

**Committee of the Whole**  
*Regular Meeting Notice and Agenda*

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

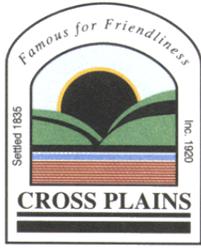
**Monday, March 9, 2015**  
**7:00 pm**

- I. Call to Order, Roll Call, and Pledge of Allegiance
  
- II. Public Comment – This is an opportunity for anyone to address the Committee on any issue NOT on the current agenda. *Please observe the time limit of 3 minutes.* While the Committee 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 Committee Member, any item may be removed from the Consent Agenda for separate consideration under Committee Discussion.
  1. Approval of the regular meeting minutes of February 9, 2015.
  
  2. Referral to the Village Board for approval regarding Resolution #02-2015 adopting the Conditional Use Permit for Northwest Dane Senior Services located at 1837 Bourbon Rd.
  
- IV. Reports
  1. Village Officers
    - a. Village President
    - b. Village Trustees
  
  2. Village Departments
  
- V. Committee Discussion
  1. Discussion regarding TIF Rehabilitation Grant Application #2015-01 from David Brill of 2014 Main Street LLC located at 2014 Main Street.
  
  2. Discussion and presentation from Johnson and Block regarding the Water Utility Rate Analysis.

3. Discussion regarding draft plan for the use of Park Street including pedestrians and parking designations.
4. Discussion regarding proposal to WisDOT for the Police Department to provide Traffic Control Services during the Highway 14 Reconstruction Project.
5. Discussion regarding the acquisition of a field groomer (small tractor) as approved in the 2015 Capital Budget for Parks and Recreation.
6. Discussion regarding the following proposed additions/revisions to the Employee Manual:
  - Policy #2.10 – Performance Evaluations
  - Policy #3.01(3)(D) – Payment in Lieu of Health/Dental Insurance
  - Policy #3.02 – Leave Policies

VI. 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](mailto: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: Committee of the Whole  
From: Matthew G. Schuenke, Village Administrator/Clerk-Treasurer  
Date: March 6, 2015  
Re: Committee of the Whole meeting – **March 9, 2015**

---

### III. Consent Agenda

**1. Approval of the regular meeting minutes of February 9, 2015** – For approval.

**2. Referral to the Village Board for approval regarding Resolution #02-2015 adopting the Conditional Use Permit for Northwest Dane Senior Services located at 1837 Bourbon Rd** – The Village Board approved the conditional use permit at their February meeting as recommended by the Plan Commission. The Zoning Code requires the permits to be adopted by resolution and is the final formal step to authorize the use. A copy of the resolution is included in your packet. Presented for approval.

### V. Committee Discussion

**1. Discussion regarding TIF Rehabilitation Grant Application #2015-01 from David Brill of 2014 Main Street LLC located at 2014 Main Street** – The Village is in receipt of a TIF Rehabilitation Grant for 2014 Main Street. The new property owner is planning to demolish the vacant buildings and rehabilitate the remaining structure that houses the coffee shop and dry cleaners. The total project cost is estimated at \$90,200 and Staff is recommending a grant be provided up to \$45,100 to support eligible costs. Funds are available within the 2015 Budget for this request as money was borrowed in 2014 to help support this grant program. Andrew Bremer from MSA has provided a memorandum reviewing the application that is enclosed within your packet. Village Staff recommends adoption of this application.

**2. Discussion and presentation from Johnson and Block regarding the Water Utility Rate Analysis** – The Village is applying for a loan from the Safe Drinking Fund with the WDNR to help pay for capital improvements to the Water Utility as part of the Highway Reconstruction Project. One of the requirements of the loan application is to undergo a full rate case study that must be approved by the PSC prior to granting a loan. This is required by the DNR in order to ensure that the Village has adequate funding to meet its debt obligation and would not default on their loan. The Village Auditor was contracted to conduct the analysis according to PSC standards and will be present to review their findings. The application as

currently prepares requires a 24% rate increase in order to meet the additional capital obligation. A typical residential property using 8,000 gallons of water in a quarter would likely experience an increase of just under \$12 to their bill with this change. Included within your packet is a summary of the rate analysis, key attachments from the application, and the cost breakdown for the highway project. The utility is actually funded very well. In the absence of the capital project, the simple water rate increase (3%) authorized last year would have been sufficient to sustain general operating costs going forward. After discussion and review, Village Staff is recommendation should be made to the Village Board to accept the report as presented.

**3. Discussion regarding draft plan for the use of Park Street including pedestrians and parking designations** – The Village Board provided funding in the budget to develop a plan for Park Street to assist with pedestrian and vehicle traffic as well as parking for displaced residents on Main Street. Included in your packet is a plan developed by Village Staff to address the different areas of need during the Reconstruction Project. There are three different elements that require the board to address through Resolution #03-2015 included in your packet. No parking has to be authorized on the north side of Park Street as well as the creation of the area parking by permit only. Additionally, the resolution addresses creating Market and Park Street as a four way stop. The Plan was reviewed at the Streetscape Workgroup at their last meeting, and received positive feedback. Following discussion, staff recommends approval to the Village Board.

**4. Discussion regarding proposal to WisDOT for the Police Department to provide Traffic Control Services during the Highway 14 Reconstruction Project** – The Village met with WisDOT in February to discuss their concerns over traffic management specifically as it relates to the use of Bourbon Road for the detour route. The use of temporary signals with the permanent signals and existing railroad tracks creates some challenges not normally experienced and created by the project. WisDOT will be using some technology related to the traffic signals and rail road gates to provide some control as well as working with the railroad to slow down and avoid sending trains through at peak times. They are also asking for the local Police Department to provide assistance as needed and available to help move traffic through the detour route in a safe manner. They will pay for this time based on the proposal included within the packet. WisDOT will use this proposal in order to prepare a contract for the board’s consideration on March 23<sup>rd</sup>. Village Staff recommends approval of this proposal.

**5. Discussion regarding the acquisition of a field groomer (small tractor) as approved in the 2015 Capital Budget for Parks and Recreation** – The 2015 Capital Budget for Parks and Recreation provides \$22,000 for the purchase of a new field groomer. The total cost of the equipment is \$19,995, but after a \$6,000 contribution from the baseball league the net cost to the Village will be \$13,995. Staff recommends approval of this purchase.

**6. Discussion regarding the following proposed additions/revisions to the Employee Manual:**

- *Policy #2.10 – Performance Evaluations:* The Employee Manual does not have a formal policy establishing the need for annual evaluations. This is typically a function of the Village Staff and will be managed by the Village Administrator. The forms will be recorded in writing and kept on file for use as listed in the policy.
- *Policy #3.01(3)(D) – Payment in Lieu of Health/Dental Insurance:* The Village could start offering as an incentive to employees a cash stipend to take health/dental insurance through their spouse or through another means. The Village provides health insurance through the State Health Insurance Plan and Dane County has the cheapest premiums in the plan. The monthly family rate is currently \$1,410 per month and the monthly single rate is \$567 per month. The incentive of \$300 per month for an employee not to take family health insurance would save the Village \$1,110 per month. The employee still has to have health insurance and the contribution is taxable.
- *Policy #3.02 – Leave Policies:* Last year, there were 2 employees requiring the use of FMLA leave as prescribed in the policy. During our experience in 2014 applying the code, the Village’s Labor Attorney suggested some changes to improve the use of these policies.

Village Staff recommends approval of all three policies as presented.

# **Committee of the Whole**

## *Meeting Minutes*

### **Village of Cross Plains**

2417 Brewery Road, PO Box 97

Cross Plains, WI 53528

(608) 798-3241

**Monday, February 9, 2015**

**7:00 pm**

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

President Andreoni called the regular Committee of the Whole meeting to order at 7:00 pm.

Present: Trustees William Brosius, Doug Brunner, Judy Ketelboeter, Jay Lengfeld, Steve Schunk (arrived at 7:03 pm), Lee Sorensen, and President Pat Andreoni.

II. Public Comment – None.

III. Consent Agenda – A motion was made by Trustee Lengfeld, seconded by Trustee Brunner, and unanimously carried by the Committee of the Whole to approve the Consent Agenda as follows:

1. Approval of the regular meeting minutes of January 12, 2015.
2. Referral to the Village Board for approval regarding Policy 2015-01 Recycling Compliance Assurance Plan.

IV. Reports

**1. Village Officers**

*a. Village President*

- Stated that the Village met with WisDOT on Wednesday, February 4, 2015 to address their concerns regarding the Highway 14 detour route at the intersection of Bourbon Road and County Highway P. County Highway P at Bourbon Road will not be closed for the duration of the detour route as a result of this meeting.

*b. Village Trustees*

- Trustee Ketelboeter thanked both EMS and Fire Volunteers for their service, especially in the current winter weather conditions. She also commented on proposed developments on or around Bourbon Road and Ludden Drive.
- Trustee Brosius stated that he had received a phone call from a town resident about the ordinance approved last month by the Village Board.

**2. Village Departments** – Presentations of the Department Monthly Report were provided during the budget discussion.

V. Committee Discussion

**1. Discussion regarding electrical services for Main Street as part of the Highway 14 Reconstruction Project** – A proposal to financially assist in the electrical service conversion on Main Street as part of the Highway 14 Reconstruction Project will be considered by the Village Board on February 23, 2015 pending input from impacted property owners regarding the desirability of the proposal.

**2. Review of the 2015 Borrowing Plan for capital projects** – The Village Administrator/Clerk-Treasurer reviewed the 2015 Borrowing Plan as authorized in the 2015 Budget pending the opening of bids for the Highway 14 Reconstruction Project scheduled for February 10<sup>th</sup>. The borrowing resolution is scheduled to be initiated at the Village Board meeting for February 23, 2015 and will incorporate the results of the bid opening.

**3. Discussion regarding a Request for Proposals for a Stormwater Quality Management Plan to meet requirements of WPDES MS4 General Permit No. WI-S050181-1** – Village Staff provided an update regarding WPDES MS4 General Permit No. WI-S050181-1 and the RFP advertised for a Stormwater Quality Management Plan to help comply with this permit. Results of the RFP will be shared with the Village Board for action on February 23, 2015.

**4. Discussion regarding plan to develop Committee Meeting System** – The Committee discussed a variety of format alternatives and possible scenarios with the use of a Committee Meeting System versus a Committee of the Whole system. The Village President and Administrator will use the input provided to prepare alternatives for the Committee to consider at its March 9, 2015 meeting.

VII. Adjournment

A motion was made by Trustee Brosius, seconded by Trustee Sorensen, and unanimously carried by the Committee of the Whole to adjourn at 8:41 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

STATE OF WISCONSIN: DANE COUNTY: VILLAGE OF CROSS PLAINS

A resolution authorizing a conditional use to permit indoor institutional land uses at property located at 1837 Bourbon Road, Village of Cross Plains

RESOLUTION NO. 02-2015

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

**WHEREAS**, 1837 Bourbon Road is currently zoned Community Mixed Use CMU and has been used as such since development;

**WHEREAS**, 1837 Bourbon Road (parcel number to be determined) is to be owned and occupied by the Northwest Dane Senior Services (NWDSS);

**WHEREAS**, NWDSS is moving its general operations from their current location in Black Earth to the location at 1837 Bourbon Road allowing for the ability to expand within a larger space;

**WHEREAS**, a Conditional Use Permit is required to permit Indoor Institutional land uses within CMU zoning district for this property;

**WHEREAS**, the application is in compliance with the Village Comprehensive Plan and Village Zoning Code (Chapter 84); and

**WHEREAS**, a public hearing has been held regarding the request for the Conditional Use Permit, and Village Zoning Administrator and Plan Commission have recommended approval of the Conditional Use to the Village Board upon certain terms and conditions.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Cross Plains approves a conditional use permit to permit Indoor Institutional Land Uses within Community Mixed Use CMU zoning district at 1837 Bourbon Road, subject to the following terms and conditions:

1. The front and back parking lot will be restriped within 6 months of the date of the Resolution.
2. A landscape plan for the north part of the lot shall be developed to screen the parking lot and implemented within 2 years of the date of this Resolution.

**BE IT FURTHER RESOLVED** that the Village Administrator/Clerk-Treasurer has the authority as Zoning Administrator to effectuate this resolution.

This resolution shall take effect upon its passage and publication or posting as provided by Law.

Dated this 23<sup>rd</sup> day of March, 2015.

Village of Cross Plains:

Attest:

By: \_\_\_\_\_

By: \_\_\_\_\_

J. Patrick Andreoni  
Village President

Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer



# Village of Cross Plains

## Monthly Staff Report

Employee Information	
Employee Name: <u>    Matt Schuenke    </u>	Date: <u>    3/6/2015    </u>
Department: <u>    Administration    </u>	
Report Number: <u>    02-2015    </u>	Month: <u>    February    </u>
Routine Responsibilities/Tasks	
February 2 – Plan Commission	February 19 – Presentation to State Bank of Cross Plains Staff Meeting
February 4 – Staff Meeting	February 23 – Village Board meeting
February 4 – WCMA Region 6 Lunch Meeting	February 25 – Final Property Tax Collection Settlement with Dane County Treasurer
February 4 – Meeting with WisDOT on traffic management.	February 26 – Streetscape Workgroup meeting
February 9 – Committee of the Whole	February 27 – Trail Concept Plan kickoff meeting with Strand
February 18 – Meeting with Postmaster on temporary mailbox locations for Highway 14 project.	
Special Projects	Extraordinary Circumstances
Committee Meeting System – Preparing alternatives, scheduled for review in April.	
Main Street Streetscape – Completed Park Street Plan and temporary mailbox relocation; final streetscape plan drafted and reviewed.	
Tax Bills – February export completed, finished collection and made final settlement with taxing jurisdictions.	
Trail RFP – Contract signed, kickoff meeting held, working with consultant on plan.	
NWDSS Cond Use – Plan Commission and Village Board review/approval complete.	
Upcoming Issues	Employee Acknowledgements/Accomplishments
Compensation/Classification – Finishing job descriptions, drafted policies for review in March.	
2015 Borrowing – General borrowing began in February, outlined process for SDF and CWF programs.	
Website Improvements – Working on email distribution, online bill pay, general design improvement.	
Recommended Items for Village Board Action	
Brill TIF Application	Water Rate Analysis
Park Street Plan	Police Department Traffic Assistance for Highway 14
Field Groomer for Parks/Recreation	Proposed Additions/Revisions to Employee Manual



# Village of Cross Plains

## Monthly Staff Report

Employee Information	
Employee Name: <u>Tom Malone</u>	Date: <u>March 4, 2015</u>
Department: <u>Administration</u>	
Report Number: <u>2-2015</u>	Month: <u>February</u>
Routine Responsibilities/Tasks	
Processed 2 payrolls for the month. Paid federal & state taxes.	Coordinated monthly Streetscape Workgroup meeting
Coordinated w/s inquires and followed up with issues. Processed w/s payments and final read requests	Assisted in preparing packet materials for Board
Assisted residents in person or on the phone with various requests and questions	Assisted with Plan Commission meeting
Monthly reconciliation of previous month	Attended monthly Chamber of Commerce meeting
Processed monthly payments for retirement, deferred comp., life insurance, income continuation and dental	
Entered in monthly receipts to accounting software	
Special Projects	Extraordinary Circumstances
Continued follow up for audit work	<<< Prepare information for audit
Coordinate information for rate case study	<< Assisted with completion of storm water ITA application
Work with Admin Assistant on job description update	
Completed Compliance Assurance Plan for Recycling Grant	
Upcoming Issues	Employee Acknowledgements/Accomplishments
Continue to assist with Streetscape Workgroup	<<< Begin process to apply for grants for Zander Park trail
Continue to provide information to auditors	<<< Job recruitment for administrative assistant position
Work on rate case study and provide info to consultants	<<< Quarterly Village newsletter
Work with consultants and Mike Axon on Zander Park trail design.	
Recommended Items for Village Board Action	
Water Rate Case Study to be presented by auditors	



# Village of Cross Plains

## Monthly Staff Report

Employee Information	
Employee Name: <u>Mike Axon</u>	Date: <u>February 28, 2015</u>
Department: <u>Parks and Recreation</u>	
Report Number: <u>2-2015</u>	Month: <u>February</u>
Routine Responsibilities/Tasks	
Put together and finalize the 2015 Activity Guide. New articles, meet with employees, finalize space needs.	
Snow removal, resurfacing ice skating rink located at the Cross Plains Pool parking lot.	
Send out 2015 sponsorship package to local businesses and organizations.	
Ad in paper for 2015 seasonal employees.	
Groom snow shoe/ski trails in local conservancies.	
Email seasonal employees on their return for the 2015 season.	
Special Projects	Employee Acknowledgements/Accomplishments
Snow shoe/Cross Country Ski Special Event	
LIFE Foundation regular meeting; Goals for 2015; Future fundraising	
Work with Diane Matske; Parr course at Park School	
Farmers Market – Worked with Jen Wankerl; begins May 6	
Cross Plains Parks and Recreation Department logo	
Meet with Wendy Judd – MS Fun Run in Cross Plains	
Work with Stan Noon, Jim Nonn – New scoreboard on small diamond; 4 sponsors – ordered and paid for by Babe Ruth.	
Upcoming Issues	
Send in the 2015 Spring/Summer Activity Guide for make-up and print (Company: Ideal Print)	Finish restroom project; (Partitions Baer Park)
2015 Adult Softball Teams	
Inventory chalk, diamond dry, helmets, bats, balls, for 2015 season.	
Update Sportsman's and village website with 2015 information.	
Activity Guide online; Mailbox the week of March 9 <sup>th</sup>	
Seasonal Interviews (Spring Break)	
Fit Pass Evaluations	



# Village of Cross Plains

## Monthly Staff Report

Employee Information	
Employee Name: <u>Chief Thomas Janssen</u>	Date: <u>February, 2015</u>
Department: <u>Cross Plains Police Department</u>	
Report Number: <u>2015-2</u>	Month: <u>February</u>
Routine Responsibilities/Tasks	
See attached for routine monthly activities	
Extraordinary Circumstances	
New camera system completely installed and operational	Crossing Guards are working well and much appreciated by the kids.
Met with Matt and DOT representatives regarding detour route during Hwy 14 construction and possible closing of Hwy P south of Cross Plains	Lt. Davis has been working hard (on a limited basis) on a variety of projects including setting up new camera system, switching squad cars over from aircards to a new rugged router for connectivity to Dane county, getting floor plans for the schools in the CAD system with the county and continues to trouble shoot problems with our own systems.
Assisted both Glacier Creek and Park Elementary with Lock Down drills	We have taken a variety of phone calls from citizens regarding scams they have been receiving both by phone, mail and computer..
Employee Acknowledgements/Accomplishments	
Upcoming Issues	
Possibly look at making no parking area on Market St. from Main St. to bridge during construction of Hwy 14. Road narrows down there and we have received several complaints about traffic flow.	Officer Kroetz did a tour of the police station with a boy scout group. See attached message from leader.
	Officer Kosharek working on a pamphlet for police department highlighting programs available/ He is also working on a presentation for local businesses regarding active threat response.



