

Village Board

Regular Meeting Notice and Agenda

Village of Cross Plains
2417 Brewery Road, PO Box 97
Cross Plains, WI 53528
(608) 798-3241

Monday, February 22, 2016

7:00 pm

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Public Comment – This is an opportunity for anyone to address the Village Board on any issue NOT on the current agenda. *Please observe the time limit of 3 minutes.* While the Village Board encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.
- III. Consent Agenda – Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business.
 1. Minutes of regular meeting held on January 25, 2016, special meeting on February 1, 2016, and special meeting on February 8, 2016.
 2. Total Disbursements from February 3, 2016 through February 17, 2016 in the amount of \$2,270,019.42 broken down as follows:
 - 110 – General Fund: \$1,594,311.21
 - 120 – Capital Fund: \$18,636.03
 - 130 – Library Fund: \$6,666.77
 - 140 – Parks/Rec Fund: \$7,434.56
 - 150 – Debt Service Fund: \$338,160.00
 - 310 – TID Fund: \$269,443.03
 - 660 – Water Fund: \$15,982.61
 - 670 – Sewer Fund: \$19,385.21
 3. Approval of an Operator’s (Bartender’s) License for Santa L. Lang and Devin A. Miller.
 4. Approval of Santa L. Lang as Agent for the Alcohol Beverage License for Walgreens located at 2575 Main Street.
 5. Approval of Invoices L39867, L39868, L40876, L40877, L41698, L41699, and L42034 from the Department of Transportation for work related to the reconstruction of Highway 14 (Main Street).
- IV. Report of Village Officers
 1. Village President
 2. Village Administrator/Clerk-Treasurer
 3. Miscellaneous Trustee Reports

V. Committee/Commission Recommendations

1. Plan Commission

- a. Discussion and action regarding proposed Ordinance #02-2016 annexing the property located at 2504 Military Road (Buechner Farm) into the Village.

2. Public Safety Committee

- a. Discussion and action regarding a revision to the Job Description for the Lieutenant/Detective position.

3. Parks/Recreation Committee

- a. Discussion and action regarding proposed funding for Dog Park implementation.

VI. General Business

1. Presentation regarding a proposed mixed use redevelopment of 1812-1904 Main St.

2. Discussion and action regarding a Memorandum of Understanding (MOU) with VH Homes Cross Plains, LLC regarding the annexation and development of property located at 2504 Military Road (Buechner Farm).

3. Discussion and action regarding the Civic Campus Master Plan proposal from Vandewalle & Associates Inc.

4. Discussion and action regarding the selection of a proposal to complete a Traffic Study of the County Highway P (Church Street) corridor.

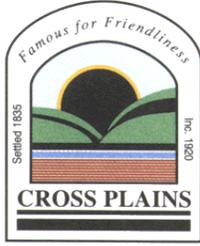
5. Discussion and action to establish the position of Finance Director/Village Treasurer and commence recruitment.

VII. Closed Session

1. The Village Board will meet in Closed Session pursuant to 19.85(1)(e) of Wisconsin Statutes to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the proposed use of Tax Increment Financing for a mixed use redevelopment of 1812-1904 Main Street.

VIII. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or matt@cross-plains.wi.us.



Village of Cross Plains
PO Box 97, 2417 Brewery Road
Cross Plains, WI 53528
Phone: (608) 798-3241
Fax: (608) 798-3817

Memorandum

To: Village Board of Trustees
From: Matthew G. Schuenke, Village Administrator/Clerk-Treasurer
Date: February 18, 2016
Re: **Village Board Meeting – February 22, 2016**

III. Consent Agenda

1. Minutes of the regular meeting held January 25, 2015, special meeting on February 1, 2016, and special meeting on February 8, 2016 – For approval.

2. Total Disbursements from February 2, 2015 through February 17, 2016 in the amount of \$3,321,009.19 broken down as follows – Includes final tax payment settlements within other jurisdictions that are very large. Presented for approval.

- 110 – General Fund: \$2,630,501.01
- 120 – Capital Fund: \$227,911.84
- 130 – Library Fund: \$50,630.75
- 140 – Parks/Rec Fund: \$33,371.29
- 150 – Debt Service Fund: \$0.00
- 310 – TID Fund: \$66,882.12
- 660 – Water Fund: \$74,631.19
- 670 – Sewer Fund: \$237,080.98

3. Approval of an Operator’s (Bartender’s) License for Santa L. Lang and Devin A. Miller – Presented for approval.

4. Approval of Santa L. Lang as Agent for the Alcohol Beverage License for Walgreens located at 2575 Main Street – Presented for approval.

5. Approval of Invoices L39867, L39868, L40876, L40877, L41698, and L41699 from the Department of Transportation for work related to the reconstruction of Highway 14 (Main Street) – The invoices include the work related to the reconstruction of Highway 14 for sewer, water, and road infrastructure work completed. Much of the billing has stopped for now but for some adjustments and catch ups over the winter. The first several bills presented tonight were near the end of the project. Presented for approval.

V. Committee/Commission Recommendations

1. Plan Commission

a. Discussion and action regarding proposed Ordinance #02-2016 annexing the property located at 2504 Military Road (Buechner Farm) into the Village – Veridian Homes is planning to construct a 43 lot subdivision located at 2504 Military Road otherwise known as the Buechner Farm located immediately south of the middle school. A Development Proposal for this project was approved by the Village Board on January 25th and subsequently the Village received a petition for annexation on January 28th necessitating the ordinance before you for consideration. The Plan Commission reviewed and recommended approval of a slightly different version of the ordinance presented to you on Monday. Several contingencies included within the ordinance were found to be inconsistent with State law on annexations; however, has been a historical practice in the Village with respect to property being moved into the Village. These contingencies were removed from the ordinance and placed verbatim in a separate Memorandum of Understanding to formalize these requirements. This will be considered as part of a separated action of the board on Monday night. The ordinance as presented is recommended for approval by Village Staff. The next step in the process will be the review of the Preliminary Plat and Zoning Ordinance by the Plan Commission and Village Board in March.

2. Public Safety Committee

a. Discussion and action regarding a revision to the Job Description for the Lieutenant/Detective position – The Committee has reviewed the job description put forth by the Police Commission of the Lieutenant/Detective position and is recommending its acceptance to the Village Board. This position is currently being recruited following a retirement earlier this year. Following discussion, it is recommended the job description be approved as presented.

3. Parks/Recreation Committee

a. Discussion and action regarding proposed funding for Dog Park implementation – Village Staff in conjunction with the Committee has been working on the implementation of a dog park as one of the approved capital items for 2016. There is some confusion however over the funding of this item. Minutes from a meeting in November suggest the item was added and to be paid for by “other funds”, specifically through donations or fundraising. The budget was subsequently approved as such. Included in your packet is a cost estimate for the project that was discussed recently by the Committee. It was recalled by that group the request was submitted to be paid for by borrowed money to the level listed in the budget and then remaining costs above that to be offset by other funds. The annual borrowing will be completed later in the year and direction is needed on this item so that enough funds are procured to pay for approved expenditures.

VI. General Business

1. Presentation regarding a proposed mixed use redevelopment of 1812-1904 Main St. – Village Staff has been working with a Developer for several months regarding the possible redevelopment of this location into a combined commercial and residential use property. The former location of Kurt's on Main has already been acquired and demolished by the Village making it ready for development. The Developer intends to acquire the hardware store property and replace both locations with the new facility. This is meant as an introduction to the project by the Developer to the Village Board and public as we kick off what potentially could be a very successful project for the "Downtown". While this would replace the location of the hardware store, the Village, Bank, Developer, Hardware Store owner, current Property Owner, and others are working diligently to relocate the current business to a new space on Main Street for its continued use. No action is needed Monday night as it is just a presentation from the Developer.

2. Discussion and action regarding a Memorandum of Understanding (MOU) with VH Homes Cross Plains, LLC regarding the annexation and development of property located at 2504 Military Road (Buechner Farm) – As referenced in the above paragraph for the Ordinance, a Memorandum of Understanding is proposed for acceptance of the contingencies that were formerly located in the ordinance recommended for approval by the Plan Commission on February 1st. These contingencies were inserted into the ordinance whereby it would not be effective until they were met which is not scheduled for several months. They include completion of the preliminary plat, final plat, development agreement, offer to purchase, etc. The Developer still has plenty of work yet to complete in these matters and the Village has plenty of say in how they are approved as well. By removing these from the Ordinance into the MOU, the property is annexed officially on Monday versus the delayed effect of the former ordinance. The Village benefits from the added property and is well protected in its future review of the remaining contingencies as they come forward step by step. Staff recommends approval of the MOU as drafted.

3. Discussion and action regarding the Civic Campus Master Plan proposal from Vandewalle & Associates Inc. – Village Staff requested a proposal from Vandewalle to help develop a master plan for the use of the approximately 15 acres to be acquired within the Buechner Farm development. The Offer to Purchase for this property has been approved and signed by the Developer. Some very basic planning has taken place to date and this proposal would help wrap all of these efforts into one plan for the Village's use going forward. This is outside the scope of our general planning agreement with Vandewalle but similar to how other specialized projects have been brought forward in the past (i.e. Creek Re-meander and Lagoon Street Reconstruction as part of the Downtown Core Redevelopment Plan). Elements from this master plan can be built into a long term, multi-year Capital Improvement Plan was complete. Funds for this work are included in the Capital Budget for 2016 of which this proposal is \$10,000 less than available money. Staff recommends approval.

4. Discussion and action regarding the selection of a proposal to complete a Traffic Study of the County Highway P (Church Street) corridor – The Village has been working on the future planning and design of County Highway P (Church Street) through Cross Plains for the last several years. The addition to the school, pending new development, and reconstruction of Highway 14 all point towards this arterial as the next large public improvement in need of an upgrade in the next several years. The School District and Developer will be assisting in this expense as well as Epic as they are paying for the design work related to the reconstruction of the road. Village Staff recommends the proposal from SRF Consulting in the amount of \$28,000 to be paid out of the 2016 Capital Budget as approved.

5. Discussion and action to establish the position of Finance Director/Village Treasurer and commence recruitment – Tom Malone, current Assistant Village Administrator, has announced his resignation from the Village in order to take a new job with the City of Naperville in Illinois. Tom's work in Cross Plains has been invaluable to our continued success over the years, especially in the financial side of the organization. His position was created at the recommendation of a consultant around the same time the position of Administrator was being recruited in 2011. The desire was to find someone with a public administration pedigree with a focus on financial skills as this position filled the role formerly held by the Deputy Clerk/Treasurer position. Management of the Village's finances is a majority of this work in this position and as such the Village should establish a position to meet those needs going forward. This position would also take on the role of Village Treasurer (mainly tax collection) filled currently by the Administrator; however, in this swap the Administrator will take back responsibilities delegated to the Assistant (i.e. – code enforcement, newsletters, meeting attendance, etc.) Staff recommends approval of the job description to create the position of Finance Director/Village Treasurer and commence the recruitment immediately. The selection process will be led by the Administrator who will make a recommendation on the hiring to the Village Board, hopefully at its April meeting.

VII. Closed Session

1. The Village Board will meet in Closed Session pursuant to 19.85(1)(e) of Wisconsin Statutes to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the proposed use of Tax Increment Financing for a mixed use redevelopment of 1812-1904 Main Street.

Village Board

Regular Meeting Minutes

Village of Cross Plains
2417 Brewery Road, PO Box 97
Cross Plains, WI 53528
(608) 798-3241

Monday, January 25, 2016
7:00 pm

I. Call to Order, Roll Call, and Pledge of Allegiance

President Andreoni called the regular Village Board meeting to order at 7:00 pm.

Present: Trustees William Brosius, Judy Ketelboeter, Jay Lengfeld, Steve Schunk, Lee Sorensen, Clifford Zander, and President Pat Andreoni.

II. Public Comment – None.

III. Consent Agenda – A motion was made by Trustee Ketelboeter, seconded by Trustee Sorensen, and unanimously carried by the Village Board to adopt the consent agendas as follows:

1. Minutes of regular meeting held on December 14, 2015.

2. Total Disbursements from December 9, 2015 through January 13, 2016 in the amount of \$3,321,009.18 broken down as follows:

- 110 – General Fund: \$2,630,501.01
- 120 – Capital Fund: \$227,911.84
- 130 – Library Fund: \$50,630.75
- 140 – Parks/Rec Fund: \$33,371.29
- 150 – Debt Service Fund: \$0.00
- 310 – TID Fund: \$66,882.12
- 660 – Water Fund: \$74,631.19
- 670 – Sewer Fund: \$237,080.98

3. Approval of an Operator's (Bartender's) License for Mark A. Karels, Denise Malone, Rachel D. Smith, and Mike M. Voelkli.

4. Approval of a 3 year service agreement with Johnson Block and Company, Inc. for the annual audit and financial consulting.

IV. Report of Village Officers

1. Village President

- Thanked the Public Facilities Staff, Cross Plains Area EMS, Middleton EMS, and all others who helped contribute to the lifesaving efforts of Public Facility Employee Norm Esser.

2. Village Administrator/Clerk-Treasurer

a. Discussion and action regarding Resolution #01-2016 commending those contributing to the lifesaving efforts of Public Facility Employee Norm Esser – Following discussion, a motion was made by Trustee Brosius, seconded by Trustee Lengfeld, and unanimously carried by the Village Board to approve Resolution #01-2016 commending those contributing to the lifesaving efforts of Public Facility Employee Norm Esser.

b. Discussion and action regarding Resolution #02-2016, #03-2016, and #04-2016 commending Judy Arawinko, Mary Barmen, and Larry Landgraf for their service as Election Inspectors – Following discussion, a motion was made by Trustee Sorensen, seconded by Trustee Brosius, and unanimously carried by the Village Board to approve Resolutions #02-2016, #03-2016, and #04-2016 commending Judy Arawinko, Mary Barmen, and Larry Landgraf for their service as Election Inspectors.

- Police Chief stated that Ben Miller had begun his duties as the new Police Officer in the Village. Further discussed an award conferred to retiring Lieutenant/Detective Jeff Davis from the National Police Officer Hall of Fame.

3. Miscellaneous Trustee Reports

- Trustee Brosius presented the Ice Age Trail Community Sign that will be placed at the entrances to the Village. He also stated further analysis on the community slogan may be needed in the new Gateway Signs.
- Trustee Schunk stated that the Public Safety Committee has been working the President's Task Force Report on 21st Century Policing and has completed its review of the first three pillars.

V. Committee/Commission Recommendations

1. Plan Commission

a. Discussion and action regarding a Development Proposal from Veridian Homes in order to annex and develop 2504 Military Road (Buechner Farm) as a residential subdivision – Following discussion, a motion was made by Trustee Ketelboeter, seconded by Trustee Brosius, and unanimously carried by the Village Board to approve the Development Proposal from Veridian Homes in order to annex and develop 2504 Military Road (Buechner Farm) as a residential subdivision due to its consistency with Village Ordinances and the Comprehensive Plan.

b. Discussion and action regarding Ordinance #01-2016 amending Subsection (g) of Section 84.26-84.36 reducing the minimum pavement setback from five (5) to three (3) feet; and creating Section 84.65(g)(5)(b) establishing three (3) feet as the setback for all other residential access structures – Following discussion, a motion was made by Trustee Brosius, seconded by Trustee Lengfeld, and unanimously carried by the Village Board to approve Ordinance #01-2016 amending Subsection (g) of Section 84.26-84.36 reducing the minimum pavement setback from five (5) to three (3); and creating Section 84.65(g)(5)(b) establishing three (3) feet as the setback for all other residential access structures.

VI. General Business

1. Discussion and action regarding a proposed easement at 2205 Main Street allowing for the installation of a Business Access Sign – Following discussion, a motion was made by Trustee Ketelboeter, seconded by Trustee Zander, and unanimously carried by the Village Board to approve the easement for 2205 Main Street allowing for the installation of a Business Access Sign.

2. Discussion and action regarding award of contract for the US Highway 14 (Main Street) Gateway Sign Construction – Following discussion, a motion was made by Trustee Ketelboeter, seconded by Trustee Sorensen, and unanimously carried by the Village Board to table action on the award of contract for the US Highway 14 (Main Street) Gateway Sign Construction until a special Village Board meeting scheduled for Monday, February 1, 2016 at 6:30 pm.

3. Discussion and action regarding the Mill Creek Parkway Streetscape Implementation and Lighting Design proposal from MSA Professional Services – Following discussion, a motion was made by Trustee Brosius, seconded by Trustee Schunk, and unanimously carried by the Village Board to table action on the proposal from MSA Professional Services regarding Mill Creek Parkway Streetscape Implementation and Lighting Design until a special Village Board meeting scheduled for Monday, February 1, 2016 at 6:30 pm.

4. Discussion and action to set the salary range for the upcoming recruitment of a Lieutenant/Detective in the Police Department – Following discussion, a motion was made by Trustee Schunk, seconded by Trustee Sorensen, and unanimously carried by the Village Board to approve the salary range of \$53,000 to \$65,000 for the recruitment of a new Police Lieutenant/Detective.

VII. Closed Session

1. The Village Board will meet in Closed Session pursuant to the following – A motion was made by Trustee Brosius, seconded by Trustee Schunk, for the Village Board to meet in Closed Session at 8:30 pm pursuant to the following subsections:

a. 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding an Employment Agreement with the Village Administrator/Clerk-Treasurer.

b. 19.85(1)(e) of Wisconsin Statutes to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the acquisition of property at 2504 Military Road (Buechner Farm) to be annexed and developed as a public/private partnership.

c. 19.85(1)(e) of Wisconsin Statutes to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the mixed-use development of 1904 and 2039 Main Street through the use of Tax Increment Financing.

A roll call vote is required. Yes – Trustees Brosius, Ketelboeter, Lengfeld, Schunk, Sorensen, Zander, and President Andreoni. No – None. Motion carried 7 – 0.

2. Reconvene into Open Session – A motion was made by Trustee Zander, seconded by Trustee Schunk, and carried unanimously by the Village Board to return to Open Session at 10:10 pm.

3. Discussion and action regarding an Employment Agreement with the Village Administrator/Clerk-Treasurer – A motion was made by Trustee Ketelboeter, seconded by Trustee Schunk, and unanimously carried by the Village Board to approve the Employment Agreement as presented with the Village Administrator/Clerk-Treasurer.

4. Discussion and action regarding an offer to purchase a portion of the property located at 2504 Military Road (Buechner Farm) – A motion was made by Trustee Brosius, seconded by Trustee Lengfeld, and unanimously carried by the Village Board to approve the offer to purchase in order to acquire approximately 15 acres of property at a price of \$27,500 per acre located at 2504 Military Road (Buechner Farm).

VIII. Adjournment

A motion was made by Trustee Brosius, seconded by Trustee Zander, and unanimously carried by the Village Board to adjourn the meeting at 10:11 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

Matthew G. Schuenke, Village Administrator/Clerk-Treasurer

Village Board

Special Meeting Minutes

Village of Cross Plains
2417 Brewery Road, PO Box 97
Cross Plains, WI 53528
(608) 798-3241

Monday, February 1, 2016

6:30 pm

I. Call to Order, Roll Call, and Pledge of Allegiance

President Andreoni called the special Village Board meeting to order at 6:39 pm.

Present: Trustees William Brosius, Jay Lengfeld, Steve Schunk, Lee Sorensen, Clifford Zander, and President Pat Andreoni.

Not-Present: Trustee Judy Ketelboeter.

II. General Business

1. Discussion and action regarding award of contract for the US Highway 14 (Main Street) Gateway Sign Construction – Following discussion, a motion was made by Trustee Lengfeld, seconded by Trustee Zander, and unanimously carried by the Village Board to approve the award of contract for the US Highway 14 (Main Street) Gateway Sign Construction to La Crosse Sign Company in the amount of \$71,340 accepting revisions to the design and specifications from the company dated February 1, 2016.

2. Discussion and action regarding Mill Creek Parkway Streetscape Implementation and Lighting Design proposal from MSA Professional Services – Following discussion, a motion was made by Trustee Brosius, seconded by Trustee Lengfeld, and unanimously carried by the Village Board to approve the proposal from MSA Professional Services not to exceed \$18,800 regarding the Mill Creek Parkway Streetscape Implementation and Lighting Design.

III. Adjournment

A motion was made by Trustee Lengfeld, seconded by Trustee Brosius, and unanimously carried by the Village Board to adjourn the meeting at 7:07 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

Matthew G. Schuenke, Village Administrator/Clerk-Treasurer

Village Board

Special Meeting Minutes

Village of Cross Plains
2417 Brewery Road, PO Box 97
Cross Plains, WI 53528
(608) 798-3241

Monday, February 8, 2016
7:00 pm

I. Call to Order, Roll Call, and Pledge of Allegiance

President Andreoni called the special Village Board meeting to order at 7:00 pm.

Present: Trustees William Brosius, Judy Ketelboeter, Jay Lengfeld, Lee Sorensen, Clifford Zander, and President Pat Andreoni.

Not-Present: Trustee Steve Schunk.

II. Closed Session

1. A motion was made by Trustee Sorensen, seconded by Trustee Zander, for the Village Board to meet in Closed Session at 7:01 pm pursuant to 19.85(1)(e) of Wisconsin Statutes to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the use of Tax Increment Financing for the redevelopment of 2015-2039 Main Street – A roll call vote is required. Yes – Trustees Brosius, Ketelboeter, Lengfeld, Sorensen, Zander, and President Andreoni. No – None. Motion carried 6 – 0.

A motion was made by Trustee Brosius, seconded by Trustee Sorensen, and carried unanimously by the Village Board to return to Open Session at 7:32 pm.

III. Adjournment

A motion was made by Trustee Brosius, seconded by Trustee Sorensen, and unanimously carried by the Village Board to adjourn the meeting at 7:33 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

Matthew G. Schuenke, Village Administrator/Clerk-Treasurer

2/04/2016 10:37 AM

Check Register - Full Report - ALL

Page: 1

ALL Checks

ACCT

ALL FUNDS

Dated From: 2/03/2016 From Account:

Thru: 2/03/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
40652	2/03/2016	Strand Associates Zander Park Trail Design	
120-00-57620-207-000		SUPPORT SERVICES Invoice #0117593	9,061.77
		Total	9,061.77
40653	2/03/2016	Junior Library Guild Books, Invoice #305092	
130-00-55110-304-101		SUPPLIES - BOOKS	168.75
		Total	168.75
40654	2/03/2016	WISCONSIN LIBRARY ASSOCIATION Membership	
130-00-55110-205-000		MEETINGS	183.00
		Total	183.00
40655	2/03/2016	WILS Reference Supplies, Invoice #46469	
130-00-55110-304-102		SUPPLIES - REFERENCE MATERIALS	863.05
		Total	863.05
40656	2/03/2016	BAKER & TAYLOR, INC. Books	
130-00-55110-304-101		SUPPLIES - BOOKS Invoice #2031564339	239.54
130-00-55110-304-101		SUPPLIES - BOOKS Invoice #2031602044	256.34
130-00-55110-304-101		SUPPLIES - BOOKS Invoice #2031057070	232.63
130-00-55110-304-101		SUPPLIES - BOOKS Invoice #2031648858	85.67
		Total	814.18
40657	2/03/2016	Four Way Auto, Inc. Vehicle Repair, Invoice #24593	
670-00-53610-305-000		GENERAL MAINTENANCE	1,677.80

2/04/2016 10:37 AM

Check Register - Full Report - ALL

Page: 2

ALL Checks

ACCT

ALL FUNDS

Dated From: 2/03/2016

From Account:

Thru: 2/03/2016

Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			1,677.80
40658	2/03/2016	Office Depot Tax Form Envelopes	
110-00-51410-304-000		SUPPLIES Invoice #818357631001	38.73
Total			38.73
40659	2/03/2016	Vandewalle & Associates, Inc. Current Planning, Invoice #201601006	
110-00-56400-207-101		SUPPORT SERVICES - GENERAL	3,416.12
Total			3,416.12
40660	2/03/2016	CROSS PLAINS WATER-SEWER UTILITY Water & Sewer Bills	
110-00-53300-203-000		UTILITIES	2,862.86
140-00-55200-203-000		UTILITIES	429.75
140-00-55420-203-000		UTILITIES	548.92
110-00-51600-203-000		UTILITIES	120.75
110-00-51600-203-000		UTILITIES	156.39
110-00-51600-203-000		UTILITIES	140.91
130-00-51600-203-000		UTILITIES	469.16
110-00-52100-203-000		UTILITIES	70.66
670-00-51600-203-000		UTILITIES	5,047.35
Total			9,846.75
40661	2/03/2016	Joshua Acker Basketball Ref.	
140-00-55300-207-000		SUPPORT SERVICES	81.00
Total			81.00

2/04/2016 10:37 AM

Check Register - Full Report - ALL

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ALL Checks

ACCT

ALL FUNDS

Dated From: 2/03/2016

From Account:

Thru: 2/03/2016

Thru Account:

Check Nbr	Check Date	Payee	Amount
40662	2/03/2016	Patrick Meier	
		Referee Services	
140-00-55300-207-000		SUPPORT SERVICES	63.00
		Total	63.00
40663	2/03/2016	Jake Klubertanz	
		Basketball Ref.	
140-00-55300-207-000		SUPPORT SERVICES	51.00
		Total	51.00
40664	2/03/2016	Kyle Neuser	
		Basketball Ref.	
140-00-55300-207-000		SUPPORT SERVICES	63.00
		Total	63.00
40665	2/03/2016	Hunter Statz	
		Basketball Ref.	
140-00-55300-207-000		SUPPORT SERVICES	76.50
		Total	76.50
40666	2/03/2016	David Nelson	
		Basketball Ref.	
140-00-55300-207-000		SUPPORT SERVICES	70.00
		Total	70.00
40667	2/03/2016	Kaytlyn Nelson	
		Basketball Ref.	
140-00-55300-207-000		SUPPORT SERVICES	121.50
		Total	121.50
40668	2/03/2016	THE PRINTING PLACE	
		Utility Bill Printing	
660-00-51400-921-000		OPERATION - EXPENSE	134.08
		Invoice #33783	
670-00-53610-206-000		PRINTING	134.09

2/04/2016 10:37 AM

Check Register - Full Report - ALL

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ALL Checks

ACCT

ALL FUNDS

Dated From: 2/03/2016 From Account:
Thru: 2/03/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
<hr/>			
Total			268.17
<hr/>			
40669	2/03/2016	Wisconsin Supreme Court 2 Continuing Judicial Education	
110-00-51200-204-000		DUES & SUBSCRIPTIONS Invoice #13-0113	700.00
Total			700.00
<hr/>			
40670	2/03/2016	D'Onofrio Kottke & Associates, Inc. Land Surveying Services	
120-00-57300-805-102		INFRASTRUCTURE - LAGOON STREET Invoice #1402114-04	1,695.75
Total			1,695.75
<hr/>			
40671	2/03/2016	Ingram Library Services Books, Invoice #89994026	
130-00-55110-304-104		SUPPLIES - AUDIOVISUAL	24.59
Total			24.59
<hr/>			
40672	2/03/2016	JOHNSON, BLOCK & COMPANY, INC. Preliminary Foeldwork on Audit	
110-00-51510-207-000		SUPPORT SERVICES Invoice #425863	2,250.00
Total			2,250.00
<hr/>			
40673	2/03/2016	Ricoh Americas Corporation Copy Machine Lease & Overage	
110-00-51600-301-000		EQUIPMENT Invoice #5040024383	351.81
110-00-51600-301-000		EQUIPMENT Invoice #20811896	238.96
Total			590.77
<hr/>			
40674	2/03/2016	CROSS PLAINS-BERRY HISTORICAL SOCIETY Donation	
110-00-51100-204-000		DUES & SUBSCRIPTIONS	350.00
Total			350.00
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Dated From: 2/03/2016 From Account:
Thru: 2/03/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
40675	2/03/2016	Boardman & Clark LLP	
		Legal Fees	
110-00-51410-208-000		LEGAL FEES	510.00
		Invoice #63927	
110-00-51200-208-000		LEGAL FEES	267.42
		Invoice #63928	
310-00-51410-207-000		SUPPORT SERVICES	81.00
		Invoice #63929	
110-00-51410-208-000		LEGAL FEES	85.00
		Invoice #63930	
110-00-56400-207-101		SUPPORT SERVICES - GENERAL	357.00
		Invoice #63931	
110-00-51410-208-000		LEGAL FEES	4,782.53
		Invoice #63932	
110-00-56400-207-101		SUPPORT SERVICES - GENERAL	576.00
		Invoice #63933	
110-00-56400-207-101		SUPPORT SERVICES - GENERAL	1,258.00
		Invoice #63934	
110-00-51410-208-000		LEGAL FEES	295.45
		Invoice #63935	
		Total	8,212.40
40676	2/03/2016	BADGER SWIM POOLS, INC.	
		Balls Y Whistles	
140-00-55300-306-101		PROGRAMS	178.40
		Invoice #AAJ005028-AJ01	
		Total	178.40
40677	2/03/2016	Bond Trust Services Corporation	
		Loan Payment	
150-00-58000-601-000		PRINCIPAL	315,000.00
		Statement #29035	
150-00-58000-602-000		INTEREST	22,810.00
		Statement #29035	
150-00-58000-207-000		DEBT ISSUE EXPENSE	350.00
		Statement #29136	
		Total	338,160.00

