



# Holmen Area Fire Department

## FIRE BOARD

## AGENDA

710 South Main Street  
Holmen, WI 54636  
www.holmenfire.com

**Date/Time:** Tuesday April 21, 2026 @ 6:30 pm  
**Location:** Town of Holland Town Hall, Holmen, WI, 54636

The Holmen Area Fire Board of Directors will hold a regular meeting on **April 21, 2026 at 6:30 pm** at the **Town of Holland Town Hall** in the Boardroom.

All items on the agenda indicate items for discussion and possible action.

The agenda for the meeting is as follows:

- 1.) Chair to call the meeting to order
- 2.) Pledge of Allegiance
- 3.) Roll call
- 4.) Consideration of agenda order
- 5.) Approval of meeting minutes
  - a. 03/24/2026
- 6.) Resident or employee concerns/comments

*The Commission may receive information from the public and department employees, but reserves the right to limit the time that the public/employee may comment, as well as the right to limit the degree to which members of the public and employees may participate in the meeting.*
- 7.) Financial Review (Treasurer)
  - a. Current balance sheet
  - b. Current profit and loss - budget versus actual
  - c. Check detail
  - d. Approval of quotes and invoices
  - e. Special topics
  - f. Donations
- 8.) Fire administrator report (Chief Ostreng)
  - a. March 2026 incident/activity report
  - b. Staffing/personnel updates
  - c. Fleet update
  - d. Facility update
  - e. General
- 9.) Update on fire department collaboration workgroup
- 10.) Update on fire station project
- 11.) Consideration of fire station mold mitigation activities
- 12.) Consideration of shared administrative assistant position with Onalaska Fire Dept.



[www.holmenfire.com](http://www.holmenfire.com)

- 13.) Election of Board Officers
  - a. Election of Board President
  - b. Election of Board Treasurer
  - c. Election of Board Secretary
- 14.) Closed session
  - a. Convene in Closed Session:
    - i. The Board shall consider a motion to convene in closed session pursuant to Wis. Stats. §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. To Wit:
      - a. 2026 Fire Chief evaluation process
- 15.) Reconvene in Open Session
- 16.) Reservation of right for action and/or recommendation on Closed Session item(s)
- 17.) Announcement and Future Agenda Items
- 18.) Next Regular Meeting – Tentative 05/19/2026
- 19.) Adjourn

Note: Meeting agenda and meeting packets are available at [www.holmenfire.com](http://www.holmenfire.com). Printed meeting agenda and packets will be available by request only. Call the Holmen Area Fire Department at 608-526-9363 prior to noon the day of the Board meeting to request your printed copies.



www.holmenfire.com

Date Notice Emailed: 04/17/2026

Notices Posted: 04/17/2026

**Notices Emailed To:**

<b>Holmen Are Fire Assoc. Board</b>	<b>Dept/Town/Village/County</b>	<b>Media</b>	<b>Posted</b>
Patrick Barlow – Holmen (President)	HAFD Members/IAFF L127	Holmen Courier	Holmen Area FD
Travis Elam - Holmen	Marilyn Pedretti	La Crosse Tribune	Town of Holland
Rick Hauser - Holland	Angela Hornberg	La Crosse Radio Group	Village of Holmen
Jeff Herlitzke - Holland	Scott Heinig	WXOW	Holmen USPS
Bob Stupi – Holland (Alternate)	Lindsay Brown	WKBT	www.holmenfire.com
Doug Jorstad - Holmen (Alternate)	Joe Kovacevich	WIZM	
	Kristie Tweed	FOX2548	

7:37 AM  
04/21/26  
Cash Basis

HOLMEN AREA FIRE DEPARTMENT  
**Balance Sheet**  
As of April 24, 2026

	Apr 24, 26
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	799,314.92
Total Park Bank	799,314.92
LGIP-General Capital Savings	
LGIP-#1 Capital Savings	91,578.74
LGIP -#2 Operational Checking	12,511.17
LGIP- # 3 2% Dues Savings	137,003.34
LGIP-#4 Sick Leave Payout	62,587.12
LGIP- #5 Medical Equip Upgrades	72,931.14
LGIP-#6 Special Events/Donation	26,141.46
LGI- #7 New Fire Station	5,046.73
Total LGIP-General Capital Savings	407,799.70
Total Checking/Savings	1,207,114.62
Other Current Assets	
Location Study A/R from Municip	6,880.51
Total Other Current Assets	6,880.51
Total Current Assets	1,213,995.13
Other Assets	
Equipment Purchased by Grant	105,004.35
Total Other Assets	105,004.35
<b>TOTAL ASSETS</b>	<b>1,318,999.48</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Location Study Payable	770.51
WI State Income tax payable	2,195.05
Life Insurance Payable EE	31.86
WI Retirement Payable	12,020.00
Union Dues Payable	560.71
Total Other Current Liabilities	15,578.13
Total Current Liabilities	15,578.13
Long Term Liabilities	
Future Sick Pay Payable	61,000.00
Total Long Term Liabilities	61,000.00
Total Liabilities	76,578.13
Equity	
Retained Earnings	908,993.64
Net Income	333,427.71
Total Equity	1,242,421.35
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,318,999.48</b>

7:37 AM  
04/21/26  
Cash Basis

## HOLMEN AREA FIRE DEPARTMENT

### Profit & Loss

January 1 through April 24, 2026

	Jan 1 - Apr 24, 26
Ordinary Income/Expense	
Income	
Income-Budget	985,650.00
Capital /Reserve Income	25,000.00
Grants	969.35
Income-Interest	431.26
Income-Interest-Special	3,878.73
Donations/Grants	5,163.16
	1,021,092.50
Total Income	1,021,092.50
Expense	
CAPITAL EXPENDITURES	
Building -Capital Expenditures	12,577.00
EMS-Capital Expenditures	42,536.35
Fire-Capital Expenditures	2,859.65
	57,973.00
Total CAPITAL EXPENDITURES	57,973.00
OPERATIONAL EXPENDITURES	
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	122,426.92
Employee Retirement Career	40,341.67
Insurance-Life	545.88
Insurance-Work-Comp	9,642.16
Officer Salary	32,643.04
Salary	248,112.03
Salary -OT	49,761.17
Acting Pay	255.00
FLSA	4,437.69
Holiday Pay	17,259.48
Parttime Wages	572.29
Payroll-Tax Expense	27,512.49
Capital Wage Reimbursement	36,000.00
SALARY/WAGES EXPENSE - O...	0.00
	589,509.82
Total SALARY/WAGES EXPENSE	589,509.82
Total Wages	589,509.82
BUILDING	
Building Maintenance/Repair	121.71
Grounds Maintenance	150.74
Supplies	763.73
	1,036.18
Total BUILDING	1,036.18
EMS	
Lease/Air/Oxygen	670.81
Replacement-EMS	621.57
Supplies	767.09
Training	247.82
	2,307.29
Total EMS	2,307.29
FIRE	
Professional Dues/Licenses	1,175.00
Batteries	17.99
Repairs & Maintenance	1,251.60
Replacement -Fire	122.23
Supplies	1,861.67
Training	1,156.31
Uniform Clothing	2,742.78
	8,327.58
Total FIRE	8,327.58
INSURANCE	

HOLMEN AREA FIRE DEPARTMENT  
**Profit & Loss**  
January 1 through April 24, 2026

	<u>Jan 1 - Apr 24, 26</u>
Insurance-General	2,627.36
<b>Total INSURANCE</b>	<b>2,627.36</b>
<b>OFFICE</b>	
Human Resources/Business Sup...	774.00
Accounting Services	3,305.00
Attorney/Support	367.50
Computer Maintenance	249.90
Office Software	4,208.25
Office Supplies	688.73
Telephone/Cell-Phones/Internet	2,376.73
<b>Total OFFICE</b>	<b>11,970.11</b>
<b>UTILITIES</b>	
Electricity	5,251.06
Water/Sewer/Runoff	2,145.79
<b>Total UTILITIES</b>	<b>7,396.85</b>
<b>VEHICLES</b>	
Fuel	3,262.90
Repairs & Maintenance	3,253.70
<b>Total VEHICLES</b>	<b>6,516.60</b>
<b>Total OPERATIONAL EXPENDITURES</b>	<b>629,691.79</b>
<b>Total Expense</b>	<b>687,664.79</b>
<b>Net Ordinary Income</b>	<b>333,427.71</b>
<b>Net Income</b>	<b>333,427.71</b>

## HOLMEN AREA FIRE DEPARTMENT Profit & Loss Budget vs. Actual January through December 2026

	Jan - Dec 26	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2% Fire Protection Equipmnet	0.00	93,739.00	-93,739.00	0.0%
Income-Budget	985,650.00	1,971,300.00	-985,650.00	50.0%
Capital /Reserve Income	25,000.00	50,000.00	-25,000.00	50.0%
Grants	969.35			
Income-Interest	431.26			
Income-Interest-Special	3,878.73			
Donations/Grants	5,163.16			
<b>Total Income</b>	<b>1,021,092.50</b>	<b>2,115,039.00</b>	<b>-1,093,946.50</b>	<b>48.3%</b>
<b>Expense</b>				
<b>CAPITAL EXPENDITURES</b>				
2% Fire Protection Equipment Ex	0.00	78,739.00	-78,739.00	0.0%
Building -Capital Expenditures	12,577.00	15,000.00	-2,423.00	83.8%
EMS-Capital Expenditures	42,536.35	5,000.00	37,536.35	850.7%
Fire-Capital Expenditures	2,859.65	30,000.00	-27,140.35	9.5%
<b>Total CAPITAL EXPENDITURES</b>	<b>57,973.00</b>	<b>128,739.00</b>	<b>-70,766.00</b>	<b>45.0%</b>
<b>OPERATIONAL EXPENDITURES</b>				
<b>Wages</b>				
<b>SALARY/WAGES EXPENSE</b>				
Employee Benefit Health	122,426.92	267,705.76	-145,278.84	45.7%
Employee Retirement Career	65,215.00	178,107.94	-112,892.94	36.6%
Insurance-DWD Compensation	0.00	5,750.16	-5,750.16	0.0%
Insurance-Life	545.88	2,311.19	-1,765.31	23.6%
Insurance-Work-Comp	9,642.16	30,000.00	-20,357.84	32.1%
Officer Salary	32,643.04	106,100.80	-73,457.76	30.8%
Salary	248,112.03	852,259.70	-604,147.67	29.1%
Salary -OT	49,761.17	186,061.78	-136,300.61	26.7%
Acting Pay	255.00	1,835.00	-1,580.00	13.9%
FLSA	4,437.69	18,262.71	-13,825.02	24.3%
Holiday Pay	17,259.48	38,632.65	-21,373.17	44.7%
Parttime Wages	572.29	5,000.00	-4,427.71	11.4%
Payroll-Tax Expense	27,512.49	92,423.68	-64,911.19	29.8%
Capital Wage Reimbursement	36,000.00			
<b>SALARY/WAGES EXPENSE - Other</b>	<b>0.00</b>			
<b>Total SALARY/WAGES EXPENSE</b>	<b>614,383.15</b>	<b>1,784,451.37</b>	<b>-1,170,068.22</b>	<b>34.4%</b>
<b>Total Wages</b>	<b>614,383.15</b>	<b>1,784,451.37</b>	<b>-1,170,068.22</b>	<b>34.4%</b>
<b>BUILDING</b>				
Building Maintenance/Repair	121.71	3,000.00	-2,878.29	4.1%
Grounds Maintenance	150.74	2,500.00	-2,349.26	6.0%
Supplies	763.73	4,000.00	-3,236.27	19.1%

**HOLMEN AREA FIRE DEPARTMENT**  
**Profit & Loss Budget vs. Actual**  
 January through December 2026

	Jan - Dec 26	Budget	\$ Over Budget	% of Budget
<b>Total BUILDING</b>	1,036.18	9,500.00	-8,463.82	10.9%
<b>EMS</b>				
Lease/Air/Oxygen	670.81	1,500.00	-829.19	44.7%
Repairs & Maintenance	0.00	250.00	-250.00	0.0%
Replacement-EMS	621.57	650.00	-28.43	95.6%
Supplies	767.09	3,173.00	-2,405.91	24.2%
Training	247.82	1,000.00	-752.18	24.8%
<b>Total EMS</b>	2,307.29	6,573.00	-4,265.71	35.1%
<b>FIRE</b>				
Professional Dues/Licenses	1,175.00	2,000.00	-825.00	58.8%
Fire Prevention/Pub Education	0.00	500.00	-500.00	0.0%
Batteries	17.99	300.00	-282.01	6.0%
Conventions/Conferences	0.00	4,000.00	-4,000.00	0.0%
Physicals	0.00	5,500.00	-5,500.00	0.0%
Repairs & Maintenance	1,251.60	2,750.00	-1,498.40	45.5%
Replacement -Fire	122.23	2,000.00	-1,877.77	6.1%
Supplies	1,861.67	5,000.00	-3,138.33	37.2%
Testing/Insp	0.00	1,000.00	-1,000.00	0.0%
Training	1,156.31	4,000.00	-2,843.69	28.9%
Uniform Clothing	2,742.78	13,000.00	-10,257.22	21.1%
<b>Total FIRE</b>	8,327.58	40,050.00	-31,722.42	20.8%
<b>INSURANCE</b>				
Insurance-General	2,627.36	17,500.00	-14,872.64	15.0%
<b>Total INSURANCE</b>	2,627.36	17,500.00	-14,872.64	15.0%
<b>OFFICE</b>				
Human Resources/Business Suppor	774.00	15,000.00	-14,226.00	5.2%
Accounting Services	3,305.00	9,000.00	-5,695.00	36.7%
Attorney/Support	367.50	3,025.63	-2,658.13	12.1%
Computer Maintenance	249.90	14,700.00	-14,450.10	1.7%
Office Software	4,208.25	18,700.00	-14,491.75	22.5%
Office Supplies	688.73	2,000.00	-1,311.27	34.4%
Postage	0.00	300.00	-300.00	0.0%
Telephone/Cell-Phones/Internet	2,376.73	9,000.00	-6,623.27	26.4%
<b>Total OFFICE</b>	11,970.11	71,725.63	-59,755.52	16.7%
<b>UTILITIES</b>				
Electricity	5,251.06	13,000.00	-7,748.94	40.4%
Heating/Cooling	0.00	1,000.00	-1,000.00	0.0%
Water/Sewer/Runoff	2,145.79	4,000.00	-1,854.21	53.6%
<b>Total UTILITIES</b>	7,396.85	18,000.00	-10,603.15	41.1%

