

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, December 9, 2013
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. Sign-up sheets are available at the door, and may be delivered to the Village Clerk prior to the commencement of the meeting.* 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
 1. Approval of the regular meeting minutes of November 11, 2013.

 2. Recommendation to the Village Board regarding the appointment of Poll Workers for the 2014-2015 Election Cycle.

 3. Recommendation of approval to the Village Board regarding the designation of a Village Official that is authorized to declare Official Intent under reimbursement bond regulations.

- IV. Committee Discussion
 1. Discussion regarding the issuance of a Class B Fermented Malt Beverage and Intoxicating Liquor License to Darla Kuester as Agent for Jodi’s Saloon and Eatery located at 1821 Main Street.

 2. Discussion regarding a Pre-annexation Agreement with Sundance Development LLC regarding the Sundance Residential Subdivision Development as recommended by the Plan Commission.

 3. Discussion to revise Village Board Policy #2012-02 regarding the Tax Increment Financing application process.

4. Discussion regarding a proposal from Town and Country Engineering for bidding, construction, and inspection services for the Lagoon Street Reconstruction Project.
5. Discussion regarding a proposal from MGE, Charter, and TDS to underground utility infrastructure adjacent to Lagoon Street.
6. Discussion regarding annual review of the Committee of the Whole meeting system.

V. Reports

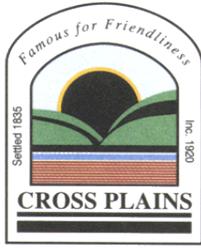
1. Village Officers
 - a. Village President
 - b. Village Trustees
2. Village Departments
 - a. Village Administrator/Clerk-Treasurer
 - b. Assistant Village Administrator
 - c. Parks, Recreation, and Conservancy
 - d. Police
 - e. Public Facilities

VI. Closed Session

1. The Committee of the Whole will meet in Closed Session pursuant to 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the possible acquisition of real estate for the Lagoon Street Reconstruction Project.
2. 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 possible 2013 Compensation Plan adjustment for employees.

VII. 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: Committee of the Whole
From: Matthew G. Schuenke, Village Administrator/Clerk-Treasurer
Date: December 6, 2013
Re: Committee of the Whole meeting – **December 9, 2013**

III. Consent Agenda

1. Approval of the regular meeting minutes of November 11, 2013 – For approval.

2. Recommendation to the Village Board regarding the appointment of Poll Workers for the 2014-2015 Election Cycle – The Village Board is required to approve the appointment of Poll Workers every 2 years. Not everyone on the list works every single election, but does provide me with a collection of workers to use in shifts as appropriate depending on the expected turnout. For approval.

3. Recommendation of approval to the Village Board regarding the designation of a Village Official that is authorized to declare Official Intent under reimbursement bond regulations – Bond regulations require that municipalities declare as their “Official Intent” to use bond proceeds to reimburse themselves for money already spent for its intended use. It is common, especially with large capital projects, that significant engineering, design, planning, etc. will have been completed and paid for before the money to pay for those expenses has actually been borrowed. This is possible to do; however, the Village needs to authorize the Village Administrator/Clerk-Treasurer to fill out the Official Intent form to be filed with the Auditor as part of our annual financial review. For approval.

IV. Committee Discussion

1. Discussion regarding the issuance of a Class B Fermented Malt Beverage and Intoxicating Liquor License to Darla Kuester as Agent for Jodi’s Saloon and Eatery located at 1821 Main Street – The Village has received an application for a Liquor License for what will be called “Jodi’s Saloon and Eatery”. The new business owners are in the process of purchasing what was formerly Shelton’s Bar and Grill, and expect to take occupancy over the weekend. Enclosed within the packet is the Liquor License application as it is currently drafted. The Police Chief is scheduled to meet early next week with the applicant to go over some of the details of our licensing ordinance as there is some additional information required with our license requirements. It is recommended that this license request be forwarded to the

Village Board for consideration pending further review by the Police Chief and work by the Applicant with the results of which to be presented at the December 16th meeting. The applicant will also be requested to attend the board meeting.

