

School Resource Officer (SRO) Special Committee

Meeting Notice and Agenda

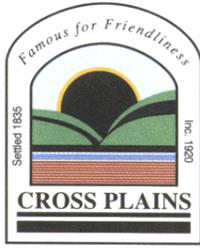
Village of Cross Plains
Middleton-Cross Plains School District

Glacier Creek Middle School
Community Room/101A
2800 Military Road
Cross Plains, WI 53528

Wednesday, September 17, 2014
7:00 pm

- I. Call to Order and Roll Call
- II. Committee Member Introductions
- III. Discussion regarding School Resource Officer (SRO) position cost and description.
- IV. Discussion regarding creation of Cross Guard position.
- V. Set next meeting date.
- 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.



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

Memorandum

To: Village Board of Trustees
From: Matthew G. Schuenke, Village Administrator/Clerk-Treasurer
Date: September 12, 2014
Re: SRO Special Committee Meeting – **September 17, 2014**

II. Committee Member Introductions

This Special Committee was appointed by the Village President and confirmed by the Village Board on August 25, 2014 and School Board on September 8, 2014. All members have the ability to assign a designee if they cannot fulfill their role as stated. Please note the following members confirmed for this Special Committee:

- Village President – Pat Andreoni
- Village Trustee – William Brosius
- Police Commission President – Neil Purtell
- Police Chief – Tom Jansen
- School Board President – Bob Green
- School Superintendent – Don Johnson
- Middle School Principal – Tim Keeler

I will serve in an ex-officio capacity to complete agendas, minutes, meeting scheduling, etc. as necessary.

III. Discussion regarding School Resource Officer (SRO) position cost and description.

Included within your packets is a request from the School District regarding the creation of an SRO position that would be primarily located at Glacier Creek Middle School. The Village Board preliminarily discussed this request at its August 25, 2014 meeting and established the committee to review “the cost, position, agreement, and feasibility/desirability” with the creation of the SRO. Village Staff has prepared documentation to help the Committee review the cost and job description of the position and are included in your packet for review. Following review of this information, the Committee may then move onto discussion the remaining issues at its discretion.

IV. Discussion regarding creation of Crossing Guard position.

With the beginning of the new school year came questions about the implementation of a Cross Guard position also at the Middle School. Included within your packet are the Statutes related to the issue and require some action by the Village/School Board in order to implement a program to any extent. This is meant to begin the discussion on what steps are appropriate to move forward on this issue given that it is similar to the SRO position discussion.

V. Set next meeting date.

The Committee needs to report back to the Village Board with a recommendation by its October 27th meeting which does not leave a lot of time to have in between meetings. The Committee may meet at its discretion subject to proper notice but it is suggested that the next meeting be held on October 1, 2014 at 7:00 pm.

Village Board

Meeting Minutes

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

Monday, August 25, 2014

7:00 pm

I. Call to Order and Roll Call

President Andreoni called the regular Village Board meeting to order at 7:02 pm.

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

II. Public Comment – None.

III. Consent Agenda

A motion was made by Trustee Brunner, seconded by Trustee Sorensen, and unanimously carried by the Village Board to adopt the consent agenda as follows:

1. Minutes of the regular meeting held July 28, 2014.
2. Total Disbursements from July 14, 2014 through August 20, 2014 in the amount of \$907,147.76 broken down as follows:
 - 110 – General Fund: \$354,940.66
 - 120 – Capital Fund: \$58,922.80
 - 310 – Tax Increment District: \$349,896.97
 - 660 – Water Utility: \$55,808.45
 - 670 – Sewer Utility: \$87,578.88
3. Approval of Operator's (Bartender's) Licenses for Dina L. Caldwell, Taylor N. Hass, Spencer N. Streight, and Andrew P Wichmann.
4. Approval of a special event permit for the Hill and Valley Auto & Americana located at Baer Park on September 20, 2014.
5. Approval of a Certified Survey Map (CSM) from West Gateway Inc. for 1200-1310 Main Street in the Village of Cross Plains recommended by the Plan Commission.

6. Approval of a petition to rezone 2014 Main Street from General Business (BG) with a Central Business Overlay District (BC(O)) to Planned Development District – Commercial (PDD-C) recommended by the Plan Commission.
8. Approval of Pay Requests #1 and #2 for the Lagoon Street Reconstruction Project from A-1 Excavating Inc. recommended by Committee.
9. Approval of a Simple Rate Increase with the Public Service Commission for water usage rates within the Water Utility recommended by Committee.
10. Approval of the chip sealing work included with the annual Street Maintenance program planned by the Public Facilities Department.