# Incident Analysis Report

## Summary By Incident Type

Cross Plains  
 Police Department  
 Official Case Report  
**Do Not Re-Release**

**Print Date/Time:** 03/04/2015 08:41  
**Login ID:** cplmd  
**Incident Type:** All  
**Call Source:** All

**From Date:** 02/01/2015 00:00  
**To Date:** 02/28/2015 23:59

Village of Cross Plains Police Department  
**ORI Number:** WI0131300

**Officer ID:** All  
**Location:** All

Incident Type	Number of Incidents
911 Abandoned Call	1
911 Disconnect	2
Accident Hit and Run	1
Accident Property Damage	4
Alarm	3
Animal Complaint	1
Annoying/Obscene Phone Call	2
Assist Citizen-Vehicle Lockout	3
Assist Citizen	3
Assist Dane County Sheriff	7
Assist Fire/Police	3
Attempt to Locate Person	1
Check Person	6
Check Property	9
Check Property/Vacation Check	68
Civil Dispute	1
Damage to Property	2
Disturbance	2
Domestic Disturbance	1
Emergency	1
EMS Assist	8
Found Property	3
Fraud	2
Information	7
Juvenile Complaint	5
OMVWI Arrest/Intoxicated Driver	1
On St Parking Complaint	4
PNB/AED Response	1
Road Rage	1
Safety Hazard	3
ST-Assist Citizen Fingerprint	3
ST-Assist Citizen X-Guard	1
Suspicious Person	1
Suspicious Vehicle	3
Test 911 Call	1
Threats Complaint	1
Traffic Arrest	10
Traffic Stop	20



# Incident Analysis Report

## Summary By Incident Type

Cross Plains  
Police Department  
Official Case Report  
**Do Not Re-Release**

Print Date/Time: 03/04/2015 08:41  
Login ID: cplmd  
Incident Type: All  
Call Source: All

From Date: 02/01/2015 00:00  
To Date: 02/28/2015 23:59

Village of Cross Plains Police Department  
ORI Number: WI0131300

Officer ID: All  
Location: All

Incident Type	Number of Incidents
Traffic/Citizen Complaint	4
Unknown	1
Voided Case/Incident Number	1
<b>Total:</b>	<b>202</b>



# Village of Cross Plains

## Monthly Staff Report

Employee Information	
Employee Name: <u>Jerry Gray</u>	Date: <u>March 3, 2015</u>
Department: <u>Public Facilities</u>	
Report Number: <u>2015-2</u>	Month: <u>February</u>
Routine Responsibilities/Tasks	
Snow and Ice control	
Building and equipment maintenance.	
Winter maintenance carried over from past summer and prep for next summer	
Work with utility customers on consumption complaints.	
Work on maintenance issues at Library	
Special Projects	Extraordinary Circumstances
Working with Village Staff and Consultants on: Zander Redevelopment	Note – Water main breaks – only 6 this winter season to date.
HWY 14 – Ongoing – Begin finalizing plans to accommodate construction start in April.	Note – Smaller snow events and temperature fluctuation are requiring numerous salting events.
Lagoon St/Mill Creek Parkway – On hold till spring	
Working with Town and Country Engineering, Montgomery and Assoc and DNR regulatory on dewatering permit for Hwy 14 Project – completed. Wrapping up final plans for handling contaminated groundwater.	MG&E has started replacing gas main on Hwy 14
Working with Town and Country Engineering, USGS, DNR Fisheries and DNR Regulatory on upcoming Phosphorus removal requirements for the WWTP. Monitoring has started.	
WWTP permit application submitted.	
Upcoming Issues	Employee Acknowledgements/Accomplishments
Prepping for 2015 Hwy 14 Project	
Recommended Items for Village Board Action	



# MEMO

---

**To:** Matthew G. Schuenke, Cross Plains Village Administrator  
**From:** Andrew Bremer, AICP  
**Subject:** Brill Rehabilitation TIF Application Staff Review  
**Date:** March 5, 2015

---

The following staff report has been prepared for the Village of Cross Plains regarding 2014 Main Street LLC's application for developer incentives in TID #3 for the Main Street Square Proposal. The memo provides an evaluation of the request as it relates to the Village's Tax Incremental Financing - Rehabilitation Application, an analysis of the economic impacts of the request, and outlines additional questions and concerns which should be addressed with the applicant.

**Background Information:**

**Project Name:** West Gateway Apartments

**Location/Parcel #:** 2014 Main St., 0707-031-4602-9

**Applicant:** 2014 Main Street LLC

**Agent:** David Brill

**Project Details:** Project includes interior improvements to existing building including renovation of 2014 Main Street (for new tenant), new flooring, raised ceiling to match coffee shop, hvac, electrical, lighting, drain tile or similar system in basement, conversion of basement to general storage for tenants, etc. Exterior improvements to building to include new patio areas on north side after completion of road, new awnings throughout, new signage with lighting, completion of EIFS system and roof system on west side, new decking on west side of building to allow for outdoor seating, asbestos abatement in abandoned buildings on west side, demolition of abandoned buildings of west side, grading of western lot (where abandoned buildings were) to enable parking during road construction, continuation of outside summer movies, possible farmer's market area or community garden.

**TIF Request:** \$45,100.00

**Additional Information:** Refer to the attached application (#2015-01) for additional project details.

**Evaluation Criteria, Non-Discretionary Qualifications:**

The following is an analysis of application/project versus the Village's TIF Rehabilitation application policies.

- A check mark indicates the criterion has been met.
- An "X" indicates the criterion has not been met.
- A blank box indicates that at this time a determination cannot be made or the criterion does not apply.

Location Criterion: The proposed project must be within the boundaries of the Village's TID #3.

Ownership Criterion: The applicant must be the owner of the property or have a written agreed option to purchase the property from the current owners.

But For Criterion: Each request for TIF assistance must demonstrate that "but for" the use of TIF assistance, the project is not feasible on the proposed site and that the public benefits described in Section 3 General Policies of the TIF application would not be achieved.

*MSA Comments:* The applicant has stated that "...2014 Main Street, LLC obtained a mortgage from State Bank of Cross Plains for the acquisition of the property from the prior owner. Purchase price was \$440,000. Mortgage is for \$330,000. The mortgage amount was the most the State Bank of Cross Plains would deliver given the status of the building. 2014 Main Street, LLC will be using cash from internal sources and hopefully will be able to split the westerly 60-80' of the lot for eventual sale to another developer in order to recover some of our additional investment." MSA recommends the Village Board request a letter from the State Bank of Cross Plains which would verify the applicant's statement regarding the inability to obtain additional private financing to complete the project. MSA recommends requiring the applicant to provide the letter prior to executing the final developer's agreement. MSA does find that the property is blighted and in need of rehabilitation. The removal of the vacant building next to the coffee shop will provide both a short term benefit to the Village (blight removal and asbestos removal) and a long term benefit (redevelopment of the remaining site for other commercial/mixed uses).

Maximum Assistance Criterion: The total amount of TIF assistance in support of the project may not exceed 50% of the estimated total project costs, up to a maximum of \$50,000.00.

*MSA Comments:* The applicant is seeking \$45,100.00, or 50% of the total project costs (\$90,200.00).

Form of Incentives Criterion: The Rehabilitation projects are eligible for cash grants, low or zero interest loans, or a combination of grants and loans as determined by the Village Board.

*MSA Comments:* The applicant is seeking an upfront cash grant. The final form of incentive shall be determined by the Village Board.

Financing Terms: Financing assistance in the form of loans shall be made with a maximum 15 year amortization schedule, at an interest rate and payback as determined by the Village Board. Financing assistance in the form of grants shall be made as reimbursable grants whereby the

## MAIN STREET SQUARE TIF APPLICATION

March 5, 2015

---

Village shall reimburse the applicant for project expenses incurred after project completion. The applicant shall provide the Village with copies of all project invoices.

*MSA Comments:* If a cash grant is authorized by the Village in lieu of a loan, MSA recommends the Village Board authorize a reimbursable grant payment whereby the Village shall reimburse the applicant for project expenses incurred after project completion upon receiving copies of actual invoices for the work completed from the applicant and verification of the work completed by Village Staff. These conditions would be incorporated into the developer's agreement.

- Financial/Project Assurances Criterion: The applicant must agree to provide guarantees to the Village to cover any shortfalls in costs not paid by the tax increment generated from the project. These may include assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, mortgage or other loan security instrument. All terms and obligations of the Village and the applicant shall be finalized through the execution of a developer's agreement

*MSA Comments:* Given the lower dollar amount requested by the applicant for this project, MSA recommends the Village require an assessment guarantee whereby the applicant would guarantee tax payments on a property assessment value equal to the value of the property on January 1<sup>st</sup> 2015. This would ensure that the TID does not incur a decrement from the loss of the value of the buildings planned for demolition. These terms can be addressed in the developer's agreements.

- Experience Criterion: The applicant possesses the financial and technical ability to complete and operate the project.

*MSA Comments:* The applicant has provided quotes from numerous contractors for the work to be completed. Refer to attached information.

- Private Equity Criterion: The applicant will be liable for, or contribute equity of at least 15% of the total cost of the project.

*MSA Comments:* The applicant is providing 50% of the project costs (\$45,100).

- Alternative Financing Criterion: The applicant has thoroughly explored alternative financing methods.

*MSA Comments:* Refer to previous comment regarding requiring the applicant to provide a letter from the State Bank of Cross Plains indicating commercial lending is not viable for the project.

- Construction Criterion: Projects must be started within 45 days of approval of the developer's agreement and completed within 150 days. Extensions to the 150-day completion period may be granted for inclement weather, or the ordering of special building materials. The applicant must request an extension in writing. The Village Board will notify the applicant in writing of its approval or denial.

*MSA Comments:* Applicant has indicated a construction completion date of June 30, 2015.

- Adherence to Local Land Use Plans Criterion: The project is consistent with the Village Comprehensive Plan, Downtown Revitalization Plan, Village Building or Zoning Ordinances, or any other applicable plans developed by the Village.

*MSA Comments:* The project site has been identified for “Downtown” use in the Village’s Comprehensive Plan Future Land Use Map and zoned for “Main Street Mixed Use (MSMU)”. The property has been identified for redevelopment in the TID #3 Project Plan and Downtown Revitalization Plan.

- Adherence to TIF Project Plan Criterion: All requests for TIF assistance must clearly comply with the requirements of the Wisconsin TIF Statutes and the Village’s adopted TIF Project Plan.

*MSA Comments:* Development Incentives is an approved public works project within TID #3. The total budget allocated towards this expense is \$1,500,000. To date, the Village has allocated \$60,000 for the Coach’s Club development incentive, \$600,000 (~\$942,399 including interest) for the Milestone development incentive, \$464,500 (~\$538,230 including interest) for the Kalscheur development incentive, and \$1,130,000 for the West Gateway development incentive. Approving the application would raise the total amount of TID #3 expenditures for development incentives to \$2,299,600, excluding interest. The TID #3 Project Plan includes estimated total project costs of \$7,925,000 (\$11,372,356 with interest). The Village Board may allocate funds from other eligible project expenses to pay for additional development incentive projects as long as the total TID budget is not exceeded. Through 2015 the Village has estimated total TID project cost allocations of \$7,061,698, plus an additional \$2,214,399 in interest expenses<sup>1</sup>. In 2014, the Village borrowed \$250,000 from the State Trust Fund to provide funding for the Rehabilitation TIF Program. Funding for this project would come from those funds.

- Creation of Tax Increment Criterion: The project will not result in a tax exempt property, aside from any remnant portions of a parcel which are specifically dedicated to the Village for public use.

*MSA Comments:* The project will not result in a tax exempt property. Table 1 and Table 2 on the following pages provide a pro-forma analysis of the project. Table 1 assumes the portion of the property planned for demolition will remain as open space through the life of the TID (“rehabilitation only”). Table 2 assumes the demolition portion of the property will be split off as a new parcel for the development of a new commercial use in 2020 (“rehabilitation and new development”). Note, it’s the applicant stated intention to development the western portion of the site, or to sell it for new development; however, an exact timeline for when this may occur is unknown. MSA has assumed year 2020. Other assumptions are noted below.

- 2015 Beginning Year Value = \$250,656 which represents the 2008 estimated total assessed property value for the parcel, otherwise referred to as the Base Value (the value of the parcel when the TID was created). This is different than the 2015 Assessed Value of the property of \$397,300. Since 2008 the property has increased in value by \$146,644. Two thirds of this assessment growth has come from increases in the value of the land.

---

<sup>1</sup> Village of Cross Plains TID #3 2014 Administrative Report, prepared by MSA 10-22-2014

## MAIN STREET SQUARE TIF APPLICATION

March 5, 2015

---

- Estimated Growth in Value from the New Development = \$202,144. In addition to the \$145,644 in assessment growth of the property since the TID was created, MSA estimates the assessed value of the property will increase by an additional \$47,800 due to the proposed work to be completed (i.e. exterior and interior improvements to the remaining building), and an additional \$42,700 due to the difference in the purchase price of the property from its current assessed value. These property value growth estimates will be offset by the lost value from the demolition of the blighted buildings on the west side of the parcel. The Village Assessor estimates the buildings proposed for demolition have an improvement value of \$35,000.
- The applicant estimates that construction will be completed in June of 2015.
- 1.0% annual inflation of assessed values.
- Tax rate remains constant at \$21.53.
- Table 2 includes the same assumptions as Table 1, plus an additional \$500,000 in new development value from the projected development of the west side of the parcel. Note the existing parcel has a width of 200 feet and the portion containing the existing coffee shop and associated parking occupies approximately 50% of the lot width. Given the applicant purchased the property for \$440,000, and the lot is capable of being split roughly in half, \$500,000 of potential additional new development value from the project site in year 2020 is a modest estimate.

**MAIN STREET SQUARE TIF APPLICATION**

March 5, 2015

Table 1: Rehabilitation Only Scenario

Village of Cross Plains TID #3			MAIN STREET SQUARE - TIF ANALYSIS - REHABILITATION ONLY									L	M	N	O
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
IMPROV. DURING YEAR	BEGINNING OF YEAR VALUE	EST. GROWTH IN VALUE FROM NEW DEVELOP.	CUMULATIVE VALUE	INFLATION INCREMENT	END OF YEAR VALUE	TAX INCREMENT VALUE	TAX VALUE YEAR	TAX RATE \$1,000	TAX INCREMENT COLLECTED	COLLECTION YEAR	VILLAGE TIF PAYMENTS	ANNUAL CASH FLOW TO THE VILLAGE	CUMULATIVE TID FUND BALANCE	PAYMENT YEAR	
2015	\$250,656	\$202,144	\$452,800	\$0	\$452,800	\$202,144	2016	\$21.53	\$4,352	2017	\$45,100	(\$45,100)	(\$45,100)	2015	
2016	\$452,800	\$0	\$452,800	\$4,528	\$457,328	\$206,672	2017	\$21.53	\$4,449	2018	\$0	\$4,352	(\$40,748)	2016	
2017	\$457,328	\$0	\$457,328	\$4,573	\$461,901	\$211,245	2018	\$21.53	\$4,548	2019	\$0	\$4,449	(\$36,299)	2017	
2018	\$461,901	\$0	\$461,901	\$4,619	\$466,520	\$215,864	2019	\$21.53	\$4,647	2020	\$0	\$4,548	(\$31,751)	2018	
2019	\$466,520	\$0	\$466,520	\$4,665	\$471,185	\$220,529	2020	\$21.53	\$4,748	2021	\$0	\$4,647	(\$27,104)	2019	
2020	\$471,185	\$0	\$471,185	\$4,712	\$475,897	\$225,241	2021	\$21.53	\$4,849	2022	\$0	\$4,748	(\$22,357)	2020	
2021	\$475,897	\$0	\$475,897	\$4,759	\$480,656	\$230,000	2022	\$21.53	\$4,951	2023	\$0	\$4,849	(\$17,508)	2021	
2022	\$480,656	\$0	\$480,656	\$4,807	\$485,463	\$234,807	2023	\$21.53	\$5,055	2024	\$0	\$4,951	(\$12,556)	2022	
2023	\$485,463	\$0	\$485,463	\$4,855	\$490,318	\$239,662	2024	\$21.53	\$5,159	2025	\$0	\$5,055	(\$7,501)	2023	
2024	\$490,318	\$0	\$490,318	\$4,903	\$495,221	\$244,565	2025	\$21.53	\$5,265	2026	\$0	\$5,159	(\$2,342)	2024	
2025	\$495,221	\$0	\$495,221	\$4,952	\$500,173	\$249,517	2026	\$21.53	\$5,372	2027	\$0	\$5,265	\$2,923	2025	
2026	\$500,173	\$0	\$500,173	\$5,002	\$505,175	\$254,519	2027	\$21.53	\$5,479	2028	\$0	\$5,372	\$8,295	2026	
2027	\$505,175	\$0	\$505,175	\$5,052	\$510,226	\$259,570	2028	\$21.53	\$5,588	2029	\$0	\$5,479	\$13,774	2027	
2028	\$510,226	\$0	\$510,226	\$5,102	\$515,329	\$264,673	2029	\$21.53	\$5,698	2030	\$0	\$5,588	\$19,362	2028	
2029	\$515,329	\$0	\$515,329	\$5,153	\$520,482	\$269,826	2030	\$21.53	\$5,809	2031	\$0	\$5,698	\$25,060	2029	
2030	\$520,482	\$0	\$520,482	\$5,205	\$525,687	\$275,031	2031	\$21.53	\$5,921	2032	\$0	\$5,809	\$30,869	2030	
2031	\$525,687	\$0	\$525,687	\$5,257	\$530,944	\$280,288	2032	\$21.53	\$6,034	2033	\$0	\$5,921	\$36,790	2031	
2032	\$530,944	\$0	\$530,944	\$5,309	\$536,253	\$285,597	2033	\$21.53	\$6,148	2034	\$0	\$6,034	\$42,824	2032	
2033	\$536,253	\$0	\$536,253	\$5,363	\$541,616	\$290,960	2034	\$21.53	\$6,264	2035	\$0	\$6,148	\$48,972	2033	
2034	\$541,616	\$0	\$541,616	\$5,416	\$547,032	\$296,376	2035	\$21.53	\$6,380	2036	\$0	\$6,264	\$55,236	2034	
2035	\$547,032	\$0	\$547,032	\$5,470	\$552,502	\$301,846	2036	\$21.53	x	2037	\$0	\$6,380	\$61,616	2035	
Totals 2014-2035		\$202,144		\$99,702					\$106,716		\$45,100				

