

Village Board

SPECIAL Meeting Notice and Agenda

Village of Cross Plains

2417 Brewery Road, PO Box 97

Cross Plains, WI 53528

(608) 798-3241

Monday, October 19, 2015

7:00 pm

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

II. **Committee Discussion**

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

- Village Board
- Municipal Court
- Administration
- Personnel
- Elections
- Finance
- Assessor
- Insurance
- General Buildings and Plant
- Contingency
- Cross Plains-Berry Fire District
- Cross Plains Area EMS
- Inspections
- Community Development
- Transfers
- Tax Increment District
- Review changes to the budget since the last meeting.
- Other budget sections as time allows.

III. **Closed Session**

1. The Committee of the Whole will meet in Closed Session pursuant to 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the employment of the Village Administrator/Clerk-Treasurer.

IV. **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.

	A	B	C	D	E	F	G	H	I	J	K	L	
1													
2													
3													
4		2015					2016						
5		Actual (through 7/16/15)	Budget	Variance	Balance	Total	Sample Budget	Chief Changes	Proposed Budget	Board Changes	Final		
6	INCOME											Increase %	0.00%
7												Increase	0.00
8	Department Billing Income	750.00	0.00	(750.00)	0.00	750.00	0.00		0.00				0.00
9	Grant Income	1,512.05	1,800.00	287.95	0.00	1,512.05	1,800.00	(400.00)	1,400.00				1,400.00
10	Interest Income	7.54	0.00	(7.54)	0.00	7.54	0.00		0.00				0.00
11	Budget Income	96,355.00	137,650.00	41,295.00	41,295.00	137,650.00	137,650.00		137,650.00				137,650.00
12	Association Dues	6,000.00	6,000.00	0.00	0.00	6,000.00	6,000.00		6,000.00				6,000.00
13	Miscellaneous Income	3,360.55	0.00	(3,360.55)	0.00	3,360.55	0.00		0.00				0.00
14	Tower Rent Income	7,000.00	12,000.00	5,000.00	5,000.00	12,000.00	12,000.00		12,000.00				12,000.00
15	Surplus Applied		9,650.00	9,650.00	0.00	0.00	9,650.00	15,100.00	24,750.00				24,750.00
16													
17	TOTAL	114,985.14	167,100.00	52,114.86	46,295.00	161,280.14	167,100.00	14,700.00	181,800.00	0.00			181,800.00
18													
19	EXPENSES												
20													
21	Fire Association	3,000.00	6,000.00	3,000.00	3,000.00	6,000.00	6,000.00		6,000.00				6,000.00
22	Miscellaneous Dues		1,500.00	1,500.00	1,500.00	1,500.00	1,500.00		1,500.00				1,500.00
23	Officer Stipends		8,000.00	8,000.00	8,000.00	8,000.00	8,000.00		8,000.00				8,000.00
24	Training	1,231.66	5,000.00	3,768.34	3,768.34	5,000.00	5,000.00		5,000.00				5,000.00
25	Fuel	1,299.06	5,250.00	3,950.94	3,950.94	5,250.00	5,250.00		5,250.00				5,250.00
26	Insurance: Commercial Property	9,111.00	5,000.00	(4,111.00)	(4,111.00)	5,000.00	5,000.00		5,000.00				5,000.00
27	Insurance: Accident & Liability	1,802.00	1,800.00	(2.00)	0.00	1,802.00	1,800.00		1,800.00				1,800.00
28	Insurance: Auto		5,000.00	5,000.00	5,000.00	5,000.00	5,000.00		5,000.00				5,000.00
29	Insurance: Workers Compensation	4,199.00	4,000.00	(199.00)	(199.00)	4,000.00	4,000.00		4,000.00				4,000.00
30	LOSAP		23,500.00	23,500.00	23,500.00	23,500.00	23,500.00		23,500.00				23,500.00
31	Maintenance: Equipment	1,447.69	6,600.00	5,152.31	5,152.31	6,600.00	6,600.00		6,600.00				6,600.00
32	Maintenance: Facilities & Grounds	10,844.13	8,500.00	(2,344.13)	(2,344.13)	8,500.00	8,500.00		8,500.00				8,500.00
33	Maintenance: Pagers & Radios	267.00	2,000.00	1,733.00	1,733.00	2,000.00	2,000.00		2,000.00				2,000.00
34	Maintenance: Vehicles	6,362.80	8,250.00	1,887.20	1,887.20	8,250.00	8,250.00	2,500.00	10,750.00				10,750.00
35	Miscellaneous Other	870.00	0.00	(870.00)	(870.00)	0.00	0.00		0.00				0.00
36	Computer Updates	675.00	700.00	25.00	25.00	700.00	700.00		700.00				700.00
37	Office Supplies & Equipment	591.60	1,000.00	408.40	408.40	1,000.00	1,000.00		1,000.00				1,000.00
38	DNR Grant	2,992.09	3,600.00	607.91	0.00	2,992.09	3,600.00	(800.00)	2,800.00				2,800.00
39	Professional Outside Services	644.55	1,700.00	1,055.45	1,055.45	1,700.00	1,700.00		1,700.00				1,700.00
40	New Equipment	4,634.59	30,000.00	25,365.41	25,365.41	30,000.00	30,000.00	15,700.00	45,700.00				45,700.00
41	Capital Expense: Radio & Console	3,269.79	0.00	(3,269.79)	(3,269.79)	0.00	0.00		0.00				0.00
42	Capital Expense: IPAD	0.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00		1,600.00				1,600.00
43	General Supplies	243.31	900.00	656.69	656.69	900.00	900.00		900.00				900.00
44	Utilities: Electric	8,416.02	15,000.00	6,583.98	6,583.98	15,000.00	15,000.00		15,000.00				15,000.00
45	Utilities: Gas	5,192.96	15,000.00	9,807.04	9,807.04	15,000.00	15,000.00	(3,000.00)	12,000.00				12,000.00
46	Utilities: Phone/Internet/TV	2,389.47	4,200.00	1,810.53	1,810.53	4,200.00	4,200.00	300.00	4,500.00				4,500.00

