

## **Public Safety Committee**

### *Regular Meeting Notice and Agenda*

#### **Village of Cross Plains**

2417 Brewery Road  
Cross Plains, WI 53528  
(608) 798-3241

Thursday, October 15, 2015

6:30 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. Reports
  1. Committee Chairperson
  2. Committee Members
  3. Police Chief
- IV. Committee Discussion
  1. Discussion and action regarding meeting minutes from September 21, 2015.
  2. Presentation from Staff regarding the proposed 2016 Budget for the Department.
  3. Discussion regarding Committee and Police Department Response to the President's Task Force on 21<sup>st</sup> Century Policing.
- V. Schedule 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](mailto:matt@cross-plains.wi.us).

# Public Safety Committee

## *Meeting Minutes*

### **Village of Cross Plains**

2417 Brewery Road, PO Box 97

Cross Plains, WI 53528

(608) 798-3241

Monday, September 21, 2015

6:30 pm

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

Steve Schunk called the regular Public Safety Committee meeting to order at 6:30 pm.

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

Not Present: Tom O’Connel and Terry Walker.

II. Public Comment – None.

III. Reports

1. Committee Chairperson – None.

2. Committee Members

- Kalscheur provided information regarding a new social information sharing website setup by a resident.

3. Police Chief

- Provided the monthly report and calls summary which will be adjusted ongoing as needed.

IV. Committee Discussion

**1. Discussion and action regarding meeting minutes from July 20, 2015** – A motion was made by Kalscheur, seconded by Swingen, and unanimously carried by the Public Safety Committee to approve the regular meeting minutes from July 20, 2015.

**2. Discussion and action to make a recommendation to the Village Board regarding Resolution #15-2015 to post the speed limit of 15 mph for the 2800 block of Military Road** – Following discussion, a motion was made by Swingen, seconded by Kalscheur, and unanimously carried by the Public Safety Committee to recommend approval to the Village Board regarding Resolution #15-2015 to post the speed limit of 15 mph “While Children are Present” speed limit sign for the 2800 block of Military Road adjacent to Glacier Creek Middle School.

**3. Discussion regarding Police Department Response to the President's Task Force on 21st Century Policing** – Following discussion, the consensus was to review Pillar 1 of the Task Force report and bring back 2 items per Committee member for review at the next scheduled meeting.

**4. Discussion regarding Committee Purpose, Identity, and Future Agendas Items** – A discussion was held by the Committee and it was agreeable that the Purpose, Identity, and Future Agenda items were clear moving forward.

V. Schedule Next Meeting Date – The next meeting has been scheduled for October 12, 2015 at 6:30 pm.

VI. Adjournment – A motion was made by Schunk, seconded by Kalscheur, and unanimously carried by the Public Safety Committee to adjourn the meeting at 7:07 pm.

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

Respectfully submitted,

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Thomas J. Janssen  
Chief of Police

**POLICE DEPARTMENT  
GENERAL FUND - FUND 110**

**MISSION STATEMENT:**

The Mission of the Cross Plains Police Department is to ensure public safety and enhance the quality of life for citizens and visitors through pro-active policing and community involvement. In accomplishing these goals we hold ourselves to the values of integrity, professionalism and courtesy.

**PROGRAM DESCRIPTION:**

The Police Department consists of 5 full-time sworn officers, a full-time Administrative Assistant, and several part-time sworn officers. We have 1 Police Chief, 1 Lieutenant/Detective, and 3 full-time officers. We respond to all calls for service, investigate crimes, investigate traffic crashes, and are proactive in the area of traffic enforcement. We provide services and programs to the villages two public and one parochial school. We are active with our many civic groups in the village such as the Cross Plains Lions club, Optimist, and the Cross Plains Chamber of Commerce. We have officers assigned duties in the areas of School Liaison, Drug officer, and Business Liaison. We work closely with other village departments and offer assistance to other departments when needed.

**PROGRAM OBJECTIVES:**

Maintain public safety presence in the Community.

Continue to offer youth and other programs as time allows.