**ASSUMPTIONS**

- \$202,144 in new development value the parcel (\$452,800 post improvement estimated property value - 2008 total property assessments)
- 1.0% percent annual inflation of assessed values
- Tax rate remains constant at 2015 levels
- Village Financed TIF Incentive \$45,100 paid in 2015
- TIF Incentive equals 50% of total project costs = \$90,200

**TID DATES**

Creation Date = August 11th, 2008  
 Expenditure Period = August 11th, 2030  
 Termination Date = August 11th, 2035

Under Table #1 the Village would collect an estimated \$106,716 in tax increment from the development over the life of the District. This money would be used to repay the applicant's requested \$45,100 TIF request. The analysis estimates a cumulative cash flow balance from this parcel to the Village of \$61,616 in year 2035 when the TID closes.

**MAIN STREET SQUARE TIF APPLICATION**

March 5, 2015

Table 2: Rehabilitation and New Development Scenario

Village of Cross Plains TID #3 MAIN STREET SQUARE - TIF ANALYSIS - REHABILITATION AND NEW DEVELOPMENT												L	M	N	O
A	B	C	D	E	F	G	H	I	J	K		VILLAGE TIF PAYMENTS	ANNUAL CASH FLOW TO THE VILLAGE	CUMULATIVE TID FUND BALANCE	PAYMENT YEAR
IMPROV. DURING YEAR	BEGINNING OF YEAR VALUE	EST. GROWTH IN VALUE FROM NEW DEVELOP.	CUMULATIVE VALUE	INFLATION INCREMENT	END OF YEAR VALUE	TAX INCREMENT VALUE	TAX VALUE YEAR	TAX RATE \$1,000	TAX INCREMENT COLLECTED	TAX COLLECTION YEAR					
2015	\$250,656	\$202,144	\$452,800	\$0	\$452,800	\$202,144	2016	\$21.53	\$4,352	2017	\$45,100	(\$45,100)	(\$45,100)	2015	
2016	\$452,800	\$0	\$452,800	\$4,528	\$457,328	\$206,672	2017	\$21.53	\$4,449	2018	\$0	\$4,352	(\$40,748)	2016	
2017	\$457,328	\$0	\$457,328	\$4,573	\$461,901	\$211,245	2018	\$21.53	\$4,548	2019	\$0	\$4,449	(\$36,299)	2017	
2018	\$461,901	\$0	\$461,901	\$4,619	\$466,520	\$215,864	2019	\$21.53	\$4,647	2020	\$0	\$4,548	(\$31,751)	2018	
2019	\$466,520	\$0	\$466,520	\$4,665	\$471,185	\$220,529	2020	\$21.53	\$4,748	2021	\$0	\$4,647	(\$27,104)	2019	
2020	\$471,185	\$500,000	\$971,185	\$9,712	\$980,897	\$730,241	2021	\$21.53	\$15,721	2022	\$0	\$4,748	(\$22,357)	2020	
2021	\$980,897	\$0	\$980,897	\$9,809	\$990,706	\$740,050	2022	\$21.53	\$15,932	2023	\$0	\$15,721	(\$6,636)	2021	
2022	\$990,706	\$0	\$990,706	\$9,907	\$1,000,613	\$749,957	2023	\$21.53	\$16,145	2024	\$0	\$15,932	\$9,296	2022	
2023	\$1,000,613	\$0	\$1,000,613	\$10,006	\$1,010,620	\$759,964	2024	\$21.53	\$16,360	2025	\$0	\$16,145	\$25,441	2023	
2024	\$1,010,620	\$0	\$1,010,620	\$10,106	\$1,020,726	\$770,070	2025	\$21.53	\$16,578	2026	\$0	\$16,360	\$41,801	2024	
2025	\$1,020,726	\$0	\$1,020,726	\$10,207	\$1,030,933	\$780,277	2026	\$21.53	\$16,798	2027	\$0	\$16,578	\$58,379	2025	
2026	\$1,030,933	\$0	\$1,030,933	\$10,309	\$1,041,242	\$790,586	2027	\$21.53	\$17,020	2028	\$0	\$16,798	\$75,177	2026	
2027	\$1,041,242	\$0	\$1,041,242	\$10,412	\$1,051,655	\$800,999	2028	\$21.53	\$17,244	2029	\$0	\$17,020	\$92,197	2027	
2028	\$1,051,655	\$0	\$1,051,655	\$10,517	\$1,062,171	\$811,515	2029	\$21.53	\$17,470	2030	\$0	\$17,244	\$109,441	2028	
2029	\$1,062,171	\$0	\$1,062,171	\$10,622	\$1,072,793	\$822,137	2030	\$21.53	\$17,699	2031	\$0	\$17,470	\$126,911	2029	
2030	\$1,072,793	\$0	\$1,072,793	\$10,728	\$1,083,521	\$832,865	2031	\$21.53	\$17,930	2032	\$0	\$17,699	\$144,610	2030	
2031	\$1,083,521	\$0	\$1,083,521	\$10,835	\$1,094,356	\$843,700	2032	\$21.53	\$18,163	2033	\$0	\$17,930	\$162,540	2031	
2032	\$1,094,356	\$0	\$1,094,356	\$10,944	\$1,105,300	\$854,644	2033	\$21.53	\$18,399	2034	\$0	\$18,163	\$180,703	2032	
2033	\$1,105,300	\$0	\$1,105,300	\$11,053	\$1,116,353	\$865,697	2034	\$21.53	\$18,637	2035	\$0	\$18,399	\$199,102	2033	
2034	\$1,116,353	\$0	\$1,116,353	\$11,164	\$1,127,516	\$876,860	2035	\$21.53	\$18,877	2036	\$0	\$18,637	\$217,739	2034	
2035	\$1,127,516	\$0	\$1,127,516	\$11,275	\$1,138,791	\$888,135	2036	\$21.53	x	2037	\$0	\$18,877	\$236,616	2035	
<b>Totals 2014-2035</b>		<b>\$702,144</b>				<b>\$185,991</b>			<b>\$281,716</b>		<b>\$45,100</b>				

**ASSUMPTIONS**

- \$202,144 in new development value the parcel (\$452,800 post improvement estimated property value - 2008 total property assessments)
- 1.0% percent annual inflation of assessed values
- Tax rate remains constant at 2015 levels
- Village Financed TIF Incentive \$45,100 paid in 2015
- TIF Incentive equals 50% of total project costs = \$90,200

**TID DATES**

Creation Date = August 11th, 2008  
 Expenditure Period = August 11th, 2030  
 Termination Date = August 11th, 2035

Under Table #2 the Village would collect an estimated \$280,248 in tax increment from the development over the life of the District. This money would be used to repay the applicant’s requested \$45,100 TIF request. The analysis estimates a cumulative cash flow balance from this parcel to the Village of \$236,616 in year 2035 when the TID closes.

## MAIN STREET SQUARE TIF APPLICATION

March 5, 2015

---

- Applicant in Good Standing Criterion: The applicant does not have a history of delinquent property tax payments or own any property with the Village with known building code violations.
- Absence of Conflict of Interest Criterion: The applicant is not a member of the Village Board or a Village Committee, or any other official, employee, or agent of the Village who is authorized to exercise policy decision-making functions or responsibilities in connection with the application.
- Application Criterion: A completed application, fee, and retainer have been filed with the Village Administrator/Clerk-Treasurer.

### **Evaluation Criteria Summary:**

MSA has found that the application meets 12 of 17 total evaluation criteria. The five remaining unmet criteria can be addressed prior to executing the final developer's agreement. The Village does not maintain any policies regarding the total number of criteria that must be achieved in order to qualify for TIF assistance.

- Location Criterion
- Ownership Criterion
- But For Criterion (TBD)
- Maximum Assistance Criterion
- Form of Incentives Criterion (TBD)
- Financing Terms (TBD)
- Financial/Project Assurances Criterion (TBD)
- Experience Criterion
- Private Equity Criterion
- Alternative Financing Criterion (TBD)
- Construction Criterion
- Adherence to Local Land Use Plans Criterion
- Adherence to TIF Project Plan Criterion
- Creation of Tax Increment Criterion
- Applicant in Good Standing Criterion
- Absence of Conflict of Interest Criterion
- Application Criterion

**MSA Comments**

Reviewing applications for TIF assistance requires consideration of five main questions:

1. Is the project eligible for TIF assistance under the TID #3 Project Plan and TIF Policy Manual?
2. Is there a demonstrated need for TIF assistance (meeting the “but for test”)?
3. Is the information provided by the applicant credible and accurate to the best of their knowledge?
4. Will the project generate sufficient increment to pay for the Village’s share of the project costs prior to the TID closing?
5. If the answers to the first four questions are affirmative, then what should be the mutually beneficial terms of the developer’s agreement which affords the least amount of risk for the Village?

MSA recommends the Village Board approve the requested for TIF incentives not to exceed 50% of the total project expenses or \$45,100.00, whichever is less. MSA finds that the project is eligible for TIF assistance under the TID #3 Project Plan and Rehabilitation TIF Policy Manual. The applicant has provided a number of estimates from contractors verify the project costs. The proposed project will generate sufficient tax increment to recoup the Village’s share of the project costs prior to the TID terminating. In addition, there are a number of positive aspects of the proposed project, including blight elimination and environmental remediation, exterior site and building improvements to the existing coffee shop building, the creation of a new development site, and increasing the tax increment of the TID.

MSA recommends that any initial approval for funding would be contingent on:

- The applicant providing a letter from the State Bank of Cross Plains which would verify the applicant’s statement regarding the inability to obtain additional private financing to complete the project above the existing loan of \$330,000.
- If a cash grant is authorized by the Village in lieu of a loan, MSA recommends the Village Board authorize a reimbursable grant payment whereby the Village shall reimburse the applicant for project expenses incurred after project completion upon receiving copies of actual invoices for the work completed from the applicant and verification of the work completed by the Village Building Inspector.
- The property, and any future additional lot created from the original parcel, shall not become tax exempt during the life of the TID without the applicant first refunding to the Village its original share of the project costs (\$45,100).
- The applicant guaranteeing to maintain an assessed parcel value at or exceeding \$400,000 starting on January 1<sup>st</sup> 2016 and continuing for the life of the TID.
- The Village and applicant creating, approving, and signing a developer’s agreement.

**VILLAGE OF CROSS PLAINS  
 TAX INCREMENTAL FINANCING  
 PUBLIC ASSISTANCE WITH A  
 REHABILITATION PROJECT  
 APPLICATION**



Application ID: \_\_\_\_\_ (Year) - \_\_\_\_\_ (#) to be completed by Village Administrator/Clerk-Treasurer upon submittal

Please complete and submit the following information to the Village Administrator/Clerk-Treasurer for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) assistance. The application is comprised of five sections: (A) Applicant Information, (B) Property Information, (C) Project Information, (D) TIF Request, (E) Budget/Financing Strategy, and (F) Buyer Certification and Acknowledgement. Where there is not enough room for responses provided, please use an attachment. Where questions do not apply, mark NA (not applicable). Applicants are encouraged and may be required to submit additional information such as lease agreements, site plans, environmental studies, market studies, business plans, business or personal financial statements to be included for review and consideration.

**A. APPLICANT INFORMATION**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Site/Property Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Lease Terms: \_\_\_\_\_

Is any owner, member, stockholder, partner, officer or director of any previously identified entities, or any member of the immediate family of any such person, an employee or elected official of the Village of Cross Plains?       No       Yes

If yes, give the name and relationship of the employee: \_\_\_\_\_

**B. PROPERTY INFORMATION**

Site/Property Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Existing Mortgage Holder: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Most recent total equalized assessed valuation (EAV)

\$ \_\_\_\_\_ Land      \$ \_\_\_\_\_ Improvements      \$ \_\_\_\_\_ Total

Will a zoning change be requested?     No     Yes    If yes, indicate new zoning: \_\_\_\_\_

Identify other approvals, permits, or licenses your project may need: \_\_\_\_\_

**C. PROJECT INFORMATION**

Include any plans or illustrations prepared for the project, if available. Definition of Project Scope:

---

---

---

---

---

---

---

---

---

---

Construction Start Date: \_\_\_\_\_

Construction Completion Date: \_\_\_\_\_

**D. TIF REQUEST**

State the total amount of TIF assistance being requested: \$ \_\_\_\_\_

State the need and justification for TIF assistance. Explain how the applicant intends to demonstrate compliance with the “but for” test. Substantiate that other alternative methods of financing have been thoroughly explored.

---

---

---

---

---

---

---

---

---

---

**E. PROJECT BUDGET AND FINANCIAL STRATEGY**

Project Costs	Amount	Source(s) of Financing
<i>(List Individual Project Elements, demolition, signs, etc.)</i>	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<i>(Soft Costs: planning, design, etc.)</i>		
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Project Costs</b>	\$	

Budget source:  Developer  Architect  Contractor  Other \_\_\_\_\_

Sources of Financing	Amount	Percent of Total Costs
TIF	\$	%
Equity	\$	%
Loans	\$	%
Grants	\$	%
Other (please specify)	\$	%
	\$	%
		%
<b>Total Project Costs</b>	\$	100.0 %

Lender for Project:

\_\_\_\_\_ Officer \_\_\_\_\_ Phone \_\_\_\_\_

Preapproved:  No  Yes, attach a Letter of Commitment from the Lender indicating that the applicant has sufficient financial resources to obtain the private financing for the project.

Grant Sources: \_\_\_\_\_

Application Status: \_\_\_\_\_

Estimated Likelihood of Award: \_\_\_\_\_ % Date of Grant Announcement: \_\_\_\_\_

**F. BUYER CERTIFICATION AND ACKNOWLEDGEMENT**

I acknowledge being informed that the Village of Cross Plains (Village) will, upon request by a member of the public or in the course of reporting its activities to the public, disclose the names of individuals requesting Tax Incremental Financing (TIF), the amount of TIF requested, state/federal programs used, if any, and the development impact of the TIF requested (jobs created, tax base impact and total project investment). I have been assured by the Village, and I understand, that other financial information provided by me in connection with this application or with assistance from the Village, if any is given (including, but not necessarily limited to business and personal financial statements, business operating statements, data on historical and projected future sales or other aspects of business performance, and business plans) will, to the extent permissible by law, and except for use in collection proceedings, if any, be treated as confidential. This will confirm that I have relied upon such assurance by the Village in providing financial information to the Village, and that, but for such assurances, such information would not be provided.

I certify that the information contained in this application is, to the best of my knowledge, true and correct. I authorize the Village or its agents to verify the information provided in this application and to obtain additional information concerning the applicant(s) financial condition (although the Village may rely on this information without any further verification). I authorize the Village to furnish such information and any other credit experience with the applicant(s) to others and to answer any questions about the applicant(s) credit experience and other financial relationships with the Village. I agree to notify the Village, in writing, of any changes that materially affect the accuracy of this statement.

I certify, by signing and submitting this application, that additional costs, above the amount of the application fee, incurred by the Village for outside professional review or expertise of this application will be the responsibility of the applicant.

