.96	94.7%
2025-03	25	52,848.10	37,027.48	15,820.62	-	15,058.28	-	-	762.34	2,113.92	632.82	602.33	95.2%
2025-04	37	80,074.80	56,329.08	23,745.72	-	22,265.70	-	-	1,480.02	2,164.18	641.78	601.78	93.8%
2025-05	28	57,384.40	39,101.12	18,283.28	-	14,725.99	-	-	3,557.29	2,049.44	652.97	525.93	80.5%
2025-06	17	37,001.70	21,771.39	15,230.31	-	7,533.13	-	-	7,697.18	2,176.57	895.90	443.13	49.5%
2025-07	10	20,637.00	-	20,637.00	-	-	-	-	20,637.00	2,063.70	2,063.70	-	0.0%
<b>Totals</b>	<b>325</b>	<b>650,556.10</b>	<b>427,857.99</b>	<b>222,698.11</b>	<b>(0.36)</b>	<b>187,189.68</b>	<b>2,835.94</b>	<b>475.20</b>	<b>33,148.05</b>	<b>2,001.71</b>	<b>685.22</b>	<b>574.51</b>	<b>83.8%</b>
MEDICARE ADVANTAGE													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2024-08	26	45,536.60	29,437.07	16,099.53	-	16,868.81	545.00	-	(1,314.28)	1,751.41	619.21	648.80	104.8%
2024-09	32	59,007.00	38,259.14	20,747.86	(3.00)	18,398.57	2,290.00	-	62.29	1,843.97	648.37	574.96	88.7%
2024-10	27	56,274.60	34,491.48	21,783.12	-	18,063.12	1,730.00	-	1,990.00	2,084.24	806.78	669.00	82.9%
2024-11	32	66,316.40	38,301.78	28,014.62	-	21,393.72	2,383.00	300.00	4,537.90	2,072.39	875.46	659.18	75.3%
2024-12	38	77,296.10	44,897.03	32,399.07	(0.86)	24,025.81	870.28	232.64	7,736.48	2,034.11	852.61	626.14	73.4%
2025-01	33	71,414.00	48,498.14	22,915.86	30.98	20,986.82	-	-	1,898.06	2,164.06	694.42	635.96	91.6%
2025-02	29	57,525.70	29,784.93	27,740.77	-	19,155.39	-	290.00	8,875.38	1,983.64	956.58	650.53	68.0%
2025-03	34	70,298.50	45,175.70	25,122.80	-	21,631.90	-	-	3,490.90	2,067.60	738.91	636.23	86.1%
2025-04	16	31,985.50	21,582.45	10,403.05	(0.14)	7,229.19	-	-	3,174.00	1,999.09	650.19	451.82	69.5%
2025-05	27	55,355.00	31,371.42	23,983.58	-	13,441.48	-	-	10,542.10	2,050.19	888.28	497.83	56.0%
2025-06	22	45,789.20	18,961.50	26,827.70	-	6,382.90	-	-	20,444.80	2,081.33	1,219.44	290.13	23.8%
2025-07	25	53,525.30	4,937.53	48,587.77	-	1,333.18	-	-	47,254.59	2,141.01	1,943.51	53.33	2.7%
<b>Totals</b>	<b>341</b>	<b>690,323.90</b>	<b>385,698.17</b>	<b>304,625.73</b>	<b>26.98</b>	<b>188,910.89</b>	<b>7,818.28</b>	<b>822.64</b>	<b>108,692.22</b>	<b>2,024.41</b>	<b>893.33</b>	<b>551.58</b>	<b>61.7%</b>
INSURANCE													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2024-08	24	49,764.50	319.75	49,444.75	(1,947.38)	39,112.01	4,220.30	973.69	9,033.51	2,073.52	2,060.20	1,589.10	77.1%
2024-09	15	30,376.60	2,812.62	27,563.98	38.00	14,923.36	618.00	-	11,984.62	2,025.11	1,837.60	994.89	54.1%
2024-10	13	30,002.20	3,148.70	26,853.50	-	20,803.77	1,118.00	-	4,931.73	2,307.86	2,065.65	1,600.29	77.5%
2024-11	12	23,497.00	-	23,497.00	-	15,453.62	221.60	-	7,821.78	1,958.08	1,958.08	1,287.80	65.8%
2024-12	29	62,240.40	1,283.69	60,956.71	-	38,903.23	2,394.70	-	19,658.78	2,146.22	2,101.96	1,341.49	63.8%
2025-01	33	70,213.90	255.00	69,958.90	(0.31)	43,509.19	-	-	26,450.02	2,127.69	2,119.97	1,318.46	62.2%
2025-02	21	40,116.00	-	40,116.00	(75.00)	21,933.77	-	-	18,257.23	1,910.29	1,910.29	1,044.47	54.7%
2025-03	20	42,985.70	-	42,985.70	-	29,285.63	-	-	13,700.07	2,149.29	2,149.29	1,464.28	68.1%
2025-04	29	62,336.50	-	62,336.50	-	25,936.21	-	-	36,400.29	2,149.53	2,149.53	894.35	41.6%
2025-05	26	62,694.00	1,247.40	61,446.60	-	19,558.90	-	-	41,887.70	2,411.31	2,363.33	752.27	31.8%
2025-06	28	63,496.90	557.72	62,939.18	-	19,956.45	-	-	42,982.73	2,267.75	2,247.83	712.73	31.7%
2025-07	16	39,337.60	-	39,337.60	-	-	-	-	39,337.60	2,458.60	2,458.60	-	0.0%
<b>Totals</b>	<b>266</b>	<b>577,061.30</b>	<b>9,624.88</b>	<b>567,436.42</b>	<b>(1,984.69)</b>	<b>289,376.14</b>	<b>8,572.60</b>	<b>973.69</b>	<b>272,446.06</b>	<b>2,169.40</b>	<b>2,133.22</b>	<b>1,084.22</b>	<b>50.8%</b>

**12 MONTH DATE OF SERVICE ANALYSIS BY PRIMARY PAYOR CATEGORY**

<b>MEDICAID</b>													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2024-08	4	5,396.20	3,958.28	1,437.92	27.00	1,299.92	-	-	111.00	1,349.05	359.48	324.98	90.4%
2024-09	1	1,883.60	1,340.68	542.92	-	515.92	-	-	27.00	1,883.60	542.92	515.92	95.0%
2024-10	6	11,633.10	8,615.58	3,017.52	-	2,479.52	-	-	538.00	1,938.85	502.92	413.25	82.2%
2024-11	6	8,901.60	6,888.72	2,012.88	-	1,893.88	-	-	119.00	1,483.60	335.48	315.65	94.1%
2024-12	9	13,225.80	8,029.47	5,196.33	-	2,110.03	-	-	3,086.30	1,469.53	577.37	234.45	40.6%
2025-01	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-02	8	16,027.20	11,883.81	4,143.39	-	3,875.39	-	-	268.00	2,003.40	517.92	484.42	93.5%
2025-03	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-04	3	6,913.20	3,240.95	3,672.25	-	1,183.65	-	-	2,488.60	2,304.40	1,224.08	394.55	32.2%
2025-05	4	6,681.00	2,267.45	4,413.55	-	703.35	-	-	3,710.20	1,670.25	1,103.39	175.84	15.9%
2025-06	3	4,105.80	-	4,105.80	-	-	-	-	4,105.80	1,368.60	1,368.60	-	0.0%
2025-07	3	6,565.50	-	6,565.50	-	-	-	-	6,565.50	2,188.50	2,188.50	-	0.0%
<b>Totals</b>	<b>47</b>	<b>81,333.00</b>	<b>46,224.94</b>	<b>35,108.06</b>	<b>27.00</b>	<b>14,061.66</b>	<b>-</b>	<b>-</b>	<b>21,019.40</b>	<b>1,730.49</b>	<b>746.98</b>	<b>299.18</b>	<b>40.1%</b>

<b>MEDICAID MCO</b>													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2024-08	4	8,764.00	5,761.53	3,002.47	-	2,581.47	-	-	421.00	2,191.00	750.62	645.37	86.0%
2024-09	7	13,063.90	7,656.86	5,407.04	-	5,407.04	-	-	-	1,866.27	772.43	772.43	100.0%
2024-10	10	21,388.60	8,675.22	12,713.38	-	11,198.86	-	-	1,514.52	2,138.86	1,271.34	1,119.89	88.1%
2024-11	12	24,099.90	15,620.80	8,479.10	-	7,585.10	-	-	894.00	2,008.33	706.59	632.09	89.5%
2024-12	19	37,242.10	22,275.18	14,966.92	-	12,294.92	-	-	2,672.00	1,960.11	787.73	647.10	82.1%
2025-01	7	17,640.40	13,685.79	3,954.61	-	5,244.61	-	-	(1,290.00)	2,520.06	564.94	749.23	132.6%
2025-02	8	19,650.70	10,068.53	9,582.17	-	6,852.76	-	-	2,729.41	2,456.34	1,197.77	856.60	71.5%
2025-03	9	20,905.90	13,745.89	7,160.01	-	5,245.31	-	-	1,914.70	2,322.88	795.56	582.81	73.3%
2025-04	7	19,817.60	9,199.55	10,618.05	-	3,241.65	-	-	7,376.40	2,831.09	1,516.86	463.09	30.5%
2025-05	6	14,213.50	4,872.42	9,341.08	-	1,907.28	-	-	7,433.80	2,368.92	1,556.85	317.88	20.4%
2025-06	11	20,190.20	5,342.41	14,847.79	-	3,265.37	-	-	11,582.42	1,835.47	1,349.80	296.85	22.0%
2025-07	4	9,507.30	-	9,507.30	-	-	-	-	9,507.30	2,376.83	2,376.83	-	0.0%
<b>Totals</b>	<b>104</b>	<b>226,484.10</b>	<b>116,904.18</b>	<b>109,579.92</b>	<b>-</b>	<b>64,824.37</b>	<b>-</b>	<b>-</b>	<b>44,755.55</b>	<b>2,177.73</b>	<b>1,053.65</b>	<b>623.31</b>	<b>59.2%</b>

<b>PATIENT</b>													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2024-08	4	9,026.90	-	9,026.90	-	2,322.40	4,795.10	-	1,909.40	2,256.73	2,256.73	580.60	25.7%
2024-09	7	9,690.50	-	9,690.50	-	-	9,675.50	-	15.00	1,384.36	1,384.36	-	0.0%
2024-10	7	6,987.20	-	6,987.20	-	2,071.96	5,535.20	619.96	-	998.17	998.17	207.43	20.8%
2024-11	4	7,639.60	-	7,639.60	-	1,074.84	2,381.10	-	4,183.66	1,909.90	1,909.90	268.71	14.1%
2024-12	9	14,924.10	-	14,924.10	-	-	5,680.60	-	9,243.50	1,658.23	1,658.23	-	0.0%
2025-01	14	26,287.40	-	26,287.40	-	1,118.00	-	-	25,169.40	1,877.67	1,877.67	79.86	4.3%
2025-02	13	28,768.40	-	28,768.40	-	2,307.70	2,405.40	-	24,055.30	2,212.95	2,212.95	177.52	8.0%
2025-03	12	24,862.50	-	24,862.50	-	3,147.40	-	-	21,715.10	2,071.88	2,071.88	262.28	12.7%
2025-04	8	11,919.70	-	11,919.70	-	-	-	-	11,919.70	1,489.96	1,489.96	-	0.0%
2025-05	9	18,046.00	-	18,046.00	-	-	-	-	18,046.00	2,005.11	2,005.11	-	0.0%
2025-06	11	17,258.80	-	17,258.80	-	-	-	-	17,258.80	1,568.98	1,568.98	-	0.0%
2025-07	12	17,665.10	-	17,665.10	-	-	-	-	17,665.10	1,472.09	1,472.09	-	0.0%
<b>Totals</b>	<b>110</b>	<b>193,076.20</b>	<b>-</b>	<b>193,076.20</b>	<b>-</b>	<b>12,042.30</b>	<b>30,472.90</b>	<b>619.96</b>	<b>151,180.96</b>	<b>1,755.24</b>	<b>1,755.24</b>	<b>103.84</b>	<b>5.9%</b>

**12 MONTH DATE OF SERVICE ANALYSIS BY PRIMARY PAYOR CATEGORY**

<b>FACILITY</b>													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2024-08	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2024-09	2	3,712.10	1,284.74	2,427.36	-	2,427.36	-	-	-	1,856.05	1,213.68	1,213.68	100.0%
2024-10	2	2,518.00	1,355.29	1,162.71	-	1,162.71	-	-	-	1,259.00	581.36	581.36	100.0%
2024-11	1	2,318.40	1,634.65	683.75	-	683.75	-	-	-	2,318.40	683.75	683.75	100.0%
2024-12	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-01	2	4,388.70	3,491.53	897.17	-	441.34	-	-	455.83	2,194.35	448.59	220.67	49.2%
2025-02	1	727.00	-	727.00	-	618.00	-	-	109.00	727.00	727.00	618.00	85.0%
2025-03	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-04	1	700.00	-	700.00	-	-	-	-	700.00	700.00	700.00	-	0.0%
2025-05	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-06	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-07	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
<b>Totals</b>	<b>9</b>	<b>14,364.20</b>	<b>7,766.21</b>	<b>6,597.99</b>	<b>-</b>	<b>5,333.16</b>	<b>-</b>	<b>-</b>	<b>1,264.83</b>	<b>1,596.02</b>	<b>733.11</b>	<b>592.57</b>	<b>80.8%</b>

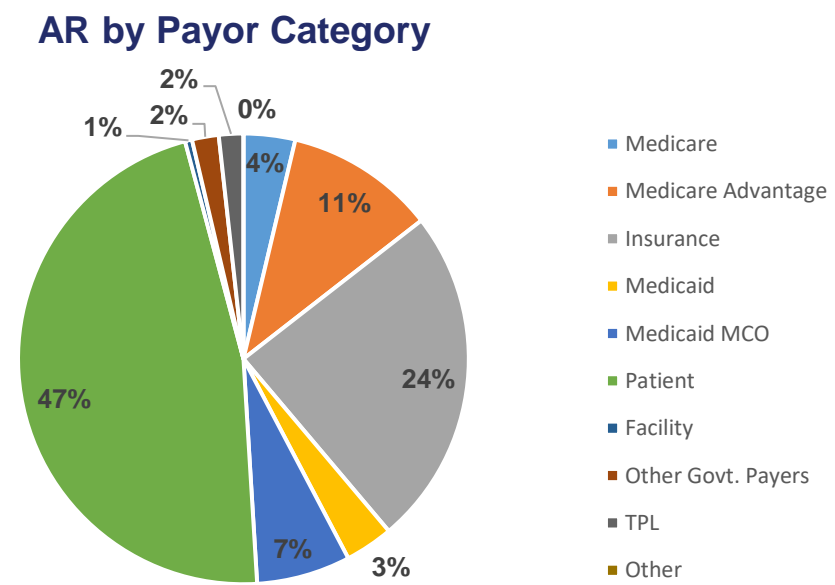
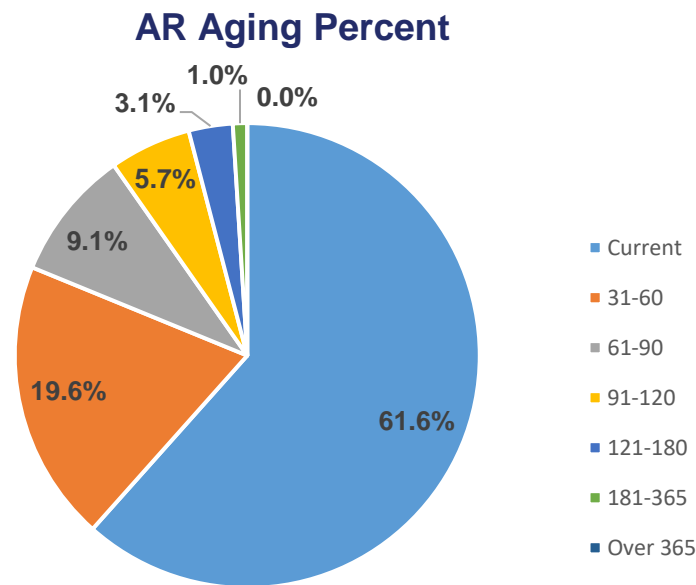
<b>OTHER GOVT. PAYERS</b>													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2024-08	2	4,060.20	2,712.87	1,347.33	-	1,207.00	-	-	140.33	2,030.10	673.67	603.50	89.6%
2024-09	1	2,092.20	1,400.03	692.17	-	551.49	-	-	140.68	2,092.20	692.17	551.49	79.7%
2024-10	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2024-11	1	2,202.20	-	2,202.20	-	2,202.20	-	-	-	2,202.20	2,202.20	2,202.20	100.0%
2024-12	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-01	1	2,318.40	-	2,318.40	-	-	-	-	2,318.40	2,318.40	2,318.40	-	0.0%
2025-02	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-03	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-04	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-05	1	2,302.20	-	2,302.20	-	-	-	-	2,302.20	2,302.20	2,302.20	-	0.0%
2025-06	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-07	2	4,091.40	-	4,091.40	-	-	-	-	4,091.40	2,045.70	2,045.70	-	0.0%
<b>Totals</b>	<b>8</b>	<b>17,066.60</b>	<b>4,112.90</b>	<b>12,953.70</b>	<b>-</b>	<b>3,960.69</b>	<b>-</b>	<b>-</b>	<b>8,993.01</b>	<b>2,133.33</b>	<b>1,619.21</b>	<b>495.09</b>	<b>30.6%</b>

<b>TPL</b>													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2024-08	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2024-09	3	5,584.40	-	5,584.40	(3.52)	3,172.08	-	-	2,415.84	1,861.47	1,861.47	1,057.36	56.8%
2024-10	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2024-11	5	8,771.50	-	8,771.50	-	4,044.20	1,385.10	-	3,342.20	1,754.30	1,754.30	808.84	46.1%
2024-12	1	2,398.40	583.39	1,815.01	-	1,797.01	-	-	18.00	2,398.40	1,815.01	1,797.01	99.0%
2025-01	1	2,056.50	-	2,056.50	-	-	-	-	2,056.50	2,056.50	2,056.50	-	0.0%
2025-02	1	1,133.00	-	1,133.00	-	1,133.00	-	-	-	1,133.00	1,133.00	1,133.00	100.0%
2025-03	2	4,514.00	1,753.20	2,760.80	-	564.80	-	-	2,196.00	2,257.00	1,380.40	282.40	20.5%
2025-04	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-05	1	2,484.80	-	2,484.80	-	-	-	-	2,484.80	2,484.80	2,484.80	-	0.0%
2025-06	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-07	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
<b>Totals</b>	<b>14</b>	<b>26,942.60</b>	<b>2,336.59</b>	<b>24,606.01</b>	<b>(3.52)</b>	<b>10,711.09</b>	<b>1,385.10</b>	<b>-</b>	<b>12,513.34</b>	<b>1,924.47</b>	<b>1,757.57</b>	<b>765.08</b>	<b>43.5%</b>

**OUTSTANDING AR AGING BY PAYOR CATEGORY**

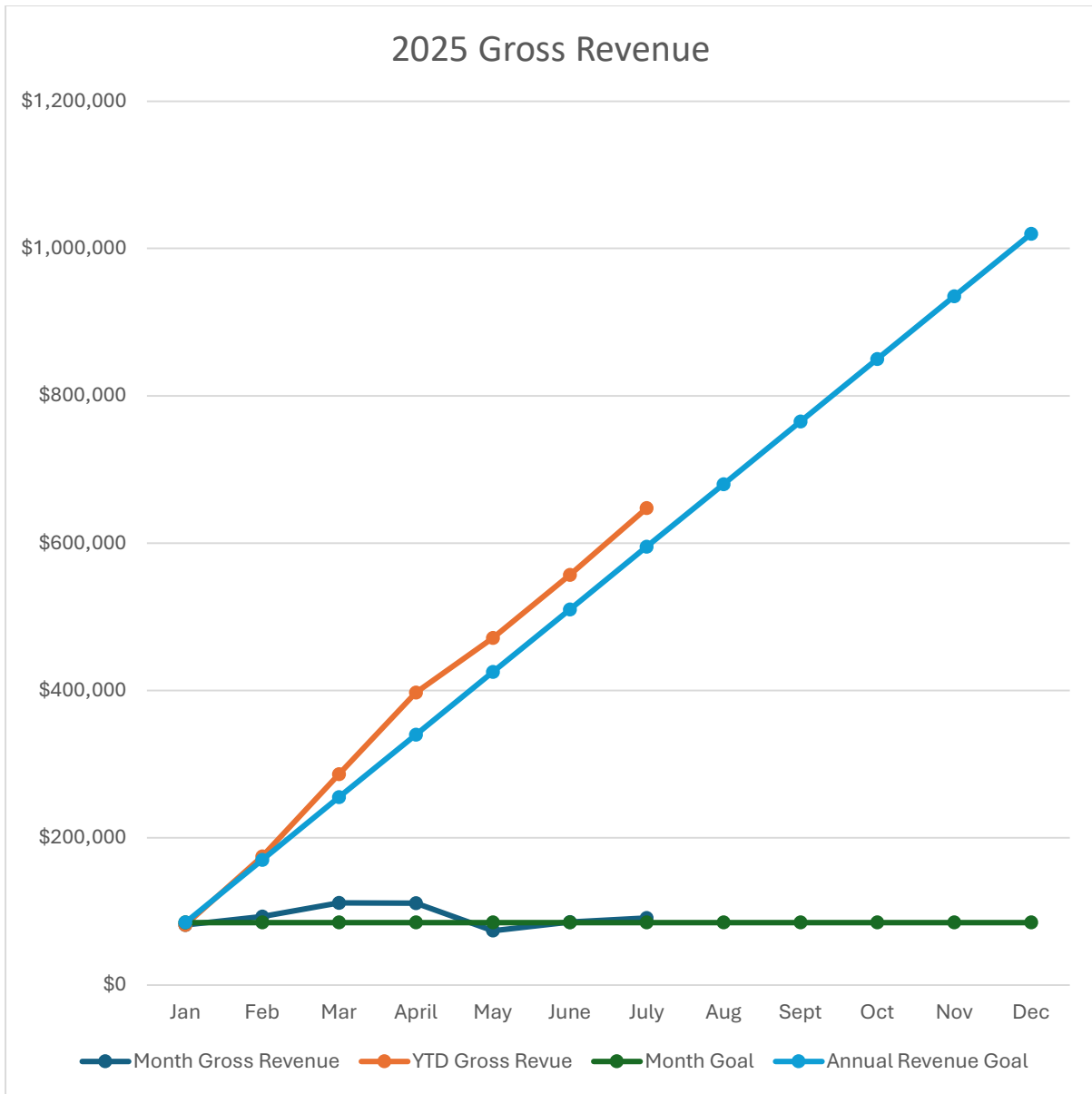
**AGING BY AGING DATE & CURRENT PAYOR**

Current Payor	Current	31-60	61-90	91-120	121-180	181-365	Over 365	Total
Medicare	27,367.40	2,110.50	11.87	-	(1,853.00)	(1,984.40)	-	25,652.37
Medicare Advantage	62,488.35	3,402.19	6,665.73	849.58	(1,385.86)	2,478.96	-	74,498.95
Insurance	107,617.59	29,866.75	19,607.62	1,495.98	7,123.71	2,795.92	-	168,507.57
Medicaid	17,354.30	7,338.86	-	1,812.66	495.00	(3,107.80)	-	23,893.02
Medicaid MCO	30,991.07	11,665.32	205.00	4,176.24	(431.05)	(32.22)	-	46,574.36
Patient	174,847.17	69,934.92	33,958.93	30,794.54	13,034.65	1,130.33	-	323,700.54
Facility	238.00	-	-	109.00	-	3,144.43	-	3,491.43
Other Govt. Payers	4,921.90	2,318.40	2,302.20	-	1,858.80	1,855.09	-	13,256.39
TPL	191.60	8,961.40	-	18.00	2,353.00	600.00	-	12,124.00
Other	-	-	-	-	-	-	-	-
<b>Total</b>	<b>426,017.38</b>	<b>135,598.34</b>	<b>62,751.35</b>	<b>39,256.00</b>	<b>21,195.25</b>	<b>6,880.31</b>	<b>-</b>	<b>691,698.63</b>



ACCOUNTS RECEIVABLE RECONCILIATION REPORT

Month	Beginning A/R	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Ending A/R
2025-01	611,177.10	309,995.60	75,155.23	234,840.37	(9.38)	76,974.79	2,366.00	(700.00)	767,386.06
2025-02	767,386.06	247,870.60	125,863.66	122,006.94	(1,949.18)	92,235.87	(887.05)	-	799,993.36
2025-03	799,993.36	172,853.80	121,673.09	51,180.71	39.00	103,414.67	1,198.88	(464.11)	746,985.63
2025-04	746,985.63	225,129.90	116,743.35	108,386.55	0.35	104,749.82	-	(232.64)	750,854.65
2025-05	750,854.65	208,073.60	100,320.75	107,752.85	3.98	72,520.03	612.00	(206.60)	785,678.09
2025-06	785,678.09	144,260.40	97,938.09	46,322.31	(0.14)	84,087.53	121,887.66	(2,040.74)	628,066.09
2025-07	628,066.09	238,155.20	95,167.51	142,987.69	(3.66)	90,300.51	(8,925.70)	(2,016.00)	691,698.63
<b>FY Total</b>	<b>611,177.10</b>	<b>1,546,339.10</b>	<b>732,861.68</b>	<b>813,477.42</b>	<b>(1,919.03)</b>	<b>624,283.22</b>	<b>116,251.79</b>	<b>(5,660.09)</b>	<b>691,698.63</b>