**HOLMEN AREA FIRE DEPARTMENT**  
**Profit & Loss Budget vs. Actual**  
 January through December 2026

	<u>Jan - Dec 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>VEHICLES</b>				
Fuel	3,262.90	20,000.00	-16,737.10	16.3%
Repairs & Maintenance	3,253.70	14,000.00	-10,746.30	23.2%
Testing/Inspection	0.00	1,000.00	-1,000.00	0.0%
Tire Replacement	0.00	3,500.00	-3,500.00	0.0%
<b>Total VEHICLES</b>	<u>6,516.60</u>	<u>38,500.00</u>	<u>-31,983.40</u>	<u>16.9%</u>
<b>Total OPERATIONAL EXPENDITURES</b>	<u>654,565.12</u>	<u>1,986,300.00</u>	<u>-1,331,734.88</u>	<u>33.0%</u>
<b>Total Expense</b>	<u>712,538.12</u>	<u>2,115,039.00</u>	<u>-1,402,500.88</u>	<u>33.7%</u>
<b>Net Ordinary Income</b>	<u>308,554.38</u>	<u>0.00</u>	<u>308,554.38</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>308,554.38</u></u>	<u><u>0.00</u></u>	<u><u>308,554.38</u></u>	<u><u>100.0%</u></u>

8:04 AM  
03/31/26

HOLMEN AREA FIRE DEPARTMENT  
Check Detail  
March 31, 2026

ITEM 7c

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17865	03/31/2026	AIRGAS NORTH C...		Park Bank Checking		-260.55
				Lease/Air/Oxygen		-260.55	260.55
TOTAL						-260.55	260.55
Check	17866	03/31/2026	Bound Tree Medica...		Park Bank Checking		-123.96
				Supplies		-123.96	123.96
TOTAL						-123.96	123.96
Check	17867	03/31/2026	ENGELSON & ASS...		Park Bank Checking		-750.00
				Accounting Services		-750.00	750.00
TOTAL						-750.00	750.00
Check	17868	03/31/2026	FIRE SAFTEY USA		Park Bank Checking		-289.25
				Supplies		-289.25	289.25
TOTAL						-289.25	289.25
Check	17869	03/31/2026	GALLS		Park Bank Checking		-165.99
				Uniform Clothing		-165.99	165.99
TOTAL						-165.99	165.99
Check	17870	03/31/2026	HENRY SCHEIN INC		Park Bank Checking		-91.12
				Supplies		-91.12	91.12
TOTAL						-91.12	91.12
Check	17871	03/31/2026	KRIS JUNGELS		Park Bank Checking		-12.00
				Replacement -Fire		-12.00	12.00
TOTAL						-12.00	12.00
Check	17872	03/31/2026	McMahon Associat...		Park Bank Checking		-270.00

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
 March 31, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Human Resources/...	-270.00	270.00
TOTAL						-270.00	270.00
Check	17873	03/31/2026	MOEN SHEEHAN ...		Park Bank Checking		-35.00
					Attorney/Support	-35.00	35.00
TOTAL						-35.00	35.00
Check	17874	03/31/2026	VISA		Park Bank Checking		-1,819.29
				Training		-25.00	25.00
				Training		-131.88	131.88
				Supplies		-278.70	278.70
				Supplies		-104.32	104.32
				Telephone/Cell-Pho...		-510.70	510.70
				Office Supplies		-543.69	543.69
				Professional Dues/Li...		-225.00	225.00
TOTAL						-1,819.29	1,819.29
Check	17875	03/31/2026	Witmer Public Safe...		Park Bank Checking		-110.23
					Replacement -Fire	-110.23	110.23
TOTAL						-110.23	110.23
Check	17876	03/31/2026	EMC INSURANCE ...		Park Bank Checking		-2,627.36
					Insurance-Work-Co...	-2,627.36	2,627.36
TOTAL						-2,627.36	2,627.36

HOLMEN AREA FIRE DEPARTMENT

Check Detail

April 10, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17877	04/10/2026	Bound Tree Medica...		Park Bank Checking		-9.41
				Supplies		-9.41	9.41
TOTAL						-9.41	9.41
Check	17878	04/10/2026	HOLMEN ACE HAR...		Park Bank Checking		-39.12
				Supplies		-39.12	39.12
TOTAL						-39.12	39.12
Check	17879	04/10/2026	KWIK TRIP		Park Bank Checking		-1,097.68
				Fuel		-1,097.68	1,097.68
TOTAL						-1,097.68	1,097.68
Check	17880	04/10/2026	MACQUEEN		Park Bank Checking		-1,472.54
				Repairs & Maintena...		-585.95	585.95
				Fire-Capital Expendi...		-322.70	322.70
				Fire-Capital Expendi...		-563.89	563.89
TOTAL						-1,472.54	1,472.54
Check	17882	04/10/2026	VILLAGE OF HOLM...		Park Bank Checking		-1,088.23
				Water/Sewer/Runoff		-1,088.23	1,088.23
TOTAL						-1,088.23	1,088.23
Check	17883	04/10/2026	WI EMS Association		Park Bank Checking		-630.00
				Professional Dues/Li...		-630.00	630.00
TOTAL						-630.00	630.00

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
 April 20, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	wd	04/20/2026	EMC INSURANCE ...		Park Bank Checking		-2,627.36
					Insurance-Work-Co...	-2,627.36	2,627.36
TOTAL						-2,627.36	2,627.36
Check	17885	04/20/2026	American Firehous...		Park Bank Checking		-3,580.00
					Building -Capital Ex...	-3,580.00	3,580.00
TOTAL						-3,580.00	3,580.00
Check	17886	04/20/2026	AIRGAS USA, LLC		Park Bank Checking		-64.75
					Lease/Air/Oxygen	-64.75	64.75
TOTAL						-64.75	64.75
Check	17887	04/20/2026	HENRY SCHEIN INC		Park Bank Checking		-171.41
					Supplies	-171.41	171.41
TOTAL						-171.41	171.41
Check	17888	04/20/2026	McMahon Associat...		Park Bank Checking		-144.00
					Human Resources/...	-144.00	144.00
TOTAL						-144.00	144.00
Check	17889	04/20/2026	MOEN SHEEHAN ...		Park Bank Checking		-35.00
					Attorney/Support	-35.00	35.00
TOTAL						-35.00	35.00
Check	17890	04/20/2026	O'REILLY AUTO P...		Park Bank Checking		-7.72
					Supplies	-7.72	7.72
TOTAL						-7.72	7.72
Check	17891	04/20/2026	RIVER CITY LAWN...		Park Bank Checking		-150.74

7:36 AM  
04/21/26

HOLMEN AREA FIRE DEPARTMENT  
**Check Detail**  
April 20, 2026

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
					Grounds Maintenance	-150.74	150.74
TOTAL						-150.74	150.74
Check	17892	04/20/2026	VISION DESIGN G...		Park Bank Checking		-120.00
					Office Software	-120.00	120.00
TOTAL						-120.00	120.00

# Memo



**To:** Holmen Area Fire Department Board of Directors

**From:** Fire Chief Ryan Ostreng

**cc:** North County Fire Service Collaboration Workgroup

**Date:** April 20, 2026

**Re:** Status Update - Fire Department Collaboration Workgroup Update

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## PURPOSE:

The purpose of this memorandum is to provide the Fire Board with a status update on the initiation of the Cooperative Fire Services Feasibility Study being conducted by McMahon Associates on behalf of the participating municipalities of the City of Onalaska, Village of Holmen, and Town of Holland.

## PROJECT STATUS UPDATE:

- **April 9, 2026:** The authorized agreement between the municipalities and McMahon Associates was transmitted for acceptance to McMahon Associates.
- **April 10, 2026:** Robert Whitaker of McMahon Associates acknowledged receipt of the executed agreement and provided an initial request for fire department documentation. Preliminary discussion also began regarding the formation of a project team to support the study.
- **April 17, 2026:** Chief Fletty and Chief Ostreng met with Robert Whitaker to review documentation and data needs and to discuss proposed project team composition. The identified project team includes:
  - Fire Chief Ryan Ostreng, Holmen Area Fire Department
  - Captain Mike Lavery / IAFF Local 127 Vice President, Holmen Area Fire Department
  - Fire Chief Peter Fletty, Onalaska Fire Department
  - Assistant Fire Chief Jeremy Southworth, Onalaska Fire Department
  - Lieutenant Jerod Benson / IAFF Local 127 Vice President, Onalaska Fire Department

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## NEXT STEPS:

McMahon Associates has outlined the following general project approach:

- **Project Kick-Off Meeting:** Introductions and review of project scope and timeline. This meeting is anticipated to occur in early May and may be held virtually or in person, depending on the status of document submissions. If materials are substantially complete, in-person meetings and on-site interviews may occur the same day or shortly thereafter.
- **Document Review and Interviews:** Review of submitted materials and interviews with command staff, personnel, and elected or appointed officials.
- **Analysis Phase:** Internal evaluation and analysis conducted by the McMahon project team.
- **Findings Meeting:** Presentation of preliminary findings for discussion and validation.
- **Recommendations Development:** Preparation of draft recommendations.
- **Recommendations Meeting:** Review and discussion of draft recommendations, including feedback and levels of support.
- **Report Preparation**
- **Final Presentations**

The feasibility study is expected to take approximately four months from the kick-off meeting to project completion. Additional updates will be provided as the project progresses.

# Memo



**To:** Holmen Area Fire Department Board of Directors

**From:** Fire Chief Ryan Ostreng

**cc:**

**Date:** April 15, 2026

**Re:** Community Project Funding Application – Congressional Review Outcome

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## PURPOSE:

The purpose of this memo is to inform the Holmen Area Fire Department (HAFD) Board of the outcome of the FY2027 Community Project Funding (CPF) request submitted to the office of Congressman Derrick Van Orden and to summarize the reasons the project was not selected.

## BACKGROUND:

I submitted a request for Community Project Funding as part of the FY2027 federal appropriations process. Congressman Van Orden's office reviewed over 80 requests from across Wisconsin's Third Congressional District and selected 20 projects for submission to the House Appropriations Committee.

## OUTCOME:

The HAFD fire station project was not selected for submission by Congressman Van Orden for FY2027 CPF.

## REASONS FOR NON-SELECTION:

According to formal correspondence from the Congressman's office, the project was not chosen for the following reasons:

1. No Project Portfolio:  
The application did not include a required project portfolio used to evaluate scope, budget, implementation, and shovel ready status.
2. High-Cost Request:  
The requested funding amount was significantly higher than typical CPF awards, with the average FY2026 award reported at approximately \$1.1 million.

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3. Lack of Required Cost Share on Hand:

The project did not demonstrate that the required nonfederal cost share was formally available or committed at the time of submission.

**ADDITIONAL NOTES:**

Although the project was not selected, Congressman Van Orden's office indicated that a letter of support may still be provided to the Senate Appropriations Committee should the project advance through Senator Baldwin's process. The office also offered to assist with reviewing other grant opportunities this project may qualify for.

**RECOMMENDATION:**

No immediate Board action is required. However, to improve competitiveness for future federal funding opportunities, I recommend that the Board consider prioritizing efforts to move the fire station project toward shovel ready status.

Advancing preliminary design, engineering, cost estimating, and other planning efforts would allow the Department to develop a complete project portfolio, demonstrate readiness to proceed, and better position the project for congressional and grant funding programs. This level of preparedness would demonstrate clear Board commitment and decision-making regarding project phasing, total project cost, and required local cost share commitments prior to future funding requests.

# Memo



**To:** Holmen Area Fire Department Board of Directors

**From:** Fire Chief Ryan Ostreng

**cc:**

**Date:** April 20, 2026

**Re:** Fire Station Mold Remediation Proposal Review and Project Estimated Cost

---

## PURPOSE:

The purpose of this memorandum is to present the Fire Board with submitted proposals addressing mold remediation and underlying water infiltration at the fire station, and to provide an estimated overall project cost associated with this work.

## BACKGROUND:

In late 2025, fire department staff identified moisture intrusion and mold within the fire station, prompting a professional environmental assessment. The assessment confirmed mold growth in limited areas of the facility and identified underlying water infiltration and moisture-related conditions that must be corrected to prevent recurrence following remediation.

In February 2026, the Fire Board reviewed these findings and provided direction to proceed toward remediation inclusive of corrective measures, after which the Department solicited proposals from qualified firms to address mold remediation and correct contributing water infiltration conditions in a comprehensive manner.

## SUBMITTED PROPOSALS:

The Department has received proposals from the following contractors for proposed work in tear out, mold remediation, roof repair, and restoration:

SUBMITTED PROPOSALS			
Work Area	Contractor	Proposed Work	Estimated Cost
Mold Remediation	Servpro (Attachment A)	Tear out, mold remediation, installation	\$3,809.70
	Lappins LLC (Attachment B)	Tear out, mold remediation, installation	\$27,972.41
	ServiceMaster (Attachment C)	Tear out, mold remediation, installation	\$35,159.52
Roof Repair	Interstate Roofing (Attachment D)	Part EPDM, wall flashing, window trim	\$12,565.00
	American Roofing (Attachment E)	EPDM roofing over entire lower roof	\$25,496.95
Drop Ceiling Installation	Midwest Ceiling Systems (Attachment F)	Installation of Drop Ceiling	\$4,942.00

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**ESTIMATED OVERALL PROJECT COST:**

Based on a review of the submitted proposals, costs for additional work, temporary staff housing rent, incidentals, and a contingency for cost overrun, the overall estimated project cost for mold remediation and associated corrective is approximately \$78,760.00 as shown:

<b>ESTIMATE PROJECT COSTS</b>		
<b>Cost Area</b>	<b>Cost Description</b>	<b>Cost Estimate</b>
Mold Remediation	Tear out, mold remediation, installation	\$28,000.00
Roof Repair	EPDM roofing over entire lower roof	\$26,000.00
Drop Ceiling Installation	Installation of Drop Ceiling	\$5,000.00
Electrical	De-energize room ventilation fan	\$800.00
Plumbing	Cap dorm room drain	\$800.00
Rent	Apartment rental	\$10,000.00
Incidentals	General supplies and logistical needs	\$1,000.00
	Sub-total	\$71,600.00
	Contingency 10%	\$7,160.00
	<b>Total</b>	<b>\$78,760.00</b>

**FISCAL IMPACT:**

Funding for the mold remediation and associated corrective work is intended to be supported through funds in the Department’s LGIP Capital Savings account. The anticipated project cost represents a capital investment in the fire station facility aimed at restoring safe conditions and reducing the risk of future repairs associated with unresolved water infiltration and moisture intrusion in a building that is at end of life.