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40678	2/03/2016	Board of Commissioners of Public Land Loan Payment, Invoice #14874	
310-00-58000-601-000		PRINCIPAL	175,000.00
310-00-58000-602-000		INTEREST	77,710.78
		Total	252,710.78
40679	2/03/2016	CHARTER COMMUNICATIONS Internet Service	
110-00-51600-202-000		COMMUNICATION	146.96
		Total	146.96
40680	2/03/2016	Russell Dommershausen Easement	
120-00-57300-805-103		INFRASTRUCTURE - HWY 14	1,000.00
		Total	1,000.00
40681	2/03/2016	Robert Nelson Mailbox Replacement	
110-00-53300-304-102		SUPPLIES - SNOW/ICE CONTROL	35.00
		Total	35.00
40682	2/03/2016	Johnson Inspection LLC Building Inspections, Invoice #535	
110-00-52400-207-000		SUPPORT SERVICES	385.48
		Total	385.48
40683	2/03/2016	TAPCO Signs, Invoice #I516002	
120-00-57300-805-103		INFRASTRUCTURE - HWY 14	1,290.54
		Total	1,290.54
40684	2/03/2016	TOWN & COUNTRY ENGINEERING, INC. Engineering Services	
110-00-56400-207-101		SUPPORT SERVICES - GENERAL Invoice #16286	291.05

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110-00-56400-207-101		SUPPORT SERVICES - GENERAL	501.05
		Invoice #16287	
310-00-51410-207-000		SUPPORT SERVICES	151.25
		Invoice #16288	
		Total	943.35
40685	2/03/2016	DANE COUNTY TREASURER 2	
		Danecom Costs, Invoice #28343	
110-00-51600-207-000		SUPPORT SERVICES	1,500.00
		Total	1,500.00
40686	2/03/2016	WISCONSIN PROFESSIONAL POLICE ASSOCIATION	
		Union Dues, #55	
110-00-21350-000-000		UNION DUES - POLICE	124.50
		Total	124.50
40687	2/03/2016	Wisconsin Park & Recreation Association	
		Spring Workshop	
140-00-55300-205-000		MEETINGS	85.00
		Total	85.00
40688	2/03/2016	WORLD OF VARIETY	
		Rec. Supplies, Invoice #18202	
140-00-55300-304-000		SUPPLIES	22.48
		Total	22.48
40689	2/03/2016	Scott Varese	
		Mailbox Reimbursement	
110-00-53300-304-102		SUPPLIES - SNOW/ICE CONTROL	35.00
		Total	35.00
40690	2/03/2016	Wisconsin Chiefs of Police Association	
		Police Lieutenant Advertisement	
110-00-52100-207-000		SUPPORT SERVICES	50.00
		Total	50.00

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40691	2/03/2016	WISCONSIN DEPT. OF JUSTICE - TIME TIME System Access & Officer Support	
110-00-52100-207-000		SUPPORT SERVICES Invoice #T20213	894.00
		Total	894.00
40692	2/03/2016	Lisa M. Davis Cleaning Services	
110-00-52100-207-000		SUPPORT SERVICES	150.00
		Total	150.00
40693	2/03/2016	SOUTH CENTRAL LIBRARY SYSTEM Supplies, Invoice #15-0356	
130-00-55110-304-105		SUPPLIES - GENERAL	38.00
		Total	38.00
40694	2/03/2016	Ehler's Seminar	
110-00-51510-205-000		MEETINGS	220.00
		Total	220.00
40695	2/03/2016	WEAVER AUTO PARTS Wipper Blades, Anti-Freeze	
110-00-53300-305-101		MAINTENANCE - VEHICLE Account #6-16502	30.00
		Total	30.00
40696	2/03/2016	US CELLULAR Cellular Phone Service	
110-00-52100-202-000		COMMUNICATION	135.00
		Total	135.00
40697	2/03/2016	Kimball Midwest Washers, Screws	
110-00-53300-304-101		SUPPLIES - GENERAL Invoice #4678033	50.46

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Check Nbr	Check Date	Payee	Amount	
			Total	50.46
40698	2/03/2016	Crescent Electric Supply Co. Lamps,Conversion Kit		
110-00-53300-305-103		MAINTENANCE - INFRASTRUCTURE Invoice #S501553304.001	29.92	
110-00-52100-305-000		MAINTENANCE Invoice #S501567352.001	197.04	
140-00-55420-305-000		MAINTENANCE Invoice #S501535785.001	12.24	
			Total	239.20
40699	2/03/2016	HD Supply Waterworks, Ltd. Touch Reader,Meters		
660-00-53700-676-000		MAINTENANCE OF METERS Invoice #F024740	484.73	
660-00-53700-676-000		MAINTENANCE OF METERS Invoice #F022624	4,608.75	
			Total	5,093.48
40700	2/03/2016	DIGGERS HOTLINE Locates, Billing #65701		
660-00-53700-675-000		MAINTENANCE OF SERVICES	184.80	
660-00-53700-673-000		MAINTENANCE OF MAINS	184.80	
670-00-53610-307-000		SYSTEM MAINTENANCE	369.60	
			Total	739.20
40701	2/03/2016	SAUK PLAINS PLUMBING & PUMPS INC. Pipe,Valve,Adapter,Coupling,Clamp		
140-00-55420-305-000		MAINTENANCE Invoice #14998	522.95	
			Total	522.95
40702	2/03/2016	Thermo/Dynamics Pool Heating System Maintenance		
140-00-55420-305-000		MAINTENANCE Invoice #59798	397.00	

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Check Nbr	Check Date	Payee	Amount
Total			397.00
40703	2/03/2016	UNITED LABORATORIES Pond Restorer, Invoice #INV144015	
670-00-53610-307-000		SYSTEM MAINTENANCE	863.77
Total			863.77
40704	2/03/2016	WISCONSIN CITY/COUNTY MANAGEMENT ASSOCIATION Conference	
110-00-51410-205-000		MEETINGS	225.00
Total			225.00
40705	2/03/2016	MIDWEST TAPE Audiovisual	
130-00-55110-304-104		SUPPLIES - AUDIOVISUAL Invoice #93638911	44.99
130-00-55110-304-104		SUPPLIES - AUDIOVISUAL Invoice #93636255	34.99
Total			79.98
40706	2/03/2016	News Publishing Company Public Notice, Account #99101876	
110-00-51440-206-000		PRINTING	9.31
Total			9.31
40707	2/03/2016	Cross Plains Chamber of Commerce 2016 Financial Support	
310-00-51410-204-000		DUES & SUBSCRIPTIONS	15,000.00
Total			15,000.00
40708	2/03/2016	BOEHNEN, INC. Hwy. 14 Signs, Water Main Breaks	
120-00-57300-805-103		INFRASTRUCTURE - HWY 14 Invoice #23102	554.27
660-00-53700-673-000		MAINTENANCE OF MAINS Invoice #23109	934.51

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660-00-53700-673-000 Invoice #23120		MAINTENANCE OF MAINS	999.32
120-00-57300-805-103 Invoice #23125		INFRASTRUCTURE - HWY 14	834.00
660-00-53700-673-000 Invoice #23126		MAINTENANCE OF MAINS	824.50
110-00-53300-304-102 Invoice #23139		SUPPLIES - SNOW/ICE CONTROL	195.00
		Total	4,341.60
40709	2/03/2016	Immaculate Cleaning, Inc. Cleaning Services, Invoice #5342	
110-00-51600-207-000		SUPPORT SERVICES	275.00
		Total	275.00
		Grand Total	666,659.27

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Total Expenditure from Fund # 110 - GENERAL FUND	24,308.36
Total Expenditure from Fund # 120 - CAPITAL PROJECT FUND	14,436.33
Total Expenditure from Fund # 130 - LIBRARY FUND	2,640.71
Total Expenditure from Fund # 140 - PARKS/RECREATION FUND	2,722.74
Total Expenditure from Fund # 150 - DEBT SERVICE FUND	338,160.00
Total Expenditure from Fund # 310 - TAX INCREMENT DISTRICT	267,943.03
Total Expenditure from Fund # 660 - WATER	8,355.49
Total Expenditure from Fund # 670 - SEWER	8,092.61
Total Expenditure from all Funds	666,659.27

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Check Nbr	Check Date	Payee	Amount
40711	2/08/2016	THE MINNESOTA LIFE INSURANCE	
	March life premium		
			Manual Check
110-00-21345-000-000		EMPLOYEE ADDITIONAL LIFE	206.67
110-00-21346-000-000		EMPLOYEE SUPPLEMENTAL LIF	76.81
110-00-21347-000-000		EMPLOYEE SPOUSE/DEP.LIFE	17.50
110-00-51430-176-000		LIFE INSURANCE	13.71
110-00-52100-176-000		LIFE INSURANCE	4.48
110-00-53300-176-000		LIFE INSURANCE	52.83
140-00-51430-176-000		LIFE INSURANCE	5.45
130-00-51430-176-000		LIFE INSURANCE	64.46
660-00-51400-926-000		EMPLOYEE BENEFITS	18.53
670-00-53610-176-000		LIFE INSURANCE	26.88
		Total	487.32
40720	2/10/2016	KWIK TRIP INC.	
	Gas for Vehicles		
			Manual Check
140-00-55200-303-000		FUEL	28.96
110-00-53300-303-000		FUEL	482.68
110-00-52100-303-000		FUEL	337.14
660-00-53700-673-000		MAINTENANCE OF MAINS	43.23
670-00-53610-303-000		FUEL	43.23
		Total	935.24
40721	2/10/2016	CHARTER COMMUNICATIONS	
	Internet Services		
			Manual Check
110-00-52100-202-000		COMMUNICATION	144.99

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Total			144.99
40722	2/10/2016	Terri Z. Buechner	
		Yoga Instructor	Manual Check
140-00-55300-207-000		SUPPORT SERVICES	440.00
Total			440.00
40723	2/10/2016	Jen Feltz	
		Yoga Instructor	Manual Check
140-00-55300-207-000		SUPPORT SERVICES	80.00
Total			80.00
40724	2/17/2016	MADISON GAS & ELECTRIC	
		Gas & Electric Bills	
110-00-51600-203-000		UTILITIES	397.24
110-00-52100-203-000		UTILITIES	134.84
130-00-51600-203-000		UTILITIES	1,328.93
110-00-51600-203-000		UTILITIES	442.98
110-00-51600-203-000		UTILITIES	231.89
110-00-51600-203-000		UTILITIES	73.35
140-00-55200-203-000		UTILITIES	167.16
140-00-55420-203-000		UTILITIES	320.71
110-00-53300-203-000		UTILITIES	877.59
670-00-51600-203-000		UTILITIES	4,455.85
110-00-53420-207-000		SUPPORT SERVICES	5,754.81
660-00-53700-623-000		POWER FOR PUMPING	2,245.85
Total			16,431.20

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40725	2/17/2016	State Bank of Cross Plains1 Programs	
130-00-55110-205-000		MEETINGS	255.00
130-00-55110-304-105		SUPPLIES - GENERAL	333.55
		Total	588.55
40726	2/17/2016	State Bank of Cross Plains1 Meetings, Supplies	
130-00-55110-306-000		PROGRAMS	72.25
130-00-55110-306-000		PROGRAMS	15.00
		Total	87.25
40727	2/17/2016	MIDWEST TAPE Audio Visual	
130-00-55110-304-104		SUPPLIES - AUDIOVISUAL Invoice #93659262	14.69
		Total	14.69
40728	2/17/2016	Cengage Learning - Gale Books, Account #196138	
130-00-55110-304-101		SUPPLIES - BOOKS	184.69
		Total	184.69
40729	2/17/2016	Kyle Neuser Basketball Ref.	
140-00-55300-207-000		SUPPORT SERVICES	115.50
		Total	115.50
40730	2/17/2016	Hunter Statz Basketball Ref.	
140-00-55300-207-000		SUPPORT SERVICES	184.00
		Total	184.00
40731	2/17/2016	Joshua Acker Basketball Ref.	

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140-00-55300-207-000		SUPPORT SERVICES	87.50
		Total	87.50
40732	2/17/2016	Kaytlyn Nelson Basketball Ref.	
140-00-55300-207-000		SUPPORT SERVICES	111.50
		Total	111.50
40733	2/17/2016	David Nelson Basketball Ref.	
140-00-55300-207-000		SUPPORT SERVICES	40.00
		Total	40.00
40734	2/17/2016	Jake Klubertanz Basketball Ref.	
140-00-55300-207-000		SUPPORT SERVICES	175.50
		Total	175.50
40735	2/17/2016	Cintas FAS Lockbox 636525 Fire Extinguisher Inspections	
130-00-55110-301-000		EQUIPMENT Receipt #OF39515530	43.20
110-00-51600-207-000		SUPPORT SERVICES Receipt #OF39515529	182.00
140-00-55200-305-000		MAINTENANCE Receipt #OF39515532	39.40
670-00-53610-305-000		GENERAL MAINTENANCE Receipt #OF39515531	191.00
110-00-53300-305-103		MAINTENANCE - INFRASTRUCTURE Receipt #OF39515523	294.90
		Total	750.50
40736	2/17/2016	Baer Insurance Services, LLC Work. Comp., Liability Insurance	
110-00-51540-209-000		INSURANCE Invoice #59633	9,104.55

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660-00-51400-924-000		PROPERTY INSURANCE	2,101.05
670-00-53610-209-000		INSURANCE	2,801.40
Total			14,007.00
<hr/>			
40737	2/17/2016	TOWN & COUNTRY SANITATION Garbage & Recycling Pickup	
110-00-53620-207-001		GARBAGE COLLECTION Account #4176	9,150.00
110-00-53620-207-002		RECYCLING COLLECTION	4,181.00
Total			13,331.00
<hr/>			
40738	2/17/2016	JEFFERSON FIRE & SAFETY, INC. Partition, Invoice #223553	
120-00-57210-801-000		VEHICLE	1,395.34
Total			1,395.34
<hr/>			
40739	2/17/2016	US CELLULAR Cellular Phone Service	
110-00-52100-202-000		COMMUNICATION	41.20
Total			41.20
<hr/>			
40740	2/17/2016	Maintenance Services of Madison, Inc. Janitorial Services, Invoice #1850	
110-00-51600-207-000		SUPPORT SERVICES	216.38
130-00-51600-305-000		MAINTENANCE	649.12
Total			865.50
<hr/>			
40741	2/17/2016	State Bank of Cross Plains1 Batteries	
110-00-52100-305-000		MAINTENANCE	39.90
Total			39.90
<hr/>			
40742	2/17/2016	Lee Urbainzick Reimbursement for Mailbox	

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110-00-53300-304-102		SUPPLIES - SNOW/ICE CONTROL	35.00
Total			35.00
40743 2/17/2016 Christopher Gavin Reimbursement for Mailbox			
110-00-53300-304-102		SUPPLIES - SNOW/ICE CONTROL	35.00
Total			35.00
40744 2/17/2016 Cintas Corporation #446 Uniform & Mat Service,Clean Floors			
110-00-52100-207-000		SUPPORT SERVICES Account #446-09039	132.05
110-00-51600-207-000		SUPPORT SERVICES Account #446-09733	112.00
110-00-53300-178-000		UNIFORM Account #446-01247	258.74
Total			502.79
40745 2/17/2016 Wisconsin Dept. of Justice1 Background Checks, Account #L1313T			
110-00-51410-207-000		SUPPORT SERVICES	28.00
Total			28.00
40746 2/17/2016 PITNEY BOWES, INC. Postage Machine Lease			
110-00-51410-201-000		POSTAGE Account #2163-7835-86-5	130.88
Total			130.88
40747 2/17/2016 State Bank of Cross Plains1 Meetings, Dues & Subscriptions			
110-00-51100-204-000		DUES & SUBSCRIPTIONS	1,302.78
110-00-51410-204-000		DUES & SUBSCRIPTIONS	424.43
110-00-51410-205-000		MEETINGS	60.12

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110-00-51410-207-000		SUPPORT SERVICES	7.45
Total			1,794.78

40748 2/17/2016 US CELLULAR
Cellular Phone Service

660-00-53700-601-200		OPERATION - EXPENSE	170.35
670-00-51600-202-000		COMMUNICATION	170.35
110-00-53300-202-000		COMMUNICATION	170.34
Total			511.04

40749 2/17/2016 CROSS PLAINS-BERRY FIRE DEPT.
Assessment & Dues

110-00-52200-204-000		DUES & SUBSCRIPTIONS	1,000.00
110-00-52200-207-000		SUPPORT SERVICES	30,564.69
Total			31,564.69

40750 2/17/2016 BAKER & TAYLOR, INC.
Books

130-00-55110-304-101		SUPPLIES - BOOKS	512.29
		Invoice #2031664450	
Total			512.29

40751 2/17/2016 State Bank of Cross Plains1
Membership,Calendars,Rec. Supplies

140-00-55200-304-000		SUPPLIES	21.08
140-00-55300-304-000		SUPPLIES	189.50
140-00-55200-204-000		DUES & SUBSCRIPTIONS	165.00
Total			375.58

40752 2/17/2016 Ingram Library Services
Books

130-00-55110-304-101		SUPPLIES - BOOKS	271.96
		Invoice #91720660	

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Total			271.96
40753	2/17/2016	DEMCO, INC. Supplies	
130-00-55110-304-105		SUPPLIES - GENERAL Invoice #5795761	88.00
Total			88.00
40754	2/17/2016	TERRY'S PIGGLY WIGGLY Programs, Account #455	
130-00-55110-306-000		PROGRAMS	49.25
Total			49.25
40755	2/17/2016	Mahoney Network Solutions, LLC Computer Repair Services	
110-00-53300-302-000		TECHNOLOGY Invoice #2721	180.00
Total			180.00
40756	2/17/2016	Strang, Patteson, Renning, Lewis & Lacy Legal Fees, Invoice #3084	
110-00-51430-208-000		LEGAL FEES	300.00
Total			300.00
40757	2/17/2016	CROSS PLAINS AREA EMERGENCY MEDICAL SERVICES Assessment	
110-00-52300-207-000		SUPPORT SERVICES	48,550.57
Total			48,550.57
40758	2/17/2016	JOHNSON, BLOCK & COMPANY, INC. Audit, Invoice #426459	
110-00-51510-207-000		SUPPORT SERVICES	3,050.00
310-00-51510-207-000		SUPPORT SERVICES	1,500.00
660-00-51400-923-000		CONTRACTED SERVICES	2,275.00
670-00-51510-207-000		SUPPORT SERVICES	2,275.00

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Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			9,100.00
40759	2/17/2016	AVENET, LLC WebsiteAnnual Service Package	
110-00-51410-302-000		TECHNOLOGY Invoice #38299	850.00
Total			850.00
40760	2/17/2016	Patrick Meier Basketball Ref.	
140-00-55300-207-000		SUPPORT SERVICES	48.00
Total			48.00
40761	2/17/2016	Middleton-Cross Plains Area School District Tax Settlement	
110-00-24600-000-000		TAXES DUE SCHOOL DISTRICT	1,049,980.28
Total			1,049,980.28
40762	2/17/2016	MADISON AREA TECHNICAL COLLEGE 2 Tax Settlement	
110-00-24700-000-000		TAXES DUE VOCATIONAL SCHO	83,747.39
Total			83,747.39
40763	2/17/2016	DANE COUNTY TREASURER Tax Settlement	
110-00-24310-000-000		TAXES DUE STATE & COUNTY	300,173.01
Total			300,173.01
40764	2/17/2016	Peak Software Systems, Inc. Rec. Software Program, Invoice #016928	
140-00-55300-302-000		TECHNOLOGY	1,537.00
Total			1,537.00
40765	2/17/2016	Strand Associates Zander Park Trail Design	
120-00-57620-207-000		SUPPORT SERVICES Invoice #0117841	2,804.36

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Dated From: 2/07/2016 From Account:
Thru: 2/17/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			2,804.36
40766	2/17/2016	DANE COUNTY TREASURER	
In Lieu Of Taxes			
110-00-41320-000-000		TAXES FROM TAX EXEMPT ENTITIES	59.91
Total			59.91
40767	2/17/2016	Middleton-Cross Plains Area School District	
In Lieu Of Taxes			
110-00-41320-000-000		TAXES FROM TAX EXEMPT ENTITIES	221.45
Total			221.45
40768	2/17/2016	MADISON AREA TECHNICAL COLLEGE 2	
In Lieu Of Taxes			
110-00-41320-000-000		TAXES FROM TAX EXEMPT ENTITIES	17.66
Total			17.66
40769	2/17/2016	Mike Axon	
Reimbursement for Rec. Supplies			
140-00-55300-304-000		SUPPLIES	108.37
Total			108.37
40770	2/17/2016	CROSS PLAINS MOTORS, INC.	
Towing, Tires & Mounting			
110-00-53300-305-101		MAINTENANCE - VEHICLE	800.95
Invoice #R52815			
110-00-52100-399-000		MISCELLANEOUS	105.00
Invoice #R52794			
Total			905.95
40771	2/17/2016	DIGGERS HOTLINE	
Locates, Billing ID #65701			
660-00-53700-673-000		MAINTENANCE OF MAINS	1.60
Total			1.60
40772	2/17/2016	FIRST SUPPLY MADISON	
Clamps			

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ALL FUNDS

Dated From: 2/07/2016

From Account:

Thru: 2/17/2016

Thru Account:

Check Nbr	Check Date	Payee	Amount
660-00-53700-673-000		MAINTENANCE OF MAINS	383.93
		Customer #50146	
		Total	383.93
40773	2/17/2016	WISCONSIN RURAL WATER ASSOCIATION	
		Consolidated Safety Audit	
660-00-53700-662-200		OPERATION - EXPENSE	264.98
		Invoice #2872	
		Total	264.98
40774	2/17/2016	STATE LABORATORY OF HYGIENE	
		Water Samples	
660-00-53700-642-200		OPERATION - EXPENSE	25.00
		Account #6004990	
		Total	25.00
40775	2/17/2016	TERRY'S PIGGLY WIGGLY	
		Supplies, Account #310	
110-00-52100-399-000		MISCELLANEOUS	3.15
110-00-51410-205-000		MEETINGS	16.94
		Total	20.09
40776	2/17/2016	TDS TELECOM	
		Telephone Bills	
110-00-53300-202-000		COMMUNICATION	163.19
140-00-55420-203-000		UTILITIES	36.38
660-00-51400-923-000		CONTRACTED SERVICES	37.66
670-00-51600-202-000		COMMUNICATION	200.16
110-00-51600-202-000		COMMUNICATION	238.57
130-00-51600-202-000		COMMUNICATION	118.79
		Total	794.75
40777	2/17/2016	Agsources Cooperative Services	
		Testing	

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Dated From: 2/07/2016 From Account:
Thru: 2/17/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
670-00-53610-207-000		SUPPORT SERVICES	1,063.80
		Invoice #90177923	
		Total	1,063.80
40778	2/17/2016	Middleton Farmers Co-op	
		Diesel Fuel, Kerosene	
110-00-53300-303-000		FUEL	1,255.44
		Customer #170070	
		Total	1,255.44
40779	2/17/2016	SAEMAN LUMBER CO.	
		Supplies	
110-00-53300-305-101		MAINTENANCE - VEHICLE	276.71
		Account #CR850	
		Total	276.71
40780	2/17/2016	KALSCHEUR IMPLEMENT CO.	
		Parts, Invoice #IN10379	
110-00-53300-305-101		MAINTENANCE - VEHICLE	44.63
		Total	44.63
40781	2/17/2016	Midwest Trailer Sales	
		Single Pole T-Grip Plug	
110-00-53300-305-101		MAINTENANCE - VEHICLE	14.30
		Invoice #1075733-00	
		Total	14.30
40782	2/17/2016	Double D Servies, Inc.	
		Push Beam, Cover, Chute	
110-00-53300-305-102		MAINTENANCE - EQUIPMENT	146.85
		Invoice #64747	
110-00-53300-305-101		MAINTENANCE - VEHICLE	146.00
		Invoice #64964	
		Total	292.85
40783	2/17/2016	Cross Plains True Value Hardware	
		January Billing	
110-00-53300-304-101		SUPPLIES - GENERAL	8.49
		Watch Battery	

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Dated From: 2/07/2016

From Account:

Thru: 2/17/2016

Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-53300-304-101		SUPPLIES - GENERAL	5.49
Adapter			
110-00-53300-303-000		FUEL	43.98
Kerosene Fuel			
110-00-53300-301-000		EQUIPMENT	54.99
Belt Sander			
110-00-53300-303-000		FUEL	65.97
Kerosene Feul			
140-00-55200-305-000		MAINTENANCE	7.48
Insert Bit, Screws			
110-00-53300-305-103		MAINTENANCE - INFRASTRUCTURE	95.97
Ballasts			
140-00-55200-305-000		MAINTENANCE	34.99
Snow Pusher			
140-00-55420-305-000		MAINTENANCE	3.29
Thermometer			
140-00-55200-305-000		MAINTENANCE	9.29
Screws			
140-00-55200-304-000		SUPPLIES	7.99
Duct Tape			
110-00-53300-305-103		MAINTENANCE - INFRASTRUCTURE	18.98
Tube			
130-00-51600-304-000		SUPPLIES	23.27
Bulbs, Glide			
130-00-51600-304-000		SUPPLIES	0.50
Glide			
110-00-53300-304-101		SUPPLIES - GENERAL	22.96
Flag Tape			
130-00-55110-304-105		SUPPLIES - GENERAL	1.11
NBS			
670-00-53610-305-000		GENERAL MAINTENANCE	14.47
Fuses, Paint			
110-00-53300-304-101		SUPPLIES - GENERAL	63.45
Broom, Snow Brushes			
110-00-53300-305-103		MAINTENANCE - INFRASTRUCTURE	119.97
Ballasts			
		Total	602.64

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Dated From: 2/07/2016

From Account:

Thru: 2/17/2016

Thru Account:

Check Nbr	Check Date	Payee	Amount
40784	2/17/2016	Middleton-Cross Plains Area School District Facility Use, Invoice #3120	
140-00-55300-306-101		PROGRAMS	690.00
Total			690.00
40785	2/17/2016	WEAVER AUTO PARTS Parts	
140-00-55200-304-000		SUPPLIES Account #6-16502	57.77
110-00-53300-305-101		MAINTENANCE - VEHICLE	25.85
670-00-53610-305-000		GENERAL MAINTENANCE	50.46
660-00-53700-662-200		OPERATION - EXPENSE	9.92
110-00-53300-305-101		MAINTENANCE - VEHICLE	5.32
110-00-53300-305-102		MAINTENANCE - EQUIPMENT	1.48
Total			150.80
40786	2/17/2016	TDS TELECOM Telephone Bills	
110-00-52100-202-000		COMMUNICATION	27.89
110-00-52100-202-000		COMMUNICATION	103.81
110-00-51200-202-000		COMMUNICATION	25.08
Total			156.78
40787	2/17/2016	Shelly Bladl Reim. for Toilet Seal Repair	
660-00-53700-673-000		MAINTENANCE OF MAINS	50.02
Total			50.02
DEF 3.16	2/10/2016	WISCONSIN DEFERRED COMPENSATION WI deferred comp pay 3	
110-00-21349-000-000		WI DEFERRED COMP	375.00

Manual Check

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Dated From: 2/07/2016

From Account:

Thru: 2/17/2016

Thru Account:

Check Nbr	Check Date	Payee		Amount
			Total	375.00
FICA 3.16	2/10/2016	ELECTRONIC FEDERAL TAX DEPOSIT		
pay 3 fed tax			Manual Check	
110-00-21311-000-000		FEDERAL WITHHOLD TAX PAY		3,873.15
110-00-21331-000-000		FICA TAXES PAYABLE		2,979.65
110-00-21331-000-000		FICA TAXES PAYABLE		2,979.65
			Total	9,832.45
ICMA 3.16	2/12/2016	ICMA Retirement		
pay 3 contribution - schuenke only			Manual Check	
110-00-21349-001-000		ICMA 457K		150.39
110-00-51430-173-000		RETIREMENT		75.19
			Total	225.58
STATE 3.16	2/10/2016	STATE OF WI - ELECTRONIC FUND		
pay 3 state tax			Manual Check	
110-00-21312-000-000		STATE WITHHOLD TAX PAY		1,817.22
			Total	1,817.22
			Grand Total	1,603,360.15

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ALL FUNDS

Dated From: 2/07/2016

From Account:

Thru: 2/17/2016

Thru Account:

Amount

Total Expenditure from Fund # 110 - GENERAL FUND	1,570,002.85
Total Expenditure from Fund # 120 - CAPITAL PROJECT FUND	4,199.70
Total Expenditure from Fund # 130 - LIBRARY FUND	4,026.06
Total Expenditure from Fund # 140 - PARKS/RECREATION FUND	4,711.82
Total Expenditure from Fund # 310 - TAX INCREMENT DISTRICT	1,500.00
Total Expenditure from Fund # 660 - WATER	7,627.12
Total Expenditure from Fund # 670 - SEWER	11,292.60
Total Expenditure from all Funds	1,603,360.15

Application for an "Operator's" License

To Serve Fermented Malt Beverages and Intoxicating Liquors

WI 01/27, 2016
Date Year

I, the undersigned, do hereby respectfully make application to the local governing body of the Village of Cross Plains, County of Dane, Wisconsin for a License to serve, from the date hereof to June 30, 20___, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolution, ordinances and regulation, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

I certify that I am [redacted] years of age. Date of Birth: [redacted] Walgreens
Name of Establishment

Answer the following questions fully and completely:

Name: Santa L Lang Is application new or a renewal? New
First MI Last

Address of Applicant: 5843 COUNTY Rd F MADISON WI 5360 715-213-3372
Street Address City ZIP Code Phone Number

If renewal (within the past 2 years held a Class "A", "Class A", "Class C", Class "B" or "Class B" license or permit or a manager's or operator's license).

Where was the privilege obtained? (Town) Village

As required by WI Statutes Section 125.17(6), have you completed the alcohol awareness course? Yes

If so, where? Walgreens

Have you ever had a criminal conviction? If yes, what and where? No

Have you been convicted of any license law or ordinance regulating Fermented malt beverages or intoxicating liquors? No

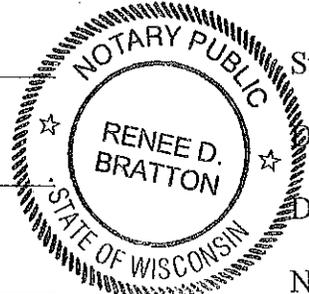
If so, name of court:

STATE OF WISCONSIN
DANE COUNTY

SANTA L LANG, being first duly sworn on oath says that (s)he is the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true.