2. Discussion regarding a Pre-annexation Agreement with Sundance Development LLC regarding the Sundance Residential Subdivision Development as recommended by the Plan Commission – The Plan Commission reviewed the proposed agreement at its December 2nd meeting as was referred to them by the Committee in November. They have recommended its approval subject to a few changes enclosed within your packet. The main change is to require the development to provide municipal sewer and not septic at a minimum. The other requirements regarding payment, phasing, second access, and Brewery Road provisions remain in the agreement unchanged from the first draft. If approved, this agreement will allow the Developer to begin the process of preparing all the necessary design detail as is required at time of annexation. This agreement is not the annexation of this property, but a means to set parameters at the beginning of the design process to help determine how the subdivision is designed. The Plan Commission and Staff recommend approval of this agreement as presented.

3. Discussion to revise Village Board Policy #2012-02 regarding the Tax Increment Financing application process – Current board policy provides only one avenue for requesting Tax Increment Financing to help support private projects within the TID. This current policy mainly deals with large scale redevelopment as opposed to smaller projects that are meant to rehabilitate existing private infrastructure. Slight modification to the existing Redevelopment Application is recommended along with creating a new Rehabilitation Application to assist with smaller projects. The proposed applications are included in your packets and will be the subject of discussion on Monday.

4. Discussion regarding a proposal from Town and Country Engineering for bidding, construction, and inspection services for the Lagoon Street Reconstruction Project – With the design phase nearly complete and property acquisitions progressing towards completion, it is time to start the next phase of for the Lagoon Street Reconstruction Project. Included within your packets is a proposal from the Village Engineer to provide the remaining bidding, construction and other consulting services needed to complete the project. Approximately \$50,000 has been spent to date on this project since its inception in 2012 plus the \$60,000 that is proposed within this contract. Staff is working to complete the remaining property acquisitions in January, advertise for bids in January/February, and approve a contract in February/March. The project will begin on or around May 15, 2014. Staff recommends approval of this proposal.

5. Discussion regarding a proposal from MGE, Charter, and TDS to underground utility infrastructure adjacent to Lagoon Street – Staff has been working with various utilities on a proposal to put all of their wires underground along Lagoon Street instead of above ground on the poles as they are now. This work has been planned since at least 2011 within the

Downtown Core Redevelopment Project and TID #3 Project Plan. Now that the Lagoon Street Project will be completed in 2014, the utilities need direction from the Village that we want to proceed with this work at our expense. If we do not proceed with this work now, the utilities will remain as they are now with the new road constructed as planned. The utility work has been included within the 2014 Budget for the project and is proposed to be paid for by the TID. Staff is also working with the same utilities to underground their facilities for the Highway 14 project. It is recommended that the utilities for Lagoon Street be constructed underground as was approved in the 2014 Budget.

6. Discussion regarding annual review of the Committee of the Whole meeting system – Included within your packets are two spreadsheets meant to give an overview comparison of the time and content the Village Board has conducted in 2012 and 2013. This information is presented for review and discussion as part of Monday's discussion regarding the Committee of the Whole meeting system.

VI. Closed Session

1. The Committee of the Whole will meet in Closed Session pursuant to 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the possible acquisition of real estate for the Lagoon Street Reconstruction Project.

2. 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 possible 2013 Compensation Plan adjustment for employees.

Committee of the Whole

Meeting Minutes

Village of Cross Plains

2417 Brewery Road, PO Box 97

Cross Plains, WI 53528

(608) 798-3241

Monday, November 11, 2013

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 7:01 pm.

Present: Trustees Ray Blanchard, Doug Brunner, Judy Ketelboeter, Jay Lengfeld, Steve Schunk (arrived at 7:06 pm), Tim Statz, and President Pat Andreoni.

Also Present: Kyo Ladopoulos, Tanya Ketelboeter, Amy Hansen, Fran Tourdot, Randal Briske, Eugene Lasinger, Ben Heidemann, and Tim Henneman.

II. Public Comment – None.

III. Committee Discussion

1. Approval of the regular meeting minutes of October 14, 2013 and special meeting minutes of October 21, 2013 – A motion was made by Trustee Lengfeld, seconded by Trustee Statz, and unanimously carried by the Committee of the Whole to approve the regular meeting minutes of October 14, 2013 and special meeting minutes of October 21, 2013.