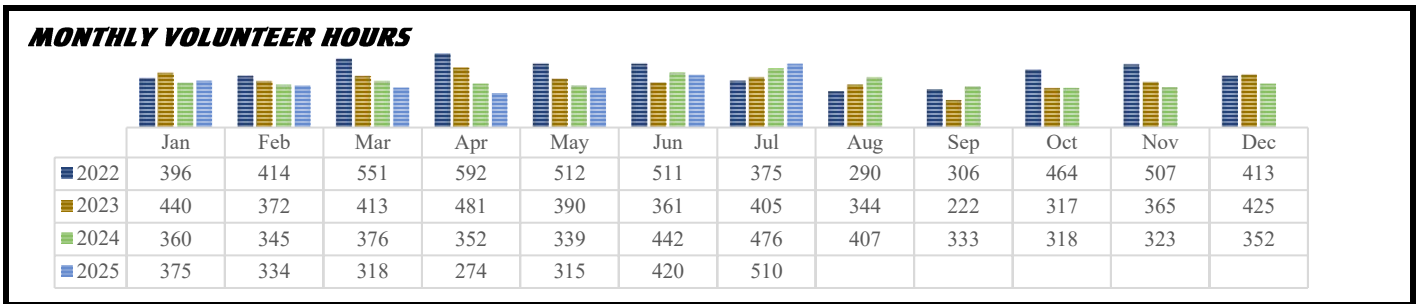
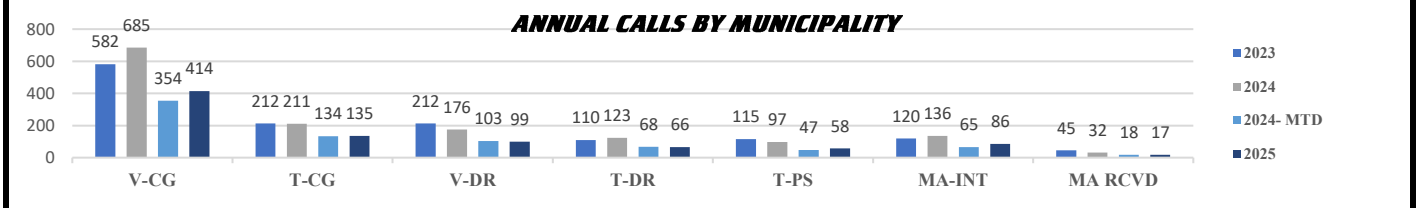
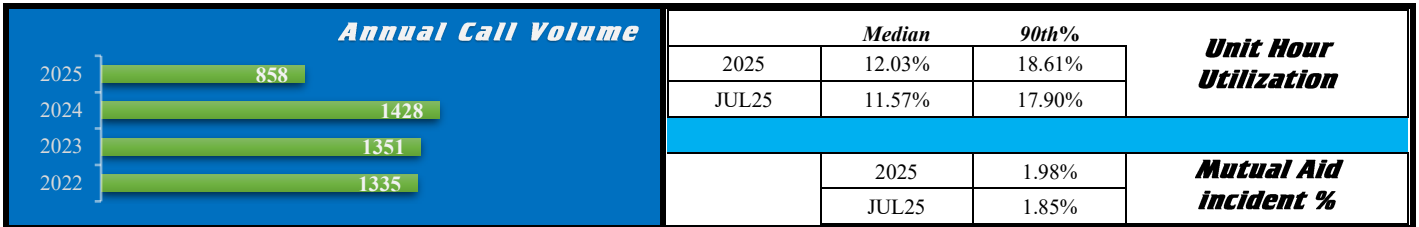
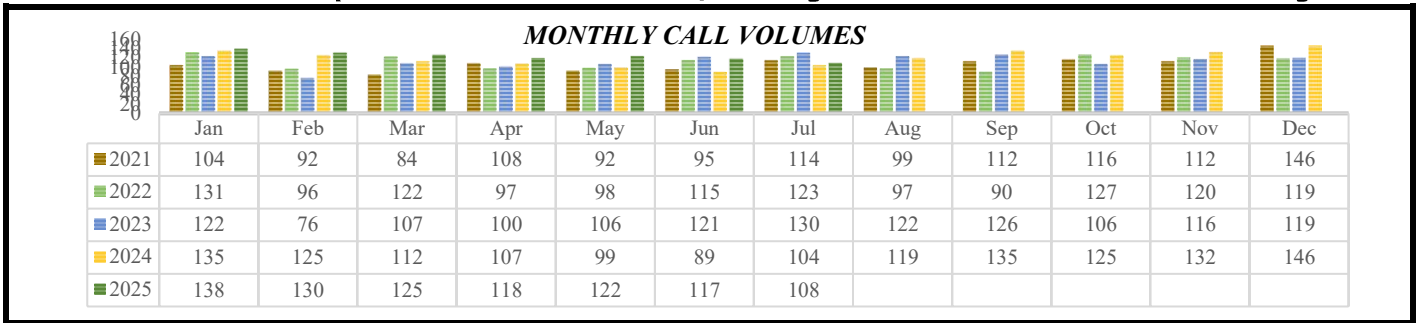
DeerGrove EMS Gross Revenue						
	2025	2024	2023	2022	2021	2020
Jan	\$81,733	\$44,035	\$77,789	\$54,413	\$50,164	\$64,581
Feb	\$93,043	\$51,072	\$52,268	\$80,008	\$46,635	\$35,349
Mar	\$111,571	\$31,152	\$74,854	\$63,410	\$54,979	\$41,495
Apr	\$110,937	\$101,697	\$88,042	\$65,899	\$44,489	\$40,565
May	\$73,934	\$68,091	\$65,613	\$71,395	\$43,258	\$40,785
Jun	\$85,430	\$77,164	\$87,500	\$45,047	\$55,271	\$45,294
Jul	\$90,999	\$119,056	\$82,447	\$46,764	\$45,699	\$36,036
Aug		\$139,469	\$93,235	\$73,548	\$64,325	\$49,339
Sep		\$68,735	\$59,052	\$62,778	\$32,870	\$47,956
Oct		\$60,655	\$79,549	\$55,771	\$43,431	\$46,168
Nov		\$86,522	\$68,372	\$44,244	\$51,785	\$31,771
Dec		\$80,429	\$58,856	\$57,355	\$53,680	\$59,188
YTD GOAL \$595,000	\$647,647	\$928,078	\$887,577	\$720,632	\$586,586	\$538,527



# DEER-GROVE EMS

## JULY 2025 STAFF REPORT

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



DGEMS RESPONSE AREA MONTH MEDIAN RESPONSE TIMES (In Minutes)				
Notified to Enroute	Enroute to Arrive at Scene	Arrived on Scene to Left Scene	Left Scene to Arrive Destination	At Destination to in Service
0.97	6.58	19.75	23.68	18.37
2025 YTD MEDIAN				
0.93	6.42	20.08	22.77	19.17
MONTH 90 <sup>TH</sup> % TIMES				
1.82	12.47	32.75	31.06	33.39

### VEHICLE MAINTENANCE

- ❖ Buzz (2017)- Scheduled PM: Lube, oil, filter, fuel filter, water separator filter, and tire rotation. Warranty replacement of chassis battery.
- ❖ Mickey (2022)- No maintenance or problems
- ❖ Stitch (2025)- Placed into service August 1.
- ❖ C79 (Glitch)- No maintenance or problems

Vehicle	Beginning Mileage	Ending Mileage	Beginning Hours	Ending Hours	Availability %
Buzz (2017)	148,898	152,035	1,924	2,037	99.3
Mickey (2022)	50,863	52,857	2,492	2,585	100
Stitch (2025)					
C79	78,014	78,618			100

**INCIDENT TIME & DAY**

JULY 2025 Time of Call (Dispatched) by 4-hr block								Totals
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
00:01 - 04:00	0	6	0	2	2	2	3	15
04:01 - 08:00	1	2	2	2	1	3	1	12
08:01 - 12:00	5	1	1	5	2	4	1	19
12:01 - 16:00	8	4	6	6	1	3	3	31
16:01 - 20:00	2	7	2	2	4	4	5	26
20:01 - 00:00	2	0	5	3	2	4	2	18
<b>Totals</b>	<b>18</b>	<b>20</b>	<b>16</b>	<b>20</b>	<b>12</b>	<b>20</b>	<b>15</b>	

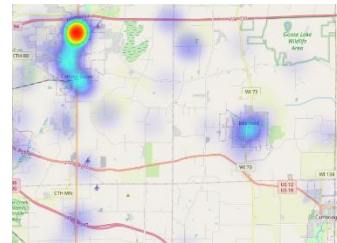
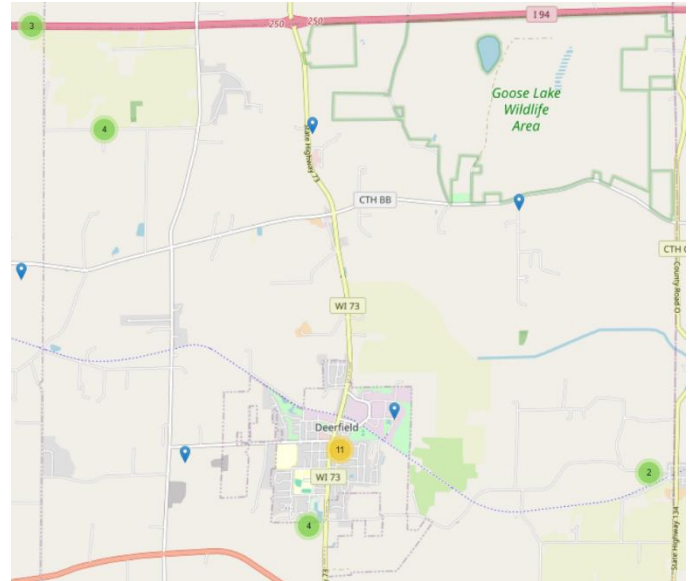
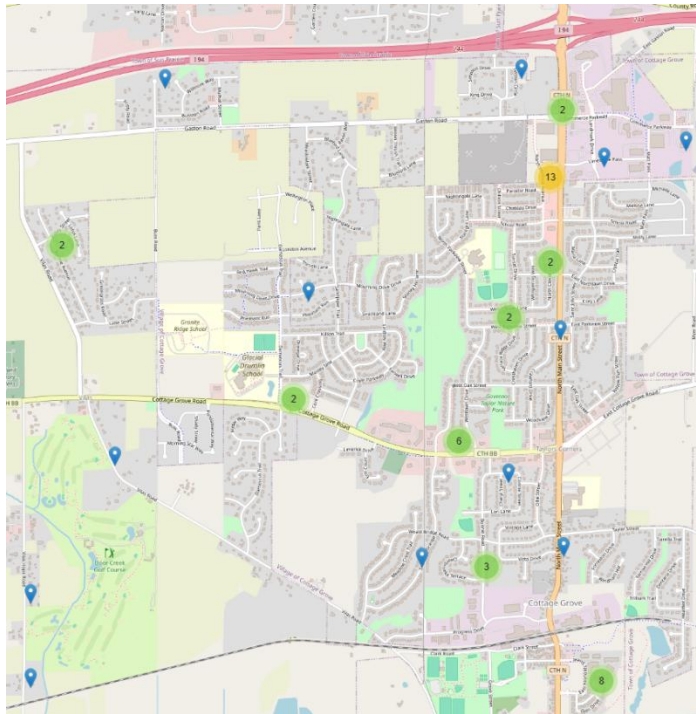
  

2025 Time of MUTUAL AID RECEIVED Call by 4-hr block								Totals
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
00:01 - 04:00	0	0	0	0	0	0	1	1
04:01 - 08:00	1	0	0	0	0	0	0	1
08:01 - 12:00	2	2	0	1	0	1	1	7
12:01 - 16:00	1	3	0	0	0	2	0	6
16:01 - 20:00	3	0	4	0	2	0	2	11
20:01 - 00:00	0	0	1	2	1	1	0	5
<b>Totals</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	

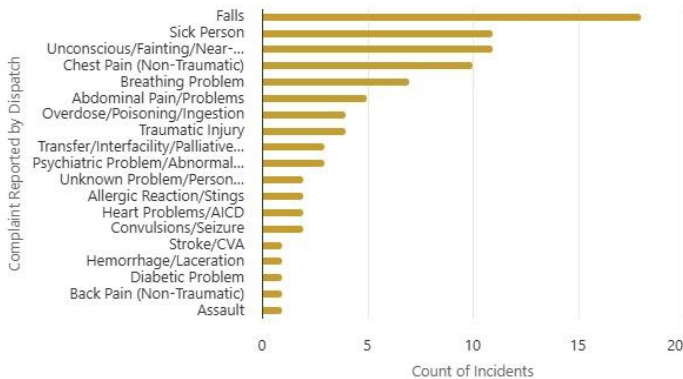
2025 Time of Call (Dispatched) by 4-hr block								Totals
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
00:01 - 04:00	8	17	13	10	13	14	12	87
04:01 - 08:00	15	14	16	14	18	14	18	109
08:01 - 12:00	35	24	29	35	18	29	20	190
12:01 - 16:00	20	24	31	34	29	35	36	209
16:01 - 20:00	31	29	33	27	30	24	22	196
20:01 - 00:00	11	18	26	16	25	25	18	139
<b>Totals</b>	<b>120</b>	<b>126</b>	<b>148</b>	<b>136</b>	<b>133</b>	<b>141</b>	<b>126</b>	

**ASSIGNED INCIDENT HEAT MAPS**



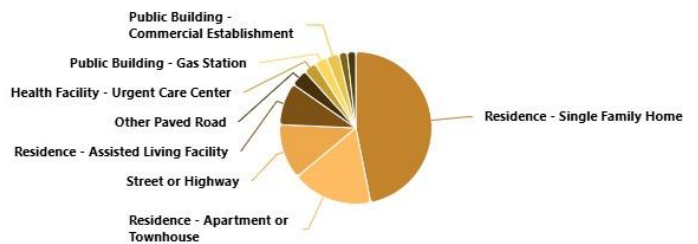
**Incidents by Complaint Reported to Dispatch (Top 20)**

Jul 01, 2025 12:00 AM to Jul 31, 2025 11:59 PM



**Incidents by Location Type (Top 10)**

Jul 01, 2025 12:00 AM to Jul 31, 2025 11:59 PM



# **MEMBERSHIP ROSTER**

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

\*= Currently on Leave of Absence

\*\*=Part-Time Office /Accounts Manager

+ = New member or status

## **DEPUTY CHIEF'S REPORT**

### Training Report:

- July training focused on Pediatric Trauma, presented by the MEP team. August training will review OB Emergencies and Newborn Care, led by paramedic/RN Elisabeth Bischel. EMS Olympics will be the focus of our September training. All monthly trainings will be held at Station 2 for the foreseeable future (likely until Feb 2026) due to a scheduling overlap with Cottage Grove FD needing the training room for fire certification classes on Monday nights.
- Lt. Lasko attended the Grants without Grief seminars and is eager to begin researching grant opportunities for the department.
- Two Advanced Cardiac Life Support (ACLS) renewal courses and several Basic Life Support (BLS) renewal sessions were conducted in-house in July to recertify staff.
- The Certified Ambulance Documentation Specialist (CADS) course was well attended by DGEMS staff.

### Upcoming training sessions:

- ◆ CEVO range – Aug 7/11 – Deerfield
- ◆ MEP New Paramedic Credentialing – Aug 14/26 – Cottage Grove
- ◆ ASIM Basic – Aug 19 – Cottage Grove
- ◆ Mental Health First Aid First Responder – Aug 25 – Madison
- ◆ ImageTrend Regional Conference – Aug 26 - Madison
- ◆ Crisis Intervention Teams (CIT) Training – Sep 22-26 – Sun Prairie
- ◆ Midwest EMS Expo – Oct 8/9 – Madison
- ◆ PALS Renewal – Oct 17 – Cottage Grove
- ◆ 2025 Mental Health and Wellness Symposium – Oct 28 – Green Bay
- ◆ EMSpire Midwest – Nov 4-5 – Green Bay

### Training Center:

- One private CPR class was held in July.

### Special Events:

- Beyond our regularly scheduled community medic activities, blood pressure screenings and visits with seniors, staff attended the Cottage Grove Marketplace Dayz event and visited with kids at Dolphin Swim Academy.

### Upcoming special events:

- ◆ Rugby – Aug 9/10 – Cottage Grove
- ◆ Cottage Grove Playcamp visit – Aug 14
- ◆ Dream Flight – Drumlin Reserve – Aug 19
- ◆ Cottage Grove Community Night Out – Aug 20
- ◆ Deerfield HS Football – Aug 22, Sep 5, Sep 26, Oct 17
- ◆ Deerfield Cares CPR and Narcan Review – rescheduled from 8/6 to 8/26
- ◆ Safekids Car Seat Event – Aug 27 – Station 1
- ◆ Abiding Shepard Holy Hustle 10k – Sep 13
- ◆ Cottage Grove Touch-A-Truck – Sep 20
- ◆ Bittersweet Farms Apple Fest – Sep 21 – Deerfield
- ◆ Badger Challenge – Sep 21 – Cottage Grove
- ◆ Deerfield Chili Fest – Sep 27

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## ***CHIEF'S REPORT***

- Assigned to an ambulance for 8.75 hours and on-duty Officer-In-Charge for 192.75 (72 weekend/holiday) hours throughout the month.
  - Held regular monthly meetings with the medical director, officer group, and all staff members.
  - We continue to work with EMS-MC to fine-tune our billing and revenue cycle process.
    - We will now have one person completing our billing process.
  - Newly Remounted 2025 Ambulance (Stitch)
    - Placed into service on August 1<sup>st</sup> as planned.
    - Vehicle has punch list items still needing to be managed but not preventing it from being in service.
    - Working with Pomasl on trash tip-outs, airway seat replacement, and intercom system replacement.
    - Had a minor hiccup, with a start/stop system dash warning. Bell Ford inspected and found no problems.
  - Currently, the 2022 Ambulance Mickey is at Truckstar for repair of body damage from incidents earlier this year.
    - We still have the loaner ambulance from Pomasl, which is a covered benefit of our insurance policy.
  - Chief Lang attended the following educational events:
    - Introduction to the Standard Response Protocol and Standard Reunification Method- Presented by the i love u guys Foundation
    - Breaking the Silence — Debunking Myths About Suicide in Public Safety
    - Quarterly Dane County EMS Peer Support Team meeting
    - The Pulse of EMS Finance - How Much Do You Cost? (EMS-MC hosted)
    - The Pulse of EMS Finance - Are You Getting Paid What You Are Worth? (EMS-MC hosted)
  - The DGEMS Wisconsin Certified Public Expenditure (CPE) cost reporting data for 2023 completed a desk review. We are awaiting final approval and notification of final supplemental amount.
  - Department scheduling:
    - July Scheduling: 100% coverage at both stations.
    - 272 vacation time hours utilized by the full-time staff group and 331 unscheduled time off hours (sick, bereavement, unpaid) used by all staff groups in June. This included long-term medical leave for 2 FTE and 2 casual staff members.
    - The casual staff group provided 505.5 hours on-duty time.
  - Promotion process was held for the open Lieutenant positions.
    - Ross Cummings and Cory Hromatko were promoted to these positions.
    - The orientation process to their new positions has started.
-

## July Quick Stats

<u>Date</u>	<u>Amb 1</u>	<u>Amb 2</u>	<u>First Responder</u>	<u>Reason Used</u>	<u>Ending Miles</u>	<u>Driver</u>
1	24	24	0	EMERGENCY CALL	78042	Lang, Eric
2	24	24	0	Administrative Duties	78159	Lang, Eric
3	24	24	0	Administrative Duties	78170	Lang, Eric
4	24	24	0	Meeting - Out of district	78223	Lang, Eric
5	24	24	0	Administrative Duties	78265	Lang, Eric
6	24	24	0	Administrative Duties	78284	Lang, Eric
7	24	24	0	EMERGENCY CALL	78333	Lang, Eric
8	24	24	0	Administrative Duties	78490	Lang, Eric
9	24	24	0	Administrative Duties	78554	Lang, Eric
10	24	24	0			
11	24	24	0			
12	24	24	0			
13	24	24	0			
14	24	24	0			
15	24	24	0			
16	24	24	0			
17	24	24	0			
18	24	24	0			
19	24	24	0			
20	24	24	0			
21	24	24	0			
22	24	24	0			
23	24	24	0			
24	24	24	0			
25	24	24	0			
26	24	24	0			
27	24	24	0			
28	24	24	0			
29	24	24	0			
30	24	24	0			
31	24	24	0			
<b>Total</b>	744	744	0			
<b>1488 hours of coverage total</b>						
<b>Total of 200% coverage</b>						

\*\*\*July 2025\*\*\*

All Response Types	DGEMS Response Area	ST 1 to V CG	All to V CG	ST 2 to V DF	All to V DF
90th % Goal = Urban 8.98 min	Median	Median	Median	Median	Median
Unit Notified to Unit Arrived on Scene	7.72	6.04	6.25	5.54	6.00
Unit Notified to Unit En Route	0.97	0.97	0.94	0.97	0.96
Unit En Route to Unit Arrived on Scene	6.58	4.69	5.08	4.33	5.01
Unit Arrived on Scene to Unit Left Scene	19.75	20.12	20.52	19.43	19.43
Unit Left Scene to Arrived at Destination	23.68	23.42	23.07	26.22	26.22
Arrived at Destination to Back in Service	18.37	18.11	18.35	16.72	16.72
	28.52	31.31	31.31	24.93	24.93

Remote Rural \*\*\*19.98\*\*\*

All Response Types	All Responses	ST 1 to T CG	All to T CG	ST 2 to T DF	All to T DF	All to T PS
90th % Goal = Rural 14.98	Median	Median	Median	Median	Median	Median
Unit Notified to Unit Arrived on Scene	8.08	9.50	9.85	11.12	11.74	11.24
Unit Notified to Unit En Route	0.98	1.05	0.87	1.60	1.14	1.09
Unit En Route to Unit Arrived on Scene	6.95	8.28	8.77	9.13	10.06	9.95
Unit Arrived on Scene to Unit Left Scene	21.07	15.48	16.57	18.33	21.60	22.51
Unit Left Scene to Arrived at Destination	23.57	22.07	23.53	33.11	31.46	20.00
Arrived at Destination to Back in Service	19.00	18.17	20.92	19.50	21.02	23.38
	29.34	23.60	26.82	42.27	38.42	49.88

All Response Types	All Responses	All to V CG	All to T CG	All to V DF	All to T DF	All to T PS
Unit Notified to Unit Arrived on Scene	7.55	6.60	8.50	6.09	8.73	11.27
Unit Notified to Unit En Route	0.93	0.92	0.89	1.00	1.02	0.92
Unit En Route to Unit Arrived on Scene	6.42	5.58	7.40	4.98	7.78	9.86
Unit Arrived on Scene to Unit Left Scene	20.08	19.94	19.09	20.85	22.97	20.77
Unit Left Scene to Arrived at Destination	22.77	22.11	21.55	25.69	26.68	20.62
Arrived at Destination to Back in Service	19.17	19.18	18.97	19.83	21.48	18.65
	29.88	28.43	29.90	30.99	30.80	33.17

***2025 Year-To-Date***	All Responses	All to V CG	All to T CG	All to V DF	All to T DF	All to T PS
*** Lights and Sirens Response ***	Median	Median	Median	Median	Median	Median
Unit Notified to Unit Arrived on Scene	7.77	6.17	8.25	6.20	8.00	11.35
Unit Notified to Unit En Route	0.87	0.88	0.79	0.88	0.82	0.88
Unit En Route to Unit Arrived on Scene	6.73	5.25	7.36	5.35	7.45	10.19
Unit Arrived on Scene to Unit Left Scene	20.08	19.55	19.89	22.95	23.01	20.77
Unit Left Scene to Arrived at Destination	22.57	22.25	21.97	26.43	23.49	20.33
Arrived at Destination to Back in Service	20.33	20.82	20.33	19.73	21.72	19.17
	33.75	33.66	31.84	36.84	29.61	34.44

01/01/2025 thru 08/06/2025



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## NEW ARTICLES ADDED TO COLLECTIVE BARGAINING AGREEMENT

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### ARTICLE 13 - ON-CALL STATUS/COMPENSATION

13.01 An employee may volunteer to be in an on-call status if the department has a need to have employees available to work during an off-duty period. This status may be used in instances where an OIC is not actively assigned to an ambulance or when operations conditions exist to keep employees available, but not actively on duty.

13.02 Compensation to the on-call OIC is a minimum of two (2) hours of on-duty time and three dollars per hour (\$3.00) for all other times while remaining in on-call status. If the on-call OIC must manage any problems, they will be compensated at actual hours worked in fifteen (15) minute increments.

13.03 Compensation to an on-call paramedic is three dollars (\$3.00) per hour while in on-call status and if called to active duty they will be compensated at actual hours worked in fifteen (15) minute increments.

13.04 To the extent permitted under applicable wage/hour laws, on-call time is not time worked.

### ARTICLE 14 - ACTING OFFICER IN CHARGE (OIC) STATUS/COMPENSATION

14.01 Paramedics assigned as Acting Officer in Charge (OIC) shall be paid three dollars (\$3.00) per hour in addition to the base rate for all hours worked as Acting OIC during the assignment. The Acting OIC shall perform the routine duties of the Lieutenant for the hours/days the OIC is absent. The Acting Lieutenant designated shall be assigned by the Chief and shall be voluntary on the part of the employees.

14.02 Paramedics assigned to this position shall operate within the parameters of the Acting OIC position description and will have completed an orientation process to the position.

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## EDITS TO EXISTING ARTICLES IN COLLECTIVE BARGAINING AGREEMENT

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### ARTICLE 17 – VACATIONS

A. Vacation accrual shall be indicated on the employee's pay stub beginning with the first paycheck after **the six-month anniversary** of the employee's hire date, which will reflect the initial annual allotment of vacation. From that point forward, vacation shall be allotted on a per paycheck basis in the amount of 1/26 of the annual allotment, with increased allotments based on years of service according to the chart in section A. above occurring on the employee's corresponding anniversary date.

### ARTICLE 18 – BEREAVEMENT LEAVE

Regular full-time and regular part-time employees will be eligible for bereavement leave **to a maximum of one hundred ninety-two (192) hours per calendar year** as follows:

## ARTICLE 19 - JURY DUTY AND SUBPOENAED WITNESSES

### 19.01 Jury Duty.

Employees who are called for jury duty shall be granted the necessary time off. Employees should notify the Chief as soon as practicable after receipt of the initial notice of jury duty. Employees shall be paid their regular straight time pay for jury duty served on scheduled shifts for a maximum of one hundred ninety-two (192) hours per calendar year of jury duty leave but will be required to submit to the District any payment received, exclusive of mileage and meal fees, by the court. Employees are expected to report to work at the District to complete the remainder of their shift after they are released from jury duty. All benefits shall continue to accrue during the period of time an employee is required to serve.

## ARTICLE 20 – MILITARY LEAVE

### 20.01 Military Leave.

Any employee duly enrolled in the military service of the United States shall be entitled to all benefits provided by any applicable State or Federal laws.

Any employee, who is required to take leave to fulfill military reserve obligations or Wisconsin National Guard obligations, shall be paid the difference, if any, between their normal compensation for scheduled hours of work missed, and the amount paid for the military activity, up to a maximum of one hundred ninety-two (192) hours per calendar year. Military leave may be taken in twelve-hour increments.

## ARTICLE 22 - LIFE INSURANCE AND INCOME CONTINUATION

### 22.01 Life Insurance.

The first of the month after 30 days of service in the Wisconsin Retirement System, regular full-time and regular part-time employees are eligible for and the Employer shall provide the State of Wisconsin, Department of Employee Trust Funds, group life insurance equal to one times the annual employee salary rounded to the nearest \$1,000. Additional coverage up to four times the employee's annual salary, rounded to the nearest \$1,000, shall be made available at the employee's expense through payroll deduction. Eligible employees may choose to purchase dependent/spouse insurance coverage at the employee's expense through pay roll deduction.