Trustee Schunk requested Item #7 be removed from the Consent Agenda for further discussion.

7. Approval of a Conditional Use Permit from Nicholas and Kimberly Hughes located at 2708 Birchwood Pass to construct a single family home recommended by the Plan Commission – Following discussion, a motion was made by Trustee Brunner, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board to approve a Conditional Use Permit from Nicholas and Kimberly Hughes located at 2708 Birchwood Pass to construct a single family home recommended by the Plan Commission.

IV. Report of Village Officers

1. Village President

- Stated that he has received complaints regarding parking on Bourbon Road near County KP and will be working with Village Staff to address.

2. Village Administrator/Clerk-Treasurer

- Commented that the Primary Election was held on August 12, 2014 and the Fall General Election is scheduled for November 4, 2014.

3. Miscellaneous Trustee Reports

- Trustee Brosius thanked Village Staff for preparing the monthly budget summaries.

V. Committee/Commission Recommendations

1. Committee of the Whole

a. Discussion and action regarding the format to borrow \$1,130,000 for the Tax Increment District – Following discussion, a motion was made by Trustee Ketelboeter, seconded by Trustee Brunner, and unanimously carried by the Village Board to borrow \$1,130,000 for the Tax Increment District from the State Trust Fund Loan program.

2. Plan Commission

a. Discussion and action regarding Ordinance #11-2014 to repeal current Floodplain Zoning (Chapter 24) and enact new Floodplain Zoning (Chapter 85) – Following discussion, a motion was made by Trustee Lengfeld, seconded by Trustee Brunner, and unanimously carried by the Village Board to adopt Ordinance #11-2014 to repeal current Floodplain Zoning (Chapter 24) and enact new Floodplain Zoning (Chapter 85).

b. Discussion and action regarding Ordinance #12-2014 to repeal current Sign Code (Section 4.27) and enact new Signage Regulations (Chapter 87) – Following discussion, a motion was made by Trustee Brunner, seconded by Trustee Sorensen, and unanimously carried by the Village Board to adopt Ordinance #12-2014 to repeal current Sign Code (Section 4.27) and enact new Signage Regulations (Chapter 87).

VI. General Business

1. Discussion and action to conduct a review of a proposal from the Middleton-Cross Plains School District regarding the establishment of a School Resource Officer position – Following discussion, the following actions were taken:

- The Village President appointed a Special Committee according to Section 5.02(i) comprised of President Andreoni, Trustee Brosius, Police Chief Tom Janssen, Police Commission President (or designee), School Board President (or designee), School Superintendent (or designee), and Glacier Creek Principal (or designee) in order to conduct a review of the cost, position, agreement, and feasibility/desirability with the creation of a School Resource Officer and the Committee will report back to the Village Board no later than its meeting on October 27, 2014.
- Following discussion, a motion was made by Trustee Schunk, seconded by Trustee Brunner, and unanimously carried by the Village Board to confirm the appointment of the Village President's Special Committee as presented with the requirement that an update from the group be provided to the Village Board at its September 22, 2014 meeting.

2. Discussion and action regarding an Operator's (Bartender's) License for Christine R. Weeks – Following discussion, a motion was made by Trustee Brosius, seconded by Trustee Brunner, and unanimously carried by the Village Board to approve an Operator's (Bartender's) License for Christine R. Weeks.

VII. Closed Session

1. A motion was made by Trustee Ketelboeter, seconded by Trustee Brunner, for the Village Board to meet in Closed Session at 8:42 pm pursuant to 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding an appeal of compensation for property acquired for the Lagoon Street Reconstruction Project – A roll call vote is required. Yes – Andreoni, Brosius, Brunner, Ketelboeter, Lengfeld, Schunk, and Sorensen. No – None. Motion carried 7 – 0.

A motion was made by Trustee Brunner, seconded by Trustee Brosius, and unanimously carried by the Village Board to reconvene into Open Session at 8:51 pm.