2. Discussion regarding the referral of a Pre-annexation Agreement with Sundance Development LLC regarding the Sundance Residential Subdivision Development – Following discussion, a motion was made by Trustee Ketelboeter, seconded by Trustee Brunner, for the Committee of the Whole to refer the Pre-annexation Agreement with Sundance Development LLC regarding the Sundance Residential Subdivision Development to the Plan Commission for review and recommendation. A roll call vote was requested. Yes – Andreoni, Blanchard, Brunner, Ketelboeter, and Statz. No – Lengfeld and Schunk. Motion carried 5 – 2.

3. Discussion and presentation by the Cross Plains Area Chamber of Commerce regarding a request for funding – A presentation was provided by the Chamber Executive Director and President regarding their \$15,000 funding request in 2014. Following discussion, a motion was made by Trustee Statz, seconded by Trustee

Brunner, for the Committee of the Whole to approve the request as presented. Motion and second withdrawn. The Committee referred further decision on this request to the 2014 Budget discussion.

4. Discussion regarding final draft report and recommendation from Bray Architects for the Village Hall and Police Department Facility – Following presentation and discussion, a motion was made by Trustee Brunner, seconded by Trustee Lengfeld, and unanimously carried by the Committee of the Whole to refer for acceptance to the Village Board the final draft report provided by Bray Architects for the Village Hall and Police Department Facility.

5. Presentation by and discussion with Town and Country Engineers regarding proposal to study phosphorous treatment alternatives at the Sewer Treatment Plant – A presentation was provided and discussion had with Town and Country Engineers and Village Staff regarding the study of phosphorous treatment alternatives at the Sewer Treatment Plant.

6. Discussion and review of the 2014 Budget including but not limited to the following:

- *Sewer Utility* – A motion was made by Trustee Lengfeld, seconded by Trustee Ketelboeter, and unanimously carried to discuss the Sewer Utility first amongst topics to review within the 2014 Budget.
 - Following review and discussion, a motion was made by Trustee Lengfeld, seconded by Trustee Statz, and unanimously carried by the Committee of the Whole to approve the inclusion of first year of study and equipment additions for the Phosphorous Treatment review.
- *Review changes to the budget since the last meeting.*
- *Capital*
 - Trustee Lengfeld provided the following four requested revisions to the 2014 Capital Budget:
 1. Remove the \$5,000 request from the Library for new shelves.
 2. Remove the \$8,500 request from Parks, Recreation, and Conservancy for the Parks and Open Space Plan.
 3. Add \$4,756 to the EMS Budget for Capital to cover the Village's share for a new generator approved by the EMS Board.
 4. Remove the \$75,750 request from General Public Buildings for Village Hall/Police Department building design services.
 - Following discussion, a motion was made by Trustee Lengfeld, seconded by Trustee Statz, for the Committee of the Whole to approve the payment of the Library capital request of \$5,000 within the operating budget through the General Fund. Motion and second withdrawn.
 - Following discussion, a motion was made by Trustee Lengfeld, seconded by Trustee Statz, and unanimously carried by the Committee of the Whole to approve the revisions to the 2014 Capital Budget as presented above as Items 1 – 4.

- *Water Utility*
- *Recommendation to the Village Board.*
 - Following discussion, a motion was made by Trustee Lengfeld, seconded by Trustee Brunner, for the Committee of the Whole to approve the request from the Chamber of Commerce for \$15,000 in 2014 and remove the position of Community Development Director from the 2014 Budget. A roll call vote was requested. Yes – Blanchard, Brunner, Ketelboeter, Lengfeld, Schunk, and Statz. No – Andreoni. Motion carried 6 – 1.
 - Trustee Lengfeld requested the following for consideration (no action was taken on these items):
 1. Add \$5,000 to the Library budget within the General Fund for the shelves.
 2. Remove the Recreation Coordinator position.
 3. Remove \$3,057 from Library wages.
 - Following discussion, a motion was made by Trustee Brunner, seconded by Trustee Ketelboeter, and unanimously carried by the Committee of the Whole to forward to the Village Board for consideration the 2014 Budget for the General Fund, Capital Fund, Tax Increment District, Water Utility, and Sewer Utility at their meeting on November 25, 2013.

7. Discussion regarding final Pay Request for the Black Earth Creek Improvement Project from Joe Daniels Construction – Village Staff stated that they were continuing to discuss the final payment and review of the final quantities with the contractor and consultants. The results of those discussions and a recommendation of payment will be provided for the Village Board at its November 25, 2013 meeting.