**POLICE DEPARTMENT BUDGET SUMMARY**

REVENUES

|       |  | 2014<br>Actual | 2015<br>Budget | YTD<br>6/30/2015 | 2015<br>Projected | 2016<br>Budget | % Change<br>vs. 2015 |
|-------|--|----------------|----------------|------------------|-------------------|----------------|----------------------|
|       | <b>Allocated Revenue</b>               | <b>484,456</b> | <b>506,200</b> | <b>223,289</b>   | <b>462,471</b>    | <b>518,000</b> | <b>2.33%</b>         |
| 43520 | State - Public Safety Grants           | 0              | 500            | 0                | 0                 | 0              | -100.00%             |
| 45190 | Other Law and Ordinance Violations     | 172            | 250            | 0                | 250               | 250            | 0.00%                |
| 46211 | Juvenile Program                       | 921            | 1,000          | 403              | 1,000             | 1,000          | 0.00%                |
| 46212 | School Officer Reimbursement           | 0              | 0              | 0                | 0                 | 0              | -----                |
|       | <b>Total POLICE DEPARTMENT Revenue</b> | <b>485,549</b> | <b>507,950</b> | <b>223,692</b>   | <b>463,721</b>    | <b>519,250</b> | <b>2.22%</b>         |

**POLICE DEPARTMENT (Continued)**  
**GENERAL FUND - FUND 110**

EXPENDITURES

| <i>PERSONNEL SERVICES</i>               |                          | 2014<br>Actual | 2015<br>Budget | YTD<br>6/30/2015 | 2015<br>Projected | 2016<br>Budget | % Change<br>vs. 2015 |
|---|--------------------------|----------------|----------------|------------------|-------------------|----------------|----------------------|
|   | 52100                    |                |                |                  |                   |                |                      |
| 101                                     | Chief                    | 68,742         | 70,000         | 31,948           | 70,054            | 71,750         | 2.50%                |
| 102                                     | Lieutenant/Detective     | 54,414         | 55,500         | 25,291           | 55,458            | 56,750         | 2.25%                |
| 103                                     | Officers                 | 150,347        | 162,500        | 69,311           | 130,227           | 155,500        | -4.31%               |
| 104                                     | Administrative Assistant | 27,995         | 28,500         | 13,012           | 28,532            | 29,250         | 2.63%                |
| 105                                     | Part-Time Officers       | 1,966          | 4,000          | 1,485            | 4,000             | 4,000          | 0.00%                |
| 106                                     | School Resource Officer  | 0              | 4,000          | 0                | 0                 | 0              | -100.00%             |
| 107                                     | Crossing Guard           | 0              | 2,000          | 1,345            | 3,000             | 3,000          | 50.00%               |
| 171                                     | Health Insurance         | 41,987         | 41,750         | 20,822           | 41,750            | 61,000         | 46.11%               |
| 172                                     | Dental                   | 3,802          | 4,000          | 1,778            | 4,000             | 4,000          | 0.00%                |
| 173                                     | Retirement               | 54,698         | 45,500         | 22,467           | 45,000            | 41,500         | -8.79%               |
| 174                                     | Social Security          | 18,352         | 19,750         | 9,398            | 19,000            | 19,750         | 0.00%                |
| 175                                     | Medicare                 | 4,292          | 4,500          | 2,198            | 4,250             | 4,500          | 0.00%                |
| 176                                     | Life Insurance           | 662            | 500            | 340              | 500               | 500            | 0.00%                |
| 177                                     | Income Continuation      | 0              | 750            | 0                | 0                 | 750            | 0.00%                |
| 178                                     | Uniform                  | 2,407          | 3,000          | 758              | 3,000             | 3,000          | 0.00%                |
| <b>Total PERSONNEL SERVICES Expense</b> |                          | <b>429,662</b> | <b>446,250</b> | <b>200,152</b>   | <b>408,771</b>    | <b>455,250</b> | <b>2.02%</b>         |

Notes:

- 101-102** Both employees in these line items are non-union. Wages include a 2.5% base pay increase.
- 103** Employees within this line item are members of a union. The contractual wage increase for 2016 is 3.5%.
- 104** This position is split between 75% within Police and 25% within Court. This position is not within a union and includes a 2.5% base pay increase.
- 171** There are 3.75 Police employees projected to receive family health insurance in 2016. Health insurance rates are set by the State. The fee for family is \$1,541.70 per month. The rates are approximately 9.4% higher than the previous year. The employee is responsible to pay 12% of the cost. The additional increase is attributed to the projection that the Officer vacancy to be filled at the end of 2015 will require a family plan as a highest cost scenario. The previous employee did not select Village coverage.
- 172** Cost for Dental Insurance is budgeted based on an average of claims paid for from the previous year.
- 173** There are 5.75 Police employees currently enrolled in the Wisconsin Retirement System (WRS). All employees are now responsible for paying the employee share for WRS in 2016. The Employer share for Officers is 13.89% and General is 7.2% which is a slight decrease from the previous year for both categories.
- 174** The Village is responsible for paying 6.2% of all employees gross pay towards Social Security.
- 175** The Village is responsible for paying 1.45% of all employees gross pay towards Medicare.
- 176** The employer's share of life insurance premium rates is based on the employee's age and annual salary.
- 177** The employers share of income continuation premium rates is based on the employee's annual salary. Rates are set by the Department of Employee Trust Funds with no contribution being required in 2016.

