

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, November 16, 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:
 - Capital Fund
 - Debt Service Fund
 - Water Utility
 - Sewer Fund
 - Review changes to the budget since the last meeting.
 - Other budget sections as time allows.

- III. 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.

Below is a general list of ideas based on known future capital improvements that could be worked into a formal 5 year Capital Improvement Plan (CIP). Staff will complete a draft of a 5 year CIP starting with this list for discussion with the Village Board on our future CIP programs. The objective would be to finish this process in the first half of 2016 so that it was ready for implementation with 2017 Budget process conducted in the second half of 2016.

2016 – See enclosed budget and CIP currently proposed.

2017

1. Acquisitions for County Highway P
2. Zander Park Trail Expansion
3. Design Public Improvements at Buechner Farm
4. Forecast other annual needs based on prior year CIP
5. Computers/Software Upgrades
6. Begin Planning Effort on new Pool
7. Implement playing fields, playground amenities at Buechner Farm
8. Vehicles? Equipment? Playgrounds? Plans/Studies? Other Staff Recommendations?

2018

1. Construct Village Hall/Community Center and related parking lots.
2. Final Design for County Highway P
3. Forecast other annual needs based on prior year CIP.
4. Vehicles? Equipment? Playgrounds? Plans/Studies? Other Staff Recommendations?

2019

1. Reconstruct County Highway P
2. Design New Pool
3. Forecast other annual needs based on prior year CIP.
4. Vehicles? Equipment? Playgrounds? Plans/Studies? Other Staff Recommendations?

2020

1. Construct New Pool
2. Forecast other annual needs based on prior year CIP.
3. Vehicles? Equipment? Playgrounds? Plans/Studies? Other Staff Recommendations?

When the CIP is complete, we can ask Ehlers to project and analyze the effect of these improvements on the debt service and tax levy in order to assist the board in prioritizing the projects.

2016-2020 Capital Improvement Program

Village of Cross Plains

Program Year: 2016

Funding by Project

Projects	Department	Line Item	Type	General Fund 110	Capital Fund 120	Library Fund 130	Parks/Rec Fund 140	Debt Service Fund 150	Tax Increment District 310	Water Utility 660	Sewer Utility 670	Grants	Fund Balance	Other	Total
Buechner Farm Master Plan	Administration	120-51140-207	Support Services		25,000										25,000
Glaciers Edge Square Plan	Administration	120-51140-207	Support Services		9,000							15,000			24,000
Technology Replacement	Administration	120-51140-302	Technology												-
Squad Car Replacement	Police	120-57210-801	Vehicle		33,750										33,750
Streetscaping Consulting	Public Facilities	120-57300-207	Support Services										10,000		10,000
County P (Church Street) Traffic Study	Public Facilities	120-57300-207-000	Support Services	2,500	15,500									7,000	25,000
Stormwater Management Plan	Public Facilities	120-57300-207-102	Support Services		15,000							35,000			50,000
Salter Replacement	Public Facilities	120-57300-803	Equipment		8,000										8,000
Broom Attachment Replacement	Public Facilities	120-57300-803	Equipment		6,000										6,000
Annual Street Maintenance	Public Facilities	120-57300-805-101	Infrastructure		35,000								100,000		135,000
Main St. Streetscaping Project	Public Facilities	120-57300-805-103	Infrastructure							15,000			50,000	25,000	90,000
County P (Church Street) Design Work	Public Facilities	120-57300-805-104	Infrastructure											50,000	50,000
Military Road Extension	Public Facilities	120-57300-805-105	Infrastructure		550,000					100,000	100,000				750,000
Zander Park Trail Expansion Design	Parks/Recreation	120-57620-207	Support Services		100,000										100,000
Parks Vehicle Replacement	Parks/Recreation	120-57620-801	Vehicle		30,000										30,000
Pool Maintenance	Parks/Recreation	120-57620-802	Facility		10,000										10,000
Buechner Farm Acquisition	Parks/Recreation	120-57620-804	Property		475,000										475,000
Zander Park Trail Expansion Project	Parks/Recreation	120-57620-805	Infrastructure		50,000										50,000
															-
Total Projects				\$2,500	\$ 1,362,250	\$ -	\$ -	\$ -	\$ -	\$ 115,000	\$ 100,000	\$ 50,000	\$ 160,000	\$ 82,000	\$ 1,871,750