### PAY SCALE FOR 2026-2028

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	2025	2026	2027	2028
<0	\$22.65	\$24.92	\$25.92	\$26.95
1	\$23.25	\$25.58	\$26.60	\$27.66
2	\$24.44	\$26.89	\$27.96	\$29.08
4	\$25.64	\$28.20	\$29.33	\$30.50
7	\$26.83	\$29.51	\$30.69	\$31.92
10	\$29.21	\$32.13	\$33.42	\$34.76
15	\$30.52	\$33.58	\$34.92	\$36.32
20	\$31.84	\$35.02	\$36.42	\$37.88

# **COLLECTIVE BARGAINING AGREEMENT**

**Between**

**DEER-GROVE EMERGENCY MEDICAL SERVICES DISTRICT**



**And**

**INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 311**



**For The Period January 1, 2026 to December 31, 2028**

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## **PREAMBLE**

THIS AGREEMENT is made and entered into according to the provisions of Section 111.70, Wisconsin Statutes, by and between the Deer-Grove EMS District, hereinafter called the "District" or "Employer", and Local 311 of the International Association of Firefighters AFL- CIO, hereinafter called the "Union".

## **ARTICLE 1 - RECOGNITION**

### **1.01 Definition of Bargaining Unit.**

The Employer recognizes the Union as the sole and exclusive bargaining representative for all full-time and regularly scheduled part-time Emergency Medical Service personnel, including the position of Deputy Chief of EMS, employed by the Deer-Grove EMS District, excluding the Chief of EMS, paid-on-call, limited term employees and volunteers (which includes interns).

## **ARTICLE 2 - MANAGEMENT RIGHTS**

### **2.01 Operation of the Employer.**

The Union recognizes the prerogative of the District and the Chief to operate and manage the affairs of the District in all respects in accordance with its responsibilities and the powers and authority conferred upon the District by applicable law, rules and regulations. Except as may be limited by an express provision of this Agreement, all rights to manage the District and direct the working forces are vested exclusively in the District. As to such exclusive, retained management rights the District may act unilaterally and at its sole discretion. The management rights as to which the District may so act include, but are not limited to the right to:

- A. Direct all operations of the Employer.
- B. Establish, modify and enforce reasonable rules, regulations, and procedures, on any matter whatsoever, including, but not limited to, employee conduct and work activities. If the Union believes in good faith that a rule, regulation or procedure adopted or modified by the District is unreasonable, it shall have ten (10) days after receiving notice of such rule, regulation or procedure to submit a grievance. If no grievance is timely filed, it shall be deemed reasonable.
- C. Determine job content; to alter, rearrange, combine and/or eliminate jobs, positions, job classifications or descriptions.
- D. Hire, train or retrain, promote, transfer, schedule, determine staffing levels, and assign employees in positions within the District.
- E. Suspend, demote, discharge, and take other disciplinary action against non- probationary employees for just cause.
- F. Relieve employees of their duties, lay them off, or spread the work among employees.
- G. Maintain efficiency of District operations.
- H. Introduce new or improved practices, methods, equipment or facilities, or change existing practices, methods, equipment or facilities.
- I. Schedule and modify the hours of work and determine the assignment and allocation of duties.
- J. Establish performance standards and evaluate employee performance.
- K. Determine the amount and quality of the work and services to be performed as pertains to District operations and the number and kind of classifications to perform such work and services.
- L. Utilize limited term, part-time or volunteer employees when deemed necessary.
- M. Schedule and mandate overtime work.
- N. Take whatever action is necessary to carry out the functions of the District in situations of emergency.
- O. There shall be no restriction on the Employer's right or authority to install and use electronic data collection devices, including, but not limited to GPS or video equipment on its equipment or on its property as permitted by law. The Union agrees that the Employer may use data from the

electronic data collection devices as evidence in disciplinary decisions, grievances, and arbitrations.

#### 2.02 Compliance with Regulations.

Notwithstanding anything else herein contained, the Employer may perform all acts or do whatever may be necessary or proper to comply with any Federal or State laws, regulations, or rules which regulate or which are applicable to it, its employees, or its operations.

#### 2.03 Subcontracting.

The Employer shall have the right to subcontract work at its sole discretion. This right shall include the right to contract out all operations of DGEMS to a private contractor of its choosing. The Union shall have the right to bargain the effect of subcontracting decisions on its members. The Employer shall give the Union thirty (30) days' notice prior to the implementation of subcontracting decisions. Ongoing effects bargaining shall not affect or delay the implementation of the decision.

#### 2.04 Bargaining Unit Work.

Management, supervisory or other employees shall not normally perform bargaining unit work as defined in Article 12 – Hours of Work so as to supplant the bargaining unit member's performance of such work during the unit member's scheduled shift.

At such time the Deputy Chief's Job Description includes duties that would qualify as supervisory in nature and the position's primary hours of work are on the ambulance rotation, this provision shall not apply to the Deputy Chief.

#### 2.05 Employer Exercise of Management Rights

The Employer's exercise of the rights specified in this Article shall be at the Employer's sole and unreviewable discretion and shall be limited only by the express provisions of this Agreement which provides to the contrary and, in addition, the Employer has all the rights it had at common law except as those rights are limited in this Agreement.

### **ARTICLE 3 - DUES CHECKOFF – FAIR SHARE**

#### 3.01 Union Membership.

Employees have the right to join, not join, maintain, or drop their membership in the Union as they see fit, subject to the Fair Share provision.

#### 3.02 Dues Check off.

Upon receipt of a voluntary written individual authorization from any of its employees covered by this Agreement on a form provided by the Union, the District will deduct from the pay due such employee, those dues required as the employee's membership dues in the Union. Such authorizations shall be effective only as to membership dues required after the date of delivery of such authorizations to the District's Office. Deductions shall be made from the employee's pay for each pay period in which he/she has sufficient earnings to cover the same deductions for taxes, insurance, retirement, and other deductions. In the event that an employee does not have sufficient earnings due him/her during the pay period when the dues are normally withheld to equal or exceed the amount of the certified deduction, no dues shall be withheld, and the District shall have no obligation to subsequently withhold dues that may have been due for that period.

Deductions shall be in such amount as shall be certified to the District in writing by the authorized representative of the Union. New authorizations must be submitted as indicated above by employees returning after a leave of absence without pay in excess of twelve (12) months. Monies collected from the members as dues shall be forwarded to the Secretary- Treasurer of the Union within ten (10) days after each deduction.

### 3.03 Fair Share.

The District agrees to deduct a fee each pay period from the pay of employees within the bargaining unit as their proportionate share of the cost of the collective bargaining process and contract administration. Such amount deducted shall in no instance exceed the dues uniformly required of all members of the unit as certified by the Officers of the Union. Such deductions shall be made from the employee's pay, for the first pay period in each month in which he/she has sufficient earnings to cover the same deductions for taxes, insurance, retirement, and other deductions. In the event that an employee shall not have sufficient earnings due him/her during the pay period when fees are normally withheld to equal or exceed the amount of the certified deduction, no fees shall be withheld, and the District shall have no obligation to subsequently withhold fees that may have been due for that period.

### 3.04 Charitable Contributions.

The District agrees to establish an additional payroll deduction for the Union's voluntary contribution program for Local 311 Charities. The Union will administer the charitable program and bear the costs associated with said program. The amount deducted shall be a flat dollar amount per pay period as designated by the employee according to an annual written authorization and provided to the Union under the same guidelines as dues and fees deductions. Checks issued to the Union for Charitable deductions must be separate from checks issued to the Union for dues and fees deductions. No charitable contributions shall be used for political purposes.

### 3.05 Indemnification.

The Union shall indemnify, and the District shall be saved harmless in the event of any claim, demand, suit, order, defense costs, including attorney's fees, or other forms of legal controversy or liability with regard to the application of this Article and/or action taken or not taken by the District under this Article.

## **ARTICLE 4 - PROHIBITION OF STRIKE ACTIVITY**

### 4.01 No Strikes.

The parties to this Agreement mutually recognize and agree that the services performed by the employees of the District are services essential to the public health, safety and welfare. Therefore, the Union agrees for the duration of this Agreement, Union officers, representatives or members, and all employees in the bargaining unit will not authorize, assist, support or participate in any strike, sympathy strike, walkout, work stoppage, picketing, work slowdown or interruption of work, operations, or services.

### 4.02 Union Responsibility.

Upon notification confirmed in writing by the District to the Union that certain of its members are engaged in a wildcat strike or other prohibited concerted action including strike, walkout, work stoppage, picketing, work slowdown, interruption of work, operations or services or refusal to perform any customarily assigned duties, the Union shall immediately, in writing, order such members to return to work immediately, and provide the District with a copy of such an order, and a responsible official of the Union shall publicly order them to return to work. Such characterization of the strike or action by the District shall not establish the nature of the strike or prohibited action. Such notification by the Union shall not constitute an admission by it that a wildcat strike or other prohibited action is in progress or has taken place, or that any particular member is or has engaged in a wildcat strike or other prohibited action. The notification shall be based solely on the representations of the District. In the event that a wildcat strike or prohibited action occurs, the Union agrees to take all reasonable effective and affirmative action to secure the members return to work as promptly as possible. Failure of the Union to issue such orders and/or take such action shall be considered in determining whether or not the Union caused or authorized, directly or indirectly, the strike or prohibited action. The Union shall not be liable where it is established that the acts or actions are not caused or authorized by the Union.

#### 4.03 Penalties for Violation.

The Employer may take any action authorized by this Agreement or by applicable law in the event of a violation of this Article or the commencement of a strike prohibited under the Municipal Employment Relations Act. Employees that engage in a prohibited strike may be discharged from employment. Each employee who holds a position as an officer, agent or representative of the Union occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Article. Accordingly, the Union agrees to notify all Union officers, agents and representatives of their obligation and responsibility for maintaining compliance with this Article.

## **ARTICLE 5 - UNION VISITATION, BUSINESS AND BULLETIN BOARDS**

### 5.01 Union Staff Visitation.

An authorized representative of the Union shall have access to the Employer's facility for the purpose of conferring with the Employer, individual members of the bargaining unit or a local Steward or Union officer for the purpose of administering this Agreement. The authorized representative shall notify and obtain approval of the Chief for such visit at least eight hours in advance. The Chief may approve such visits with shorter notice at his/her discretion. Visits shall be limited to four per month and limited to one hour in length unless permission for a longer duration is approved by the Chief. Notification and approval requirements described herein do not apply to meetings which directly involve the Chief and where such meetings have been mutually arranged between the authorized representative of the Union and the Chief. The Union representative shall not interfere with work.

### 5.02 Union Business.

The Union agrees to conduct its business off the job as much as possible. This Article shall not operate as to prevent a local Steward from the proper processing of any grievance in accordance with the procedure outlined in this Agreement nor to prevent certain routine business such as posting of Union notices and bulletins or conferring with authorized representatives of the Union, provided that such processing or business is for a reasonable length of time and does not interfere with Employer operations and the regular job duties of the Steward, officer or member. Time spent in conducting business described in this Section shall not be deducted from pay, provided no more working time than is reasonably necessary is utilized.

### 5.03 Bulletin Board and Union Postings.

The Employer shall provide suitable space on a bulletin board for use by the Union. All postings on the bulletin board must be posted by an officer or member of the Union and shall be limited to the following:

- A. Notices of Union recreational and social affairs.
- B. Notices of Union meetings.
- C. Notices of Union appointments.
- D. Notices of Union elections.
- E. Results of Union elections.
- F. Reports of committees of the Union.
- G. Rulings or policies (including those issued by the International Union or other related labor organizations with which the Union is affiliated).
- H. Judicial or quasi-judicial decisions (e.g., information affecting members of the bargaining unit such as the results of fact-finding, grievances, etc.)
- I. Any other material authorized and approved by the Chief and an officer of the Union.

Notices and announcements shall not contain anything political or controversial, or anything reflecting negatively upon the District, any of its employees or officers, or any labor organization among its employees. In the event that material, notices or announcements which violate the provisions of this Section are posted, the Union shall promptly remove them from the bulletin board upon written demand from the District. If the Union fails to remove materials in violation of this Section, the District reserves the right to remove said material from the bulletin board.

#### 5.04 Union Negotiators.

The Union shall advise the District, in writing, of its chosen two (2) negotiators from the bargaining unit for the purpose of conducting negotiations with respect to wages, hours, and conditions of employment. Said negotiators will not be paid for attendance at negotiation sessions conducted outside their own scheduled work hours but will be paid at their regular rate of pay for attendance at negotiation sessions conducted during scheduled work hours. The names of the chosen negotiators shall be submitted to the Commission Chairperson and Chief sufficiently in advance of regularly scheduled meetings so as to permit the scheduling of operations within Deer-Grove EMS District. Negotiators attending negotiation sessions during scheduled work hours will be expected to respond to ambulance calls as needed.

## **ARTICLE 6 – GRIEVANCE AND ARBITRATION**

### 6.01 Definition.

Only matters involving interpretation, application, or enforcement of the specific terms of this Agreement shall constitute a grievance under the provisions of this Agreement. Expressly excluded from arbitration is a grievance based upon implied terms of the agreement, or events that occur prior to the effective date of this Agreement. Expressly excluded from grievance and arbitration is the discipline, discharge or suspension of probationary employees, who may be disciplined, discharged or suspended at will.

### 6.02 Grievance Processing.

In the event of a dispute concerning interpretation, application or enforcement of the terms of this Agreement, the employee shall perform his/her assigned work task and follow the instructions of his/her supervisor and grieve the dispute later. Throughout the processing of a grievance, an aggrieved party who participates in the processing of a grievance during his/her work hours shall not lose any pay or benefits as a result of such participation. Any participation of an aggrieved party in the processing of his/her grievance during his/her work hours shall be approved by the Chief and shall not unduly interfere with the performance of duties. This section shall not apply once a grievance has been moved to arbitration.

### 6.03 Written Grievances.

All written grievances shall contain the name of the grievant, a clear statement of the grievance, the issue involved, including specification of the contract provision(s) claimed to be violated, the date the incident took place, the remedy requested, the signature of the grievant and the date of the written grievance. The grievance must specifically state the contract provision(s) which is alleged to have been violated and the manner in which such alleged violation occurred.

### 6.04 Time Limitations.

The time limits for processing grievances from one step in the procedure to another and for providing notice of intent to arbitrate may be extended upon mutual written agreement of the parties.

## **GRIEVANCE PROCEDURE**

### 6.11 Step One.

The employee shall take the grievance up orally with the Chief within fourteen (14) calendar days of the occurrence of the event giving rise to the grievance. The Chief shall attempt to make a mutually satisfactory adjustment within forty-eight (48) hours of the oral discussion with the employee.

### 6.12 Step Two

If a mutually satisfactory adjustment is not reached, the employee shall have seven (7) calendar days to complete a written grievance form and present it to the Chief. The Chief may give an answer in writing to the grievant within fourteen (14) calendar days of receipt of a written grievance. If a written grievance form is not completed and provided to the Chief, the issue shall be considered resolved. If the Chief does not provide a written answer within the fourteen (14) day period, the Grievance shall be deemed denied.

### 6.13 Step Three.

The grievance shall be considered settled in Step Two unless, within seven (7) calendar days of the Chief's written answer or within seven (7) calendar days of the expiration of the fourteen (14) day period in which no written answer is provided by the Chief, the written grievance and the Chief's written answer (if one is provided) is presented to the District's Commission Chairperson. Within fourteen (14) calendar days of receipt of the written grievance and Chief's written answer (if one is provided), the District's Commission may meet with the parties to hear the grievance. Within fourteen (14) calendar days of hearing the grievance, the Commission may issue a written decision on the grievance. If a meeting does not occur or if the Commission fails to respond in writing within the designated time period, the Grievance shall be deemed denied.

## **ARBITRATION**

### 6.21 Arbitration Request.

If the grievance is not settled under the grievance procedure, within ten (10) calendar days following the date the written decision of the District Commission was due, either party may, upon written notice to the other, request that the matter be submitted to arbitration by filing a Petition to Initiate Grievance Arbitration to the Wisconsin Employment Relations Commission. In the event arbitration is requested, the arbitrator will be selected from a panel of five (5) staff arbitrators from the Wisconsin Employment Relations Commission.

### 6.22 Selection of Arbitrator.

Alternate elimination shall be used to select the arbitrator from a panel. The last remaining person shall then be appointed. The alternate elimination shall begin with a coin flip and the winner of the coin flip determining which party shall eliminate the first name from the panel. The party filing the Petition to Initiate Grievance Arbitration shall notify the Wisconsin Employment Relations Commission of the selection of the Arbitrator.

### 6.23 Arbitrator's Jurisdiction.

The arbitrator shall neither add to nor detract from nor modify the language of this Agreement in arriving at a determination of any issue presented that is proper for arbitration within the limitations expressed herein. The arbitrator shall expressly confine himself/herself to the precise issue(s) identified in the grievance and shall have no authority to determine any other issue(s) not so submitted to him/her or to render observations or declarations of opinion, which are not directly essential in reaching the determination. The arbitrator shall have no authority to impose liability for the time before the effective date of this Agreement or after the termination date of this Agreement during any contract hiatus or to impose an award retroactive for any period prior to the date of the event giving rise to the grievance. Management's exercise of rights specified in Article 2 shall be at its sole and exclusive discretion, and shall not be subject to review in arbitration, and the arbitrator shall have no power to substitute his discretion for that of the Employer in cases where the Employer has retained discretion of the right to act under this Agreement. In cases involving discipline or discharge, the Arbitrator shall have no authority to amend or change the penalty chosen by management unless the union proves that the penalty is arbitrary and capricious.

In suspension and discharge cases in which an employee has not received wages or benefits for a period exceeding 30 calendar days, the Arbitrator must deduct all interim earnings in making a monetary award in any claim for back wages. The Employee must demonstrate good faith attempts to secure interim earnings in such cases.

### 6.24 Arbitration Costs.

The parties shall share equally in the costs (if any) of the arbitration proceeding. Each party shall bear its own expenses for witnesses, exhibits and counsel.

#### 6.25 Arbitration Hearing.

The arbitrator shall hold a hearing at a time and place convenient to the parties at the earliest possible date following notification of a selection. The arbitrator shall take such evidence as in his/her judgment is appropriate for the disposition of the dispute. Statements of position may be made by the parties, witnesses may be called, and post-hearing briefs shall be permitted.

### **ARTICLE 7 - EMPLOYEE STATUS**

#### 7.01 Employee Status.

While the Employer recognizes those classifications listed in Article 1 (Recognition) as being included in the bargaining unit, it is agreed that participation in the benefits of the Agreement may vary according to employee status as regular full-time or regular part-time. The definitions specified below shall not be interpreted to guarantee a minimum schedule or amount of work.

##### A. Regular Full-Time Employees.

Regular Full-Time employees are those who are regularly scheduled to work an average of 2184 hours per year.

##### B. Regular Part-Time Employees.

Regular part-time employees are those who are regularly scheduled to work a minimum of twenty-four (24) hour per week.

#### 7.02 Benefits Eligibility.

Regular full-time and regular part-time employees shall receive the wages, benefits and conditions of employment as specifically set forth herein.

### **ARTICLE 8 - PROBATIONARY PERIOD**

#### 8.01 Probationary Employees.

All employees shall serve a probationary period for the first twelve (12) months of continuous employment, which may be extended up to an additional six (6) months at the sole discretion of the Employer.

### **ARTICLE 9 – WORK RULES, REGULATIONS, PERSONNEL POLICIES AND PROCEDURES**

When any new work rules, regulations, personnel policies and procedures are issued to the members of Deer-Grove EMS, a copy shall be submitted to the Union via the Local 311 steward. Work rules, regulations and procedures contained in the existing Deer-Grove EMS personnel handbook not in conflict with the specific terms of this Agreement at the time of signing shall be recognized as reasonable.

### **ARTICLE 10 - LEAVES OF ABSENCE**

#### 10.01 Definition.

A leave of absence is any approved unpaid time off. Only regular full-time and regular part-time employees are eligible for a leave of absence.

#### 10.02 Reasons for Leave.

A leave of absence may be granted at the employer's unreviewable sole discretion for the following reasons:

A. Personal Leave.

A leave of absence for personal reasons may be granted to an eligible employee provided all accrued vacation and personal days have been exhausted.

10.03 Written Request for Leave.

Employees desiring a leave of absence must make a request in writing to the Chief. All requests for leave must be approved by the Chief. The leave request must state the reason for leave, the anticipated starting date of the leave and the date of return. All requests should be submitted at least fifteen (15) calendar days or in the case of Family/Medical Leave or Maternity Leave at least thirty (30) calendar days in advance, if possible, of the anticipated date of leave.

10.04 Length of Leave and Return to Work Certification.

The maximum leave of absence shall be for ninety (90) days and shall be approved on a month-to-month basis. Employees returning from a medical leave of absence will be required to submit a fitness-for-duty certificate from their health care provider prior to resuming their duties.

10.05 Seniority and Benefits.

Unless otherwise provided for by law, employees on an approved leave of absence without pay shall neither gain nor lose seniority and will not earn any benefits during leave extending beyond thirty (30) calendar days. The Employer need not make a health insurance contribution except for the month in which the leave begins.

10.06 Other Employment.

Employees may not accept other employment while on a leave of absence unless the employee is unable to perform work for the District due to physical restrictions or have requested and been approved for a leave to seek other employment. An employee on leave and found to be working elsewhere may be terminated unless the employee proves beyond a reasonable doubt that he or she was unable to perform work for the District due to physical restrictions. Any employee obtaining other employment during a leave shall provide written notice to the District within five (5) calendar days of his/her first day on the job.

10.07 Failure to Return.

Employees who fail to return on or before the designated date of return from an approved leave of absence may be terminated unless there is a reasonable excuse and/or unless an extension has been granted. No excuse shall be deemed reasonable unless the employee communicates the excuse to the Employer no later than two calendar days following the end of the leave.

## **ARTICLE 11 – TRAINING**

11.01 Required Training.

Employees attending required training during off-duty time shall be compensated for all hours spent in said training.

11.02 Education/Training Stipend

Employees shall receive four-hundred and fifty dollars (\$450) each year that will be allotted to full time union employees for reasonable educational opportunities. This can be used to pay for, but not limited to conferences, certificate classes, or training in a duty related field. Funds that are unused do not roll over to the following year.

All education requests shall be submitted and approved by the Chief prior to enrollment. Employees will supply a written statement as to what was learned that benefited the department to the Chief and commission upon request.

## **ARTICLE 12 - HOURS OF WORK**

### **12.01 Workday and Exchanges.**

The normal scheduled workday for regular full-time employees shall be twenty-four (24) hours. Regular full-time employees shall normally work a repeating schedule of twenty-four (24) hours on-duty followed by seventy-two (72) hours off-duty. Regular part-time employees shall be normally scheduled for a minimum of twenty-four (24) hours per week.

Employees may exchange shifts provided the employees requesting the change provide prior written notice to the Chief signed by both employees. Employees who exchange shifts shall be responsible for working the shifts they agreed to exchange. The Employer need not approve shift exchanges that would result in additional overtime expense.

Nothing in this Article guarantees any minimum amount of work or hours. The Employer may change the normal scheduled workday and work schedule upon 30 days' notice to the Union. During such 30 days, the Union may request a meeting with the Employer for the purpose of meeting and conferring with the Employer concerning the change and any possible alternatives. The Employer may, at its sole discretion, alter or amend the announced change based on discussions with the Union. The Union shall have the right to bargain the impact of the changes implemented by the District. Ongoing effects bargaining shall not affect or delay the implementation of the decision.

### **12.02 Pay Period.**

Employees shall be paid bi-weekly.

### **12.03 Overtime.**

Subject to Section 15.02(C) and 17.02(D), overtime shall be defined as all work actually performed in excess of forty (40) hours per work week.

The Chief may prescribe overtime work or work outside normal shifts to meet operational needs, and the assignment of such work shall be within the Chief's sole discretion.

### **12.04 Involuntary/Forced Overtime**

- A. The Chief or designee retains the right to order any employee to involuntary overtime to meet the operational needs of the department.
- B. A reverse adjusted seniority listing will aid in the selection of the employee to work the involuntary overtime assignment. This will begin as a reverse date of hire seniority list, but once an employee is assigned an involuntary overtime shift, the list will adjust to reflect the new date assigned.
  1. An involuntary overtime shift must be at least four (4.0) hours in length to move down the adjusted seniority list.
- C. Involuntary overtime shifts will be no longer than twenty-four (24) hours.
- D. An employee should not be forced into a total shift length of more than forty-eight (48) hours.
- E. Each full-time employee will be allowed to pass off one involuntary overtime assignment per each full rotation through the adjusted seniority list.
- F. If possible, the Chief or designee shall assign involuntary overtime no fewer than four days in advance of the involuntary duty shift date.
- G. The Chief or designee may assign the shift in-person or on a telephone call.
- H. Failure to acknowledge an involuntary overtime assignment via any method other than in-person within a reasonable amount of time will result in the assigned employee using their pass. If no pass is available and after repeated failures to respond to contact attempts for an involuntary overtime shift assignment (including but not limited to telephone calls, e-mails, or text messages) this will be considered the same as a failure to report for a scheduled shift, which may be grounds for discipline unless the employee can demonstrate a legitimate technology failure as the reason for lack of contact. In the case of a lack of response, the involuntary overtime shift will be assigned to the next eligible employee.

- I. Involuntary overtime hours worked shall be compensated at one and one-half (1 ½) times the employee's regular hourly rate.
- J. An employee's time off status (vacation or shift trade) will be considered when selecting the involuntary/forced shift assignment.

### **ARTICLE 13 - ON-CALL STATUS/COMPENSATION**

13.01 An employee may volunteer to be in an on-call status if the department has a need to have employees available to work during an off-duty period. This status may be used in instances where an OIC is not actively assigned to an ambulance or when operations conditions exist to keep employees available, but not actively on duty.

13.02 Compensation to the on-call OIC is a minimum of two (2) hours of on-duty time and three dollars per hour (\$3.00) for all other times while remaining in on-call status. If the on-call OIC must manage any problems, they will be compensated at actual hours worked in fifteen (15) minute increments.

13.03 Compensation to an on-call paramedic is three dollars (\$3.00) per hour while in on-call status and if called to active duty they will be compensated at actual hours worked in fifteen (15) minute increments.

13.04 To the extent permitted under applicable wage/hour laws, on-call time is not time worked.

### **ARTICLE 14 - ACTING OFFICER IN CHARGE (OIC) STATUS/COMPENSATION**

14.01 Paramedics assigned as Acting Officer in Charge (OIC) shall be paid three dollars (\$3.00) per hour in addition to the base rate for all hours worked as Acting OIC during the assignment. The Acting OIC shall perform the routine duties of the Lieutenant for the hours/days the OIC is absent. The Acting Lieutenant designated shall be assigned by the Chief and shall be voluntary on the part of the employees.

14.02 Paramedics assigned to this position shall operate within the parameters of the Acting OIC position description and will have completed an orientation process to the position.

### **ARTICLE 15 - SICK LEAVE**

15.01 Sick Leave Accrual and Accumulation.

Regular full-time employees shall accrue sick leave with pay at the rate of eight (8) hours per month. Regular part-time employees shall accrue sick leave with pay on a pro-rated basis based on their offer of employment. In no case shall the number of sick leave hours earned exceed eight (8) hours per month. Accrual shall begin upon commencement of employment. Sick leave may be accumulated to a maximum of 960 hours for full-time employees and 576 for part-time employees.