X [Signature] Applicant sign here

X 01/27/2016 Date of Application



Subscribed and sworn to before me this 27
Day of January, 2016
Dane County, Wis.

Date of Board Approval
Notary Public: Renee D. Bratton
My Commission Expires: 4/9/17

Wisconsin Responsible Beverage Seller Training

Santa Lang

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL69662

Date of Completion: 01/27/2016



Authorized Signature



Cross Plains Police Department

Date: January 27, 2016

To: Village Administrator Matthew Schuenke

Ref: Operator's License Application

On January 27, 2016 I received an Application for an Operator's License from a Santa L. Lang. A review of Ms. Lang's arrest and conviction record was completed in accordance with Village Ordinance 41.09 (b). The results of that review indicate Ms. Lang has no arrest or convictions in contrast with Village ordinance 41.09(c).

Santa L. Lang therefore meets the criteria set forth in Village Ordinance 41.09(c) to receive an operator's license.

Thomas J. Janssen
Chief of Police

Application for an "Operator's" License WI _____
To Serve Fermented Malt Beverages and Intoxicating Liquors Date _____ Year _____

I, the undersigned, do hereby respectfully make application to the local governing body of the Village of Cross Plains, County of Dane, Wisconsin for a License to serve, from the date hereof to June 30, 20____, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolution, ordinances and regulation, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

I certify that I am _____ years of age. Date of Birth _____ Walgreens
Name of Establishment

Answer the following questions fully and completely:

Name: Devin Miller Is application new or a renewal? New
First MI Last

Address of Applicant: 2575 Main St Cross Plains 53528
Street Address City ZIP Code Phone Number

If renewal (within the past 2 years held a Class "A", "Class A", "Class C", Class "B" or "Class B" license or permit or a manager's or operator's license).

Where was the privilege obtained? (Town) ServerLicense.com
City Village

As required by WI Statutes Section 125.17(6), have you completed the alcohol awareness course? Yes

If so, where? online at store Walgreens

Have you ever had a criminal conviction? If yes, what and where? NO

Have you been convicted of any license law or ordinance regulating Fermented malt beverages or intoxicating liquors? NO

If so, name of court: _____

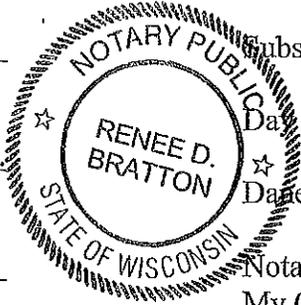
STATE OF WISCONSIN
DANE COUNTY

Devin Miller, being first duly sworn on oath says that (s)he is the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true.

X Devin Miller
Applicant sign here

X 2/11/2016
Date of Application

Date of Board Approval _____



Subscribed and sworn to before me this 11
Date of February, 2016

Dane County, Wis.

Notary Public: Renee D. Bratton
My Commission Expires: 4/9/17

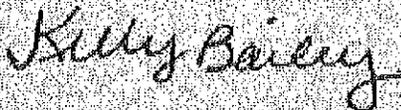
Wisconsin Responsible Beverage Seller Training.

Devin Miller

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL69863

Date of Completion: 02/03/2016



Authorized Signature



Cross Plains Police Department

Date: February 12, 2016

To: Village Administrator Matthew Schuenke

Ref: Operator's License Application

On February 12, 2016 I received an Application for an Operator's License from a Devin A Miller. A review of Mr. Miller's arrest and conviction record was completed in accordance with Village Ordinance 41.09 (b). The results of that review indicate Mr. Miller has no arrest or convictions in contrast with Village ordinance 41.09(c).

Devin A. Miller therefore meets the criteria set forth in Village Ordinance 41.09(c) to receive an operator's license.

Thomas J. Janssen
Chief of Police

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town
 Village of Cross Plains County of Dane
 City

The undersigned duly authorized officer(s)/members/managers of Walgreen Co.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
Walgreens #12603
(trade name)

located at 2575 Main St., Cross Plains, WI 53528

appoints Santa Lang
(name of appointed agent)

5843 County Road F, Mazomanie, WI 53560
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

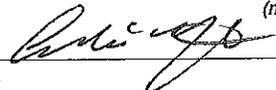
Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? Since 2003

Place of residence last year 7602 Midtown Road, Apt 110, Madison, WI 57319

For: Walgreen Co.
(name of corporation/organization/limited liability company)

By: 
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Santa Lang, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

 02/03/2016 Agent's age 
(signature of agent) (date)

5843 County Road F, Mazomanie, WI 53560 Date of birth 
(home address of agent)

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(date) (signature of proper local official) (town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Lang		Santa			
Home Address (street/route)		Post Office	City	State	Zip Code
5843 Cty. Rd F			Maromanie	WI	53560
Home Phone Number		Age	Date of Birth	Place of Birth	
715-213-5372		34	06/11/1981	ALURSNE, LATVIA	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Agent of Walgreen Co.
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

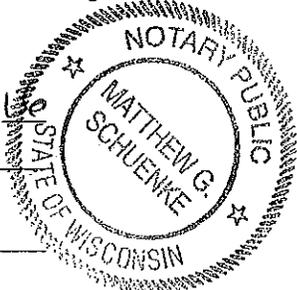
- (a) How long have you continuously resided in Wisconsin prior to this date? Since 2003
- (b) Have you resided in the City of Milwaukee continuously for one year immediately prior to this date? Yes No
- (a) Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, or laws of any other states? Yes No
- (b) Have you ever been convicted of any violations of any county or municipal ordinances? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 (If yes, identify.) (Name of Wholesale Licensee or Permittee) (Address by City and County)

READ CAREFULLY BEFORE SIGNING: I, The undersigned, shall not willfully refuse to provide those services offered under this license, or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry; I shall not seek information as a condition of employment, or penalize any employe or discriminate in the selection of personnel for training or promotion solely on the basis of such information. I also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 3rd day of February, 2016
Matthew G. Schuenke
(Clerk/Notary Public)



[Signature]
(Signature of Named Individual)

My commission expires 7/24/2016

Const/Sanitary Sewer & Water Main

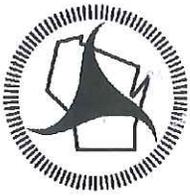
Project ID: 5310-02-73

					Debit	Credit
06/04/2015	06/11/2015	WisDOT	Invoice	General Billing	\$ 1,278,455.60	
06/04/2015	06/11/2015	WisDOT	Invoice	Credit		\$ (555,803.00)
07/10/2015	07/10/2015	Village	Deduction	Mobilization		\$ (50,072.04)
07/10/2015	09/16/2015	Village	Payment	Costs Outstanding		\$ (672,580.56)
07/04/2015	07/10/2015	WisDOT	Invoice	General Billing	\$ 298,058.68	
07/10/2015	07/10/2015	Village	Deduction	Mobilization		\$ (49,533.63)
08/03/2015	08/03/2015	Village	Payment	Costs Outstanding		\$ (248,525.05)
08/06/2015	08/17/2015	WisDOT	Invoice	General Billing	\$ 581,031.71	
08/18/2015	08/18/2015	Village	Deduction	Mobilization		\$ -
09/15/2015	09/15/2015	Village	Payment	Costs Outstanding		\$ (581,031.71)
09/04/2015	09/14/2015	WisDOT	Invoice	General Billing	\$ 255,518.96	
10/14/2015	10/14/2015	Village	Deduction	Mobilization		\$ (49,533.62)
10/14/2015	10/14/2015	Village	Payment	Costs Outstanding		\$ (205,985.34)
10/06/2015	10/13/2015	WisDOT	Invoice	General Billing	\$ 468,813.02	
11/10/2015	11/10/2015	Village	Deduction	Mobilization		\$ (50,072.04)
11/10/2015	11/10/2015	Village	Payment	Costs Outstanding		\$ (418,740.98)
11/05/2015	11/19/2015	WisDOT	Invoice	General Billing	\$ 114,652.38	
12/16/2015	12/16/2015	Village	Deduction	Mobilization		\$ -
12/16/2015	12/16/2015	Village	Payment	Costs Outstanding		\$ (114,652.38)
12/04/2015	12/17/2015	WisDOT	Invoice	General Billing	\$ 2,234.35	
12/18/2015	12/18/2015	Village	Deduction	Mobilization		\$ -
12/18/2015	12/18/2015	Village	Payment	Costs Outstanding		\$ (2,234.35)
01/07/2016	01/25/2016	WisDOT	Invoice	General Billing	\$ (19,344.92)	
		Village	Deduction	Mobilization		\$ -
		Village	Payment	Costs Outstanding		\$ 19,344.92
02/04/2016	02/15/2016	WisDOT	Invoice	General Billing	\$ 124.02	
		Village	Deduction	Mobilization		\$ -
		Village	Payment	Costs Outstanding		\$ (124.02)
					State Total	\$ (555,803.00)
					Mobilization	\$ (199,211.33)
					Village Total	\$ (2,224,529.47)
					\$ 2,979,543.80	\$ (2,979,543.80)

Const/Recst & Intersection Mod

Project ID: 5310-02-70

					Debit	Credit
06/04/2015	06/11/2015	WisDOT	Invoice	General Billing	\$ 1,275,068.13	
06/04/2015	06/11/2015	WisDOT	Invoice	Credit		\$ (1,194,243.98)
07/10/2015	07/10/2015	Village	Payment	Costs Outstanding		\$ (80,824.15)
08/06/2015	08/17/2015	WisDOT	Invoice	General Billing	\$ 1,884,152.70	
08/06/2015	08/17/2015	WisDOT	Invoice	Credit		\$ (1,860,269.42)
09/15/2015	09/15/2015	Village	Payment	Costs Outstanding		\$ (23,883.28)
09/04/2015	09/14/2015	WisDOT	Invoice	General Billing	\$ 1,419,432.64	
09/04/2015	09/14/2015	WisDOT	Invoice	Credit		\$ (1,395,165.14)
10/14/2015	10/14/2015	Village	Payment	Costs Outstanding		\$ (24,267.50)
10/06/2015	10/13/2015	WisDOT	Invoice	General Billing	\$ 1,619,812.68	
10/06/2015	10/06/2015	WisDOT	Invoice	Credit		\$ (1,444,222.79)
11/10/2015	11/10/2015	Village	Payment	Costs Outstanding		\$ (175,589.89)
11/05/2015	11/19/2015	WisDOT	Invoice	General Billing	\$ 1,066,275.93	
11/05/2015	11/19/2015	WisDOT	Invoice	Credit		\$ (1,042,552.60)
12/16/2015	12/16/2015	Village	Payment	Costs Outstanding		\$ (23,723.33)
12/04/2015	12/17/2015	WisDOT	Invoice	General Billing	\$ 740,952.52	
12/04/2015	12/17/2015	WisDOT	Invoice	Credit		\$ (622,194.38)
12/16/2015	12/16/2015	Village	Payment	Costs Outstanding		\$ (118,758.14)
01/07/2016	01/25/2016	WisDOT	Invoice	General Billing	\$ 160,594.61	
		WisDOT	Invoice	Credit		\$ (158,342.05)
		Village	Payment	Costs Outstanding		\$ (2,252.56)
					State/Federal Total	\$ (7,716,990.36)
					Village Total	\$ (449,298.85)
					\$ 8,166,289.21	\$ (8,166,289.21)
						\$ -



DIVISION OF BUSINESS MANAGEMENT
 Bureau Of Business Services
 PO Box 7366
 Madison, WI 53707-7366

**PROGRESS INVOICE - THIS IS NOT A FINAL BILL
 SOUTHWEST REGION**

FOR ADDITIONAL INFORMATION CONTACT THE REGION OFFICE (608) 246-5624

To: MATT SCHUENKE
 VILLAGE OF CROSS PLAINS
 PO BOX 97
 CROSS PLAINS WI 53528-0097



NOVEMBER 5, 2015

Invoice: L39867

State Project No.: 5310-02-70
 SPRING GREEN - MADISON
 CTH KP TO WESTVIEW CT/V CROSS PLAINS
 CONST/RECST & INTERSECTION MOD

FEDERAL PROJECT NO.: WISC 2015084
Local Unit ID : 13113
Local Appropriation : 373

VILLAGE OF CROSS PLAINS:	\$328,288.15
	<i>309,564.82</i>
PREVIOUS PAYMENTS AND WORK CREDITS:	\$128,974.93
	<i>\$23,723.33</i>
Balance Due:	\$199,313.22

***** **BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT** *****

DEPT: <i>Capital - PF</i>
LINE ITEM: <i>120-57300-805-103</i>
APPROVE: <i>[Signature]</i>
DATE: <i>11/16/2015</i>

(Please refer to the above state project number and invoice number for all inquiries)
 (Please detach the part below & return with your payment - Retain the rest for your records)

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Category # 0010		ROADWAY ITEMS				
Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$4,788,659.98	\$4,176,572.64	FEDERAL	UNLIMITED	1	80.000 %	MOE1
\$1,197,164.99	\$1,044,143.15	STATE OF WISCONSIN	UNLIMITED	1	20.000 %	
<u>\$5,985,824.97</u>	<u>\$5,220,715.79</u>					

Category # 0020		NON-PARTICIPATING PARKING				
Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$575.28	\$501.75	VILLAGE OF CROSS PLAINS	UNLIMITED	1	100.000%	
<u>\$575.28</u>	<u>\$501.75</u>					

Category # 0030		DECORATIVE LIGHTING				
Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$194,200.00	\$169,377.32	FEDERAL	\$194,200.00	1	50.000 %	MOE1
\$194,200.00	\$169,377.32	VILLAGE OF CROSS PLAINS	UNLIMITED	1	50.000 %	
\$64,000.00	\$55,819.51	FEDERAL	\$64,000.00	2	80.000 %	MOE1
\$16,000.00	\$13,954.88	STATE OF WISCONSIN	UNLIMITED	2	20.000 %	
\$53,918.78	\$47,026.87	VILLAGE OF CROSS PLAINS	UNLIMITED	3	100.000%	
<u>\$522,318.78</u>	<u>\$455,555.90</u>					

Category # 0040		COLORED CROSSWALK, CSS				
Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$22,105.54	\$19,280.00	FEDERAL	\$36,000.00	1	80.000 %	MOE1
\$5,526.38	\$4,820.00	STATE OF WISCONSIN	UNLIMITED	1	20.000 %	
<u>\$27,631.92</u>	<u>\$24,100.00</u>					

Category # 0050 BREWERY CREEK B-13-799

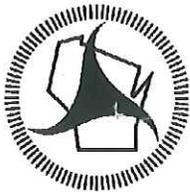
Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$455,362.35	\$397,157.85	FEDERAL	UNLIMITED	1	80.000 %	M0E1
\$113,840.59	\$99,289.47	STATE OF WISCONSIN	UNLIMITED	1	20.000 %	
<u>\$569,202.94</u>	<u>\$496,447.32</u>					

Category # 0060 STORM WATER FACILITY

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$79,594.10	\$69,420.37	FEDERAL	UNLIMITED	1	50.000 %	M0E1
\$79,594.09	\$69,420.36	VILLAGE OF CROSS PLAINS	UNLIMITED	1	50.000 %	
<u>\$159,188.19</u>	<u>\$138,840.73</u>					

DISTRIBUTION OF COSTS TO DATE

Including Engineering	Category Costs To Date	Funding	Federal Appr
\$5,603,921.97	\$4,887,627.69	FEDERAL	M0E1
\$328,288.15	\$286,326.30	VILLAGE OF CROSS PLAINS	
\$1,332,531.96	\$1,162,207.50	STATE OF WISCONSIN	
<u>\$7,264,742.08</u>	<u>\$6,336,161.49</u>		



DIVISION OF BUSINESS MANAGEMENT
 Bureau Of Business Services
 PO Box 7366
 Madison, WI 53707-7366

**PROGRESS INVOICE - THIS IS NOT A FINAL BILL
 SOUTHWEST REGION**

FOR ADDITIONAL INFORMATION CONTACT THE REGION OFFICE (608) 246-5624

To: MATT SCHUENKE
 VILLAGE OF CROSS PLAINS
 PO BOX 97
 CROSS PLAINS WI 53528-0097



NOVEMBER 5, 2015

Invoice: L39868

State Project No.: 5310-02-73
 SPRING GREEN - MADISON
 CTH KP TO WESTVIEW CT/V CROSS PLAINS
 CONST/SANITARY SEWER & WATER MAIN

Local Unit ID : 13113
Local Appropriation : 373

VILLAGE OF CROSS PLAINS: \$2,440,727.35
 2,126,863.64

PREVIOUS PAYMENTS AND WORK CREDITS: \$1,708,122.66
 \$ 313,865.71

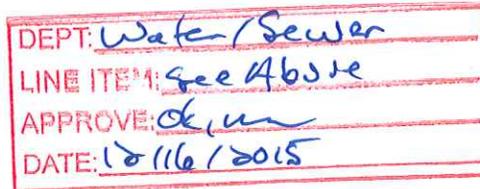
Balance Due: \$732,604.69

Mobilization Deduct (199,211.38) = \$114,652.38

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****

*Water 40% \$45,860.95
 660-57000-805-103*

*Sewer - 60% \$68,791.43
 670-57410-805-103*



(Please refer to the above state project number and invoice number for all inquiries)
 (Please detach the part below & return with your payment - Retain the rest for your records)

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Invoice Number: L39868
 Date: 2015-11-05

Balance Due: \$732,604.69

Amount Paid: \$114,652.38

Make Checks Payable To:
 WISCONSIN DEPT. OF TRANSPORTATION

Mail To:
 WISCONSIN DEPT. OF TRANSPORTATION
 Bureau of Business Services
 P.O. Box 7366
 Madison, WI 53707-7366

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****
 ***** FOR PROPER CREDIT, RETURN THIS PART WITH YOUR REMITTANCE *****

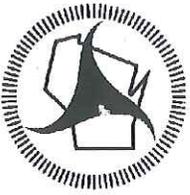
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Category # 0010 SANITARY SEWER & WATER MAIN

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$555,803.00	\$552,720.14	STATE OF WISCONSIN	\$555,803.00	1	100.000%	
\$2,440,727.35	\$2,427,189.41	VILLAGE OF CROSS PLAINS	UNLIMITED	2	100.000%	
<u>\$2,996,530.35</u>	<u>\$2,979,909.55</u>					

DISTRIBUTION OF COSTS TO DATE

Including Engineering	Category Costs To Date	Funding	Federal Appr
\$2,440,727.35	\$2,427,189.41	VILLAGE OF CROSS PLAINS	
\$555,803.00	\$552,720.14	STATE OF WISCONSIN	
<u>\$2,996,530.35</u>	<u>\$2,979,909.55</u>		



DIVISION OF BUSINESS MANAGEMENT
 Bureau Of Business Services
 PO Box 7366
 Madison, WI 53707-7366



**PROGRESS INVOICE - THIS IS NOT A FINAL BILL
 SOUTHWEST REGION**

FOR ADDITIONAL INFORMATION CONTACT THE REGION OFFICE (608) 246-5624

To: MATT SCHUENKE
 VILLAGE OF CROSS PLAINS
 PO BOX 97
 CROSS PLAINS WI 53528-0097

DECEMBER 4, 2015

Invoice: L40876

State Project No.: 5310-02-70
 SPRING GREEN - MADISON
 CTH KP TO WESTVIEW CT/V CROSS PLAINS
 CONST/RECST & INTERSECTION MOD

FEDERAL PROJECT NO.: WISC 2015084
Local Unit ID : 13113
Local Appropriation : 373

VILLAGE OF CROSS PLAINS:	\$447,046.29
	<u>308,288.15</u>
PREVIOUS PAYMENTS AND WORK CREDITS:	\$304,564.82
	<u>118,758.14</u>
Balance Due:	\$142,481.47

DEPT: Capital - PF
LINE ITEM: 100-57300-805-103
APPROVE: OK
DATE: 12/18/2015

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****

2015

(Please refer to the above state project number and invoice number for all inquiries)
 (Please detach the part below & return with your payment - Retain the rest for your records)

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Category # 0010

ROADWAY ITEMS

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$5,235,645.68	\$4,559,429.91	FEDERAL	UNLIMITED	1	80.000 %	M0E1
\$1,308,911.42	\$1,139,857.48	STATE OF WISCONSIN	UNLIMITED	1	20.000 %	
\$6,544,557.10	\$5,699,287.39					

Category # 0020

NON-PARTICIPATING PARKING

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$863.24	\$751.75	VILLAGE OF CROSS PLAINS	UNLIMITED	1	100.000%	
\$863.24	\$751.75					

Category # 0030

DECORATIVE LIGHTING

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$194,200.00	\$169,117.88	FEDERAL	\$194,200.00	1	50.000 %	M0E1
\$194,200.00	\$169,117.88	VILLAGE OF CROSS PLAINS	UNLIMITED	1	50.000 %	
\$64,000.00	\$55,734.01	FEDERAL	\$64,000.00	2	80.000 %	M0E1
\$16,000.00	\$13,933.50	STATE OF WISCONSIN	UNLIMITED	2	20.000 %	
\$146,962.61	\$127,981.48	VILLAGE OF CROSS PLAINS	UNLIMITED	3	100.000%	
\$615,362.61	\$535,884.75					

Category # 0040

COLORED CROSSWALK, CSS

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$36,000.00	\$31,350.38	FEDERAL	\$36,000.00	1	80.000 %	M0E1
\$9,000.00	\$7,837.59	STATE OF WISCONSIN	UNLIMITED	1	20.000 %	
\$25,301.09	\$22,033.30	VILLAGE OF CROSS PLAINS	UNLIMITED	2	100.000%	
\$70,301.09	\$61,221.27					

Category # 0050 BREWERY CREEK B-13-799

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$492,137.48	\$428,574.90	FEDERAL	UNLIMITED	1	80.000 %	M0E1
\$123,034.37	\$107,143.73	STATE OF WISCONSIN	UNLIMITED	1	20.000 %	
\$615,171.85	\$535,718.63					

Category # 0060 STORM WATER FACILITY

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$79,719.36	\$69,423.12	FEDERAL	UNLIMITED	1	50.000 %	M0E1
\$79,719.35	\$69,423.11	VILLAGE OF CROSS PLAINS	UNLIMITED	1	50.000 %	
\$159,438.71	\$138,846.23					

DISTRIBUTION OF COSTS TO DATE

Including Engineering	Category Costs To Date	Funding	Federal Appr
\$6,101,702.52	\$5,313,630.20	FEDERAL	M0E1
\$447,046.29	\$389,307.52	VILLAGE OF CROSS PLAINS	
\$1,456,945.79	\$1,268,772.30	STATE OF WISCONSIN	
\$8,005,694.60	\$6,971,710.02		



DIVISION OF BUSINESS MANAGEMENT
 Bureau Of Business Services
 PO Box 7366
 Madison, WI 53707-7366

RECEIVED
 DEC 17 2015
 VILLAGE OF
 CROSS PLAINS

**PROGRESS INVOICE - THIS IS NOT A FINAL BILL
 SOUTHWEST REGION**

FOR ADDITIONAL INFORMATION CONTACT THE REGION OFFICE (608) 246-5624

To: MATT SCHUENKE
 VILLAGE OF CROSS PLAINS
 PO BOX 97
 CROSS PLAINS WI 53528-0097

DECEMBER 4, 2015

Invoice: L40877

State Project No.: 5310-02-73
 SPRING GREEN - MADISON
 CTH KP TO WESTVIEW CT/V CROSS PLAINS
 CONST/SANITARY SEWER & WATER MAIN

Local Unit ID : 13113
Local Appropriation : 373

DEPT: Water/Sewer
 LINE ITEM: See Above
 APPROVE: OK
 DATE: 12/18/2015

VILLAGE OF CROSS PLAINS: \$2,442,961.70
 2,291,516.02
 PREVIOUS PAYMENTS AND WORK CREDITS: \$2,126,863.64
 201,445.68
 Balance Due: \$316,098.06

Mobilization Deduct (199,211.33) = \$2,234.35

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****

Water - 40%:
 660-57000-805-103 \$893.74

Sewer - 60%:
 670-57410-805-103 \$1,340.61

2015

(Please refer to the above state project number and invoice number for all inquiries)
 (Please detach this invoice & retain for your records) (Please detach here)

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Category # 0010 **SANITARY SEWER & WATER MAIN**

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$555,803.00	\$552,308.31	STATE OF WISCONSIN	\$555,803.00	1	100.000%	
\$2,442,961.70	\$2,427,601.24	VILLAGE OF CROSS PLAINS	UNLIMITED	2	100.000%	
<u>\$2,998,764.70</u>	<u>\$2,979,909.55</u>					

DISTRIBUTION OF COSTS TO DATE

Including Engineering	Category Costs To Date	Funding	Federal Appr
\$2,442,961.70	\$2,427,601.24	VILLAGE OF CROSS PLAINS	
\$555,803.00	\$552,308.31	STATE OF WISCONSIN	
<u>\$2,998,764.70</u>	<u>\$2,979,909.55</u>		



DIVISION OF BUSINESS MANAGEMENT
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 Madison, WI 53707-7366



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 SOUTHWEST REGION**

FOR ADDITIONAL INFORMATION CONTACT THE REGION OFFICE (608) 246-5624

To: MATT SCHUENKE
 VILLAGE OF CROSS PLAINS
 PO BOX 97
 CROSS PLAINS WI 53528-0097

DECEMBER 4, 2015

Invoice: L40877

State Project No.: 5310-02-73
 SPRING GREEN - MADISON
 CTH KP TO WESTVIEW CT/CROSS PLAINS
 CONST/SANITARY SEWER & WATER MAIN

Local Unit ID : 13113
Local Appropriation : 373

VILLAGE OF CROSS PLAINS: \$2,442,961.70

PREVIOUS PAYMENTS AND WORK CREDITS: \$2,126,863.64

Balance Due: \$316,098.06

Mobilization Deduct (199,211.33) = \$2,234.35

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****

DEPT: *Water/Sewer*
 LINE ITEM: *See Above*
 APPROVE: *OK*
 DATE: *12/18/2015*

*Water - 40%
 660-57000-805-103 \$893.74

 Sewer - 60%
 670-57410-805-103 \$1,340.61*

(Please refer to the above state project number and invoice number for all inquiries)
 (Please detach the part below & return with your payment - Retain the rest for your records)

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Invoice Number: L40877
 Date: 2015-12-04

Balance Due: \$316,098.06

Amount Paid: *2,234.35*

Make Checks Payable To:
 WISCONSIN DEPT. OF TRANSPORTATION

Mail To:
 WISCONSIN DEPT. OF TRANSPORTATION
 Bureau of Business Services
 P.O. Box 7366
 Madison, WI 53707-7366

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****
 **** FOR PROPER CREDIT, RETURN THIS PART WITH YOUR REMITTANCE ****

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Category # 0010 SANITARY SEWER & WATER MAIN

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$555,803.00	\$552,308.31	STATE OF WISCONSIN	\$555,803.00	1	100.000%	
\$2,442,961.70	\$2,427,601.24	VILLAGE OF CROSS PLAINS	UNLIMITED	2	100.000%	
<u>\$2,998,764.70</u>	<u>\$2,979,909.55</u>					

DISTRIBUTION OF COSTS TO DATE

Including Engineering	Category Costs To Date	Funding	Federal Appr
\$2,442,961.70	\$2,427,601.24	VILLAGE OF CROSS PLAINS	
\$555,803.00	\$552,308.31	STATE OF WISCONSIN	
<u>\$2,998,764.70</u>	<u>\$2,979,909.55</u>		



DIVISION OF BUSINESS MANAGEMENT
 Bureau Of Business Services
 PO Box 7366
 Madison, WI 53707-7366



**PROGRESS INVOICE - THIS IS NOT A FINAL BILL
 SOUTHWEST REGION**

FOR ADDITIONAL INFORMATION CONTACT THE REGION OFFICE (608) 246-5624

To: MATT SCHUENKE
 VILLAGE OF CROSS PLAINS
 PO BOX 97
 CROSS PLAINS WI 53528-0097

DECEMBER 4, 2015

Invoice: L40877

State Project No.: 5310-02-73
 SPRING GREEN - MADISON
 CTH KP TO WESTVIEW CT/CROSS PLAINS
 CONST/SANITARY SEWER & WATER MAIN

Local Unit ID : 13113
Local Appropriation : 373

VILLAGE OF CROSS PLAINS: \$2,442,961.70

PREVIOUS PAYMENTS AND WORK CREDITS: \$2,126,863.64

Balance Due: \$316,098.06

Mobilization Deduct (199,211.33) = \$2,234.35

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****

DEPT: *Water/Sewer*
 LINE ITEM: *See Above*
 APPROVE: *OK*
 DATE: *12/18/2015*

*Water - 40%
 660-57000-805-103 \$893.74

 Sewer - 60%
 670-57410-805-103 \$1,340.61*

(Please refer to the above state project number and invoice number for all inquiries)
 (Please detach the part below & return with your payment - Retain the rest for your records)

-----Detach Here-----Detach Here-----Detach Here-----

Invoice Number: L40877
 Date: 2015-12-04

Balance Due: \$316,098.06

Amount Paid: *2,234.35*

Make Checks Payable To:
 WISCONSIN DEPT. OF TRANSPORTATION

Mail To:
 WISCONSIN DEPT. OF TRANSPORTATION
 Bureau of Business Services
 P.O. Box 7366
 Madison, WI 53707-7366

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****
 **** FOR PROPER CREDIT, RETURN THIS PART WITH YOUR REMITTANCE ****

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Category # 0010 SANITARY SEWER & WATER MAIN

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$555,803.00	\$552,308.31	STATE OF WISCONSIN	\$555,803.00	1	100.000%	
\$2,442,961.70	\$2,427,601.24	VILLAGE OF CROSS PLAINS	UNLIMITED	2	100.000%	
<u>\$2,998,764.70</u>	<u>\$2,979,909.55</u>					