**NEXT STEPS:**

Following Board discussion, I am seeking direction regarding proposal acceptance, authorization to negotiate final scope and pricing, funding approach, and authorization to proceed with remediation and corrective work.



Cleaning, Restoration, Construction.

**SERVPRO of Dubuque & SERVPRO of La Crosse**

SERVPRO of Dubuque, Delaware Counties (IA)  
Jo Daviess (IL), Platteville & Monroe (WI)  
3160 Cedar Cross Ct, Dubuque, IA 52003  
563-584-2242

SERVPRO of La Crosse County, Adams, Crawford  
Vernon, South Monroe & South Juneau (WI)  
2451 Riley Rd, Sparta, WI 54656  
608-786-0387

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## **MOLD REMEDIATION PROJECT**

**HOLMEN FIRE DEPARTMENT  
710 S MAIN STREET  
HOLMEN, WISCONSIN 54636**

**PREPARED ON MARCH 5, 2026 BY:**

**MITCHELL JOHNSON  
PROJECT MANAGER  
SERVPRO OF DUBUQUE & LA CROSSE**

# **MOLD Remediation- No Pretesting**

## **Project Overview:**

SERVPRO appreciates the opportunity to bid your remediation needs. A site visit was completed by Bob Vohl, CIE, CMI, AMRT and Mitchell Johnson., WRT, AMRT from SERVPRO of Dubuque & La Crosse. This proposal is based upon the observations and recommendations specific to the areas that visual inspection was requested. It includes the labor and material to perform the general cleaning and the remediation process to the building as scoped by SERVPRO. The project design is intended to return the affected areas of the building to a state of normal fungal ecology, as a mold free building is not attainable. Once the project is completed, final analysis testing is recommended to be performed by an indoor environmental professional; Bob Vohl is a certified IEP and can conduct the PRV testing if desired. (See testing clarification below)

## **Background:**

Visible mold growth was observed on the break room wall under the windows as a result of water intrusion. All affected areas will be placed in containment as needed. All areas that are contained will have restricted entrances, only properly protected individuals shall enter, as these areas may require personal protective equipment.

SERVPRO requests that customer remove all items from the cabinets along the wall in order to properly remediate the affected areas.

## **General Project Notes:**

- SERVPRO is prepared to commence project within two weeks of bid approval.
- TIMELINE - In addition to the actual time necessary to complete the remediation, the project will need a minimum of an additional 2 days of HEPA air filtration prior to PRV testing. The PRV testing will also require at least 2 business days for sample return and analysis.
- It is the building owner's responsibility to environmentally control the building after remediation services are completed in order to inhibit mold growth in the future.
- Initial testing samples were not collected but results from an different IEP were reviewed.

## **Project Completion:**

Upon completion of the original scope proposed by SERVPRO, PRV inspection is recommended. If samples meet the criteria set by the lab, the IEP will process a final analysis letter stating return to Normal Fungal Ecology (NFE). If samples indicate more work is required then a supplementary scope, with revised budget, will be estimated. Upon completion of supplementary scope secondary progress and/or final analysis samples will be collected.

## **Testing Clarification:**

- It is the building owner's responsibility to environmentally control the building after remediation in order to inhibit mold growth in the future.
- Initial testing is always recommended to set background levels and determine proper scope of repairs. This testing was done by another IEP.
- Final analysis testing is always recommended by SERVPRO to be completed in order to confirm project success. The fees for this are NOT included in this proposal.

## **Scope of Remediation:**

### **Area 1 – Breakroom/TV Lounge**

1. SERVPRO will establish containment to prevent cross contamination and to assist in managing air flow, as needed. The containment is described in the Remediation Recommendations document previously provided.

2. SERVPRO will provide HEPA air scrubbers to establish negative air pressure where necessary, to provide air filtration and manage air flow in the space.
3. SERVPRO will detach the cabinet and countertop and move it away from the affected wall.
4. SERVPRO will remove and dispose of contaminated materials. These materials will include, but are not limited to: mold affected wall board and insulation along the exterior facing wall, starting under the windows, baseboard if necessary.
5. SERVPRO will continue to remove material until only “clean and unaffected material” remains.
6. SERVPRO will inspect newly exposed areas for additional damage. If additional mold contamination is present, SERVPRO will clean newly discovered affected areas with a proper cleaning solution, including an abrasive method, if needed. That solution may include detergent or enzyme based cleaners.
7. SERVPRO will mist the area with Benefect Decon 30 or similar product using a ULV fogger.
8. SERVPRO will HEPA vacuum and/or clean by damp wipe, with a proper cleaning solution, all horizontal surfaces and contents in the contained area, as needed.
9. SERVPRO clean the hard floor.
10. SERVPRO will maintain HEPA air filtration of the area for an additional 48 hours after cleaning is completed.
11. SERVPRO will remove and dispose of containment barriers once PRV testing has determined return to Normal Fungal Ecology.

**Area 2 Remainder of Breakroom**

1. SERVPRO will provide HEPA air scrubbers outside the containment to capture any errant spores that might evade the containment barrier.
2. SERVPRO will remove and dispose of containment barriers once PRV testing has determined return to Normal Fungal Ecology.

**Time and Materials Proposal:**

The fairest and most accurate way for SERVPRO to bid this proposal is in a Time and Material fashion. The amount of time and material needed to perform the job scope is dependent upon the unknown amount of damage. These rates will include preparation packing, clean-up, travel and actual production.

Time and material project require down payment before work can be scheduled. The amount required will vary depending on the size and scope of the project. To make arrangements for down payments and to schedule work, please call SERVPRO’s La Crosse area office at 608-348-2225.

**Estimated Budget:**

We have estimated the budget for this project as follows:

Total Labor	\$2,428.90
Consumables (15% of labor)	\$ 364.34
Equipment (12% of labor)	\$ 291.47
Additional Equipment	\$ 300.00
Haul & Dump	\$ 225.00
<u>PPE Charges</u>	<u>\$ 200.00</u>
<b>Total Budget</b>	<b>\$3,809.70</b>

**Down Payment** **\$2,000.00**

*These rates will include preparation packing, clean-up, travel and actual production. Consumable materials include but are not limited to: cleaning and safety equipment, disposables, filters, plastics, garbage bags, tape, respirators, and solutions.*

***This estimate simply establishes an estimated budget, this budget is built on estimated hourly rates per employee classification, port to port. Actual cost of project may increase depending on issues encountered throughout the project. A schedule of labor rates is available upon request. If SERVPRO***

***anticipates any reason for exceeding the above listed budget, SERVPRO will notify the client before continuing. THIS PROPOSAL IS VALID FOR 30 DAYS, PRICING IS SUBJECT TO CHANGE AFTER 30 DAYS.***

**This estimate does not include and is not limited to:**

1. Any additional insurance or bonding other than what is currently held by SERVPRO. SERVPRO ***DOES have the proper mold pollution liability coverage in place to perform the project.*** If prevailing wage, testing, bonding or additional/special insurance coverage is required the quoted price will need to be adjusted accordingly.
2. Any additional or unforeseen work not currently specified by client, or other parties.
3. This bid does not include a repair to the cause of the loss, which should be remedied by a proper professional.
4. This estimate **does not** include any repair or rebuild of the property.
5. A separate bid will be submitted to address repair of the building, as requested.
6. Any additional costs for items that these procedures do not properly restore or remediate and replacement is required. These items may include but are not limited to: carpet, flooring and wood work.

Thank you for the opportunity to bid this project. Please contact me directly if you have any questions.

Sincerely,  
SERVPRO of Dubuque & La Crosse

A handwritten signature in black ink, appearing to read 'Mitchell', with a long, sweeping flourish extending to the right.

Mitchell Johnson  
Project Manager



## Lappins LLC

---

W6860 Industrial Blvd  
Onalaska, WI 54650  
608-784-1500

Client: Holmen Fire Department  
Property: 710 South Main St  
Holmen, WI 54636

Operator: INFO

Estimator: Corey Fabian  
Position: Operations Manager

Type of Estimate: Water Damage

Date Entered: 2/20/2026

Date Assigned:

Price List: WILC8X\_FEB26

Labor Efficiency: Restoration/Service/Remodel

Estimate: 2026-02-20-1011



**Lappins LLC**

W6860 Industrial Blvd  
 Onalaska, WI 54650  
 608-784-1500

**2026-02-20-1011**

**Main Level**

**Main Level**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Dumpster load - Approx. 20 yards, 4 tons of debris 1 dumpster for insulation removal and 1 for demo	2.00 EA @	571.06 =	1,142.12
2. Clean ductwork - Interior - Heavy clean Includes antimicrobial and encapsulation	1.00 EA @	1,200.00 =	1,200.00
3. Clean stud wall	413.00 SF @	1.42 =	586.46
4. Seal stud wall for odor control (anti-microbial coating)	413.00 SF @	2.22 =	916.86
5. Hazardous Waste/Mold Cleaning- Supervisory/Admin- per hour	4.00 HR @	85.28 =	341.12
6. General Demolition - per hour Odds and ends that may be required for hanging lights and other things in the ceiling area	4.00 HR @	58.76 =	235.04
7. Add for personal protective equipment (hazardous cleanup)	12.00 EA @	34.91 =	418.92
8. Respirator cartridge - HEPA only (per pair)	12.00 EA @	14.88 =	178.56
9. Respirator - Full face - multi-purpose resp. (per day)	12.00 DA @	7.61 =	91.32

**Bedroom / office**

**Height: 12'**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
10. Remove wet suspended ceiling tile for disposal	128.10 SF @	0.49 =	62.77
11. Suspended ceiling grid - Detach	128.10 SF @	2.09 =	267.73
12. Tear out and bag wet insulation	128.10 SF @	0.84 =	107.60
13. HEPA Vacuuming - Light - (PER SF)	672.10 SF @	0.50 =	336.05
14. Clean the walls and ceiling	672.10 SF @	0.47 =	315.89
15. Clean floor	128.10 SF @	0.54 =	69.17
16. Remove Blown-in insulation - Machine removal	128.10 SF @	2.00 =	256.20
17. Blown-in insulation - 8" depth - R19	128.10 SF @	1.02 =	130.66
18a. Remove Polyethylene vapor barrier	128.10 SF @	0.11 =	14.09
18b. Polyethylene vapor barrier	128.10 SF @	0.32 =	40.99

**Recreation Room**

**Height: 12'**

**Missing Wall** 3' 10" X 12' **Opens into HALLWAY**  
**Missing Wall - Goes to neither Floor/Ceiling** 4' X 3' **Opens into KITCHEN**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
19. Remove suspended ceiling tile for disposal	642.90 SF @	0.49 =	315.02
20. Suspended ceiling grid - Detach	642.90 SF @	2.09 =	1,343.66



# Lappins LLC

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 Onalaska, WI 54650  
 608-784-1500

## CONTINUED - Recreation Room

DESCRIPTION	QTY	UNIT PRICE	TOTAL
21. Containment Barrier/Airlock/Decon. Chamber	160.00 EA @	1.21 =	193.60
22. Containment Barrier - tension post (per day) 5 poles for 5 days	25.00 DA @	3.35 =	83.75
23. Containment Barrier/Airlock/Decon. Chamber	58.33 SF @	1.06 =	61.83
24. Tear out and bag insulation	262.00 SF @	0.84 =	220.08
25. Tear out drywall, cleanup, bag for disposal	262.00 SF @	1.14 =	298.68
26. Negative air fan/Air scrubber (24 hr period) - No monit.	5.00 DA @	70.50 =	352.50
27. HEPA Vacuuming - Light - (PER SF)	1,976.40 SF @	0.50 =	988.20
28. Clean the walls and ceiling	1,816.90 SF @	0.47 =	853.94
29. Cabinet - lower (base) unit - Detach	14.00 LF @	23.45 =	328.30
30. Carpenter - General Frammer - per hour To install cabinet	4.00 HR @	79.89 =	319.56
2 guys for 2 hrs			
31. Baseboard - Detach	21.83 LF @	1.71 =	37.33
32. Clean floor	642.90 SF @	0.54 =	347.17
33. Remove Blown-in insulation - Machine removal	642.90 SF @	2.00 =	1,285.80
34. Blown-in insulation - 8" depth - R19	642.90 SF @	1.02 =	655.76
35a. Remove Polyethylene vapor barrier	642.90 SF @	0.11 =	70.72
35b. Polyethylene vapor barrier	642.90 SF @	0.32 =	205.73
36. 5/8" drywall - hung, taped, floated, ready for paint	262.00 SF @	3.22 =	843.64
37. Batt insulation - 6" - R19 - unfaced batt	262.00 SF @	1.18 =	309.16

### Office

Height: 12'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
38. Remove suspended ceiling tile for disposal	142.01 SF @	0.49 =	69.58
39. Suspended ceiling grid - Detach	142.01 SF @	2.09 =	296.80
40. Containment Barrier/Airlock/Decon. Chamber	90.00 EA @	1.21 =	108.90
41. Containment Barrier - tension post (per day) 3 poles for 5 days	15.00 DA @	3.35 =	50.25
42. Containment Barrier/Airlock/Decon. Chamber	52.63 SF @	1.06 =	55.79
43. Tear out and bag insulation	143.00 SF @	0.84 =	120.12
44. Tear out drywall, cleanup, bag for disposal	143.00 SF @	1.14 =	163.02
45. Negative air fan/Air scrubber (24 hr period) - No monit.	5.00 DA @	70.50 =	352.50