VIII. Adjournment

A motion was made by Trustee Brosius, seconded by Trustee Schunk, and unanimously carried by the Village Board to adjourn the meeting at 8:52 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



★ Challenge ★ Inspire ★ Support

To: Pat Andreoni, Cross Plains Village President
Matt Schuenke, Cross Plains Village Administrator

July 23, 2014

From: Donald Johnson, Superintendent-Middleton-Cross Plains Area Schools

RE: School Resource Officer

The Middleton-Cross Plains Area Schools Board of Education and administration is very interested in creating a partnership with the Cross Plains Village Board to support a School Resource Officer (SRO). We believe that there are several mutual benefits to the establishment of this position, including creating a safer environment at the public schools in Cross Plains AND enhancing public safety in the community at-large beyond the school walls.

There are several reasons why now is a critical time to partner together to provide this support for our students and the larger community. Foremost is the expansion of Glacier Creek Middle School to accommodate 275 additional students for a total capacity of approximately 1000 students. With this total enrollment growing by 25% this year alone, we recognize that the need to be proactive and prevent possible altercations and family related conflicts is greater than ever. We have also seen a significant increase in home construction in the areas feeding the Glacier Creek Middle School and Park School attendance areas.

Several other factors that impact the need for greater levels of law enforcement support include:

- Increased levels of economic stress on families that create an environment for more in-family and inter-family conflict.
- Increase levels of mental illness that is often not addressed until it rises to an issue of law enforcement intervention.
- Increased concern regarding school safety related to school shootings and other related violence directed at schools from the outside community.
- A need to provide more immediate response to situations to reduce the chance that problematic situations escalate and cost local and county taxing entities (and taxpayers) more.
- Interest in preventing crime and promoting safety in a more proactive and planned manner.
- The ongoing need to address threats from gang activity and drug trafficking before it presents community safety issues.
- The need to build relationships with students and the public schools generally in contrast to having law enforcement take on only an enforcement role.

The success of the partnership with the City of Middleton is an example of the success that is possible in the Village of Cross Plains. They currently partner with the school district to support and protect students from all eight municipalities in MCPASD, including high school students from the Village of Cross Plains.

This is a perfect time to cooperate and build a partnership that can benefit both the Village of Cross Plains and MCPASD. I have attached document that illustrate the details of the financial cost-sharing between the City of Middleton and MCPASD. This can serve as a foundation for an intergovernmental agreement between the Village of Cross Plains and MCPASD as well.

Thanks for your consideration. I look forward to partnering with you in the future.

Sincerely,

Donald Johnson, Superintendent

INTERGOVERNMENTAL COOPERATION AGREEMENT

Pursuant to a resolution by the Village of Cross Plains (herein referred to as the Municipality) and the Middleton-Cross Plains Area School District (herein referred to as the School District).

Said municipality and school district hereby mutually agree to the following conditions:

1. That said parties agree and contract for the cooperation of a Police Liaison Program, as hereinafter set forth;
2. That this Agreement be established for the period of July 1, 2014 to June 30, 2015.
3. That the municipality is to be the operator and fiscal agent of said police liaison program and shall contract with employee(s) to provide services in said program and shall be deemed the employer of said employee(s);
4. That the pro-ration of costs to the municipality and school district shall be agreed upon prior to June 30th, annually;
5. That estimated budget and plan of operation for this cooperative shall be approved in advance of contract signing by all parties hereto;
6. That variations from the budget will require prior approval for all parties hereto;
7. That any unemployment compensation for staff will be shared on a prorated basis;
8. That the school district agrees to pay its prorated share of the budgeted program costs by June 30th annually;
9. That EXAMPLE attached hereto and incorporated herein by reference identifies the plan for operation;
10. That notice of intent to non-renew this agreement by the municipality or school district shall be made in writing and communicated no later than sixty days prior to the proposed non-renewal.

Dated: _____
Village of Cross Plains
(Fiscal Agent)

Dated: _____
Middleton-Cross Plains Area School District

Pat Andreoni, President

Bob Green, President

Matt Schuenke, Clerk

Annette Ashley, Clerk

School Police Liaison Program

Proposed Budget 2014-2015 (Kromery)

Officer Costs: July 1, 2014 – June 30, 2015

Base	\$65,799.33
FICA	\$ 5,033.65
Retirement	\$ 6,783.91
Longevity	\$ 1,973.98
Health/Dental/Life/WC Ins.	\$15,106.00

TOTAL: \$94,696.87

10 Month Program \$78,914.06

Estimated Overtime
(based on 2013-2014 OT paid) \$ 536.25

50% Middleton/Cross Plains
School District Contribution \$39,457.03

50% City of Middleton Police
Contribution \$39,457.03

A. Estimated Cost for 2014-2015 School Year

(School District Share) \$39,993.28 - Includes estimated overtime cost

B. Middleton/Cross Plains School District pays cost of office and daily operational expenses

C. City of Middleton Administers Program (See 66.0301 Agreement).

43, and more particularly set forth in Sec. 43.58 of the Wisconsin Statutes.