DISTRIBUTION OF COSTS TO DATE

Including Engineering	Category Costs To Date	Funding	Federal Appr
\$2,442,961.70	\$2,427,601.24	VILLAGE OF CROSS PLAINS	
\$555,803.00	\$552,308.31	STATE OF WISCONSIN	
<u>\$2,998,764.70</u>	<u>\$2,979,909.55</u>		



DIVISION OF BUSINESS MANAGEMENT
 Bureau Of Business Services
 PO Box 7366
 Madison, WI 53707-7366



**PROGRESS INVOICE - THIS IS NOT A FINAL BILL
 SOUTHWEST REGION**

FOR ADDITIONAL INFORMATION CONTACT THE REGION OFFICE (608) 246-5624

To: MATT SCHUENKE
 VILLAGE OF CROSS PLAINS
 PO BOX 97
 CROSS PLAINS WI 53528-0097

JANUARY 7, 2016

Invoice: L41698

State Project No.: 5310-02-70
 SPRING GREEN - MADISON
 CTH KP TO WESTVIEW CT/V CROSS PLAINS
 CONST/RECST & INTERSECTION MOD

FEDERAL PROJECT NO.: WISC 2015084
Local Unit ID : 13113
Local Appropriation : 373

VILLAGE OF CROSS PLAINS:	\$449,298.85
PREVIOUS PAYMENTS AND WORK CREDITS:	\$328,288.15
Balance Due:	\$121,010.70

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****

DEPT:	_____
LINE ITEM:	_____
APPROVE:	_____
DATE:	_____

(Please refer to the above state project number and invoice number for all inquiries)
 (Please detach the part below & return with your payment - Retain the rest for your records)
 =====Detach Here=====Detach Here=====Detach Here=====

Invoice Number: L41698 **Balance Due:** \$121,010.70 **Amount Paid:** _____
 Date: 2016-01-07

Make Checks Payable To:
 WISCONSIN DEPT. OF TRANSPORTATION

Mail To:
 WISCONSIN DEPT. OF TRANSPORTATION
 Bureau of Business Services
 P.O. Box 7366
 Madison, WI 53707-7366

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****
 **** FOR PROPER CREDIT, RETURN THIS PART WITH YOUR REMITTANCE ****

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Category # 0010		ROADWAY ITEMS					
Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr	
\$5,346,360.26	\$4,639,350.35	FEDERAL	UNLIMITED	1	80.000 %	M0E1	
\$1,336,590.07	\$1,159,837.59	STATE OF WISCONSIN	UNLIMITED	1	20.000 %		
<u>\$6,682,950.33</u>	<u>\$5,799,187.94</u>						

Category # 0020		NON-PARTICIPATING PARKING					
Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr	
\$866.31	\$751.75	VILLAGE OF CROSS PLAINS	UNLIMITED	1	100.000%		
<u>\$866.31</u>	<u>\$751.75</u>						

Category # 0030		DECORATIVE LIGHTING					
Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr	
\$194,200.00	\$168,518.73	FEDERAL	\$194,200.00	1	50.000 %	M0E1	
\$194,200.00	\$168,518.73	VILLAGE OF CROSS PLAINS	UNLIMITED	1	50.000 %		
\$64,000.00	\$55,536.55	FEDERAL	\$64,000.00	2	80.000 %	M0E1	
\$16,000.00	\$13,884.14	STATE OF WISCONSIN	UNLIMITED	2	20.000 %		
\$149,150.46	\$129,426.60	VILLAGE OF CROSS PLAINS	UNLIMITED	3	100.000%		
<u>\$617,550.46</u>	<u>\$535,884.75</u>						

Category # 0040		COLORED CROSSWALK, CSS					
Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr	
\$36,000.00	\$31,239.31	FEDERAL	\$36,000.00	1	80.000 %	M0E1	
\$9,000.00	\$7,809.83	STATE OF WISCONSIN	UNLIMITED	1	20.000 %		
\$25,550.95	\$22,172.06	VILLAGE OF CROSS PLAINS	UNLIMITED	2	100.000%		
<u>\$70,550.95</u>	<u>\$61,221.20</u>						

Category # 0050 BREWERY CREEK B-13-799

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$508,247.12	\$441,035.83	FEDERAL	UNLIMITED	1	80.000 %	M0E1
\$127,061.78	\$110,258.96	STATE OF WISCONSIN	UNLIMITED	1	20.000 %	
<u>\$635,308.90</u>	<u>\$551,294.79</u>					

Category # 0060 STORM WATER FACILITY

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$79,531.13	\$69,013.82	FEDERAL	UNLIMITED	1	50.000 %	M0E1
\$79,531.13	\$69,013.83	VILLAGE OF CROSS PLAINS	UNLIMITED	1	50.000 %	
<u>\$159,062.26</u>	<u>\$138,027.65</u>					

DISTRIBUTION OF COSTS TO DATE

Including Engineering	Category Costs To Date	Funding	Federal Appr
\$6,228,338.51	\$5,404,694.59	FEDERAL	M0E1
\$449,298.85	\$389,882.97	VILLAGE OF CROSS PLAINS	
<u>\$1,488,651.85</u>	<u>\$1,291,790.52</u>	STATE OF WISCONSIN	
<u>\$8,166,289.21</u>	<u>\$7,086,368.08</u>		



DIVISION OF BUSINESS MANAGEMENT
 Bureau Of Business Services
 PO Box 7366
 Madison, WI 53707-7366



**PROGRESS INVOICE - THIS IS NOT A FINAL BILL
 SOUTHWEST REGION**

FOR ADDITIONAL INFORMATION CONTACT THE REGION OFFICE (608) 246-5624

To: MATT SCHUENKE
 VILLAGE OF CROSS PLAINS
 PO BOX 97
 CROSS PLAINS WI 53528-0097

JANUARY 7, 2016

Invoice: L41699

State Project No.: 5310-02-73
 SPRING GREEN - MADISON
 CTH KP TO WESTVIEW CT/V CROSS PLAINS
 CONST/SANITARY SEWER & WATER MAIN

Local Unit ID : 13113
Local Appropriation : 373

VILLAGE OF CROSS PLAINS: \$2,423,616.78

PREVIOUS PAYMENTS AND WORK CREDITS: \$2,241,516.02

Balance Due: \$182,100.76

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****

DEPT:	_____
LINE ITEM:	_____
APPROVE:	_____
DATE:	_____

(Please refer to the above state project number and invoice number for all inquiries)
 (Please detach the part below & return with your payment - Retain the rest for your records)
 =====Detach Here=====Detach Here=====Detach Here=====

Invoice Number: L41699 **Balance Due:** \$182,100.76 **Amount Paid:** _____
 Date: 2016-01-07

Make Checks Payable To:
 WISCONSIN DEPT. OF TRANSPORTATION

Mail To:
 WISCONSIN DEPT. OF TRANSPORTATION
 Bureau of Business Services
 P.O. Box 7366
 Madison, WI 53707-7366

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****
 ***** FOR PROPER CREDIT, RETURN THIS PART WITH YOUR REMITTANCE *****

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Category # 0010 SANITARY SEWER & WATER MAIN

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$555,803.00	\$552,195.70	STATE OF WISCONSIN	\$555,803.00	1	100.000%	
\$2,423,616.78	\$2,407,886.89	VILLAGE OF CROSS PLAINS	UNLIMITED	2	100.000%	
<u>\$2,979,419.78</u>	<u>\$2,960,082.59</u>					

DISTRIBUTION OF COSTS TO DATE

Including Engineering	Category Costs To Date	Funding	Federal Appr
\$2,423,616.78	\$2,407,886.89	VILLAGE OF CROSS PLAINS	
\$555,803.00	\$552,195.70	STATE OF WISCONSIN	
<u>\$2,979,419.78</u>	<u>\$2,960,082.59</u>		



DIVISION OF BUSINESS MANAGEMENT
 Bureau Of Business Services
 PO Box 7366
 Madison, WI 53707-7366

**PROGRESS INVOICE - THIS IS NOT A FINAL BILL
 SOUTHWEST REGION**

FOR ADDITIONAL INFORMATION CONTACT THE REGION OFFICE (608) 246-5624

To: MATT SCHUENKE
 VILLAGE OF CROSS PLAINS
 PO BOX 97
 CROSS PLAINS WI 53528-0097

FEBRUARY 4, 2016

Invoice: L42034

State Project No.: 5310-02-73
 SPRING GREEN - MADISON
 CTH KP TO WESTVIEW CT/CROSS PLAINS
 CONST/SANITARY SEWER & WATER MAIN

Local Unit ID : 13113
Local Appropriation : 373

VILLAGE OF CROSS PLAINS:	\$2,423,740.80
PREVIOUS PAYMENTS AND WORK CREDITS:	\$2,243,750.37
Balance Due:	\$179,990.43

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****

DEPT: _____
LINE ITEM: _____
APPROVE: _____
DATE: _____

(Please refer to the above state project number and invoice number for all inquiries)
 (Please detach the part below & return with your payment - Retain the rest for your records)

Invoice Number: L42034
 Date: 2016-02-04

Balance Due: \$179,990.43

Amount Paid: _____

Make Checks Payable To:
 WISCONSIN DEPT. OF TRANSPORTATION

Mail To:
 WISCONSIN DEPT. OF TRANSPORTATION
 Bureau of Business Services
 P.O. Box 7366
 Madison, WI 53707-7366

***** BALANCE DUE - PAYMENT DUE WITHIN 30 DAYS OF RECEIPT *****
 **** FOR PROPER CREDIT, RETURN THIS PART WITH YOUR REMITTANCE ****

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Category # 0010 SANITARY SEWER & WATER MAIN

Including Engineering	Category To Date	Funding	Limit	Pty	%W/In Pty	Fed Appr
\$555,803.00	\$552,172.71	STATE OF WISCONSIN	\$555,803.00	1	100.000%	
\$2,423,740.80	\$2,407,909.88	VILLAGE OF CROSS PLAINS	UNLIMITED	2	100.000%	
<u>\$2,979,543.80</u>	<u>\$2,960,082.59</u>					

DISTRIBUTION OF COSTS TO DATE

Including Engineering	Category Costs To Date	Funding	Federal Appr
\$2,423,740.80	\$2,407,909.88	VILLAGE OF CROSS PLAINS	
\$555,803.00	\$552,172.71	STATE OF WISCONSIN	
<u>\$2,979,543.80</u>	<u>\$2,960,082.59</u>		

Regular Plan Commission Meeting

Regular Meeting Minutes

Village of Cross Plains

2417 Brewery Road, PO Box 97

Cross Plains, WI 53528

(608) 798-3241

Monday, February 1, 2016

7:00 pm

I. Call to Order, Pledge of Allegiance, and Roll Call

President Andreoni called the meeting was called to order at 7:10 pm.

Present: Commissioners Todd Duquette, Ron Hilmanowski, Mitch Hogan, Cliff Zander, and President Pat Andreoni.

Not-Present: Commissioner Randy Case and Judy Ketelboeter.

II. Public Comment – None.

III. General Business

1. Discussion and action regarding minutes of regular meeting held January 4, 2016 – A motion was made by Commissioner Duquette, seconded by Commissioner Hilmanowski, and unanimously carried by the Plan Commission to approve the regular meeting minutes held January 4, 2016.

2. Discussion and action to make a recommendation to the Village Board regarding proposed Ordinance #02-2016 annexing the property located at 2504 Military Road (Buechner Farm) into the Village – Following discussion, a motion was made by Commissioner Duquette, seconded by Commissioner Zander, and unanimously carried by the Plan Commission to recommend approval to the Village Board regarding proposed Ordinance #02-2016 annexing the property located at 2504 Military Road (Buechner Farm) into the Village.

3. Discussion regarding a Development Proposal from Sundance Development, LLC in order to annex and develop the property of and adjoining to 4923 Brewery Road (Weber Farm) as a residential subdivision – Village Staff provided a review of the Pre-Annexation Agreement and presented the Annexation Factors for consideration by the Plan Commission. The Developer provided a presentation of the project. No action was taken on this item. Further discussion and possible action on this item will be considered by the Plan Commission at their March 7th meeting.

IV. Adjournment

A motion was made by Commissioner Hilmanowski, seconded by Commissioner Hogan, and unanimously carried by the Plan Commission to adjourn the meeting at 8:13 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

Matthew G. Schuenke
Village Administrator/Clerk-Treasurer

ANNEXATION ORDINANCE

RE: Real estate set forth on the attached Exhibit A located in the Town of Cross Plains, Dane County, Wisconsin.

Matthew G. Schuenke, Clerk for the Village of Cross Plains, Dane County, Wisconsin, hereby certifies that the attached document is a true and correct copy of Ordinance No. 02-2016 which was adopted by the Village of Cross Plains Board of Trustees on February 22, 2016.

Name and Return Address:

Paul A. Johnson
Boardman & Clark LLP
PO Box 256
Lodi, WI 53555

020/0707-022-9500-3, 020/0707-022-9650

Parcel Identification Number(s)

VILLAGE OF CROSS PLAINS

By: _____
Matthew G. Schuenke, Clerk

***This instrument drafted by:
Attorney Paul A. Johnson
Boardman & Clark LLP
113 S. Main Street, Suite 301
Post Office Box 256
Lodi, WI 53555
608-592-3877 (p)
608-592-5844 (f)
pjohanson@boardmanclark.com***

**VILLAGE OF CROSS PLAINS
ORDINANCE NO. 02-2016**

**AN ORDINANCE TO ANNEX LAND TO THE VILLAGE OF CROSS PLAINS,
DANE COUNTY, WISCONSIN, PURSUANT TO WIS. STATS. §66.0127(2)**

The Board of Trustees of the Village of Cross Plains does hereby ordain as follows:

1. Territory Annexed.

- a. Edith Buechner is the owner of real property currently situated within the Town of Cross Plains and more particularly described on the attached Exhibit A.
- b. The land owned by Edith Buechner as described on the attached Exhibit A is contiguous to the Village of Cross Plains on the Village's eastern boundary.
- c. The real property described on Exhibit A is currently vacant land and contains no electors. The population of the area being annexed is zero.
- d. The exact legal description of the territory to be detached from the Town of Cross Plains and annexed to the Village of Cross Plains is attached hereto as Exhibit A.
- e. The property described on Exhibit A which is presently located in the Town of Cross Plains is hereby detached from the Town of Cross Plains and annexed to the Village of Cross Plains .

2. Severability. If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.

3. Ward Designation. The territory annexed by this ordinance is hereby designated part of the 4th Ward of the Village of Cross Plains, subject to the ordinances, rules and regulations of the Village of Cross Plains governing wards.

4. Payment to Town. Pursuant to Wis. Stat. sec. 66.0217(14), the Village hereby agrees to pay annually to the Town of Cross Plains, for five (5) years, an amount equal to the amount of property taxes that the town levies on the annexed territory, as shown by the tax roll under Wis. Stat. Sec. 70.65 in 2016.

5. **Effective Date.** Pursuant to Wis. Stat. sec. 66.0217(8)(b), the effective date of this Ordinance will be upon enactment by the Village.

VILLAGE OF CROSS PLAINS:

By: _____
J. Patrick Andreoni, Village President

ATTEST:

By: _____
Matthew G. Schuenke,
Village Clerk/Administrator/Treasurer

AUTHENTICATION

Signature of J. Patrick Andreoni and,
Matthew G. Schuenke in the capacities
indicated, authenticated on this _____ day
of _____, 2016.

Paul A. Johnson
SBN: 1021492
TITLE: MEMBER, STATE BAR OF WISCONSIN

F:\DOCS\WD\53698\98\A2355995.DOCX

EXHIBIT A

LEGAL DESCRIPTION

A parcel of land located in the NE1/4 and the SE1/4 of the NW1/4 of Section 2, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin to-wit: Commencing at the North 1/4 of said Section 2; thence S00°47'23"W, 1286.65 feet along the North/South line of said Section 2 to the point of beginning; thence continuing S00°47'23"W, 1330.28 feet along said North/South line; thence N88°05'28"W, 1338.01 feet to a point on the East line of Lot 1, Certified Survey Map No. 3308; thence N01°00'47"E, 1327.28 feet along said East line and the Northerly extension thereof; thence S88°12'58"E, 1332.78 feet to the point of beginning. Subject to Military Road right-of-way. Containing 40.730 acres.

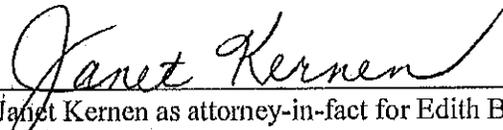
RECEIVED JAN 28 2016

**PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL
PURSUANT TO § 66.0217(2) OF THE WISCONSIN STATUTES
WHERE NO ELECTORS RESIDE IN THE TERRITORY TO BE ANNEXED**

I, the undersigned, constituting the only owner of certain real property in the territory of the Town of Cross Plains, Dane County, Wisconsin, lying contiguous to the Village of Cross Plains, petition the village board of the Village of Cross Plains to annex the territory described on the attached Exhibit A and shown on the scale map attached as Exhibit B to the Village of Cross Plains, Dane County, Wisconsin. There are no electors residing within the territory to be annexed. The population of the territory to be annexed is zero.

Dated this 25th day of January, 2016.

PROPERTY OWNER:


Janet Kernen as attorney-in-fact for Edith Buechner



NOTE: A copy of this petition together with the legal description of the territory and scale map described herein will be filed with the Clerk of the Village of Cross Plains and with the Clerk of the Town of Cross Plains.

EXHIBIT A

LEGAL DESCRIPTION

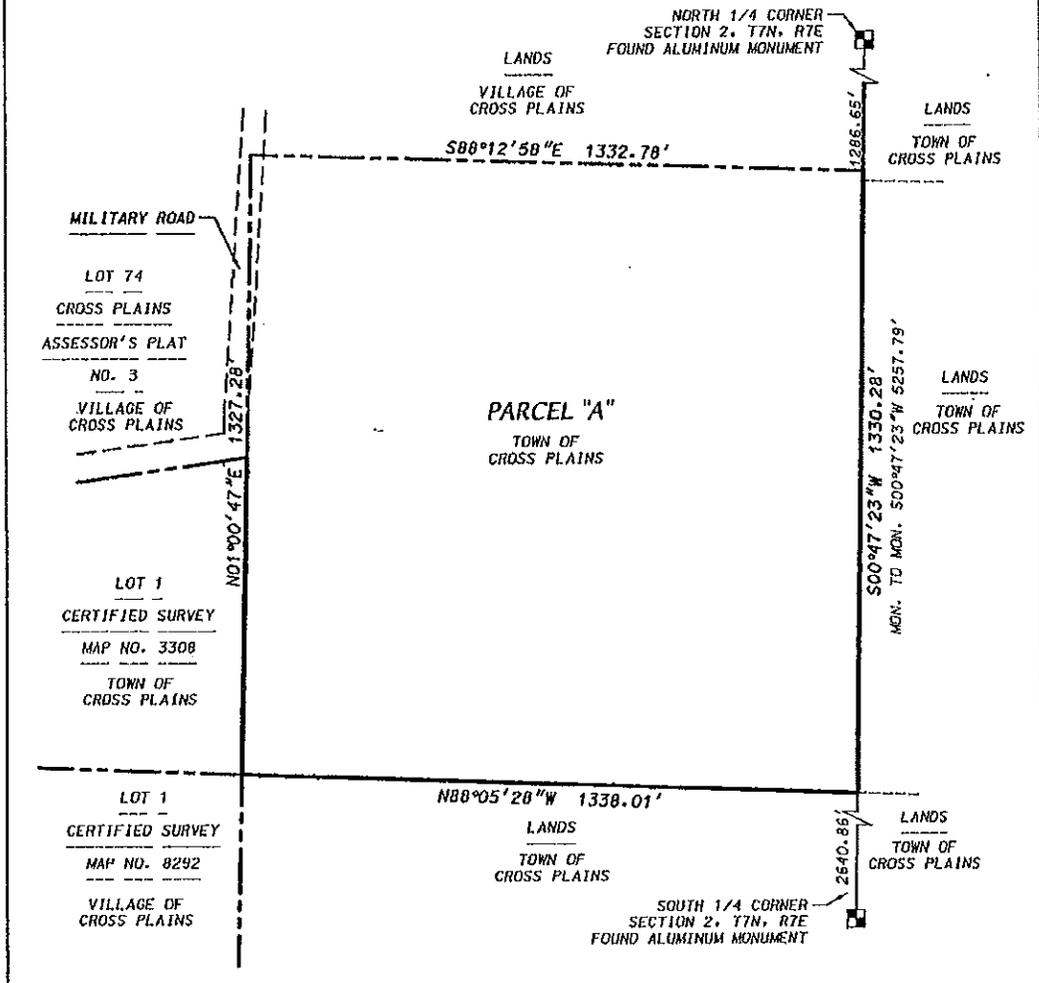
A parcel of land located in the NE1/4 and the SE1/4 of the NW1/4 of Section 2, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin to-wit: Commencing at the North 1/4 of said Section 2; thence S00°47'23"W, 1286.65 feet along the North/South line of said Section 2 to the point of beginning; thence continuing S00°47'23"W, 1330.28 feet along said North/South line; thence N88°05'28"W, 1338.01 feet to a point on the East line of Lot 1, Certified Survey Map No. 3308; thence N01°00'47"E, 1327.28 feet along said East line and the Northerly extension thereof; thence S88°12'58"E, 1332.78 feet to the point of beginning. Subject to Military Road right-of-way. Containing 40.730 acres.

EXHIBIT "B"

LANDS TO BE ANNEXED TO THE VILLAGE OF CROSS PLAINS

ENACTMENT NO. _____
 FILE ID NO. _____
 DATE ADOPTED _____
 DATE PUBLISHED _____

AREA: 40.730 acres (0.0632 sq. mi.)



THE NORTH/SOUTH LINE
 OF SECTION 2, T7N R7E
 IS ASSUMED TO BEAR
 $S00^{\circ}47'23''W$

0 300
 Scale 1" = 300'

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.

7530 Westward Way, Madison, WI 53717
 Phone: 608.833.7580 • Fax: 608.833.1089
 YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

DATE: January 22, 2015

F.N.: 15-07-123

Public Safety Committee

Meeting Minutes

Village of Cross Plains
2417 Brewery Road, PO Box 97
Cross Plains, WI 53528
(608) 798-3241

Monday, February 15, 2016

6:15 pm

I. **Call to Order, Pledge of Allegiance, and Roll Call**

Steve Schunk called the regular Public Safety Committee meeting to order at 6:15 pm.

Present: Cindy Kalscheur, Randy Swingen, Steve Schunk, and Terry Walker.

Not Present: Tom O'Connel.

II. **Public Comment** – None.

III. **Reports**

1. Committee Chairperson – None.

2. Committee Members – None.

3. Police Chief – Provided the monthly report and calls summary which will be adjusted ongoing as needed.

IV. **Committee Discussion**

1. Discussion and action regarding meeting minutes from January 18, 2016 – A motion was made by Swingen, seconded by Walker, and unanimously carried by the Public Safety Committee to approve the regular meeting minutes from January 18, 2016.

2. Discussion and action regarding a revision to the Job Description for the Lieutenant/Detective position as recommended for consideration by the Police Commission – A motion was made by Swingen, seconded by Kalscheur, and unanimously carried by the Public Safety Committee to accept the revisions to the Job Description for the Lieutenant/Detective position as recommended for consideration by the Police Commission.

3. Discussion regarding the Committee and Police Department Response to the President's Task Force on 21st Century Policing – A discussion was held by the Committee on Pillar 4 of the report. The particular recommendations, from the Task Force report, which were brought forward by Committee members for discussion were; 4.4.2, 4.5.1, and 4.6.8. The consensus was to review Pillar 5 and 6 at the next regular meeting and again have each Committee member bring back 2 items for review.

V. Schedule Next Meeting Date – The next meeting has been scheduled for March 21, 2016 at 6:15 pm.

VI. Adjournment – A motion was made by Swingen, seconded by Walker, and unanimously carried by the Public Safety Committee to adjourn the meeting at 6:59 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

Thomas J. Janssen
Chief of Police

A. Lieutenant/Detective

1. Nature of work

- 1) This position is one of highly responsible police managerial and supervisory work. Position occupant is responsible for supervision of personnel as a first line supervisor.
- 2) The position occupant is expected to exercise a high degree of initiative and independent judgment; guided by Cross Plains Police Department policies and procedures.
- 3) The position occupant assumes command of the police department at such time as when the Chief of Police may be on vacation, ill, absent from the Village for any reason, or otherwise unable to fulfill the duties of that office. While serving in such a capacity, the Lieutenant of Police will be expected to follow the department policies and procedures as established by the Chief of Police.
- 4) The position occupant works directly for the Chief of Police.

2. Work Conditions

- 1) This position may be exposed to extended working hours.
- 2) The position will normally be scheduled to work second shift, but the position occupant will be expected to work during other shifts as necessary for investigative operations.
- 3) Due to the nature of the position, this person is on an on-call status twenty-four (24) hours per day, seven (7) days per week. The normal work week shall be a six (6) days on duty followed by three (3) days off.
- 4) Due to the nature of this position, this person is expected to maintain an open line of communication with all department staff as necessary, but shall also respect confidentiality issues that occur as a result of investigative duties.
- 5) Due to the nature of the position, this person is expected to establish and maintain a good rapport with other agencies outside of the Cross Plains Police Department to include, but not limited to; police agencies, prosecutors, school officials, and social service agencies.
- 6) The position requires that the individual attend seminars, workshops, and other in-service training programs as necessary to maintain a level of knowledge and skills required for the position.
- 7) The position is salaried and the individual is not eligible for overtime payments common to represented department personnel. The individual is eligible for other employee benefits as are afforded other Village Department Heads, including but not limited to health insurance plans, life insurance policies, clothing allowance, sick leave and bereavement leave, vacation and holidays.

3. Job Requirements/Selection/Appointment. The selection criterion for the Lieutenant of Police is established by the Police Commission whenever a vacancy

occurs in this position. The most recent minimum requirements to apply for this position include:

- 1) A minimum of five (7) years of employment experience in a sworn capacity with a Federal, State, or Local law enforcement agency.
 - 2) A Minimum of a four (2) year Associates Degree in Criminal Justice or Police Science.
4. Job Retention
- 1) Dependent upon adequate demonstration of the ability to satisfy job assignments, abilities, skills, and knowledge.
 - 2) Maintenance of specified job requirements.
5. Job Description
- 1) Responsible for planning, organizing, and directing investigations of the police department.
 - 2) Responsible for taking command of field personnel and controlling direction of resources at major crimes, accidents, fires, and disasters unless directed by the Chief of Police.
 - 3) Responsible for identifying and analyzing crime trends within the Village of Cross Plains and for the development of appropriate action plans to be implemented to reverse or combat those trends.
 - 4) Responsible for monitoring traffic enforcement activities to insure that they are in compliance with applicable department policies and procedures.
 - 5) Responsible for setting an example of conduct, which establishes a high professional and ethical standard for all subordinate personnel and to the community.
 - 6) Shall represent the Chief of Police at meetings at the various local governmental bodies, as necessary, and provide information and input as may be required.
 - 7) Responsible for maintaining comprehensive information exchange with the Chief of Police.
 - 8) Responsible for submitting reports to the Chief of Police identifying budgetary needs for department operations, assisting in the development and preparation of the annual budget.
 - 9) Responsible for identifying training needs necessary for personnel to meet departmental objectives and forward that information to the Chief of Police.
 - 10) Responsible for the maintenance of files identifying all training courses, seminars, and schools attended by department personnel.
 - 11) Shall receive citizen complaints against officers and forward the information to the Chief of Police. Shall conduct internal investigations into allegations of improper police conduct as directed by the Chief of Police.

- 12) Shall be responsible for maintaining liaison with law enforcement agencies which include, but not limited to Wisconsin Dept. of Justice (WIDJ), Division of Criminal Investigation (DCI), U.S. Secret Service, Federal Bureau of Investigation (FBI), National Center for Missing & Exploited Children (NCMEC), National White Collar Crime Center (NW3C), Lost Child Alert Technology Resource (LOCATER), Dane County Sheriff's Office (DCSO), and surrounding Law Enforcement Agencies.
- 13) Responsible for overseeing or preparation of Affidavits, Subpoena's, Preservation Letters, and/or execution of Search Warrants.
- 14) Responsible for ensuring department personnel are in compliance with department policy for digitally recording all juvenile and adult suspects.
- 15) Responsible for preparation and conducting photo array's when needed.
- 16) Responsible to coordinate and assist with collection, preservation, recording of evidence and knowledgeable of best practices of evidence preservation.
- 17) Shall thoroughly prepare cases and participate in the presentation for judicial disposition in a manner that enhances the opportunity for prosecution and conviction.
- 18) Shall check business establishments periodically but without resorting to predictable routines and check residential properties in the same manner when requested by citizens.
- 19) Shall respond to calls for police services as assigned by the Dane County Communications Center.
- 20) Shall respond to criminal violation calls, secure scenes to protect evidence, call for assistance as needed, interview complainants and witnesses, takes photographs and collects appropriate evidence.
- 21) Shall make arrests, search suspects for evidence, and advise suspects of rights, seize controlled substance and stolen property, transport suspects to the police department or county jail, interrogate suspects, and deposit evidence in department property room.
- 22) Shall prepare and submit incident, accident, and criminal traffic and arrest reports in a timely manner.
- 23) Shall give general assistance to the public.
- 24) Shall be assigned as the department representative for the Wisconsin Department of Justice and act as the TIME Agency Coordinator (TAC) and assign department personnel training via the Training Resources Available on the Internet (TRAIN).
- 25) Responsible for informing crime victims of agencies that can assist them, and provide them with victim rights notification material.
- 26) Responsible for conducting crime scene searches, alone or in conjunction with evidence technicians, from within the department or other agencies.
- 27) Responsible for canvassing areas to gather information relative to criminal investigations.
- 28) Responsible for the development of new sources of information that can contribute to the facilitation of criminal investigations.
- 29) Responsible for the maintenance of investigation equipment.
- 30) Shall be truthful without inconsistencies or giving false information.