**Lappins LLC**

W6860 Industrial Blvd  
 Onalaska, WI 54650  
 608-784-1500

**CONTINUED - Office**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
46. HEPA Vacuuming - Light - (PER SF)	803.38 SF @	0.50 =	401.69
47. Clean the walls and ceiling	714.01 SF @	0.47 =	335.58
48. Baseboard - Detach	11.92 LF @	1.71 =	20.38
49. Clean floor	142.01 SF @	0.54 =	76.69
50. Remove Blown-in insulation - Machine removal	142.01 SF @	2.00 =	284.02
51. Blown-in insulation - 8" depth - R19	142.01 SF @	1.02 =	144.85
52a. Remove Polyethylene vapor barrier	142.01 SF @	0.11 =	15.62
52b. Polyethylene vapor barrier	142.01 SF @	0.32 =	45.44
53. 5/8" drywall - hung, taped, floated, ready for paint	143.00 SF @	3.22 =	460.46
54. Batt insulation - 6" - R19 - unfaced batt	143.00 SF @	1.18 =	168.74

**Entry/Foyer**

**Height: 12'**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
55. Remove wet suspended ceiling tile for disposal	72.49 SF @	0.49 =	35.52
56. Suspended ceiling grid - Detach	72.49 SF @	2.09 =	151.50
57. Tear out and bag wet insulation	72.49 SF @	0.84 =	60.89
58. HEPA Vacuuming - Light - (PER SF)	504.49 SF @	0.50 =	252.25
59. Clean the walls and ceiling	504.49 SF @	0.47 =	237.11
60. Clean floor	72.49 SF @	0.54 =	39.14
61. Remove Blown-in insulation - Machine removal	72.49 SF @	1.82 =	131.93
62. Blown-in insulation - 8" depth - R19	72.49 SF @	1.02 =	73.94
63a. Remove Polyethylene vapor barrier	72.49 SF @	0.11 =	7.97
63b. Polyethylene vapor barrier	72.49 SF @	0.32 =	23.20

**Hallway**

**Height: 12'**

**Missing Wall - Goes to Floor**      **2' 9" X 6' 8"**      **Opens into KITCHEN**  
**Missing Wall**      **3' 10" X 12'**      **Opens into RECREATION\_R**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
64. Remove wet suspended ceiling tile for disposal	80.50 SF @	0.49 =	39.45
65. Suspended ceiling grid - Detach	80.50 SF @	2.09 =	168.25



**Lappins LLC**

W6860 Industrial Blvd  
 Onalaska, WI 54650  
 608-784-1500

**CONTINUED - Hallway**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
66. Tear out and bag wet insulation	80.50 SF @	0.84 =	67.62
67. HEPA Vacuuming - Light - (PER SF)	614.17 SF @	0.50 =	307.09
68. Clean the walls and ceiling	614.17 SF @	0.47 =	288.66
69. Clean floor	80.50 SF @	0.54 =	43.47
70. Remove Blown-in insulation - Machine removal	80.50 SF @	2.00 =	161.00
71. Blown-in insulation - 8" depth - R19	80.50 SF @	1.02 =	82.11
72a. Remove Polyethylene vapor barrier	80.50 SF @	0.11 =	8.86
72b. Polyethylene vapor barrier	80.50 SF @	0.32 =	25.76

**Kitchen**

**Height: 8'**

Missing Wall - Goes to neither Floor/Ceiling 4' X 3' Opens into RECREATION\_R  
 Missing Wall - Goes to Floor 2' 9" X 6' 8" Opens into HALLWAY

DESCRIPTION	QTY	UNIT PRICE	TOTAL
73. HEPA Vacuuming - Light - (PER SF)	335.13 SF @	0.50 =	167.57
74. Clean the walls and ceiling	335.13 SF @	0.47 =	157.51
75. Clean floor	78.79 SF @	0.54 =	42.55

**Bathroom**

**Height: 8'**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
76. HEPA Vacuuming - Light - (PER SF)	230.11 SF @	0.50 =	115.06
77. Clean the walls and ceiling	230.11 SF @	0.47 =	108.15
78. Clean floor	35.44 SF @	0.54 =	19.14

**Laundry / hallway**

**Height: 8'**

Missing Wall - Goes to Floor 2' 3" X 6' 8" Opens into ROOM1  
 Missing Wall - Goes to Floor 2' 2" X 6' 8" Opens into ROOM2  
 Missing Wall - Goes to Floor 2' 2" X 6' 8" Opens into ROOM3



# Lappins LLC

W6860 Industrial Blvd  
Onalaska, WI 54650  
608-784-1500

## Missing Wall - Goes to Floor

2' X 6' 8"

Opens into ROOM7

DESCRIPTION	QTY	UNIT PRICE	TOTAL
79. HEPA Vacuuming - Light - (PER SF)	659.59 SF @	0.50 =	329.80
80. Clean the walls and ceiling	659.59 SF @	0.47 =	310.01
81. Clean floor	191.48 SF @	0.54 =	103.40

## Furnace

Height: 12'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
82. HEPA Vacuuming - Light - (PER SF)	936.22 SF @	0.50 =	468.11
83. Clean the walls and ceiling	936.22 SF @	0.47 =	440.02
84. Clean floor	204.22 SF @	0.54 =	110.28

## Enter/foyer 2

Height: 12'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
85. Remove wet suspended ceiling tile and bag for disposal	26.83 SF @	0.49 =	13.15
86. Suspended ceiling grid - Detach & reset	26.83 SF @	2.09 =	56.07
87. Tear out and bag wet insulation	26.83 SF @	0.84 =	22.54
88. HEPA Vacuuming - Light - (PER SF)	286.83 SF @	0.50 =	143.42
89. Clean the walls and ceiling	286.83 SF @	0.47 =	134.81
90. Clean floor	26.83 SF @	0.54 =	14.49
91. Remove Blown-in insulation - Machine removal	26.83 SF @	2.00 =	53.66
92. Blown-in insulation - 8" depth - R19	26.83 SF @	1.02 =	27.37
93a. Remove Polyethylene vapor barrier	26.83 SF @	0.11 =	2.95
93b. Polyethylene vapor barrier	26.83 SF @	0.32 =	8.59

## Room7

Height: 8'

### Missing Wall - Goes to Floor

2' X 6' 8"

Opens into LAUNDRY\_\_HA

DESCRIPTION	QTY	UNIT PRICE	TOTAL
94. HEPA Vacuuming - Light - (PER SF)	236.67 SF @	0.50 =	118.34
95. Clean the walls and ceiling	236.67 SF @	0.47 =	111.23
96. Clean floor	42.00 SF @	0.54 =	22.68



# Lappins LLC

W6860 Industrial Blvd  
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 608-784-1500

## Room1

Height: 8'

Missing Wall - Goes to Floor                      2' 3" X 6' 8"                      Opens into LAUNDRY\_\_HA

DESCRIPTION	QTY	UNIT PRICE	TOTAL
97. HEPA Vacuuming - Light - (PER SF)	236.92 SF @	0.50 =	118.46
98. Clean the walls and ceiling	236.92 SF @	0.47 =	111.35
99. Clean floor	42.58 SF @	0.54 =	22.99

## Room2

Height: 8'

Missing Wall - Goes to Floor                      2' 2" X 6' 8"                      Opens into LAUNDRY\_\_HA

DESCRIPTION	QTY	UNIT PRICE	TOTAL
100. HEPA Vacuuming - Light - (PER SF)	237.47 SF @	0.50 =	118.74
101. Clean the walls and ceiling	237.47 SF @	0.47 =	111.61
102. Clean floor	42.58 SF @	0.54 =	22.99
103. General Laborer and materials To cap off sewer drain	4.00 HR @	53.23 =	212.92

## Room3

Height: 8'

Missing Wall - Goes to Floor                      2' 2" X 6' 8"                      Opens into LAUNDRY\_\_HA

DESCRIPTION	QTY	UNIT PRICE	TOTAL
104. HEPA Vacuuming - Light - (PER SF)	237.47 SF @	0.50 =	118.74
105. Clean the walls and ceiling	237.47 SF @	0.47 =	111.61
106. Clean floor	42.58 SF @	0.54 =	22.99

## Grand Total Areas:

5,945.56 SF Walls	1,772.52 SF Ceiling	7,718.08 SF Walls and Ceiling
1,772.52 SF Floor	196.95 SY Flooring	564.17 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	586.83 LF Ceil. Perimeter
1,772.52 Floor Area	1,902.77 Total Area	5,945.56 Interior Wall Area
2,262.00 Exterior Wall Area	186.67 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



## Lappins LLC

---

W6860 Industrial Blvd  
Onalaska, WI 54650  
608-784-1500

### Summary

Line Item Total	25,275.43
Overhead	1,263.81
Profit	1,263.81
Service Tax	169.36
	<hr/>
<b>Replacement Cost Value</b>	<b>\$27,972.41</b>
<b>Net Claim</b>	<b>\$27,972.41</b>
	<hr/> <hr/>

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Corey Fabian  
Operations Manager



## Lappins LLC

W6860 Industrial Blvd  
Onalaska, WI 54650  
608-784-1500

### Recap of Taxes, Overhead and Profit

	Overhead (5%)	Profit (5%)	Service Tax (5.5%)	Manuf. Home Tax (5.5%)	Storage Tax (5.5%)
<b>Line Items</b>	1,263.81	1,263.81	169.36	0.00	0.00
<b>Total</b>	<b>1,263.81</b>	<b>1,263.81</b>	<b>169.36</b>	<b>0.00</b>	<b>0.00</b>



# Lappins LLC

W6860 Industrial Blvd  
Onalaska, WI 54650  
608-784-1500

## Recap by Room

Estimate: 2026-02-20-1011

<b>Area: Main Level</b>	<b>5,110.40</b>	<b>20.22%</b>
Bedroom / office	1,601.15	6.33%
Recreation Room	9,114.43	36.06%
Office	3,170.43	12.54%
Entry/Foyer	1,013.45	4.01%
Hallway	1,192.27	4.72%
Kitchen	367.63	1.45%
Bathroom	242.35	0.96%
Laundry / hallway	743.21	2.94%
Furnace	1,018.41	4.03%
Enter/foyer 2	477.05	1.89%
Room7	252.25	1.00%
Room1	252.80	1.00%
Room2	466.26	1.84%
Room3	253.34	1.00%
<hr/>		
<b>Area Subtotal: Main Level</b>	<b>25,275.43</b>	<b>100.00%</b>
<hr/>		
<b>Subtotal of Areas</b>	<b>25,275.43</b>	<b>100.00%</b>
<hr/>		
<b>Total</b>	<b>25,275.43</b>	<b>100.00%</b>

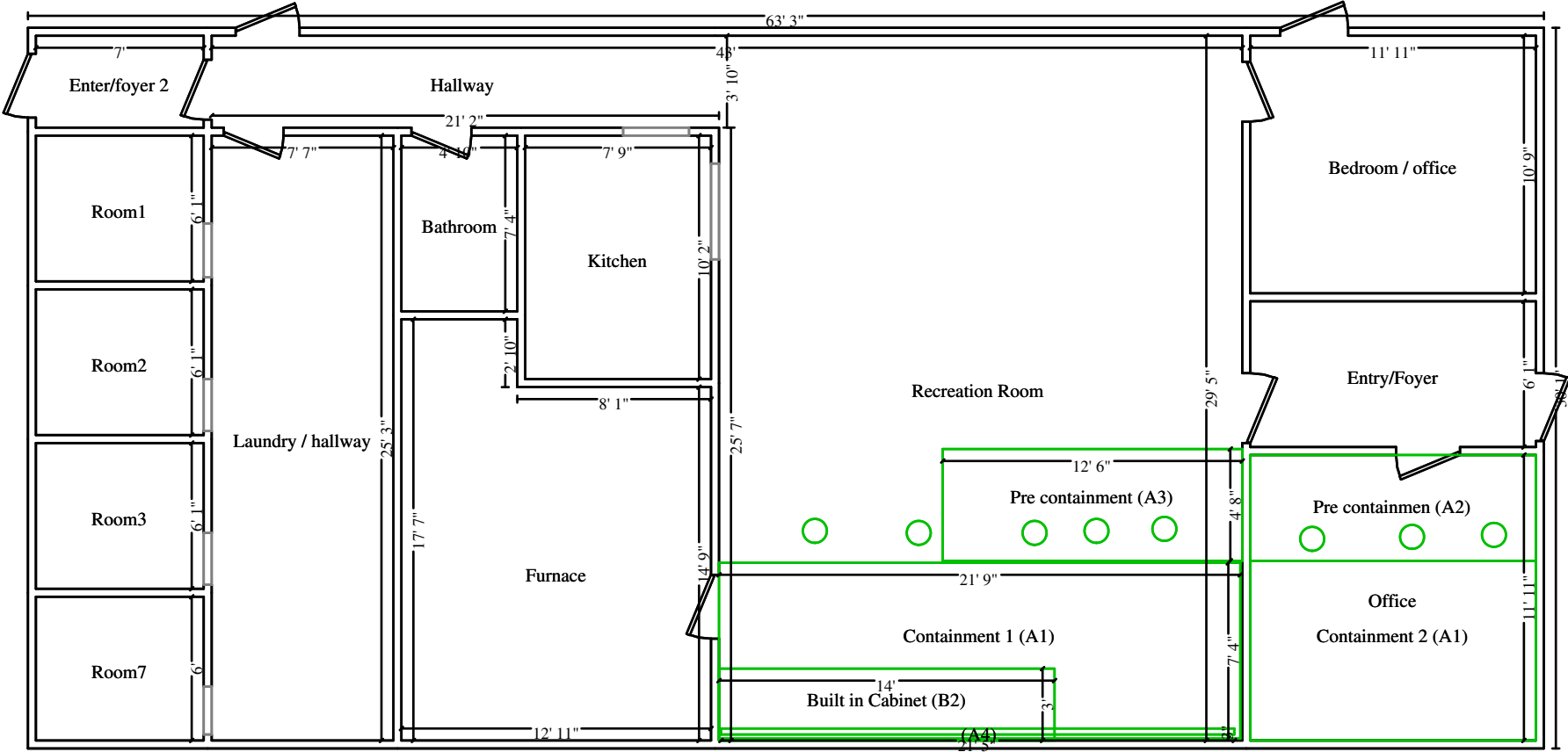


## Lappins LLC

W6860 Industrial Blvd  
Onalaska, WI 54650  
608-784-1500

### Recap by Category

<b>O&amp;P Items</b>	<b>Total</b>	<b>%</b>
ACOUSTICAL TREATMENTS	2,284.01	8.17%
CLEANING	5,784.63	20.68%
GENERAL DEMOLITION	5,266.02	18.83%
DRYWALL	1,304.10	4.66%
FRAMING & ROUGH CARPENTRY	319.56	1.14%
HAZARDOUS MATERIAL REMEDIATION	5,496.63	19.65%
INSULATION	1,942.30	6.94%
LABOR ONLY	212.92	0.76%
PAINTING	916.86	3.28%
TRAUMA/CRIME SCENE REMEDIATION	418.92	1.50%
WATER EXTRACTION & REMEDIATION	1,329.48	4.75%
<b>O&amp;P Items Subtotal</b>	<b>25,275.43</b>	<b>90.36%</b>
<b>Overhead</b>	<b>1,263.81</b>	<b>4.52%</b>
<b>Profit</b>	<b>1,263.81</b>	<b>4.52%</b>
<b>Service Tax</b>	<b>169.36</b>	<b>0.61%</b>
<b>Total</b>	<b>27,972.41</b>	<b>100.00%</b>