Timeline

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
Buechner Farm Master Plan												
Glaciers Edge Square Plan												
Technology Replacement												
Squad Car Replacement												
Streetscaping Consulting												
County P (Church Street) Traffic Study												
Stormwater Management Plan												
Salter Replacement												
Broom Attachment Replacement												
Annual Street Maintenance												
Main St. Streetscaping Project												
County P (Church Street) Design Work												
Military Road Extension												
Zander Park Trail Expansion Design												
Parks Vehicle Replacement												
Pool Maintenance												
Buechner Farm Acquisition												
Zander Park Trail Expansion Project												

Funding by Type and Department

Type	Line	Admin	Police	PF	Parks/Rec	Total
Support Services	207	49,000		85,000	100,000	234,000
Technology	302					-
Vehicle	801		33,750		30,000	63,750
Facility	802				10,000	10,000
Equipment	803			14,000		14,000
Property	804				475,000	475,000
Infrastructure	805			1,025,000	50,000	1,075,000
Total		\$ 49,000	\$ 33,750	\$ 1,124,000	\$ 665,000	\$ 1,871,750

**REVENUES
CAPITAL FUND - FUND 120**

Budget Summary

TAXES	
	41000

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
41110	General Property Taxes	0	0	0	0	0	-----
	Total TAXES Revenue	0	0	0	0	0	-----

INTERGOVERNMENTAL	
	43000

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
43520	State Public Safety Aid	0	4,000	4,000	4,000	0	-100.00%
43530	State Grants - Transportation	575,312	514,000	0	942,304	0	-100.00%
43540	State Grants - Sanitation	0	55,000	0	0	35,000	-36.36%
43570	State Grants - Recreation	0	39,518	0	0	0	-100.00%
43700	County Grants	0	0	0	0	15,000	-----
	Total INTERGOVERNMENTAL Rev	575,312	612,518	4,000	946,304	50,000	-91.84%

PUBLIC CHARGES FOR SERVICES	
	46000

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
46900	Other Public Charges for Services	0	105,000	24,853	50,000	57,000	-45.71%
	Total PUBLIC CHARGES Rev	0	105,000	24,853	50,000	57,000	-45.71%

MISCELLANEOUS	
	48000

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
48000	Miscellaneous	8,856	500	0	500	0	-100.00%
48100	Interest	0	250	0	250	0	-100.00%
48500	Donations	0	6,000	0	6,000	25,000	316.67%
	Total MISCELLANEOUS Revenue	8,856	6,750	0	6,750	25,000	270.37%

OTHER FINANCING SOURCES	
	49000

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
49100	Proceeds of Long-term Debt	919,060	577,782	770,231	770,231	1,362,250	135.77%
49200	Transfers from Other Funds	870,000	265,000	0	265,000	217,500	-17.92%
49300	Fund Balance Applied	0	51,500	0	56,550	160,000	210.68%
	Total OTHER FINANCING SOURCES	1,789,060	894,282	770,231	1,091,781	1,739,750	94.54%

Total Capital Revenue	2,373,228	1,618,550	799,084	2,094,835	1,871,750	15.64%
------------------------------	------------------	------------------	----------------	------------------	------------------	---------------

**GENERAL PUBLIC BUILDINGS
CAPITAL FUND - FUND 120**

MISSION STATEMENT:

Provide sufficient capital funding to maintain adequate general public buildings and services.

PROGRAM DESCRIPTION:

General Public Buildings includes the Village Hall which also houses the Police Department, Parks/Recreation, general administrative services, Village Board, and other functions.

PROGRAM OBJECTIVES:

GENERAL PUBLIC BUILDINGS BUDGET SUMMARY

REVENUES

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
	Allocated Revenue	0	0	0	0	34,000	-----
43700	County Grants	0	0	0	0	15,000	-----
	Total PUBLIC BUILDING Rev	0	0	0	0	49,000	-----

Notes:

43700 The Village has been awarded a BUILD Grant from Dane County to help fund the Glaciers Edge Square Redevelopment Plan.