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4		2015						2016				
5		Actual (through 7/16/15)	Budget	Variance	Balance	Total		Sample Budget	Chief Changes	Proposed Budget	Board Changes	Final
47	Utilities: Water	1,421.91	3,000.00	1,578.09	1,578.09	3,000.00		3,000.00		3,000.00		3,000.00
48	Non Budget Expenses		0.00	0.00	0.00	0.00		0.00		0.00		0.00
49												
50		70,905.63	167,100.00	96,194.37	95,588.46	166,494.09		167,100.00	14,700.00	181,800.00	0.00	181,800.00
51												
52		44,079.51	0.00	(44,079.51)	(49,293.46)	(5,213.95)		0.00	0.00	0.00	0.00	0.00

Member Equalization Valuation

	2014 Valuation	% Allocation	2015 Valuation	% Valuation
<i>Town of Berry</i>	102,441,851	16.39%	103,774,870	16.33%
<i>Town of Cross Plains</i>	180,729,346	28.91%	178,955,993	28.16%
<i>Village of Cross Plains</i>	341,993,100	54.70%	352,785,100	55.51%
Total	625,164,297	100.00%	635,515,963	100.00%

2015 Budget Income **\$ 137,650.00**

	Budget Allocation	Assn Dues	Total
Town of Berry	22,477.19	2,000.00	24,477.19
Town of Cross Plains	38,761.09	2,000.00	40,761.09
Village of Cross Plains	76,411.72	2,000.00	78,411.72
Total	\$ 137,650.00	6,000.00	143,650.00

		Equalized Value
Town of Berry		178,063,800
Cross Plains Fire	58.2796%	103,774,870
Black Earth Fire	41.7204%	74,288,930
Town of Cross Plains		232,392,700
Cross Plains Fire	77.0059%	178,955,993
Mt. Horeb Fire	22.9941%	53,436,707
Village of Cross Plains		352,785,100
Cross Plains Fire	100%	352,785,100

CROSS PLAINS EMERGENCY MEDICAL SERVICES



MISSION STATEMENT:

The Mission of Cross Plains Area Emergency Medical Services is to provide Pre-hospital emergency medical care for the sick and Injured.

PROGRAM DESCRIPTION:

The Cross Plains Area EMS consists of one (1) full-time Advanced EMT and two part-time Advanced EMTs along with 40 volunteer members made up of Emergency Vehicle Drivers, Medical First Responders, Emergency Medical Technician (EMT) and Advanced Emergency Medical Technicians (AEMT).

PROGRAM OBJECTIVES:

- ❑ To provide volunteer Emergency Medical Services at the Advanced EMT Level of care to the residents and visitors of our district.