## ServiceMaster Recovery by Restoration Holdings

ServiceMaster Recovery by Restoration Holdings  
 225005 Lilac Avenue  
 Wausau, WI 54401  
 (920) 336-7411  
 Tax ID: 26-1777451

**0070\_HOLMEN\_MLD**

**4617614V2**

**Source - DocuSketch (4617614V2)**

**1st Floor**

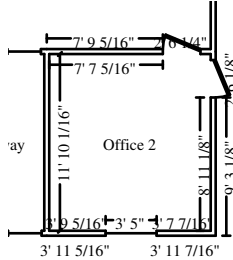
**1st Floor**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>RENTED EQ</b>					
168. Specialty Items (Bid Item)	1.20 EA	0.00	1,500.00	0.00	1,800.00
HVAC, duct cleaning					
59. Dumpster load - Approx. 30 yards, 5-7 tons of debris	2.40 EA	713.89	0.00	0.00	1,713.34
<b>TESTS &amp; EQ</b>					
57. Equipment setup, take down, and monitoring (hourly charge)	10.00 HR	0.00	64.95	0.00	649.50
58. Add for personal protective equipment (hazardous cleanup)	30.00 EA	0.00	20.63	0.00	618.90
3 techs one suit before lunch one suit after lunch for 5 days					
132. Lead test fee - self test (per sample)	4.00 EA	0.00	95.12	0.00	380.48
134. Asbestos test fee - self test (per sample)	6.00 EA	0.00	83.55	0.00	501.30
136. Asbestos test fee - full service survey - per sample	6.00 EA	0.00	35.00	0.00	210.00
146. Plastic bag - used for hazardous waste cleanup - Large	70.00 EA	0.00	3.64	0.00	254.80
Used for bagging the moldy blown in-insulation					
281. Scissor lift - 26' platform height (per week)	1.00 WK	0.00	1,080.00	0.00	1,080.00
<b>Total: 1st Floor</b>				<b>0.00</b>	<b>7,208.32</b>



## ServiceMaster Recovery by Restoration Holdings

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### Office 2

Height: 8'

314.63 SF Walls	128.03 SF Ceiling
442.66 SF Walls & Ceiling	128.03 SF Floor
14.23 SY Flooring	40.27 LF Floor Perimeter
45.31 LF Ceil. Perimeter	

<b>Window</b>	<b>3' 5" X 3' 10"</b>	<b>Opens into Exterior</b>
<b>Door</b>	<b>2' 6 1/8" X 7' 5/8"</b>	<b>Opens into Exterior</b>
<b>Door</b>	<b>2' 6 1/4" X 6' 9"</b>	<b>Opens into BREAKROOM</b>

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>EQUIPMENT</b>					
244. Negative air fan/Air scrubber (24 hr period) - No monit.	5.00 DA	0.00	70.50	0.00	352.50
247. Hazardous Waste/Mold Cleaning Technician - per hour setting up containment	1.00 HR	0.00	77.08	0.00	77.08
248. Apply anti-microbial agent to more than the floor	570.69 SF	0.00	0.32	0.00	182.62
249. Add for HEPA filter (for negative air exhaust fan)	1.00 EA	0.00	218.77	0.00	218.77
<b>DEMO</b>					
230. HEPA Vacuuming - Detailed - (PER SF)	570.69 SF	0.00	0.84	0.00	479.38
316. Remove Vapor barrier - visqueen - 6mil	128.03 SF	0.11	0.00	0.00	14.08
231. Tear out wet drywall, cleanup, bag - Cat 3	78.66 SF	1.64	0.00	0.00	129.00
232. Remove wet suspended ceiling tile and bag - Cat 3	128.03 SF	0.72	0.00	0.00	92.18
233. Tear out baseboard and bag for disposal - up to Cat 3	10.07 LF	1.10	0.00	0.00	11.08
234. Remove Smoke detector	2.00 EA	14.42	0.00	0.00	28.84
<b>CLEAN</b>					
235. Clean light fixture - fluorescent	6.00 EA	0.00	18.52	0.00	111.12
236. Clean the walls and ceiling - Heavy	442.66 SF	0.00	0.58	0.00	256.74
237. Clean floor - Heavy	128.03 SF	0.00	0.77	0.00	98.58
238. Contents - move out then reset	1.00 EA	0.00	78.22	0.00	78.22
239. Clean trim - wood - Heavy	40.00 LF	0.00	0.66	0.00	26.40
240. Clean baseboard - Heavy	40.27 LF	0.00	0.66	0.00	26.58

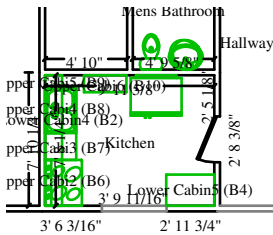


**ServiceMaster Recovery by Restoration Holdings**

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**CONTINUED - Office 2**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
241. Clean window unit (per side) 10 - 20 SF - Heavy	1.00 EA	0.00	27.88	0.00	27.88
315. Clean smoke/carbon monoxide detector	2.00 EA	0.00	8.22	0.00	16.44
317. Content Clean charge - per hour	3.00 HR	0.00	64.95	0.00	194.85
Clean all open misc content items- as well as furniture steam cleaned - final will be invoiced at actual hours					
<b>Totals: Office 2</b>				<b>0.00</b>	<b>2,422.34</b>



**Kitchen**

**Height: 8'**

248.99 SF Walls	76.61 SF Ceiling
325.59 SF Walls & Ceiling	76.61 SF Floor
8.51 SY Flooring	32.61 LF Floor Perimeter
35.31 LF Ceil. Perimeter	

**Door** 2' 8 3/8" X 6' 11 7/8" **Opens into HALLWAY2**  
**Missing Wall - Goes to neither Floor/Ceiling** 3' 9 11/16" X 3' 10" **Opens into BREAKROOM**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>EQUIPMENT</b>					
137. HEPA Vacuuming - Detailed - (PER SF)	402.20 SF	0.00	0.84	0.00	337.85
138. Add for HEPA filter (for canister/backpack vacuums)	1.00 EA	0.00	91.93	0.00	91.93
139. Apply anti-microbial agent to more than the walls	434.81 SF	0.00	0.32	0.00	139.14
183. Material Only Vapor barrier - visqueen - 6mil	100.00 SF	0.00	0.08	0.00	8.00
184. Peel & seal zipper	1.00 EA	0.00	14.32	0.00	14.32
<b>DEMO</b>					
140. Remove Blown-in insulation - 14" depth - R38	76.61 SF	1.38	0.00	0.00	105.72
147. Hazardous Waste/Mold Cleaning Technician - per hour setting up containment	1.00 HR	0.00	77.08	0.00	77.08
182. Remove Vapor barrier - visqueen - 6mil	76.61 SF	0.11	0.00	0.00	8.43
<b>CLEAN</b>					



## ServiceMaster Recovery by Restoration Holdings

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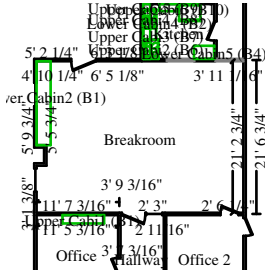
### CONTINUED - Kitchen

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
169. Clean floor - Heavy	76.61 SF	0.00	0.77	0.00	58.99
170. Clean the walls and ceiling - Heavy	325.59 SF	0.00	0.58	0.00	188.84
171. Clean cabinetry - lower - faces only	8.00 LF	0.00	9.31	0.00	74.48
172. Clean cabinetry - upper - faces only	12.00 LF	0.00	9.31	0.00	111.72
173. Clean sink faucet - Heavy	1.00 EA	0.00	17.96	0.00	17.96
174. Clean sink - Heavy	1.00 EA	0.00	23.58	0.00	23.58
175. Clean countertop - Heavy	20.00 SF	0.00	1.26	0.00	25.20
176. Clean refrigerator - exterior - Heavy clean	1.00 EA	0.00	37.62	0.00	37.62
177. Clean oven - exterior - Heavy	1.00 EA	0.00	29.33	0.00	29.33
178. Clean range hood - Heavy	1.00 EA	0.00	32.61	0.00	32.61
179. Clean trim - wood - Heavy trim around door	20.00 LF	0.00	0.66	0.00	13.20
180. Clean baseboard - Heavy	32.61 LF	0.00	0.66	0.00	21.52
212. Clean light fixture - fluorescent	1.00 EA	0.00	18.52	0.00	18.52
276. Contents - move out then reset - Extra large room	1.00 EA	0.00	234.42	0.00	234.42
277. Contents - move out then reset	1.00 EA	0.00	78.22	0.00	78.22
278. Content Clean charge - per hour	4.00 HR	0.00	64.95	0.00	259.80
Clean all open misc content items- and possible discard of consumable - final will be invoiced at actual hours					
Totals: Kitchen				0.00	2,008.48



## ServiceMaster Recovery by Restoration Holdings

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### Breakroom

Height: 8'

680.94 SF Walls	611.39 SF Ceiling
1,292.33 SF Walls & Ceiling	611.39 SF Floor
67.93 SY Flooring	90.00 LF Floor Perimeter
103.21 LF Ceil. Perimeter	

<b>Missing Wall - Goes to Floor</b>	<b>3' 11 1/16" X 7'</b>	<b>Opens into HALLWAY2</b>
<b>Missing Wall - Goes to neither Floor/Ceiling</b>	<b>3' 9 11/16" X 3' 10"</b>	<b>Opens into KITCHEN</b>
<b>Door</b>	<b>3' 5 3/4" X 6' 9"</b>	<b>Opens into Exterior</b>
<b>Window</b>	<b>3' 3 1/8" X 3' 10"</b>	<b>Opens into Exterior</b>
<b>Window</b>	<b>3' 3 1/8" X 3' 10"</b>	<b>Opens into Exterior</b>
<b>Window</b>	<b>2' 3" X 6' 8"</b>	<b>Opens into HALLWAY</b>
<b>Door</b>	<b>3' 3 3/8" X 6' 9"</b>	<b>Opens into HALLWAY</b>
<b>Door</b>	<b>2' 6 1/4" X 6' 9"</b>	<b>Opens into OFFICE_2</b>

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
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#### EQUIPMENT

82. Hydroxyl generator - odor counteractant - 3 optics	5.00 DA	0.00	232.06	0.00	1,160.30
119. Neg. air fan/Air scrub.-XLrg (per 24 hr period)-No monit.	10.00 DA	0.00	141.00	0.00	1,410.00
81. HEPA Vacuuming - Detailed - (PER SF)	1,903.72 SF	0.00	0.84	0.00	1,599.12
118. Add for HEPA filter (for canister/backpack vacuums)	1.00 EA	0.00	91.93	0.00	91.93
80. Apply anti-microbial agent to more than the walls	1,993.72 SF	0.00	0.32	0.00	637.99
131. Add for HEPA filter (for negative air exhaust fan)	4.00 EA	0.00	218.77	0.00	875.08
148. Hazardous Waste/Mold Cleaning Technician - per hour setting up containment	1.00 HR	0.00	77.08	0.00	77.08

#### DEMO

73. Tear out wet drywall, cleanup, bag - Cat 3	120.00 SF	1.64	0.00	0.00	196.80
116. Remove Blown-in insulation - 14" depth - R38	611.39 SF	1.38	0.00	0.00	843.72
74. Remove wet suspended ceiling tile and bag - Cat 3	611.39 SF	0.72	0.00	0.00	440.20
76. Tear out baseboard and bag for disposal - up to Cat 3	5.00 LF	1.10	0.00	0.00	5.50



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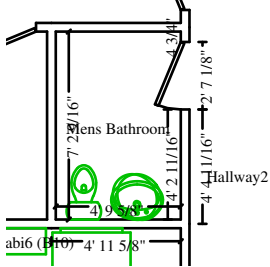
### CONTINUED - Breakroom

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
77. Tear out cabinetry - lower (base) units	12.00 LF	10.76	0.00	0.00	129.12
79. Smoke detector	6.00 EA	0.00	71.04	0.00	426.24
78. Remove Recessed light fixture - canless LED - up to 8"	10.00 EA	1.63	0.00	0.00	16.30
83. Remove Hat channel, 16" OC	611.39 SF	0.66	0.00	0.00	403.52
84. Remove Heat/AC register - Mechanically attached	3.00 EA	3.25	0.00	0.00	9.75
114. Remove Vapor barrier - visqueen - 6mil	611.39 SF	0.11	0.00	0.00	67.25
279. Remove Suspended ceiling grid - 2' x 4'	611.39 SF	0.24	0.00	0.00	146.73
<b>CLEAN</b>					
120. Clean floor - Heavy	611.39 SF	0.00	0.77	0.00	470.77
121. Additional cost for high wall or ceiling - Over 14'	680.94 SF	0.00	0.09	0.00	61.28
280. Clean the walls and ceiling - Heavy	1,292.33 SF	0.00	0.58	0.00	749.55
185. Clean trim - wood - Heavy	1.00 LF	0.00	0.66	0.00	0.66
186. Clean baseboard - Heavy	90.00 LF	0.00	0.66	0.00	59.40
187. Clean window unit (per side) 10 - 20 SF - Heavy	3.00 EA	0.00	27.88	0.00	83.64
188. Clean door - with detail (per side)	4.00 EA	0.00	14.13	0.00	56.52
211. Clean light fixture - fluorescent	8.00 EA	0.00	18.52	0.00	148.16
282. Contents - move out then reset - Extra large room	1.00 EA	0.00	234.42	0.00	234.42
283. Content Clean charge - per hour	10.00 HR	0.00	64.95	0.00	649.50
Clean all open misc content items- as well as furniture steam cleaned - final will be invoiced at actual hours					
284. Clean recessed light fixture	10.00 EA	0.00	13.95	0.00	139.50
294. Clean smoke/carbon monoxide detector	1.00 EA	0.00	8.22	0.00	8.22
<b>Totals: Breakroom</b>				<b>0.00</b>	<b>11,198.25</b>