8. Discussion regarding the purchase of a new truck for the Public Facilities Department – Following discussion, a motion was made by Trustee Brunner, seconded by Trustee Schunk, and unanimously carried by the Committee of the Whole to recommend consideration to the Village Board regarding the purchase of a new truck for the Public Facilities Department.

9. Discussion regarding the selection of a preferred insurance provider – Village Staff stated that it had received the results from a recent RFP and would be interviewing and reviewing vendors in order to make a recommendation to the Village Board at its meeting on November 25, 2013.

IV. Reports

1. Village Officers

a. Village President

- Stated that the Village would be meeting with Dane County to further discuss the former Zander Creamery property.

- Stated that the demolition of the former Desmet Auto is underway in preparation for the construction of the new Kwik Trip.

b. Village Trustees

- Trustee Ketelboeter Commented that several street lights were out on Main Street near Valley Street.

2. Village Departments – Presentations of the Department Monthly Report was provided to the Committee by the following departments:

a. Village Administrator/Clerk-Treasurer

- Stated that WisDOT would be holding a Public Information Meeting at Glacier Creek Middle School on Tuesday, November 19th at 5:30 pm.

b. Assistant Village Administrator

c. Parks, Recreation, and Conservancy

d. Police Department

e. Public Facilities

f. Village Assessor

V. Closed Session

1. A motion was made by Trustee Brunner, seconded by Trustee Statz, for the Committee of the Whole to meet in Closed Session at 10:01 pm pursuant to 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. A roll call vote is required. Yes – Andreoni, Blanchard, Brunner, Ketelboeter, Lengfeld, Schunk, and Statz. No – None. Motion carried unanimously 7 – 0. Specifically regarding the following:

a. Possible acquisition of real estate for the Lagoon Street Reconstruction Project.

b. Possible redevelopment associated with the Highway 14 Reconstruction Project.

A motion was made by Trustee Ketelboeter, seconded by Trustee Brunner, and unanimously carried by the Committee of the Whole to return to Open Session at 10:44 pm.

2. A motion was made by Trustee Ketelboeter, seconded by Trustee Brunner, for the Committee of the Whole to meet in Closed Session at 10:45 pm 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. A roll call vote is required. Yes – Andreoni, Blanchard, Brunner, Ketelboeter, Lengfeld, Schunk, and Statz. No – None. Motion carried unanimously 7 – 0. Specifically regarding the following:

a. 2014 Compensation Plan for Employees.

b. Annual review and employment agreement for the Village Administrator/Clerk-Treasurer.

A motion was made by Trustee Brunner, seconded by Trustee Ketelboeter, and unanimously carried by the Committee of the Whole to return to Open Session at 11:26 pm.

VI. Adjournment

A motion was made by Trustee Brunner, seconded by Trustee Lengfeld, and unanimously carried by the Committee of the Whole to adjourn at 11:27 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

Village of Cross Plains
2014-2015 Poll Workers

Name		Position
Last	First	
Arawinko	Judy	Chief
Barmen	Mary	Inspector
Brunner	Iris	Inspector
Cutler	Deb	Inspector
Field	Jane	Chief
Gordinier	Milly	Inspector
Greffin	Dick	Inspector
Gross	Tom	Inspector
Hamilton	Beth	Inspector
Landgraf	Larry	Inspector
Meier	Char	Inspector
Niebuhr	Linda	Inspector
Osborne	Todd	Inspector
Parrell	Mary	Inspector
Parrinello	Paul	Inspector
Pertzborn	Joe	Inspector
Pulvermacher	Kathy	Inspector
Randall	Carol	Inspector
Statz	Mary	Inspector
Ziegler	Elaine	Inspector

RESOLUTION NO. _____

RESOLUTION DESIGNATING OFFICIALS
AUTHORIZED TO DECLARE OFFICIAL INTENT UNDER
REIMBURSEMENT BOND REGULATIONS

WHEREAS, the Department of the Treasury has issued final regulations (Treas. Reg. Section 1.150-2) (the "Reimbursement Bond Regulations") that, for the purpose of determining whether interest on certain obligations of a state or local government is excluded from gross income for federal income tax purposes, permit the use of the proceeds of tax-exempt obligations to reimburse capital expenditures made prior to the date such obligations are issued only if the state or local government, within 60 days of the date of expenditure, declares its official intent to reimburse the expenditure with proceeds of a borrowing;