EMERGENCY MEDICAL SERVICES BUDGET SUMMARY

REVENUES

		2014 Actual	2015 Budget	YTD 7/31/2015	2015 Projected	2016 Budget	% Change vs. 2015
	Allocated Revenue & Carry Forward						
1500	Ambulance Fees	111,362	119,756	58,730	117,756	118,000	-1.47%
1501	Municipal Assessments	77,000	77,000	38,500	77,000	84,700	10.00%
1502	Carry Forward		13,000	13,000	13,000	10,300	
1503	Medicare	3,600	2,000	0	2,000	2,000	0.00%
1504	Now Interest - Misc Income	9	0	2	0	0	0.00%
	Total EMS Revenue	191,971	211,756	110,232	209,756	215,000	1.53%

Cross Plains Area EMS (Continued)

EXPENDITURES

PERSONNEL SERVICES

Dept. No.	EMS1000	2014 Actual	2015 Budget	YTD 7/31/2015	2015 Projected	2016 Budget	% Change vs. 2015
101	Chief	10,800	12,816	6,865	12,816	12,816	0.00%
102	Deputy Chief	0	1,800	1,200	1,800	2,400	33.33%
103	Advanced EMT (1-FTE)	36,332	39,245	23,334	39,245	40,619	3.50%
104	Advanced EMT (.25 -FTE)	0	13,300	1,452	13,300	20,000	50.38%
105	Run Expense Stipends	7,980	10,000	0	10,000	20,000	100.00%
106	BBP/ABP Director	500	300	0	300	300	0.00%
171	Health Insurance	6,201	8,000	3,000	6,000	8,000	0.00%
172	Dental	352	500	246	500	500	0.00%
173	Workers Compensation (FTE)	0	3,200	4,209	4,209	4,500	40.63%
174	Retirement	4,260	4,829	2,781	4,829	4,665	-3.40%
175	Social Security	3,205	4,332	2,183	4,366	4,553	5.10%
176	Medicare	683	925	469	938	1,065	15.14%
177	Life Insurance	70	72	51	75	75	0.00%
178	Income Continuation	0	250	0	0	194	-22.40%
179	Longevity (2%)	0	785	785	785	813	3.50%
180	Uniform	225	500	0	500	500	0.00%
181	Service Awards Program	21,700	21,000	0	21,000	21,000	0.00%
182	Shift Coverage Stipend	6,000	6,000	3,000	6,000	6,000	0.00%
183	Volunteer Recognition	1,581	2,000	0	2,000	2,000	0.00%
Total PERSONNEL SERVICES Expense		99,889	129,854	49,575	128,663	150,000	15.51%

Notes:

- 102** The Deputy Chief Position was created in 2014 by combining the Assistant Chief and Training Director positions; an increase of \$600.00 is requested.
- 103** Advanced EMT, This employee is not member of a union and a wage increase of 3.5% is being requested.
- 104** Advanced EMT Part Position funding to increase to cover open shifts at the Advanced EMT Level
- 105** The volunteers have requested that the cost per run reimbursement be increased from \$10.00 per run to \$20.00 per run. The fee of \$10.00 per call has been in place for the past 20 years.
- 173** Worker Compensation has increased to cover the cost of the Full-time and Part-time employees as Emergency Responders. This cost is based on payroll budgeted with the policy running from July 1 to June 30.
- 174** There are 2 employees currently enrolled in the Wisconsin Retirement System (WRS). The Chief is responsible for 6.6% of the 13.2% WRS contribution in 2015. The full-time Advanced EMT falls under the Protective with Social Security and is responsible for 6.6% contribution of the WRS 16.0% contribution in 2016.
- 175 - 176** The District is responsible for paying 6.2% of all employees' gross pay towards Social Security and 1.45% of all employees' gross pay towards Medicare.
- 177** The employer's share of life insurance premium rates is based on the employee's age and annual salary.
- 178** The employer's share of income continuation premium rates is based on the employee's annual salary. Rates are set by the Department of Employee Trust Funds (ETF). There has been a "Holiday" on premiums from the ETF, so no costs have been incurred in the past year for this coverage.

**Cross Plains Area EMS (Continued)
GENERAL FUND - FUND 110**

EXPENDITURES (Continued)

CONTRACTUAL SERVICES		2014 Actual	2015 Budget	YTD 7/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
Dept. No.	EMS1000						
201	Computer Consulting/Supplies	2,331	1,500	1,271	1,500	1,500	0.00%
202	Communication	3,024	2,500	776	2,500	2,500	0.00%
203	Utilities	16,220	12,000	6,928	12,000	12,000	0.00%
204	Oxygen	421	700	245	700	700	0.00%
205	Ambulance Billing	8,304	10,000	4,569	10,000	10,000	0.00%
206	Run Reporting Maintenance	0	1,200	0	1,200	1,200	0.00%
207	Insurance, Auto, Liability, Building W/C	5,557	5,500	3,050	5,500	5,500	0.00%
208	Fire Alarm System Monitoring and Testing	576	576	432	576	600	4.17%
209	Defibrillator Maintenance	150	1,000	0	1,000	1,000	0.00%
Total CONTRACTUAL SERVICES Exp		36,583	34,976	17,271	34,976	35,000	0.07%