## ServiceMaster Recovery by Restoration Holdings

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### Mens bathroom

Height: 8'

174.13 SF Walls	34.64 SF Ceiling
208.77 SF Walls & Ceiling	34.64 SF Floor
3.85 SY Flooring	21.44 LF Floor Perimeter
24.03 LF Ceil. Perimeter	

### Door

2' 7 1/8" X 7'

Opens into HALLWAY2

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>EQUIPMENT</b>					
122. HEPA Vacuuming - Detailed - (PER SF)	243.42 SF	0.00	0.84	0.00	204.47
123. Add for HEPA filter (for canister/backpack vacuums)	1.00 EA	0.00	91.93	0.00	91.93
124. Apply anti-microbial agent to more than the walls	264.86 SF	0.00	0.32	0.00	84.76
153. Hazardous Waste/Mold Cleaning Technician - per hour setting up containment	1.00 HR	0.00	77.08	0.00	77.08
<b>DEMO</b>					
125. Remove Blown-in insulation - 14" depth - R38	34.64 SF	1.38	0.00	0.00	47.80
286. Remove Vapor barrier - visqueen - 6mil	34.64 SF	0.11	0.00	0.00	3.81
287. Peel & seal zipper	1.00 EA	0.00	18.83	0.00	18.83
<b>CLEAN</b>					
191. Clean floor - Heavy	34.64 SF	0.00	0.77	0.00	26.67
192. Clean the walls and ceiling - Heavy	208.77 SF	0.00	0.58	0.00	121.09
193. Clean sink faucet - Heavy	1.00 EA	0.00	17.96	0.00	17.96
194. Clean sink - Heavy	1.00 EA	0.00	23.58	0.00	23.58
195. Clean baseboard - Heavy	21.44 LF	0.00	0.66	0.00	14.15
196. Clean light bar	1.00 EA	0.00	24.21	0.00	24.21
197. Clean outlet or switch	4.00 EA	0.00	4.56	0.00	18.24
198. Clean door (per side)	1.00 EA	0.00	9.46	0.00	9.46
199. Clean door hardware - Heavy	1.00 EA	0.00	12.23	0.00	12.23
200. Clean trim - wood - Heavy	20.00 LF	0.00	0.66	0.00	13.20
201. Clean toilet - Heavy	1.00 EA	0.00	39.27	0.00	39.27
202. Clean toilet seat - Heavy	1.00 EA	0.00	8.22	0.00	8.22





## ServiceMaster Recovery by Restoration Holdings

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### CONTINUED - Hallway2

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
293. Remove Suspended ceiling grid - 2' x 4'	73.42 SF	0.24	0.00	0.00	17.62
91. Remove Hat channel, 16" OC	73.42 SF	0.66	0.00	0.00	48.46
92. Remove Bathroom ventilation fan w/light	1.00 EA	22.87	0.00	0.00	22.87
<b>CLEAN</b>					
205. Clean floor - Heavy	73.42 SF	0.00	0.77	0.00	56.53
206. Clean the walls and ceiling - Heavy	318.48 SF	0.00	0.58	0.00	184.72
207. Clean baseboard - Heavy	28.34 LF	0.00	0.66	0.00	18.70
208. Clean outlet or switch	4.00 EA	0.00	4.56	0.00	18.24
209. Clean trim - wood - Heavy	60.00 LF	0.00	0.66	0.00	39.60
210. Clean light fixture - fluorescent	2.00 EA	0.00	18.52	0.00	37.04
295. Additional cost for high wall or ceiling - Over 14'	245.06 SF	0.00	0.09	0.00	22.06
<b>Totals: Hallway2</b>				<b>0.00</b>	<b>1,180.23</b>



### Bunk Room/ Laundry Room

**Height: 8'**

348.99 SF Walls	119.15 SF Ceiling
468.13 SF Walls & Ceiling	119.15 SF Floor
13.24 SY Flooring	40.56 LF Floor Perimeter
63.34 LF Ceil. Perimeter	

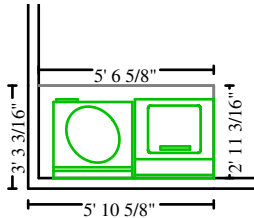
<b>Door</b>	<b>2' 6 7/8" X 6' 11 1/16"</b>	<b>Opens into SHOWER</b>
<b>Door</b>	<b>2' 7 13/16" X 7'</b>	<b>Opens into HALLWAY2</b>
<b>Missing Wall - Goes to Floor</b>	<b>3' 7/16" X 6' 10"</b>	<b>Opens into Exterior</b>
<b>Missing Wall - Goes to Floor</b>	<b>2' 11 9/16" X 6' 10"</b>	<b>Opens into BEDROOM_</b>
<b>Missing Wall - Goes to Floor</b>	<b>3' 7/8" X 6' 10"</b>	<b>Opens into Exterior</b>



## ServiceMaster Recovery by Restoration Holdings

ServiceMaster Recovery by Restoration Holdings  
 225005 Lilac Avenue  
 Wausau, WI 54401  
 (920) 336-7411  
 Tax ID: 26-1777451

### CONTINUED - Bunk Room/ Laundry Room



#### Subroom: Bunk Room/ Laundry Room (1)

Height: 7'

59.39 SF Walls	16.29 SF Ceiling
75.68 SF Walls & Ceiling	16.29 SF Floor
1.81 SY Flooring	8.48 LF Floor Perimeter
16.97 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

2' 11 3/16" X 7'

Opens into BUNK\_ROOM\_L

Missing Wall - Goes to Floor

5' 6 5/8" X 7'

Opens into BUNK\_ROOM\_L

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>EQUIPMENT</b>					
101. Dehumidifier (per 24 hr period)- 110-159 ppd - No monitor.	5.00 EA	0.00	117.30	0.00	586.50
May or may not need determined by atmospheric readings					
98. Equipment decontamination charge - per piece of equipment	1.00 EA	0.00	39.00	0.00	39.00
155. Hazardous Waste/Mold Cleaning Technician - per hour setting up containment	1.00 HR	0.00	77.08	0.00	77.08
152. Apply anti-microbial agent to more than the ceiling	679.24 SF	0.00	0.32	0.00	217.36
299. HEPA Vacuuming - Detailed - (PER SF)	679.24 SF	0.00	0.84	0.00	570.56
300. Add for HEPA filter (for canister/backpack vacuums)	1.00 EA	0.00	91.93	0.00	91.93
<b>CLEAN</b>					
99. Clean the walls and ceiling - Heavy	543.81 SF	0.00	0.58	0.00	315.41
100. Clean floor - Heavy	135.43 SF	0.00	0.77	0.00	104.28
149. Remove Blown-in insulation - 14" depth - R38	300.00 SF	1.38	0.00	0.00	414.00
151. HEPA Vacuuming - Detailed - (PER SF)	679.24 SF	0.00	0.98	0.00	665.66
296. Contents - move out then reset - Extra large room	1.00 EA	0.00	234.42	0.00	234.42
297. Content Clean charge - per hour	10.00 HR	0.00	64.95	0.00	649.50
Clean all open misc content items- as well as furniture steam cleaned - final will be invoiced at actual hours					
298. Additional cost for high wall or ceiling - Over 14'	408.38 SF	0.00	0.09	0.00	36.75

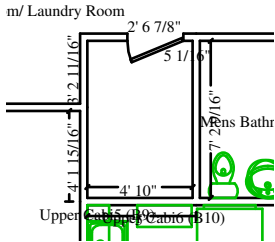


## ServiceMaster Recovery by Restoration Holdings

ServiceMaster Recovery by Restoration Holdings  
 225005 Lilac Avenue  
 Wausau, WI 54401  
 (920) 336-7411  
 Tax ID: 26-1777451

### CONTINUED - Bunk Room/ Laundry Room

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
304. Washer/Washing machine - Remove & reset	1.00 EA	0.00	55.60	0.00	55.60
303. Dryer - Remove & reset	1.00 EA	0.00	42.87	0.00	42.87
305. Clean washer - exterior	1.00 EA	0.00	12.99	0.00	12.99
306. Clean dryer - exterior	1.00 EA	0.00	13.30	0.00	13.30
Totals: Bunk Room/ Laundry Room				0.00	4,127.21



### Shower

Height: 8'

174.99 SF Walls	34.88 SF Ceiling
209.87 SF Walls & Ceiling	34.88 SF Floor
3.88 SY Flooring	21.53 LF Floor Perimeter
24.10 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>Door</b>					
		<b>2' 6 7/8" X 6' 11 1/16"</b>		<b>Opens into BUNK_ROOM_L</b>	

### EQUIPMENT

141. HEPA Vacuuming - Detailed - (PER SF)	69.76 SF	0.00	0.84	0.00	58.60
142. Add for HEPA filter (for canister/backpack vacuums)	1.00 EA	0.00	91.93	0.00	91.93
143. Apply anti-microbial agent to more than the walls	266.28 SF	0.00	0.32	0.00	85.21
156. Hazardous Waste/Mold Cleaning Technician - per hour setting up containment	1.00 HR	0.00	77.08	0.00	77.08

### DEMO

144. Remove Blown-in insulation - 14" depth - R38	34.88 SF	1.38	0.00	0.00	48.13
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### CLEAN

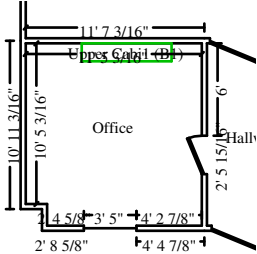
213. Clean the walls and ceiling - Heavy	209.87 SF	0.00	0.58	0.00	121.72
214. Clean floor - Heavy	34.88 SF	0.00	0.77	0.00	26.86
307. Additional cost for high wall or ceiling - Over 14'	174.99 SF	0.00	0.09	0.00	15.75

Totals: Shower				0.00	525.28
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## ServiceMaster Recovery by Restoration Holdings

ServiceMaster Recovery by Restoration Holdings  
 225005 Lilac Avenue  
 Wausau, WI 54401  
 (920) 336-7411  
 Tax ID: 26-1777451



### Office

Height: 8'

341.75 SF Walls	133.38 SF Ceiling
475.13 SF Walls & Ceiling	133.38 SF Floor
14.82 SY Flooring	44.04 LF Floor Perimeter
46.54 LF Ceil. Perimeter	

### Window

3' 5" X 3' 10"

Opens into Exterior

### Door

2' 5 15/16" X 7'

Opens into HALLWAY

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>EQUIPMENT</b>					
215. Negative air fan/Air scrubber (24 hr period) - No monit.	5.00 DA	0.00	70.50	0.00	352.50
308. Dehumidifier (per 24 hr period) - 70-109 ppd - No monitor.	5.00 EA	0.00	75.43	0.00	377.15
157. Hazardous Waste/Mold Cleaning Technician - per hour setting up containment	1.00 HR	0.00	77.08	0.00	77.08
68. Apply anti-microbial agent to more than the floor	608.52 SF	0.00	0.32	0.00	194.73
217. Add for HEPA filter (for negative air exhaust fan)	1.00 EA	0.00	218.77	0.00	218.77
<b>DEMO</b>					
69. HEPA Vacuuming - Detailed - (PER SF)	608.52 SF	0.00	0.84	0.00	511.16
64. Tear out wet drywall, cleanup, bag - Cat 3	85.44 SF	1.64	0.00	0.00	140.12
65. Remove wet suspended ceiling tile and bag - Cat 3	133.38 SF	0.72	0.00	0.00	96.03
66. Tear out baseboard and bag for disposal - up to Cat 3	11.01 LF	1.10	0.00	0.00	12.11
67. Remove Smoke detector	2.00 EA	14.42	0.00	0.00	28.84
309. Remove Suspended ceiling grid - 2' x 4'	133.38 SF	0.24	0.00	0.00	32.01
<b>CLEAN</b>					
216. Clean light fixture - fluorescent	6.00 EA	0.00	18.52	0.00	111.12
219. Clean the walls and ceiling - Heavy	475.13 SF	0.00	0.58	0.00	275.58
220. Clean floor - Heavy	133.38 SF	0.00	0.77	0.00	102.70
221. Contents - move out then reset	1.00 EA	0.00	78.22	0.00	78.22
223. Clean trim - wood - Heavy	40.00 LF	0.00	0.66	0.00	26.40

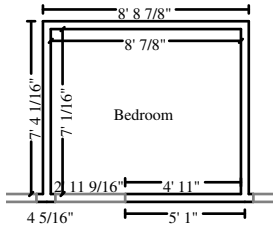


## ServiceMaster Recovery by Restoration Holdings

ServiceMaster Recovery by Restoration Holdings  
 225005 Lilac Avenue  
 Wausau, WI 54401  
 (920) 336-7411  
 Tax ID: 26-1777451

### CONTINUED - Office

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
224. Clean baseboard - Heavy	44.04 LF	0.00	0.66	0.00	29.07
225. Clean window unit (per side) 10 - 20 SF - Heavy	1.00 EA	0.00	27.88	0.00	27.88
310. Additional cost for high wall or ceiling - Over 14'	341.75 SF	0.00	0.09	0.00	30.76
311. Content Clean charge - per hour	3.00 HR	0.00	64.95	0.00	194.85
Clean all open misc content items- as well as furniture steam cleaned - final will be invoiced at actual hours					
312. Clean door (per side)	2.00 EA	0.00	9.46	0.00	18.92
313. Clean door / window opening per EA (per side)	2.00 EA	0.00	17.10	0.00	34.20
314. Clean smoke/carbon monoxide detector	2.00 EA	0.00	8.22	0.00	16.44
<b>Totals: Office</b>				0.00	2,986.64