(f) Fire District Commission. The Fire District Commission is to provide for fire protection needs of the district as set forth in the agreement establishing the District and the Fire Prevention Chapter of this Code of Ordinances. The Village component of the Fire District Commission shall consist of three (3) members from the Village of Cross Plains. The members for the Village of Cross Plains shall be the Village President, and two (2) members of the Village Board.

(g) EMS District Commission. The EMS District Commission shall provide for the Emergency Medical Services needs of the district as set forth in the Agreement establishing the district. The Village component of the EMS District Commission shall consist of one (1) member of the Village of Cross Plains. The member from the Village of Cross Plains shall be a member of the Village Board.

(h) Police Commission. A Board of Police Commissioners is created, which shall be constituted and organized and shall act in the same manner and with the same authority as boards created and existing under s. 62.13(1), Wisconsin Statutes, pursuant to s.61.65(3g)(d)1.a. and s. 61.65(3g)(d)2., Wisconsin Statutes, or their successor provisions. Pursuant to s. 61.65(3g)(d)3., Wisconsin Statutes, appointments to the Board so created shall be made by the Village President and are subject to confirmation by the Village Board of Trustees. The initial appointments following adoption of this ordinance shall be for staggered terms.

(i) Special Commissions and Committees. The Village President, may, from time-to-time, and, subject to the approval of the Village Board, appoint such Special Commissions or Committees as is deemed advisable to further the legitimate business of the Village. The appointment of a Special Commission or Committee shall state the number of members and the object or duties to be performed by the Special Commission or Committee. All Special Commissions or Committees shall cease to exist upon completion of this designated task or deadline established by the Village Board.

2015 Estimated Cost for School Resource Officer (SRO) Position

Position	2015 Wage Rate *	2015 Salary	52100-171 Health Insurance	52100-172 Dental Insurance	52100-173 Retirement	52100-174 Social Security	52100-175 Medicare	51430-176 Life Insurance	52100-177 Income Continuation	Total Wages	Total Benefits	Total EE Cost	Loaded Rate/hr
SRO Position - Starting	\$ 21.93	\$ 43,586	\$ 16,530	\$ 1,000	\$ 6,682	\$ 2,702	\$ 632	\$ 50	\$ 100	\$ 43,586	\$ 27,696	\$ 71,282	\$ 36.55
SRO Position - 25 years	\$ 25.71	\$ 51,099	\$ 16,530	\$ 1,000	\$ 7,833	\$ 3,168	\$ 741	\$ 50	\$ 100	\$ 51,099	\$ 29,423	\$ 80,521	\$ 41.29

* The "Starting" wage rate represents the hourly wage for an officer to be hired at the bottom of the pay scale as defined in the union contract. The "25 years" wage rate represents the hourly wage at the top of the pay scale as defined in the union contract if a senior officer within the Department were to fill this position.

Fringe Benefits:		Employee Benefits Variables:		
Probationary Period	18 months	Salary	3.50%	2015 includes a 3.5% increase in the contract.
Vacation	10 days in years 1-7.	Health Insurance Inc.	10.0%	Estimated increase for 2015 premiums.
Holidays	7.5 defined days, 4 floating.	Single EE Health	\$ 562.30	2014 montly premium.
Sick Leave	8 hrs per month up to 1,440.	Family EE Health	\$ 1,399.20	2014 montly premium.
Jury Duty	Paid time off, remit Jury fee.	Vil. Health Pmt.	89.5%	Employee pays for 10.5% of health ins cost.
Funeral Leave	1-3 days paid upon request.	Retirement - Police	15.33%	Total WRS for Police is 20.83%, Employee pays for 5.5% of EE share.
Leaves of Absence	FMLA, Personal upon request.	Social Security	6.20%	Employer share.
Military Leave	Unpaid according to State/Fed.	Medicare	1.45%	Employer share.
Uniform Allowance	\$1,325 first year, \$525 after.			
Education Incentive	After 48 months, 1-2% wage inc.			