Applicant \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return To:

Village of Cross Plains  
Attn: Village Administrator/Clerk-Treasurer  
2417 Brewery Road  
Cross Plains, WI 53528

# Water Utility Rate Analysis

Proposed Rate Increase

24%

Meter Size	Current Rates			Proposed Rates			Total Users
	User	Fixed	Fire	User	Fixed	Fire	
5/8" & 3/4"	\$ 1.95	\$ 18.54	\$ 14.99	\$ 2.42	\$ 22.99	\$ 18.59	1,306
1"	\$ 1.95	\$ 30.90	\$ 37.39	\$ 2.42	\$ 38.32	\$ 46.36	19
1.25"	\$ 1.95	\$ 40.17	\$ 55.31	\$ 2.42	\$ 49.81	\$ 68.58	0
1.5"	\$ 1.95	\$ 49.44	\$ 74.78	\$ 2.42	\$ 61.31	\$ 92.72	27
2"	\$ 1.95	\$ 74.16	\$ 119.58	\$ 2.42	\$ 91.96	\$ 148.28	5
3"	\$ 1.95	\$ 101.97	\$ 224.03	\$ 2.42	\$ 126.44	\$ 277.79	1
4"	\$ 1.95	\$ 148.32	\$ 373.89	\$ 2.42	\$ 183.92	\$ 463.62	1
6"	\$ 1.95	\$ 228.66	\$ 747.78	\$ 2.42	\$ 283.54	\$ 927.25	0
8"	\$ 1.95	\$ 327.54	\$ 1,195.83	\$ 2.42	\$ 406.15	\$ 1,482.83	0
10"	\$ 1.95	\$ 556.20	\$ 1,792.20	\$ 2.42	\$ 689.69	\$ 2,222.33	0
12"	\$ 1.95	\$ 945.54	\$ 2,391.66	\$ 2.42	\$ 1,172.47	\$ 2,965.66	0

1,359

*User Charge* The price per \$1,000 gallons of water used is applied to all users equally.

*Fixed Charge* All users pay a fixed charge that varies based on the size of the meter.

*Fire Charge* All users pay a fire charge that varies based on the size of the meter and is to fund the use of fire hydrants.

## Estimated Billing Impact

Meter Size	Usage	Current	Proposed	Diff.	% Inc.
5/8" & 3/4"	8,000	\$ 49.13	\$ 60.92	\$ 11.79	24%
1"	8,000	\$ 83.89	\$ 104.02	\$ 20.13	24%
1.5"	8,000	\$ 139.82	\$ 173.37	\$ 33.56	24%

*The owner of a home with a 5/8" meter that uses approximately 8,000 gallons of water per quarter would expect their water bill to increase by approximately \$11.79 per quarter.*

# Water Bill Comparison 2015

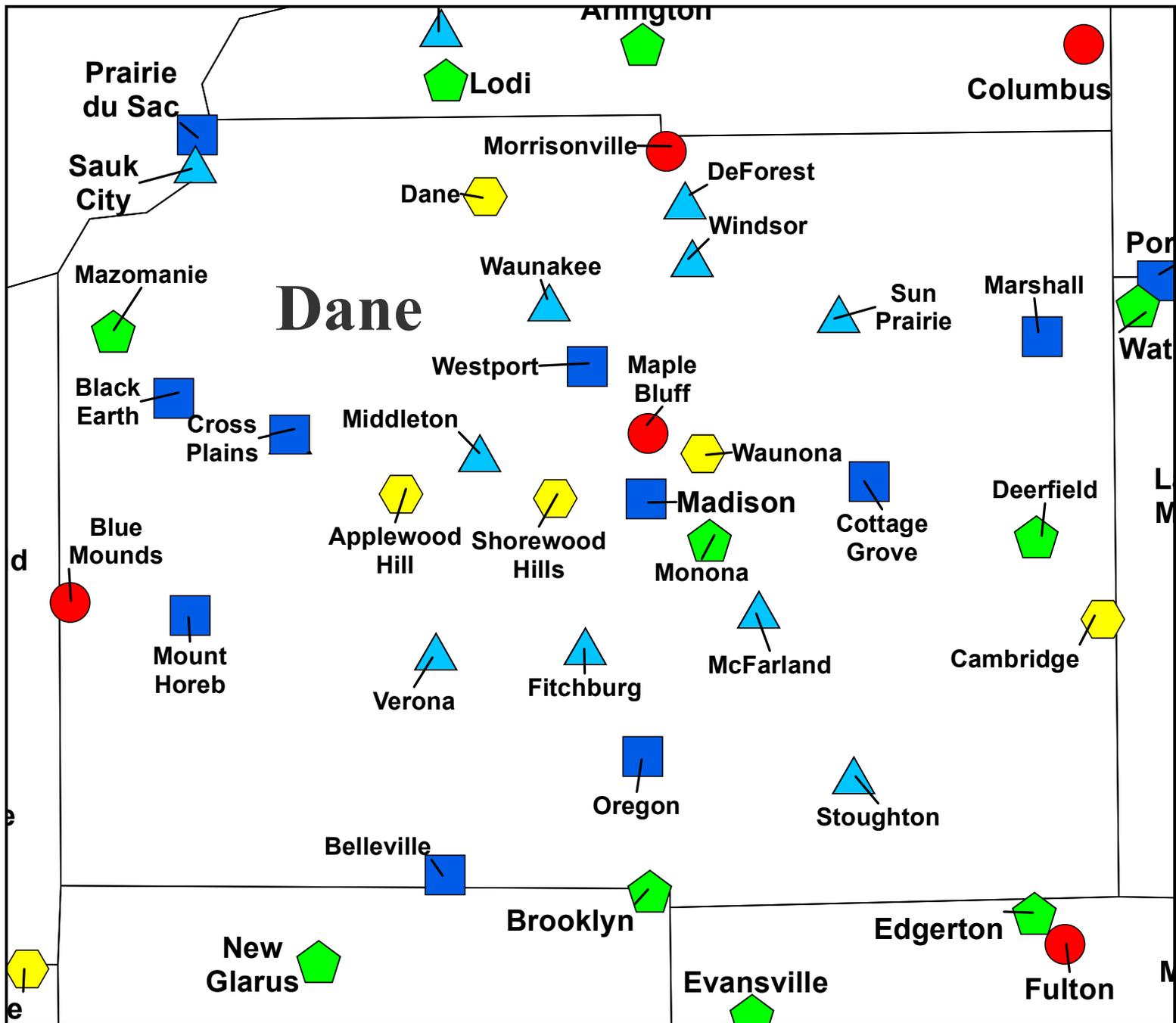
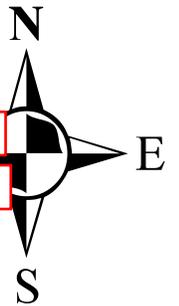
Each Color Represents 20 Percent of the Utilities



## Quarterly Bill For 18,750 Gallons

- ▲ \$ 24.65 - \$ 62.02
- \$ 62.03 - \$ 78.78 ← **Current - \$70.09**
- ◆ \$ 78.79 - \$ 94.50 ← **Proposed - \$86.91**
- ◇ \$ 94.51 - \$120.85
- \$ 120.86 - \$337.50

Current - \$70.09  
Proposed - \$86.91



**CROSS PLAINS WATER UTIL**

**Estimated for Test Year 2015**

<b>Part One:</b>	Total Operating Revenues	(per Attachment 7)	<u>\$365,396</u>
	Total Operation and Maintenance Expenses	(per Attachment 10)	\$210,900
	Depreciation Expense	(per Attachment 12)	78,255
	Amortization Expense--Account # 404 (specify):		<input type="text" value="0"/>
	Taxes	(per Attachment 8)	<u>81,292</u>
	Total Operating Expenses		<u>\$370,447</u>
	<b>Net Operating Income (Loss)-Test Year 2015</b>		<u><u>(\$5,051)</u></u>
<b>Part Two:</b>	Utility Plant In Service--Financed by Utility or Municipality: Test Year Average Balance	(per Attachment 11)	\$2,851,559
	Materials and Supplies: Test Year Average Balance	(per Attachment 13)	5,686
	Less: Accumulated Depreciation: Test Year Average Balance	(per Attachment 13)	777,119
	Regulatory Liability and Other: Test Year Average Balance	(per Attachment 13)	<u>118,636</u>
	<b>Average Net Investment Rate Base (NIRB)</b>		<u><u>\$1,961,490</u></u>
<b>Part Three:</b>	Average Net Investment Rate Base	(per Part Two above)	\$1,961,490
	<b>TIMES</b> Rate of Return Requested (Enter requested rate in this box.)	<input type="text" value="4.00%"/>	4.00%
	Return on Average Net Investment Rate Base (NIRB)		<u>\$78,460</u>
	Total Operation and Maintenance Expenses	(per Part One above)	\$210,900
	<b>TIMES</b> allowance on O&M expenses		<u>6.00%</u>
	Operating Allowance		<u><u>\$12,654</u></u>
	<b>Enter the larger of either:</b> The Return on NIRB (A) or the Operating Allowance (B)		\$78,460
	Less: Estimated Net Operating Income (Loss)	(per Part One above)	<u>(5,051)</u>
	<b>Increase Requested-Test Year 2015</b>		<u><u>\$83,511</u></u>
	Overall Percentage Increase in Total Sales of Water <u>at Current Rates:</u>	<input type="text" value="24%"/>	

**CROSS PLAINS WATER UTIL**

**WATER UTILITY CONSUMER ANALYSIS**  
Estimates for Test Year

Billing Periods per Year:

4

Meter Size	Charge	Residential	Multifamily Residential	Commercial	Industrial	Public Authority	Irrigation	Totals
		Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	
5/8"	\$18.54	1,234	1	66	0	4	0	1,305
3/4"	\$18.54	0	0	1	0	0	0	1
1"	\$30.90	4	3	9	2	1	0	19
1 1/4"	\$40.17	0	0	0	0	0	0	0
1 1/2"	\$49.44	1	14	7	1	4	0	27
2"	\$74.16	1	2	0	1	1	0	5
2 1/2"	\$0.00	0	0	0	0	0	0	0
3"	\$101.97	0	0	0	0	1	0	1
4"	\$148.32	0	0	0	0	1	0	1
6"	\$228.66	0	0	0	0	0	0	0
8"	\$327.54	0	0	0	0	0	0	0
10"	\$556.20	0	0	0	0	0	0	0
12"	\$945.54	0	0	0	0	0	0	0
<b>Total Meters</b>		1,240	20	83	4	12	0	1,359
<b>Fixed Revenues</b>		\$ 92,502	\$ 3,807	\$ 7,465	\$ 742	\$ 2,509	\$ -	\$ 107,025.24
<b>Total Volume Revenue</b>		\$ 107,452	\$ 14,166	\$ 12,244	\$ 3,494	\$ 3,340	\$ -	\$ 140,696
<b>Surcharges, etc.</b>		\$5,800	\$0	\$310	\$0	\$0	\$0	\$6,110
<b>Total Estimated Revenues</b>		\$205,754	\$17,973	\$20,019	\$4,236	\$5,849	\$0	\$253,831

**Estimated Customer Growth for the Test Year:**

Customer Class	Number of Customers	Meter Sizes
Residential	0	
Multifamily	1	
Commercial	0	
Industrial	0	
Public Auth.	0	
Irrigation	0	
<b>Total</b>	<b>1</b>	

CROSS PLAINS WATER UTIL

VOLUME SALES

Estimates for Test Year

Billing Periods per Year:

Does the utility have class-based volume rates? **No**

**Note:** Only change these rates if there has been an SRC or adjustment for purchased water in the last 12 months

	Volume Block	Rate
First	30,000	\$1.95
Next	70,000	\$1.80
Next	-	\$0.00
Next	-	\$0.00
Over	100,000	\$1.03

	Residential Units	Multifamily Residential Units	Commercial Units	Industrial Units	Public Authority Units	Irrigation Units	Total
First 30,000	54,300	2,270	4,050	360	590	0	61,570
Next 70,000	590	3,700	2,300	670	650	0	7,910
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Over 100,000	490	2,990	200	1,540	990	0	6,210
<b>Total Units</b>	55,380	8,960	6,550	2,570	2,230	0	75,690
<b>Unit Revenues</b>	\$ 107,452	\$ 14,166	\$ 12,244	\$ 3,494	\$ 3,340	\$ -	\$ 140,696

VILLAGE OF CROSS PLAINS  
 MAIN STREET UTILITY REPLACEMENT  
 BID COST COMPARISON  
 2/24/15

BID ITEM	DESCRIPTION	UNITS	ESTIMATED UNIT PRICE	SUBTOTAL	WATER	SEWER	LOW BIDDER UNIT PRICE	LOW BIDDER SUBTOTAL PRICE	WATER	SEWER	DIFFERENCE BETWEEN LOW BIDDER PRICE AND ESTIMATED PRICE
SPV.0035.01	SELECT BACKFILL	cubic yards 7500 (trench measure)	\$ 26.00	\$ 195,000.00	\$ 97,500.00	\$ 97,500.00	\$ 23.45	\$ 175,875.00	\$ 87,937.50	\$ 87,937.50	\$ 19,125.00
SPV.0060.16	SANITARY SERVICE LATERAL WYES 18-INCH X 8-INCH	2 each	\$ 1,800.00	\$ 3,600.00		\$ 3,600.00	\$ 636.84	\$ 1,273.68		\$ 1,273.68	\$ 2,326.32
SPV.0060.17	EXISTING SANITARY SEWER CONNECTIONS	16 each	\$ 2,645.00	\$ 42,320.00		\$ 42,320.00	\$ 620.00	\$ 9,920.00		\$ 9,920.00	\$ 32,400.00
SPV.0060.18	SANITARY SERVICE LATERAL WYES 18-INCH X 6-INCH	61 each	\$ 1,500.00	\$ 91,500.00		\$ 91,500.00	\$ 686.43	\$ 41,872.23		\$ 41,872.23	\$ 49,627.77
SPV.0060.19	SANITARY SERVICE LATERAL CAPS	30 each	\$ 70.00	\$ 2,100.00		\$ 2,100.00	\$ 36.28	\$ 1,088.40		\$ 1,088.40	\$ 1,011.60
SPV.0060.20	SANITARY SERVICE LATERAL CONNECTIONS	40 each	\$ 1,400.00	\$ 56,000.00		\$ 56,000.00	\$ 163.26	\$ 6,530.40		\$ 6,530.40	\$ 49,469.60
SPV.0060.21	SANITARY SERVICE LATERAL TRACING SYSTEMS	67 each	\$ 260.00	\$ 17,420.00		\$ 17,420.00	\$ 225.00	\$ 15,075.00		\$ 15,075.00	\$ 2,345.00
SPV.0060.22	SANITARY MANHOLE REMOVAL	29 each	\$ 585.00	\$ 16,965.00		\$ 16,965.00	\$ 700.00	\$ 20,300.00		\$ 20,300.00	\$ (3,335.00)
SPV.0060.23	SANITARY MANHOLE CASTINGS	29 each	\$ 700.00	\$ 20,300.00		\$ 20,300.00	\$ 595.83	\$ 17,279.07		\$ 17,279.07	\$ 3,020.93
SPV.0060.24	SANITARY MANHOLE CHIMNEY SEALS, EXTERNAL	28 each	\$ 600.00	\$ 16,800.00		\$ 16,800.00	\$ 443.63	\$ 12,421.64		\$ 12,421.64	\$ 4,378.36
SPV.0060.25	WATER MAIN 12-INCH OFFSET BREWERY CREEK**	1 each	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 7,505.23	\$ 7,505.23	\$ 7,505.23		\$ (2,505.23)
SPV.0060.26	WATER MAIN INSULATION***	1 each	\$ 235.00	\$ 235.00	\$ 235.00		\$ 200.00	\$ 200.00	\$ 200.00		\$ 35.00
SPV.0060.27	EXISTING WATER MAIN CONNECTIONS	11 each	\$ 2,025.00	\$ 22,275.00	\$ 22,275.00		\$ 2,743.86	\$ 30,182.46	\$ 30,182.46		\$ (7,907.46)
SPV.0060.28	GATE VALVES & BOXES 12-INCH	21 each	\$ 3,920.00	\$ 82,320.00	\$ 82,320.00		\$ 2,893.19	\$ 60,756.99	\$ 60,756.99		\$ 21,563.01
SPV.0060.29	GATE VALVES & BOXES 8-INCH	11 each	\$ 2,245.00	\$ 24,695.00	\$ 24,695.00		\$ 1,622.12	\$ 17,843.32	\$ 17,843.32		\$ 6,851.68
SPV.0060.30	GATE VALVES & BOXES 6-INCH	16 each	\$ 1,745.00	\$ 27,920.00	\$ 27,920.00		\$ 1,128.83	\$ 18,061.28	\$ 18,061.28		\$ 9,858.72
SPV.0060.31	GATE VALVES & BOXES 4-INCH	2 each	\$ 1,675.00	\$ 3,350.00	\$ 3,350.00		\$ 991.15	\$ 1,982.30	\$ 1,982.30		\$ 1,367.70
SPV.0060.32	ABANDON GATE VALVES AND BOXES	20 each	\$ 225.00	\$ 4,500.00	\$ 4,500.00		\$ 600.00	\$ 12,000.00	\$ 12,000.00		\$ (7,500.00)
SPV.0060.33	EXISTING HYDRANT REMOVALS	9 each	\$ 760.00	\$ 6,840.00	\$ 6,840.00		\$ 550.00	\$ 4,950.00	\$ 4,950.00		\$ 1,890.00
SPV.0060.34	NEW HYDRANTS	17 each	\$ 4,505.00	\$ 76,585.00	\$ 76,585.00		\$ 3,327.69	\$ 56,570.73	\$ 56,570.73		\$ 20,014.27
SPV.0060.35	CORPORATION STOPS 1-INCH	65 each	\$ 310.00	\$ 20,150.00	\$ 20,150.00		\$ 52.86	\$ 3,435.90	\$ 3,435.90		\$ 16,714.10
SPV.0060.36	CORPORATION STOPS 2-INCH	2 each	\$ 820.00	\$ 1,640.00	\$ 1,640.00		\$ 451.53	\$ 903.06	\$ 903.06		\$ 736.94
SPV.0060.37	CURB STOPS 1-INCH	65 each	\$ 375.00	\$ 24,375.00	\$ 24,375.00		\$ 166.07	\$ 10,794.55	\$ 10,794.55		\$ 13,580.45
SPV.0060.38	CURB STOPS 2-INCH	2 each	\$ 1,125.00	\$ 2,250.00	\$ 2,250.00		\$ 423.15	\$ 846.30	\$ 846.30		\$ 1,403.70
SPV.0060.39	WATER SERVICE LATERAL RECONNECTIONS	63 each	\$ 975.00	\$ 61,425.00	\$ 61,425.00		\$ 179.16	\$ 11,287.08	\$ 11,287.08		\$ 50,137.92
SPV.0060.48	SANITARY SERVICE LATERAL WYES 15-INCH X 6-INCH	2 each	\$ 1,200.00	\$ 2,400.00		\$ 2,400.00	\$ 388.89	\$ 777.78		\$ 777.78	\$ 1,622.22
SPV.0060.49	SANITARY SERVICE LATERAL WYES 12-INCH X 6-INCH	2 each	\$ 800.00	\$ 1,600.00		\$ 1,600.00	\$ 276.66	\$ 553.32		\$ 553.32	\$ 1,046.68
SPV.0060.50	SANITARY SERVICE LATERAL WYES 8-INCH X 6-INCH	2 each	\$ 400.00	\$ 800.00		\$ 800.00	\$ 182.70	\$ 365.40		\$ 365.40	\$ 434.60
SPV.0060.56	WATER MAIN OFFSET 12-INCH UNDER ENCHANTED VALLEY DRAINAGEWAY BOX CULVERT**	1 each	\$ 11,700.00	\$ 11,700.00	\$ 11,700.00		\$ 17,609.49	\$ 17,609.49	\$ 17,609.49		\$ (5,909.49)
SPV.0060.58	WATER MAIN OFFSET STANDARD	3 each	\$ 2,500.00	\$ 7,500.00	\$ 7,500.00		\$ 5,863.07	\$ 17,589.21	\$ 17,589.21		\$ (10,089.21)
SPV.0090.02	SANITARY SEWER PVC 18-INCH 13 FEET DEPTH OR LESS	1662 lineal feet	\$ 150.00	\$ 249,300.00		\$ 249,300.00	\$ 73.55	\$ 122,240.10		\$ 122,240.10	\$ 127,059.90
SPV.0090.03	SANITARY SEWER PVC 18-INCH 13 FEET DEPTH TO 16 FEET DEPTH**	1477 lineal feet	\$ 170.00	\$ 251,090.00		\$ 251,090.00	\$ 90.69	\$ 133,949.13		\$ 133,949.13	\$ 117,140.87
SPV.0090.04	SANITARY SEWER PVC 18-INCH 16 FEET DEPTH OR GREATER**	556 lineal feet	\$ 230.00	\$ 127,880.00		\$ 127,880.00	\$ 115.69	\$ 64,323.64		\$ 64,323.64	\$ 63,556.36
SPV.0090.05	SANITARY SEWER PVC 15-INCH**	893 lineal feet	\$ 135.00	\$ 120,555.00		\$ 120,555.00	\$ 60.35	\$ 53,892.55		\$ 53,892.55	\$ 66,662.45
SPV.0090.06	SANITARY SEWER PVC 12-INCH	1293 lineal feet	\$ 115.00	\$ 148,695.00		\$ 148,695.00	\$ 54.14	\$ 70,003.02		\$ 70,003.02	\$ 78,691.98
SPV.0090.07	SANITARY SEWER PVC 8-INCH	246 lineal feet	\$ 110.00	\$ 27,060.00		\$ 27,060.00	\$ 88.51	\$ 21,773.46		\$ 21,773.46	\$ 5,286.54
SPV.0090.08	STEEL CASING 24-INCH BY OPEN CUT METHODS**	198 lineal feet	\$ 200.00	\$ 39,600.00	\$ 19,800.00	\$ 19,800.00	\$ 492.12	\$ 97,439.76	\$ 48,719.88	\$ 48,719.88	\$ (57,839.76)
SPV.0090.09	WATER MAIN DUCTILE IRON 12-INCH**	6031 lineal feet	\$ 177.00	\$ 1,067,487.00	\$ 1,067,487.00		\$ 83.73	\$ 504,975.63	\$ 504,975.63		\$ 562,511.37
SPV.0090.10	WATER MAIN DUCTILE IRON 8-INCH	442 lineal feet	\$ 120.00	\$ 53,040.00	\$ 53,040.00		\$ 78.25	\$ 34,586.50	\$ 34,586.50		\$ 18,453.50
SPV.0090.11	WATER MAIN DUCTILE IRON 6-INCH	364 lineal feet	\$ 115.00	\$ 41,860.00	\$ 41,860.00		\$ 73.56	\$ 26,775.84	\$ 26,775.84		\$ 15,084.16
SPV.0090.12	WATER MAIN DUCTILE IRON 4-INCH	90 lineal feet	\$ 124.00	\$ 11,160.00	\$ 11,160.00		\$ 74.48	\$ 6,703.20	\$ 6,703.20		\$ 4,456.80
SPV.0090.13	WATER SERVICE LATERALS 1-INCH	2016 lineal feet	\$ 105.00	\$ 211,680.00	\$ 211,680.00		\$ 35.00	\$ 70,560.00	\$ 70,560.00		\$ 141,120.00
SPV.0090.14	WATER SERVICE LATERALS 2-INCH	129 lineal feet	\$ 160.00	\$ 20,640.00	\$ 20,640.00		\$ 72.28	\$ 9,324.12	\$ 9,324.12		\$ 11,315.88
SPV.0090.16	SANITARY SERVICE LATERALS PVC 8-INCH	67 lineal feet	\$ 115.00	\$ 7,705.00		\$ 7,705.00	\$ 64.29	\$ 4,307.43		\$ 4,307.43	\$ 3,397.57
SPV.0090.15	SANITARY SERVICE LATERALS PVC 6-INCH	2253 lineal feet	\$ 70.00	\$ 157,710.00		\$ 157,710.00	\$ 35.00	\$ 78,855.00		\$ 78,855.00	\$ 78,855.00