WHEREAS, the Reimbursement Bond Regulations require that if a current expenditure is to be permanently financed by a later issue of tax-exempt obligations a state or local government must declare its intention to reimburse itself for the expenditure from proceeds of a borrowing within 60 days from when the expenditure is made (the "Declaration of Official Intent");

WHEREAS, the Reimbursement Bond Regulations permit a state or local government to designate an official or employee to make Declarations of Official Intent on its behalf;

WHEREAS, the Village Board (the "Governing Body") of the Village of Cross Plains, Wisconsin (the "Issuer") deems it to be necessary, desirable and in the best interest of the Issuer to authorize an official (or officials) or employee (or employees) of the Issuer to make a Declaration of Official Intent on its behalf when the Issuer reasonably expects to reimburse itself from the proceeds of a borrowing for certain expenditures for a specific property, project or program which it pays from other funds prior to the receipt of the proceeds of the borrowing with respect to such expenditures;

WHEREAS, the Governing Body hereby finds and determines that designating an official (or officials) or employee (or employees) with the authority to make Declarations of Official Intent will facilitate compliance with the Reimbursement Bond Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer, pursuant to Treas. Reg. Section 1.150-2(e)(1), that:

Section 1. Authorization to Declare Official Intent. The Village Administrator/Clerk-Treasurer of the Issuer is hereby authorized and designated to make Declarations of Official Intent pursuant to the above-referenced Reimbursement Bond Regulations.

Section 2. Form of Declaration. Any such Declaration of Official Intent shall be made in substantially the form attached hereto.

Section 3. Public Availability. Any Declaration of Official Intent shall be maintained in the files of the Issuer and shall be made available for public inspection in compliance with

applicable State law governing the availability of records of official acts of the Governing Body including Subchapter II of Chapter 19, Wisconsin Statutes (the "Public Records Law").

Section 4. Further Authorizations. The officials or employees authorized and designated above are each hereby further authorized to take such other actions as may be necessary or desirable to comply or evidence compliance with the Reimbursement Bond Regulations.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption and approval.

Adopted, recorded and approved this ____ day of _____, 2013.

President

ATTEST:

Village Administrator/Clerk Treasurer

(SEAL)

NO. _____

DECLARATION OF OFFICIAL INTENT

This is a Declaration of Official Intent of the Village of Cross Plains, Wisconsin (the "Issuer") to reimburse an expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Treas. Reg. Section 1.150-2. The undersigned has been designated as an official or employee authorized by the Issuer to make this Declaration of Official Intent pursuant to a Resolution adopted on _____, 2013. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19, Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures for the property, project or program or from the fund(s)/account(s) described below:

1. Project* description: _____

(Provide a general functional description of the property, project or program for which the expenditure to be reimbursed is paid, e.g. "___ building program", "highway capital improvement program", "hospital equipment acquisition", "combined utility improvement program", etc.)

OR

2. Identify fund(s)/account(s): _____

(Provide a general functional description of the purpose of the fund or account from which the expenditure to be reimbursed is paid, e.g. "construction fund program" and "parks and recreation fund" and "highway fund".)

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purposes is reasonably expected, on the date hereof, to be \$_____.

The Issuer intends to reimburse itself from borrowed funds within eighteen (18) months, (3 years if the Issuer is a "small issuer") after the later of (a) the date the expenditure is paid or (b) the date the facility is placed in service, but in no event more than 3 years after the expenditure is paid.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this ____ day of _____, 20__.

By: _____
Title: Administrator/Clerk-Treasurer

* Each of the expenditures described must be one of the following: a capital expenditure (i.e. any cost which is properly chargeable to a capital account or would be so chargeable with a proper election), a cost of issuance for a bond, an expenditure relating to certain extraordinary working capital items, a grant, a qualified student loan, a qualified mortgage loan, or a qualified veterans' mortgage loan.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning Dec 1 20 2013
ending June 30 20 2014

TO THE GOVERNING BODY of the: Town of Village of Cross Plains
 City of

County of Dane Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (Individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Darla Kuester

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member			
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>Darla Kuester</u>		
Directors/Managers			

3. Trade Name Jodi's Saloon + eatery Business Phone Number _____
4. Address of Premises 1221 Main Street Post Office & Zip Code 53528