**POLICE DEPARTMENT (Continued)**  
**GENERAL FUND - FUND 110**

EXPENDITURES (Continued)

*CONTRACTUAL SERVICES*

|                                       |                      | 2014          | 2015          | YTD          | 2015          | 2016          | % Change     |
|---------------------------------------|----------------------|---------------|---------------|--------------|---------------|---------------|--------------|
|                                       |                      | Actual        | Budget        | 6/30/2015    | Projected     | Budget        | vs. 2015     |
|                                       | 52100                |               |               |              |               |               |              |
| 201                                   | Postage              | 200           | 200           | 72           | 200           | 250           | 25.00%       |
| 202                                   | Communication        | 6,776         | 6,500         | 3,621        | 6,500         | 6,250         | -3.85%       |
| 203                                   | Utilities            | 2,590         | 3,000         | 996          | 3,000         | 3,000         | 0.00%        |
| 204                                   | Dues & Subscriptions | 2,387         | 3,500         | 1,175        | 3,500         | 3,500         | 0.00%        |
| 205                                   | Meetings             | 5,694         | 5,000         | 1,263        | 5,000         | 5,000         | 0.00%        |
| 206                                   | Printing             | 83            | 250           | 0            | 250           | 250           | 0.00%        |
| 207                                   | Support Services     | 6,665         | 7,000         | 2,454        | 7,000         | 9,000         | 28.57%       |
| <b>Total CONTRACTUAL SERVICES Exp</b> |                      | <b>24,394</b> | <b>25,450</b> | <b>9,580</b> | <b>25,450</b> | <b>27,250</b> | <b>7.07%</b> |

Notes:

- 202** Includes the cost for cell phones. New contract began in 2013.
- 204** Provides funding for association membership and other subscriptions.
- 207** Provides additional funding to cover full cost of Cintas (rugs) service for the year as well as additional assistant for computer issues.

*SUPPLIES AND EXPENSES*

|                                    |               | 2014          | 2015          | YTD           | 2015          | 2016          | % Change     |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
|                                    |               | Actual        | Budget        | 6/30/2015     | Projected     | Budget        | vs. 2015     |
|                                    | 52100         |               |               |               |               |               |              |
| 301                                | Equipment     | 9,153         | 8,250         | 6,859         | 9,000         | 8,250         | 0.00%        |
| 302                                | Technology    | 4,748         | 5,000         | 796           | 5,000         | 9,000         | 80.00%       |
| 303                                | Fuel          | 9,143         | 11,000        | 3,223         | 7,000         | 8,500         | -22.73%      |
| 304                                | Supplies      | 1,567         | 1,500         | 276           | 1,500         | 1,500         | 0.00%        |
| 305                                | Maintenance   | 4,497         | 8,000         | 2,631         | 5,000         | 7,000         | -12.50%      |
| 306                                | Programs      | 665           | 1,000         | 0             | 1,000         | 1,000         | 0.00%        |
| 399                                | Miscellaneous | 1,719         | 1,500         | 175           | 1,000         | 1,500         | 0.00%        |
| <b>Total SUPPLIES AND EXPENSES</b> |               | <b>31,492</b> | <b>36,250</b> | <b>13,961</b> | <b>29,500</b> | <b>36,750</b> | <b>1.38%</b> |

Notes:

- 301** General funding for equipment and the addition of the annual fee for the RMS System.
- 304** Increase in funding for general supplies including printer paper for vehicle printers.
- 306** Funding to offset expenses associated with youth and other programs.

|  |                |                |                |                |                |              |
|--|----------------|----------------|----------------|----------------|----------------|--------------|
| <b>Total POLICE DEPARTMENT Expense</b> | <b>485,549</b> | <b>507,950</b> | <b>223,692</b> | <b>463,721</b> | <b>519,250</b> | <b>2.22%</b> |
|--|----------------|----------------|----------------|----------------|----------------|--------------|