EXPENDITURES

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
	57140						
207	Support Services	0	0	0	0	49,000	-----
302	Technology	0	0	0	0	0	-----
	Total PUBLIC BUILDINGS Exp	0	0	0	0	49,000	-----

Notes:

207 Includes funds for the Glaciers Edge Square Redevelopment Plan at \$24,000 and the development of a Master Plan for the use of the Buechner Property at \$25,000.

302 Technology improvements will be added within this line item going forward as planned in the CIP and approved by the Village Board.

**POLICE DEPARTMENT
CAPITAL FUND - FUND 120**

MISSION STATEMENT:

To provide sufficient funding for capital needs within the Police Department.

PROGRAM DESCRIPTION:

The Police Department currently has 3 vehicles, speed trailer, and a variety of other public safety related equipment. Additionally, the department shares the lower level of the Village Hall facility.

PROGRAM OBJECTIVES:

Provide funding as requested and available.

Assist the Police Department with the management of their capital needs as requested.

POLICE DEPARTMENT BUDGET SUMMARY

REVENUES

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
	Allocated Revenue	0	26,250	27,106	27,106	33,750	28.57%
43520	State Public Safety Aid	0	4,000	4,000	4,000	0	-100.00%
	Total PUBLIC BUILDING Rev	0	30,250	31,106	31,106	33,750	11.57%

Notes:

43520 Grant money provided by WisDOT to Police Departments for public safety related purchases. Used in 2015 to offset some of the cost for the new vehicle video recording system.

EXPENDITURES

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
	57210						
801	Vehicle	0	0	0	0	33,750	-----
803	Equipment	0	30,250	31,106	31,106	0	-100.00%
	Total POLICE DEPARTMENT Expense	0	30,250	31,106	31,106	33,750	11.57%

Notes:

801 The 2008 vehicle is proposed for replacement with a new SUV vehicle similar to the replacement in 2012.

803 Funds provided in 2015 to replace the video recording system and related equipment within the three police vehicles.

**CROSS PLAINS-BERRY FIRE DISTRICT
CAPITAL FUND - FUND 120**

MISSION STATEMENT:

As a member of the Cross Plains-Berry Fire District, the Village will participate the funding needed for capital improvements according to the intergovernmental agreement.

PROGRAM DESCRIPTION:

The capital items planned for the Fire District in 2016 are included within the General Fund budget.

PROGRAM OBJECTIVES:

Provide funding as requested and approved.

Assist the Fire District with the management of their capital needs as requested.

CROSS PLAINS-BERRY FIRE DISTRICT BUDGET SUMMARY

REVENUES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
Allocated Revenues	0	0	0	0	0	-----

EXPENDITURES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
57220						
803 Equipment	0	0	0	0	0	-----
Total FIRE PROTECTION Expense	0	0	0	0	0	-----

Notes:

**CROSS PLAINS AREA EMS
CAPITAL FUND - FUND 120**

MISSION STATEMENT:

As a member of the Cross Plains Area EMS, the Village will participate the funding needed for capital improvements according to the intergovernmental agreement.

PROGRAM DESCRIPTION:

EMS operates its own station, has one vehicle, and a variety of additional public safety equipment that could be considered for the capital budget.

PROGRAM OBJECTIVES:

Provide funding as requested and approved.

Assist the EMS District with the management of their capital needs as requested.

CROSS PLAINS AREA EMS BUDGET SUMMARY

REVENUES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
Allocated Revenue	4,756	0	0	0	0	-----

EXPENDITURES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
57230						
803 Equipment	4,756	0	0	0	0	-----
Total AMBULANCE Expense	4,756	0	0	0	0	-----

Notes:

803 Capital Funds were provided by the Village Board for a new generator at the Station in 2014 as part of a remodeling project. The Village was reimbursed these funds from the District as the District Board opted to pay for this improvement with fund balance rather than assess communities.

**PUBLIC FACILITIES
CAPITAL FUND - FUND 120**

MISSION STATEMENT:

To provide sufficient funding for capital needs related to roads, storm water, vehicles, equipment, and other capital needs identified within the Department of Public Facilities.