- 31) Responsible for performing any other duties and responsibilities as may be required or assigned from time to time, including patrol.
- 32) Responsible for all duties assigned by the Chief of Police.

6. Required Knowledge, Skills and Abilities

- 1) Comprehensive knowledge, understanding, and observance of the organization powers, procedures, and police of the Village of Cross Plains Police department.
- 2) Comprehensive knowledge of law enforcement agencies and their methods of operations, responsibilities, limitations, and relations with other governmental agencies.
- 3) Comprehensive knowledge and observance of personal rights and their relation to police procedures.
- 4) Comprehensive knowledge and understanding of legalities when handling the investigation, arrest, detention, and treatment of accused offenders.
- 5) Comprehensive knowledge and understanding of the Village Ordinances and the State of Wisconsin Criminal Code.
- 6) Comprehensive understanding of statutes pertaining to employer-employee relations and of the in-force labor contract and the ability to apply the provisions of either to police personnel matters.
- 7) Knowledge and ability to apply modern concepts of management.
- 8) Ability to direct departmental resources in a manner that contributes to the attainments of departmental goals and objectives.
- 9) Ability to display managerial and supervisory skills in a manner that maximizes the effectiveness and efficiency of department resources.
- 10) Ability and desire to volunteer for special projects that are necessary in the department
- 11) Ability to keep updated on technological advances and equipment utilized by law enforcement agencies.
- 12) Ability to attend training which will enhance computer investigation skills.

Village of Cross Plains

Park and Recreation Committee

Meeting Minutes

February 15, 2016

I. **Meeting called to order** at 6:00 pm By Committee Chair Brosius

Roll Call – Present: Kevin Thusius, Mike Axon, Dale Buechner, Bill Brosius; Frank Durham

Absent - Jim Billmeyer

II. **Public comment** – No Public Comment – 6 members of the community came to the meeting tonight.

III. **Reports**

1. Committee Chairperson – No Report
2. Committee Members – No Report
3. Park and Recreation Director – Mike talked about notice went out to returning employees for this summer - Advertising and Sponsorship Packet sent out and getting good response – Update on Zander Park Trail Expansion – Life Foundation Community Garden Plot – will be behind the old fire station for at least the next two years. Mike and Andrea have been working on 2016 department goals. And talked a little about the Parks Pride Program. For Parks Mike talked about Friends of the Conservancy and 7 people came out to help clean out areas of buckthorn, cut downed trees, etc. at Glacial Valley Conservancy. Staff doing a great job with Ice Rink and maintenance. 2016 Park reservations have started. Youth Basketball has 85 kids and doing well. Ends mid-March. Tot Rock n Roll has 11 kids in the program and new classes offered with CP Fit Pass.

IV. **Committee Discussion**

1. Discussion and action to approve the minutes from January 11, 2016
motion to approve, Kevin Thusius 2nd by Dale Buechner. Committee approved
2. Discussion and action regarding Dog Park implementation. Good discussion from community and committee members and staff about the dog park and what is to follow. Items that need to be addressed.
 - a. The \$45,000 for the Dog Park that was approved by the Village Board and the remainder of items for the Dog Park will come from fund-raising efforts. Mike was told by Matt that all has to come from fundraising.
 - b. RFP is out to 3 companies on fencing for the area. Chain Link or Weaved fence with chicken wire at base.
 - c. Stations for cleaning up dogs mess.
 - d. Signage
 - e. And Mike is going come up with Rules and the committee and community members can decide which rules are good for our Park.
 - f. How to fund ongoing maintenance
 - g. Fund raising efforts.Everything else was table until next meeting.

3. Discussion and action regarding revision to Village Ordinance to allow dogs in all or some parks. Motion was made by Kevin Thusius and 2nd by Dale Buechner that:
4. Propose to the Village Board that a change to the current Village Ordinance 73.02(d) to allow dogs in any village park. Restrictions are dogs must be on a leash no greater than 8 feet long. Dogs will not be allowed in play areas or sheltered picnic areas. Committee unanimously approved.
5. Discussion on a Adopt a Park form and implementation program. The committee agreed that the Parks Pride Program is well suited as a substitute for the Adopt-A-Park program.
6. Discussion on event to hold for the Ice Age Trail this year. We are looking to host a fair the weekend of October 8th and 9th. Things to do in Mill Creek, Zander Park area. Also Mike had a meeting with the Chamber, Luke with the Ice Age Trail and want to do something in the downtown area like we did for the open road party we had. June 10th is Friday night that the Chamber wants to do a dedication to become a trail community.

V. Adjourned at 7:50 pm

Respectfully Submitted by:

Bill Brosius
Committee Chairman
February 15, 2016

Village Board
Meeting Minutes

Village of Cross Plains
2417 Brewery Road, PO Box 97
Cross Plains, WI 53528
(608) 798-3241

Monday, November 16, 2015
7:00 pm

I. Call to Order, Roll Call, and Pledge of Allegiance

President Andreoni called the special Village Board meeting to order at 7:12 pm.

Present: Trustees William Brosius, Jay Lengfeld, Clifford Zander, and President Pat Andreoni.

Not Present: Trustees Judy Ketelboeter, Steve Schunk, and Lee Sorensen.

II. Committee Discussion

1. Discussion and review of the 2016 Budget including the following sections:

- *Capital Fund* – The following adjustments were made:
 - Carrying over of \$18,000 from 2015 to 2016 within Public Facilities line #120-57300-802 for facility improvements. To be paid for with borrowed money from 2015.
 - Addition of \$45,000 to Parks/Recreation line item #120-57620-805-102 regarding a Dog Park. To be paid for with other funds (i.e. – donations, fundraising, or other similar contribution).
 - Review complete.
- *Debt Service Fund* – Review complete.
- *Water Utility*
 - Carrying over of \$69,000 from 2015 to 2016 within Capital Outlay line item #660-57000-803 for Well #2 backup generator. To be paid for with borrowed money from 2015.
 - Review complete.
- *Sewer Fund* – Review complete.
- *Review changes to the budget since the last meeting* – No changes had been made since the last meeting.
- *Other budget sections as time allows* – No other budgets were reviewed.

IV. Adjournment

A motion was made by Trustee Brosius, seconded by President Andreoni, and unanimously carried by the Committee of the Whole to adjourn at 8:49 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

Matthew G. Schuenke
Village Administrator/Clerk-Treasurer

**PARKS, RECREATION, & CONSERVANCY
CAPITAL FUND - FUND 120**

MISSION STATEMENT:

To provide adequate, working, and functional capital equipment to meet the needs of users and staff of the Parks facilities, Recreation programs, and Conservancy lands.

PROGRAM DESCRIPTION:

Parks, Recreation, and Conservancy requires a variety of different capital improvements from time to time including work at the pool, playground equipment, registration software, and other needs as they arise.

PROGRAM OBJECTIVES:

Improve user interaction through technology efforts at they are available.

Create and implement playground equipment replacement plan.

PARKS, RECREATION, AND CONSERVANCY BUDGET SUMMARY

REVENUES

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
	Allocated Revenue	118,208	90,500	29,565	60,000	665,000	634.81%
48500	Donations	0	0	0	0	45,000	-----
	Total PARKS, REC, & CONSER Rev	118,208	90,500	29,565	60,000	710,000	684.53%

EXPENDITURES

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
	57620						
207-000	Support Services	14,005	50,000	9,570	20,000	100,000	100.00%
801-000	Vehicle	0	0	0	0	30,000	-----
802-000	Facility	25,651	0	0	0	10,000	-----
803-000	Equipment	78,552	30,500	19,995	25,000	0	-100.00%
804-000	Property	0	0	0	0	475,000	-----
805-101	Infrastructure-Zander Park Trail Expansion	0	10,000	0	15,000	50,000	400.00%
805-102	Infrastructure - Dog Park	0	0	0	0	45,000	-----
	Total PARKS, REC, & CONSER Exp	118,208	90,500	29,565	60,000	710,000	684.53%

Notes:

- 207-000** Funds are provided consulting services related to the Zander Park Trail Expansion Project including surveying, wetland delineation, permitting, final design, and bidding assistance. The Village has been awarded one grant for construction, has some funds committed from a Developer, and currently has a large application through Dane County pending. Construction is scheduled for 2017.
- 801-000** Replacement of the Parks/Recreation vehicle.
- 802-000** Funding for pool maintenance depending on the findings of inspection reports upon opening/closing.
- 804-000** The Village is in active negotiations with Veridian Homes to acquire property within the Buechner Farm development. Should an agreement be reached, the payment will be made at closing for the sale of the property to the Developer which is scheduled at the latest for August of 2016.
- 805-101** As part of the preparations for the Trail Project, funds will be needed to acquire easement and possibly property depending on the discussions with property owners that have property in wetlands.
- 805-102** The Parks/Recreation Committee is working on the implementation of a Dog Park as an extension of the amenities offered at Raspberry Park. Funding for this activity would be offset by donations or fundraising associated with the project to be coordinated by the Committee.

Village of Cross Plains
2016 Capital Fund Operating Budget

SUMMARY of REVENUES

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
41000	TAXES	0	0	0	0	0	-----
43000	INTERGOVERNMENTAL	575,312	612,518	4,000	946,304	50,000	-91.84%
46000	PUBLIC CHARGES FOR SERVICES	0	105,000	24,853	50,000	57,000	-45.71%
48000	MISCELLANEOUS	8,856	6,750	0	6,750	70,000	937.04%
49000	OTHER FINANCING SOURCES	870,000	316,500	0	321,550	395,500	24.96%
49100	PROCEEDS FROM LONG TERM DEBT	919,060	577,782	770,231	770,231	1,362,250	135.77%
Total Budget Revenue		2,373,228	1,618,550	799,084	2,094,835	1,934,750	19.54%

SUMMARY of EXPENDITURES

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
57140	GENERAL PUBLIC BUILDINGS	0	0	0	0	49,000	-----
57210	POLICE DEPARTMENT	0	30,250	31,106	31,106	33,750	11.57%
57220	CROSS PLAINS-BERRY FIRE DISTRICT	0	0	0	0	0	-----
57230	CROSS PLAINS AREA EMS	4,756	0	0	0	0	-----
57300	PUBLIC FACILITIES	1,617,637	1,497,800	359,693	1,750,133	1,142,000	-23.75%
57620	PARKS, RECREATION, & CONSERVANCY	118,208	90,500	29,565	60,000	710,000	684.53%
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	-----
Total Budget Expenditures		1,740,601	1,618,550	420,364	1,841,239	1,934,750	19.54%

<i>Difference between Revenues and Expenditures</i>	632,627	0	378,720	253,596	0	-----
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Cross Plains Dog Park



<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Fencing	1	\$25,000	\$25,000.00
Signage	3	\$350.00	\$1,050.00
Pet Waste Stations	2	\$600.00	\$1,200.00
Trash Recepticles	2	\$660.00	\$1,320.00
Parking Lot	1	\$12,000.00	\$12,000.00
Total			\$40,570.00
Contingency			\$4,430.00
Total w/Contingencies			\$45,000.00

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (this “MOU”) is entered into as of February 22, 2016 by and between VH Cross Plains, LLC, a Wisconsin limited liability company (the “Developer”) and the Village of Cross Plains, a Wisconsin municipal corporation (the “Village”).

WHEREAS, Developer is interested in annexing and developing certain property controlled by the Developer and currently located in the Town of Cross Plains, Dane County, Wisconsin, but to ultimately be annexed to the Village of Cross Plains, said property more particularly described on the attached Exhibit A (the “Property”); and

WHEREAS, in preparation for annexation of the Property, the Developer and Village entered into a Preannexation Agreement, dated September 28, 2015; and

WHEREAS, the Developer and the Village wish to supplement the terms and conditions of the Preannexation Agreement by setting forth certain additional understanding with respect to the future development of the Property, all as set forth herein.

NOW, THEREFORE, the Developer and the Village agree as follows:

1. Development Of The Property To Comply With Applicable Law. The Developer acknowledges that development of the Property is subject to various subdivision, zoning, land use and other development regulations, including, without limitation, the following:

a. Village approval of a preliminary and final plat containing approximately 43 single-family residential lots as set forth in the Development Plan for the Property previously submitted to the Village by the Developer.

b. VH Cross Plains, LLC and the Village negotiating and executing a development agreement for the development of the Property in accordance with Village ordinance.

c. The Village obtaining approval from the Capital Area Regional Planning Commission (CARPC) to expand the Urban Service Area to include the Property.

d. The final plat showing the following land dedications to the public to be acquired at no cost to the public, all as required by Village ordinance:

- i. Park land dedication of approximately 1.436 acres;
- ii. Conservancy dedication of approximately 3.316 acres;
- iii. VH Cross Plains, LLC donating approximately 4.166 acres of conservancy property to the Village, lying south of the proposed residential development;

2. Village Purchase Agreement. In addition to the foregoing, the Village intends to purchase an approximately 15.163-acre portion of the Property from the Developer to be used by the Village for municipal purposes, subject to the terms and conditions of a purchase agreement to be entered into between the Village and the Developer, dated February 22, 2016.

3. Effect of MOU. The Developer acknowledges and agrees that by entering into this MOU, the Village is not indicating its specific approval or acceptance of any preliminary or final plat, or any specific terms of a development agreement and, except as otherwise set forth in the Preannexation Agreement, the Village reserves all of its legal rights to approve, conditionally approve, or reject any development plan submitted by Developer at any time.

4. Binding Effect. This MOU shall be binding on the parties hereto together with all of their heirs, personal representatives, successors or assigns.

5. Counterparts. This MOU may be signed in one or more counterparts, with each counterpart taken together, constituting the entire MOU.

IN WITNESS WHEREOF, the parties have executed this MOU as of the date first set forth above.

DEVELOPER:
VH CROSS PLAINS, LLC

By: _____
Jeff Rosenberg, Manager

VILLAGE:
VILLAGE OF CROSS PLAINS

By: _____
J. Patrick Andreoni, President

By: _____
Matthew Schuenke, Clerk



VANDEWALLE & ASSOCIATES INC.

November 25, 2015

Mr. Matthew G. Schuenke, Village Administrator
Village of Cross Plains
2417 West Brewery Road
Cross Plains, WI 53528

Re: Scope of Services for Civic Campus Master Plan

Dear Matthew:

Thank you for meeting with Mike Slavney and me to discuss master planning services for the Civic Campus area. Through our long-standing relationship with the Village of Cross Plains, our firm is very familiar with the area and we feel we can provide a comprehensive look at site planning this important Village Civic Campus. As discussed in our meeting, we understand you have a preliminary master plan and a building program. We are prepared to work from this information to prepare a schematic master plan, providing additional detail to the existing master plan.

Attached is a scope of services to assist the Village in preparing a Civic Campus Master Plan. We are able to begin this effort immediately and would perform the work on a time and materials basis at a cost not exceed \$15,000. Work can be completed as quickly as needed with an anticipated three-month timeline. Once you have a chance to review the attached scope, please give me a call to discuss any questions, desired changes, and next steps. I can be reached at 608-255-3988 ext. 222 or at jmaloney@vandewalle.com. I look forward to working with you.

Sincerely,

Jeff Maloney
Principal Designer

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax
611 North Broadway • Suite 410 • Milwaukee, Wisconsin 53202 • 414.421.2001 • 414.732.2035 Fax
www.vandewalle.com

Shaping places, shaping change

Village of Cross Plains, Wisconsin Proposed Scope of Services for Civic Campus Master Plan

Work Element One: Site Analysis

To prepare the most accurate and successful Civic Master Plan, Vandewalle & Associates will first conduct an analysis of the site to determine suitable building locations and areas to preserve.

Task 1.1 – Site Visit: Up to two V&A team members will travel to Cross Plains to tour the site, take photographs and make visual observations. The team will be available to meet with Village Staff regarding the project.

Task 1.2 – Base Map Preparation: V&A will create a base map from any available GIS information from the Village. All schematic master plan work will be prepared from this base information.

Task 1.3 – Site Analysis Map: Based on observations made during task 1.1 and review of GIS information, V&A will analyze site attributes to determine which land areas are suitable for development and which areas are to be preserved. Site attributes may include soils, topography, hydrology, vegetation, site views, and potential site access points.

Deliverable: Digital PDF file of the Site Analysis Map

Work Element Two: Schematic Master Plan

Based on information collected during Work Element 1 and civic campus building program provided by the Village, V&A will prepare an update to the existing Master Plan.

Task 2.1 – Draft Schematic Master Plan: V&A will prepare a Schematic Master Plan for the Civic Campus site. The Master Plan may illustrate the following:

- Building locations
- Site access
- Public street location
- Parking areas (appropriately sized to uses)
- Open space areas
- Preservation areas
- Special features such as public pool, playground, shelters, play fields, etc.

Task 2.2 – Final Schematic Master Plan: Based on Village review of the Draft Schematic Master Plan and direction, V&A will revise the master plan into final form. The Final Schematic Master Plan will be a color-rendered illustrative plan that may be used for community consensus

building and fund raising. While the plan will not be a construction drawing, the plan will provide a realistic vision of the how the Civic Campus can be designed to be both functional and interactive.

Deliverable: Digital PDF file of the Draft Schematic Master Plan and Final Schematic Master Plan

Work Element Three: Meeting Attendance

Throughout the process, Vandewalle & Associates will meet with Village Staff and will present the Master Plan at one public meeting. Additional meetings could occur as a work order extension to an executed contract.

Task 3.1 – Staff Meetings: V&A will travel to Cross Plains to attend two Staff level meetings to discuss the Draft Schematic Master Plan and Final Schematic Master Plan.

Task 3.2 – Public Meeting: V&A will travel to Cross Plains to present the final Schematic Master Plan at a meeting of the Village's choice.

Deliverable: Digital PDF files of Site Analysis Map and Schematic Master Plan for presentations

CTH P TRAFFIC STUDY EVALUATION MATRIX

Firm	Cost Per RFP (5 working days of counts collected, only 7 hours per day analyzed on each day, 2 in a.m., 2 mid-day, 3 in p.m.)	Deduction for analyzing only 8-12 peak hours, on the controlling peak day in the week at each intersection	Deduction for collecting only 3 working days of counts	Deduction for analyzing only worst day weekday morning & evening peak hours	Addition for safety analysis (analyzing intersections for historical crashes)	Addition for traffic signal warrant analysis	Addition for 3-D traffic simulation model for public presentation for two intersections, with two alternative configurations for each intersection	Anticipated Time Schedule (from Notice to Proceed)	Specific Proposal Comments
TRANSMART TECHNOLOGIES, Madison	\$55,100 (plus mileage)	None offered	None offered	None offered	None offered	Not discussed in proposal	None offered	7 to 8 1/2 months	A 2-D computerized traffic operations model will be produced as part of the base proposal.
KL ENGINEERING, Madison	\$27,200	-\$2,400	None offered with original proposal. Will provide a figure.	-\$3,350	None offered with original proposal. Will provide a figure. Review of crash history is included with base proposal, but not formal safety analysis.	Determination included in the \$2,400 deduction for analyzing 12 peak hours, but no separate report	\$5,500	None stated; assume the same as in the RFP (data collection by end of May, report within a month thereafter).	A 2-D computerized traffic operations model will be produced as part of the base proposal. Mentioned use of HAWK signal as a pedestrian friendly alternative to traffic signalization. Gave some commentary on likely options for two primary intersections.
SRF CONSULTING GROUP, Madison office. (SRF is a nine office consulting firm based in Minneapolis, MN)	\$26,400	None offered with the original proposal. Will provide a figure	-\$2,200	-\$1,100	\$1,000	\$2,400	None offered, can provide figure	By June 17, 2016	A 2-D computerized traffic operations model will be produced as part of the base proposal. Noted that the peak hours for Glacier Creek Middle School may not coincide with peak hours on CTH P. Fourteen hours of data analysis at the two primary intersections included for traffic signal warrant report.
TOWN & COUNTRY ENGINEERING COMMENTS:		All three firms are qualified for the work. All three work for the Wisconsin Department of Transportation. KL Engineering and TranSmart are minority-owned businesses (women-owned). We have worked with KL Engineering on a project involving a traffic study, but not the other two. KL was good to work with on the project that we designed. SRF is the firm the School District contacted and has done the traffic analyses for the City of Middleton for about 10 years. City of Middleton gives good references for SRF TranSmart was involved with the preliminary traffic analysis for the US Highway 14 project in Cross Plains.							

From: [Warren Myers](#)
To: [Matt Schuenke](#); [Jerry](#)
Subject: Fwd: Cross Plains Traffic Study: adjusted fee estimate
Date: Thursday, February 18, 2016 11:57:46 AM
Attachments: [image001.png](#)

Here is the basic revised scope of work and cost for the traffic study on CTH P

Sent from my iPhone

Begin forwarded message:

From: Lee Gibbs <lgibbs@srfconsulting.com>
Date: February 18, 2016 at 10:30:19 AM CST
To: Warren Myers <warren@tcengineers.net>
Subject: Cross Plains Traffic Study: adjusted fee estimate

Warren:

My understanding of the agreed-upon data collection for the CTH P study is that data collection would be modified from 5 intersections counts of 7 hours each for 5 days (175 count-hours) as follows:

- <!--[if !supportLists]-->• <!--[endif]-->All five intersections would be counted for six days (T-Th) on consecutive weeks
- <!--[if !supportLists]-->• <!--[endif]-->All five intersections would be counted for six hours each day (3 hours in the AM, 3 hours in the PM)
- <!--[if !supportLists]-->• <!--[endif]-->Two of the five intersections would be counted for an additional six hours for one day to conduct a signal warrant analysis

The updated data collection plan results in 192 count-hours of counts collected. In addition, signal warrant analyses for two intersections will be conducted for this study. The adjusted fee estimate for this work is \$28,000.

Please let me know if you have any follow-up questions / comments.

Thank you very much.

Lee Gibbs, PE, PTOE
SRF Consulting Group, Inc.
901 Deming Way, Suite 101
Madison, WI 53717
Phone: 608.298.5400
lgibbs@srfconsulting.com

Mr. Warren Myers, PE
Town & Country Engineering, Inc.
2912 Marketplace Drive, Suite 103
Madison, WI 53719

February 11, 2016

Subject: Request for Proposals – CTH P Traffic Study

SRF Consulting Group, Inc. is pleased to present our proposal to the Village of Cross Plains for traffic engineering services related to the CTH P Traffic Study. Based on our understanding of the project and extensive traffic engineering and transportation planning experience, particularly our work related to urban corridor studies and bicycle/pedestrian evaluation, SRF has developed a proposal for providing services to meet the Village's needs. SRF is the right firm to deliver this project as the CTH P Traffic Study requires strong project management, traffic engineering experience, and intersection design experience. SRF offers the Village the following advantages:

Demonstrated Project Management and Delivery: Project Manager Lee Gibbs, PE, PTOE, has significant traffic engineering and transportation planning experience and has managed many similar projects. He will draw on his project management skills to coordinate effectively amongst the SRF project team, client, and other agencies and entities, and Lee will ensure that the team properly meets the project goals within the agreed-upon budget and schedule.

Innovative Engineering Solutions: This study presents a variety of traffic engineering and intersection design challenges. SRF's similar experience in urban corridor projects will be invaluable to reaching innovative and effective solutions to address impacts. Our experience with traffic engineering, particularly urban arterial corridors, promotes timely delivery and a thorough evaluation of alternatives to meet the needs for all modes of transportation.

Staff Experience and Skill Diversity: The SRF team has worked successfully on a number of traffic engineering projects similar to the CTH P Traffic Study. Our selected team has in-depth knowledge of traffic engineering and intersection design practices and both the technical and non-technical challenges presented by these types of projects. We are committed to identifying transportation-related issues, providing the best possible solutions, and delivering high-quality drawings and documents for client use. This commitment is critical to meeting the Village's needs.

SRF is committed and has the availability to deliver a quality traffic study that can be used for future design considerations. We look forward to sharing our innovative thoughts with the project staff and our team is prepared to begin work immediately. If you have any questions about our submittal, please contact Lee Gibbs at 608.298.5400 or lgibbs@srfconsulting.com.

Sincerely,



Lee Gibbs, PE, PTOE
Project Manager



Derek Hungness, PE, PTOE, AICP
Principal

Project Approach

To successfully meet the objectives of this project, a variety of work tasks will be completed. The following summarizes our project approach and objectives for each task:

Project Kick-Off Meeting

The first step in the project will be to meet with Town & Country Engineering, the Village of Cross Plains, and other project stakeholders the Village invites to discuss the project parameters and goals in greater detail. It is important to establish a clear protocol and main points of contact at the beginning of the project. In addition, the Village and other stakeholders will discuss project issues and challenges so SRF is aware of these conditions and can address them as part of this study.

Traffic Data Collection

SRF uses traffic cameras to record various transportation modes for a roadway or intersection and post-processes the video data internally via a technician viewing the video data. This process has been proven extremely valuable to our clients as technicians identify peculiar or significant patterns, such as unfavorable vehicle-vehicle and vehicle-pedestrian interactions or significant delays or queues, and timestamp these occurrences to show the client and stakeholders for this project and their future use. SRF will deploy traffic cameras at the following locations, per the RFP:

- CTH P and Brewery Road / Military Road
- CTH P and Valley Street
- CTH P and Baer Street / Military Road
- CTH P and Thinnes Street
- CTH P and Airport Road



In addition, a road-tube counter will be deployed at the north CTH P entrance to the Village to collect directional hourly and daily traffic data.

Intersection Operations Analysis

Using the collected intersection turning movement counts, a traffic operations analysis model will be developed to evaluate existing and future operations conditions within the CTH P study area. This model, using the traffic operations software package Synchro/SimTraffic, will be calibrated to reflect existing-year conditions. By using traffic video data collection, traffic engineers can review the video footage and fine-tune the operations model to reflect delay, queues, and other traffic characteristics that occur in present-day conditions.

As Glacier Creek Middle School has indirect access to CTH P, the peak time periods of the school may differ from the peak time periods along CTH P. While SRF plans to use CTH P traffic peaks for analysis purposes, peak conditions of the school may warrant improvement for that time period that would not be realized by analyzing the CTH P peak hour only. Therefore, if SRF determines that the CTH P peak hours do not coincide with the Glacier Creek Middle School peak hours, a sensitivity analysis will be performed to ensure that improvements needed to accommodate peak school traffic will be included as part of the overall traffic study.

After the existing-year model has been developed and calibrated, future-year traffic operations (20 years from existing-year conditions) will commence with the development of the future year traffic forecasts. Future-year traffic operations analysis consists of understanding growth in the study area, both internal (within the Village of Cross Plains such as new and redeveloped parcels) and external (regional traffic growth using the roadway). SRF will discuss both potential internal and external growth characteristics with the Village (i.e., size, intensity, phasing) so a clear understanding of what is included in the future-year analysis is made. Traffic studies associated with the USH 14 Reconstruction project will also be reviewed for traffic growth assumption made for that project. Trip generation and trip assignment assumptions will be made to gauge the magnitude and distribution of traffic to and from these new developments along CTH P.

From the future-year traffic operations analysis, SRF will evaluate appropriate intersection improvements at the CTH P/Brewery Road and CTH P/North Military Road/Baer Street intersections that will accommodate both motorized vehicles and bicycle/pedestrian accommodations. This will include geometric improvements and traffic control improvements, such as traffic signalization and roundabout traffic control, as warranted. SRF will discuss all potential improvement scenarios with the Village so both parties understand and agree with strategies that will be further evaluated. Advantages and disadvantages of each improvement strategy will be discussed, including potential land impacts, potential bicycle/pedestrian needs, and a general cost comparison of alternatives. Concept plans that show roadway lanes, pavement markings, and right-of-way impacts of improvement strategies for both the Brewery Road and North Military Road/Baer Street intersections will be developed. SRF will develop two concept drawings for the CTH P/Brewery Road intersection and one concept drawing for the CTH P/North Military Road/Baer Street intersection, up to a total of three concept plans for the entire study.

Documentation

SRF will develop a draft report that discusses the methodologies, analysis, findings and recommendations for the CTH P Traffic Study intersections. Supporting documents and information, such as traffic count summary sheets, traffic operations worksheets, and assumed future developments, will be provided in an appendix to the study document. The report will be submitted to Town & Country Engineering for review and updates will be made based on comments provided during the review. Hard copies and an electronic copy (PDF format) of the report and appendix will be provided for final submittal.