VILLAGE OF CROSS PLAINS  
 MAIN STREET UTILITY REPLACEMENT  
 BID COST COMPARISON  
 2/24/15

BID ITEM	DESCRIPTION	UNITS	ESTIMATED UNIT PRICE	SUBTOTAL	WATER	SEWER	LOW BIDDER UNIT PRICE	LOW BIDDER SUBTOTAL PRICE	WATER	SEWER	DIFFERENCE BETWEEN LOW BIDDER PRICE AND ESTIMATED PRICE
SPV.0090.18	STEEL CASING 24-INCH BY BORING**	29 lineal feet	\$ 700.00	\$ 20,300.00		\$ 20,300.00	\$ 862.07	\$ 25,000.03		\$ 25,000.03	\$ (4,700.03)
SPV.0105.24	DEWATERING	1 lump sum	\$ 845,000.00	\$ 845,000.00	\$ 84,500.00	\$ 760,500.00	\$ 453,952.50	\$ 453,952.50	\$ 45,395.25	\$ 408,557.25	\$ 391,047.50
SPV.0200.01	SANITARY SERVICE LATERAL RISERS	246 vertical feet	\$ 100.00	\$ 24,600.00		\$ 24,600.00	\$ 55.17	\$ 13,571.82		\$ 13,571.82	\$ 11,028.18
SPV.0200.02	STANDARD SANITARY MANHOLE MASONRY 48-INCH DIAMETER	263.93 vertical feet	\$ 350.00	\$ 92,375.50		\$ 92,375.50	\$ 248.99	\$ 65,715.93		\$ 65,715.93	\$ 26,659.57
SPV.0200.03	DROP SANITARY MANHOLE MASONRY 48-INCH DIAMETER	63.35 vertical feet	\$ 445.00	\$ 28,190.75		\$ 28,190.75	\$ 396.78	\$ 25,136.01		\$ 25,136.01	\$ 3,054.74
SPV.0204.0250	ABANDONING MANHOLES**	1 each	\$ 1,200.00	\$ 1,200.00		\$ 1,200.00	\$ 800.00	\$ 800.00		\$ 800.00	\$ 400.00
SPV.0105.31	TEMPORARY WATER SYSTEM	1 each	\$ 88,000.00	\$ 88,000.00		\$ 88,000.00	\$ 31,500.00	\$ 31,500.00		\$ 31,500.00	\$ 56,500.00
SUBTOTAL - WISDOT CONTRACT				\$ 4,484,693.25	\$ 1,990,427.00	\$ 2,494,266.25		\$ 2,491,235.49	\$ 1,107,495.82	\$ 1,383,739.67	\$ 1,993,457.76
CONTAMINATION TREATMENT EQUIPMENT TO BE PROVIDED BY THE VILLAGE				\$ 75,000.00	\$ 30,000.00	\$ 45,000.00		\$ 75,000.00	\$ 30,000.00	\$ 45,000.00	
OPERATION OF CONTAMINATION TREATMENT EQUIPMENT TO BE PROVIDED BY THE VILLAGE				\$ 35,000.00	\$ 14,000.00	\$ 21,000.00		\$ 35,000.00	\$ 14,000.00	\$ 21,000.00	
LAGOON STREET SANITARY SEWER ABANDONMENT, 24 locations @\$10,000 per location				\$ 240,000.00		\$ 240,000.00		\$ 240,000.00		\$ 240,000.00	
<b>CONSTRUCTION SUBTOTAL</b>				\$ 4,834,693.25	\$ 2,034,427.00	\$ 2,800,266.25		\$ 2,841,235.49	\$ 1,151,495.82	\$ 1,689,739.67	

\* This includes the \$54,286.59 already spent for the preliminary engineering report in 2011, and the ongoing charges under the \$150,000 preliminary design contract. Resident construction observation cost will be determined by the length of time it takes to construct the water main and sanitary sewer.

\*\*Through some kind of mix up WisDOT had a different estimate price than Town & Country Engineering provided. The engineer's estimate value shown above are the Town & Country Engineering values.

\*\*\*WisDOT had only 1 unit on this item, whereas I had 2. I've changed the units to what WisDOT had in its bid form, but we may have more units actually constructed.

# STATE OF WISCONSIN: DANE COUNTY: VILLAGE OF CROSS PLAINS

## **A resolution to establish temporary parking restrictions, pedestrian access ways, and other traffic control measures on Park Street during the Highway 14 Reconstruction Project**

### RESOLUTION NO. 03-2015

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

**WHEREAS** the Village of Cross Plains (Village) and the Wisconsin Department of Transportation (WisDOT) will be reconstructing US Highway 14 (Main Street) within the Village limits (the Project);

**WHEREAS** the project will require the total closure of US Highway 14 (Main Street) for the duration of the project limiting access to residential properties on and around the project; and

**WHEREAS** the Village desires to use Park Street to establish a plan that provides parking restrictions, safety for pedestrians, and other traffic control measures.

**NOW, THEREFORE, BE IT RESOLVED** that the Village Board for the Village of Cross Plains hereby adopts the Park Street Plan dated March 5, 2015 as follows:

1. Parking shall be prohibited on the north side of Park Street from Market Street to Caesar Street except for EMS Volunteers reporting to the EMS Station for an emergency call for service and except for mail/parcel deliveries. The north side of Park Street shall be marked for use only by pedestrians.
2. Parking shall only be allowed by permit on Water Street, Center Street, Spring Street, East Street, Maple Street, Hickory Street, Wilson Street, Mill Street, and American Legion Drive between Main Street and Park Street. The permit shall be obtained from the Village Clerk at no charge and shall be available to those displaced by or adjacent to the project.
3. The intersection of Park Street and Market Street shall be controlled with stop signs in all directions of travel.

BE IT FURTHER RESOLVED that the Public Facilities Department is hereby authorized to mark these restrictions as appropriate.

BE IT FURTHER RESOLVED that the Police Department is hereby authorized to enforce violations of these restrictions as appropriate.

This resolution shall take effect upon its passage and publication or posting as provided by Law.

Dated this 23<sup>rd</sup> day of March, 2015.

Village of Cross Plains:

Attest:

By: \_\_\_\_\_  
J. Patrick Andreoni  
Village President

By: \_\_\_\_\_  
Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer

# Park Street Map #1 Village of Cross Plains

Business Specific Sign - Shall be placed with appropriate directional arrow near side streets to direct drivers towards businesses located on or around Main Street. Village will work with sign vendor to prepare and locate.

Yellow Zone defines areas suggested for "Parking by Permit" only.

- Business Specific Sign:
1. Kalscheur Implement
  2. Coach's Club
  3. State Farm Insurance - Jim Dletzen
  4. The Barber Shop

- Business Specific Sign:
1. State Bank of Cross Plains
  2. Zander Place Apartments

Create 4-way stop



Market Street

1103 PARK

111 PAR

1209 PARK

1305 PARK

Park Street

Access to Local Business  
↑

Access to Local Business  
↑

Access to Local Business  
↻

2106 MARKET

2112 WATER

2108 CENTER

Water Street

Center Street

Access to Local Business  
←

2109 WATER

1201 MAIN

1205 MAIN

1303 MAIN

1113 MAIN

Main Street

1112 MAIN

1114 MAIN

1118 MAIN

1200 MAIN

1206 MAIN

1214 MAIN

**LEGEND**

- Proposed Centerline
- Proposed Divisions**
  - Pedestrian Lane (4')
  - Traffic Lanes (12.5' Each)
  - Parking Lane (8')

Scale: 0 12.5 25 50 Feet

tc TOWN & COUNTRY ENGINEERING, INC.  
2912 Marketplace Drive  
Suite 103  
Madison, WI 53719  
(608) 273-3350  
www.tcengineers.net

Town & Country Engineering, Inc. makes no representation regarding the accuracy or completeness of this map and its underlying data. Any use or reuse of this map will be at your own risk and without liability or legal exposure to Town & Country Engineering, Inc. Not to be used for utility marking for purposes of Digger's Hotline.  
Date: 1/16/2015  
Path: J:\JOB#S\Cross Plains\CP-71-01\Drawings\Park Street Map (11x17).mxd

**Park Street Map #2  
Village of Cross Plains**

2210  
CENTER

2209  
SPRING

2209  
EAST

1305  
PARK

1313  
PARK

2204  
SPRING

2203  
EAST

2208  
EAST

2204  
EAST

**Park Street**

**Center Street**

**Spring Street**

**East Street**

Access to  
Local Business  
↑

Access to  
Local Business  
↑

2108  
CENTER

1308  
PARK

2108  
SPRING

1406  
PARK

2110  
EAST

1508  
PARK

1303  
MAIN

1307  
MAIN

1311  
MAIN

1315  
MAIN

1401  
MAIN

1405  
MAIN

1411  
MAIN

1415  
MAIN

1501  
MAIN

1509  
MAIN

**Main Street**

**LEGEND**

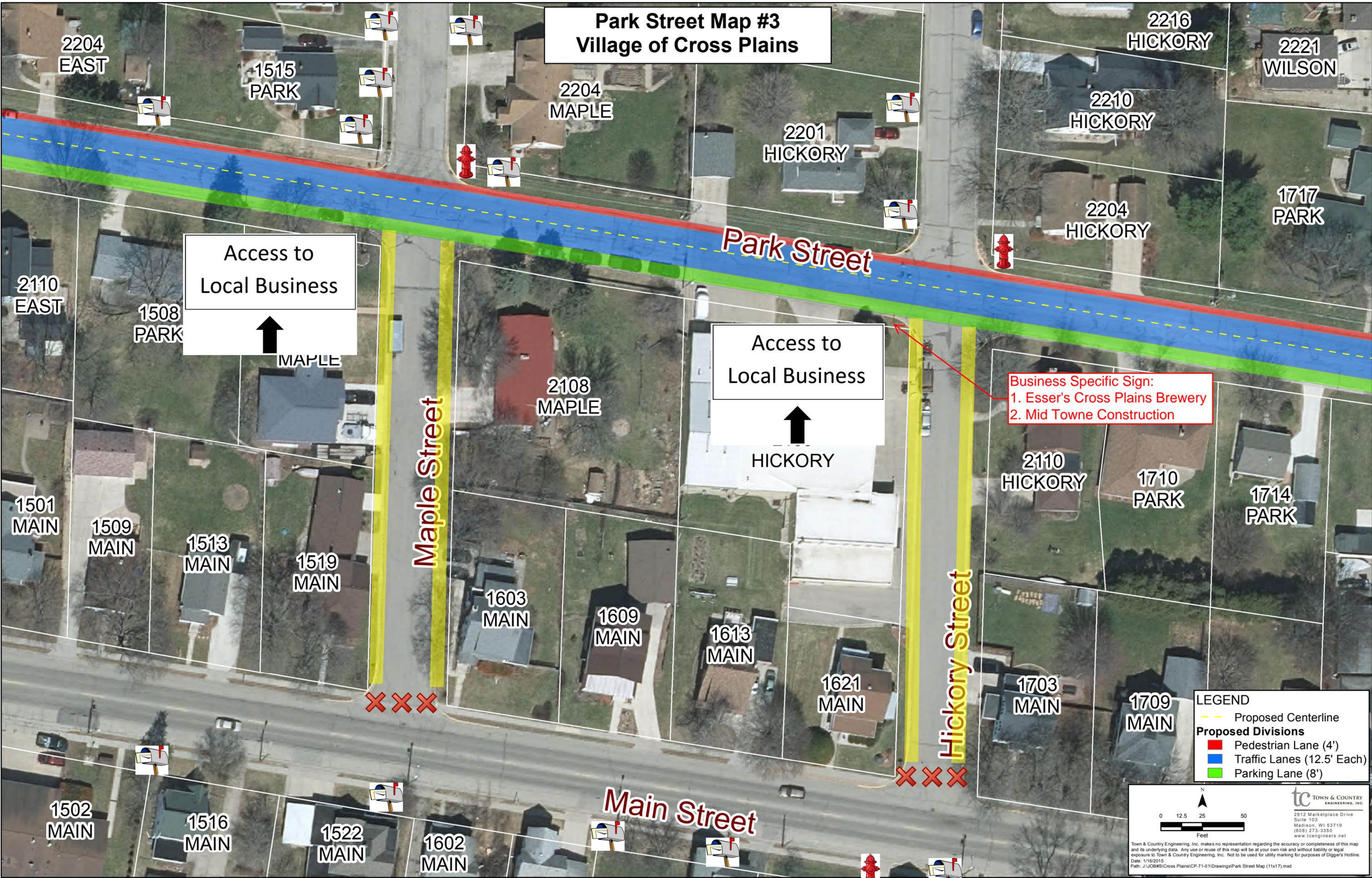
-  Proposed Centerline
- Proposed Divisions**
-  Pedestrian Lane (4')
-  Traffic Lanes (12.5' Each)
-  Parking Lane (8')