Periods of absence without pay caused by suspension, discharge, layoff, authorized leaves of absence in excess of thirty (30) working days or any other unauthorized absence shall not constitute service time. Such absence shall act to reduce the number of sick leave hours that would normally have accrued during the period of absence.

15.02 Sick Leave Use.

Sick leave cannot be used until earned except during the first six (6) months of employment when employees may draw in advance of accrual up to three (3) days. Should the employee leave employment with the District prior to earning sick leave to cover his/her use of sick leave, the employee shall have the overused amount deducted from the final paycheck at termination of employment. Sick leave may not be used unless actually necessary according to the circumstances and the qualifications set forth herein:

- A. Appropriate circumstances for use of sick leave:
  - 1. Absence necessitated by non-work-related illness or injury to the employee or if the employee's presence is required at home due to the illness or injury of members of his or her family.
  - 2. Absence approved beyond that which is provided for under Article 16 – Bereavement Leave.
- B. Qualifications for use of sick leave:
  - 1. Employees must report their absence and the reason for the absence to the Chief or his/her designee with as much advance notice as possible but no less than one (1) hour prior to the beginning of their scheduled shift.
  - 2. If an employee is sick for three (3) or more consecutive working days, the employee taking such leave shall furnish the Chief with a certificate of illness signed by a licensed physician, if requested. In said certificate, the physician must certify the following:
    - a. The employee was ill during the period of his or her absence; and
    - b. The employee is medically able to return to work.
  - 3. Employees must keep the Employer informed of their condition and anticipated return to work date and must permit the Employer to make such medical inquiry as determined necessary and lawful.
- C. Sick leave will count as “hours worked” for purposes of calculating overtime for any week when an employee works and also takes Sick leave. This cannot be used to accrue additional overtime beyond the regularly scheduled maximum of 8 hours of overtime per week.

Any misuse of sick leave or the making of false reports regarding illness may subject the employee to disciplinary action, including discharge and may also be considered just cause for the loss of all or part of accrued sick leave benefits not to exceed the amount of sick leave determined to have been misused.

#### 15.03 Sick Leave at Retirement or Duty Incurred Death

No sick leave benefits shall be paid to an employee who terminates his or her employment (or whose employment is terminated). Employees who retire shall have 50% of accrued, unused sick leave hours converted into a dollar amount and placed in a segregated account to be used to purchase health insurance upon retirement from employment with the District. For purposes of receiving this sick leave at retirement benefit, a retired employee shall be defined as an employee with ten (10) or more years of continuous service with the District who has left employment with the District and who begins receiving his/her Wisconsin Retirement System benefits or Duty Disability benefits as provided under Chapter 40.65 Wis. Stats. within three months of leaving the District. In the event of the duty incurred death of an employee, 50% of his/her accrued, unused sick leave hours will be converted into a dollar amount and placed in a segregated account to be used to purchase health insurance for his/her surviving spouse and/or dependents until such time that the employee's segregated funds for sick leave are exhausted. The segregated funds shall be equal to the allowed amount of accrued, unused sick leave hours multiplied by the employee's hourly rate of pay at the time of retirement or death.

## **ARTICLE 16 - HOLIDAYS AND PERSONAL DAYS**

### 16.01 Holidays.

Regular full-time and regular part-time employees required to work on holidays shall receive holiday bonus pay of \$15.00 per hour worked on the holiday. The holiday bonus pay shall be in addition to any other pay received by the employee (straight time or overtime) working the holiday. Bonus pay for working on holidays shall begin at 0700 hours on the day of the holiday and continue through 0700 hours the following day. Holidays for which the holiday bonus pay will be paid are identified as:

- A. New Year's Day
- B. Memorial Day
- C. Independence Day

- D. Labor Day
- E. Thanksgiving Day
- F. Christmas Eve Day
- G. Christmas Day
- H. New Year's Eve Day

**ARTICLE 17 – VACATIONS**

17.01 Accrual Rate.

Subject to the limitations set forth in Section 15.03 below, vacation is accrued as follows:

- A. Full time employees who work 24-hour shifts shall earn vacation from the date of employment according to the chart below. Increases in vacation allotment shall occur on the anniversary date of the employee's hire date.

Years of Service	Annual Vacation Allotment
1 year	6 days (144 hours)
2 years	8 days (192 hours)
5 years	12 days (288 hours)
10 years	15 days (360 hours)
15 years	18 days (432 hours)
20 years	20 days (480 hours)

- B. Part-time employees shall be entitled to vacation benefits on a pro-rata basis based on a 40-hour week, in accordance with the chart in Section A above.
- C. Vacation accrual shall be indicated on the employee's pay stub beginning with the first paycheck after the six month anniversary of the employee's hire date, which will reflect the initial annual allotment of vacation. From that point forward, vacation shall be allotted on a per paycheck basis in the amount of 1/26 of the annual allotment, with increased allotments based on years of service according to the chart in section A. above occurring on the employee's corresponding anniversary date.
- D. Periods of absence without pay caused by suspension, discharge, layoff, authorized leaves of absence in excess of thirty (30) calendar days or any other unauthorized leave of absence shall not constitute service time. Such absence shall act to reduce the number of vacation hours that would normally have accrued during the period of absence.

17.02 Use of Vacation.

- A. Upon an employee's six (6) month anniversary, all earned vacation time will be credited and available for use. Additional vacation time earned following the six (6) month anniversary is available for use immediately upon accrual.
- B. Employees are permitted to utilize their vacation time as they wish. Requests for use of vacation time shall be submitted to the EMS Chief as far in advance of the vacation time as possible, but at least 4 weeks prior to the vacation date.

To schedule vacation time with less lead time than 4 weeks:

1. If the requested vacation time off is 12 hours or longer, the requested vacation leave shall be granted provided the employee finds coverage for the requested time off primarily using the LTE employee group and approval of the Chief or Designee. If after requesting coverage by the members of the LTE group, through a discussion with the Chief, the requesting employee may find coverage using the full-time staff group.
  2. If the requested vacation time off is shorter than 12 hours, the requested vacation leave shall be granted provided the employee finds coverage for the requested time off utilizing any member of the current employee group (the LTE group is preferred) and approval of the Chief or Designee
- C. The number of employees on vacation at any one time shall be determined by the Chief.

- D. Vacation Time will count as “hours worked” for purposes of calculating overtime for any week when an employee works and also takes Vacation Time. This cannot be used to accrue additional overtime beyond the regularly scheduled maximum of 8 hours of overtime per week.

17.03 Limit of Vacation Bank.

Vacation time may be accrued up to a limit of 150% of the employees’ annual allotment. When an employee reaches this limit, no further vacation shall be accrued until the accrued balance is below the annual allotment.

17.04 Payout of Unused Vacation

- A. Employees (or heirs thereof) whose services are terminated due to death shall be entitled to be paid for all unused vacation earned as of the date of the death.
- B. An employee is entitled to payment for all unused vacation time upon termination of employment, regardless of the reason for the termination.

## **ARTICLE 18 – BEREAVEMENT LEAVE**

Regular full-time and regular part-time employees will be eligible for bereavement leave to a maximum of one hundred ninety-two (192) hours per calendar year as follows:

18.01 Immediate Family Members

Immediate family members shall be defined as: spouse, children, parents, brothers, sisters, grandparents and grandchildren, mother-in-law and father-in-law.

18.02 Regular Full-time

One (1) twenty-four (24) hour shift for the death of an immediate family member. Additional time off may be granted upon written request at the discretion of the Chief and shall be deducted from the employee’s sick leave accrual.

18.03 Regular Part-time

Twelve (12) hours for the death of an immediate family member. Additional time off may be granted upon written request at the discretion of the Chief and shall be deducted from the employee’s sick leave accrual.

## **ARTICLE 19 - JURY DUTY AND SUBPOENAED WITNESSES**

19.01 Jury Duty.

Employees who are called for jury duty shall be granted the necessary time off. Employees should notify the Chief as soon as practicable after receipt of the initial notice of jury duty. Employees shall be paid their regular straight time pay for jury duty served on scheduled shifts for a maximum of one hundred ninety-two (192) hours per calendar year of jury duty leave but will be required to submit to the District any payment received, exclusive of mileage and meal fees, by the court. Employees are expected to report to work at the District to complete the remainder of their shift after they are released from jury duty. All benefits shall continue to accrue during the period of time an employee is required to serve.

19.02 Subpoenaed Witnesses.

If an employee is subpoenaed to testify in a court matter directly related to District employment, the employee shall be given reasonable time off from scheduled shifts to do so without loss of pay. The District shall also reimburse an employee for any other expenses incurred as a result. Mileage shall be reimbursed at the current IRS allowable rate if the employee uses a personal vehicle. If the employee is subpoenaed to testify in a court matter not directly related to District employment, the employee may elect to use the equivalent number of hours of vacation, if needed, in order to maintain normal pay. This provision does not apply to appearances to testify in labor-related hearings.

## ARTICLE 20 – MILITARY LEAVE

### 20.01 Military Leave.

Any employee duly enrolled in the military service of the United States shall be entitled to all benefits provided by any applicable State or Federal laws.

Any employee, who is required to take leave to fulfill military reserve obligations or Wisconsin National Guard obligations, shall be paid the difference, if any, between their normal compensation for scheduled hours of work missed, and the amount paid for the military activity, up to a maximum of one hundred ninety-two (192) hours per calendar year. Military leave may be taken in twelve-hour increments.

## ARTICLE 21 – CLOTHING AND EQUIPMENT ALLOWANCE

### 21.01 Annual Allowance.

- A. Each regular full-time employee shall be credited with two hundred dollars (\$200) each calendar year for purchasing authorized clothing/equipment.
- B. Each regular part-time employee shall be credited with one hundred dollars (\$100) each calendar year for purchasing authorized clothing/equipment.
- C. Clothing and equipment allowance funds that are not used in a calendar year shall be forfeited.

### 21.02 Initial Issue.

- A. The following clothing shall be provided to regular full-time and regular part-time employees at the time of hire:

#### Full-time

- (3) t-shirts
- (2) job shirts
- (2) long sleeve class B shirts
- (1) short sleeve class B shirt
- (1) stocking cap/winter hat
- (1) baseball hat
- (1) reflective coat
- (1) turnout jacket
- (1) turnout pant
- (1) structural FF helmet
- (1) Class A uniform consisting of:
  - Cap, Jacket, Pants
  - Belt, Tie, Shoes

#### Part-time

- (2) t-shirts
- (1) job shirt
- (1) long sleeve class B shirt
- (1) short sleeve class B shirt
- (1) stocking cap/winter hat
- (1) baseball hat
- (1) reflective coat
- (1) turnout jacket
- (1) turnout pant
- (1) structural FF helmet
- (1) Class A uniform consisting of:
  - Cap, Jacket, Pants
  - Belt, Tie, Shoes

All clothing provided to employees that is in disrepair not bought with clothing allowance money may be exchanged for new items at the discretion of the Chief.

## ARTICLE 22 - LIFE INSURANCE AND INCOME CONTINUATION

### 22.01 Life Insurance.

The first of the month after 30 days of service in the Wisconsin Retirement System, regular full-time and regular part-time employees are eligible for and the Employer shall provide the State of Wisconsin, Department of Employee Trust Funds, group life insurance equal to one times the annual employee salary rounded to the nearest \$1,000. Additional coverage up to four times the employee's annual salary, rounded to the nearest \$1,000, shall be made available at the employee's expense through payroll deduction. Eligible employees may choose to purchase dependent/spouse insurance coverage at the employee's expense through payroll deduction.

### 20.02 Income Continuation.

The Employer agrees to make the Wisconsin Public Employer's Group Income Continuation Insurance Program available to eligible regular full-time and regular part time employees. The District will pay the premium for coverage benefits equal to a one hundred eighty (180) day waiting period. Employees may purchase at their own expense coverage to decrease the waiting period in thirty (30) day increments and the District will deduct such additional premiums through payroll deduction.

## **ARTICLE 23 - RETIREMENT**

### **23.01 Wisconsin Retirement Fund.**

The Employer shall make the employer required contribution for each eligible employee to the Wisconsin Retirement Fund (protective with social security class). Eligible employees shall make the required employee contribution to the Wisconsin Retirement Fund (protective with social security class).

## **ARTICLE 24 - HEALTH INSURANCE**

### **24.01 Plan Selection and Design.**

- A. The District shall make a health insurance plan(s) available to regular full-time and regular part-time employees. The parties agree that the District is not required to bargain concerning the selection or design of the health insurance plan(s) chosen by the District except to the extent allowed by law.
- B. Employees are not required to participate in the health insurance plan(s) offered by the District.

### **24.02 Premium Cost Sharing, Regular Full-time.**

- A. If the District chooses to participate in the State of Wisconsin administered health plans, the employee shall pay twelve percent (12%) of the average of the monthly premiums of the Tier 1 plans offered by the State or two and one-half percent (2.5%) of the monthly premium of the plan selected whichever amount is greater. The District shall pay the remainder of the monthly premium.
- B. If the District chooses a health insurance plan not associated with the State of Wisconsin administered health plans, the employee shall pay twelve percent (12%) of the monthly premium. The District shall pay the remainder of the monthly premium.

### **24.03 Premium Cost Sharing, Regular Part-time.**

- A. Regardless of the health insurance plan(s) offered by the District and selected by the employee, the District shall pay fifty percent (50%) of the monthly premium of the lowest cost plan offered and the employee shall pay the remainder of the monthly premium of the plan selected.

## **ARTICLE 25 – WAGES AND PAY POLICY**

### **25.01 Wages**

Wages shall be as designated in Appendix A.

### **25.02 Overtime Pay.**

Overtime, as defined in Article 12, Section 12.03, shall be compensated at the rate of time and one-half (1½) the employee's regular rate of pay. There shall be no pyramiding of overtime or premium pay. In no case will overtime or any other premium pay be paid twice for the same hours worked and there shall be no duplication or pyramiding of premium or overtime pay in this Agreement.

## **ARTICLE 26 - DEFERRED COMPENSATION PLAN**

The parties agree that a deferred compensation plan may be implemented during the term of the Agreement provided that the parties mutually agree to a deferred compensation provider and the terms and conditions of the deferred compensation plan including details on administrative costs.

## **ARTICLE 27 – VEHICLE MILEAGE REIMBURSEMENT**

An employee using his/her personal vehicle in the performance of his/her duties for the District as required or approved by the Chief shall be reimbursed for mileage at the current rate established by the Internal Revenue Service.

## **ARTICLE 28 - WORKER'S COMPENSATION**

28.01 In the event an employee suffers a duty incurred illness or injury, the District shall pay the employee's wage on the date the illness or injury occurred. For the next two duty days, the employee shall be covered by his/her sick leave benefits. Any additional time off needed due to the illness or injury shall be covered by Worker's Compensation under Chapter 102, Wisconsin Statutes. In addition to an employee's Worker's Compensation payments, an employee shall be allowed to use his/her accrued sick leave benefits as a supplement so that he/she will receive up to an amount approximately equal to eighty percent (80%) of his/her normal bi-weekly pay for a period not to exceed one hundred eighty (180) days.

28.02 During the period of time an employee is covered by Worker's Compensation not to exceed six (6) months, the District shall continue to pay its share of the health insurance premium for the plan selected by the employee as defined in this Agreement.

28.03 During the period of time an employee is covered by Worker's Compensation not to exceed six (6) months, employees shall not suffer the reduction of any benefit as defined in this Agreement.

## **ARTICLE 29 – DRUG AND ALCOHOL TESTING**

The District has the right to conduct drug/alcohol testing for all positions covered by this collective bargaining agreement, as set forth in the District's Alcohol and Substance Abuse Testing Policy, as amended from time-to-time, for:

- A. Reasonable suspicion that the employee has violated the policy regarding use of alcohol or drugs while on duty, or when observation indicates that the employee is impaired or incapable of performing assigned duties, or experiences reduced productivity, vehicle crashes, high absenteeism, or other behavior inconsistent with previous performance.
- B. Post-accident.
- C. Return to duty following treatment for alcohol or drug abuse.
- D. Follow-up.

## **ARTICLE 30 – AMENDMENT**

This Agreement may be amended at any time during its life upon the mutual consent of the Union and the Employer. Such amendment, to be enforceable, must be in writing and attached to all executed copies of this Agreement.

## **ARTICLE 31 – WAIVERS**

31.01 The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

31.02 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that all of the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the District and the Union, for the life of this Agreement, and any extension, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

It is further agreed that this Agreement constitutes the entire agreement of the parties relating to hours, wages and terms and conditions of employment, that it establishes the benefits and terms and conditions of employment that the parties intend to preserve for the term of this Agreement and that the District is free to continue, discontinue or adopt at its sole discretion any benefit or practice not expressly preserved by this Agreement. A decision to act, or its inaction, on any matter shall not limit the District's discretion or right to act on any matter or future occasion.

Any amendment or modification to this Agreement shall be valid only if in writing and signed by authorized representatives of the parties.

## **ARTICLE 32 – SAVINGS/SEVERABILITY CLAUSE**

32.01 Each and every clause of this Agreement shall be deemed separable from each and every other clause of this Agreement to the end that in the event any clause or clauses shall be finally determined to be in violation of any law, then and in such event, said clause or clauses only, to the extent that any may be so in violation, shall be deemed of no force and effect and unenforceable without impairing the validity and enforceability of the rest of the Agreement, including any and all provisions in the remainder of any clause, sentence, or paragraph in which such offending language may appear.

32.02 In the event of such contract clause invalidation, both the District and the Union agree to meet within ten (10) days of such determination and negotiate a valid clause reflecting the intent of the parties and to reach such agreement concerning such valid clause within thirty (30) days. Absent reaching an agreement within thirty (30) days, the District has the right, upon written notice to the Union, to unilaterally implement a substitute clause or substitute procedures or practices. This shall not preclude the Union's right to challenge the reasonableness of the substitute clause or substitute procedure or practice implemented by the District through the grievance and arbitration procedure.

## **ARTICLE 33 – DUTIES**

33.01 The District and Union acknowledge that the mission of Deer-Grove EMS is to save life and provide emergency care. The Union recognizes that the District is in effect a small business and needs to utilize staff so as to accomplish a wide range of tasks to keep the business functioning and agrees that the District may assign staff those duties deemed to be in the best interest of the District and efficient use of available personnel.

## ARTICLE 34 - SENIORITY

### 34.01 Definition.

An employee's seniority shall commence after completion of his/her probationary period retroactive to the date of his/her most recent date of hire.

### 34.02 Layoff and Recall.

For layoff and recall purposes, seniority shall govern if, in the employer's non-arbitrary judgment, skill and ability are equal. The Union may challenge the employer's determination concerning skill and ability through the grievance process but shall bear the burden of proving that the Employer's assessment was arbitrary or capricious.

### 34.03 Loss of Seniority.

An employee's seniority shall be lost, and employment considered terminated when he/she:

- A. Terminates voluntarily or retires;
- B. Is discharged;
- C. Fails to return to work upon the expiration of an approved leave of absence;
- D. Is laid off for a period of three hundred sixty-five (365) days;
- E. Fails to return to work from layoff after three (3) calendar days from the date the Employer has sent notice to the employee by certified mail; or
- F. Fails to report to work for more than three (3) consecutive working days without giving a reasonable excuse to his/her supervisor.

## ARTICLE 35 - DURATION

The provisions of this Agreement will be effective as of the 1st day of January 2026 and shall continue and remain in full force and effect as binding the parties through the 31st day of December 2028.

Either party may give written notice to the other on or before one hundred eighty (180) days prior to the expiration date that the party wishes to engage in negotiations for a successor contract. If a party gives such notice, the parties shall exchange written proposals for a successor agreement at the first scheduled bargaining session. The parties agree that this Agreement shall remain in full force and effect until a successor agreement is reached or for a period of ninety (90) days from the expiration date provided the District has given written notice to the Union of its intent to terminate the Agreement. All mandatory subjects of bargaining shall remain in full force and effect beyond the ninety (90) days.

In witness wherefore, the parties hereto have executed this agreement on this \_\_\_ day of \_\_\_\_\_, 2025.

For the Union- International Association of  
Firefighters Local 311

For the Deer-Grove Emergency Services District

\_\_\_\_\_  
President

\_\_\_\_\_  
Commission Chairperson

\_\_\_\_\_  
Secretary/Treasurer

\_\_\_\_\_  
Commission Secretary

\_\_\_\_\_  
Bargaining Committee

\_\_\_\_\_  
Chief

\_\_\_\_\_  
Bargaining Committee

## APPENDIX A

The chart below establishes the base rate for hourly wages to be paid to the employees during the term of this Agreement.

Percentage wage scales for Lieutenant (7%), Captain (12.25%), and Deputy Chief (17.5%) over base rate.

### BASE RATE WAGES

	2025	2026	2027	2028
<0	\$22.65	\$24.92	\$25.92	\$26.95
1	\$23.25	\$25.58	\$26.60	\$27.66
2	\$24.44	\$26.89	\$27.96	\$29.08
4	\$25.64	\$28.20	\$29.33	\$30.50
7	\$26.83	\$29.51	\$30.69	\$31.92
10	\$29.21	\$32.13	\$33.42	\$34.76
15	\$30.52	\$33.58	\$34.92	\$36.32
20	\$31.84	\$35.02	\$36.42	\$37.88



## ***RESPONSE VEHICLE PURCHASE***

When planning for public safety vehicle purchasing, we operate under the premise of readiness. What this means to us- the vehicle is maintained in a state that is ready to respond to an emergency in a moment's notice and without additional preparation or delay. Readiness is also the reason for replacing a vehicle before it has a catastrophic failure and may be seen as "having a lot of life left". We must ensure the vehicle will operate as intended when it's needed for an emergency, which we have no good way of scheduling or predicting. Finally, the readiness concept shapes our staffing model, we attempt to be ready for all incidents, without knowing when or where they might actually.

Maintaining a department owned response vehicle is important to the overall operations, as it supports many functions. The primary function is to bring a paramedic and paramedic equipment to the scene of complex incidents in need of additional resources. It can also have many other secondary functions, which include operating as a first response vehicle when all district ambulances are assigned to calls, it can be an incident command vehicle, it can deliver the rehab trailer to complex public safety events, or it can be utilized to retrieve medical supplies in short supply (like oxygen tanks). These have only been a summary, there are many ways we use the response vehicle in our operation.

It is common in public safety (police, fire, and EMS) vehicles have a high idle hour count. From discussing with the technician from Bell Ford recently, he finds the idle to operation hours to be about a 1:1 ratio and maybe event tipping more toward having a higher idle time. Operational needs dictate they remain idling when parked to ensure a number of things: they are running and stay running; they avoid huge temperature swings in the cabin area, even in vehicles without medications/equipment; the batteries stay charged (they run); and lastly communications remain intact, between installed radios and internet/Cradlepoint devices installed. Our Car79 contains a full complement of medications and medical equipment. All these are sensitive to high and low temperatures. Medications cannot be stored in over 100°F or be allowed to freeze. If exposed to either of these, their efficacy becomes significantly reduced. Similarly, the medical equipment does not function well when super-hot or cold.

Occasionally, we will remove medications and equipment depending upon the vehicle use (long trips or meetings out of district). These out of area events do take it out of service for the district. Staff would have difficulty in deploying the rehab trailer or having a vehicle to respond in an emergency. We can add resources to an incident or first respond if an ambulance is responding from distance.

Under the readiness concept, if a staff member is utilizing the vehicle and has removed the medications/equipment as a way to limit idle time and an emergency incident is dispatched, valuable time will be lost going to retrieve the meds/equipment. It's like keeping a fire truck's water tank empty, to improve fuel mileage when driving.

Remaining ready to respond is the precise reason we ask to purchase this vehicle now. It has not failed us, but due to age it could at any time. We do not want to have an adverse outcome on a call service because of failure to remain ready.

This vehicle purchase was originally planned for the 2023 budget year but not funded. As part of the annual capital improvement planning process, the purchase was moved to 2026. Making this purchase now will eliminate the need to fund this capital purchase in the 2026 budget. It will also be at a defined cost, as we know what we will pay for it today, but do not know what cost increases will look like in the future. The cost to purchase this upfitted vehicle has already increased \$1,700 from the last quote in early July.

Please see this message for Cameron Sawyer, Village of Cottage Grove Assistant Administrator/Finance Director, related to the purchase of the response vehicle—

Good afternoon,

Chief Lang and I have connected on several occasions over the last couple months to discuss operations and possible impacts on the 2026 budget. As I won't be able to attend the meeting on Monday I wanted to provide some background information regarding some discussion that is happening at the commission level.

- Unassigned Fund Balance - Chief Lang reported out to the commission that after the 2024 financial statement audit that there was \$89,174 - \$211,478 in fund balance more than their policy (20-25%). Fund balance for the district more than policy can be utilized for either special one-time purchases or reduce capital requests of the IGA members. When Chief and I got together to discuss this originally, I informed him that either fully or partially offsetting the planned replacement of the emergency response vehicle made the most sense to me as this was the “next up” capital requested item in the 2025 – 2034 capital request that the commission previously approved. This would result in a 2026 capital request from Deer-Grove to be \$0. With the 2025 capital request that was funded being \$150,000 we would expect to see a decrease of 133,262 in our assessment (\$86,910 (our portion of 2025) + 46,352 (our portion of proposed 2026) = 133,262 net decrease from 2025). Positive to date operations as well as some other items Chief has in the pipeline may lead to additional resources available for unassigned fund balance in future years. The next item I would recommend is in 2027 to reduce the cost of phase 1 of 2 of an ambulance replacement)
- Emergency Response Vehicle – The timing of this purchase, if the commission and communities would agree to fund this utilizing fund balance, was recommended to be ordered as soon as possible for a couple of reasons. We are still seeing significant delays in both availability of vehicles and upfitting components. The vehicle, while has lower mileage, is 12 years old. It is uncommon to have an emergency response vehicle this age and is outside of best practice due to reliability concerns. Furthermore, it is the sole emergency response vehicle in the fleet. While this item could wait until the 2026 budget process as planned, Chief Lang and I thought it was best to see if the commission was willing to consider funding so we could see some cost savings. (~\$71k actual quote vs \$80k in the capital request). Some concerns from the commission were does the current utilization of the vehicle warrant replacement and based on the current mileage is this something that needs to be replaced now (78,014).

There hasn't been any formal recommendation from Deer-Grove EMS to the Village Board, but given the extended discussion and collaboration with Deer-Grove EMS, I felt it was necessary to update the board.

Chief Lang would be the best person to discuss operational need. For how any of these decisions possibly effect the 2026 budget don't hesitate to reach out to me. There is a lot of background in both the 6/19/2025 and 7/17/2025 Deer-Grove meeting packets as well for further information.