Meetings

One member of SRF's team will attend the following meetings related to the CTH P Traffic Study:

- Project kick-off meeting (discussed earlier)
- A progress meeting (#1) to discuss traffic count results, existing conditions analysis, and growth internal and external to the Village
- A progress meeting (#2) to discuss the traffic operations analysis results and intersection improvement strategies (before preparing the traffic report)
- A presentation meeting to the Village Board of Trustees that discusses the results of the traffic study

Schedule

The following summarizes a project schedule for the CTH “P” Traffic Study, including completion of significant tasks and deliverables:

Task	Anticipated Completion Date
Kick-Off Meeting	April 1, 2016
Intersection Turning Movement Counts	April 22, 2016
Progress Meeting #1	May 6, 2016
Progress Meeting #2 (Share Preliminary Recommendations)	May 27, 2016
Report Submittal	June 17, 2016

Project Cost Estimate

Based on the task requirements outlined in the CTH P Traffic Study RFP, SRF has developed an initial not-to-exceed cost of \$26,400 to complete these project tasks. It should be noted, however, that SRF identified several task requirements that could be modified to reduce overall project costs while still providing the necessary information to perform a thorough evaluation of the CTH P corridor. These modifications are outlined below:

Fee Reductions

- Typically, traffic counts collected on a Monday and Friday result in a lower magnitude of counts and turning movement patterns that differ from counts collected Tuesday, Wednesday, or Thursday. This is due to non-typical trip patterns that are more likely to occur during the beginning or end of the work week (e.g., extended weekend vacations, more flexible work schedules, weekly trip destinations like the bank, grocery store, or gas station). Therefore, we recommend not collecting traffic counts on Monday and Friday as these results may skew the understanding of “normal” traffic conditions. **Fee reduction = \$2,200**
- Traffic studies typically analyze weekday morning and evening peak hour conditions as these time periods see the highest traffic volumes during the day. Midday counts are typically performed in areas with lunchtime service-oriented land uses (e.g. restaurants) or large shift changes (e.g. factories and hospitals). Count data collected by WisDOT along USH 14 and CTH P indicate that the weekday morning (7:00 to 9:00 AM) and evening (3:00 to 6:00 PM) peak periods experience the highest hourly traffic volumes throughout the day (these time periods also coincide with peak traffic periods at Glacier Creek Middle School). This, in turn, means that intersection improvements would be based on traffic conditions during these time periods and not the result of midday-only conditions. Therefore, we recommend analyzing two traffic time periods, weekday morning peak hour and weekday evening peak hour and eliminating collecting and analyzing midday traffic counts as this time period is not critical in assessing traffic operations. It should be noted that because SRF uses video cameras to collect traffic data, these time periods will be recorded but not processed for this study. **Fee reduction = \$1,100**

Fee Addition (If Authorized)

- SRF proposes to include a safety evaluation of each of the impacted intersections and roadway segments along CTH P in the study corridor. This task includes reviewing crash reports and determining any crash commonalities that should be identified for mitigation. It is important to recognize crash issues early in the design process so deficiencies can be addressed with the future reconstruction of CTH P to improve safety and mobility for all modes of transportation. **Fee addition = \$1,000**
- SRF proposes to include a traffic signal warrant analysis for the CTH P/Brewery Road and CTH P/Baer Street/North Military Road intersections (two analyses total). The signal warrant analysis follows Federal and State guidelines to determine, from an operations and safety standpoint, whether an intersection should be considered for traffic signalization. This analysis requires additional traffic counts at each intersection (14 hours in duration, which SRF can use video data already obtained to capture this) and documenting the analysis results. **Fee addition = \$1,200 per intersection (\$2,400 total)**

Adjusted Fee for CTH P Traffic Study

When the Monday and Friday data collection and midday analysis tasks are removed from the initial SRF project fee, a revised not-to-exceed project fee for the CTH P Traffic Study of \$23,100 was estimated. This adjusted fee does not include additional tasks described above.

The SRF Team

Lee Gibbs, PE, PTOE, will serve as SRF's project manager for the CTH P Traffic Study. During his 13-year career, Lee has gained extensive experience in traffic operations and safety engineering which includes numerous site and corridor studies that focused on traffic operations and traffic safety. Lee has heavily used various traffic operations software packages (Synchro/SimTraffic, HCS, Paramics, SIDRA) and understands when each program is appropriate for a particular project. Lee is also a successful project manager for traffic operations and safety projects, combining his expertise with his managerial skills to provide deliverables that meets client needs. In particular, Lee has managed several Intersection Operations Analysis (IOA) projects for the WisDOT Southwest Region that focused on evaluating traffic operations and safety along urban roadway corridors planned for reconstruction similar to the CTH P corridor. In addition, Lee has also conducted and managed 10 traffic impact studies for the City of Middleton through SRF's traffic engineering master contract. He has extensive public involvement experience, presenting project details and discussing project impacts via public involvement meetings as well as local council and commission meetings. Lee's background and experience provides the following benefits to the Village:

- Strong project management skills
- Extensive traffic engineering and traffic safety experience
- Managed and analyzed numerous traffic studies for urban arterial corridors similar to CTH P

George Schulz, PE, will serve as our quality control manager. He has more than 25 years of experience as a project manager and transportation engineer with responsibilities ranging from the preparation of traffic forecasts and traffic operations and safety studies to the development of roadway and intersection improvements. George has developed a refined knowledge of land use planning, school parking and operation studies, access management, and traffic impact analyses.

George has developed access management guidelines and plans, prepared construction cost estimates, and extensively used traffic operation and computer simulation models (Synchro/SimTraffic and HCS) on many freeway and local street studies. George has managed several projects from the initial traffic and safety study to the development of construction plans and construction cost estimates. George's background and experience provides the following to the Village:

- Numerous traffic engineering projects, simple and complex, performing quality control
- Extensive traffic engineering and traffic safety experience
- Strong understanding of school operations

Jason Koster, PE, will serve as the lead traffic engineer for this project. Jason's roles for this project will include overseeing traffic data collection, trip generation and traffic assignment, traffic operations analysis, and crash analysis. Jason has worked closely with Lee and George on numerous traffic engineering projects, ranging from individual sites and isolated intersections to corridor studies, to large-scale and city-wide traffic studies. Jason has played a vital role in traffic engineering projects by performing traffic data collection, trip generation and trip assignment, traffic operations analysis, and documentation. Jason has extensively used traffic operations analysis software (Synchro/SimTraffic and HCS) in evaluating roadways, intersections, and bicycle/pedestrian facilities. Jason's background and experience provides the following to the Village:

- Strong technical understanding of traffic engineering concepts
- Extensive traffic data collection experience
- Lead traffic engineer for studies analyzing bicycle / pedestrian operations

Rachel Burnham, PE, will serve as the design engineer for this project, overseeing the production of concept plans for intersection improvement strategies along CTH P and providing her design knowledge to the project. Rachel's experience includes geometric design ranging from multi-use trails to rural and urban highways to interstate facilities. She is responsible for developing alignment and profile layouts, drainage design, typical sections, and cross-sections. Rachel routinely assists SRF's traffic engineers by creating concept design plans that illustrate potential roadway and intersection improvements in addition to traffic control and pavement marking layouts

Rachel offers the following benefits to the Village:

- Strong technical knowledge of intersection design for various roadway types
- Experience performing concept drawings for traffic engineering projects

Representative Projects

Intersection Operations Analysis (IOA) Studies, Various Wisconsin Communities

For the past four years, SRF has been contracted by the WisDOT Southwest Region to evaluate traffic and safety conditions in advance of roadway design projects. WisDOT uses these IOA studies to assist them in defining design features and improvements as part of urban reconstruction projects in small to mid-size communities. SRF has successfully performed IOA studies for WisDOT in Waupun, Columbus, Mayville, and Lake Mills along the “Main Street” corridor that runs through these communities. For each of these projects, SRF performed traffic data collection, corridor and intersection traffic operations analysis, roadway and intersection safety analysis, horizontal and vertical curve sight distance analysis, signing and marking review, parking turnover data collection and parking design, traffic signal warrant analysis, and conceptual intersection design.



Concept-level drawing of a proposed roundabout at STH 28/ STH 67 intersection in Mayville

SRF worked closely with WisDOT as well as stakeholders from each community to identify existing concerns along the roadway and addressed these needs as part of their analysis. Issues ranged from school drop-off / pick-up circulation and vehicle / pedestrian interaction to factory shift changes to downtown parking concerns to perceived safety concerns. SRF provided reports to WisDOT that outlines the methodologies, analysis, findings and recommendations from their corridor assessment and also provided concept design drawings, when applicable, that would allow WisDOT to understand the feasibility and magnitude that various improvement scenarios would have on the analyzed corridor.

SRF Project Team: Lee Gibbs, Project Manager
George Schulz, QA / QC
Jason Koster, Lead Traffic Engineer

Contact Person: Rachel Pringle, WisDOT Southwest Region, rachel.pringle@dot.wi.gov

Middleton Traffic Engineering Projects

SRF is under a master contract with the City of Middleton to perform traffic engineering services when the need arises for the City. SRF has performed a myriad of traffic engineering projects that assist the City in their day-to-day operations, which include the following:



- A review of pedestrian signal timing plans at four signalized intersections along Century Avenue (County M/Q) to determine whether the current pedestrian clearance intervals at each location provided enough time for pedestrians to safely cross a particular approach. Traffic operations analysis was conducted to determine the impacts of updating traffic signals to appropriate pedestrian timing plans.
- A traffic signal warrant analysis at the intersection of Allen Boulevard and Maywood Avenue. Existing conditions and traffic added by proposed developments were analyzed to determine whether minimum thresholds were met for traffic signal consideration.
- A comprehensive traffic study of the northwest Middleton area to investigate traffic impacts from ten developments on the transportation network. 21 intersections were analyzed to evaluate the phased approach of these various land uses and evaluate vehicular and non-vehicular improvement strategies to accommodate these developments.
- Three Traffic Impact Analysis (TIA) projects for various developments proposed within the City. SRF conducted these projects using the City's TIA guidelines, which follow closely to the Wisconsin Department of Transportation (WisDOT) TIA guidelines.
- A review of traffic operations and traffic signal design plans at the intersection of Century Avenue (County M/Q) with Hedden Road to investigate traffic signal and intersection geometric strategies to maximize safety and mobility through the intersection with minimal right-of-way impacts and construction costs.

SRF Project Team: Lee Gibbs, Project Manager and Lead Traffic Engineer

Contact Person: Eileen Kelley, AICP, Middleton City Planner, (608) 821-8377

Old Middleton Centre Traffic Impact Analysis (TIA), Middleton, Wisconsin

SRF was contracted by the City of Middleton to perform a TIA for redevelopment of the Old Middleton Centre commercial site in downtown Middleton. Due to the location of the redevelopment, a large number of intersections, including locations along University Avenue, would potentially be affected by increases in traffic from this site. SRF performed traffic data collection at 15 intersections, observing vehicular and non-vehicular traffic characteristics, trip generation analysis of existing and proposed land uses, trip assignment, intersection operations analysis, safety analysis, and bicycle / pedestrian operations analysis. SRF performed extensive analysis for existing and two future-year conditions to understand traffic impacts created by new site traffic as well as provide the City a phasing plan for roadway and intersection improvements.



Concept-level drawing of a proposed improvements at the University Avenue and Park Street intersection in Middleton.

This project was closely observed by City staff due to the location and magnitude of development proposed as well as the potential traffic impacts to the surrounding network. Because of this, SRF had numerous client meetings and council presentations to coordinate project progress and present findings to City staff and committee members. In addition, this project was performed within an aggressive schedule to meet the developer's project schedule for approval and construction.

SRF Project Team: Lee Gibbs, Project Manager
George Schulz, QA / QC
Jason Koster, Lead Traffic Engineer

Contact Person: Shawn Stauske, Middleton City Engineer, sstauske@ci.middleton.wi.us



Town & Country Engineering, Inc.
Proposal to Provide Traffic Study for
CTH P (Church Street)
Village of Cross Plains
Wisconsin

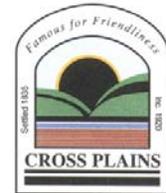


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- **Cover Letter with Cost Summary**
- **Detailed Work Plan - CTH P Traffic Study**
- **Staff & Qualifications**
- **Relevant Project Experience**





February 12, 2016

Mr. Warren Myers, P.E.
Town & Country Engineering, Inc.
2912 Marketplace Drive, Suite 103
Madison, WI 53719

5950 Seminole Centre Court
Suite 200
Madison, WI 53711
608.663.1218 - Phone
608.663.1226 - Fax
www.klengineering.com

RE: Proposal for Traffic Study
CTH P (Church Street)
Village of Cross Plains, Wisconsin

Dear Mr. Myers and Members of the Selection Committee:

This letter and enclosed attachments is KL Engineering's proposal to provide a traffic study for the Village of Cross Plains' CTH P project. This letter also includes our cost summary for the services described.

Commitment to Services & Availability

KL Engineering has established a reputation of offering client-focused services and a collaborative process with satisfactory outcomes. We offer a commitment to providing our traffic engineering services to maximize usefulness and minimize extraneous efforts. Our staff will be available to prioritize this project and devote our full attention and resources.

Proposal Attachments

To provide the information requested by the Request for Proposal, this proposal includes several attachments. They are:

- Detailed Work Plan for the Traffic Study
- Staff and Qualifications
- Relevant Project Experience

Project Cost Summary

KL Engineering is committed to completing the CTH P Traffic Study and related services to Town & Country Engineering in an efficient manner and with flexibility on billing terms. A summary of our proposed costs (including alternatives) is below:

- Study Phase I - \$2,850 (base cost without data collection)
- Traffic Data Collection Options:
 - Option 1 - \$7,600
 - Option 2 - \$5,200
 - Option 3 - \$4,250
- Study Phase II - \$16,750
 - Optional Scope for Traffic Simulation – \$5,500 (maximum)

Please note, we are always willing to discuss refinements to the scope of services as needed to meet the demands and budget for your project.

Project Contact Information

Mike Scarmon will be the Project Manager and primary contact for the CTH P Traffic Study. You can reach him directly at:

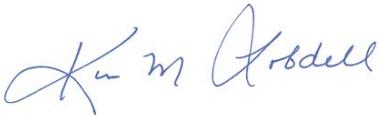
Mike Scarmon, PE, PTOE
KL Engineering, Inc.
5950 Seminole Centre Court, Suite 200
Madison, Wisconsin 53711
608.663.1218
mscarmon@klengineering.com

Proposal Summary

We appreciate this opportunity to present this proposal and are confident that we can provide Town & Country Engineering a responsive and professional service.

KL Engineering has experience in all the required tasks, and has the enthusiasm to promote the successful completion of the project with minimal effort required by Town & Country Engineering and Village of Cross Plains staff. If selected, we will commit the expertise and resources necessary to meet your needs. Thank you for your consideration.

Sincerely,
KL Engineering, Inc.

A handwritten signature in blue ink that reads "Kim M. Lobdell". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Kim M. Lobdell, P.E.
President
klobdell@klengineering.com

Attachments: As noted above

Detailed Work Plan - CTH P Traffic Study

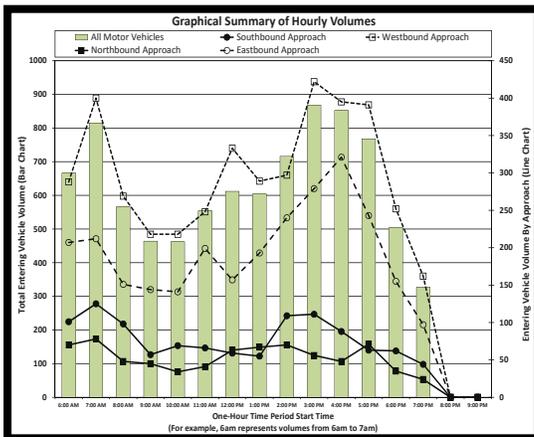
Phase 1 - Existing Conditions & Data Collection

Getting Started

The KL Engineering approach to initiating a project begins through effective communication with our clients. Our focus for the project kick-off meeting includes building a clear understanding of the project scope for all involved. Key items for this first meeting include:

- Understand the expectations of the Village, County and key stakeholders
- Identify project background, schedule and deliverables
- Discuss feasibility of alternatives and desired outcomes

We place a high priority on generating an open discussion and direct line of communication throughout the process. Doing so will lead to a predictable outcome without surprises or delays.



Understanding Existing Traffic Patterns

KL Engineering's data collection efforts will focus on determining existing traffic patterns including: volumes, origin and destination data, peaking characteristics, multi-modal use, vehicle classification and speeds.

Building an accurate database of existing traffic data has value that can be realized in multiple ways. Presenting reliable traffic data helps build credibility with stakeholders by showing them that the project team understands the issues. Additionally, utilizing robust data will decrease the need to evaluate multiple alternatives by focusing on the true needs of the project.

Data Collection Approach

Our data collection approach includes a combination of low-cost methods using road-tubes and camera footage, with a variable level of effort spent tabulating the data. This approach allows us to identify the critical hours by evaluating the road-tube data in order to streamline the amount of tabulation that is required. We are presenting the following three options for collecting traffic data:



Option 1 – Data Collection per Project Scope: This option includes collecting and tabulating a full work week of data with a **Total Cost of \$7,600.**

Option 2 – Alternate Data Collection (Signal Warrants): This option includes collecting a full work week of data but tabulating fewer hours. Option 2 would tabulate enough data to complete two traffic signal warrant evaluations and has a **Total Cost of \$5,200.**

Option 3 – Alternate Data Collection (Minimum): This option also includes collecting a full work week of data but tabulating fewer hours than the previous option. Option 3 would tabulate enough data to complete peak hour traffic analysis, without the level of data to complete traffic signal warrant evaluations. This alternative is based on an expectation that traffic volume warrants are unlikely to be met and that volume may not be the critical factor in selecting a signalized alternative. **Total Cost of \$4,250.**

Phase 2 - Alternatives Evaluation & Traffic Generation

Understanding Existing Traffic Operations

The second phase of the study will continue to establish a baseline that started with field data collection and further builds upon modeling of existing traffic operations. KL Engineering's approach to evaluating traffic operations includes three components:

- Identify key operating parameters by intersection
- Complete traffic modeling
- Use video footage to calibrate the modeling and validate findings

Delay and queueing are commonly used to quantify traffic deficiencies, but other operating parameters can often be more significant depending on the location being studied. Stakeholders may relate to operating conditions such as lack of gaps, inadequate pedestrian accommodations and confusing lane configurations in locations where delay and queueing are not shown to be problematic. KL Engineering's philosophy is to focus on what matters most to the project's stakeholders and how it relates to the desired outcomes.



Traffic Growth, Development and Future Traffic Impacts

Our approach to traffic generation will focus on establishing realistic forecasts for increased volume, pedestrian and bike patterns, time of day patterns and distribution of trips within the overall network of streets. This process starts with traffic generation for the three new developments identified in the project scope.

It is important to note that estimating traffic generation is not an exact science, and can often be an impediment to finding a workable solution if not done with a perspective toward a satisfactory outcome. KL Engineering uses a process of identifying variables to provide a range of traffic growth potential. We will then request approval by Village staff before applying this data to the existing models. Using mutually agreeable traffic forecast data will be key to a streamlined process for developing alternatives that address current issues and also meet future demands.



Brewery Road Intersection

The first of two key intersections on the project is the intersection of Church Street/South Military Road/Brewery Road. This intersection has many challenges including: a high percentage of turning movements during peak hours, five intersecting side-streets and acute angles. While several alternatives may be possible, the following options were identified as most likely to provide an acceptable outcome.

Roundabout: A roundabout intersection is likely to manage the peak hour turning movements while providing shorter pedestrian crossings and lower speeds. The primary challenge will be locating the roundabout without undue property impacts and designing for trucks while keeping an intersection in scale with the surrounding neighborhood. Our staff has extensive background with designing roundabouts in challenging locations.

All-Way Stop with Refuge Islands: An all-way stop will likely have higher overall delay when compared to the roundabout, but is anticipated to manage traffic effectively during peak and off peak hours. The addition of refuge islands on Church Street would allow for a more conspicuous crossing for pedestrians using the intersection. This alternative is unlikely to function well with over four legs and may require a second intersection with Military Road.

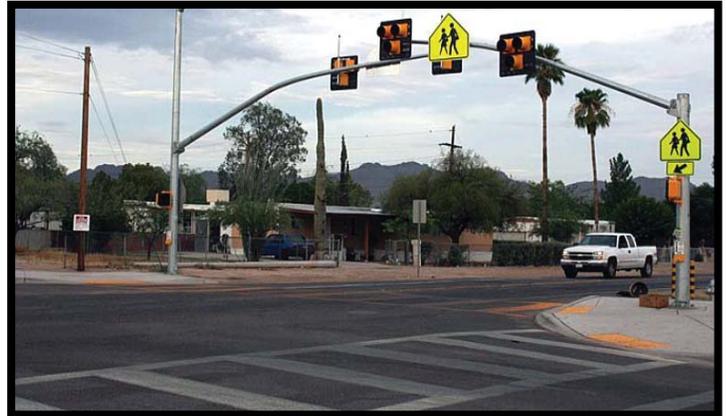


North Military Road Intersection

The second key location is the combination of intersections between Church Street/North Military Road/Baer Street/Glacier Creek Way. This location has the primary need of providing safe and predictable access to and from the Glacier Creek Middle School. Accommodating future traffic growth will also be a concern due to the planned connection to the Buechner property and adjacent Plastic Ingenuity property. Several alternatives may be evaluated for this location, however the following options were identified as most likely to provide an acceptable outcome.

Traffic Signals with Closure of Baer Street: Signalizing this intersection can offer benefits to managing school traffic, providing gaps along Church Street and creating a dedicated pedestrian interval to cross Church Street. Other factors involved with traffic signals include low off-peak need, maintenance obligations and energy use.

HAWK Signal: HAWK (High-intensity Activated crossWalk beacon) signals have been used increasingly since the early 2000s (shown at right). Typical applications for HAWK signals include mid-block pedestrian crossings and intersections with high pedestrian activity. In this location, a HAWK may be a viable way to provide a pedestrian walk interval and gaps for traffic leaving the school; while not impacting traffic on Church Street during off-peak hours.



All-Way Stop with Refuge Islands: An all-way stop will likely have high overall delay under peak hour demand, but will provide a controlled opportunity for all movements using the intersection. The addition of refuge islands would allow for a more conspicuous crossing for pedestrians using the intersection.

Traffic Study Deliverables

This traffic study will include a significant amount of output data, alternatives analysis and recommendations. KL Engineering takes pride in providing our deliverables in an organized format that is useful for both technical and non-technical reviewers. We anticipate the study will include the following deliverables:

- Close coordination with Town and Country staff (KL office just 2 blocks away)
- Meetings and correspondence with Village staff and key stakeholders when appropriate
- One technical report with clear recommendations
- Presentation to the Village Board

An alternate scope item for consideration is the use of traffic simulation for public involvement and stakeholder coordination. KL Engineering can provide simulations for an additional cost up to \$5500 depending on the needs of the study.



Staff & Qualifications



Mike Scarmon, PE, PTOE

Project Manager

15 Years Experience

Professional Engineer in Wisconsin

Professional Traffic Operations Engineer in Wisconsin

BS – Civil Engineering

5950 Seminole Centre Court, Suite 200 • Madison, WI 53711

MScarmon@KLEngineering.com • 608.663.1218, ext. 813

Mike will serve as the project manager for traffic and design services provided by KL Engineering. He will be the primary contact for coordinating with the design team and Village staff. Mike has established strong relationships with municipal clients and consulting firms throughout the state. His approach to project management is built upon open and straight-forward communication and a focus on the client's needs.

Mike's expertise in traffic engineering includes:

- Intersection control evaluation reports
- Managed traffic engineering and design report preparation for small and large scale design projects
- Roundabout analysis and review
- WisDOT Qualified Level 2 Roundabout Designer
- Traffic Signal & Street Lighting Design
- Signing and marking design
- Traffic operations and freeway analysis
- Intersection and Interchange alternatives analysis
- Value Engineering studies
- Incident management and work zone analysis
- Work zone traffic analysis, incident management, alternative route planning and freight movement planning for a variety of projects

Mike has over 15 years of experience working on a wide variety of traffic engineering projects. His versatility of skills range from traffic engineering, intersection design and electrical design.





Mary Greuel, PE, PTOE

Traffic Analysis, Transportation Planning & Design

29 Years Experience

Professional Engineer in Wisconsin

Professional Traffic Operations Engineer in Wisconsin

BS – Civil Engineering

5950 Seminole Centre Court, Suite 200 • Madison, WI 53711

MGreuel@KLEngineering.com • 608.663.1218, ext. 823

Mary's expertise in traffic engineering and modeling includes:

- Specialized traffic studies including gap analysis, pedestrian delay studies, site circulation reviews and existing conditions model calibration
- Evaluating traffic calming measures
- Conduct vehicle, bicycle and pedestrian safety studies
- Intersection and interchange alternatives analysis
- Perform traffic studies – typical and specialized
- Traffic data collection
- Traffic analysis and modeling of intersections and urban corridors
- Conduct parking studies
- Coordination of large scale traffic data collection for planning projects including the I-94 corridor study from Minnesota to Waukesha County
- Traffic Impact Analyses (TIAs) completed statewide and recognition by WisDOT as a certified TIA preparer
- Completing urban corridor analysis and traffic modeling



Ben Brassler, EIT

Traffic Modeling, Intersection & Roundabout Design

2 Years Experience

Engineer In Training

BS – Civil Engineering

5950 Seminole Centre Court, Suite 200 • Madison, WI 53711

BBrassler@KLEngineering.com • 608.663.1218, ext. 812

Ben's expertise in traffic engineering and modeling includes:

- Detailed alternative analysis for intersection control evaluation process
- Roundabout modeling and design
- Preparation of multiple specialized traffic and parking studies
- Operation and interpretation of several traffic analysis software programs including HCS 2010, Synchro/SimTraffic, and Sidra Intersection
- Development of traffic simulation models
- Intersection and interchange alternatives analysis
- Freeway operations analysis
- Traffic analysis and modeling of intersections and urban corridors
- Traffic data collection and traffic study preparation
- Work zone traffic analysis
- Traffic and parking impact studies
- Traffic signal timing
- Analysis and optimization of several coordinated signal systems
- Analysis of work zone capacity and temporary signal timing

KL Engineering Relevant Project Experience

KL Engineering has been a regional leader in the traffic and transportation engineering field for nearly 25 years. We've completed projects throughout the state of Wisconsin in communities large and small. Our collaborative, problem-solving approach has led to many successful projects and satisfied clients. See below for a sample of our recent experience and areas of expertise.



National Avenue / CTH V City of Fond du Lac

KL Engineering has worked as a sub-consultant to Gremmer and Associates to provide traffic engineering and roundabout design for 4 projects in the City of Fond du Lac since 2013.

Currently, we're working on a traffic study and preliminary roundabout design for 3 uniquely configured intersections along National Avenue and CTH V. Work completed to-date includes data collection, intersection evaluation and roundabout design.

The CTH V project is an ideal example of our technical skills; but also highlights a complimentary relationship that we maintain with many firms and their long-term clients.

Municipal Traffic Studies

Traffic studies have long been a core piece of our firm's expertise. Our staff has the experience and versatility to meet the needs of a wide variety of transportation and traffic projects. Some examples of projects completed in 2015 that highlight our experience with municipal traffic studies:

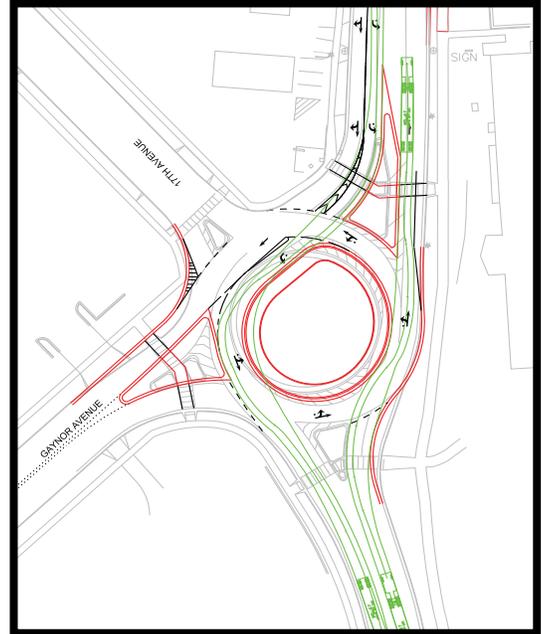
- **Center Street – Viroqua:** Completed a traffic study evaluating the impact of a street vacation to allow for redevelopment
- **Holscher Road – McFarland:** Provided services to recommend typical roadway features along a new section of a residential collector street
- **Pike Drive – Fitchburg:** Provided traffic engineering and design services for locating a new signalized intersection related to a redevelopment project
- **Main & Clark Streets – Mayville:** Provided intersection analysis and traffic signal designs for two reconstructed intersections.



Roundabout Intersection Design

Since 2005, KL Engineering has completed designs for nearly 40 roundabouts across the state. Our background with roundabout engineering includes traffic operations, geometric design, pedestrian and bicycle features and signing plans. The following list highlights a few of our more complex roundabout designs:

- **Cass Street – La Crosse:** Completed design which aligned 2 previously offset streets. Located near schools with high pedestrian use
- **Gaynor Avenue – Wisconsin Rapids:** Evaluated alternatives to retro-fit a roundabout with existing substandard features (pictured at right)
- **Dewitt Street – Portage:** Provided preliminary design for a 5-leg roundabout to replace 3 smaller intersections in the downtown area



Intersection Control Signals & Electrical Design

KL Engineering has established a strong reputation as intersection traffic control designers. This includes the design and operation for traffic signals, flashing beacons, hybrid devices and wireless communications. We focus on providing municipalities with cost effective and low-maintenance solutions that safely manage traffic.

Our firm is also known throughout Wisconsin for our roadway lighting design expertise.

Traffic Engineering References

Sarah Grainger

City Engineer
City of Viroqua
608.637.2937, ext. 20
SGrainger@
viroqua-wisconsin.com

Dennis Ryan

Assistant City Engineer
City of Janesville
608.755.3171
RyanD@
ci.janesville.wi.us

Thomas Lanser

Project Manager
Gremmer & Associates
920.924.5720
T.Lanser@
gremmerassociates.com

Engineering Areas of Expertise

Before we build roads, we build relationships. We are a no-nonsense firm that is large enough to provide a full range of services, yet personal enough that our clients' needs are always our top priority. Our team takes the time to ask questions, listen, and fully understand the unique facets of each project. We offer our budget-conscious clients peace of mind by using a streamlined project management structure, paying attention to quality assurance, and maintaining minimal direct expense charges to keep our costs low. Focusing on a single discipline enables our staff to be leaders in the transportation field. Using a proactive approach, we utilize our combined knowledge to offer solutions that satisfy. We love what we do and we would be honored to be your traffic engineering problem-solving experts!