Notes:

SUPPLIES AND EXPENSES		2014 Actual	2015 Budget	YTD 7/30/2015	2015 Projected	2016 Budget	% Change 2015
Dept. No.	EMS1000						
301	Office Supply/Equipment	1,575	5,000	3,978	5,000	5,000	0.00%
302	Building Maintenance	4,792	3,000	4,885	3,000	5,500	80.00%
303	Building Supplies	1,496	1,200	318	1,200	1,200	0.00%
304	Postage	293	300	43	300	300	0.00%
305	Vehicle Fuel/Maintenance	4,950	4,500	1,665	4,500	4,500	0.00%
306	Disposable Medical Supplies	6,997	5,000	3,355	5,000	5,500	10.00%
307	Uniforms	5,155	5,000	4,981	5,000	5,000	0.00%
308	Training Programs	2,172	2,000	1,868	2,000	2,000	0.00%
309	Equipment/Capital Fund	0	20,000	10,618	20,000	0	-100.00%
310	Newsletter, Public Relations, Miscellaneous	156	1,000	107	1,000	1,000	0.00%
Total SUPPLIES AND EXPENSES		27,586	47,000	31,818	47,000	30,000	-36.17%

Total EMS Expense	164,058	211,830	98,664	210,639	215,000	6.10%
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Notes

302	Fund Increased to cover cost for additional maintenance cost and improvements
306	Disposable Medical up based on cost of supplies increasing
309	Equipment/Capital Fund Elimated

2016 CAPITAL REQUEST

2016 - A1	LUCAS CHEST COMPRESSION DEVICE	\$14,500
2016 - B1	LANDSCAPING	\$4,500
2016/2017	DANECOM Radio Upgrade	\$25,000
Total EMS Capital Expense		\$44,000

2016 MUNICIPAL ASSESSMENTS (OPERATING BUDGET)

			2016	2016	
		2015 Actual	Requested	Increase	
Village of Cross Plains 58%	3547	57.32%	44,660	48,550.57	3,891
Town of Cross Plains 18%	1151	18.60%	13,860	15,754.64	1,895
Town of Springfield 13%	834	13.48%	10,010	11,415.61	1,406
Town of Berry 11%	656	10.60%	8,470	8,979.19	509
	6188	100%	77,000	84,700.00	7,700

2016 Budget Changes Since Distribution

Change Date	Change Number	Fund	Name	Type	Page	Dept	Budget	Line Item	Old	New	Rev & (Exp)	New Levy Increase or (Decrease)	Change from Budget	New Rate
10/05/2015	1	110	General	Rev	1	Intergovernmental Revenue	State - Highway Aid	43530-000	180,750	199,500	18,750	(18,750)	-0.81%	(0.06)
10/05/2015	2	110	General	Rev	3	Other Financing Sources	Applied Fund Balance	49300-000	40,000	25,000	(15,000)	(3,750)	-0.16%	(0.01)
10/07/2015	1	130	Library	Rev	1	Intergovernmental Revenue	Library Reimbursement	43720-000	104,250	106,250	2,000	(5,750)	-0.25%	(0.02)
10/07/2015	2	110	General	Exp	16	Cross Plains-Berry Fire District	Support Services	52200-207	76,250	78,250	(2,000)	(3,750)	-0.16%	(0.01)
09/30/2015	1	110	General	Exp	17	Cross Plains Area EMS	Support Services	52300-207	44,660	48,500	(3,840)	90	0.00%	0.00
											0	90	0.00%	0.00
											(90)	2,326,125	0.00%	7.24

Original Submitted Budget Summary - September 28, 2015

	2015 Budget	2016 Budget	Difference vs. 2015	% Change vs. 2015
TOTAL ASSESSED VALUATION	334,086,100	337,295,200	3,209,100	0.96%
TID INCREMENT ASSESSED VALUATION	4,674,467	16,069,525	11,395,058	243.77%
ASSESSED VALUATION MINUS TID INCREMENT	329,411,633	321,225,675	-8,185,958	-2.49%
MUNICIPAL PROPERTY TAX LEVY	2,338,831	2,326,035	-12,796	-0.55%
MUNICIPAL TAX RATE	7.10	7.24	0.14	1.99%