Thanks,

**Cameron Sawyer, CPA**

Assistant Administrator/Finance Director

Village of Cottage Grove, Wisconsin

221 E Cottage Grove Rd | Cottage Grove, WI 53527

[csawyer@villageofcottagegrove.gov](mailto:csawyer@villageofcottagegrove.gov) | (608) 839 4704



## **2025 UNASSIGNED FUND BALANCE**

2024 Unassigned fund balance at year end	\$700,692
2025 Operating Budget	\$2,446,070
20%-25% of 2025 Budget	\$489,214-\$611,518

Here are snippets from the DGEMS Fund Balance Policy #9.04 approved 12/21/2023-

### **FUND BALANCE POLICY:**

*As recommended from the Deer-Grove EMS auditor, this policy is intended to formally establish a guideline for addressing the use and replenishment of the fund balances, reflected in the annual audit. The policy, including definitions, suggested levels of ongoing funding, and use of current as well as future assets of this nature, will stand as an operating guideline tool to help direct the accounting of these funds. Generally, unassigned fund balances should represent twenty to twenty-five percent (20-25%) of the current year's operating expenses. The use of these funds must have proper approval as outlined in this policy.*

### **FUND BALANCE UTILIZATION PROCEDURE:**

*Fund balance measures the net financial resources available to finance expenditures of future periods.*

*The DGEMS Unassigned General Fund Balance will be used to provide the service with sufficient working capital and a margin of safety to address financial needs. Funds that are readily available can be used for any operational need that presents itself but should be restricted limited to one-time capital purchases or non-recurring operating expenses including but not limited to: municipal levy credit, settling district accounts, purchases of equipment or property assets, potential expansions to services offered through Deer-Grove EMS, employee retention measures, and other items as will serve the district needs. The Unassigned General Fund Balance may only be appropriated by resolution of the Municipal Boards in accordance with the Deer-Grove EMS agreement.*

*Fund Balance of DGEMS may be committed for a specific source by formal action of the Municipal Boards. Amendments or modifications of the committed fund balance must also be approved by formal action of the Municipal Boards.*

Available unassigned fund balance to use per policy: **\$89,174-\$211,478**



# ***Deer-Grove EMS Commission***

4030 County Highway N, Cottage Grove, WI 53527  
(office) 608-839-5658 (fax) 608-839-4427

## **RESOLUTION 2025-02-0717: RESPONSE VEHICLE PURCHASE FROM ASSIGNED FUNDS**

**WHEREAS**, in 2023 response vehicle Car79, which is a 2013 Ford Interceptor SUV, was scheduled for replacement under the approved capital replacement schedule. This purchase was not funded in the 2023 operating budget and was not replaced; and

**WHEREAS**, the 2026 capital replacement schedule includes replacement of response vehicle Car79; and

**WHEREAS**, after the annual financial audit of 2024 operating budget, Johnson Block calculated the District had an unassigned fund balance of \$700,692; and

**WHEREAS**, the District policies recommend a fund balance of 20-25% of the current operating budget. For 2025 this calculates to a range of \$489,214 to \$611,517; and

**WHEREAS**, utilizing \$50,000 for the purchase of a new response vehicle will leave the unassigned fund balance \$650,692, over the amount needed by policy. It will also remove the vehicle from the capital replacement schedule and reduce capital purchase costs to the District's partner municipalities for the 2026 budget year; and

**WHEREAS**, due to market uncertainty and volatility for emergency vehicle components, waiting to purchase a new response vehicle could result in significant cost increases the District's partner municipalities; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Deer-Grove EMS Commission, no more than \$50,000 is allocated from the unassigned fund balance for the capital purchase and upfitting of a new response vehicle. In addition, no more than \$30,000 from the WI Funding Assistance Program may be utilized to complete the purchase in 2025; and

**FURTHER, BE IT RESOLVED**, the 2013 Ford Interceptor SUV, currently owned by the District, will remain in the Deer-Grove EMS vehicle inventory until such time as major repairs are needed. The vehicle will then be removed from inventory and not replaced.

\_\_\_\_\_  
Peter Doll,  
Chair Deer-Grove EMS Commission

\_\_\_\_\_  
Kerri Hewitt,  
President, Village of Deerfield

\_\_\_\_\_  
Cindi Kelm-Nelson,  
President, Village of Cottage Grove

\_\_\_\_\_  
Steve Anders,  
Chairman, Town of Cottage Grove



# DEER-GROVE EMS DISTRICT

4030 County Highway N, Cottage Grove, WI 53527

608-839-5658

(fax) 608-839-4427

## 2025-2034 CAPITAL BUDGET PLAN

	<b>TOTAL</b>
<b>BUDGET YEAR 2025</b> Replace Ambulance Spidey- 2017 RAM 5500/Demers Vehicle Conversion      \$150,000.00	<b>\$150,000.00</b>
<b>BUDGET YEAR 2026</b> Replace response vehicle C79 Vehicle                      \$60,000.00 Wrap/Graphics            \$10,000.00 Emergency Equip        \$10,000.00	<b>\$80,000.00</b>
<b>BUDGET YEAR 2027</b> Replace Ambulance Buzz- 2017 RAM 5500/Demers Chassis                    \$76,500.00 Power Cot                 \$25,000.00 Load system              \$34,000.00 Stairchair                \$5,500.00	<b>\$141,000.00</b>
<b>BUDGET YEAR 2028</b> Replace Ambulance Buzz- 2017 RAM 5500/Demers Vehicle conversion      \$170,000.00	<b>\$170,000.00</b>
<b>BUDGET YEAR 2029</b> Replace Cardiac Monitors 3 each                      \$120,000.00	<b>\$120,000.00</b>
<b>BUDGET YEAR 2030</b> Replace Ambulance Mickey- 2022 RAM5500/ Demers Chassis                    \$86,500.00 Power Cot                 \$25,000.00 Load system              \$33,500.00 Stairchair                \$10,000.00	<b>\$155,000.00</b>
<b>BUDGET YEAR 2031</b> Replace Ambulance M81- 2022 RAM 5500/Demers Vehicle                    \$180,000.00	<b>\$180,000.00</b>
<b>BUDGET YEAR 2032</b>	<b>\$0.00</b>
<b>BUDGET YEAR 2033</b> Replace Ambulance – 2024/5 Ford F550/Demers-FPG Chassis                    \$90,000.00 Power Cot                 \$25,000.00 Load system              \$45,000.00 Stairchair                \$10,000.00	<b>\$170,000.00</b>
<b>BUDGET YEAR 2034</b> Replace Ambulance – 2024/5 Ford F550/Demers-FPG Vehicle                    \$230,000.00	<b>\$230,000.00</b>
<b>BUDGET YEAR 2035</b>	<b>\$0.00</b>



# Deer-Grove EMS District Preliminary 2026 Budget

DATE: August 12, 2025

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The preliminary 2025 DGEMS budget has no adjustments to ambulance staffing.

Due to complexity of current work and overall volume, full-time Administrative Services Director position was created to replace Office Manager position.

All other budget categories were evaluated and adjusted for their actual expenses. Reductions were made, where able, and increases were kept to the least amount projected to maintain a minimal impact.

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**PROPOSED CHANGES FROM 2025 BUDGET**

## **EXPENSES**

### #720 WAGES

- Appropriate increases from CBA used to calculate FTE wages
- Move Office Manager to a full-time Administrative Services Director position

### #721 HEALTH INSURANCE

- Rates have already been finalized, this is an accurate number
- Adjusted for staff actuals, including Admin Dir

### #722 WORKERS COMPENSATION

- Adjusted for actuals, reduction in the fee rate charged by workers comp provider

### #723 RETIREMENT; 724 EMPLOYER'S FICA

- Adjusted for staff actuals, including Admin Dir

### #734 OVERTIME (scheduled)

- Adjusted for staff actuals

### #736 LIFEQUEST BILLING

- Expected fee for service may increase due expected increase in reimbursement

### #740 OFFICE EQUIPMENT

- Minor increase for the cost of equipment

### #770 COMMUNICATIONS

- Increased fee for computer dispatching program used in vehicles

### #775 INFORMATON TECHNOLOGY

- Increase due to raised rates for scheduling, learning management, and patient care reporting platforms.
- Scheduled replacement of CAD computers in ambulances

### #840 EQUIPMENT (NON-DISPOS)

- Added cost of Zoll monitor replacement parts

### #842 EQUIPMENT MAINTENANCE

- Increase in the cost of the Stryker Cot/Power load maintenance contract

### #845 CAPITAL PURCHASE

- No capital purchases in this budget proposal

### #850 MEDICAL SUPPLIES

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- 
- Increase due to increased cost to maintain and higher run volume

#860 EMT CLOTHING

- Increased to adjust for price increase of current products

#870 INSURANCE/BUSINESS

- Decreased due to lowered actual costs

#871 GROUP LIFE INSURANCE

- Decreased due to actual benefits taken by staff

#880 LEGAL

- Decreased- contract has a tentative agreement

#881 ACCOUNTING

- Increased for annual audit

#899 ADMISTRATIVE EXPENSES

- Increase due to the cost of the Quickbooks

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## **SERVICE REVENUE** —

Expected Increases:

	<u>2025</u>	<u>Projected 2026</u>	
Estimated Gross Run Fees	\$1,020,000	\$1,100,000	+\$80,000
Contracted Revenue (T of DF)	\$81,616	\$94,172.53	+\$12,556.53
Contracted Revenue (T of PS)	\$66,824	\$77,104.88	<u>+\$10,280.88</u>
		TOTAL	+\$102,837.41

Line Item #	Description	2025 DGEMS Budget	2025 YTD Thru July	Proposed 2026 DGEMS Budget	Difference (\$)	Difference (%)
720	WAGES	\$ 1,071,700.00	\$ 599,294.36	\$ 1,264,700.00	+\$193,000.00	+18.01%
721	HEALTH INSURANCE	\$ 303,700.00	\$ 147,264.63	\$ 282,200.00	-\$21,500.00	-7.08%
722	WORK. COMP.	\$ 37,900.00	\$ 17,769.25	\$ 33,600.00	-\$4,300.00	-11.35%
723	RETIREMENT	\$ 174,500.00	\$ 102,100.94	\$ 200,000.00	+\$25,500.00	+14.61%
724	EMPLOYER'S FICA	\$ 96,100.00	\$ 54,793.95	\$ 112,400.00	+\$16,300.00	+16.96%
725	STAFF CONT. EDUC.	\$ 12,700.00	\$ 3,268.65	\$ 12,700.00		
726	TRAVEL/MILEAGE REIMBURS	\$ 500.00	\$ -	\$ 500.00		
728	MEDICAL DIRECTOR FEE	\$ 12,000.00	\$ 7,000.00	\$ 12,000.00		
734	OVERTIME	\$ 253,200.00	\$ 125,482.98	\$ 272,100.00	+\$18,900.00	+7.46%
735	EMT STIPEND	\$ 16,000.00	\$ 8,100.00	\$ 16,000.00		
736	LIFEQUEST BILLING	\$ 68,000.00	\$ 35,767.79	\$ 72,000.00	+\$4,000.00	+5.88%
740	OFFICE EQUIPMENT	\$ 2,060.00	\$ 1,006.35	\$ 2,090.00	+\$30.00	+1.46%
742	OFFICE SUPPLIES	\$ 2,000.00	\$ 493.84	\$ 2,000.00		
770	COMMUNICATIONS	\$ 7,570.00	\$ 4,249.35	\$ 7,850.00	+\$280.00	+3.70%
775	INFORMATION TECHNOLOGY	\$ 19,400.00	\$ 15,447.79	\$ 19,810.00	+\$410.00	+2.11%
790	PUBLICITY&ADVERTISING	\$ 2,000.00	\$ 1,197.18	\$ 2,000.00		
791	TRAINING CENTER (EXPENSE)	\$ 2,000.00	\$ 536.50	\$ 2,000.00		
810	EMT RECOGNITION	\$ 2,000.00	\$ 2,433.86	\$ 2,000.00		
820	EMT CONT EDUC.	\$ 5,500.00	\$ 2,338.30	\$ 5,500.00		
825	CHIEF CONTINUING EDUC.	\$ 1,500.00	\$ 510.63	\$ 1,500.00		
829	VEHICLE MAINTENANCE	\$ 40,000.00	\$ 6,248.41	\$ 40,000.00		
831	FUEL	\$ 25,000.00	\$ 11,224.79	\$ 25,000.00		
840	EQUIPMENT (NON-DISPOS)	\$ 4,300.00	\$ 2,356.50	\$ 5,000.00	+\$700.00	+16.28%
842	EQUIPMENT MAINTENANCE	\$ 8,540.00	\$ 7,532.84	\$ 8,700.00	+\$160.00	+1.87%
845	Capital Purchase	\$ 150,000.00	\$ 160,335.15	\$ -	-\$150,000.00	-100.00%
850	MEDICAL SUPPLIES	\$ 55,000.00	\$ 33,771.64	\$ 60,000.00	+\$5,000.00	+9.09%
852	TRAINING MEDICAL SUPPLIES	\$ 1,000.00	\$ 91.93	\$ 1,000.00		
860	EMT CLOTHING	\$ 19,900.00	\$ 10,591.32	\$ 20,100.00	+\$200.00	+1.01%
870	INSURANCE/BUSINESS	\$ 18,500.00	\$ 16,439.08	\$ 16,500.00	-\$2,000.00	-10.81%
871	GROUP LIFE INSURANCE	\$ 1,800.00	\$ 1,050.05	\$ 2,100.00	+\$300.00	+16.67%
872	UNEMPLOYMENT INSURANCE	\$ 4,000.00	\$ 496.27	\$ 4,000.00		
878	COMMUNITY MEDIC PROGRAM	\$ 300.00	\$ -	\$ 300.00		
879	HEALTH AND SAFETY	\$ 2,800.00	\$ 1,478.07	\$ 2,800.00		
880	LEGAL	\$ 8,000.00	\$ 6,030.00	\$ 5,000.00	-\$3,000.00	-37.50%
881	ACCOUNTING	\$ 10,000.00	\$ 10,500.00	\$ 11,200.00	+\$1,200.00	+12.00%
898	BUILDING AND GROUNDS	\$ 3,500.00	\$ 2,175.16	\$ 3,500.00		
899	ADMINISTRATIVE EXPENSES	\$ 3,100.00	\$ 2,489.63	\$ 3,500.00	+\$400.00	+12.90%
	<b>TOTAL EXPENSES</b>	<b>\$ 2,446,070.00</b>	<b>\$ 1,401,867.19</b>	<b>\$ 2,531,650.00</b>	<b>+\$85,580.00</b>	<b>+3.50%</b>

<b>Estimated Gross Run Fees</b>	\$ 1,020,000.00	\$ 808,870.37	\$ 1,100,000.00
<b>Less: Overdue Run Fees</b>		\$ (78,949.13)	
<b>Net Run Fees</b>		\$ 729,921.24	
<b>Training Center Income</b>	\$ 3,000.00	\$ 1,579.00	\$ 3,000.00
<b>Contracted Revenue (T of DF)</b>	\$ 81,616.00	\$ 81,916.19	\$ 94,172.53
<b>Contracted Revenue (T of PS)</b>	\$ 66,824.00	\$ 33,412.12	\$ 77,104.88
<b>Transfer from undesignated fund balance</b>	\$ -	\$ -	\$ -
<b>Interest</b>	\$ 9,000.00	\$ 19,817.75	\$ 16,000.00
<b>Special Event Fees</b>	\$ 3,000.00	\$ 2,405.00	\$ 3,000.00
<b>TOTAL SERVICE REVENUE</b>	<b>\$ 1,183,440.00</b>	<b>\$ 869,051.30</b>	<b>\$ 1,293,277.41</b>
<b>Donations</b>			
<b>Grant Revenue</b>		\$ -	
<b>MUNICIPAL CONTRIBUTIONS</b>	<b>\$ 1,083,588.00</b>	<b>\$ 1,083,588.00</b>	<b>\$ 1,238,372.59</b>

Municipality	2025 Percentage	2025 Contribution	2026 Percentage	2026 Contribution	Difference	% change
V. Cottage Grove	57.94%	\$ 731,610.76	58.57%	\$ 725,318.60	-\$6,292.16	-0.86%
T. Cottage Grove	24.87%	\$ 314,054.11	24.63%	\$ 305,053.69	-\$9,000.43	-2.87%
V. Deerfield	17.18%	\$ 216,965.13	16.80%	\$ 208,000.31	-\$8,964.82	-4.13%
<b>TOTALS</b>	<b>100%</b>	<b>\$ 1,262,630.00</b>	<b>100%</b>	<b>\$ 1,238,372.59</b>	<b>-\$24,257.41</b>	<b>-1.92%</b>

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

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

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

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



# ***Deer-Grove EMS District Future Staffing Plans***

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## **2026**

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

Remove Office Manager from the staffing model.

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

## **2027**

Increase casual staffing hours to 36/week in preparation of upstaffing additional ambulances for peak call-time need and administrative duty completion of the Deputy Chief position.

## **2028**

Create and fill full-time Assistant Chief position.

Work hours are primary business hours Monday thru Friday, but with flexibility.

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

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

## **2029**

Fill full-time position on the ambulance.

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

## **2030**

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



# ***Deer-Grove EMS District***

## ***Future Staffing Plans***

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### ***CREATION OF THE ADMINISTRATIVE SERVICES DIRECTOR POSITION***

- An evolution of the office manager’s position, which was created in 2008.
- Office manager position description was updated in 2018.
- New role combines duties of what would traditionally be considered a finance director and human resources director positions, along with the current duties of the office manager.

### ***FACTORS PROMPTING THIS ADJUSTMENT***

- Since 2008 the hours allocated to the position have not changed
- The department has doubled in size:
  - We have double the staff size, which makes payroll and benefit administration take longer
  - Demands on data from the Employee Trust Fund (ETF) for employee benefits have increased and their help-desk staff are only available to answer questions during traditional business hours
  - We have more than double the calls for service, which leads to double the number of purchases to keep up with operational needs.
  - Twice as many purchases lead directly into twice the number of bills in need of payment.

### ***ADDITIONAL TASKS NEW POSITION WILL HAVE TIME TO MANAGE***

- ◆ Budget building process improvement
- ◆ Public Information Officer – Social Media Coordinator (press releases etc)
- ◆ Revamped reference and background check process for new hires
- ◆ Hiring process improvement
- ◆ Benefits administration
- ◆ Aflac/Liberty reconciliation
- ◆ Day time availability
- ◆ Transition to new ETF benefits system - This will require daytime trainings early in 2026 (required to attend) and difficult to have a part time person attend while working a FT day job
- ◆ Assist in the billing review process of the EMS runs
- ◆ EMS-MC billing and recoupment process
- ◆ Revenue – AR (specifically EMS-MC process completion)
- ◆ WI GEMT Medicaid filing
- ◆ Payroll process improvement
- ◆ General administrative improvements with an eye on saving money for the district
- ◆ Business/Liability insurance package pricing- Work Comp; General Liability; Auto
- ◆ Handle calls/return calls from patients. Currently these are all sent to the chief or EMS-MC to handle.

### ***DEPARTMENT COMPARISON***

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

### ***SUMMARY OF POSITION NEED***

The success of our district is not specifically predicted by the efforts of the Chief or even the commission members. The combined efforts of the entire organization have led to our success. This includes the work of the Office/Accounts Manager and Deputy Chief position.

As your communities grow, so must our department.

We have grown significantly since the last look at the position in 2018. Our staff has twice as many full-time members, along with twice as many casual members needed to fill the schedule. We have twice as many calls for service. This leads to twice as much work, while not increasing any hours for the position. Twice as many invoices to pay. Two or maybe even three times more accounts to reconcile in monthly ambulance billing accounts. Increase in overall budget from under \$1 Million to \$2.5 Million. Increase in run-fee related revenue to over \$1.1 Million. With the current hours allocation, there is only time to maintain the status quo, there is no time to find innovation, improve processes, or make anything better.

The current office/accounts manager is forced to choose which task is most important to complete in the limited working hours, rather than ensuring all tasks are managed effectively. An allocation of more hours to this singular position will allow for the efficient completion of all tasks, without the duplicative costs of additional digital platforms, additional office equipment, and increased office space for another body.

When filled, this new position will provide a wealth of financial and business knowledge to the Chief and EMS Commission. This will help the District and municipalities look toward future growth and lessen the burdens on the average taxpayer. Increase revenue and reimbursement can be found through detailed accounts receivables review and work with the third-party billing agency. All these factors lead to healthier and more sustainable future for the DeerGrove EMS District.



# DEER-GROVE EMS

## POSITION DESCRIPTION

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

### GENERAL STATEMENT OF DUTIES

This position reports directly to the EMS Chief.

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

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

This position is classified as a confidential employee.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

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

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM JOB FUNCTIONS**

##### **◆ Education and Experience**

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

##### **◆ Knowledge of**

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

##### **◆ Ability to**

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

##### **◆ Skill in**

- Effectively communicating with internal and external contacts which may require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue to avoid having to deal with the issue again in the future.

- Requires skill in listening, critical thinking, problem analysis and problem solving; written/verbal communication skills; ability to tailor the message, context, and mode of communication to the audience.
- Must possess skill in monitoring one's own work to ensure quality, accuracy, and thoroughness; sound judgment in recognizing scope of authority; ability to think strategically, commit to innovation and continuous process improvement, and work collaboratively within the organization.
- Excellent attention to detail, organized, accurate, and reliable.

◆ **Physical Demands**

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

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

◆ **Language Ability and Interpersonal Communication**

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

**GENERAL REQUIREMENTS**

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

**HOURS OF WORK**

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



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## NEW ARTICLES ADDED TO COLLECTIVE BARGAINING AGREEMENT

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### ARTICLE 13 - ON-CALL STATUS/COMPENSATION

13.01 An employee may volunteer to be in an on-call status if the department has a need to have employees available to work during an off-duty period. This status may be used in instances where an OIC is not actively assigned to an ambulance or when operations conditions exist to keep employees available, but not actively on duty.

13.02 Compensation to the on-call OIC is a minimum of two (2) hours of on-duty time and three dollars per hour (\$3.00) for all other times while remaining in on-call status. If the on-call OIC must manage any problems, they will be compensated at actual hours worked in fifteen (15) minute increments.

13.03 Compensation to an on-call paramedic is three dollars (\$3.00) per hour while in on-call status and if called to active duty they will be compensated at actual hours worked in fifteen (15) minute increments.

13.04 To the extent permitted under applicable wage/hour laws, on-call time is not time worked.

### ARTICLE 14 - ACTING OFFICER IN CHARGE (OIC) STATUS/COMPENSATION

14.01 Paramedics assigned as Acting Officer in Charge (OIC) shall be paid three dollars (\$3.00) per hour in addition to the base rate for all hours worked as Acting OIC during the assignment. The Acting OIC shall perform the routine duties of the Lieutenant for the hours/days the OIC is absent. The Acting Lieutenant designated shall be assigned by the Chief and shall be voluntary on the part of the employees.

14.02 Paramedics assigned to this position shall operate within the parameters of the Acting OIC position description and will have completed an orientation process to the position.

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## EDITS TO EXISTING ARTICLES IN COLLECTIVE BARGAINING AGREEMENT

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### ARTICLE 17 – VACATIONS

A. Vacation accrual shall be indicated on the employee's pay stub beginning with the first paycheck after **the six-month anniversary** of the employee's hire date, which will reflect the initial annual allotment of vacation. From that point forward, vacation shall be allotted on a per paycheck basis in the amount of 1/26 of the annual allotment, with increased allotments based on years of service according to the chart in section A. above occurring on the employee's corresponding anniversary date.

### ARTICLE 18 – BEREAVEMENT LEAVE

Regular full-time and regular part-time employees will be eligible for bereavement leave **to a maximum of one hundred ninety-two (192) hours per calendar year** as follows:

## ARTICLE 19 - JURY DUTY AND SUBPOENAED WITNESSES

### 19.01 Jury Duty.

Employees who are called for jury duty shall be granted the necessary time off. Employees should notify the Chief as soon as practicable after receipt of the initial notice of jury duty. Employees shall be paid their regular straight time pay for jury duty served on scheduled shifts for a maximum of one hundred ninety-two (192) hours per calendar year of jury duty leave but will be required to submit to the District any payment received, exclusive of mileage and meal fees, by the court. Employees are expected to report to work at the District to complete the remainder of their shift after they are released from jury duty. All benefits shall continue to accrue during the period of time an employee is required to serve.

## ARTICLE 20 – MILITARY LEAVE

### 20.01 Military Leave.

Any employee duly enrolled in the military service of the United States shall be entitled to all benefits provided by any applicable State or Federal laws.

Any employee, who is required to take leave to fulfill military reserve obligations or Wisconsin National Guard obligations, shall be paid the difference, if any, between their normal compensation for scheduled hours of work missed, and the amount paid for the military activity, up to a maximum of one hundred ninety-two (192) hours per calendar year. Military leave may be taken in twelve-hour increments.

## ARTICLE 22 - LIFE INSURANCE AND INCOME CONTINUATION

### 22.01 Life Insurance.

The first of the month after 30 days of service in the Wisconsin Retirement System, regular full-time and regular part-time employees are eligible for and the Employer shall provide the State of Wisconsin, Department of Employee Trust Funds, group life insurance equal to one times the annual employee salary rounded to the nearest \$1,000. Additional coverage up to four times the employee's annual salary, rounded to the nearest \$1,000, shall be made available at the employee's expense through payroll deduction. Eligible employees may choose to purchase dependent/spouse insurance coverage at the employee's expense through pay roll deduction.

### PAY SCALE FOR 2026-2028

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	2025	2026	2027	2028
<0	\$22.65	\$24.92	\$25.92	\$26.95
1	\$23.25	\$25.58	\$26.60	\$27.66
2	\$24.44	\$26.89	\$27.96	\$29.08
4	\$25.64	\$28.20	\$29.33	\$30.50
7	\$26.83	\$29.51	\$30.69	\$31.92
10	\$29.21	\$32.13	\$33.42	\$34.76
15	\$30.52	\$33.58	\$34.92	\$36.32
20	\$31.84	\$35.02	\$36.42	\$37.88

# **COLLECTIVE BARGAINING AGREEMENT**

**Between**

**DEER-GROVE EMERGENCY MEDICAL SERVICES DISTRICT**



**And**

**INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 311**



**For The Period January 1, 2026 to December 31, 2028**

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## **PREAMBLE**

THIS AGREEMENT is made and entered into according to the provisions of Section 111.70, Wisconsin Statutes, by and between the Deer-Grove EMS District, hereinafter called the "District" or "Employer", and Local 311 of the International Association of Firefighters AFL- CIO, hereinafter called the "Union".

## **ARTICLE 1 - RECOGNITION**

### **1.01 Definition of Bargaining Unit.**

The Employer recognizes the Union as the sole and exclusive bargaining representative for all full-time and regularly scheduled part-time Emergency Medical Service personnel, including the position of Deputy Chief of EMS, employed by the Deer-Grove EMS District, excluding the Chief of EMS, paid-on-call, limited term employees and volunteers (which includes interns).