Transportation Design

- Preliminary through PS&E
- Urban, Rural, Freeway and Interchange Design
- Storm Water & Drainage Design



Planning & Feasibility

- Corridor Studies
- Conditions Analysis & Inventory
- Public Involvement
- Stakeholder Coordination



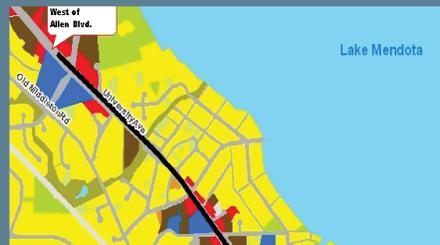
Traffic Engineering

- Analysis and Modeling
- WisDOT & FHWA Reports
- Signing and Marking
- Construction Staging



Survey & Plats

- Right of Way Plats / TPPs / 84.295
- GPS Applications/Equipment
- Ground Control for Mapping



Environmental Analysis

- Documents: EIS, EA, CE
- Phase 1 Haz Mat Assessment
- Traffic Noise and Air Analysis
- Permit Applications



Roundabout Design

- WisDOT Level 2 Qualified
- Operations and Modeling
- OSOW
- Alternatives Analysis



Traffic Signals & Lighting

- Urban and Rural Roadways
- Traffic Control
- Design / Timing
- Temporary Signals



Utility & Rail Coordination

- Coordination Meetings
- Special Provision Preparation
- 1077, 1078, 1079 Preparation
- OCR Hearing / Testimony Prep



Technology

- Civil 3D
- WISCORS
- Synchro / SimTraffic
- Automated Simulations

Warren O. Myers, PE
Town & Country Engineering, Inc
2912 Marketplace Drive, Suite 103
Madison, WI 53719

Subject: CTH “P” Traffic Study;
Village of Cross Plains for Town & Country Engineering, Inc

Dear Warren and Village of Cross Plains staff:

TranSmart Technologies, Inc. (TranSmart) is delighted to provide you with this Proposal and Agreement for professional services to support the preliminary design and conduct a traffic study to guide the creation of new geometric configurations for the intersections of CTH “P” with Brewery Road/South Military Road and with North Military Road.

PROJECT UNDERSTANDING

TranSmart understands that our professional services would be provided as a subconsultant to Town and Country Engineering, Inc. and that our professional services have been identified to be conducted in two (2) main phases:

- Phase I – “Existing Conditions and Data Collection” will initiate the study and document the present day traffic volumes through the collection of traffic volumes and intersection turning movements within the study area, (a “work week” of data to be collected / Monday through Friday). As part of this phase TranSmart will provide a schedule detailing the traffic data collection activities, coordinate/review with Town & Country and Village staff on both the daily activities of our field crews and the results of the Phase I work tasks.
- Phase II – “Design Alternatives Development and Analysis” will focus on the specified CTH P intersections and include:
 - Development of a traffic operations analysis model to evaluate queuing and level of service.
 - Identification and analysis of the addition of anticipated traffic from three (3) developments (Sundance, Veridian and Plastic Ingenuity Property) and a 30% increase in population of Glacier Creek Middle School.
 - Coordination and discussion on present day (background) traffic, modeling results and potential intersection configurations, before preparing the report.
 - Development of potential intersection configurations, including striping plans, use of a roundabout and if appropriate traffic signalization.

- Preparation of a written report (draft and final) that will include a summary of findings, discussion of pedestrian and bicycle impacts, general cost and property acquisition impact comparisons of the intersection configuration alternatives, and recommendations.
- Presentation of the study and report to the Village Board of Trustees.

Based on our understanding of the project we have developed the attached “Scope of Work Summary”, with anticipated Schedule and Professional Services Fees to complete the traffic study listed below and on page 3.

PROJECT MANAGER AND KEY PROFESSIONALS

Manfred R. Enburg, PE, Principal Transportation Services, will serve as our director/project manager; will be responsible for the overall quality control of the study deliverables and the primary day-to-day contact for our professional services. Sue LeBrun, PE, PTOE, Seth Johnson, PE, PTOE and Michael Gingrich, Level 3-certified Roundabout Designer will be key professionals working with Manfred, brief summary of their qualifications is attached.

SCHEDULE

Based on the proposed Scope of Work, Phase I work would be scheduled for completion within an eight (8) to ten (10) week time frame from the notice-to-proceed. Traffic data collection activities would take place during the April 15th to May 27th time period specified in the RFP, with specific field-data collection days dependent on weather and any special recreational and/or festival events.

Phase II work would be scheduled to be completed within a five (5) to six (6) month timeframe after completion of Phase I. The initial modeling results and possible intersection alternatives would be scheduled for completion within eight (8) weeks of the start of Phase II, and a draft report submitted before the end of eight (8) weeks after review of the modeling results and possible intersection alternatives.

The completion of the final report would be dependent on the time needed by Town & Country Engineering and Village staff to review and return comments on the draft report. Estimating that the review would take two (2) weeks, the final report would be returned for circulation by the end of the fifth (5th) month, with the presentation to the Village Trustees made in the sixth (6th) month of Phase II, (presentation date dependent on Board of Trustees meeting schedule).

FEES

Compensation for our services as detailed in the Scope of Work shall be on an hourly basis in accordance with the rates specified in the Estimated Cost Exhibit, on a “Total Not-To-Exceed” basis, with the not-to-exceed amount to include any Reimbursable Expenses and equal to:

- Phase I – “Existing Conditions and Data Collection” = \$13,065.00
- Phase II – “Design Alternatives Development and Analysis” = \$42,035.00
- Total CTH “P” Traffic Study Services, Not-To-Exceed Amount = \$55,100.00

TranSmart will endeavor to complete the Scope of Work for less than the total authorized (not-to-exceed) amount. TranSmart will not exceed the authorized amount and will notify Town & Country Engineering of any out of scope (extra work) items prior to starting the extra-work. Town & Country may authorize an appropriate increase to the initial or any subsequent authorized amount. If Town & Country chooses not to increase the initial or current authorized amount, TranSmart will be entitled to cease services upon reaching the maximum authorized amount without further obligation.

NUMBER OF HOURS TO COMPLETE STUDY

Attached is a detailed matrix showing “Staff Hours and Direct Labor Costs” by personnel, major work task and sub-tasks to complete the CTH “P” Traffic Study. The table below summarizes the estimated hours by personnel, total direct labor, overhead costs, fixed fee and direct expenses for the CTH P Traffic Study

<i>Study Personnel</i>	<i>Estimated # of Hours</i>
Project Manager	36
Geometrics/Roundabout Specialist	34
Professional Traffic Operations Engineer	192
Staff Engineer	232
Technician	124
Number of Direct Labor Hours	618
Total Direct Labor Costs + Overhead	\$50,496.73
Average Billing Rate Per Hour	\$81.71
Fixed Fee @ 8.0% of Direct Labor + Overhead	\$4,006.27
Direct / Reimbursable Expenses	\$597.00
TOTAL STUDY COST	\$55,100.00

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to the above fees. They include all normal expenses incurred by TranSmart for the benefit of the project including, but not limited to out-of-town travel (if any and if authorized), mileage, long-distance telephone calls, messenger service, printing, etc. These expenses shall be at their respective direct-costs to TranSmart.

ADDITIONAL SERVICES

Services you may request such as surveys, additional drawings or renderings, any engineering or special consultants, or other special services not specifically included in the attached Scope of Work shall be invoiced at the current hourly rates, or 1.10 times the direct-costs consultant's charges to TranSmart. Hourly rates will be per TranSmart's Hourly Rate Sheet at the time the services are provided. Additional services will be invoiced performed only upon your written authorization.

INVOICING

Billings will be on a monthly (30-day) interval. Payment is due and payable upon invoice receipt. Interest of 1.0% per month will be due on the unpaid balance beginning 30-days after invoice date. Town & Country agrees to reimburse TranSmart for all costs of collection including attorney fees, costs and expenses.

USE OF SUPPLIED INFORMATION

Town and Country agrees to provide and/or obtain all required permits, or licenses, including copyright license, to allow TranSmart to reproduce, use and incorporate all Town & Country and/or Village of Cross Plains supplied project-related drawings or other information and agrees to defend, and hold TranSmart and their consultants harmless for or against and claims arising out of or relating to TranSmart's project-related reproduction, use or incorporation of such information.

OTHER TERMS AND CONDITIONS

The Proposal and Agreement shall be subject to and enforced under the laws of the State of Wisconsin.

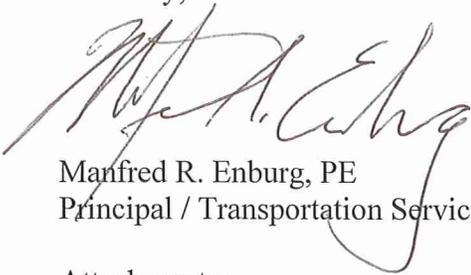
With your signature below you are indicating your acceptance of the understandings terms and conditions of the Proposal and Agreement. This Proposal and Agreement may be terminated by either party upon (7) day written notice should either party fail to perform substantial in accordance with its terms. Failure of Town & Country to make payments to TranSmart within 45 days of invoice date shall be considered substantial non-performance and cause for suspension or termination of TranSmart's services. If you instruct us to begin or allow us to continue, performing or providing project services prior to returning a signed copy of the Proposal and Agreement it will be understood all of its terms, and the attached or reference exhibits are acceptable and all parties will be bound by the terms of this Proposal and Agreement.

If the proposed Scope of Work and the associated fee and schedule appear to be appropriate, please sign two (2) copies and return one (1) copy of the Proposal and Agreement and return for our records and we will begin services.

TranSmart is also available to answer any questions you may have or to discuss modification to our Proposal and Agreement. We would also be available to present our proposal to the Village staff and/or Village Board of Trustees.

Thank you for the opportunity to be of assistance. We look forward to helping you in the completion of the CTH "P" project and please do not hesitate to contact me if you should have any questions. I can be reached at (608) 268-3924 (direct office phone); (608) 279-2168 (mobile phone) or menburg@transmartinc.com.

Sincerely;



Manfred R. Enburg, PE
Principal / Transportation Services

Attachments;
"Project Manager and Key Professionals",
"Scope of Work Summary",
"Summary of Hours and Direct Labor Costs"

ACCEPTED BY:

Town & Country Engineering, Inc

Warren O. Myers, PE – Senior Project Manager / Founder
(608) 273-3350 (office)
warren@tcengineers.net

Date: _____

**CTH “P” Traffic Study Proposal
For
Town & Country Engineering
Village of Cross Plains, WI**

**Firm Overview, Project Manager and
Key Staff**

FIRM Overview

TranSmart Technologies Inc. is a professional services firm founded in 1996 by Dr. Connie Li, with a focus in transportation-traffic engineering, intelligent transportation systems and the application of technology solutions. We are comprised of over 40 knowledgeable and creative professionals skilled in transportation planning, traffic engineering, traffic operational analysis/impact studies and intelligent transportation systems.

Our engineers and technicians are well qualified and experienced in the use of a broad range of transportation software applications as well as sketch planning techniques, GIS software, traffic analysis/simulation/modeling software and Computer-Aided Design (CAD).

We are a knowledgeable and performance-driven group of Engineers, Planners and Specialists (Surveyors, Geographic Information System (GIS) /CAD professionals, and Public Involvement - Community Impact practitioners) who are focused on providing cost-effective traffic and transportation consulting services through inter-related service groups. They are:

- Transportation Planning & Design
- Geographical Information Systems & Environmental Documentation
- Computer Aided Design (GIS/CAD) Systems
- Traffic Engineering
- Surveys, Mapping & Plats
- Intelligent Transportation

Proposed Project Manager for CTH P Traffic Study

KEY STAFF	POSITION/ PROJECT ROLE	YEARS EXPERIENCE	EDUCATION	REGISTRATION (PE, RLS, etc.)
Manfred Enburg <i>TranSmart Technologies, Inc.</i>	Principal-in-Charge / Project Manager	35+	BS, Civil Engineering	PE
<p>Manfred has over 35 years of “hands-on” engineering experience in a wide variety of transportation planning and traffic operational analysis/impact studies. His professional experience includes extensive travel/traffic data collection and analysis, origin-destination studies, travel speed and saturation flow studies, traffic counts and vehicle classification studies, travel demand forecasting, traffic operational analysis, the implementation of GIS for the cataloguing, analysis and summary of comprehensive and robust transportation-traffic data sets, as well as experience in using advanced and innovative data collection techniques and equipment (digital video, license plate recognition software, blue-tooth/BlueTOAD, radar detection, web-based travel surveys, and aerial photography). He has lead comprehensive data collection and travel-traffic analysis initiatives on a complete list of surface transportation facilities and systems, including interstate highways, freeways, expressways and toll-ways, urban arterials, collector streets and local roadways. He also has experience with park-and-ride, transit, multi-modal/pedestrian facilities, oversize-overweight permitting, and commuter rail projects. Manfred has successfully lead and completed several of Wisconsin’s “Major” (TPC) projects and a number of complex Transportation Corridor Studies (those of a sensitive and high profile nature) which required extensive traffic data collection programs, in-depth knowledge of travel data collection and analysis best practices, productive public-political involvement, identification and consideration of multiple environmental constraints, and presentation of complex technical data, which garnered stakeholder’s confidence.</p>				

Key Staff / Professional for CTH “P” Traffic Study

KEY STAFF	POSITION/ PROJECT ROLE	YEARS EXPERIENCE	EDUCATION	REGISTRATION (PE, RLS, etc.)
Michael A. Gingrich Sr. <i>TranSmart Technologies, Inc.</i>	Alternative Intersections, Level 3 – WisDOT Roundabout Designer	18	Architectural Design	

Mr. Gingrich is one of only nine Level 3 WisDOT Certified Roundabout Designers. He has more than 18 years of experience in traffic and transportation study and design. His related work includes over 90 roundabout projects and he has served on the ITE National Roundabout Task Force. Michael has designed over 250 traffic signal and intersection geometric improvement projects and has been a guest speaker at numerous seminars and conferences. He has made presentations at the 2008, 2011, and 2014 TRB National Roundabout Conference and taught / US and Canadian roundabout training seminars for Northwestern University and University of Wisconsin-Madison. Over the past decade, Mr. Gingrich has advocated and provided expert instruction on the benefits and application of alternative intersection control to meet capacity needs of intersections within a roadway network. He also recognizes that all types of intersection control have advantages and disadvantages, depending on travel patterns, turning movements, cost, and site constraints. Mr. Gingrich can provide analysis and recommendations for all forms of alternative intersections / interchanges as well as standard signalized intersections / interchanges. Michael applies a comprehensive methodology and understanding of different intersection control types, offering a balance of safety and capacity while meeting the needs of motorists, pedestrians, bicyclists, transit users, and individuals with disabilities. Other areas of expertise and published works include microsimulation modeling for corridors and complex network systems. Microsimulation can be a valuable tool for analysis as well as for demonstrations at public information meetings. He will use his extensive experience to help select and design the best intersection control type and layout for this project.

KEY STAFF	POSITION/ PROJECT ROLE	YEARS EXPERIENCE	EDUCATION	REGISTRATION (PE, RLS, etc.)
Seth Johnson <i>TranSmart Technologies, Inc.</i>	Senior Traffic Engineer;	16	BS, Civil Engineering	PE, PTOE

Seth has substantial experience in the day-to-day management and scheduling of field technicians, traffic data processing/reporting, and quality control of a wide range of traffic data collection projects within Wisconsin. His experience includes comprehensive vehicle classification studies on the Madison and Milwaukee-area freeway systems, comprehensive license plate (O-D) surveys, traffic data collection effort to investigate overnight and daytime parking usage by passenger vehicles and heavy trucks at various facilities along the I-90 corridor, numerous 12-hour intersection turning movement counts throughout the state of Wisconsin. Seth has led numerous intersection turning movement, freight movement, and traffic classification studies in Wisconsin. He is experienced and skilled at conducting traffic movement/count studies at roundabouts, performing speed and travel delay studies, signal timing and saturation flow studies at intersections, and collecting origin-destination data (postcard and license plate matching) and organizing/leading large scale 48 hour traffic and classification (pneumatic tube) count activities. In addition to data collection, Seth's experience includes project management and/or engineering lead in the areas of traffic engineering and Intelligent Transportation Systems (ITS), providing engineering support for traffic operations control rooms, the training of other professionals in use of a variety of traffic analysis software, including Highway Capacity Software (HCS) and Synchro / SimTraffic.

**CTH “P” Traffic Study Proposal
For
Town & Country Engineering
Village of Cross Plains, WI**

Scope of Work Summary

Phase I- Document Existing Traffic Conditions and Collect Traffic Data:

TranSmart will collect the following data:

- a. From Dane County, Town & Country Engineering and/or Village (if available)
 - As built plans for CTH “P”, Brewery Road, South and North Military Road, Valley Street, Thinnes and Airport Road within the study area.
 - Historic traffic counts for CTH “P”, Brewery Road, South and North Military Road, Valley Street, Thinnes and Airport Road within the study area.
- b. From the Town & Country and/or Village of Cross Plains
 - Proposed site plan showing lot layout, new buildings (if known), site circulation, parking and site access hard copy or in electronic format if available.
 - Collect, evaluate and summarize proposed site development plans and reports (traffic etc.), Village’s Comprehensive Plan and other pertinent materials.
- c. Evaluate existing conditions and summarize in graphical format on available aerial (County and/or Bing Maps) for use in Charrette and Traffic Report, (aerial base/graphics to serve as base for conceptual layouts).
- d. Hold a Kick-off Meeting(s) with Town & Country Engineering, Village Staff and others (Consultant/Advisors, etc., that TCE/Village feel should be present) to discuss the existing and future “Traffic Network” within; (the perceived challenges, thoughts on possible revisions to accommodate the Villages growth (Comprehensive Plan), and staging/construction access for building the future developments.
- e. TranSmart field crews will collect one week of data regarding traffic volumes and turning movements in the period between April 15 and May 27 for peak morning, afternoon and evening hours. Counts shall not occur during holiday or when the Glacier Creek Middle

School is not in session, nor during a period of inclement weather.

- Counts shall be taken in all of the following locations
 1. All legs of the Brewery Road/South Military Road intersection
 2. All legs of the Valley Street intersection
 3. All Legs of the North Military Road/Baer Street intersection
 4. All legs of the Thinnes Street (St. Francis School) intersection
 5. All legs of the Airport Road intersection
 6. The north entrance of CTH "P" into the Village of Cross Plains

Phase II – "Design Alternatives Development and Analysis"

TranSmart will develop a traffic operations model to evaluate queuing and level of service calibrated against the observed data for the Brewery Road/South Military Road and North Military Road/Baer Street intersections. In addition TranSmart will apply the model with anticipated (forecast) traffic from three new developments, (Sundance Development, Veridian Development, Plastic Ingenuity Property) and a 30% increase in the population at Glacier Creel Middle School. Subtasks will include:

a) Site Traffic Generation

- TranSmart will estimate the number of daily, weekday AM peak hour and weekday PM peak hour trips that will be generated by the proposed site development. The trip generation will be developed using trip generation rates from the ITE Trip Generation Manual, 9th Edition and data provided by the developer. Subtask for the trip generation will include:

b) Trip Distribution:

- The approach directional distribution for the site expansion generated trips will be determined based on existing traffic patterns, input from the Town & Country Engineering and the Villages Comprehensive, as well as Transportation Plans.

c) Trip Assignment and Forecasts:

- The estimated trips associated with the proposed development will be assigned to the appropriate intersections and added to the existing traffic counts and non-development background traffic to determine the post development traffic volumes. Non development site background traffic will be determined based on historic traffic data from the area and included for the future year traffic forecasts.

d) Traffic Operational Analysis:

- A weekday AM and PM peak hour peak hour traffic operations analysis will be conducted at the impacted key intersections (Brewery Road/South Military Road and North Military Road/Baer Street). The purpose of the analysis will be to determine whether traffic at the intersections will experience any additional delay or safety impacts as a result of the proposed development. Based on the results of the traffic analysis mitigation measures will be recommended and analyzed to show potential improvement to the roadway system.

With the results of the initial Traffic Operation Analysis TranSmart will develop potential intersection configurations, including striping plans, use of a roundabout and if appropriate, traffic signalization at the Brewery Road/South Military Road and North Military Road/Baer Street intersections.

TranSmart will meet with Town and Country Engineering and Village Staff to discuss the results of the traffic counts, the modeling and the potential intersection configurations before preparing the Traffic Study Report.

After meeting with Town & Country and the Village staff TranSmart will prepare a Traffic Study Report documenting the methodologies and analysis from the above tasks including any recommendations for changes to the site circulation, site access and/or roadway improvements. TranSmart will submit a draft report to Town & Country Engineering for discussion and circulation the Village staff review. TranSmart will then prepare a final report to incorporate any comments received from Town & Country and the Village and with Town & Country Engineering present the report to the Village Board of Trustees.

Following this written Scope of Work Summary a detailed matrix of Major Tasks, subtasks with hours and direct labor cost is supplied for further detail.

TranSmart Technologies, Inc.
 Proposal for Sub-contract with Town & Country Engineering
 CTH P Traffic Study
 (Brewery Road/South Military Road to North entrance of CTH P into the Village)
 Village of Cross Plains, WI

Staff Hours and Direct Labor Costs

Classification		Project Manager / Principal Engineer		Senior Specialist		Traffic Engineer		Staff Engineer / Planner / Senior Technician		Data Technician		Total Direct Labor	
Average Hourly Wage		\$65.42		\$46.51		\$39.23		\$27.00		\$15.70			
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
TASK 1.0 COMPILE EXISTING CONDITIONS MAP (Aerial base with informational graphics for exhibits and traffic simulation mode)													
Evaluate existing conditions and summarize in graphical format on available aerial (County and/or Bing Maps) for use in Charrette and Traffic Report, (aerial base/graphics to serve as base for conceptual layouts in Task 6 below)	682	0	\$0.00	0	\$0.00	0	\$0.00	8	\$216.00	0	\$0.00	8	\$216.00
SUBTOTAL		0	\$0.00	0	\$0.00	0	\$0.00	8	\$216.00	0	\$0.00	8	\$216.00
TASK 2.0 REVIEW AND SUMMARIZE EXISTING TRAFFIC REPORTS, COMPREHENSIVE PLAN AND OTHER BACKGROUND MATERIALS													
Collect, evaluate and summarize proposed site development plans and reports (traffic etc.), Village's Comprehensive Plan and other pertinent materials.	322	0	\$0.00	4	\$186.04	4	\$156.92	0	\$0.00	0	\$0.00	8	\$342.96
SUBTOTAL		0	\$0.00	4	\$186.04	4	\$156.92	0	\$0.00	0	\$0.00	8	\$342.96
TASK 3.0 TRAFFIC NETWORK DISCUSSIONS/CHARRETTE WITH VILLAGE DEPARTMENTS/PROFESSIONALS													
Kick-off Meeting(s) with Town & Country Engineering, Village Staff and others (Consultant/Advisors, etc., that TCE/Village feel should be present)	743	8	\$523.36	0	\$0.00	8	\$313.84	0	\$0.00	0	\$0.00	16	\$837.20
SUBTOTAL		8	\$523.36	0	\$0.00	8	\$313.84	0	\$0.00	0	\$0.00	16	\$837.20
TASK 4.0 TRAFFIC DATA COLLECTION (Volumes, Classification and Turning Movement)													
Collect Weekday Traffic Volume Counts (Monday through Friday) On All Intersection Legs of CTH P with a) Brewery Rd/South Military Rd; b) Valley St; c) North Military Rd/Baer St; d) Thinnes St; e) Airport Rd and north entrance of CTH P into the Village, (includes travel to/from/between sites and equipment installation/removal)	325	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	24	\$376.80	24	\$376.80
Video Peak Hour Intersection Turning Movements (Monday through Friday) At Each of the Intersections Itemized Above and Recommend (Existing Condition/Present Day) Morning, Afternoon and Evening Peak Hour Turning Movement Data for Traffic Operational Analysis / Phase II, (includes travel to/from/between sites and equipment installation/removal)		0	\$0.00	0	\$0.00	2	\$78.46	4	\$108.00	20	\$314.00	26	\$500.46
Equipment Prep, Data Downloading/Processing (15 counters and 6 video recording/counter units)		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	20	\$314.00	20	\$314.00
Data Tabulation and Documentation of Existing/Present Day Traffic Conditions (Vehicles, Bicycles and Pedestrians); (Electronic copy and 6 hard copies copies to be delivered to Village)		0	\$0.00	0	\$0.00	12	\$470.76	18	\$486.00	60	\$942.00	90	\$1,898.76
SUBTOTAL		0	\$0.00	0	\$0.00	14	\$549.22	22	\$594.00	124	\$1,946.80	160	\$3,090.02
TASK 5.0 TRAFFIC OPERATIONAL ANALYSIS													
Evaluate project and 2 intersections for inclusion/operations for pedestrians and bicyclists (on CTH P - Brewery to Springfield Rd.) Exist Cond. & Full Buildout with and without improvements (includes field visit)	741	0	\$0.00	0	\$0.00	10	\$392.30	12	\$324.00	0	\$0.00	22	\$716.30
Complete trip generation/forecasts for ultimate build-out case (Sundance, Buechner and Plastics properties/development and 30% increase in school population at Glacier Middle School)		0	\$0.00	0	\$0.00	32	\$1,255.36	16	\$432.00	0	\$0.00	48	\$1,687.36
Excel Spreadsheet setup, ITE trip generation AM/af/PM Exist. Condition/Full Build-out, agree on Full Buildout study horizon year and baseline traffic increase		0	\$0.00	0	\$0.00	4	\$156.92	0	\$0.00	0	\$0.00	4	\$156.92
Trip Distribution of 3 developments and school growth for traffic operational analysis		0	\$0.00	0	\$0.00	16	\$627.68	8	\$216.00	0	\$0.00	24	\$843.68
Existing Conditions at 2 intersections AM/af/PM w Synchro, calibrate against observed conditions (field visit combined w ped/bike visit)		0	\$0.00	0	\$0.00	8	\$313.84	20	\$540.00	0	\$0.00	28	\$853.84
Future No-Build at 2 intersections AM/af/PM w Synchro		0	\$0.00	0	\$0.00	4	\$156.92	8	\$216.00	0	\$0.00	12	\$372.92
Full Buildout scenario at 2 intersections AM/af/PM w Synchro		0	\$0.00	0	\$0.00	4	\$156.92	8	\$216.00	0	\$0.00	12	\$372.92
Formulate Recommendations for improvement, re-run Synchro with improvements		0	\$0.00	0	\$0.00	8	\$313.84	16	\$432.00	0	\$0.00	24	\$745.84
Conduct Signal Warrant Screening at two (2) intersections with CTH P; (Brewery Rd/South Military Rd and North Military Rd/Baer St) for Existing Cond. & Full Buildout		0	\$0.00	0	\$0.00	2	\$78.46	8	\$216.00	0	\$0.00	10	\$294.46
Conduct Roundabout Evaluation/Capacity Analysis at CTH P with Brewery Rd/South Military Rd		0	\$0.00	4	\$186.04	6	\$235.38	0	\$0.00	0	\$0.00	10	\$421.42
Prepare 11x17 Exhibits and Appendices for Traffic Report		0	\$0.00	0	\$0.00	16	\$627.68	16	\$432.00	0	\$0.00	32	\$1,059.68
Summarize Traffic Operations Analyses for inclusion in Traffic Report		0	\$0.00	0	\$0.00	16	\$627.68	12	\$324.00	0	\$0.00	28	\$951.68
Meet with Town & Country Engineering and Village Staff to discuss results of traffic operational analysis, traffic modelling evaluation and potential intersection configurations		4	\$261.68	0	\$0.00	4	\$156.92	0	\$0.00	0	\$0.00	8	\$418.60
SUBTOTAL		4	\$261.68	4	\$186.04	130	\$5,099.90	124	\$3,348.00	0	\$0.00	262	\$8,895.62
TASK 6.0 SCHEMATIC INTERSECTION DRAWINGS AND IMPACT ESTIMATES													
Review existing as-built plans, survey and existing right-of-way plat for CTH P (plans, survey and plat provided by Village)	748	0	\$0.00	2	\$93.02	0	\$0.00	4	\$108.00	0	\$0.00	6	\$201.02
Develop Schematic Intersection Drawings /Functional Plans to Detail Intersection Geometrics (Horizontal Only) and intersection striping; includes roundabout and traffic signal alternatives) ; (aerial base with Compiled Civil 3D Survey/GIS/As-built & site plan info, as well as control/alignment data)		0	\$0.00	24	\$1,116.24	0	\$0.00	48	\$1,296.00	0	\$0.00	72	\$2,412.24
Summarize Impacts for Each Alternative; (Probable Construction & Real Estate Acquisition Costs, New Right-of-Way, Environmental)		0	\$0.00	0	\$0.00	8	\$313.84	8	\$216.00	0	\$0.00	16	\$529.84
Prepare/Assemble Draft Traffic Study Report and Present to Village Board of Trustees		4	\$261.68	0	\$0.00	20	\$784.60	10	\$270.00	0	\$0.00	34	\$1,316.28
Review/Incorporate Comments, and Assemble Final Traffic Study Report (Electronic copy and 12 hard copies copies to be delivered to Village)		0	\$0.00	0	\$0.00	8	\$313.84	8	\$216.00	0	\$0.00	16	\$529.84
SUBTOTAL		4	\$261.68	26	\$1,209.26	36	\$1,412.28	78	\$2,106.00	0	\$0.00	144	\$4,989.22

TranSmart Technologies, Inc.
 Proposal for Sub-contract with Town & Country Engineering
 CTH P Traffic Study
 (Brewery Road/South Military Road to North entrance of CTH P into the Village)
 Village of Cross Plains, WI

Staff Hours and Direct Labor Costs

Classification		Project Manager / Principal Engineer		Senior Specialist		Traffic Engineer		Staff Engineer / Planner / Senior Technican		Data Technician		Total Direct Labor	
Average Hourly Wage		\$65.42		\$46.51		\$39.23		\$27.00		\$15.70			
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
TASK 7.0 PROJECT MANAGEMENT													
	740												
Deliverable QA/QC		8	\$523.36	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	8	\$523.36
Project Review/Work Status Reporting/Invoicing		6	\$392.52	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$392.52
Staff Coordination		6	\$392.52	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$392.52
SUBTOTAL		20	\$1,308.40	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	20	\$1,308.40
TOTAL:		36.0	\$2,355.12	34.0	\$1,581.34	192.0	\$7,532.16	232.0	\$6,264.00	124.0	\$1,946.80	618.0	\$19,679.42