### Bedroom

**Height: 8'**

220.95 SF Walls	56.53 SF Ceiling
277.48 SF Walls & Ceiling	56.53 SF Floor
6.28 SY Flooring	27.19 LF Floor Perimeter
30.15 LF Ceil. Perimeter	

### Missing Wall - Goes to Floor

**2' 11 9/16" X 6' 10"**

**Opens into BUNK\_ROOM\_L**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>CLEAN</b>					
250. Clean light fixture - fluorescent	6.00 EA	0.00	18.52	0.00	111.12
251. Clean the walls and ceiling - Heavy	277.48 SF	0.00	0.58	0.00	160.94
252. Clean floor - Heavy	56.53 SF	0.00	0.77	0.00	43.53
253. Contents - move out then reset	1.00 EA	0.00	78.22	0.00	78.22
254. Clean trim - wood - Heavy	40.00 LF	0.00	0.66	0.00	26.40
255. Clean baseboard - Heavy	27.19 LF	0.00	0.66	0.00	17.95
256. Clean window unit (per side) 10 - 20 SF - Heavy	1.00 EA	0.00	27.88	0.00	27.88
318. Clean door (per side)	2.00 EA	0.00	9.46	0.00	18.92
319. Apply anti-microbial agent to more than the floor	334.01 SF	0.00	0.32	0.00	106.88

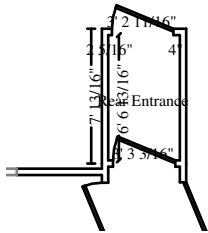


## ServiceMaster Recovery by Restoration Holdings

ServiceMaster Recovery by Restoration Holdings  
 225005 Lilac Avenue  
 Wausau, WI 54401  
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### CONTINUED - Bedroom

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
320. Content Clean charge - per hour	6.00 HR	0.00	64.95	0.00	389.70
Clean all open misc content items- as well as furniture steam cleaned - final will be invoiced at actual hours					
321. Clean door / window opening per EA (per side)	1.00 EA	0.00	17.10	0.00	17.10
322. HEPA Vacuuming - Detailed - (PER SF)	334.01 SF	0.00	0.84	0.00	280.57
324. Containment Barrier/Airlock/Decon. Chamber	30.00 SF	0.00	1.06	0.00	31.80
325. Peel & seal zipper - heavy duty	1.00 EA	0.00	16.90	0.00	16.90
Totals: Bedroom				0.00	1,327.91



### Rear Entrance

Height: 8'

119.68 SF Walls	24.65 SF Ceiling
144.34 SF Walls & Ceiling	24.65 SF Floor
2.74 SY Flooring	14.15 LF Floor Perimeter
20.64 LF Ceil. Perimeter	

Door	3' 2 11/16" X 7'	Opens into Exterior
Door	3' 3 3/16" X 7'	Opens into HALLWAY2

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>EQUIPMENT</b>					
259. Apply anti-microbial agent to more than the floor	168.99 SF	0.00	0.32	0.00	54.08
<b>DEMO</b>					
260. Remove Suspended ceiling grid - 2' x 2'	24.65 SF	0.25	0.00	0.00	6.16
261. Remove wet suspended ceiling tile and bag - Cat 3	24.65 SF	0.72	0.00	0.00	17.75
262. Remove Smoke detector	2.00 EA	14.42	0.00	0.00	28.84
<b>CLEAN</b>					
263. Clean floor - Heavy	24.65 SF	0.00	0.77	0.00	18.98
264. Clean the walls and ceiling - Heavy	144.34 SF	0.00	0.58	0.00	83.72
265. Clean baseboard - Heavy	14.15 LF	0.00	0.66	0.00	9.34
266. Clean trim - wood - Heavy	40.00 LF	0.00	0.66	0.00	26.40

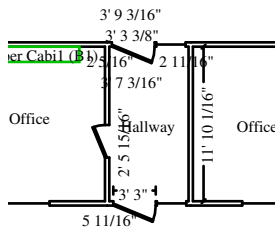


## ServiceMaster Recovery by Restoration Holdings

ServiceMaster Recovery by Restoration Holdings  
 225005 Lilac Avenue  
 Wausau, WI 54401  
 (920) 336-7411  
 Tax ID: 26-1777451

### CONTINUED - Rear Entrance

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
267. Clean door - with detail (per side)	3.00 EA	0.00	14.13	0.00	42.39
268. Clean door hardware - Heavy	2.00 EA	0.00	12.23	0.00	24.46
269. Clean outlet or switch	1.00 EA	0.00	4.56	0.00	4.56
270. Clean light fixture	1.00 EA	0.00	13.93	0.00	13.93
327. HEPA Vacuuming - Detailed - (PER SF)	168.99 SF	0.00	0.84	0.00	141.95
<b>Totals: Rear Entrance</b>				<b>0.00</b>	<b>472.56</b>



### Hallway

**Height: 8'**

201.36 SF Walls	71.87 SF Ceiling
273.23 SF Walls & Ceiling	71.87 SF Floor
7.99 SY Flooring	26.79 LF Floor Perimeter
35.82 LF Ceil. Perimeter	

<b>Window</b>	<b>2' 3" X 6' 8"</b>	<b>Opens into BREAKROOM</b>
<b>Door</b>	<b>3' 3 3/8" X 6' 9"</b>	<b>Opens into BREAKROOM</b>
<b>Window</b>	<b>2' 3" X 3' 10"</b>	<b>Opens into Exterior</b>
<b>Door</b>	<b>3' 3" X 6' 9"</b>	<b>Opens into Exterior</b>
<b>Door</b>	<b>2' 5 15/16" X 7'</b>	<b>Opens into OFFICE</b>

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
<b>EQUIPMENT</b>					
164. Apply anti-microbial agent to more than the floor	345.10 SF	0.00	0.32	0.00	110.43
<b>DEMO</b>					
165. Remove Suspended ceiling grid - 2' x 2'	71.87 SF	0.25	0.00	0.00	17.97
60. Remove wet suspended ceiling tile and bag - Cat 3	71.87 SF	0.72	0.00	0.00	51.75
61. Remove Smoke detector	2.00 EA	14.42	0.00	0.00	28.84
<b>CLEAN</b>					
162. Clean floor - Heavy	71.87 SF	0.00	0.77	0.00	55.34
163. Clean the walls and ceiling - Heavy	273.23 SF	0.00	0.58	0.00	158.47
271. Clean outlet or switch	5.00 EA	0.00	4.56	0.00	22.80



## ServiceMaster Recovery by Restoration Holdings

ServiceMaster Recovery by Restoration Holdings  
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 Wausau, WI 54401  
 (920) 336-7411  
 Tax ID: 26-1777451

### CONTINUED - Hallway

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
273. Clean baseboard - Heavy	26.79 LF	0.00	0.66	0.00	17.68
272. Clean trim - wood - Heavy	60.00 LF	0.00	0.66	0.00	39.60
326. Clean smoke/carbon monoxide detector	2.00 EA	0.00	8.22	0.00	16.44
328. HEPA Vacuuming - Detailed - (PER SF)	345.10 SF	0.00	0.84	0.00	289.88
Totals: Hallway				0.00	809.20
Total: 1st Floor				<b>0.00</b>	<b>35,159.52</b>
Total: Source - DocuSketch (4617614V2)				<b>0.00</b>	<b>35,159.52</b>
Total: 4617614V2				<b>0.00</b>	<b>35,159.52</b>
<b>Line Item Totals: 0070_HOLMEN_MLD</b>				<b>0.00</b>	<b>35,159.52</b>

### Grand Total Areas:

3,130.86 SF Walls	1,380.85 SF Ceiling	4,511.70 SF Walls and Ceiling
1,380.85 SF Floor	153.43 SY Flooring	395.41 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	492.03 LF Ceil. Perimeter
1,380.85 Floor Area	1,499.19 Total Area	3,130.86 Interior Wall Area
1,835.31 Exterior Wall Area	228.32 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



## ServiceMaster Recovery by Restoration Holdings

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ServiceMaster Recovery by Restoration Holdings  
225005 Lilac Avenue  
Wausau, WI 54401  
(920) 336-7411  
Tax ID: 26-1777451

### Summary for Structural1

Line Item Total	35,159.52
<b>Replacement Cost Value</b>	<b>\$35,159.52</b>
<b>Net Claim</b>	<b>\$35,159.52</b>

---

Josh Russell

INTERSTATE ROOFING & WTP., INC.

PROPOSAL

No 612363

N5544 Commerce Road
ONALASKA, WISCONSIN 54650

(608) 783-2106
Fax (608) 783-1900



TO: Holmen Fire Department
Attn: Ryan Ostreng Fire Chief
710 South Main
Holmen, WI. 54636
Email: rostreng@holmenfire.com

Table with 2 columns: PHONE (608-399-8226), DATE (3/19/2026), and JOB NAME/LOCATION (Holmen Fire Department, 710 South Main, Holmen, WI. 54636)

We hereby submit specifications and estimates for:
Interstate Roofing & Waterproofing, Inc. disclaims any responsibility for asbestos below the roof.

Miscellaneous Roof Repairs

Interstate Roofing to follow OSHA fall protection practices for 1926.00 Construction Compliance Regulations.
Remove the existing roof curb. (approx. size 3' x 3')
Fill in the area with 16 ga. steel to close the opening in the roof.
Furnish and install wood blocking at the eave to accommodate the new insulation added.
Install (1) layer of 2" Isocyanurate insulation to fill in (4) metal roof panels.
Install (1) layer of 1/2" IsoGard insulation.
Mechanically fasten the insulation to the metal roof with Elevate HD metal screws and plates.
Furnish and install Elevate Black 60 mil fully adhered EPDM roof system.
Extend the field membrane over all edges of the panels and adhere to the panels.
Flash the perimeter membrane with Firestone 5" flashing.

Price: \$6,865.00

We Propose hereby to furnish material and labor -- complete in accordance with the above specifications, for the sum of:

dollars ( \$ 6,865.00 )

Payment to be made as follows: Minimum service charge \$3.00. 1 1/2% Per month on unpaid balance after 30 days. (18% per annum)

This is to advise you that in furnishing labor or materials for the above listed job, Interstate Roofing & Waterproofing, Inc. will maintain construction lien rights on the property and will claim a lien to the extend of all unpaid invoices.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Authorized Signature

Handwritten signature: Clay Kischbau

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Signature

Signature

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance:

N5544 Commerce Road  
ONALASKA, WISCONSIN 54650

(608) 783-2106  
Fax (608) 783-1900



TO: Holmen Fire Department  
Attn: Ryan Ostreng Fire Chief  
710 South Main  
Holmen, WI. 54636  
Email: rostreng@holmenfire.com

PHONE	608-399-8226	DATE	4/1/2026
JOB NAME/LOCATION			
Holmen Fire Department			
710 South Main			
Holmen, WI. 54636			

We hereby submit specifications and estimates for:  
Interstate Roofing & Waterproofing, Inc. disclaims any responsibility for asbestos below the roof.

**Wall Flashing Repairs (60 LNFT)**

Interstate Roofing to follow OSHA fall protection practices for 1926.00 Construction Compliance Regulations.  
Remove the existing metal wall flashing and closures.  
Seal the screw holes on the panels and any openings at the transition from panels to the wall.  
Install new 24 ga. metal closures on each panel.  
Install new 24 ga. metal wall flashing lapping minimum 3" with caulk in the laps.

**Price: \$3,750.00**

**We Propose** hereby to furnish material and labor -- complete in accordance with the above specifications, for the sum of:

dollars ( \$ 3,750.00 )

Payment to be made as follows: **Minimum service charge \$3.00. 1½% Per month on unpaid balance after 30 days. (18% per annum)**

**This is to advise you that in furnishing labor or materials for the above listed job, Interstate Roofing & Waterproofing, Inc. will maintain construction lien rights on the property and will claim a lien to the extend of all unpaid invoices.**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Authorized  
Signature

Note: This proposal may be withdrawn  
bv us if not accepted within 30 days.

Signature

Signature

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

N5544 Commerce Road  
ONALASKA, WISCONSIN 54650

(608) 783-2106  
Fax (608) 783-1900



TO: Holmen Fire Department  
Attn: Ryan Ostreng Fire Chief  
710 South Main  
Holmen, WI. 54636  
Email: rostreng@holmenfire.com

PHONE	608-399-8226	DATE	4/1/2026
JOB NAME/LOCATION			
Holmen Fire Department			
710 South Main			
Holmen, WI. 54636			

We hereby submit specifications and estimates for:  
Interstate Roofing & Waterproofing, Inc. disclaims any responsibility for asbestos below the roof.

**Window Trim Repairs**

Interstate Roofing to follow OSHA fall protection practices for 1926.00 Construction Compliance Regulations.  
Remove the existing window flashing.  
Cut the caulking out around the windows.  
Install new 24 ga. metal window flashing trims.  
Re-caulk the windows.

**Price: \$1,950.00**

**We Propose** hereby to furnish material and labor -- complete in accordance with the above specifications, for the sum of:

dollars ( \$ 1,950.00 )

Payment to be made as follows: **Minimum service charge \$3.00. 1½% Per month on unpaid balance after 30 days. (18% per annum)**

**This is to advise you that in furnishing labor or materials for the above listed job, Interstate Roofing & Waterproofing, Inc. will maintain construction lien rights on the property and will claim a lien to the extend of all unpaid invoices.**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Authorized  
Signature

Note: This proposal may be withdrawn  
bv us if not accepted within 30 days.

Signature

Signature

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

## Estimate

04/17/2026



**First American Roofing & Siding,  
Inc.**  
1472 State Road 35  
Onalaska, WI 54650  
Phone: (608) 783-3101  
Fax: (608) 783-3104

**Company Representative**  
Chris Sawaya  
Phone: (608) 903-0249  
csawaya@firstamericanroofing.com

**Ryan Ostreng**  
710 South Main Street  
Holmen, WI 54636-9631  
(608) 399-8226

Job: Ryan Ostreng

### Roofing Low Slope Section

Follow all OSHA fall protection regulations.

Remove dormant curbed fan unit. Cut below new insulation height, box frame as needed. (framing panels left undisturbed)

Install 2x6 wood nailer at perimeters fastened with 3" and 6" #15 screws at 12" OC.