**tc TOWN & COUNTRY ENGINEERING, INC.**  
 2912 Marketplace Drive  
 Suite 103  
 Madison, WI 53719  
 (608) 273-3350  
 www.tcengineers.net

Town & Country Engineering, Inc. makes no representation regarding the accuracy or completeness of this map and its underlying data. Any use or reuse of this map will be at your own risk and without liability or legal exposure to Town & Country Engineering, Inc. Not to be used for utility marking for purposes of Digger's Hotline.  
 Date: 1/16/2015  
 Path: J:\JOB\SI\Cross Plains\CP-71-01\Drawings\Park Street Map (11x17).mxd

**Park Street Map #3  
Village of Cross Plains**



**LEGEND**

	Proposed Centerline
<b>Proposed Divisions</b>	
	Pedestrian Lane (4')
	Traffic Lanes (12.5' Each)
	Parking Lane (8')

**tc TOWN & COUNTRY ENGINEERING, INC.**  
 2912 Marketplace Drive  
 Suite 103  
 Madison, WI 53719  
 (608) 273-3350  
 www.tcengineers.net

Town & Country Engineering, Inc. makes no representation regarding the accuracy or completeness of this map and its underlying data. Any use or reuse of this map will be at your own risk and without liability or legal exposure to Town & Country Engineering, Inc. Not to be used for utility marking for purposes of Digger's Hotline.  
 Date: 1/16/2015  
 Path: J:\JOB#\S\Cross Plains\CP-71-011\Drawings\Park Street Map (11x17).mxd

**Park Street Map #4  
Village of Cross Plains**



**LEGEND**

- Proposed Centerline: Dashed yellow line
- Proposed Divisions**
  - Pedestrian Lane (4'): Red
  - Traffic Lanes (12.5' Each): Blue
  - Parking Lane (8'): Green

0 12.5 25 50 Feet

**tc** TOWN & COUNTRY ENGINEERING, INC.  
 2912 Marketplace Drive  
 Suite 103  
 Madison, WI 53719  
 (608) 273-3350  
 www.tcengineers.net

Town & Country Engineering, Inc. makes no representation regarding the accuracy or completeness of this map and its underlying data. Any use or reuse of this map will be at your own risk and without liability or legal exposure to Town & Country Engineering, Inc. Not to be used for utility marking for purposes of Digger's Hotline. Date: 1/16/2015  
 Path: J:\JOB\SI\Cross Plains\CP-71-01\Drawings\Park Street Map (11x17).mxd

**Park Street Map #5  
Village of Cross Plains**



1904 PARK

2104 MILL

1909 MAIN

1910 MAIN

American Legion Drive

2007 PARK

2017 PARK

2012 PARK

2009 MAIN

2015 MAIN

2017 MAIN

2002 MAIN

2004 MAIN

2014 MAIN

2023 MAIN

2027 PARK

2024 JULIUS

2028 JULIUS

2027 PARK

2051 PARK

2040 JULIUS

2051 PARK

2107 MAIN

2035 JULIUS

2129 CAESAR

2105 PARK

2227 CAESAR

2041 JULIUS

2207 CAESAR

2135 CAESAR

Access to Local Business

Access to Local Business

Business Specific Sign:  
1. Mike's Mobile

Only when Jovina Street is open to Mill Creek Parkway

Only when Jovina Street is open to Mill Creek Parkway

**LEGEND**

- Proposed Centerline
- Proposed Divisions**
  - Pedestrian Lane (4')
  - Traffic Lanes (12.5' Each)
  - Parking Lane (8')

Scale: 0 12.5 25 50 Feet

North Arrow

**tc** TOWN & COUNTRY ENGINEERING, INC.  
2912 Marketplace Drive  
Suite 103  
Madison, WI 53719  
(608) 273-3350  
www.tcengineers.net

Town & Country Engineering, Inc. makes no representation regarding the accuracy or completeness of this map and its underlying data. Any use or reuse of this map will be at your own risk and without liability or legal exposure to Town & Country Engineering, Inc. Not to be used for utility marking for purposes of Digger's Hotline. Date: 1/16/2015  
Path: J:\JOB#S\Cross Plains\CP-71-01\Drawings\Park Street Map (11x17).mxd

**Park Street Map #6  
Village of Cross Plains**



Access to  
Local Business



Only when Jovina  
Street is open to  
Mill Creek Parkway

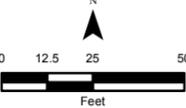
Access to  
Local Business



Only when Jovina  
Street is open to  
Mill Creek Parkway

Business Specific Sign:  
Access to businesses from  
Mill Creek Parkway

**LEGEND**

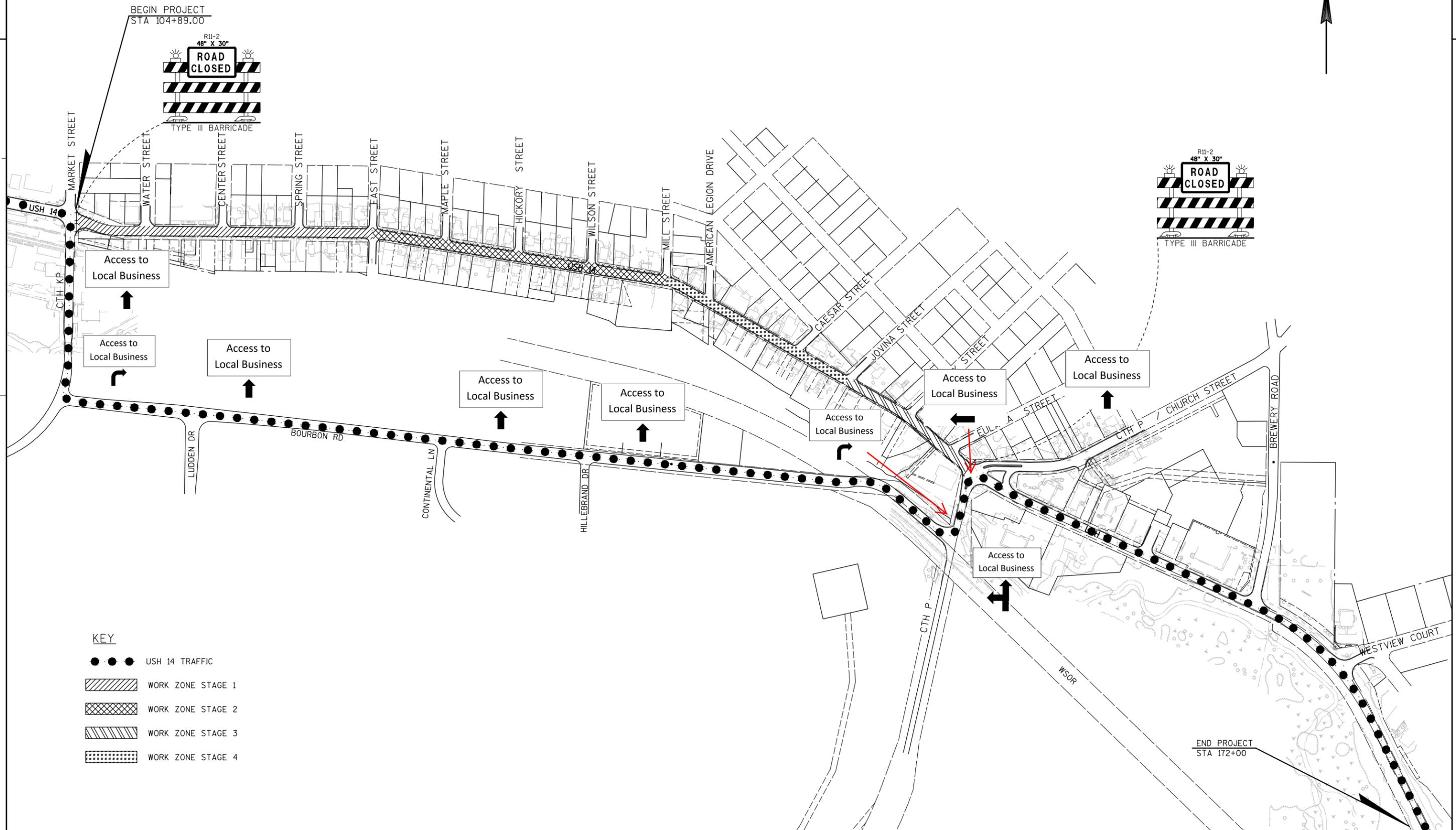


0 12.5 25 50  
Feet

**tc** TOWN & COUNTRY  
ENGINEERING, INC.  
2912 Marketplace Drive  
Suite 103  
Madison, WI 53719  
(608) 273-3350  
www.tcengineers.net

Town & Country Engineering, Inc. makes no representation regarding the accuracy or completeness of this map and its underlying data. Any use or reuse of this map will be at your own risk and without liability or legal exposure to Town & Country Engineering, Inc. Not to be used for utility marking for purposes of Digger's Hotline. Date: 2/24/2015 Path: J:\JOB\SI\Cross Plains\CP-71-011\Drawings\Park Street Map (11x17).mxd

USH 14 TRAFFIC DETOUR  
STAGES 1-4



KEY

- ● ● USH 14 TRAFFIC
- ▨ WORK ZONE STAGE 1
- ▩ WORK ZONE STAGE 2
- ▧ WORK ZONE STAGE 3
- ▦ WORK ZONE STAGE 4

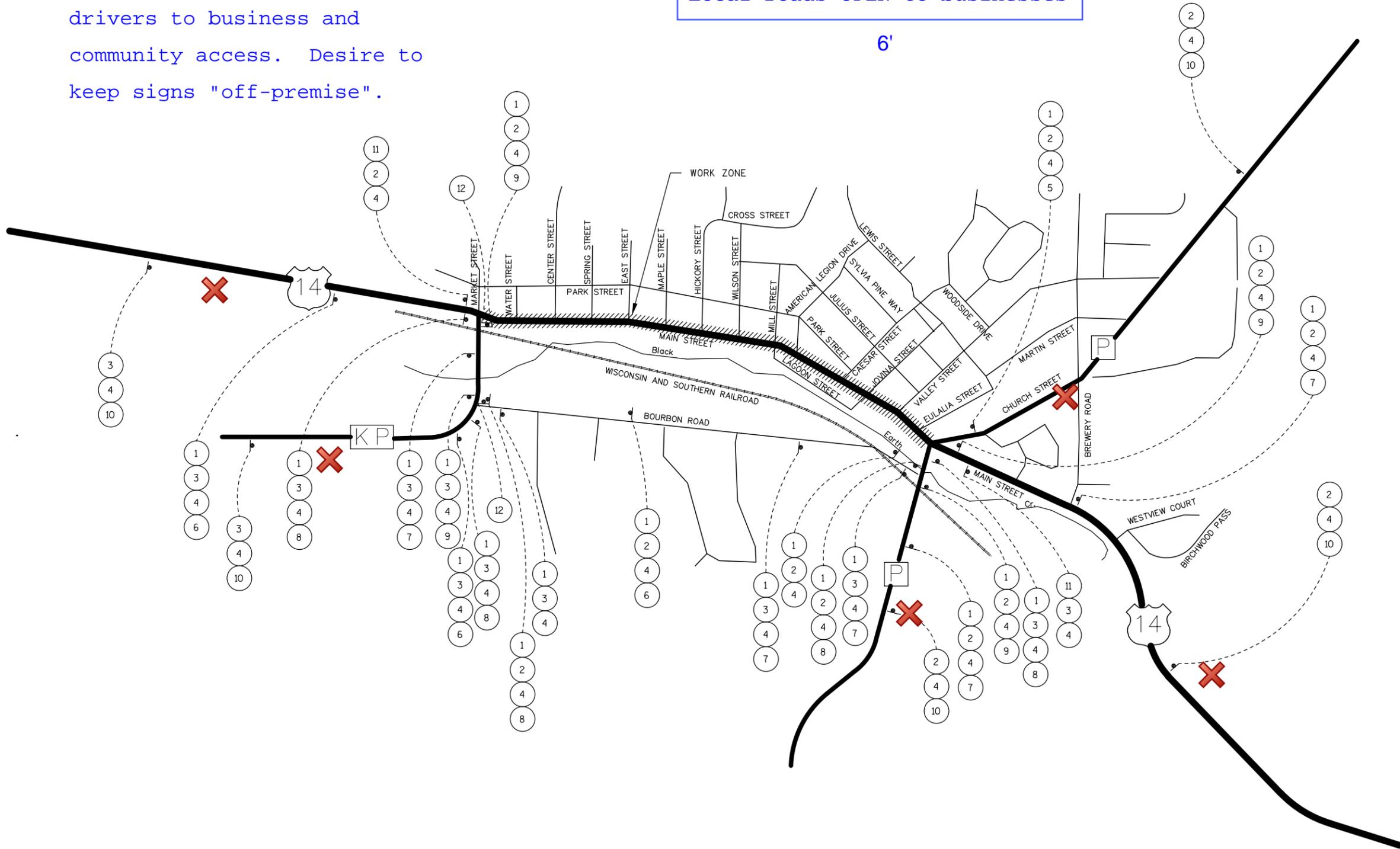
✗ Utilize banners at existing Gateway Signage to alert drivers to business and community access. Desire to keep signs "off-premise".

3'

# CONSTRUCTION AHEAD

Local roads OPEN to businesses

6'



- 1 **DETOUR**  
M4-8  
24" X 12"
- 2 **WEST**  
M3-4  
24"X12"
- 3 **EAST**  
M3-2  
24"X12"
- 4 **14**  
M1-4  
24"X24"
- 5 **↑**  
M06-1  
21"X21"
- 6 **↗**  
M05-1R  
21"X21"
- 7 **↖**  
M05-1L  
21"X21"
- 8 **→**  
M06-1  
21"X21"
- 9 **←**  
M06-1  
21"X21"
- 10 **DETOUR AHEAD**  
W20-2
- 11 **END DETOUR**  
M4-8A  
24" X 18"
- 12 **⚡**  
R9-3A  
24"X24"



## VILLAGE OF CROSS PLAINS

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

March 4, 2015

Wisconsin Department of Transportation  
Attn: Matthew Dapp  
2101 Wright Street  
Madison, WI 53704

**Re: Proposal regarding Traffic Control Services from Police Department for Highway 14 Project**

Dear Mr. Matthew Dapp;

This proposal is being provided from the Village of Cross Plains to the Department of Transportation (WisDOT) for Traffic Control Services from the Police Department for the Highway 14 Reconstruction Project, most specifically as it relates to the use of Bourbon Road as the detour route. Village Staff met with WisDOT on March 3, 2015 to discuss this proposal and outline the basic terms necessary to prepare an agreement.

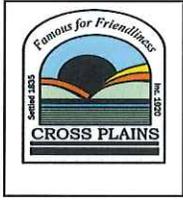
The Village will provide through its Police Department up to 300 hours of regular coverage, 25 hours related to special events, and 15 hours related to unplanned events for a total of 340 hours of coverage. Primary coverage will be provided to the detour route for the first 2-3 weeks of its use with a specific focus at the intersection of Bourbon Road and County Highway P. The remainder of the hours applied will be as needed for the duration of the project. All coverage will be provided by a Village Police Officer unless at the discretion of that officer a higher priority call for service takes precedent over traffic control.

The average regular cost per officer is \$35.75 per hour and overtime cost is \$53.63 per hour. The Village will attempt to provide coverage using regular staff but some overtime resources may be necessary. If you are agreeable to these terms, please prepare a contract for the Village Board's consideration. Let me know if you have any questions.

Sincerely,

Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer

Cc: Tom Janssen, Police Chief



# Village of Cross Plains

## Parks and Recreation Department

P.O. Box 97  
Cross Plains, WI 53528

Michael Axon  
Parks and Recreation Director

PH: 608-798-3241  
FAX: 608-798-3817

Dear Village Board,

Attached you will find literature, pictures and costs for the 2015 capital request for a Toro Sand Pro 5040. The Toro Sand Pro was part of the capital budget request from the Parks and Recreation Department for the 2015 season. The overall cost of the Toro Sand Pro is: **\$19,995.00**

The Cross Plains Cal Ripken/Babe Ruth program will be reimbursing the Village of Cross Plains \$6,000.00 for the purchase of the equipment by December 31, 2015. I ask that the Village Board approve the purchase price of: \$19,995.00 from the 2015 capital budget.

Competitive proposals were given out using the National IPA Cooperative Purchasing Agreement that we recently became a part of. This agreement is in place to reduce procurement costs by leveraging group volume, adding volume on a national level rather than per municipality.

Please let me know if you have any questions prior to the meeting. Thank you in advance for your support.