## **ARTICLE 2 - MANAGEMENT RIGHTS**

### **2.01 Operation of the Employer.**

The Union recognizes the prerogative of the District and the Chief to operate and manage the affairs of the District in all respects in accordance with its responsibilities and the powers and authority conferred upon the District by applicable law, rules and regulations. Except as may be limited by an express provision of this Agreement, all rights to manage the District and direct the working forces are vested exclusively in the District. As to such exclusive, retained management rights the District may act unilaterally and at its sole discretion. The management rights as to which the District may so act include, but are not limited to the right to:

- A. Direct all operations of the Employer.
- B. Establish, modify and enforce reasonable rules, regulations, and procedures, on any matter whatsoever, including, but not limited to, employee conduct and work activities. If the Union believes in good faith that a rule, regulation or procedure adopted or modified by the District is unreasonable, it shall have ten (10) days after receiving notice of such rule, regulation or procedure to submit a grievance. If no grievance is timely filed, it shall be deemed reasonable.
- C. Determine job content; to alter, rearrange, combine and/or eliminate jobs, positions, job classifications or descriptions.
- D. Hire, train or retrain, promote, transfer, schedule, determine staffing levels, and assign employees in positions within the District.
- E. Suspend, demote, discharge, and take other disciplinary action against non- probationary employees for just cause.
- F. Relieve employees of their duties, lay them off, or spread the work among employees.
- G. Maintain efficiency of District operations.
- H. Introduce new or improved practices, methods, equipment or facilities, or change existing practices, methods, equipment or facilities.
- I. Schedule and modify the hours of work and determine the assignment and allocation of duties.
- J. Establish performance standards and evaluate employee performance.
- K. Determine the amount and quality of the work and services to be performed as pertains to District operations and the number and kind of classifications to perform such work and services.
- L. Utilize limited term, part-time or volunteer employees when deemed necessary.
- M. Schedule and mandate overtime work.
- N. Take whatever action is necessary to carry out the functions of the District in situations of emergency.
- O. There shall be no restriction on the Employer's right or authority to install and use electronic data collection devices, including, but not limited to GPS or video equipment on its equipment or on its property as permitted by law. The Union agrees that the Employer may use data from the

electronic data collection devices as evidence in disciplinary decisions, grievances, and arbitrations.

#### 2.02 Compliance with Regulations.

Notwithstanding anything else herein contained, the Employer may perform all acts or do whatever may be necessary or proper to comply with any Federal or State laws, regulations, or rules which regulate or which are applicable to it, its employees, or its operations.

#### 2.03 Subcontracting.

The Employer shall have the right to subcontract work at its sole discretion. This right shall include the right to contract out all operations of DGEMS to a private contractor of its choosing. The Union shall have the right to bargain the effect of subcontracting decisions on its members. The Employer shall give the Union thirty (30) days' notice prior to the implementation of subcontracting decisions. Ongoing effects bargaining shall not affect or delay the implementation of the decision.

#### 2.04 Bargaining Unit Work.

Management, supervisory or other employees shall not normally perform bargaining unit work as defined in Article 12 – Hours of Work so as to supplant the bargaining unit member's performance of such work during the unit member's scheduled shift.

At such time the Deputy Chief's Job Description includes duties that would qualify as supervisory in nature and the position's primary hours of work are on the ambulance rotation, this provision shall not apply to the Deputy Chief.

#### 2.05 Employer Exercise of Management Rights

The Employer's exercise of the rights specified in this Article shall be at the Employer's sole and unreviewable discretion and shall be limited only by the express provisions of this Agreement which provides to the contrary and, in addition, the Employer has all the rights it had at common law except as those rights are limited in this Agreement.

### **ARTICLE 3 - DUES CHECKOFF – FAIR SHARE**

#### 3.01 Union Membership.

Employees have the right to join, not join, maintain, or drop their membership in the Union as they see fit, subject to the Fair Share provision.

#### 3.02 Dues Check off.

Upon receipt of a voluntary written individual authorization from any of its employees covered by this Agreement on a form provided by the Union, the District will deduct from the pay due such employee, those dues required as the employee's membership dues in the Union. Such authorizations shall be effective only as to membership dues required after the date of delivery of such authorizations to the District's Office. Deductions shall be made from the employee's pay for each pay period in which he/she has sufficient earnings to cover the same deductions for taxes, insurance, retirement, and other deductions. In the event that an employee does not have sufficient earnings due him/her during the pay period when the dues are normally withheld to equal or exceed the amount of the certified deduction, no dues shall be withheld, and the District shall have no obligation to subsequently withhold dues that may have been due for that period.

Deductions shall be in such amount as shall be certified to the District in writing by the authorized representative of the Union. New authorizations must be submitted as indicated above by employees returning after a leave of absence without pay in excess of twelve (12) months. Monies collected from the members as dues shall be forwarded to the Secretary- Treasurer of the Union within ten (10) days after each deduction.

### 3.03 Fair Share.

The District agrees to deduct a fee each pay period from the pay of employees within the bargaining unit as their proportionate share of the cost of the collective bargaining process and contract administration. Such amount deducted shall in no instance exceed the dues uniformly required of all members of the unit as certified by the Officers of the Union. Such deductions shall be made from the employee's pay, for the first pay period in each month in which he/she has sufficient earnings to cover the same deductions for taxes, insurance, retirement, and other deductions. In the event that an employee shall not have sufficient earnings due him/her during the pay period when fees are normally withheld to equal or exceed the amount of the certified deduction, no fees shall be withheld, and the District shall have no obligation to subsequently withhold fees that may have been due for that period.

### 3.04 Charitable Contributions.

The District agrees to establish an additional payroll deduction for the Union's voluntary contribution program for Local 311 Charities. The Union will administer the charitable program and bear the costs associated with said program. The amount deducted shall be a flat dollar amount per pay period as designated by the employee according to an annual written authorization and provided to the Union under the same guidelines as dues and fees deductions. Checks issued to the Union for Charitable deductions must be separate from checks issued to the Union for dues and fees deductions. No charitable contributions shall be used for political purposes.

### 3.05 Indemnification.

The Union shall indemnify, and the District shall be saved harmless in the event of any claim, demand, suit, order, defense costs, including attorney's fees, or other forms of legal controversy or liability with regard to the application of this Article and/or action taken or not taken by the District under this Article.

## **ARTICLE 4 - PROHIBITION OF STRIKE ACTIVITY**

### 4.01 No Strikes.

The parties to this Agreement mutually recognize and agree that the services performed by the employees of the District are services essential to the public health, safety and welfare. Therefore, the Union agrees for the duration of this Agreement, Union officers, representatives or members, and all employees in the bargaining unit will not authorize, assist, support or participate in any strike, sympathy strike, walkout, work stoppage, picketing, work slowdown or interruption of work, operations, or services.

### 4.02 Union Responsibility.

Upon notification confirmed in writing by the District to the Union that certain of its members are engaged in a wildcat strike or other prohibited concerted action including strike, walkout, work stoppage, picketing, work slowdown, interruption of work, operations or services or refusal to perform any customarily assigned duties, the Union shall immediately, in writing, order such members to return to work immediately, and provide the District with a copy of such an order, and a responsible official of the Union shall publicly order them to return to work. Such characterization of the strike or action by the District shall not establish the nature of the strike or prohibited action. Such notification by the Union shall not constitute an admission by it that a wildcat strike or other prohibited action is in progress or has taken place, or that any particular member is or has engaged in a wildcat strike or other prohibited action. The notification shall be based solely on the representations of the District. In the event that a wildcat strike or prohibited action occurs, the Union agrees to take all reasonable effective and affirmative action to secure the members return to work as promptly as possible. Failure of the Union to issue such orders and/or take such action shall be considered in determining whether or not the Union caused or authorized, directly or indirectly, the strike or prohibited action. The Union shall not be liable where it is established that the acts or actions are not caused or authorized by the Union.

#### 4.03 Penalties for Violation.

The Employer may take any action authorized by this Agreement or by applicable law in the event of a violation of this Article or the commencement of a strike prohibited under the Municipal Employment Relations Act. Employees that engage in a prohibited strike may be discharged from employment. Each employee who holds a position as an officer, agent or representative of the Union occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Article. Accordingly, the Union agrees to notify all Union officers, agents and representatives of their obligation and responsibility for maintaining compliance with this Article.

## **ARTICLE 5 - UNION VISITATION, BUSINESS AND BULLETIN BOARDS**

### 5.01 Union Staff Visitation.

An authorized representative of the Union shall have access to the Employer's facility for the purpose of conferring with the Employer, individual members of the bargaining unit or a local Steward or Union officer for the purpose of administering this Agreement. The authorized representative shall notify and obtain approval of the Chief for such visit at least eight hours in advance. The Chief may approve such visits with shorter notice at his/her discretion. Visits shall be limited to four per month and limited to one hour in length unless permission for a longer duration is approved by the Chief. Notification and approval requirements described herein do not apply to meetings which directly involve the Chief and where such meetings have been mutually arranged between the authorized representative of the Union and the Chief. The Union representative shall not interfere with work.

### 5.02 Union Business.

The Union agrees to conduct its business off the job as much as possible. This Article shall not operate as to prevent a local Steward from the proper processing of any grievance in accordance with the procedure outlined in this Agreement nor to prevent certain routine business such as posting of Union notices and bulletins or conferring with authorized representatives of the Union, provided that such processing or business is for a reasonable length of time and does not interfere with Employer operations and the regular job duties of the Steward, officer or member. Time spent in conducting business described in this Section shall not be deducted from pay, provided no more working time than is reasonably necessary is utilized.

### 5.03 Bulletin Board and Union Postings.

The Employer shall provide suitable space on a bulletin board for use by the Union. All postings on the bulletin board must be posted by an officer or member of the Union and shall be limited to the following:

- A. Notices of Union recreational and social affairs.
- B. Notices of Union meetings.
- C. Notices of Union appointments.
- D. Notices of Union elections.
- E. Results of Union elections.
- F. Reports of committees of the Union.
- G. Rulings or policies (including those issued by the International Union or other related labor organizations with which the Union is affiliated).
- H. Judicial or quasi-judicial decisions (e.g., information affecting members of the bargaining unit such as the results of fact-finding, grievances, etc.)
- I. Any other material authorized and approved by the Chief and an officer of the Union.

Notices and announcements shall not contain anything political or controversial, or anything reflecting negatively upon the District, any of its employees or officers, or any labor organization among its employees. In the event that material, notices or announcements which violate the provisions of this Section are posted, the Union shall promptly remove them from the bulletin board upon written demand from the District. If the Union fails to remove materials in violation of this Section, the District reserves the right to remove said material from the bulletin board.

#### 5.04 Union Negotiators.

The Union shall advise the District, in writing, of its chosen two (2) negotiators from the bargaining unit for the purpose of conducting negotiations with respect to wages, hours, and conditions of employment. Said negotiators will not be paid for attendance at negotiation sessions conducted outside their own scheduled work hours but will be paid at their regular rate of pay for attendance at negotiation sessions conducted during scheduled work hours. The names of the chosen negotiators shall be submitted to the Commission Chairperson and Chief sufficiently in advance of regularly scheduled meetings so as to permit the scheduling of operations within Deer-Grove EMS District. Negotiators attending negotiation sessions during scheduled work hours will be expected to respond to ambulance calls as needed.

## **ARTICLE 6 – GRIEVANCE AND ARBITRATION**

### 6.01 Definition.

Only matters involving interpretation, application, or enforcement of the specific terms of this Agreement shall constitute a grievance under the provisions of this Agreement. Expressly excluded from arbitration is a grievance based upon implied terms of the agreement, or events that occur prior to the effective date of this Agreement. Expressly excluded from grievance and arbitration is the discipline, discharge or suspension of probationary employees, who may be disciplined, discharged or suspended at will.

### 6.02 Grievance Processing.

In the event of a dispute concerning interpretation, application or enforcement of the terms of this Agreement, the employee shall perform his/her assigned work task and follow the instructions of his/her supervisor and grieve the dispute later. Throughout the processing of a grievance, an aggrieved party who participates in the processing of a grievance during his/her work hours shall not lose any pay or benefits as a result of such participation. Any participation of an aggrieved party in the processing of his/her grievance during his/her work hours shall be approved by the Chief and shall not unduly interfere with the performance of duties. This section shall not apply once a grievance has been moved to arbitration.

### 6.03 Written Grievances.

All written grievances shall contain the name of the grievant, a clear statement of the grievance, the issue involved, including specification of the contract provision(s) claimed to be violated, the date the incident took place, the remedy requested, the signature of the grievant and the date of the written grievance. The grievance must specifically state the contract provision(s) which is alleged to have been violated and the manner in which such alleged violation occurred.

### 6.04 Time Limitations.

The time limits for processing grievances from one step in the procedure to another and for providing notice of intent to arbitrate may be extended upon mutual written agreement of the parties.

## **GRIEVANCE PROCEDURE**

### 6.11 Step One.

The employee shall take the grievance up orally with the Chief within fourteen (14) calendar days of the occurrence of the event giving rise to the grievance. The Chief shall attempt to make a mutually satisfactory adjustment within forty-eight (48) hours of the oral discussion with the employee.

### 6.12 Step Two

If a mutually satisfactory adjustment is not reached, the employee shall have seven (7) calendar days to complete a written grievance form and present it to the Chief. The Chief may give an answer in writing to the grievant within fourteen (14) calendar days of receipt of a written grievance. If a written grievance form is not completed and provided to the Chief, the issue shall be considered resolved. If the Chief does not provide a written answer within the fourteen (14) day period, the Grievance shall be deemed denied.

### 6.13 Step Three.

The grievance shall be considered settled in Step Two unless, within seven (7) calendar days of the Chief's written answer or within seven (7) calendar days of the expiration of the fourteen (14) day period in which no written answer is provided by the Chief, the written grievance and the Chief's written answer (if one is provided) is presented to the District's Commission Chairperson. Within fourteen (14) calendar days of receipt of the written grievance and Chief's written answer (if one is provided), the District's Commission may meet with the parties to hear the grievance. Within fourteen (14) calendar days of hearing the grievance, the Commission may issue a written decision on the grievance. If a meeting does not occur or if the Commission fails to respond in writing within the designated time period, the Grievance shall be deemed denied.

## **ARBITRATION**

### 6.21 Arbitration Request.

If the grievance is not settled under the grievance procedure, within ten (10) calendar days following the date the written decision of the District Commission was due, either party may, upon written notice to the other, request that the matter be submitted to arbitration by filing a Petition to Initiate Grievance Arbitration to the Wisconsin Employment Relations Commission. In the event arbitration is requested, the arbitrator will be selected from a panel of five (5) staff arbitrators from the Wisconsin Employment Relations Commission.

### 6.22 Selection of Arbitrator.

Alternate elimination shall be used to select the arbitrator from a panel. The last remaining person shall then be appointed. The alternate elimination shall begin with a coin flip and the winner of the coin flip determining which party shall eliminate the first name from the panel. The party filing the Petition to Initiate Grievance Arbitration shall notify the Wisconsin Employment Relations Commission of the selection of the Arbitrator.

### 6.23 Arbitrator's Jurisdiction.

The arbitrator shall neither add to nor detract from nor modify the language of this Agreement in arriving at a determination of any issue presented that is proper for arbitration within the limitations expressed herein. The arbitrator shall expressly confine himself/herself to the precise issue(s) identified in the grievance and shall have no authority to determine any other issue(s) not so submitted to him/her or to render observations or declarations of opinion, which are not directly essential in reaching the determination. The arbitrator shall have no authority to impose liability for the time before the effective date of this Agreement or after the termination date of this Agreement during any contract hiatus or to impose an award retroactive for any period prior to the date of the event giving rise to the grievance. Management's exercise of rights specified in Article 2 shall be at its sole and exclusive discretion, and shall not be subject to review in arbitration, and the arbitrator shall have no power to substitute his discretion for that of the Employer in cases where the Employer has retained discretion of the right to act under this Agreement. In cases involving discipline or discharge, the Arbitrator shall have no authority to amend or change the penalty chosen by management unless the union proves that the penalty is arbitrary and capricious.

In suspension and discharge cases in which an employee has not received wages or benefits for a period exceeding 30 calendar days, the Arbitrator must deduct all interim earnings in making a monetary award in any claim for back wages. The Employee must demonstrate good faith attempts to secure interim earnings in such cases.

### 6.24 Arbitration Costs.

The parties shall share equally in the costs (if any) of the arbitration proceeding. Each party shall bear its own expenses for witnesses, exhibits and counsel.

#### 6.25 Arbitration Hearing.

The arbitrator shall hold a hearing at a time and place convenient to the parties at the earliest possible date following notification of a selection. The arbitrator shall take such evidence as in his/her judgment is appropriate for the disposition of the dispute. Statements of position may be made by the parties, witnesses may be called, and post-hearing briefs shall be permitted.

### **ARTICLE 7 - EMPLOYEE STATUS**

#### 7.01 Employee Status.

While the Employer recognizes those classifications listed in Article 1 (Recognition) as being included in the bargaining unit, it is agreed that participation in the benefits of the Agreement may vary according to employee status as regular full-time or regular part-time. The definitions specified below shall not be interpreted to guarantee a minimum schedule or amount of work.

##### A. Regular Full-Time Employees.

Regular Full-Time employees are those who are regularly scheduled to work an average of 2184 hours per year.

##### B. Regular Part-Time Employees.

Regular part-time employees are those who are regularly scheduled to work a minimum of twenty-four (24) hour per week.

#### 7.02 Benefits Eligibility.

Regular full-time and regular part-time employees shall receive the wages, benefits and conditions of employment as specifically set forth herein.

### **ARTICLE 8 - PROBATIONARY PERIOD**

#### 8.01 Probationary Employees.

All employees shall serve a probationary period for the first twelve (12) months of continuous employment, which may be extended up to an additional six (6) months at the sole discretion of the Employer.

### **ARTICLE 9 – WORK RULES, REGULATIONS, PERSONNEL POLICIES AND PROCEDURES**

When any new work rules, regulations, personnel policies and procedures are issued to the members of Deer-Grove EMS, a copy shall be submitted to the Union via the Local 311 steward. Work rules, regulations and procedures contained in the existing Deer-Grove EMS personnel handbook not in conflict with the specific terms of this Agreement at the time of signing shall be recognized as reasonable.

### **ARTICLE 10 - LEAVES OF ABSENCE**

#### 10.01 Definition.

A leave of absence is any approved unpaid time off. Only regular full-time and regular part-time employees are eligible for a leave of absence.

#### 10.02 Reasons for Leave.

A leave of absence may be granted at the employer's unreviewable sole discretion for the following reasons:

A. Personal Leave.

A leave of absence for personal reasons may be granted to an eligible employee provided all accrued vacation and personal days have been exhausted.

10.03 Written Request for Leave.

Employees desiring a leave of absence must make a request in writing to the Chief. All requests for leave must be approved by the Chief. The leave request must state the reason for leave, the anticipated starting date of the leave and the date of return. All requests should be submitted at least fifteen (15) calendar days or in the case of Family/Medical Leave or Maternity Leave at least thirty (30) calendar days in advance, if possible, of the anticipated date of leave.

10.04 Length of Leave and Return to Work Certification.

The maximum leave of absence shall be for ninety (90) days and shall be approved on a month-to-month basis. Employees returning from a medical leave of absence will be required to submit a fitness-for-duty certificate from their health care provider prior to resuming their duties.

10.05 Seniority and Benefits.

Unless otherwise provided for by law, employees on an approved leave of absence without pay shall neither gain nor lose seniority and will not earn any benefits during leave extending beyond thirty (30) calendar days. The Employer need not make a health insurance contribution except for the month in which the leave begins.

10.06 Other Employment.

Employees may not accept other employment while on a leave of absence unless the employee is unable to perform work for the District due to physical restrictions or have requested and been approved for a leave to seek other employment. An employee on leave and found to be working elsewhere may be terminated unless the employee proves beyond a reasonable doubt that he or she was unable to perform work for the District due to physical restrictions. Any employee obtaining other employment during a leave shall provide written notice to the District within five (5) calendar days of his/her first day on the job.

10.07 Failure to Return.

Employees who fail to return on or before the designated date of return from an approved leave of absence may be terminated unless there is a reasonable excuse and/or unless an extension has been granted. No excuse shall be deemed reasonable unless the employee communicates the excuse to the Employer no later than two calendar days following the end of the leave.

## **ARTICLE 11 – TRAINING**

11.01 Required Training.

Employees attending required training during off-duty time shall be compensated for all hours spent in said training.

11.02 Education/Training Stipend

Employees shall receive four-hundred and fifty dollars (\$450) each year that will be allotted to full time union employees for reasonable educational opportunities. This can be used to pay for, but not limited to conferences, certificate classes, or training in a duty related field. Funds that are unused do not roll over to the following year.

All education requests shall be submitted and approved by the Chief prior to enrollment. Employees will supply a written statement as to what was learned that benefited the department to the Chief and commission upon request.

## **ARTICLE 12 - HOURS OF WORK**

### **12.01 Workday and Exchanges.**

The normal scheduled workday for regular full-time employees shall be twenty-four (24) hours. Regular full-time employees shall normally work a repeating schedule of twenty-four (24) hours on-duty followed by seventy-two (72) hours off-duty. Regular part-time employees shall be normally scheduled for a minimum of twenty-four (24) hours per week.

Employees may exchange shifts provided the employees requesting the change provide prior written notice to the Chief signed by both employees. Employees who exchange shifts shall be responsible for working the shifts they agreed to exchange. The Employer need not approve shift exchanges that would result in additional overtime expense.

Nothing in this Article guarantees any minimum amount of work or hours. The Employer may change the normal scheduled workday and work schedule upon 30 days' notice to the Union. During such 30 days, the Union may request a meeting with the Employer for the purpose of meeting and conferring with the Employer concerning the change and any possible alternatives. The Employer may, at its sole discretion, alter or amend the announced change based on discussions with the Union. The Union shall have the right to bargain the impact of the changes implemented by the District. Ongoing effects bargaining shall not affect or delay the implementation of the decision.

### **12.02 Pay Period.**

Employees shall be paid bi-weekly.

### **12.03 Overtime.**

Subject to Section 15.02(C) and 17.02(D), overtime shall be defined as all work actually performed in excess of forty (40) hours per work week.

The Chief may prescribe overtime work or work outside normal shifts to meet operational needs, and the assignment of such work shall be within the Chief's sole discretion.

### **12.04 Involuntary/Forced Overtime**

- A. The Chief or designee retains the right to order any employee to involuntary overtime to meet the operational needs of the department.
- B. A reverse adjusted seniority listing will aid in the selection of the employee to work the involuntary overtime assignment. This will begin as a reverse date of hire seniority list, but once an employee is assigned an involuntary overtime shift, the list will adjust to reflect the new date assigned.
  1. An involuntary overtime shift must be at least four (4.0) hours in length to move down the adjusted seniority list.
- C. Involuntary overtime shifts will be no longer than twenty-four (24) hours.
- D. An employee should not be forced into a total shift length of more than forty-eight (48) hours.
- E. Each full-time employee will be allowed to pass off one involuntary overtime assignment per each full rotation through the adjusted seniority list.
- F. If possible, the Chief or designee shall assign involuntary overtime no fewer than four days in advance of the involuntary duty shift date.
- G. The Chief or designee may assign the shift in-person or on a telephone call.
- H. Failure to acknowledge an involuntary overtime assignment via any method other than in-person within a reasonable amount of time will result in the assigned employee using their pass. If no pass is available and after repeated failures to respond to contact attempts for an involuntary overtime shift assignment (including but not limited to telephone calls, e-mails, or text messages) this will be considered the same as a failure to report for a scheduled shift, which may be grounds for discipline unless the employee can demonstrate a legitimate technology failure as the reason for lack of contact. In the case of a lack of response, the involuntary overtime shift will be assigned to the next eligible employee.

- I. Involuntary overtime hours worked shall be compensated at one and one-half (1 ½) times the employee's regular hourly rate.
- J. An employee's time off status (vacation or shift trade) will be considered when selecting the involuntary/forced shift assignment.

### **ARTICLE 13 - ON-CALL STATUS/COMPENSATION**

13.01 An employee may volunteer to be in an on-call status if the department has a need to have employees available to work during an off-duty period. This status may be used in instances where an OIC is not actively assigned to an ambulance or when operations conditions exist to keep employees available, but not actively on duty.

13.02 Compensation to the on-call OIC is a minimum of two (2) hours of on-duty time and three dollars per hour (\$3.00) for all other times while remaining in on-call status. If the on-call OIC must manage any problems, they will be compensated at actual hours worked in fifteen (15) minute increments.

13.03 Compensation to an on-call paramedic is three dollars (\$3.00) per hour while in on-call status and if called to active duty they will be compensated at actual hours worked in fifteen (15) minute increments.

13.04 To the extent permitted under applicable wage/hour laws, on-call time is not time worked.

### **ARTICLE 14 - ACTING OFFICER IN CHARGE (OIC) STATUS/COMPENSATION**

14.01 Paramedics assigned as Acting Officer in Charge (OIC) shall be paid three dollars (\$3.00) per hour in addition to the base rate for all hours worked as Acting OIC during the assignment. The Acting OIC shall perform the routine duties of the Lieutenant for the hours/days the OIC is absent. The Acting Lieutenant designated shall be assigned by the Chief and shall be voluntary on the part of the employees.

14.02 Paramedics assigned to this position shall operate within the parameters of the Acting OIC position description and will have completed an orientation process to the position.

### **ARTICLE 15 - SICK LEAVE**

15.01 Sick Leave Accrual and Accumulation.

Regular full-time employees shall accrue sick leave with pay at the rate of eight (8) hours per month. Regular part-time employees shall accrue sick leave with pay on a pro-rated basis based on their offer of employment. In no case shall the number of sick leave hours earned exceed eight (8) hours per month. Accrual shall begin upon commencement of employment. Sick leave may be accumulated to a maximum of 960 hours for full-time employees and 576 for part-time employees.

Periods of absence without pay caused by suspension, discharge, layoff, authorized leaves of absence in excess of thirty (30) working days or any other unauthorized absence shall not constitute service time. Such absence shall act to reduce the number of sick leave hours that would normally have accrued during the period of absence.

15.02 Sick Leave Use.

Sick leave cannot be used until earned except during the first six (6) months of employment when employees may draw in advance of accrual up to three (3) days. Should the employee leave employment with the District prior to earning sick leave to cover his/her use of sick leave, the employee shall have the overused amount deducted from the final paycheck at termination of employment. Sick leave may not be used unless actually necessary according to the circumstances and the qualifications set forth herein:

- A. Appropriate circumstances for use of sick leave:
  - 1. Absence necessitated by non-work-related illness or injury to the employee or if the employee's presence is required at home due to the illness or injury of members of his or her family.
  - 2. Absence approved beyond that which is provided for under Article 16 – Bereavement Leave.
- B. Qualifications for use of sick leave:
  - 1. Employees must report their absence and the reason for the absence to the Chief or his/her designee with as much advance notice as possible but no less than one (1) hour prior to the beginning of their scheduled shift.
  - 2. If an employee is sick for three (3) or more consecutive working days, the employee taking such leave shall furnish the Chief with a certificate of illness signed by a licensed physician, if requested. In said certificate, the physician must certify the following:
    - a. The employee was ill during the period of his or her absence; and
    - b. The employee is medically able to return to work.
  - 3. Employees must keep the Employer informed of their condition and anticipated return to work date and must permit the Employer to make such medical inquiry as determined necessary and lawful.
- C. Sick leave will count as “hours worked” for purposes of calculating overtime for any week when an employee works and also takes Sick leave. This cannot be used to accrue additional overtime beyond the regularly scheduled maximum of 8 hours of overtime per week.