TranSmart Technologies, Inc.
 Proposal for Sub-contract with Town & Country Engineering
 CTH P Traffic Study
 (Brewery Road/South Military Road to North entrance of CTH P into the Village)
 Village of Cross Plains, WI

Staff Hours and Direct Labor Costs

Classification		Project Manager / Principal Engineer		Senior Specialist		Traffic Engineer		Staff Engineer / Planner / Senior Technican		Data Technician		Total Direct Labor	
Average Hourly Wage		\$65.42		\$46.51		\$39.23		\$27.00		\$15.70			
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
TASK 1.0 COMPILE EXISTING CONDITIONS MAP (Aerial base with informational graphics for exhibits and traffic simulation model)		682											
Evaluate existing conditions and summarize in graphical format on available aerial (County and/or Bing Maps) for use in Charrette and Traffic Report, (aerial base/graphics to serve as base for conceptual layouts in Task 6 below)		0	\$0.00	0	\$0.00	0	\$0.00	8	\$216.00	0	\$0.00	8	\$216.00
SUBTOTAL			0		\$0.00		0		\$0.00		8		\$216.00
TASK 2.0 REVIEW AND SUMMARIZE EXISTING TRAFFIC REPORTS, COMPREHENSIVE PLAN AND OTHER BACKGROUND MATERIALS		322											
Collect, evaluate and summarize proposed site development plans and reports (traffic etc.), Village's Comprehensive Plan and other pertinent materials.		0	\$0.00	4	\$186.04	4	\$156.92	0	\$0.00	0	\$0.00	8	\$342.96
SUBTOTAL			0		\$0.00		\$186.04		\$156.92		\$0.00		\$342.96
TASK 3.0 TRAFFIC NETWORK DISCUSSIONS/CHARRETTE WITH VILLAGE DEPARTMENTS/PROFESSIONALS		743											
Kick-off Meeting(s) with Town & Country Engineering, Village Staff and others (Consultant/Advisors, etc., that TCE/Village feel should be present)		8	\$523.36	0	\$0.00	8	\$313.84	0	\$0.00	0	\$0.00	16	\$837.20
SUBTOTAL			8		\$523.36		\$0.00		\$313.84		\$0.00		\$837.20
TASK 4.0 TRAFFIC DATA COLLECTION (Volumes, Classification and Turning Movement)		325											
Collect Weekday Traffic Volume Counts (Monday through Friday) On All Intersection Legs of CTH P with a) Brewery Rd/South Military Rd; b) Valley St; c) North Military Rd/Baer St; d) Thinnes St; e) Airport Rd and north entrance of CTH P into the Village, (includes travel to/from/between sites and equipment installation/removal)		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	24	\$376.80	24	\$376.80
Video Peak Hour Intersection Turning Movements (Monday through Friday) At Each of the Intersections Itemized Above and Recommend (Existing Condition/Present Day) Morning, Afternoon and Evening Peak Hour Turning Movement Data for Traffic Operational Analysis / Phase II, (includes travel to/from/between sites and equipment installation/removal)		0	\$0.00	0	\$0.00	2	\$78.46	4	\$108.00	20	\$314.00	26	\$500.46
Equipment Prep, Data Downloading/Processing (15 counters and 6 video recording/counter units)		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	20	\$314.00	20	\$314.00
Data Tabulation and Documentation of Existing/Present Day Traffic Conditions (Vehicles, Bicycles and Pedestrians); (Electronic copy and 6 hard copies to be delivered to Village)		0	\$0.00	0	\$0.00	12	\$470.76	18	\$486.00	60	\$942.00	90	\$1,898.76
SUBTOTAL			0		\$0.00		\$0.00		\$549.22		\$594.00		\$1,946.80
TASK 5.0 TRAFFIC OPERATIONAL ANALYSIS		741											
Evaluate project and 2 intersections for inclusion/operations for pedestrians and bicyclists (on CTH P - Brewery to Springfield Rd.) Exist Cond. & Full Buildout with and without improvements (includes field visit)		0	\$0.00	0	\$0.00	10	\$392.30	12	\$324.00	0	\$0.00	22	\$716.30
Complete trip generation/forecasts for ultimate build-out case (Sundance, Buechner and Plastics properties/development and 30% increase in school population at Glacier Middle School)		0	\$0.00	0	\$0.00	32	\$1,255.36	16	\$432.00	0	\$0.00	48	\$1,687.36
Excel Spreadsheet setup, ITE trip generation AM/aft/PM Exist. Condition/Full Build-out, agree on Full Buildout study horizon year and baseline traffic increase		0	\$0.00	0	\$0.00	4	\$156.92	0	\$0.00	0	\$0.00	4	\$156.92
Trip Distribution of 3 developments and school growth for traffic operational analysis		0	\$0.00	0	\$0.00	16	\$627.68	8	\$216.00	0	\$0.00	24	\$843.68
Existing Conditions at 2 intersections AM/aft/PM w Synchro, calibrate against observed conditions (field visit combined w ped/bike visit)		0	\$0.00	0	\$0.00	8	\$313.84	20	\$540.00	0	\$0.00	28	\$853.84
Future No-Build at 2 intersections AM/aft/PM w Synchro		0	\$0.00	0	\$0.00	4	\$156.92	8	\$216.00	0	\$0.00	12	\$372.92
Full Buildout scenario at 2 intersections AM/aft/PM w Synchro		0	\$0.00	0	\$0.00	4	\$156.92	8	\$216.00	0	\$0.00	12	\$372.92
Formulate Recommendations for improvement, re-run Synchro with improvements		0	\$0.00	0	\$0.00	8	\$313.84	16	\$432.00	0	\$0.00	24	\$745.84
Conduct Signal Warrant Screening at two (2) intersections with CTH P; (Brewery Rd/South Military Rd and North Military Rd/Baer St) for Existing Cond. & Full Buildout		0	\$0.00	0	\$0.00	2	\$78.46	8	\$216.00	0	\$0.00	10	\$294.46
Conduct Roundabout Evaluation/Capacity Analysis at CTH P with Brewery Rd/South Military Rd		0	\$0.00	4	\$186.04	6	\$235.38	0	\$0.00	0	\$0.00	10	\$421.42
Prepare 11x17 Exhibits and Appendices for Traffic Report		0	\$0.00	0	\$0.00	16	\$627.68	16	\$432.00	0	\$0.00	32	\$1,059.68
Summarize Traffic Operations Analyses for inclusion in Traffic Report		0	\$0.00	0	\$0.00	16	\$627.68	12	\$324.00	0	\$0.00	28	\$951.68
Meet with Town & Country Engineering and Village Staff to discuss results of traffic operational analysis, traffic modelling evaluation and potential intersection configurations		4	\$261.68	0	\$0.00	4	\$156.92	0	\$0.00	0	\$0.00	8	\$418.60
SUBTOTAL			4		\$261.68		\$186.04		\$5,099.90		\$3,348.00		\$8,895.62

TranSmart Technologies, Inc.
 Proposal for Sub-contract with Town & Country Engineering
 CTH P Traffic Study
 (Brewery Road/South Military Road to North entrance of CTH P into the Village)
 Village of Cross Plains, WI

Staff Hours and Direct Labor Costs

Classification		Project Manager / Principal Engineer		Senior Specialist		Traffic Engineer		Staff Engineer / Planner / Senior Technican		Data Technician		Total Direct Labor	
Average Hourly Wage		\$65.42		\$46.51		\$39.23		\$27.00		\$15.70			
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
TASK 6.0 SCHEMATIC INTERSECTION DRAWINGS AND IMPACT ESTIMATES		748											
Review existing as-built plans, survey and existing right-of-way plat for CTH P (plans, survey and plat provided by Village)		0	\$0.00	2	\$93.02	0	\$0.00	4	\$108.00	0	\$0.00	6	\$201.02
Develop Schematic Intersection Drawings / Functional Plans to Detail Intersection Geometrics (Horizontal Only) and intersection striping; includes roundabout and traffic signal alternatives) ; (aerial base with Compiled Civil 3D Survey/GIS/As-built & site plan info, as well as control/alignment data)		0	\$0.00	24	\$1,116.24	0	\$0.00	48	\$1,296.00	0	\$0.00	72	\$2,412.24
Summarize Impacts for Each Alternative; (Probable Construction & Real Estate Acquisition Costs, New Right-of-Way, Environmental)		0	\$0.00	0	\$0.00	8	\$313.84	8	\$216.00	0	\$0.00	16	\$529.84
Prepare/Assemble Draft Traffic Study Report and Present to Village Board of Trustees		4	\$261.68	0	\$0.00	20	\$784.60	10	\$270.00	0	\$0.00	34	\$1,316.28
Review/Incorporate Comments, and Assemble Final Traffic Study Report (Electronic copy and 12 hard copies copies to be delivered to Village)		0	\$0.00	0	\$0.00	8	\$313.84	8	\$216.00	0	\$0.00	16	\$529.84
SUBTOTAL		4	\$261.68	26	\$1,209.26	36	\$1,412.28	78	\$2,106.00	0	\$0.00	144	\$4,989.22
TASK 7.0 PROJECT MANAGEMENT		740											
Deliverable QA/QC		8	\$523.36	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	8	\$523.36
Project Review/Work Status Reporting/Invoicing		6	\$392.52	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$392.52
Staff Coordination		6	\$392.52	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$392.52
SUBTOTAL		20	\$1,308.40	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	20	\$1,308.40
TOTAL:				36.0	\$2,355.12	34.0	\$1,581.34	192.0	\$7,532.16	232.0	\$6,264.00	124.0	\$1,946.80
												618.0	\$19,679.42

Tom Malone
3015 Acker Street
Cross Plains, WI 53528
2/12/2016

Matt Schuenke
Village Administrator – Clerk/Treasurer
Village of Cross Plains

Matt:

The purpose of this letter is to resign my position as Assistant Village Administrator as of March 3rd, 2016.

Working for the Village of Cross Plains has been a positive experience, and I am grateful for all of the opportunities I have had. I was able to gain valuable skills and enjoyed working with you and the other employees of the Village. The position helped get my career back on track, and I will always be grateful for that.

I am excited about my new position and opportunity, and this letter should act as notice of my intent to resign.

I will update the accounting manual documents and place them in the shared drive, to provide a guide to my job responsibilities. I would like to offer to provide additional support as is needed once I have vacated the position, and can make myself available on a weekend to ensure that tasks continue to be completed. Otherwise I will make sure to forward my new contact information once it is available.

Sincerely,



Tom Malone

VILLAGE OF CROSS PLAINS

Position Description



Department:	Administration		
Job Title:	<i>Finance Director/Village Treasurer</i>		
Reports to:	Village Administrator/Clerk	Supervises	1 FTE, 1 PTE

Status:	At Will	Position Type:	Full-time	Hours:	40 / week	FLSA:	Exempt
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GENERAL DESCRIPTION

This is a highly responsible, municipal accounting position. Considerable independence performing a variety of accounting, financial management and budgetary tasks in maintaining the fiscal records and systems of the Village.

ESSENTIAL JOB FUNCTIONS

The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Provides high level expertise in the analysis of accounting, financial and budgetary issues.
- Oversees the maintenance of financial records and books in accordance with State and Village accounting systems for all Village accounts/funds including the reporting of sales tax, unemployment compensation, reconciliation of bank statements, allocation of receipts and disbursements to appropriate accounts, etc.
- Prepares, examines, and analyzes complex financial statements, records, and reports for completeness and conformance with generally acceptable accounting principles and standards.
- Performs complex and varied professional accounting functions with a high degree of independence.
- Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Coordinates the preparation of monthly, quarterly and annual financial statements and special financial reports as assigned.
- Manages and coordinates the annual audit process providing assistance to independent auditors.
- Operates computers programmed with accounting software to record, store, and analyze information.
- Communicates (both in verbal and written form) with elected and appointed officials expediting answers to their financial and budget related questions by providing direct accounting and budgetary support.
- Assists with the preparation of the annual budget and with budget development.
- Coordinates annual borrowing as authorized and manages prompt payment of all debt service.
- Prepares reports pertaining to employees' payroll, benefits, insurance and retirement plans; generates 1099s and W-2s.
- Answers telephone, provides customer service support, and miscellaneous clerical duties as secondary point of contact within the Village Hall.
- Responsible for the supervision of the Deputy Clerk/Treasurer (FTE) & Administrative Assistant (PTE).
- Performs duties as set forth in 61.26 of the Wisconsin Statutes as they pertain to Treasurer including the responsibility for property tax collection.
- Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Knowledge of Generally Accepted Accounting Principles (GAAP); accounting theory and practices.
- Knowledge of local government financial management including bookkeeping, accounting, and record keeping principles.
- Knowledge of arithmetic, statistics, and their applications.
- Knowledge of financial management and other software programs; fluency with Microsoft Office products including Word and Excel.
- Skill in interpersonal relations.
- Organization skills and ability to prioritize workload.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish effective working relationships with the Village Board, Department Heads, employees, Village residents and the general public.
- Ability to exercise independent judgment, analyze problems and recommend solutions.
- Ability to analyze data and prepare clear and accurate presentations, reports and informational materials.
- Customer Service orientation.
- Honesty, integrity, and attention to detail.

EDUCATION AND TRAINING

Graduation from an accredited four year college or university with a Bachelor's Degree in Finance, Accounting, Public Administration, Business Administration, or a related field, plus three years of experience in municipal government, including experience in accounting, utility billing, payroll and benefits with related computer skills.

SPECIAL NECESSARY REQUIREMENTS: Ability to pass a criminal and financial background check.

PREFERRED: Certified Public Accountant (CPA)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is primarily performed Monday-Friday from 7:30 am to 4:00 pm unless otherwise specified by Village Administrator/Clerk which may include possible attendance at Village meetings, external training, or other job related responsibilities that take place outside of the primary hours of operation.
- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms.
- The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl, and smell.
- The employee must frequently lift or move up to 20 pounds, and occasionally lift and/or move up to 50 pounds.

The Job Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village of Cross Plains retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description. The Village of Cross Plains is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.

I, _____, acknowledge that I have received a copy of the Job Description for the position of Finance Director/Village Treasurer with the Village of Cross Plains having read and understand its contents.

Dated this ____ of _____, _____.

Employee

Supervisor

Created: February 22, 2016

Amended: None

Finance Director/Village Treasurer

Village of Cross Plains

The Village of Cross Plains (3,700) located in western Dane County, is accepting applications for the position of Finance Director/Village Treasurer. This newly created position will hold high level responsibility managing the overall financial condition of the organization. Key responsibilities include maintaining all financial accounts/records, performing complex professional accounting functions, timely financial reporting, managing annual audit process, developing annual budget, overseeing debt service, maintaining payroll/benefit records, and coordinating annual tax collection process.

Desired qualifications include a Bachelor's Degree in accounting, finance, public administration, business administration, or related field with a minimum of three years of responsible accounting experience. Certified Public Accountant (CPA) preferred. Any equivalent combination of training, education, and experienced may be considered which provides the required knowledge, skills, and abilities.

Salary range is set at \$55,000 to \$65,000 depending on qualifications with a competitive fringe benefit package for full-time employment. Please submit a cover letter, resume, and employment application to Village of Cross Plains, Attn: Village Administrator, PO Box 97, Cross Plains, WI 53528 by 4:00 pm on Friday, March 25, 2016. The job description and employment application is available on the Village website at www.cross-plains.wi.us. Please contact Matt Schuenke at (608) 798-3241 x 105 or matt@cross-plains.wi.us with any questions. The Village of Cross Plains is an equal opportunity employer.

2016 Pay Grades and Ranges

	Pay Current	Pay Range Minimum Maximum	
Grade 10		<i>60,349</i>	<i>87,506</i>
Village Administrator/Clerk-Treasurer	78,998		
Grade 9		<i>57,475</i>	<i>83,339</i>
Chief of Police	71,802		
Director of Public Facilities	70,533		
Grade 8		<i>45,458</i>	<i>65,913</i>
Lieutenant/Detective	56,843		
Library Director	61,214		
Director of Parks/Recreation	53,206		
Assistant Village Admin/Finance Dir.	58,074		
Grade 7		<i>39,344</i>	<i>55,082</i>
Wastewater Treatment Plant Op.	44,595		
Grade 6		<i>37,471</i>	<i>52,459</i>
Public Facilities I-Lead Worker	41,558		
Grade 5		<i>35,687</i>	<i>49,961</i>
Public Facilities II	37,690		
Grade 4		<i>33,988</i>	<i>47,582</i>
No Current Positions	0		
Grade 3		<i>32,369</i>	<i>45,316</i>
Police/Court Clerk	39,000		
Assistant Library Director	39,978		
Grade 2		<i>30,723</i>	<i>43,012</i>
Children's Librarian	33,634		
Recreation Coordinator	33,446		
Deputy Clerk-Treasurer	39,458		
Grade 1		<i>29,260</i>	<i>40,964</i>
No Current Positions	0		
2015 Base Wage Increase	2.00%		
2016 Base Wage Increase	2.50%		

The Pay Grades and ranges were first set in the 2014 Compensation and Classification Study (attached). Since that time the Village Board has authorized two additional base pay increases in 2015 and 2016. Base pay increases also effect the range raising the minimum and maximum thresholds based on the percentages authorized.

Matt Schuenke

From: Jay & Gina Lengfeld <lengfeld@tds.net>
Sent: Monday, February 15, 2016 6:33 PM
To: Matt Schuenke
Subject: Fwd: 2016 EMS Banquet
Attachments: 20160215113506.pdf

FYI

From: "Tim Hillebrand" <timh@crossplainsems.com>
To: laufy6988@gmail.com, "Jay Lengfeld (lengfeld@tds.net)" <lengfeld@tds.net>, "Mike Statz (michaelstatz@ymail.com)" <michaelstatz@ymail.com>, "TCP Clerk (tcpclerk@tds.net)" <tcpclerk@tds.net>
Sent: Monday, February 15, 2016 1:56:41 PM
Subject: 2016 EMS Banquet

Attached are select pages from the Dane County EMS Banquet which was held on Saturday, February 13, 2016 at the EPIC Campus in Verona. Cross Plains EMS member Robert "Bob" Schwartz was recognized for 25 years of service. Cross Plains Area EMS was also recognized for have two (2) out of hospital cardiac arrest survivors in 2015. Both survivors and their families were present for the event. These two survivors are back in our community and back to work. Please take time to recognize these accomplishments of volunteers of the Cross Plains EMS with your local boards.

Thank You

J. Timothy Hillebrand
Chief of EMS
Cross Plains Area EMS
P.O. Box 152
Cross Plains WI 53528
chief@crossplainsems.com
608-798-2720 - Office
608-444-4825 - Cell

Sponsored By the
Dane County EMS Association
along with Dane County EMS



Dane County EMS Recognition Banquet

Beverages and Appetizers (4:00 p.m. to 5:00 p.m.)

Master of Ceremonies

Scott Allain, Association President

Welcome

Charles Tubbs, Sr.—Director Dane County Emergency Management

Posting of Colors by Dane County Honor Guard Members

Robert L. Brunning Memorial Award of Excellence

Robert Salov— Dane County Supervisor , EMS Commission Chair

J. Timothy Hillebrand and Carrie Meier

Service Awards

Scott Allain—EMS Association President

Ché Stedman—EMS Association Vice-President

Save Recognitions

Dr. Michael Lohmeier—Dane County Medical Director

Retrieval of Colors by Dane County Honor Guard Members

Agency Years of Service Awards

45 Years of Service

Spring Green EMS

40 Years of Service

Belleville Area EMS

Mount Horeb Fire/EMS

Cambridge Area EMS

Stoughton Area EMS

Individual Service Awards

40 Years of Service

Belleville Area EMS - Roger Hillebrand

Mount Horeb Fire/EMS - Betty Bakken

35 Years of Service

Belleville Area EMS - Terry Legler

Waunakee Area EMS - Ken Diericks

30 Years of Service

Belleville Area EMS - Sam Stuessy

Waunakee Area EMS - Dot Havens

Waunakee Area EMS - Randy Smith

25 Years of Service

Belleville Area EMS - Mari Brusveen

Belleville Area EMS - Steve Brusveen

Belleville Area EMS - Juliana Smith

Belleville Area EMS - Constance Jameson

 Cross Plains Area EMS - Robert Schwartz

District One EMS - Greg Ripp

-Continued on next page-

Dane County EMS Survivor Program

This program is dedicated to the patients we serve and their families. We wish to especially recognize their strength and courage shown during and after this lifesaving event. Congratulations to the EMS crews and bystanders involved. It truly is a team effort. Celebrating a second chance at life!!

We would like to take the time to thank the survivors present here tonight for granting permission to share their story.

We ask that you respect their decision and not share their information in any outside forums (ie. Facebook, Twitter, Media)
Thank you.

Monona Fire/EMS Members: Brenden Cornell, Alex Bodin, Tyler Vahsholtz, John Lockwood 911: Tracy Stolpa	January 10, 2015
Monona Fire/EMS Members: Brenden Cornell, Alex Bodin, Tyler Vahsholtz, John Lockwood 911: Kipp Smith	January 10, 2015
DeForest Fire/EMS Members: Devin Abshere, Erik Finkelson, Stephanie Klock, and Benjamin Waldera Sun Prairie EMS Members: Landon Quick & Shane Johnson 911: Kimberly Joshua Dane County Sheriff Office: Deputies Schroeder and King	January 12, 2015
Madison Fire Members: Deborah Nickolaus, Nickolas Nabholz, Eric Isberner, Stephanie Clary, Nate Franke, Carri Holloway, Paul Texidor 911: Nathan Anfison	January 31, 2015

Madison Fire Members: William Yackel, Andrew Swanson, Matthew Anliker, David Cerqua, Shane Lettman, Liza Tatar McFarland EMS Members: Brad Bowen, Justin Grenawalt, Blake Karnitz, Scott Russell Blooming Grove Fire Department	February 5, 2015
Cross Plains Area EMS Members: Daniel Blongia, Alex Hellenbrand, Anne Lindblom, Brian Hillebrand, Tim Hillebrand, Ben Johnson and Tom OConnell Middleton EMS: David Rhode & Lucas Kotschi 911: Michael Loomis	February 12, 2015
DeForest Fire/EMS Members: Erik Finkelson, Steph Klock, Stacy Hanson, Hunter Rauwolf, Rodger Lauritzen-Derr, Chris Jauch, Katie Sergenian Sun Prairie EMS: Ellen Woodward & Nathan Nickel	February 13, 2015
Middleton EMS Members: Justin Klis & Garrett Latsch 911: Zackary Miller	March 12, 2015
DeForest Fire/EMS Members: Erik Fairfield, Janet Haag, Brian Vaughn	March 13, 2015
Madison Fire Members: Bennett Lardie, Tammy Nelson, Lindsay Manning, Michael Anderson, Craig Brinkmann, Tim Hagen, Robert Luling 911: Jacob Myrland	April 6, 2015
Monona Fire/EMS Members: Brian Zwettler & Steven Roembke 911: Jaime Donnelly	April 15, 2015

Brooklyn EMS Members: Steve Boettcher, Brock Padley, David Dorn	April 20, 2015
Sauk Prairie Ambulance Members: Chris Henry, Robert Henry, Kimberly Meier Middleton EMS: Dave Rhode & Lucas Kotschi	May 6, 2015
District One EMS Members: Bruce Gullickson, Cole Turner, Ben Wolter, Mel Yasick Middleton EMS: Jennifer Sellek & Ryan Kitterman Dane County Sheriff Office	May 17, 2015
Sun Prairie EMS Members: Tim Jacobson & Bob Barrix	May 18, 2015
DeForest Fire/EMS Members: Chris Jauch, Jay Yohnk, Larry Smith Madison Fire: Todd Mahoney & David Guthrie DCSO, State Patrol & DeForest PD 911: Tyonna Listenbee	July 25, 2015
Madison Fire Members: Eric Isberner, Tammy Nelson, Eric Brinkmann, Troy Donkle, James Schmitt, Carolanne Trilling 911: Kelsey Hanson	July 28, 2015
Madison Fire Members: Joshua Erdman, Vince Soto, Jon Byrd, Robert Luling, Mark Miller, Paul Schecklman 911: Tyonna Listenbee	August 30, 2015
Madison Fire Members: Craig Jones, Nickolas Nabholz, Ronald Blumer, Derek Brown, Justin Tews, Sam Yackel 911: Dawn VanDeurzen	September 4, 2015

Madison Fire Members: Nicholas Mittelstedt, Dan Williams, Jon Byrd, Mark Miller, Daniel Pazurek, Robert Ready, Adam Bauer, Mindy Huitt, Adam Perez, Carl Berridge	September 8, 2015
Middleton EMS Members: Justin Klis & Lance Prokopec Middleton Police	September 12, 2015
Oregon Fire/EMS Members: Alex Crandall, Jack Mlnarik, Tom Eithun, Tony & Lisa Antoniewicz, Steve Woodstock, Mike Venden, Adam King Madison Fire: Bob Wallace & Aaron Babcock	October 1, 2015
Sauk Prairie Ambulance Members: Keifpher Ballweg, Ken Block, Chris Henry, Kevin Weber, Kelli Kirch, Rikky Schiller, Cassie Welch, Bob Henry, Bob Koch, Janet Ramsey, Shelly Hacker, Dean Darling Middleton EMS: Kris ODell & Jeff Matcha	October 5, 2015
Madison Fire Members: Jeff Clapero, Nicolas Zimpel, Larry Grab, Scott Hodkiewicz, Gina Nitecki, Jason Olson 911: Leslie OKane	October 6, 2015
Cross Plains EMS Members: Brian Hillebrand, Daniel Sefcik, Casey Endres Middleton EMS: Jennifer Sellek & Ryan Kitterman	October 26, 2015
Madison Fire Members: Chad Powell, Matthew Murray, Matthew Farmer, Jon Mast, Kevin McDonald, Chad Workman 911: Joshua Pitcock	October 30, 2015



Cross Plains Area Chamber of Commerce

ANNUAL CELEBRATION AND MEETING

It's Time to Jazz it up at Our
Mardi Gras Party



Thursday, March 10, 2016 from 5 p.m.—8 p.m.

Saint Francis Xavier

2939 Thinnes St, Cross Plains, WI 53528

5:00 - 7:00 Networking, Food, Drinks, Live Music, Silent Auction & More

7:00 - 8:00 Annual Meeting and Awards

Tickets \$30 - Payable prior to the meeting

Please join us for an evening of networking, food, beverages, information, awards and live music. All food and drinks included!

RSVP REQUIRED: Please complete the reservation form & mail along with your check to Amy Hansen, 2016 Continental Lane, Cross Plains, WI 53528 no later than March 21, 2016. Contact Amy at 843-3166 (amy.cpchamber@yahoo.com) with any questions.

Please print the full name of all representatives of your business who will attend the annual meeting (For name tags).

Enclose a check payable to: Cross Plains Area Chamber of Commerce (CPACC).

Business Name: _____

People Attending: _____



RSVP TODAY!

Check out www.crossplainschamber.net for more information

Thank you to our 2015-16 Corporate Sponsors:





DANE COUNTY PLANNING & DEVELOPMENT

Room 116, City-County Building, Madison, Wisconsin 53703
Fax (608) 267-1540 -- www.countyofdane.com/plandev/

01/20/2016

Planning
(608)266-4251, Rm. 116

Records & Support
(608)266-4251, Rm. 116

Zoning
(608)266-4266, Rm. 116

TO: All Cities, Towns and Villages in Dane County
Adjacent Town, City, Village and County Clerks
Wisconsin Department of Administration
Laura Thomas, Capital Area Regional Planning Commission
Madison Public Library

CC: Roger Lane, Zoning Administrator
Todd Violante, Director of Planning and Development
Josh Wescott, Chief of Staff

RE: Public Hearing: Amending the Dane County Comprehensive Plan by Adopting the Town of Black Earth Comprehensive Plan

The Town of Black Earth has adopted a Comprehensive Plan and has requested its adoption by Dane County as part of the *Dane County Comprehensive Plan*. In order to comply with the requirements of the state comprehensive planning law, Dane County must notify all local government jurisdictions within or adjacent to the county, giving them at least a 30 day review period prior to the county public hearing.

The entire Town of Black Earth Comprehensive Plan is proposed for adoption under the *Dane County Comprehensive Plan*. This plan, as well as any other pending amendments, is viewable online here: <http://www.countyofdane.com/plandev/planning/news.aspx>

Once adopted by the Dane County Board and signed by the Dane County Executive all town plans are viewable here: <http://www.countyofdane.com/PLANDEV/planning/townComponents.aspx>

The public hearing of the County Zoning and Land Regulation Committee on this item is scheduled for **Tuesday, March 22, 2016 at 7:00 p.m, in Room 201 of the City County Building**. Please return any comments concerning the plan amendment to the Dane County Department of Planning and Development; Room 116, City-County Building; 210 Martin Luther King Jr. Blvd; Madison, WI 53703 by that date. Please feel free to contact me at (608) 266-4183, or by e-mail at kodl@countyofdane.com with any questions on the plan amendment content or approval process.

Sincerely,

Curt Kodl, Senior Planner
Dane County Planning and Development

Village of Cross Plains
Unofficial Election Results
 February 16, 2016

Total Ballots Cast	377
Total Registered Voters	2,437
Voter Turnout	15.47%

Justice of the Supreme Court	Votes Cast	Percent
Bradley	88	23.5%
Kloppenber	260	69.5%
Donald	25	6.7%
Write-In	1	0.3%
Total Cast	374	99.2%
Overvotes	0	0.0%
Undervotes	3	0.8%
Total Votes	377	100.0%