Sincerely,

Michael Axon  
Parks and Recreation Director  
Village of Cross Plains  
608.798.3241 ext. 107  
[maxon@cross-plains.wi.us](mailto:maxon@cross-plains.wi.us)



Scott Neary, SCPS  
 Territory Manager  
 W227 N6225 Sussex Road  
 Sussex, WI 53089  
 Cell (608) 220-6593  
 Fax (262) 786-6111  
[sneary@reinders.com](mailto:sneary@reinders.com)

Acct #:

Village of Cross Plains  
 2417 Brewery Road  
 Cross Plains, WI 53528

<b>Quote ID#</b> <u>febstn15</u>	<b>Quotes Good</b> <b>for 30 Days</b>
<b>Quote Date</b> 3/3/2015	<b>NIPA Account#</b> <b>2301333</b>

Attn: Michael Axon

Competitively Solicited and Award to Toro RFP120535

Qty	Model #	Description	Each	NIPA Total
1	08705	<b>Sand Pro 5040</b>	\$19,995.00	\$19,995.00
1	08712	Front Lift Frame ASM		
1	08713	Flex Blade		
1	08731	Mid-Mount ASM		
1	08734	Solid Tine Toolbar		
1	08751	Tooth Rake		

- \* 3WD-Series/Parallel™ Traction Drive
- \* Quick Attach System™ (QAS)
- \* Steerable Front Attachments
- \* Vanguard® 18 hp V-Twin Gas Engine



**Total Purchase: \$19,995.00**

## Proposal Summary & NIPA Information

I am pleased to submit the attached proposal for your consideration

This is a proposal on the goods named, subject to the following conditions: The prices and terms on this proposal are not subject to verbal changes or other agreements unless approved in writing by the seller. All proposals and agreements are contingent on availability of product from the manufacturer. Typographical errors are subject to correction.

All prices quoted include delivery to your facility unless otherwise stated. Prices include assembly where applicable and accessibility to parts and service manuals. Timing at delivery may vary and is subject to manufacturer's availability. Purchaser is responsible for any applicable taxes.

The City of Tucson, AZ has publicly solicited and awarded an agreement for **Parks and Golf Grounds Maintenance Equipment to The Toro Company**. This cooperative purchasing agreement (Contract #120535) is available to public agencies and non-profit entities nationwide via National Intergovernmental Purchasing Alliance (National IPA).

National IPA works with public and non-profit agencies, which competitively solicit and award national contracts for aggregated use. This cooperative strategy offers lower costs, plus time and resource savings to participating agencies.

### **Award Highlights**

- Cooperative purchasing contract
- Publicly solicited and awarded
- RFP included public agency "piggy-backing" language
  - Saves time, efforts & resources
- National aggregate pricing saves money

**To accept this proposal, sign here and return:** \_\_\_\_\_

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

**National IPA Customer #:** \_\_\_\_\_

Thank you for considering Reinders, Inc for your equipment needs. If I can be of any further assistance, please do not hesitate to contact me.

Scott Neary, SCPS  
Territory Manager  
Reinders, Inc



**Grounds &  
Sports Turf**

# Village of Cross Plains

## Policy No. 2.10      Performance Evaluations

Issuance Date:      March 23, 2015

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

1. Purpose – The Village’s performance evaluation program is for the improvement of individual job performance, the strengthening of supervisor/employee relationships and the recognition of employee accomplishments and good work. Performance evaluation results shall be considered in personnel decisions affecting pay, overtime, promotions, demotion, layoff, re-employment, training, and termination.
2. Administration – The Village Administrator/Clerk-Treasurer shall be responsible for the overall administration of the employee performance evaluation program and shall advise and assist employees, raters, and Department Heads to ensure that performance evaluation procedures are handled according to the provisions of this policy.
3. General Provisions:
  - A. Each employee shall have their performance formally evaluated at a minimum of once per year, unless otherwise determined by the Village Board.
  - B. All performance evaluations shall be documented in writing on forms approved by the Village Administrator/Clerk-Treasurer.
  - C. Employees on probation shall have their performance evaluated in writing upon the completion of three (3) and five (5) months of service or at other times during the training period as conditions warrant.
  - D. Copies of all performance evaluation documents regarding an employee are to be made available to that employee upon request.
  - E. The rater shall normally be the employee’s immediate supervisor. The rater shall be responsible for completing a performance evaluation report at the time prescribed for each employee under their supervision.

# Village of Cross Plains

**Policy No. 3.01**                      **Standard Benefits**  
**Issuance Date:**                **July 22, 2013**  
**Revision Date:**                 **March 23, 2015**

This policy covers all benefits in which employees are eligible to participate. Benefits include State Retirement, Federal Social Security, Health Insurance, Life Insurance, and Worker's Compensation.

1.     Retirement – The Village shall provide coverage and benefits through the Wisconsin Retirement System (WRS) as required by applicable law.
2.     Social Security – Social Security is a federally regulated benefit with both employer and employee contributions required. The employee contribution to Social Security is deducted from each paycheck until the maximum allowable deduction is reached.
3.     Health Insurance – The Village currently makes health insurance available to full-time employees by participating in the Wisconsin Public Employer's Group Health Insurance (WPEGHI). This comprehensive health insurance program includes hospitalization, surgical/medical and major medical coverage. Health insurance benefits will be governed by the policy of insurance and the Village may change co-payment amounts, carriers or delete coverage at the discretion of the Village Board.

- A.     Group Health Insurance is available on the first day of the month following the date of employment. The amount of the Village's contribution shall be as follows:

Full Time Employees

- (1)     Employees will be allowed to select from eligible plans from within the WPEGHI; however, if the plan chosen exceeds in cost the lowest qualified plan, then the employee will be responsible for any cost exceeding the lowest qualified plan in addition to any contribution as determined from time to time by the Village Board or by State Statutes.

- B.     Dental Insurance – The employee is responsible for all co-payments as defined in the Statement of Benefits provided by the current Dental Insurance plan.

- C.     Terminating/Retiring Employees – State and Federal Health continuation laws may be applicable.

D.     **Payment in Lieu of Health/Dental Insurance:**

## Village of Cross Plains

- (1) Purpose – For those employees with coverage from a spouse or other coverage from an outside source you are eligible to select a payment in lieu of health insurance.
- (2) Scope:
  - (i) To be eligible, the employee must present evidence of other coverage to the Village Administrator/Clerk-Treasurer. This can be an insurance card or document showing the employee is covered under another policy. The month after the documentation has been accepted, the employee will be removed from the Village Health Insurance policy.
  - (ii) The Village will pay \$300 per month for family coverage and \$150 per month for single coverage through the regular payroll.
  - (iii) The payment will be calculated as follows: the number of months remaining in the calendar times the monthly payment divided by the number of pay periods remaining.
  - (iv) This payment is taxable regular income in addition to the employee's base salary, but does not count toward the employee's WRS retirement contribution.
- (3) Employees Eligible for Medicare – Employees that are single or married that are eligible for Medicare may also be eligible for this payment provided they can meet the Scope listed under Section 3.01(3)(D)(2). Upon leaving the Village Health Insurance policy, reinstatement may only be granted as follows:
  - (i) The employee is no longer covered under their spouse's (or other) health insurance program; or
  - (ii) The employee is no longer eligible for insurance, it is no longer offered, or the policy coverage has substantially changed from the time when the employee left the Village Health Insurance policy.
- (4) Dental Insurance – Employees who choose not to elect Dental Insurance will receive a payment of \$40 for family coverage and \$20 for single coverage per month through the regular payroll. No proof of alternate coverage is required. Employees who elect this option will not be able to choose coverage after they have elected so until the following year. If an employee decides they again want coverage they will need to notify the Village by October 1 of the year prior to going on the plan. Section 3.01(3)(D)(2)(iii) and (iv) shall apply also to the payment in lieu of Dental Insurance.

## Village of Cross Plains

(5) Employees Not Eligible – Employees who have already been compensated for electing not to take Village health and/or dental insurance, and employees covered by contract within a bargaining unit shall not be eligible for this payment.

4. Group Life Insurance – Full-time employees, after completing 6 months of employment, are eligible for a group term life insurance plan, in an amount equal to the next thousand dollars of annual salary. The Village shall pay the monthly premium for life insurance. Employees may elect at their expense additional coverage as is allowed under the group term life insurance plan.

5. Conditions of Insurance

- A. The employer shall continue to make its contribution for a period of twelve (12) months from the date last worked with respect to an employee who is absent due to occupational illness or injury.
- B. If an employee is granted a leave of absence and desires to have her/his insurance coverage continued, she/he must pay the Village, from the date of the leave of absence being effective, sufficient monies to pay the required contributions during the period of absence. When an employee returns from a leave of absence, the Village shall make its required contribution beginning with the month following the employee's return.
- C. The Village shall make its monthly contributions for the month in which an employee is laid off. When a laid off employee is reinstated, the Village shall, if possible, make its required contribution for the month in which the employee returns to work.
- D. When an employee is discharged for cause or voluntarily terminates her/his employment, the Village shall make its contribution for the month in which such termination occurs and shall be required to make no further contribution as to that employee.
- E. If an employee is laid off, on leave of absence, pensioned or is disabled because of illness or injury beyond the period set forth in subsection A of this section, or if an employee is retired, the Village will accept the monthly contribution from the employee and remit such contribution to the insurance carrier so long as permitted by the carrier and terms of its coverage.
- F. In the event of death of an employee, while working or while traveling to and from her/his place of duties, by other than natural causes or by natural causes directly and approximately induced by performance of her/his duties, the Village

## Village of Cross Plains

shall continue to make its contribution for a period of one (1) year on behalf of her/his spouse or dependents.

6. Membership Dues – The Village will pay membership Fees in the name of the Village of Cross Plains or an employee, which clearly relate to a Village position. Department Heads shall determine how much will be spent per department on these fees as per the approved yearly budget.
7. Licensing/Certification – The Village will pay required licensing and certification fees, which clearly relate to a Village position. Department Heads shall determine licensing and certifications fees that are to be paid in full by the Village as per the approved yearly budget.
8. Deferred Compensation – Village employees may be eligible to participate in the International City/County Manager’s Association Retirement Corporation or Wisconsin Deferred Compensation Plan. For information regarding these plans, employees should contact the Village Administrator/Clerk-Treasurer or his designee.

# Village of Cross Plains

**Policy No. 3.02**      **Leave Policies**  
**Issuance Date:**      **July 22, 2013**  
**Revision Date:**      **March 23, 2015**

This policy explains the different types of leaves available to full-time employees.

1.      Sick Leave

A.      Full-time employees shall accrue eight (8) hours of sick leave for each month or major fraction of a month of employment accumulative to one thousand four hundred and forty (1440) hours or one hundred and eighty (180) days. Sick leave shall be available in half hour increments.

B.      Use of sick leave shall be allowed when, due to sickness or temporary disability, the employee is unable to perform the duties of employment. When such leave extends beyond three (3) consecutive working days, a statement from the attending physician or other qualified medical professional, certifying to the nature and seriousness of the illness/injury shall be furnished to the Immediate Supervisor, with the exception of an employee who is hospitalized due to illness/injury.

If an employee is unable to report to work she/he shall notify the department prior to the start of the work day or as soon as possible thereafter, but no later than thirty (30) minutes after the start of the normal work day. If an employee is unable to complete the full workday due to unexpected illness, the Immediate Supervisor should be notified prior to the employee leaving the work place. Any unauthorized absence or failure to give notice may result in disciplinary action.

C.      Appointments and Family Illness – With prior Immediate Supervisor approval, sick leave may be used for the employee’s medical or dental appointments or to attend to members of the employee’s immediate family who are ill. Immediate family includes; spouse, children, parents and other members of the employee’s household.

D.      When illness/injury occurs prior to or within a period of a scheduled vacation, the period of illness may be charged as sick leave at the discretion of the Immediate Supervisor upon written request by the employee accompanied by a doctor’s certificate.

E.      When accrued sick leave is exhausted, or when sick leave is requested in excess of accrued sick leave, accrued vacation time will be used in lieu of sick leave, provided no other type of leave applies.

# Village of Cross Plains

## F. Sick Leave Conversion

- (1) When eligible for retirement under the Wisconsin Retirement System and upon actual retirement, an employee will have the option of receiving Retirement Sick Leave Conversion Benefits (RSLCB) in cash or paid-up Village health insurance monthly premiums on accumulated sick leave.
  - (a) Cash Pay-off Option – The RSLCB value will be based on the employee’s pay rate at retirement multiplied by 10% of the number of days of sick leave accumulated.
  - (b) Health Insurance Premium Payment Option – The Village will purchase the same health insurance for the retired employee as other Village employees receive until the RSLCB value is depleted or the employee becomes eligible for Medicare, whichever comes first, at which time health insurance monthly premium payments made by the Village will stop. The RSLCB for this option shall be calculated on the employee’s pay rate at retirement multiplied by the number of sick days accumulated. In the event the premium account is depleted, the retired employee may continue to participate in the Village’s health insurance program at her/his own expense. If excess RSLCB remains when the employee becomes eligible for Medicare, they will be paid in cash to the employee in accordance with Section F(1)(a) above. Any sick time conversion or payout will be taxed per IRS regulations.

## 2. Vacation Time

- A. Vacation is earned and accrues from the day an employee begins work, but it is a matter of administrative determination when an employee may be granted vacation time and in what amount. Work requirements as well as adequate and considerate treatment of an employee are determining factors. Vacation may be taken in advance of being earned provided the Village Administrator/Clerk-Treasurer approves the leave. All absences from work not covered by other acceptable forms of leave will be charged against vacation time.
- B. Vacation Time shall be credited to each permanent full-time employee on January 1<sup>st</sup> of each year, as follows:

During First Year (< 1)	3.33 hours per month
Two through Five Years (2 – 5)	80 hours per year
Six through Ten Years (6 – 10)	120 hours per year
Twelve through Seventeen Years (12 – 17)	160 hours per year
Eighteen through Twenty-Three Years (18 – 23)	200 hours per year
Twenty-Four through Twenty-Nine Years (24 – 29)	240 hours per year

# Village of Cross Plains

Thirty years and over (> 30)

280 hours per year

- C. Requests for vacation time in excess of twenty-four (24) hours or more must be submitted to the Immediate Supervisor at least seven (7) calendar days in advance. A written request for vacation time in excess of one (1) week or more shall be submitted to the Immediate Supervisor at least fourteen (14) calendar days in advance.
- D. If a Village non-work or recognized holiday falls within the vacation period, that day shall not be assessed against the vacationing employee.
- E. Employees shall be required to use vacation in the year in which it is earned. However, employees may carry over five (5) days of vacation each year.
- F. All lost time because of injury or illness shall count as time worked for vacation purposes; where the time lost exceeds one (1) year, additional time lost in connection with the same injury or illness shall count as time worked for vacation purposes.
- G. In the case of death of a full-time employee, accrued annual leave shall be paid to the employee's designated beneficiary.
- H. Terminating employees shall be paid for vacation accrued but not used; they will be assessed for vacation time taken but not earned.
- I. Upon retirement, employees shall receive full vacation credits for the year, regardless of the date of retirement.

### 3. Family and Medical Leave

#### A. Introduction.

- (1) This is the family and medical leave policy (FMLA Policy) of the Village, and applies to any employee ~~who requests or takes family and/or medical leave~~ with an FMLA qualifying absence. This policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 (FFMLA) and the Wisconsin Family and Medical Leave Act (WFMLA), and applicable regulations.
- (2) The Village administers this policy on a calendar year basis. Both WFMLA and FFMLA leave will run concurrently with each other ~~and concurrently with any other leave which is available to the employee under the Village's policies, as well as under federal and Wisconsin law.~~ If accrued paid leave is substituted for unpaid FMLA leave, the substituted leave is

# Village of Cross Plains

~~counted as leave taken pursuant to this policy. Leave under this policy may not exceed that to which an employee may be entitled under federal and/or Wisconsin law. Employees will only be eligible for the period of leave taken under this policy which will count toward the leave to which an employee may be entitled under federal and/or Wisconsin law.~~

- (3) Leave taken under this policy will not be used against an employee in any employment decision, including in the determination of wage increases, promotions or disciplinary action.

## B. Eligibility for Leave.

- (1) Employees are eligible for WFMLA if the employee has worked for the Village for at least fifty-two (52) consecutive weeks and has worked at least one thousand (1,000) hours in the preceding fifty-two (52) weeks.
- (2) Employees will be eligible for FFMLA leave if they have worked for at least twelve (12) months and have worked one thousand two hundred fifty (1,250) hours in employment in the twelve (12) month period immediately prior to the time leave begins.

## C. Amount of Leave Available.

- (1) Under the FFMLA, eligible employees are entitled to take up to twelve (12) weeks during each calendar year for any one (1) or combination of the reasons described below. In addition, the employee may be eligible for up to twenty-six (26) weeks of leave during a single twelve (12) month period to serve as a military caregiver.
- (2) Under the WFMLA, eligible employees are entitled to take up to six (6) weeks of leave for the birth or placement for adoption of a son or a daughter; up to two (2) weeks to care for the employee's Child, Parent or Spouse/Domestic Partner, and Parent of a Domestic Partner; and up to two (2) weeks for the employee's own serious health condition.

## D. Type of Leave Available.

- (1) Birth or Placement for Adoption or Foster Care of a Son or Daughter. Such leave may be taken for the birth or placement for adoption or foster care (federal only) of a child with the employee. Such leave must be taken all at once unless otherwise permitted by law. In no event, however, may leave be taken on an intermittent basis sixteen (16) weeks before or after sixteen (16) weeks from the birth, adoption or foster care placement. Any accrued paid ~~leave vacation~~ that the employee may have at the time his/her leave begins

## Village of Cross Plains

may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid leave. The paid time used will not be available later. Extensions of FMLA leave will not be permitted, except as provided by the Village's policies or as required by law.