Any misuse of sick leave or the making of false reports regarding illness may subject the employee to disciplinary action, including discharge and may also be considered just cause for the loss of all or part of accrued sick leave benefits not to exceed the amount of sick leave determined to have been misused.

#### 15.03 Sick Leave at Retirement or Duty Incurred Death

No sick leave benefits shall be paid to an employee who terminates his or her employment (or whose employment is terminated). Employees who retire shall have 50% of accrued, unused sick leave hours converted into a dollar amount and placed in a segregated account to be used to purchase health insurance upon retirement from employment with the District. For purposes of receiving this sick leave at retirement benefit, a retired employee shall be defined as an employee with ten (10) or more years of continuous service with the District who has left employment with the District and who begins receiving his/her Wisconsin Retirement System benefits or Duty Disability benefits as provided under Chapter 40.65 Wis. Stats. within three months of leaving the District. In the event of the duty incurred death of an employee, 50% of his/her accrued, unused sick leave hours will be converted into a dollar amount and placed in a segregated account to be used to purchase health insurance for his/her surviving spouse and/or dependents until such time that the employee's segregated funds for sick leave are exhausted. The segregated funds shall be equal to the allowed amount of accrued, unused sick leave hours multiplied by the employee's hourly rate of pay at the time of retirement or death.

## **ARTICLE 16 - HOLIDAYS AND PERSONAL DAYS**

### 16.01 Holidays.

Regular full-time and regular part-time employees required to work on holidays shall receive holiday bonus pay of \$15.00 per hour worked on the holiday. The holiday bonus pay shall be in addition to any other pay received by the employee (straight time or overtime) working the holiday. Bonus pay for working on holidays shall begin at 0700 hours on the day of the holiday and continue through 0700 hours the following day. Holidays for which the holiday bonus pay will be paid are identified as:

- A. New Year's Day
- B. Memorial Day
- C. Independence Day

- D. Labor Day
- E. Thanksgiving Day
- F. Christmas Eve Day
- G. Christmas Day
- H. New Year's Eve Day

**ARTICLE 17 – VACATIONS**

17.01 Accrual Rate.

Subject to the limitations set forth in Section 15.03 below, vacation is accrued as follows:

- A. Full time employees who work 24-hour shifts shall earn vacation from the date of employment according to the chart below. Increases in vacation allotment shall occur on the anniversary date of the employee's hire date.

Years of Service	Annual Vacation Allotment
1 year	6 days (144 hours)
2 years	8 days (192 hours)
5 years	12 days (288 hours)
10 years	15 days (360 hours)
15 years	18 days (432 hours)
20 years	20 days (480 hours)

- B. Part-time employees shall be entitled to vacation benefits on a pro-rata basis based on a 40-hour week, in accordance with the chart in Section A above.
- C. Vacation accrual shall be indicated on the employee's pay stub beginning with the first paycheck after the six month anniversary of the employee's hire date, which will reflect the initial annual allotment of vacation. From that point forward, vacation shall be allotted on a per paycheck basis in the amount of 1/26 of the annual allotment, with increased allotments based on years of service according to the chart in section A. above occurring on the employee's corresponding anniversary date.
- D. Periods of absence without pay caused by suspension, discharge, layoff, authorized leaves of absence in excess of thirty (30) calendar days or any other unauthorized leave of absence shall not constitute service time. Such absence shall act to reduce the number of vacation hours that would normally have accrued during the period of absence.

17.02 Use of Vacation.

- A. Upon an employee's six (6) month anniversary, all earned vacation time will be credited and available for use. Additional vacation time earned following the six (6) month anniversary is available for use immediately upon accrual.
- B. Employees are permitted to utilize their vacation time as they wish. Requests for use of vacation time shall be submitted to the EMS Chief as far in advance of the vacation time as possible, but at least 4 weeks prior to the vacation date.

To schedule vacation time with less lead time than 4 weeks:

1. If the requested vacation time off is 12 hours or longer, the requested vacation leave shall be granted provided the employee finds coverage for the requested time off primarily using the LTE employee group and approval of the Chief or Designee. If after requesting coverage by the members of the LTE group, through a discussion with the Chief, the requesting employee may find coverage using the full-time staff group.
  2. If the requested vacation time off is shorter than 12 hours, the requested vacation leave shall be granted provided the employee finds coverage for the requested time off utilizing any member of the current employee group (the LTE group is preferred) and approval of the Chief or Designee
- C. The number of employees on vacation at any one time shall be determined by the Chief.

- D. Vacation Time will count as “hours worked” for purposes of calculating overtime for any week when an employee works and also takes Vacation Time. This cannot be used to accrue additional overtime beyond the regularly scheduled maximum of 8 hours of overtime per week.

17.03 Limit of Vacation Bank.

Vacation time may be accrued up to a limit of 150% of the employees’ annual allotment. When an employee reaches this limit, no further vacation shall be accrued until the accrued balance is below the annual allotment.

17.04 Payout of Unused Vacation

- A. Employees (or heirs thereof) whose services are terminated due to death shall be entitled to be paid for all unused vacation earned as of the date of the death.
- B. An employee is entitled to payment for all unused vacation time upon termination of employment, regardless of the reason for the termination.

## **ARTICLE 18 – BEREAVEMENT LEAVE**

Regular full-time and regular part-time employees will be eligible for bereavement leave to a maximum of one hundred ninety-two (192) hours per calendar year as follows:

18.01 Immediate Family Members

Immediate family members shall be defined as: spouse, children, parents, brothers, sisters, grandparents and grandchildren, mother-in-law and father-in-law.

18.02 Regular Full-time

One (1) twenty-four (24) hour shift for the death of an immediate family member. Additional time off may be granted upon written request at the discretion of the Chief and shall be deducted from the employee’s sick leave accrual.

18.03 Regular Part-time

Twelve (12) hours for the death of an immediate family member. Additional time off may be granted upon written request at the discretion of the Chief and shall be deducted from the employee’s sick leave accrual.

## **ARTICLE 19 - JURY DUTY AND SUBPOENAED WITNESSES**

19.01 Jury Duty.

Employees who are called for jury duty shall be granted the necessary time off. Employees should notify the Chief as soon as practicable after receipt of the initial notice of jury duty. Employees shall be paid their regular straight time pay for jury duty served on scheduled shifts for a maximum of one hundred ninety-two (192) hours per calendar year of jury duty leave but will be required to submit to the District any payment received, exclusive of mileage and meal fees, by the court. Employees are expected to report to work at the District to complete the remainder of their shift after they are released from jury duty. All benefits shall continue to accrue during the period of time an employee is required to serve.

19.02 Subpoenaed Witnesses.

If an employee is subpoenaed to testify in a court matter directly related to District employment, the employee shall be given reasonable time off from scheduled shifts to do so without loss of pay. The District shall also reimburse an employee for any other expenses incurred as a result. Mileage shall be reimbursed at the current IRS allowable rate if the employee uses a personal vehicle. If the employee is subpoenaed to testify in a court matter not directly related to District employment, the employee may elect to use the equivalent number of hours of vacation, if needed, in order to maintain normal pay. This provision does not apply to appearances to testify in labor-related hearings.

## ARTICLE 20 – MILITARY LEAVE

### 20.01 Military Leave.

Any employee duly enrolled in the military service of the United States shall be entitled to all benefits provided by any applicable State or Federal laws.

Any employee, who is required to take leave to fulfill military reserve obligations or Wisconsin National Guard obligations, shall be paid the difference, if any, between their normal compensation for scheduled hours of work missed, and the amount paid for the military activity, up to a maximum of one hundred ninety-two (192) hours per calendar year. Military leave may be taken in twelve-hour increments.

## ARTICLE 21 – CLOTHING AND EQUIPMENT ALLOWANCE

### 21.01 Annual Allowance.

- A. Each regular full-time employee shall be credited with two hundred dollars (\$200) each calendar year for purchasing authorized clothing/equipment.
- B. Each regular part-time employee shall be credited with one hundred dollars (\$100) each calendar year for purchasing authorized clothing/equipment.
- C. Clothing and equipment allowance funds that are not used in a calendar year shall be forfeited.

### 21.02 Initial Issue.

- A. The following clothing shall be provided to regular full-time and regular part-time employees at the time of hire:

Full-time

- (3) t-shirts
- (2) job shirts
- (2) long sleeve class B shirts
- (1) short sleeve class B shirt
- (1) stocking cap/winter hat
- (1) baseball hat
- (1) reflective coat
- (1) turnout jacket
- (1) turnout pant
- (1) structural FF helmet
- (1) Class A uniform consisting of:
  - Cap, Jacket, Pants
  - Belt, Tie, Shoes

Part-time

- (2) t-shirts
- (1) job shirt
- (1) long sleeve class B shirt
- (1) short sleeve class B shirt
- (1) stocking cap/winter hat
- (1) baseball hat
- (1) reflective coat
- (1) turnout jacket
- (1) turnout pant
- (1) structural FF helmet
- (1) Class A uniform consisting of:
  - Cap, Jacket, Pants
  - Belt, Tie, Shoes

All clothing provided to employees that is in disrepair not bought with clothing allowance money may be exchanged for new items at the discretion of the Chief.

## ARTICLE 22 - LIFE INSURANCE AND INCOME CONTINUATION

### 22.01 Life Insurance.

The first of the month after 30 days of service in the Wisconsin Retirement System, regular full-time and regular part-time employees are eligible for and the Employer shall provide the State of Wisconsin, Department of Employee Trust Funds, group life insurance equal to one times the annual employee salary rounded to the nearest \$1,000. Additional coverage up to four times the employee's annual salary, rounded to the nearest \$1,000, shall be made available at the employee's expense through payroll deduction. Eligible employees may choose to purchase dependent/spouse insurance coverage at the employee's expense through payroll deduction.

### 20.02 Income Continuation.

The Employer agrees to make the Wisconsin Public Employer's Group Income Continuation Insurance Program available to eligible regular full-time and regular part time employees. The District will pay the premium for coverage benefits equal to a one hundred eighty (180) day waiting period. Employees may purchase at their own expense coverage to decrease the waiting period in thirty (30) day increments and the District will deduct such additional premiums through payroll deduction.

## **ARTICLE 23 - RETIREMENT**

### **23.01 Wisconsin Retirement Fund.**

The Employer shall make the employer required contribution for each eligible employee to the Wisconsin Retirement Fund (protective with social security class). Eligible employees shall make the required employee contribution to the Wisconsin Retirement Fund (protective with social security class).

## **ARTICLE 24 - HEALTH INSURANCE**

### **24.01 Plan Selection and Design.**

- A. The District shall make a health insurance plan(s) available to regular full-time and regular part-time employees. The parties agree that the District is not required to bargain concerning the selection or design of the health insurance plan(s) chosen by the District except to the extent allowed by law.
- B. Employees are not required to participate in the health insurance plan(s) offered by the District.

### **24.02 Premium Cost Sharing, Regular Full-time.**

- A. If the District chooses to participate in the State of Wisconsin administered health plans, the employee shall pay twelve percent (12%) of the average of the monthly premiums of the Tier 1 plans offered by the State or two and one-half percent (2.5%) of the monthly premium of the plan selected whichever amount is greater. The District shall pay the remainder of the monthly premium.
- B. If the District chooses a health insurance plan not associated with the State of Wisconsin administered health plans, the employee shall pay twelve percent (12%) of the monthly premium. The District shall pay the remainder of the monthly premium.

### **24.03 Premium Cost Sharing, Regular Part-time.**

- A. Regardless of the health insurance plan(s) offered by the District and selected by the employee, the District shall pay fifty percent (50%) of the monthly premium of the lowest cost plan offered and the employee shall pay the remainder of the monthly premium of the plan selected.

## **ARTICLE 25 – WAGES AND PAY POLICY**

### **25.01 Wages**

Wages shall be as designated in Appendix A.

### **25.02 Overtime Pay.**

Overtime, as defined in Article 12, Section 12.03, shall be compensated at the rate of time and one-half (1½) the employee's regular rate of pay. There shall be no pyramiding of overtime or premium pay. In no case will overtime or any other premium pay be paid twice for the same hours worked and there shall be no duplication or pyramiding of premium or overtime pay in this Agreement.

## **ARTICLE 26 - DEFERRED COMPENSATION PLAN**

The parties agree that a deferred compensation plan may be implemented during the term of the Agreement provided that the parties mutually agree to a deferred compensation provider and the terms and conditions of the deferred compensation plan including details on administrative costs.

## **ARTICLE 27 – VEHICLE MILEAGE REIMBURSEMENT**

An employee using his/her personal vehicle in the performance of his/her duties for the District as required or approved by the Chief shall be reimbursed for mileage at the current rate established by the Internal Revenue Service.

## **ARTICLE 28 - WORKER'S COMPENSATION**

28.01 In the event an employee suffers a duty incurred illness or injury, the District shall pay the employee's wage on the date the illness or injury occurred. For the next two duty days, the employee shall be covered by his/her sick leave benefits. Any additional time off needed due to the illness or injury shall be covered by Worker's Compensation under Chapter 102, Wisconsin Statutes. In addition to an employee's Worker's Compensation payments, an employee shall be allowed to use his/her accrued sick leave benefits as a supplement so that he/she will receive up to an amount approximately equal to eighty percent (80%) of his/her normal bi-weekly pay for a period not to exceed one hundred eighty (180) days.

28.02 During the period of time an employee is covered by Worker's Compensation not to exceed six (6) months, the District shall continue to pay its share of the health insurance premium for the plan selected by the employee as defined in this Agreement.

28.03 During the period of time an employee is covered by Worker's Compensation not to exceed six (6) months, employees shall not suffer the reduction of any benefit as defined in this Agreement.

## **ARTICLE 29 – DRUG AND ALCOHOL TESTING**

The District has the right to conduct drug/alcohol testing for all positions covered by this collective bargaining agreement, as set forth in the District's Alcohol and Substance Abuse Testing Policy, as amended from time-to-time, for:

- A. Reasonable suspicion that the employee has violated the policy regarding use of alcohol or drugs while on duty, or when observation indicates that the employee is impaired or incapable of performing assigned duties, or experiences reduced productivity, vehicle crashes, high absenteeism, or other behavior inconsistent with previous performance.
- B. Post-accident.
- C. Return to duty following treatment for alcohol or drug abuse.
- D. Follow-up.

## **ARTICLE 30 – AMENDMENT**

This Agreement may be amended at any time during its life upon the mutual consent of the Union and the Employer. Such amendment, to be enforceable, must be in writing and attached to all executed copies of this Agreement.

## **ARTICLE 31 – WAIVERS**

31.01 The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

31.02 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that all of the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the District and the Union, for the life of this Agreement, and any extension, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

It is further agreed that this Agreement constitutes the entire agreement of the parties relating to hours, wages and terms and conditions of employment, that it establishes the benefits and terms and conditions of employment that the parties intend to preserve for the term of this Agreement and that the District is free to continue, discontinue or adopt at its sole discretion any benefit or practice not expressly preserved by this Agreement. A decision to act, or its inaction, on any matter shall not limit the District's discretion or right to act on any matter or future occasion.

Any amendment or modification to this Agreement shall be valid only if in writing and signed by authorized representatives of the parties.

## **ARTICLE 32 – SAVINGS/SEVERABILITY CLAUSE**

32.01 Each and every clause of this Agreement shall be deemed separable from each and every other clause of this Agreement to the end that in the event any clause or clauses shall be finally determined to be in violation of any law, then and in such event, said clause or clauses only, to the extent that any may be so in violation, shall be deemed of no force and effect and unenforceable without impairing the validity and enforceability of the rest of the Agreement, including any and all provisions in the remainder of any clause, sentence, or paragraph in which such offending language may appear.

32.02 In the event of such contract clause invalidation, both the District and the Union agree to meet within ten (10) days of such determination and negotiate a valid clause reflecting the intent of the parties and to reach such agreement concerning such valid clause within thirty (30) days. Absent reaching an agreement within thirty (30) days, the District has the right, upon written notice to the Union, to unilaterally implement a substitute clause or substitute procedures or practices. This shall not preclude the Union's right to challenge the reasonableness of the substitute clause or substitute procedure or practice implemented by the District through the grievance and arbitration procedure.

## **ARTICLE 33 – DUTIES**

33.01 The District and Union acknowledge that the mission of Deer-Grove EMS is to save life and provide emergency care. The Union recognizes that the District is in effect a small business and needs to utilize staff so as to accomplish a wide range of tasks to keep the business functioning and agrees that the District may assign staff those duties deemed to be in the best interest of the District and efficient use of available personnel.

## ARTICLE 34 - SENIORITY

### 34.01 Definition.

An employee's seniority shall commence after completion of his/her probationary period retroactive to the date of his/her most recent date of hire.

### 34.02 Layoff and Recall.

For layoff and recall purposes, seniority shall govern if, in the employer's non-arbitrary judgment, skill and ability are equal. The Union may challenge the employer's determination concerning skill and ability through the grievance process but shall bear the burden of proving that the Employer's assessment was arbitrary or capricious.

### 34.03 Loss of Seniority.

An employee's seniority shall be lost, and employment considered terminated when he/she:

- A. Terminates voluntarily or retires;
- B. Is discharged;
- C. Fails to return to work upon the expiration of an approved leave of absence;
- D. Is laid off for a period of three hundred sixty-five (365) days;
- E. Fails to return to work from layoff after three (3) calendar days from the date the Employer has sent notice to the employee by certified mail; or
- F. Fails to report to work for more than three (3) consecutive working days without giving a reasonable excuse to his/her supervisor.

## ARTICLE 35 - DURATION

The provisions of this Agreement will be effective as of the 1st day of January 2026 and shall continue and remain in full force and effect as binding the parties through the 31st day of December 2028.

Either party may give written notice to the other on or before one hundred eighty (180) days prior to the expiration date that the party wishes to engage in negotiations for a successor contract. If a party gives such notice, the parties shall exchange written proposals for a successor agreement at the first scheduled bargaining session. The parties agree that this Agreement shall remain in full force and effect until a successor agreement is reached or for a period of ninety (90) days from the expiration date provided the District has given written notice to the Union of its intent to terminate the Agreement. All mandatory subjects of bargaining shall remain in full force and effect beyond the ninety (90) days.

In witness wherefore, the parties hereto have executed this agreement on this \_\_\_ day of \_\_\_\_\_, 2025.

For the Union- International Association of  
Firefighters Local 311

For the Deer-Grove Emergency Services District

\_\_\_\_\_  
President

\_\_\_\_\_  
Commission Chairperson

\_\_\_\_\_  
Secretary/Treasurer

\_\_\_\_\_  
Commission Secretary

\_\_\_\_\_  
Bargaining Committee

\_\_\_\_\_  
Chief

\_\_\_\_\_  
Bargaining Committee

## APPENDIX A

The chart below establishes the base rate for hourly wages to be paid to the employees during the term of this Agreement.

Percentage wage scales for Lieutenant (7%), Captain (12.25%), and Deputy Chief (17.5%) over base rate.

### BASE RATE WAGES

	2025	2026	2027	2028
<0	\$22.65	\$24.92	\$25.92	\$26.95
1	\$23.25	\$25.58	\$26.60	\$27.66
2	\$24.44	\$26.89	\$27.96	\$29.08
4	\$25.64	\$28.20	\$29.33	\$30.50
7	\$26.83	\$29.51	\$30.69	\$31.92
10	\$29.21	\$32.13	\$33.42	\$34.76
15	\$30.52	\$33.58	\$34.92	\$36.32
20	\$31.84	\$35.02	\$36.42	\$37.88



## ***RESPONSE VEHICLE PURCHASE***

When planning for public safety vehicle purchasing, we operate under the premise of readiness. What this means to us- the vehicle is maintained in a state that is ready to respond to an emergency in a moment's notice and without additional preparation or delay. Readiness is also the reason for replacing a vehicle before it has a catastrophic failure and may be seen as "having a lot of life left". We must ensure the vehicle will operate as intended when it's needed for an emergency, which we have no good way of scheduling or predicting. Finally, the readiness concept shapes our staffing model, we attempt to be ready for all incidents, without knowing when or where they might actually.

Maintaining a department owned response vehicle is important to the overall operations, as it supports many functions. The primary function is to bring a paramedic and paramedic equipment to the scene of complex incidents in need of additional resources. It can also have many other secondary functions, which include operating as a first response vehicle when all district ambulances are assigned to calls, it can be an incident command vehicle, it can deliver the rehab trailer to complex public safety events, or it can be utilized to retrieve medical supplies in short supply (like oxygen tanks). These have only been a summary, there are many ways we use the response vehicle in our operation.

It is common in public safety (police, fire, and EMS) vehicles have a high idle hour count. From discussing with the technician from Bell Ford recently, he finds the idle to operation hours to be about a 1:1 ratio and maybe event tipping more toward having a higher idle time. Operational needs dictate they remain idling when parked to ensure a number of things: they are running and stay running; they avoid huge temperature swings in the cabin area, even in vehicles without medications/equipment; the batteries stay charged (they run); and lastly communications remain intact, between installed radios and internet/Cradlepoint devices installed. Our Car79 contains a full complement of medications and medical equipment. All these are sensitive to high and low temperatures. Medications cannot be stored in over 100°F or be allowed to freeze. If exposed to either of these, their efficacy becomes significantly reduced. Similarly, the medical equipment does not function well when super-hot or cold.

Occasionally, we will remove medications and equipment depending upon the vehicle use (long trips or meetings out of district). These out of area events do take it out of service for the district. Staff would have difficulty in deploying the rehab trailer or having a vehicle to respond in an emergency. We can add resources to an incident or first respond if an ambulance is responding from distance.

Under the readiness concept, if a staff member is utilizing the vehicle and has removed the medications/equipment as a way to limit idle time and an emergency incident is dispatched, valuable time will be lost going to retrieve the meds/equipment. It's like keeping a fire truck's water tank empty, to improve fuel mileage when driving.

Remaining ready to respond is the precise reason we ask to purchase this vehicle now. It has not failed us, but due to age it could at any time. We do not want to have an adverse outcome on a call service because of failure to remain ready.

This vehicle purchase was originally planned for the 2023 budget year but not funded. As part of the annual capital improvement planning process, the purchase was moved to 2026. Making this purchase now will eliminate the need to fund this capital purchase in the 2026 budget. It will also be at a defined cost, as we know what we will pay for it today, but do not know what cost increases will look like in the future. The cost to purchase this upfitted vehicle has already increased \$1,700 from the last quote in early July.

Please see this message for Cameron Sawyer, Village of Cottage Grove Assistant Administrator/Finance Director, related to the purchase of the response vehicle—

Good afternoon,

Chief Lang and I have connected on several occasions over the last couple months to discuss operations and possible impacts on the 2026 budget. As I won't be able to attend the meeting on Monday I wanted to provide some background information regarding some discussion that is happening at the commission level.

- Unassigned Fund Balance - Chief Lang reported out to the commission that after the 2024 financial statement audit that there was \$89,174 - \$211,478 in fund balance more than their policy (20-25%). Fund balance for the district more than policy can be utilized for either special one-time purchases or reduce capital requests of the IGA members. When Chief and I got together to discuss this originally, I informed him that either fully or partially offsetting the planned replacement of the emergency response vehicle made the most sense to me as this was the “next up” capital requested item in the 2025 – 2034 capital request that the commission previously approved. This would result in a 2026 capital request from Deer-Grove to be \$0. With the 2025 capital request that was funded being \$150,000 we would expect to see a decrease of 133,262 in our assessment (\$86,910 (our portion of 2025) + 46,352 (our portion of proposed 2026) = 133,262 net decrease from 2025). Positive to date operations as well as some other items Chief has in the pipeline may lead to additional resources available for unassigned fund balance in future years. The next item I would recommend is in 2027 to reduce the cost of phase 1 of 2 of an ambulance replacement)
- Emergency Response Vehicle – The timing of this purchase, if the commission and communities would agree to fund this utilizing fund balance, was recommended to be ordered as soon as possible for a couple of reasons. We are still seeing significant delays in both availability of vehicles and upfitting components. The vehicle, while has lower mileage, is 12 years old. It is uncommon to have an emergency response vehicle this age and is outside of best practice due to reliability concerns. Furthermore, it is the sole emergency response vehicle in the fleet. While this item could wait until the 2026 budget process as planned, Chief Lang and I thought it was best to see if the commission was willing to consider funding so we could see some cost savings. (~\$71k actual quote vs \$80k in the capital request). Some concerns from the commission were does the current utilization of the vehicle warrant replacement and based on the current mileage is this something that needs to be replaced now (78,014).

There hasn't been any formal recommendation from Deer-Grove EMS to the Village Board, but given the extended discussion and collaboration with Deer-Grove EMS, I felt it was necessary to update the board.

Chief Lang would be the best person to discuss operational need. For how any of these decisions possibly effect the 2026 budget don't hesitate to reach out to me. There is a lot of background in both the 6/19/2025 and 7/17/2025 Deer-Grove meeting packets as well for further information.