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Liquor Room - Bar - dining Room deck cooler -

10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
(b) If yes, under what name was license issued? Sheltons Bar + Grill
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of the premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SOLEMNLY sworn to before me this 18 day of November, 20 13

Michael S. Shelton
Notary Public
My commission expires 7/21/2016

Darla Kuester
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

Applicant's Wisconsin Seller's Permit Number:	
Federal Employer Identification Number (FEIN):	
LICENSE REQUESTED	
TYPE	FEE <i>Prorated</i>
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>58.00</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class B liquor	\$ <u>262.50</u>
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$
TOTAL FEE	\$ <u>320.50</u>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>11/18/2013</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Keester		Darla		J.	
Home Address (street/route)		Post Office	City	State	Zip Code
25718 Hwy 123		Baraboo	WISC		53913
Home Phone Number		Age	Date of Birth	Place of Birth	
608 477-1411			2/4/43	Milwaukee	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Darla Keester of _____ of _____
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 70 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
	<u>Self Employed</u>		<u>37 years</u>
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this _____ day of _____, 20 _____

(Clerk/Notary Public)

Darla Keester
(Signature of Named Individual)

My commission expires _____



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Recycled Paper

VILLAGE OF CROSS PLAINS

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

Notice is hereby given that the following have applied for Intoxicating Liquor Licenses in the Village of Cross Plains:

Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor

1. Jodi's Saloon and Eatery, 1821 Main St. – Darla Kuester

These licenses, if approved, would be valid for a period from approval to 6/30/2014. These licenses will be reviewed by the Village Board at their regular meeting on December 16, 2013 at 7 pm. This meeting will be held at the Cross Plains Village Hall located at 2417 Brewery Road, Cross Plains, WI 53528.

Dated this 5th day of December, 2013.



Matthew G. Schuenke
Administrator/Clerk-Treasurer



Cross Plains Police Department

Date: November 20, 2013

To: Village Administrator Matthew Schuenke/Village Board of Cross Plains

Ref: Class "B" License Approval

On November 20, 2013 I received an Application for a Class "B"/"Class B" Retailer's License from Darla Kuester, Jodi's Saloon & Eatery. Jodi's Saloon & Eatery is located at 1821 Main St. A review of the application was completed in accordance with Village Ordinance 41.09 (b). The results of that review showed there were no conflicts of Village Ordinance 41.09(c) or any other Village Ordinance.

Thomas J. Janssen
Chief of Police

PREANNEXATION AGREEMENT

Agreement made and effective this ____ day of _____, 2013, by and between Sundance Development LLC (hereinafter “Developer”) and the Village of Cross Plains, a Wisconsin Municipal Corporation (hereinafter “Village”).

WHEREAS, Developer is interested in annexing and developing certain property owned by the Developer currently located in the Town of Berry, Dane County, Wisconsin, but to ultimately be annexed to the Village of Cross Plains, said property more particularly described on the attached Exhibit A; and

WHEREAS, the Village agrees to periodically meet with the Developer and to review the Developer’s plans for the potential annexation and development prior to a formal annexation petition and formal subdivision or development submission, and the Village further agrees to meet with the Developer to review the Developer’s plan for development from the period the project is submitted until the project is either approved or withdrawn; and

WHEREAS, Village Ordinances authorize the Village to require a Developer to enter into an Agreement obligating the Developer to pay all of the Village’s costs and fees incurred in the review of the preliminary development and annexation plans, and the implementation of the plans as submitted, and to insure compliance with Village Ordinances so as to eliminate or reduce expenses to Village taxpayers;

NOW, THEREFORE, Developer and Village agree as follows:

1) **PAYMENT FOR REVIEW SERVICES.** The Developer agrees to pay all administrative costs incurred by the Village for studying and reviewing the proposed annexation and development plans of Developer incurred prior to and through the date of a formal subdivision or development submission. Further, the Developer agrees to pay all administrative costs incurred by the Village for studying and reviewing the proposed development plans of the Developer incurred from the date the project is submitted up to and through the date the project receives final approval from the Village or the date the project is withdrawn by the Developer. These costs shall include, but not be limited because of enumeration, legal and engineering service costs incurred by the Village in connection with the review of Developer’s plans and review of compliance with all Village Ordinances. The Developer understands the legal and/or engineering consultants retained by the Village are acting exclusively on behalf of the Village and not the Developer.