### (2) Serious Health Condition of Employee

Such leave may be taken by an employee in the event he/she experiences a "serious health condition." A serious health condition will generally occur when the employee receives inpatient care at a hospital, hospice or nursing home or receives outpatient care which requires a schedule of continuing treatment by a health care provider and renders the employee incapable of performing the functions of his/her position. Such leave may be taken all at once or in smaller increments as is medically necessary. If leave is taken in smaller increments, the employee may be temporarily transferred to another job at the Village.

The employee must submit to the Village, within fifteen (15) calendar days of requesting leave, a Health Care Provider Certification which is completed and signed by the employee's treating health care provider. Employees may obtain Health Care Provider Certification forms from the Village Administrator/Clerk-Treasurer.

Sick leave and other paid leave which the employee has accrued at the time his/her medical leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid FMLA leave period. If the leave arises due to a work-related injury, worker's compensation leave will run concurrently with the leave an employee is entitled to under the FMLA, to the extent permitted by law. Extensions of FMLA leave will not be allowed except as provided by the Village's policies or as required by law.

### (3) Serious Health Condition of a Child, Parent or Spouse

Such leave may be taken by an employee to care for the employee's child, spouse, parent, domestic partner, or parent of a domestic partner, with a "serious health condition" (see above for definition of "serious health condition"). Such leave may be taken all at once or in smaller increments as medically necessary. If

## Village of Cross Plains

leave is taken in increments, the Village may temporarily transfer the employee to another job at the Village.

Any accrued paid ~~leave vacation~~ that the employee may have at the time his/her leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid leave. Extensions of FMLA leave will not be allowed except as provided by the Village's policies or as required by law.

The employee must provide the Village within fifteen (15) calendar days of the request for leave, with a Health Care Provider Certification completed and signed by the treating health care provider of the child, parent or spouse, which sets forth the facts surrounding the health condition of the individual and verifies that the employee is needed to care for the person. Employees may obtain Health Care Provider Certification forms from the Village Administrator/Clerk-Treasurer.

#### (4) Qualifying Exigency for Military Family Leave

An eligible employee may take family leave under this policy while the employee's spouse, son, daughter, or parent (the "covered military member") is on active duty or called to active duty status for any qualifying exigency under federal law. Such leave may be taken all at once or in smaller increments.

The employee must provide the Village within fifteen (15) calendar days of the request for leave, Certification of Qualifying Exigency form completed and signed by the appropriate party. The Village may also request a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

Any accrued paid ~~leave vacation~~ that the employee may have at the time his/her leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid leave. Extensions of FMLA leave will not be allowed except as provided by the Village's policies or as required by law.

#### (5) Leave to Care for a Covered Servicemember with a Serious Injury or Illness

## Village of Cross Plains

An eligible employee may take up to an additional fourteen (14) weeks (not to exceed twenty-six (26) weeks total) of Serious Health Condition Leave (above) in a single twelve (12) month period to care for a current member of the Regular Armed Forces and the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty for which he/she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. This entitlement is applied on a per-covered-service member, per-injury basis. The covered servicemember must be the eligible employee's spouse, son, daughter, parent, or next of kin.

The employee must provide the Village within fifteen (15) calendar days of the request for leave, Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave form completed and signed by the treating physician.

Any accrued paid ~~leave vacation~~ that the employee may have at the time his/her leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid leave. Extensions of FMLA leave will not be allowed except as provided by the Village's policies or as required by law.

### E. Intermittent Leave

- (1) Intermittent leave is leave which is taken in separate blocks of time due to a single event (injury, illness, birth, etc.), rather than in one (1) continuous period of time (e.g., leave taken an hour at a time for a doctor's appointment or leave taken several days at a time over a period of months for chemotherapy treatments).
- (2) FMLA leave may be taken intermittently or on a reduced leave schedule under the following circumstances: (A) FMLA leave based on the birth or placement of a child for adoption or foster care may generally only be taken intermittently or on a reduced leave schedule within the sixteen (16) weeks before or sixteen (16) weeks after the birth or adoption, unless approved by the Village; (B) FMLA leave based on the serious health condition of an employee, or an employee's child, spouse or parent, may only be taken intermittently or on a reduced leave schedule when medically necessary.

### F. Notifying the Village of the Need for Family or Medical Leave

## Village of Cross Plains

If the need for FMLA leave is foreseeable, the employee must notify the Village, in writing, at least thirty (30) calendar days before the date on which leave is to begin, by completing the provided forms, which can be requested from the Village Administrator/Clerk-Treasurer. In the event of an emergency, the employee must provide written notice to the Village no later than two (2) business days after the FMLA leave begins. The failure to timely notify the Village of the need for leave may result in the delaying or denial of leave until proper notice is received.

### G. Certifications

- (1) Generally, the Village will require that the employee submit medical certification to verify that the situation with the employee or his/her family member satisfies the definition of serious health condition, qualifying exigency, or serious injury or illness of covered servicemember, and to confirm the nature and duration of the requested leave of absence. Employees may obtain certification forms from the Village Administrator/Clerk-Treasurer.
- (2) The Village may also require that an employee submit additional certification forms to the extent permitted by law.
- (3) If the Village has reason to question the validity of a certification form, an employee may be required to provide a second certification from a health care provider selected and paid for by the Village. If the second opinion differs from the first, a third opinion may be required.

### H. Paid Leave Substitution

Both the state and federal laws provide for unpaid FMLA leave. However, an employee may elect to substitute all or a portion of the covered leave with accrued paid leave, in accordance with the rules described above (Paragraphs A – E). If accrued paid leave is substituted for unpaid FMLA leave, the substituted leave is counted as leave taken pursuant to this policy.

### I. Health Insurance

The employee may elect to continue group health insurance coverage while he/she is on an approved FMLA leave. If elected, the employee will be responsible for his/her portion of the monthly premiums. The payment for such premiums will be collected from the employee upon his/her return to employment or the expiration of leave, as is applicable. An employee must notify the Village of his/her intent to continue health insurance coverage while on leave. If the employee fails to return to work or fails to remain at work for a

## Village of Cross Plains

short period, as provided under the law, the Village may recover its portion of the premiums paid for health plan coverage during the leave. Other employment benefits may also be continued during the FMLA leave. The employee must contact the Village Administrator/Clerk-Treasurer for additional information regarding such benefits.

### J. Return to Employment at the End of Leave

- (1) At the conclusion of the employee's approved leave of absence, the employee will be returned to the position held at the commencement of leave or, if the position is filled, to equivalent employment with the Village. The return to work entitlement will be no greater than if the employee had continued in employment without the taking of leave.
- (2) If the employee's leave of absence was due to his/her own serious health condition, the employee will be required to provide to the Village a Fitness for Duty certification form completed and signed by the employee's treating physician verifying that the employee is fit to return to work, which includes being able to safely perform the employee's normal job tasks, before the employee will be permitted to return to work. If such certification is not received by The Village, the employee's return to work may be delayed until it is received.
- (3) If an employee wants to return to work before the scheduled conclusion of the approved leave, the employee must notify the Village at least two (2) working days prior to the desired return date.

### K. Failure to Meet Policy Requirements

If an employee fails to satisfy meet the requirements of this FMLA Policy, his/her request for FMLA leave may be denied or delayed.

Questions regarding the application or interpretation of this Policy should be directed to the Village Administrator/Clerk-Treasurer.

## 4. Personal Leave

- A. Department Heads may grant an employee's request for Personal Leave when important, non-medical circumstances occur that require an employee to miss work to attend to personal affairs that cannot be rescheduled to non-work hours. Such Personal Leave, not to exceed three (3) days per calendar year, shall be deducted from sick leave. Personal or emergency leave may only be authorized if the employee has exhausted his vacation benefits.
- B. Each situation shall be reviewed by the employee's supervisor. If it is determined that the necessary requirements for Emergency/Personal Leave have been fulfilled, the supervisor may authorize the use of up to a maximum of

## Village of Cross Plains

twenty-four (24) working hours for that purpose. The Village Administrator/Clerk-Treasurer, upon the supervisor's recommendation, may extend the Emergency/Personal Leave up to forty (40) working hours if circumstances warrant, subject to approval by the Village Board for extensions granted beyond forty (40) working hours.

### 5. Civil Leave and Jury Duty

- A. An employee shall be given time off without loss of pay when performing jury duty, when subpoenaed to appear before a court, public body or commission in connection with Village business, or for the purpose of voting. In the case of jury duty, the employee shall remit his jury fee to the Village. The employee may retain payment to the employee for expenses at the prevailing rate. If the employee does not remit the fee, they shall be considered to be on leave of absence without pay while performing jury duty. Employees on jury or witness duty are required to report to work if the jury or witness duty does not require the employee to miss the employee's work shift.
- B. For justifiable reasons, a leave of absence without pay shall be granted an employee, upon her/his request, to appear under subpoena or in her/his own behalf in litigation involving personal or private matters.

### 6. Funeral Leave

- A. Upon request, an employee shall be granted up to, but not to exceed, three (3) consecutive working days with pay for the purpose of arranging for and/or attending the funeral of an immediate family member. Immediate family member shall include spouse, child, parent, spouse's parents, stepparents, stepchildren, and any member of the employee's household.
- B. Upon request, an employee shall be granted up to, but not to exceed, two (2) consecutive working days with pay for the purpose of arranging for and/or attending the funeral of an extended family member. Extended family member shall include sibling, grandparents, grandchildren, children's spouses, aunts, uncles, and brother/sister in law.
- C. Leave without pay may be granted to attend the funeral of a family member (relative by blood or marriage) who does not satisfy the definition of immediate or extended family member.
- D. One-half (1/2) day with pay will be granted to attend the funeral of an immediate fellow employee provided scheduling could be arranged with the Supervisor.

# Village of Cross Plains

## 7. Military Leave

- A. The Village will comply with all State and Federal laws regarding military leave for restoration of employment. Any rights accrued will not be interrupted by absence while on military leave. If re-employed, time spent in military service may be counted in computing years of service for annual leave.
- B. Employees who are members of the National Guard or United States Military Reserve shall be granted temporary leaves of absence for required hours of duty or training. The employer agrees to pay full-time employees the differential between the military pay for such required duty or training and the employee's regular straight time earnings for such period, but such differential pay shall be limited to a maximum of two (2) weeks' pay, less military pay, in any one (1) year.

8. Unpaid Leave of Absence – After exhaustion of an employee's FMLA qualifying leave or if the employee is not eligible for or entitled to FMLA leave, any employee desiring an unpaid leave of absence from her/his employment shall secure written permission from the Department Head. The maximum leave of absence shall be for thirty (30) days and may, at the sole discretion of the Village Administrator/Clerk-Treasurer, upon recommendation from the Department Head, be extended for like periods. Written permission for extension must be secured from the Village Administrator/Clerk-Treasurer. The employee must make suitable arrangements for continuation of health insurance payments before the Village Administrator/Clerk-Treasurer may approve any leave. At the employee's option, any leave of absence taken may be deducted from vacation credits of the employee taking such leave. Any such leave of absence shall be without pay and with no accumulation of benefits during the time off.

9. Religious Observances – The Village will make reasonable accommodations for employee's required observances due to conscientious religious beliefs. Department Heads must be consulted at least three (3) working days in advance of such a religious observance in order to ensure the employee's duties are covered. Any such day taken shall be without pay unless covered by other acceptable forms of leave.

# JON ERPENBACH

STATE SENATOR

February 23, 2015

Schuenke Matt  
PO Box 97  
Cross Plains, WI 53528

Dear Schuenke,

I am contacting you today because of your role in local government to ensure you know about the elimination of the Local Government Property Insurance Fund in Governor Walker's budget. 51 local governments in the 27<sup>th</sup> Senate District are currently enrolled in the program, 974 statewide. Your efforts are needed to preserve the program. Contact my office with your stories about why it is important to keep the Local Property Insurance Fund. Email or phone Republican members of the Joint Finance Committee asking them to restore the program. Even if your local governmental unit is not enrolled in the program it is essential to keep this program operational in case things change with your insurance situation.

In 1903 the state of Wisconsin created the State Property Insurance Fund to uniformly insure all state properties. Coverage in that fund was extended to all local governments and library boards by 1913. In 1979, the Local Government Property Insurance Fund was spun off and stands as a separate program today.

Basically the Local Government Property Insurance Fund is its own insurer. There are no agents and no agent 10%-17% commission to be paid for coverage. The premium rates paid by local government tax dollars are low. The program is simple, anyone from a Town Clerk to a Sanitary District Chair to a volunteer Fire Department Chief could figure it out because there is only one policy. This one policy sets broad coverage for property and is easy to sign up for. The rates of the Local Government Property Insurance Fund are also low which saves taxpayer money. The insurance private market reality is, there are some local governments and publicly owned properties which would be more difficult to find other insurance for because they are "high risk" because of past claims or the government has struggled with balancing their budget. Rural areas where a local unit of government does not have a "business" specialist will have to try to figure out the private property tax market or pay someone to do that for them. The reality is that when local governments have to pay more to insure public property, taxpayers will be the ones that have to pay for it.

Please contact my office with your stories of local government property insurance. Please reach out to members of the Joint Finance Committee and ask them to save the Local Government Property Insurance Fund. A complete list of local governments enrolled in the program can be found on my website: [www.senatorerpenbach.com](http://www.senatorerpenbach.com)

[Sen.darling@legis.wi.gov](mailto:Sen.darling@legis.wi.gov)  
[Sen.olsen@legis.wi.gov](mailto:Sen.olsen@legis.wi.gov)  
[Sen.harsdorf@legis.wi.gov](mailto:Sen.harsdorf@legis.wi.gov)  
[Sen.vukmir@legis.wi.gov](mailto:Sen.vukmir@legis.wi.gov)  
[Sen.tiffany@legis.wi.gov](mailto:Sen.tiffany@legis.wi.gov)  
[Sen.marklein@legis.wi.gov](mailto:Sen.marklein@legis.wi.gov)

[rep.nygren@legis.wi.gov](mailto:rep.nygren@legis.wi.gov)  
[rep.kooyenga@legis.wi.gov](mailto:rep.kooyenga@legis.wi.gov)  
[rep.loudenbeck@legis.wi.gov](mailto:rep.loudenbeck@legis.wi.gov)  
[rep.knudson@legis.wi.gov](mailto:rep.knudson@legis.wi.gov)  
[rep.schraa@legis.wi.gov](mailto:rep.schraa@legis.wi.gov)

[rep.hintz@legis.wi.gov](mailto:rep.hintz@legis.wi.gov)  
[Sen.erpenbach@legis.wi.gov](mailto:Sen.erpenbach@legis.wi.gov)  
[rep.taylor@legis.wi.gov](mailto:rep.taylor@legis.wi.gov)  
[Sen.taylor@legis.wi.gov](mailto:Sen.taylor@legis.wi.gov)  
[rep.czaja@legis.wi.gov](mailto:rep.czaja@legis.wi.gov)

Sincerely,



JON ERPENBACH  
State Senator  
27<sup>th</sup> District

## Fair, Fast & Friendly Service, Year Round

Contact Resource Solutions for  
information on our everyday  
services

### Recycling Services for

*Scrap Metals*

*Computers &  
Electronics*

*Lamps &  
Fixtures*

### Dumpster Services for

*Construction*

*Roofing*

*Clean Outs*

Phone: (608)244-5451

Fax: (608)244-2500

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

## Conveniently located at

5493 Express Circle  
Madison, WI 53704



Local: (608)244-5451  
Toll-Free: (888)922-5451  
Fax: (608)244-2500

[RSC@recyclethatstuff.com](mailto:RSC@recyclethatstuff.com)

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

**Business Hours:**  
Monday-Friday 8 am-4 pm  
Saturday 8 am-noon

**ISO 14001 Certified!**



Village of Cross Plains  
**\*Recycling Event\***

**COMPUTERS  
ELECTRONICS  
APPLIANCES**

Saturday - April 4, 2015  
Village Hall Parking Lot  
2417 Brewery Road  
Cross Plains  
8am-noon



Resource Solutions  
(608)244-5451  
[www.recyclethatstuff.com](http://www.recyclethatstuff.com)



Registered Collector

**ISO 14001 Certified!**

# Computers & Electronics

**\*\*EVENT PRICING\*\***

**NO CHARGE ON THE FOLLOWING**

CPU's, Laptops, Keyboards, Computer Cords, Mice, Circuit Boards, UPS, Power Strips, Calculators, Copiers, Scanners, Printers, Printer Cables, Telephones, Cell Phones, Fax Machines, VCR's/DVD Players, Stereo Equipment, Remote Controls, Rechargeable Batteries from laptops, cell phones, and power tools, Lead Acid Car Batteries, Lawn Mowers (oil must be drained / tires removed)

**RECYCLING FEES ON THE FOLLOWING**

**All Televisions and Monitors:**

29" & under.....\$20/each  
 30" to 49".....\$40/each  
 50" & over, Wooden Console, & Projection.....  
 .....\$60/each

Microwaves.....\$15/each

Large Appliances.....\$25/each

Stoves, Washers, Dryers, Water Heaters, Furnaces

Air Conditioners/Dehumidifiers.....\$20/each

Dorm Size Refrigerators.....\$20/each

Large Freon Appliances.....\$35/each

**Fluorescent Light Bulbs:**

4' and 8' bulbs.....\$1.00 each



# Recycling Day

Saturday, April 4

Bring your recyclables to  
**Village Hall Parking Lot**  
**2417 Brewery Road**  
**8am-noon**



**We'll be there with the  
 RecycleThatStuff.com  
 truck to collect your  
 items!**



**\*Please call Resource Solutions  
 if you don't see your item listed  
 (608) 244-5451**

# Reduce, Reuse, Recycle

**Recycling is the smart  
 choice for everyone -  
 Be a part of the solution!**



Materials will be recycled in  
 compliance with state,  
 federal, and international  
 regulations.



*Registered Collector*

**Wis. DNR License 12843**

**ISO 14001 Certified!**