Amended Budget Summary following Committee Review

	2015 Budget	2016 Budget	Change vs. 2015	% Change vs. 2015
TOTAL ASSESSED VALUATION	334,086,100	337,295,200	3,209,100	0.96%
TID INCREMENT ASSESSED VALUATION	4,674,467	16,069,525	11,395,058	243.77%
ASSESSED VALUATION MINUS TID INCREMENT	329,411,633	321,225,675	-8,185,958	-2.49%
MUNICIPAL PROPERTY TAX LEVY	2,338,831	2,326,125	-12,706	-0.54%
MUNICIPAL TAX RATE	7.10	7.24	0.14	1.99%

2016 Budget Changes Since Distribution

Changes made September 30, 2015:

- 1 The District Board for the Cross Plains Area EMS adopted the assessments after the budget was transmitted to the Village Board from Staff. The increase listed is based on the approved assessment for 2015.

Changes made October 5, 2015:

- 1 WisDOT informed municipalities on October 1st of their preliminary State Transportation Aids for 2016 which is projecting to be an increase on what was received for 2015.
- 2 Village Staff is projecting a large surplus for 2015 and suggested initially some of that be applied in 2016 as well to offset additional tax increase. The Highway Aid projection is \$18,500 larger than expected in the Staff Submitted Budget and it is recommended the fund balance applied be adjusted accordingly to allow more money to flow into fund balance from 2015.

Changes made October 7, 2015:

- 1 An increase in funding by Dane County has been approved for 2016 with the new library reimbursement recently set.
- 2 The Fire District's accountant recently notified the Village that there was an error in the cost distribution amongst member communities. They have corrected this error and the revised distribution increased the Village's obligation for next year.



Division of Transportation Investment
 Management
 Bureau of Transit, Local Roads, Railroads & Harbors
 PO Box 7913
 Madison, WI 53707-7913

Scott Walker, Governor
 Mark Gottlieb, P.E., Secretary
 Internet: www.wisconsin.gov

Telephone: 608-266-0254

E-mail: mary.sanchez@dot.wi.gov

October 1, 2015

CVT Code: 13113

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

Subject: Calendar Year 2016 PRELIMINARY CALCULATION - General Transportation Aids & Connecting Highway Aids

Dear Local Government Representative:

The 2016 Preliminary Calculation Summary below is for General Transportation Aids (GTA) and Connecting Highway Aids (CHA) based on WisDOT's current calculations. Preliminary calculations are released in October and final calculations in December.

<u>2016 PRELIMINARY CALCULATION SUMMARY</u>	
General Transportation Aids calculated amount:	\$209,709.98
General Transportation Aids adjustment amount:	-\$10,401.12
Reason for adjustment: Maximum Cushion	
Connecting Highway Aids amount:	\$0.00
Net total:	\$199,308.86
Payment method: Direct deposit to your local government account	
*** PLEASE KEEP YOUR BANKING INFORMATION UPDATED ***	

Aid payments are disbursed to municipalities in four equal payments on the first Monday in January, April, July and October. Counties receive 25% of their annual payment in January and October and 50% in July (there is no April payment). The GTA calculation process is based directly on the data your local government provided to the Department of Revenue in its annual Municipal Financial Report form in addition to the centerline miles reported to WisDOT in its annual plat submittal. Connecting highways are marked State Trunk Highways through your community. Your estimate of 2016 CHA reflects the lane mileage data as of December 31, 2014.

Please review the Calculation Detail Sheet on the back of this letter carefully. This is your opportunity to correct any errors prior to the calculation of final figures, which will be sent to you in mid-December, 2015. Changes and corrections are due by November 14, 2015. A Calculation Detail Sheet is available for each local government on the GTA home page at <http://wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/gta.aspx>

For questions regarding your GTA/CHA estimate or payments, visit the Programs for Local Government home page at <http://wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/default.aspx> and choose GTA or CHA. For further questions, contact the appropriate department:

- GTA and CHA calculation questions: Mary Sanchez, WisDOT, 608-266-0254, mary.sanchez@dot.wi.gov
- Cost reporting questions: Dept. of Revenue, 608-266-8207, lgs@revenue.wi.gov
- Banking changes: Dept. of Revenue, lgs@revenue.wi.gov
- Name and address changes: Dept. of Revenue, 608-266-8207, lgs@revenue.wi.gov

Sincerely,

Mary Sanchez, WisDOT GTA/CHA Program Manager
 Telephone: (608) 266-0254 -or- email: mary.sanchez@dot.wi.gov