Install Flute Filler EPS tapered 2" x15.5" x 96" in each metal panel. (R-8)

Install Mule Hide 1.5" ISO 1with #14 screws and plates at 12 fasteners per sheet. (R-7.2)

Install Reinforced Termination Strip at all angle changes ( roof-to-wall).

Install fully adhered 60 Mil EPDM rubber roofing system per manufacturer's 20yr specifications.

Flash all roof penetrations per manufacturer's 20 year specifications Including preformed boots at B vents and plumbing.

Fabricate and install 24ga Kynar Drip edge perimeter with 4 1/2" face fastened at 12" OC (color to be determined)

Fabricate and install 24ga Kynar 2x4 L fastened at 12" OC at roof-to-wall tie-in.

Install primed 6" cured cover strip at perimeter metals

Adjoining wall Tie-in: Clean, prime and caulk existing Z-Bar flashing at wall panels.

Thoroughly clean the property of roofing debris throughout duration of the project.

Permit(s) and Inspections as required in your municipality included

Warranty: 20 yr Mule-Hide EPDM Manufacturer's Material Warranty, 5 year First American workmanship warranty  
\* warranty covers against leaks originating from new roof assembly. Traveling water from adjoining roofs is not covered

OPTION: 20 yr Labor and Material NDL warranty upgrade. add \$1,332.00

**\$25,496.95**

\_\_\_\_\_  
Company Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

Chris Sawaya

First American Roofing And Siding, Inc.

Apr 17, 2026 | 8 Photos



## Summary and Notes



## Section 1

Hi Ryan, thanks again for having us out. Here are a few notes from what we talked about onsite and a small change in recommendation.

I'm going to back off the Coating system option for a few reasons. In order to achieve a solid surface for coating, we would need to complete change out 5 metal panels where the fan unit is removed. Complete removal requires some framing work as well. When I run the numbers, that approach is nearly \$20,000 without the benefit of added insulation and R-value and longevity. It just doesn't make sense based on all the details. (again , a coating system is a solid 5 year-10yr roof and in some circumstances can be a great value.

I'm going to recommend the insulated EPDM reroof based on your R-value needs and dollar value.

We are adding about R-16 to your roof.

Notes the custom edge metals and wood nailer securement. Extremely strong in terms of wind uplift, and delivers what clear into gutters without exposed fasteners.

By all means, call with questions or needed changes. I'd be happy to come and explain to others as needed.

Sincerely

Chris

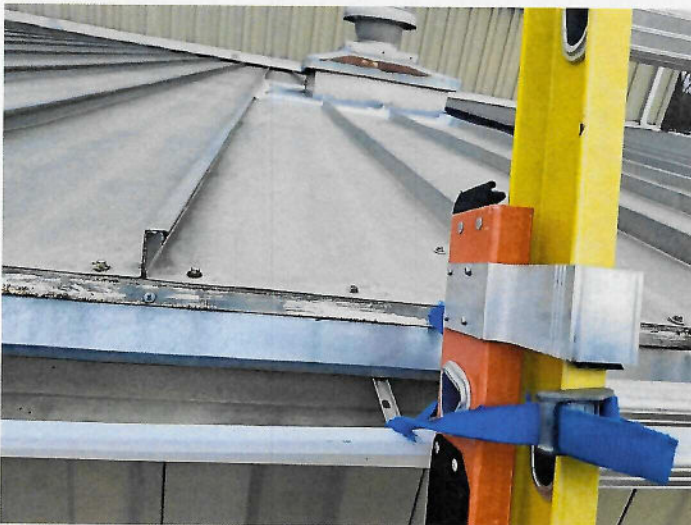
608-903-0249

1



Project: Ryan Ostreng  
Date: Apr 8, 2026, 10:44 AM  
Creator: Chris Sawaya

2



Project: Ryan Ostreng  
Date: Apr 8, 2026, 10:46 AM  
Creator: Chris Sawaya

3



Project: Ryan Ostreng  
Date: Apr 8, 2026, 10:49 AM  
Creator: Chris Sawaya

4



Project: Ryan Ostreng  
Date: Apr 8, 2026, 10:49 AM  
Creator: Chris Sawaya

5



Project: Ryan Ostreng  
Date: Apr 8, 2026, 11:03 AM  
Creator: Chris Sawaya

6



Project: Ryan Ostreng  
Date: Apr 8, 2026, 11:03 AM  
Creator: Chris Sawaya

7



Project: Ryan Ostreng  
Date: Apr 8, 2026, 11:04 AM  
Creator: Chris Sawaya

8



Project: Ryan Ostreng  
Date: Apr 8, 2026, 11:07 AM  
Creator: Chris Sawaya

Midwest Ceiling Systems & Supply, Inc.

1605 Crow Street  
Holmen, WI 54636

# Proposal

Tel: (608)399-1563  
Fax: (608)399-1564

Date 4/9/2026

Name / Address
Holmen Area Fire Department 710 South Main St. Holmen, WI 54636

Job Name and Location:

Holmen Area Fire Department  
710 South Main St.  
Holmen, WI 54636

Description	Total
We propose to furnish and install USG Donn DX 15/16" - 2'x2' grid system with USG Radar #2210 square edge 2'x2' ceiling tile in the Community Room, West Vestibule, West Hallway, Bedroom, East Vestibule & Office. All demo of the existing grid and tile ceiling system will be removed and disposed of by others. All HVAC, electrical, low voltage, smoke detectors, etc. will be done by others. This work will be performed during regular business hours of 7:00 am - 3:30 pm.	4,942.00

Total

\$4,942.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner will carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensations Insurance.

Authorized Signature



Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

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

# Memo



**To:** Fire Board

**From:** Ryan Ostreng

**cc:**

**Date:** April 19, 2026

**Re:** Administrative Support Staffing Options

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## PURPOSE:

This memorandum responds to Fire Board direction to further evaluate administrative staffing options for discussion at the April Board meeting. The purpose is to assist the Board in determining whether to proceed with administrative assistance, and if so, under which option.

This memo addresses administrative support staffing only and does not address the need for an additional executive-level assistant fire chief position.

## BACKGROUND:

The Holmen Area Fire Department (HAFD) operates without dedicated administrative staff and with one fire chief as the sole executive-level position. As a result, routine clerical and administrative functions such as correspondence, records management, general reporting, accounts payable, compliance tracking, and general office support are handled by the Fire Chief in addition to executive leadership duties.

This structure limits available time for higher-level administrative and organizational functions, including operational oversight, program development, long-range planning, coordination with partner agencies, and scheduled interaction with external stakeholders.

## ADMINISTRATIVE STAFFING OPTIONS:

### **Option 1 – Shared Administrative Assistant with Onalaska Fire Department (See Attachment A)**

This option would establish a full-time, benefited Administrative Assistant position shared with the Onalaska Fire Department (OFD). The arrangement would advance inter-agency collaboration and create a more competitive employment offering, increasing the likelihood of a larger, more experienced applicant pool and improved retention.

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Under the proposed structure, HAFD would receive eight hours of administrative support per week. While beneficial, this limited availability reduces overall workload relief. The position would also support two departments and two command staffs, creating additional coordination and supervisory complexity.

#### Key Points

- Full-time, benefited position
- Stronger applicant pool and retention potential
- Advances collaboration
- Limited weekly availability for HAFD
- Dual supervision and increased complexity

#### **Option 2 – Independent HAFD Part-Time Administrative Assistant**

This option would involve HAFD hiring a part-time Administrative Assistant dedicated solely to HAFD, providing 16 hours per week of support. Increased availability would provide greater day-to-day administrative relief and allow direct alignment with department priorities, scheduling, and supervision.

To achieve 16 hours per week within budget constraints, the position would be established at a bit lower wage point than a full-time, benefited role, which may affect recruitment competitiveness and long-term retention.

#### Key Points

- Greater weekly availability
- Single reporting relationship and direct control
- Lower wage point required
- Higher potential for turnover
- Does not advance inter-agency collaboration

#### **Option 3 – No Administrative Assistant**

This option would continue current HAFD structure with all administrative duties remaining the responsibility of the Fire Chief. This avoids immediate fiscal impact but does not address workload, efficiency, or organizational capacity.

#### Key Points

- No cost or staffing changes
- Continued administrative office task burden on Fire Chief
- No improvement in capacity or efficiency

## **FISCAL IMPACT**

- Option 1 – Shared Administrative Assistant (See Attachments A & B)
  - 2026: Approx. \$10,307 (partial-year implementation)
  - 2027: Approx. \$25,000 (full year implementation)
- Option 2 – Independent Part-Time Administrative Assistant (See Attachment B)
  - 2026: No fiscal impact
  - 2027: Approx. \$25,000

Funding for Options 1 or 2 would be accommodated through reallocation or reduction of other budgeted expenditures, without increasing the overall departmental budget.

Option 3 has no direct fiscal impact.

## **CONCLUSION:**

The Board's direction represents a choice between limited collaborative support, expanded internal administrative capacity, or continuation of current practices. Each option presents distinct operational and fiscal tradeoffs. Board guidance will determine how administrative workload is addressed, while recognizing that broader executive level leadership capacity considerations remain unresolved and will require future discussion.



April 9, 2026

Holmen Area Fire District  
Attn: President Barlow & Chief Ostreng

**RE: Proposal for Shared Administrative Staffing**

Dear President Barlow & Chief Ostreng:

The City of Onalaska, on behalf of the Onalaska Fire Department, is writing to propose an arrangement under which the Onalaska Fire Department and the Holmen Area Fire Department would share the services of one administrative employee.

Under this proposal, the administrative employee would remain employed through the City of Onalaska and would be assigned to provide services to both departments according to the following general structure:

32 hours per week providing services to the Onalaska Fire Department; and  
8 hours per week providing services to the Holmen Area Fire Department.

This would generally result in a 32/8 weekly split, with the employee working four (4) days per week in Onalaska and one (1) day per week in Holmen, subject to reasonable operational adjustments as needed by the departments.

The City of Onalaska proposes that Holmen Area Fire Department reimburse the City of Onalaska for its share of the employee's time on a quarterly basis, using an agreed-upon hourly rate. The hourly rate would be intended to reflect the employee's compensation and associated employment costs attributable to the hours worked for Holmen. As the City is unsure what the final pay rate and benefits would be for the staff member, since they have not yet been hired, we have included a few different scenarios knowing that there may be a slight adjustment upwards or downwards based on their qualifications.

In addition, because the employee would remain a City of Onalaska employee and would continue to receive paid time off benefits through that employment, Holmen would be responsible for paying its proportional share of costs associated with paid time off, based on the agreed-upon allocation of work time or hourly reimbursement structure.

To support the employee's work while assigned to Holmen, the Holmen Area Fire Department would provide an appropriate workspace and any equipment or materials necessary for the employee to perform assigned duties during time worked at Holmen.

With respect to supervision and evaluation, the City of Onalaska would retain responsibility for the employee's formal employment matters, including the performance review process. The Onalaska Fire Department would complete the employee's performance evaluation, with input from the Holmen Area Fire Department Chief regarding the employee's work performed for Holmen. Additionally, the departments would work together as it relates to any performance issues that may occur.

Either party may terminate the shared-services arrangement upon providing three (3) months' advance written notice to the other party.

If Holmen Area Fire Department is interested in moving forward, we would welcome the opportunity to work together on a more detailed intergovernmental agreement setting forth the terms of the arrangement, including the hourly reimbursement rate, billing procedures, scheduling expectations, supervisory structure, confidentiality expectations, and any other operational details necessary for implementation.

Please let us know if you would like to discuss this proposal further. We appreciate your consideration and look forward to the possibility of continued collaboration between our departments.



**Kim Smith**  
Mayor, City of Onalaska



**Pete Fletty**  
Fire Chief, City of Onalaska

**Fire Administrative Assistant Costs**

**2026 Costs**

<b>2026 Costs with Family Insurance</b>		<b>2026 Costs with Single Insurance</b>		<b>2026 Costs with No Insurance</b>	
<b>Hourly rate:</b>		<b>Hourly rate:</b>		<b>Hourly rate:</b>	
Wage	\$25.65	Wage	\$25.65	Wage	\$25.65
Retirement 6.95%	\$1.78	Retirement 6.95%	\$1.78	Retirement 6.95%	\$1.78
FICA 7.65%	\$1.96	FICA 7.65%	\$1.96	FICA 7.65%	\$1.96
Health/Dental/Life	\$15.58	Health/Dental/Life	\$7.54	Health/Dental/Life	\$0.00
Workers Comp 4.0%	\$1.03	Workers Comp 4.0%	\$1.03	Workers Comp 4.0%	\$1.03
<b>Total hourly rate:</b>	\$46.01	<b>Total hourly rate:</b>	\$37.97	<b>Total hourly rate:</b>	\$30.43
<b># of Hours (8 hours a week for 28 weeks)</b>	224.00	<b># of Hours (8 hours a week for 28 weeks)</b>	224.00	<b># of Hours (8 hours a week for 28 weeks)</b>	224.00
<b>Total Cost</b>	\$10,306.24	<b>Total Cost</b>	\$8,505.28	<b>Total Cost</b>	\$6,816.32

<b>2027 Estimated HAFD Portion of OFD Collab Administrative Assistant Costs</b>		
<b>Hourly Rate:</b>		
	Wage (3% increase from projected 2026 wage)	\$26.42
	Step Increase (2.75%)	\$0.73
	Retirement 6.95%	\$1.84
	FICA 7.65%	\$2.02
	Health/Dental/Life (10% increase)	\$17.14
	Workers Comp 4.0%	\$1.06
	<b>Total Hourly Rate:</b>	<b>\$49.20</b>
<b>Number of Hours (8 hours/week for 52 weeks):</b>		<b>416</b>
<b>Total Estimated 2027 Cost:</b>		<b>\$20,466.65</b>

<b>2027 Estimated HAFD Only Administrative Assistant Costs</b>		
<b>Hourly Rate:</b>		
	Wage	\$22.00
	FICA 7.65%	\$1.68
	Workers Comp 4.0%	\$0.88
	<b>Total Hourly Rate:</b>	<b>\$24.56</b>
<b>Number of Hours (16 hours/week for 52 weeks):</b>		<b>832</b>
<b>Total Estimated 2027 Cost:</b>		<b>\$20,436.42</b>