PROGRAM DESCRIPTION:

Public Facilities oversees capital improvements concerning roads, utilities, storm water, and other general public improvements. They also maintain a fleet of vehicles and equipment used in the service delivery, operation, and maintenance of the Department.

PROGRAM OBJECTIVES:

Complete streetscaping and desired amenities adjacent to Highway 14 and Mill Creek Parkway.

Continue planning and design process for County Highway P (Church Street).

Maintain equipment and vehicle needs in line with the vision of the Village Board.

PUBLIC FACILITIES BUDGET SUMMARY

REVENUES

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
	Allocated Revenue	1,042,325	501,300	334,839	504,829	629,500	25.57%
43530	State Grants - Transportation	575,312	514,000	0	942,304	0	-100.00%
43540	State Grants - Sanitation	0	55,000	0	0	35,000	-36.36%
46900	Other Public Charges for Services	0	105,000	24,853	50,000	57,000	-45.71%
48500	Donations	0	6,000	0	6,000	25,000	316.67%
49200	Transfers from Other Funds	0	265,000	0	265,000	217,500	-17.92%
49300	Fund Balance Applied	0	51,500	0	0	160,000	210.68%
	Total PUBLIC FACILITIES Rev	1,617,637	1,497,800	359,693	1,768,133	1,124,000	-24.96%

Notes:

- 43530** All funds provided are from WisDOT and were provided in conjunction with the Lagoon Street and Highway 14 projects in 2014 and 2015. No additional funds forecasted going forward specifically for capital improvements.
- 43540** The Village has been awarded a grant from the State to help prepare a Stormwater Management Plan. The grant expires at the end of 2016.
- 46900** Revenue provided by Epic Systems Corporation to pay for the design of County Highway P (Church St) in advance of its 2018 construction. This work is ongoing as needed throughout the year. The School District is also providing \$7,000 to the Village as part of the County P Traffic Study.
- 48500** The Streetscape Workgroup has prepared a fundraising program to assist with the Streetscape Implementation. Donated funds are tax exempt through the Madison Community Foundation and all proceeds will go towards offsetting the cost for aesthetic amenities. The initial goal right now is to raise \$25,000.
- 49200** Several transfers are needed in 2016: 1) \$2,500 from General Fund as Veridian's contribution to the County P Traffic Study, 2) \$15,000 from Water Utility for Drinking Fountains, 3) \$100,000 from Water Utility for its share in the extension of Military Rd, and 4) \$100,000 from Sewer Fund for its share in the extension of Military Rd.
- 49300** Several of the Projects from 2015 related to Highway 14 were completed well under budget due to favorable bids being lower than estimates. It is proposed \$100,000 go towards annual Street Maintenance, \$50,000 carried over for Streetscape Improvements, and \$10,000 to assist in Streetscape Consulting.

PUBLIC FACILITIES (Continued)
CAPITAL FUND - FUND 120

EXPENDITURES

		2014	2015	YTD	2015	2016	% Change
		Actual	Budget	6/30/2015	Projected	Budget	vs. 2015
57300							
207-000	Support Services	95,595	50,000	12,889	50,000	35,000	-30.00%
207-102	Support Services - Stormwater Plan	0	85,000	0	0	50,000	-41.18%
802-000	Facility	17,600	18,000	0	18,000	0	-100.00%
803-000	Equipment	1,014	19,800	17,235	17,235	14,000	-29.29%
805-101	Infrastructure - General	109,784	160,000	0	225,000	135,000	-15.63%
805-102	Infrastructure - Lagoon Street	1,393,645	25,000	197,183	275,000	0	-100.00%
805-103	Infrastructure - US Highway 14 (Main St)	0	1,000,000	95,988	1,096,500	90,000	-91.00%
805-104	Infrastructure - County Hwy P (Church St)	0	140,000	36,398	86,398	50,000	-64.29%
805-105	Infrastructure - Military Road Extension	0	0	0	0	750,000	-----
Total PUBLIC FACILITIES Expense		1,617,637	1,497,800	359,693	1,768,133	1,124,000	-24.96%

Notes:

- 207-000** Provides funding for Streetscape Consulting at \$10,000 and a traffic study of County Highway P (Church Street) at \$25,000.
- 207-102** The Village will be required to have a Stormwater Management Plan in order to receive a permit in 2016 for the discharge of stormwater. This item could not be completed in 2015 and the line item has been updated to reflect the executed contract with Town and Country Engineering.
- 803-000** Provides for replacement of salter equipment for \$8,000 and broom at \$6,000.
- 805-101** Funding is provided for long term repairs as conducted through the annual Street Maintenance Plan as well as for other general infrastructure needs.
- 805-103** Several streetscaping items were deferred to 2016 for completion due to the November 8th completion date for the Highway 14 project. The plan is complete for streetscaping and the Village would implement several elements including benches, bike racks, trash receptacles, planters and signage improvements.
- 805-104** The Village Engineer is currently designing the reconstruction of County Highway P now in order to assist Epic Systems Corporation in the placement of their underground electrical infrastructure. This project is now being programmed in 2018 versus 2017 to provide more time for study/planning of what's needed for the project..
- 805-105** Should the Village acquire property from Veridian Homes within the development of the Buechner Farm, the Village will be obligated to pay a share in the road construction costs fronting on the property it requires. Preliminary estimates put this work around \$750,000 with approximately \$100,000 each coming from the utilities for their share of the work. These terms are outlined in an approved Pre-Annexation Agreement; however, final approval can only be granted within a Development Agreement that would be worked out near the end of the annexation process.

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

MISSION STATEMENT:

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

PROGRAM DESCRIPTION:

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

PROGRAM OBJECTIVES:

Improve user interaction through technology efforts at they are available.

Create and implement playground equipment replacement plan.

PARKS, RECREATION, AND CONSERVANCY BUDGET SUMMARY

REVENUES

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
	Allocated Revenue	118,208	50,982	29,565	60,000	665,000	1204.38%
43570	State Grants - Recreation	0	39,518	0	0	0	-100.00%
	Total PARKS, REC, & CONSER Rev	118,208	90,500	29,565	60,000	665,000	634.81%

EXPENDITURES

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
	57620						
207	Support Services	14,005	50,000	9,570	20,000	100,000	100.00%
801	Vehicle	0	0	0	0	30,000	-----
802	Facility	25,651	0	0	0	10,000	-----
803	Equipment	78,552	30,500	19,995	25,000	0	-100.00%
804	Property	0	0	0	0	475,000	
805	Infrastructure	0	10,000	0	15,000	50,000	400.00%
	Total PARKS, REC, & CONSER Exp	118,208	90,500	29,565	60,000	665,000	634.81%

Notes:

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

Village of Cross Plains

2016 Capital Fund Operating Budget

SUMMARY of REVENUES

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
41000	TAXES	0	0	0	0	0	-----
43000	INTERGOVERNMENTAL	575,312	612,518	4,000	946,304	50,000	-91.84%
46000	PUBLIC CHARGES FOR SERVICES	0	105,000	24,853	50,000	57,000	-45.71%
48000	MISCELLANEOUS	8,856	6,750	0	6,750	25,000	270.37%
49000	OTHER FINANCING SOURCES	870,000	316,500	0	321,550	377,500	19.27%
49100	PROCEEDS FROM LONG TERM DEBT	919,060	577,782	770,231	770,231	1,362,250	135.77%
Total Budget Revenue		2,373,228	1,618,550	799,084	2,094,835	1,871,750	15.64%

SUMMARY of EXPENDITURES

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
57140	GENERAL PUBLIC BUILDINGS	0	0	0	0	49,000	-----
57210	POLICE DEPARTMENT	0	30,250	31,106	31,106	33,750	11.57%
57220	CROSS PLAINS-BERRY FIRE DISTRICT	0	0	0	0	0	-----
57230	CROSS PLAINS AREA EMS	4,756	0	0	0	0	-----
57300	PUBLIC FACILITIES	1,617,637	1,497,800	359,693	1,768,133	1,124,000	-24.96%
57620	PARKS, RECREATION, & CONSERVANCY	118,208	90,500	29,565	60,000	665,000	634.81%
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	-----
Total Budget Expenditures		1,740,601	1,618,550	420,364	1,859,239	1,871,750	15.64%

Difference between Revenues and Expenditures **632,627** **0** **378,720** **235,596** **0** -----