**CROSS PLAINS POLICE
DEPARTMENT
POLICY**

PUBLISH DATE:

REVISED DATE:

CHAPTER: 2.1

TITLE: PERSONNEL RESPONSIBILITIES

TOTAL PAGES:

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- A. PURPOSE**
 - B. POLICY**
 - C. DISCUSSION**
 - D. DEFINITIONS**
 - E. PROCEDURES**
 - F. HIRING**

CHIEF OF POLICE

A. PURPOSE

The purpose of this document is to identify the authorized personnel positions within the Cross Plains Police Department. The position titles and job descriptions will be addressed, as well as expectations.

B. POLICY

It is the policy of the Cross Plains Police Department that all personnel shall fulfill the responsibilities of their positions based upon the highest standards of professionalism, and place the priorities and goals of the department above personal expectations.

C. DISCUSSION

The importance of presenting a professional attitude at all times to the public, by every member of this department, cannot be over emphasized. The public's perception of the Cross Plains Police Department significantly impacts the overall ability of the department to accomplish its mission and goals.

DEFINITIONS

1. **School Resource Officer:** A career law enforcement officer, with sworn authority, deployed in community-oriented policing, and assigned by the employing police department or agency to work in collaboration with schools and community-based organizations.

D. POSITION DESCRIPTIONS

1. School Resource Officer

The school has unique opportunity to perceive and analyze the problems of children before they become a serious problem for society. With this unique opportunity, it is important that schools work closely with the police and other social agencies to prevent and resolve anti-social work with our youths in detecting and preventing anti-social behavior through proper education, communication, and understanding between the school, police, youth and the family. It is important to understand that the School Resource Officer is responsible for areas where violations of the law have occurred and should not be used to enforce the discipline policies and procedures established by the Middleton/Cross Plains Area School District. The School Resource Officer will have all of the responsibilities of a Police Officer, as defined in this policy under section 2.1 E Position Descriptions sub-paragraph (C). In addition to those responsibilities the School Liaison Officer will have the following responsibilities;

- a. Design and implement juvenile programs within the schools.
- b. School liaison duties including instructing specific classes like Keeping safe, Internet Safety, and Fatal Vision.
- c. Provide guidance on ethical issues in a classroom setting.
- d. Providing individual counseling to students.
- e. Attend school functions as appropriate
- f. Assist school personnel in providing classroom presentations and discussions with students on legal issues, the police profession, and other pertinent information
- g. Assist school official in referring students to other social agencies when the need warrants.
- h. Assist school staff in understanding the law, referral procedures, and other pertinent information.
- i. Decrease the amount of future crime by concentrated crime prevention effort aimed at students.
- j. Explain the law enforcement role in society
- k. Facilitate the reporting of crimes committed against youths and their property
- l. Promote a sense of safety, enforce laws, and investigate crimes committed in or near assigned schools
- m. Proactively provide pertinent information to officers and assist officers in their investigations, consistent with school and police policies
- n. Attend training session, meetings, and conferences as required
- o. Stay knowledgeable regarding changes in juvenile law and court procedures
- p. The School Resource Officer is an employee of the Cross Plains Police Department and may have other duties as assigned by the Chief of

Police. The School Resource Officer may also be temporarily reassigned for higher priority incidents which may occur.

120.13(31)

(31) School crossing guards. Upon the adoption of a resolution to do so and approval of the resolution by the governing bodies of all of the cities, villages and towns located in whole or in part within the school district, provide for the appointment of adult school crossing guards for the protection of persons who are crossing a highway in the vicinity of a school. The school crossing guards shall wear insignia or uniforms which designate them as school crossing guards and shall be equipped

346.46(2m)

(2 m) Every operator of a motor vehicle approaching a school crossing which is controlled by an adult school crossing guard appointed under s. 120.13 (31) or 349.215 shall follow the directions of the school crossing guard. If directed by the school crossing guard to stop, the operator shall stop the vehicle not less than 10 feet nor more than 30 feet from the school crossing and shall remain stopped until the school crossing guard directs the operator to proceed.

349.215

349.215 Authority to appoint school crossing guards. The governing body of any city, village, town or county may by ordinance provide for the appointment of adult school crossing guards for the protection of persons who are crossing a highway in the vicinity of a school. The school crossing guards shall wear insignia or uniforms which designate them as school crossing guards and shall be equipped with signals or signs to direct traffic to stop at school crossings.