Thanks,

**Cameron Sawyer, CPA**

Assistant Administrator/Finance Director

Village of Cottage Grove, Wisconsin

221 E Cottage Grove Rd | Cottage Grove, WI 53527

[csawyer@villageofcottagesgrove.gov](mailto:csawyer@villageofcottagesgrove.gov) | (608) 839 4704



## **2025 UNASSIGNED FUND BALANCE**

2024 Unassigned fund balance at year end	\$700,692
2025 Operating Budget	\$2,446,070
20%-25% of 2025 Budget	\$489,214-\$611,518

Here are snippets from the DGEMS Fund Balance Policy #9.04 approved 12/21/2023-

### FUND BALANCE POLICY:

*As recommended from the Deer-Grove EMS auditor, this policy is intended to formally establish a guideline for addressing the use and replenishment of the fund balances, reflected in the annual audit. The policy, including definitions, suggested levels of ongoing funding, and use of current as well as future assets of this nature, will stand as an operating guideline tool to help direct the accounting of these funds. Generally, unassigned fund balances should represent twenty to twenty-five percent (20-25%) of the current year's operating expenses. The use of these funds must have proper approval as outlined in this policy.*

### FUND BALANCE UTILIZATION PROCEDURE:

*Fund balance measures the net financial resources available to finance expenditures of future periods.*

*The DGEMS Unassigned General Fund Balance will be used to provide the service with sufficient working capital and a margin of safety to address financial needs. Funds that are readily available can be used for any operational need that presents itself but should be restricted limited to one-time capital purchases or non-recurring operating expenses including but not limited to: municipal levy credit, settling district accounts, purchases of equipment or property assets, potential expansions to services offered through Deer-Grove EMS, employee retention measures, and other items as will serve the district needs. The Unassigned General Fund Balance may only be appropriated by resolution of the Municipal Boards in accordance with the Deer-Grove EMS agreement.*

*Fund Balance of DGEMS may be committed for a specific source by formal action of the Municipal Boards. Amendments or modifications of the committed fund balance must also be approved by formal action of the Municipal Boards.*

Available unassigned fund balance to use per policy: **\$89,174-\$211,478**



# ***Deer-Grove EMS Commission***

4030 County Highway N, Cottage Grove, WI 53527  
(office) 608-839-5658 (fax) 608-839-4427

## **RESOLUTION 2025-02-0821: RESPONSE VEHICLE PURCHASE FROM UNASSIGNED FUNDS**

**WHEREAS**, in 2023 response vehicle Car79, which is a 2013 Ford Interceptor SUV, was scheduled for replacement under the approved capital replacement schedule. This purchase was not funded in the 2023 operating budget and was not replaced; and

**WHEREAS**, the 2026 capital replacement schedule includes replacement of response vehicle Car79; and

**WHEREAS**, after the annual financial audit of 2024 operating budget, Johnson Block calculated the District had a 2025 unassigned fund balance of \$700,692; and

**WHEREAS**, the District policies recommend a fund balance of 20-25% of the current operating budget. For 2025 this calculates to a range of \$489,214 to \$611,517; and

**WHEREAS**, utilizing \$50,000 for the purchase of a new response vehicle will leave the unassigned fund balance \$650,692, over the amount needed by policy. It will also remove the vehicle from the capital replacement schedule and reduce capital purchase costs to the District's partner municipalities for the 2026 budget year; and

**WHEREAS**, due to market uncertainty and volatility for emergency vehicle components, waiting to purchase a new response vehicle could result in significant cost increases the District's partner municipalities; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Deer-Grove EMS Commission, no more than \$50,000 is allocated from the unassigned fund balance for the capital purchase and upfitting of a new response vehicle. In addition, no more than \$30,000 from the WI Funding Assistance Program may be utilized to complete the purchase in 2025; and

**FURTHER, BE IT RESOLVED**, the 2013 Ford Interceptor SUV, currently owned by the District, will be removed from inventory and sold.

\_\_\_\_\_  
Peter Doll,  
Chair Deer-Grove EMS Commission

\_\_\_\_\_  
Kerri Hewitt,  
President, Village of Deerfield

\_\_\_\_\_  
Cindi Kelm-Nelson,  
President, Village of Cottage Grove

\_\_\_\_\_  
Steve Anders,  
Chairman, Town of Cottage Grove

# VILLAGE & TOWN OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

## Cottage Grove Joint Fire District Commission Meeting

Monday, August 25, 2025

Cottage Grove Town Hall, 4058 County Road N, Cottage Grove WI 53527

6:30 p.m.

You may also join the meeting from your computer, tablet or smartphone at

<https://www.gotomeet.me/Towncg/joint-fire-committee>

You can also dial in using your phone. United States: +1 (872) 240-3212.

Access Code: 433-882-293

Please note that virtual meetings may be subject to technical difficulties beyond our control. Please consider attending the meeting in person if you want to be sure of your participation.

1. Call to Order
2. Determination of quorum and that the agenda was properly posted
3. PUBLIC APPEARANCES - Public's opportunity to speak about any subject that is not a specific agenda item
4. Discuss and consider the [minutes from the July 28, 2025 meeting](#)
5. [Chief's report](#)
6. Update on future facility needs and RFP for Study
7. Emergency Services Building:
  - [Fund Balance Report](#)
  - a. Update on mold remediation for lower level
  - b. Discuss/Consider quotes to strip and wax tile floors
    - [KleenMark Quote](#)
    - [Reliable Floor Care Quote](#)
  - c. Update on Electrical Upgrades
  - d. Discuss/Consider quotes for remaining electrical upgrades
    - [Electrical Solutions Quote](#)
    - [Nickels Electric Quote](#)
  - e. Discuss/Consider quote for ESB Dehumidifier
    - [High Tech Heating Quote](#)
  - f. Discuss/Consider plumbing repairs quote
    - [Uselman Plumbing Quote](#)
  - g. Discuss/Consider quote to stripe apparatus bay
    - [Universal Striping quote](#)
  - h. Discuss/Consider 2026 Emergency Services Building Budget
    - [2025 ESB YTD Budget vs. Actual Report](#)
    - [2026 ESB Budget Worksheet](#)
8. Discuss Fire Inspection Fees

(Continued)

9. Update on Village and Town Board recommendations regarding 2026 CGFD Budget to include Pay-per-call staffing.
10. Discuss/Consider 2026 Fire Department Budget
  - [2025 YTD CGFD vs. Actual Report](#)
  - [2026 CGFD Proposed Operating Budget](#)
  - [2026 CGFD Proposed Capital Items](#)
11. Discuss and consider next meeting date and agenda items
12. Adjournment

BY: Steven Anders, Commission Chair

Certified Posting on August 21, 2025

ALL AGENDA ITEMS ARE SUBJECT TO ACTION

Notice: Persons needing special accommodations should call 839-5021 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



# COTTAGE GROVE FIRE DEPARTMENT



4030 CTH N

COTTAGE GROVE, WI 53527

PHONE: 608.839.4343

EMERGENCY: DIAL 9-1-1

## **ACKNOWLEDGEMENT OF PROPERTY USAGE FOR THE PURPOSE OF TRAINING**

### **AGREEMENT:**

On \_\_\_\_\_, an agreement was made between the Cottage Grove Fire Department (CGFD) and the Village of Cottage Grove. (Owner).

**WHEREAS:** the CGFD desires to further the training of its firefighters by conducting training exercises involving search and rescue, wall breaches, vertical ventilation, and ground ladder placement. There will be no live fire training conducted within the structure.

**WHEREAS:** the Owner acknowledges benefits received in the possible savings of money in raising costs of the structure and further, the enhancement of fire protection services.

**WHEREAS:** The Owner has requested the destruction by fire of the structure-house located at: 101 E. Cottage Grove Rd., Village of Cottage Grove, WI ("Property").

### **IT IS MUTUALLY AGREED BY THE PARTIES AS FOLLOWS:**

1. The CGFD proposes to use the structure for training purposes beginning \_\_\_\_\_ and ending \_\_\_\_\_. The actual dates of training will depend upon factors such as availability of personnel, equipment, and weather conditions.
2. The parties agree that each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations of joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees,

agents, boards, commissions, agencies, officers and representatives. It is not the intent of the parties to impose liability beyond that imposed by state statutes.

3. The Owner agrees to hold the CGFD harmless from any liability arising out of the lack of the Owner's authority to have the structure damaged.
4. The Owner agrees that CGFD shall not be liable for any damage to the Property that may occur resulting from the training exercises.
5. CGFD shall hold the Village harmless from any liability arising out of any injuries or death resulting from the training exercises on the Property.
6. The Owner agrees to comply with all applicable ordinances and regulations of the Village and County with respect to removal of debris.
7. The Owner confirms the cancellation of insurance, proof of clear title, and disconnection of all utility services, including but not limited to: gas/LP, electric, telephone, television cables and antennas, for removal of fuel oil.
8. The post training condition of the structure will be the responsibility of the Owner. The intent is to train within and around the exterior of the structure. The structure will not sustain any live fire, therefore the owner will be responsible for demolition and raising of the structure post-training activities. Structure materials shall be disposed of in accordance with applicable state and county laws and/or regulations, at the Owner's expense. All costs of permits and sampling will be at the Owner's expense.

**FIRE CHIEF:**

Nicholas Archibald, Fire Chief (608) 577-8169  
4030 CTH N  
Cottage Grove WI, 53527

**TRAINING OFFICER:**

Justin Leistikow, Training Captain (608) 843-5083  
4030 CTH N  
Cottage Grove WI, 53527

Signed this \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Nicholas Archibald, CGFD Fire Chief

\_\_\_\_\_  
Justin Leistikow, CGFD Training Captain



## VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

### Law Enforcement Committee

Tuesday, August 26, 2025  
Municipal Service Building  
210 Progress Drive  
5:30 p.m.

You may also choose to participate by providing public comment prior to the meeting via email to Deputy Village Clerk Kelly Cahill: [kcahill@villageofcottagesgrove.gov](mailto:kcahill@villageofcottagesgrove.gov). If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call to Order
2. Determination of quorum and that the agenda was properly posted
3. PUBLIC APPEARANCES-Public's opportunity to speak
4. Discuss and Consider the Minutes from July 22 , 2025, Law Enforcement Committee Meeting.

Documents: [7.22.2025 LEC Minutes.pdf](#)

5. Old Business:
6. New Business:
  - a. Discuss and Consider creation of Sexting Ordinance
  - b. Initial re-cap of Community Night Out 2025

Documents: 1. [2025 Sexting Ordinance Staff Memo.pdf](#)  
2. [Sexting Prohibited Ordinance.pdf](#)  
3. [Sexting Prohibited.pdf](#)

7. Chief's Reports

Documents:

1. [CGPD Non-Traffic by day of the week.pdf](#)
2. [CGPD Non-Traffic by hour of the day.pdf](#)
3. [CGPD Traffic Only by day of the week.pdf](#)
4. [CGPD Traffic Only by hour of the day.pdf](#)
5. [Field Report-Officer created field reports.pdf](#)
6. [K-9 Monthly Report July 2025.pdf](#)
7. [Monthly Summary.pdf](#)
8. [Rolling Summary.pdf](#)
9. [Traffic Stops by Officer.pdf](#)

8. Future Agenda Items

- a. Presentation of 2026 Budget for discuss and consider at the September meeting

9. Adjournment

This agenda has been prepared by Staff and approved by the Village President as Chair of the Law Enforcement Committee for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special

accommodation should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and a quorum of members of other governmental bodies may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



## VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

### **Parks, Recreation & Forestry Committee** Wednesday, August 27, 2025 5:00 p.m.

This meeting will take place as a hybrid meeting both virtually and in person at Village Hall at 221 E Cottage Grove Road. The hybrid link can be found in the header of the agenda on the agenda center of the village website <https://www.vi.cottagegrove.wi.gov/agendacenter>. You may also choose to participate by providing public comment prior to the meeting via email to Deputy Clerk Kelly Cahill: [kcahill@villageofcottagegrove.gov](mailto:kcahill@villageofcottagegrove.gov). If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call to order.
2. Determination of Quorum that the meeting was properly posted.
3. Public appearances: Public's opportunity to speak about any subject that is not a specific agenda item.
4. Discuss and consider the minutes of the Parks, Recreation and Forestry Committee meetings on June 26, 2025 and June 12, 2025.  
Documents: [6.26.25 Parks, Rec, Forestry Minutes.pdf](#)
5. Huston Park Update
6. Shady Grove Update.
7. Director's Report
8. Future agenda items.
9. Adjournment

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



# Staff Memo

**Meeting Date:** August 26, 2025

**Memo Date:** September 2, 2025  
**To:** Village Board  
**From:** Cameron Sawyer, Assistant Administrator/Finance Director  
**Subject:** 2025 Budget Amendment (2025-009)

**Proposed Amendment:**

The following budget amendment accounts for:

- Large donation received and expense related to Miracle League
- Garage door replacements scheduled in 2024 but occurred in 2025 of \$13,900 from an accounting perspective.
- Reestablish Emergency Service Building fund 2025 contribution.
- Funding for full Shady Grove Park
- Transfer unassigned funds to reduce future debt service

Account	Description	Budget	Proposed Amended	Change
410-57500-820	Park and Recreation	-	125,000	(125,000)
410-48510-000	Donations	-	(155,000)	155,000
410-57100-820	Village Building Maintenance	30,000	43,900	(13,900)
410-57220-850	Emergency Service Building	-	20,000	(20,000)
205-57500-000	Shady Grove	350,000	575,000	(225,000)
100-59201-300	Transfer out to debt service	-	250,000	(250,000)
300-49000-100	Transfer in from general fund	-	(250,000)	250,000
100-48100-000	Investment income	160,000	260,000	100,000

**Recommendation:**

Approve budget amendment as presented.

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
<b>ADS Mechanical</b>					
243	ADS Mechanical	30446	Park and Rec HVAC Repairs	410-57100-820	324.00
Total ADS Mechanical:					324.00
<b>Alliant Energy/WPL</b>					
31	Alliant Energy/WPL	31-090325	1366250000 - 200 Progress Drive	100-51600-340	1,146.44
31	Alliant Energy/WPL	31-090325	1366250000 - 200 Progress Drive	600-60920-340	101.16
31	Alliant Energy/WPL	31-090325	1366250000 - 200 Progress Drive	601-60850-340	101.15
Total Alliant Energy/WPL:					1,348.75
<b>Ambitec Inc</b>					
7467	Ambitec Inc	INV2998	Shields	411-57200-025	9,279.96
Total Ambitec Inc:					9,279.96
<b>Antonson, Kelly</b>					
7465	Antonson, Kelly	7465-090325	Utility Overpayment Refund - Acct 11115.02	600-46100-000	11.89
7465	Antonson, Kelly	7465-090325	Utility Overpayment Refund - Acct 11115.02	601-46210-000	10.64
Total Antonson, Kelly:					22.53
<b>Assoc Appraisal Consultant Inc</b>					
90	Assoc Appraisal Consultant Inc	182045	Professional Services - September 2025	100-51520-210	2,687.77
Total Assoc Appraisal Consultant Inc:					2,687.77
<b>Axley Brynelson LLP</b>					
366	Axley Brynelson LLP	1032462	Axley Legal Services	100-51520-210	350.00
366	Axley Brynelson LLP	1032462	Axley - Police Union Negotiations	100-52100-340	225.00
366	Axley Brynelson LLP	1032463	Axley - Police Union Negotiations	100-52100-340	1,272.00
366	Axley Brynelson LLP	1032464	Axley Legal Services - Court	100-51200-340	568.40
Total Axley Brynelson LLP:					2,415.40
<b>Baycom Inc</b>					
1224	Baycom Inc	EQUIPINV_057296	PORTABLE BATTERIES	411-57200-025	741.95
1224	Baycom Inc	EQUIPINV_057472	SQUAD PAPER	100-52100-340	215.00
Total Baycom Inc:					956.95
<b>Bond Trust Services Corporation</b>					
5353	Bond Trust Services Corporation	98577	Fiscal Agent Fee - Ref 94377	300-58200-691	400.00
5353	Bond Trust Services Corporation	98578	Fiscal Agent Fee - Ref 998578	300-58200-691	400.00
5353	Bond Trust Services Corporation	98579	Paying Agent Fee - Ref 98579	300-58200-691	200.00
Total Bond Trust Services Corporation:					1,000.00
<b>Burke Truck &amp; Equipment</b>					
2	Burke Truck & Equipment	INV/2025/00777	Fleet Maintenance	100-53300-340	49.72
2	Burke Truck & Equipment	INV/2025/00777	Fleet Maintenance	600-60933-380	10.66
2	Burke Truck & Equipment	INV/2025/00777	Fleet Maintenance	601-60834-340	10.66
Total Burke Truck & Equipment:					71.04

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
<b>Cambridge Community Activities Program</b>					
6030	Cambridge Community Activities Progra	428-2025	ESYBL Baseball Invoice	100-55310-341	29.85
Total Cambridge Community Activities Program:					29.85
<b>Carrico Aquatic Resources Inc</b>					
6684	Carrico Aquatic Resources Inc	20256110	Parts	100-55200-710	220.98
Total Carrico Aquatic Resources Inc:					220.98
<b>Celebrations Entertainment LLC</b>					
7328	Celebrations Entertainment LLC	230687502-2025	CNO Trailer 25	100-55310-353	1,500.00
Total Celebrations Entertainment LLC:					1,500.00
<b>Citi Cards</b>					
5700	Citi Cards	08152025	Annual Membership Fee	100-55310-340	180.44
Total Citi Cards:					180.44
<b>Dane County Treasurer</b>					
904	Dane County Treasurer	904-090325	Dog Tags #25940 - #25948	100-44210-000	164.00
87	Dane County Treasurer	COT0725	Police Department	412-57200-024	215.64
87	Dane County Treasurer	COT0725	Dippin Dog Daycare	210-13881	137.23
87	Dane County Treasurer	COT0725	Dolphin Swim Community Center	210-13903	147.03
87	Dane County Treasurer	COT0725	Westlawn Estates	210-13809	147.03
87	Dane County Treasurer	COT0725	Huston Park Improvements	412-57500-024	166.64
87	Dane County Treasurer	COT0725	New Tech Painting	210-13869	29.41
87	Dane County Treasurer	COT0725	Amazon	210-13916	323.47
87	Dane County Treasurer	COT0725	Quarry Ridge	210-13888	156.83
87	Dane County Treasurer	COT0725	Stihl	210-13888	58.81
87	Dane County Treasurer	COT0725	W Cottage Grove RD OH to UG - Alliant	210-13894	117.62
Total Dane County Treasurer:					1,663.71
<b>Ferguson Enterprises LLC #3326</b>					
6485	Ferguson Enterprises LLC #3326	0293823	hydrant valves	600-60654-340	6,899.85
Total Ferguson Enterprises LLC #3326:					6,899.85
<b>Ferguson Waterworks #1476</b>					
6125	Ferguson Waterworks #1476	0454793	Water Supplies	600-60605-340	470.00
Total Ferguson Waterworks #1476:					470.00
<b>First Supply LLC</b>					
7290	First Supply LLC	14781138-02	Marking Paint	600-60651-340	7.38
7290	First Supply LLC	14781138-02	Marking Paint	601-60834-340	7.38
Total First Supply LLC:					14.76
<b>General Engineering Company</b>					
6535	General Engineering Company	6535-090325	July Building Permits	100-52400-210	14,432.08
Total General Engineering Company:					14,432.08

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
<b>Gile, Paula</b>					
7466	Gile, Paula	7466-090325	Utility Overpayment Refund - Acct 19200.02	600-46100-000	53.63
7466	Gile, Paula	7466-090325	Utility Overpayment Refund - Acct 19200.02	601-46210-000	59.12
Total Gile, Paula:					112.75
<b>Hawkins Inc</b>					
6121	Hawkins Inc	7174657	Chemicals for Wells	600-60631-210	767.80
Total Hawkins Inc:					767.80
<b>Johnson Block &amp; Company Inc</b>					
6906	Johnson Block & Company Inc	529947	August Managed Services	100-51520-210	4,910.99
6906	Johnson Block & Company Inc	529947	August Managed Services	601-60852-210	2,455.49
6906	Johnson Block & Company Inc	529947	August Managed Services	600-60923-210	2,455.49
Total Johnson Block & Company Inc:					9,821.97
<b>Laufenberg Lawn Care LLC</b>					
5350	Laufenberg Lawn Care LLC	08182025	WEED CONTROL PARKS	100-55200-360	3,120.00
5350	Laufenberg Lawn Care LLC	5350-090325	MSB & VH - Weed Control	100-53300-340	322.00
5350	Laufenberg Lawn Care LLC	5350-090325	MSB & VH - Weed Control	600-60935-340	69.00
5350	Laufenberg Lawn Care LLC	5350-090325	MSB & VH - Weed Control	601-60834-340	69.00
5350	Laufenberg Lawn Care LLC	5350-090325	Commerce Park & Medians - Weed Control	100-53300-370	420.00
Total Laufenberg Lawn Care LLC:					4,000.00
<b>Madison Window Cleaning</b>					
7034	Madison Window Cleaning	118000067	Window Cleaning - Village Hall	100-51600-340	401.30
7034	Madison Window Cleaning	118000067	Window Cleaning - Village Hall	600-60920-340	86.00
7034	Madison Window Cleaning	118000067	Window Cleaning - Village Hall	601-60850-340	86.00
7034	Madison Window Cleaning	118000068	Window Cleaning - MSB	100-51600-340	235.20
7034	Madison Window Cleaning	118000068	Window Cleaning - MSB	600-60920-340	50.40
7034	Madison Window Cleaning	118000068	Window Cleaning - MSB	601-60850-340	50.40
Total Madison Window Cleaning:					909.30
<b>Mid-American Research Chemical</b>					
5137	Mid-American Research Chemical	0856909-IN	Weed Killer	100-55200-360	1,336.98
5137	Mid-American Research Chemical	0857329-IN	Purple Power Lift Cleaner	601-60834-340	720.75
Total Mid-American Research Chemical:					2,057.73
<b>Minuteman Press</b>					
6530	Minuteman Press	37317-2025	CNO Shirts	100-55310-353	85.40
Total Minuteman Press:					85.40
<b>OReilly Auto Parts</b>					
4458	OReilly Auto Parts	4331-499005	Shop Supplies	100-53300-340	17.62
4458	OReilly Auto Parts	4331-499005	Shop Supplies	600-60935-340	3.78
4458	OReilly Auto Parts	4331-499005	Shop Supplies	601-60834-340	3.78
4458	OReilly Auto Parts	4331-499120	Shop Supplies	600-60935-340	3.81
4458	OReilly Auto Parts	4331-499120	Shop Supplies	100-53300-340	17.78
4458	OReilly Auto Parts	4331-499120	Shop Supplies	601-60834-340	3.81

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total O'Reilly Auto Parts:					50.58
<b>Pomps Tire Service Inc</b>					
2813	Pomps Tire Service Inc	80339872	Mower Repair	100-53300-340	82.18
2813	Pomps Tire Service Inc	80339872	Mower Repair	600-60933-380	17.61
2813	Pomps Tire Service Inc	80339872	Mower Repair	601-60834-340	17.61
Total Pomps Tire Service Inc:					117.40
<b>Prairie Power Center</b>					
4308	Prairie Power Center	209136	WEEDEATER	100-55200-340	482.40
4308	Prairie Power Center	209567	Weed Trimmer Parts	100-53300-340	43.97
Total Prairie Power Center:					526.37
<b>Public Service Commission</b>					
377	Public Service Commission	2507-I-01390	1390-CW-106 - Well No. 2	600-18311	1,819.97
Total Public Service Commission:					1,819.97
<b>Radicals Ultimate LLC</b>					
6741	Radicals Ultimate LLC	219-2025	ULTIMATE FRISBEE CAMP 2025	100-55310-344	840.00
Total Radicals Ultimate LLC:					840.00
<b>Reinders Inc</b>					
4447	Reinders Inc	2309379-00	Mower Parts	600-60933-380	5.83
4447	Reinders Inc	2309379-00	Mower Parts	100-53300-340	27.19
4447	Reinders Inc	2309379-00	Mower Parts	601-60834-340	5.83
Total Reinders Inc:					38.85
<b>Sattazahn, Justin</b>					
7460	Sattazahn, Justin	17312020	8/28/25 MIG	100-55310-354	3,500.00
Total Sattazahn, Justin:					3,500.00
<b>SSM Health Medical Group</b>					
6176	SSM Health Medical Group	4616771	Drug & Alcohol Screening - Sallmann	600-60920-340	17.00
6176	SSM Health Medical Group	4616771	Drug & Alcohol Screening - Sallmann	601-60850-340	17.00
Total SSM Health Medical Group:					34.00
<b>Stafford Rosenbaum LLP</b>					
4428	Stafford Rosenbaum LLP	1313171	Municipal Court	100-51200-340	3,968.70
Total Stafford Rosenbaum LLP:					3,968.70
<b>Superior Chemical LLC</b>					
11	Superior Chemical LLC	423172	Degreaser	601-60831-340	1,372.00
Total Superior Chemical LLC:					1,372.00
<b>Tactical Solutions</b>					
4927	Tactical Solutions	10961	RADAR CERTIFICATION	100-52100-340	62.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total Tactical Solutions:					62.00
<b>TDS</b>					
198	TDS	198-090325VH	Village Hall Internet	100-51600-340	209.40
198	TDS	198-090325VH	Village Hall Internet	600-60920-340	69.80
198	TDS	198-090325VH	Village Hall Internet	601-60850-340	69.80
198	TDS	198-0903MSB	MSB Internet and Phone	100-51600-340	149.19
198	TDS	198-0903MSB	MSB Internet and Phone	600-60920-340	31.97
198	TDS	198-0903MSB	MSB Internet and Phone	601-60850-340	31.97
Total TDS:					562.13
<b>Town of Cottage Grove</b>					
92	Town of Cottage Grove	2025026	Emergency Services Building	100-52210-340	1,196.83
92	Town of Cottage Grove	2025026	Fire Department Expenses	100-52200-340	3,554.52
92	Town of Cottage Grove	2025026	Fire Dues Eligible	410-57220-860	2,237.61
92	Town of Cottage Grove	2025026	Landfill Monitoring	100-53620-298	3,198.98
Total Town of Cottage Grove:					10,187.94
<b>Transcendent Technologies</b>					
5830	Transcendent Technologies	m8227	Pet Licensing Software Annual Maintenance	100-51520-340	378.00
Total Transcendent Technologies:					378.00
<b>Triple S Productions LLC</b>					
7464	Triple S Productions LLC	001225	8/28/25 MIG	100-55310-354	1,000.00
Total Triple S Productions LLC:					1,000.00
<b>US Cellular</b>					
594	US Cellular	0748929605	Cell Phones	100-55200-340	267.93
594	US Cellular	0748929605	Cell Phones	100-53100-340	193.33
594	US Cellular	0748929605	Cell Phones	600-60920-340	144.99
594	US Cellular	0748929605	Cell Phones	601-60850-340	144.99
594	US Cellular	0748929605	AMI at Water Tower	600-60903-340	22.82
Total US Cellular:					774.06
<b>USA Blue Book</b>					
150	USA Blue Book	INV00795652	TESTING SUPPLIES	600-60632-340	444.10
Total USA Blue Book:					444.10
<b>Utility Sales and Service</b>					
5925	Utility Sales and Service	0078937-IN	Bucket Truck	601-60834-340	1,605.08
5925	Utility Sales and Service	0078937-IN	Bucket Truck	600-60933-380	1,605.08
5925	Utility Sales and Service	0078937-IN	Bucket Truck	100-53300-340	7,490.37
Total Utility Sales and Service:					10,700.53
<b>Verona Safety Supply</b>					
7226	Verona Safety Supply	118560	Safety Supplies	100-53100-340	26.42
7226	Verona Safety Supply	118560	Safety Supplies	600-60920-340	25.64
7226	Verona Safety Supply	118560	Safety Supplies	601-60850-340	25.64

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total Verona Safety Supply:					77.70
<b>WI DNR</b>					
4108	WI DNR	WU113572	2025 Water Use Fees	600-60920-340	125.00
Total WI DNR:					125.00
<b>Wolf Paving &amp; Excavating Co</b>					
635	Wolf Paving & Excavating Co	52339	Roadway Supplies	100-53300-370	161.46
Total Wolf Paving & Excavating Co:					161.46
<b>Youth Enrichment League</b>					
6501	Youth Enrichment League	5454-2025	YEL SUMMER CAMPS	100-55310-344	5,311.00
Total Youth Enrichment League:					5,311.00
Grand Totals:					103,324.81