2) **GUARANTEE OF PAYMENT.** The Developer agrees to reimburse the Village for all administrative costs described in Section 1 and as required by Village Ordinance as the same shall be billed from time to time by the Village. Developer shall deposit with the Village Clerk, in escrow, the cash sum of \$10,000.00 to ensure performance of the promise or guarantee of reimbursement. The Village may draw upon the escrow from time to time as necessary to reimburse the Village for fees and expenses incurred. If at any time monies in the escrow are insufficient to pay expenses incurred by the Village for the administrative costs incurred, Developer shall deposit additional amounts as determined by the Village within 15 days of written demand, or further review and evaluation of the proposed public improvements shall be delayed or terminated.

Payment of all administrative costs shall be a condition of any further approvals required from the Village. Further, should the Developer withdraw the project and the amount of the escrow is insufficient to cover all of the Village's administrative costs, the Developer shall immediately reimburse the Village within 15 days of final billing. Should the Developer withdraw the project or the project reach completion, and there are sums held in escrow by the Village which shall exceed the final amount owed to the Village pursuant to this Agreement, the Village shall return all excess funds in escrow to the Developer within 15 days of reconciling the final billing statement with the Developer.

3) **DEFAULT.** In the event of default by the Developer, in addition to any other remedies to which the Village may be entitled, the Village shall recover from Developer all of its costs in enforcing this Agreement, including actual attorney fees, and may elect to collect the administrative costs and all costs of collection as a special charge upon the next tax roll on lands being reviewed if owned by Developer pursuant to the authority of Section 66.0627, Wis. Stats.

4) **PREANNEXATION ISSUES.** The conceptual/development plan submitted by the Developer shall include, at minimum, all of the following to the Village's satisfaction:

- A. A plan for phasing in the construction of the development on the Exhibit A Property;
- B. Proof that the entirety of Brewery Road will be annexed to the Village as part of the annexation, or, in the alternative, that an intergovernmental agreement between the Village and the Town of Berry regarding the future maintenance and repair of Brewery Road can be attained;
- C. A secondary access road for emergency services ingress/egress to and from the Property can be developed;

D. Village approval allowing the developed lots to be serviced by well and ~~septic instead of~~ municipal sewer ~~and water~~.

5) **EFFECT OF AGREEMENT.** Developer acknowledges and agrees that by entering into this Agreement, the Village is not indicating its specific approval or acceptance of any preliminary or final plat, or any specific terms of a development agreement, ~~and except as provided in paragraph 4 above,~~ the Village reserves all of its legal rights to approve, conditionally approve, or reject any development plan submitted by Developer at any time.

6) **BINDING EFFECT.** This Agreement shall be binding on the parties hereto together with all of their heirs, personal representatives, successors or assigns.

7) **COUNTERPARTS.** This Agreement may be assigned in one or more counterparts, with each counterpart taken together, constituting the Agreement.

In witness whereof the parties have executed this Agreement on the day and date set forth above.

DEVELOPER

VILLAGE OF CROSS PLAINS

By: _____
Kyo Ladopoulos, Member
Sundance Development LLC

By: _____
J. Patrick Andreoni, President

By: _____
Matthew Schuenke, Clerk

This instrument drafted by:
Attorney Paul A. Johnson
Boardman & Clark LLP
113 S. Main Street, Suite 301
Post Office Box 256
Lodi, WI 53555
608-592-3877 (p)
608-592-5844 (f)
pjohnson@boardmanclark.com
F:\DOCS\WD\53698\90\A1759445.DOC

From: [Paul A. Johnson](#)
To: [Matt Schuenke](#)
Subject: RE: Plan Commission meeting - December 2
Date: Wednesday, December 04, 2013 8:06:59 AM

From: Paul A. Johnson
Sent: Wednesday, December 04, 2013 7:59 AM
To: 'Matt Schuenke'
Subject: RE: Plan Commission meeting - December 2

I am ok with these changes.



Paul A. Johnson
Attorney at Law
pjohnson@boardmanclark.com
Direct: 608-286-7210
Phone: 608-592-3877
Fax: 608-592-5844

LODI OFFICE
BOARDMAN & CLARK LLP
113 SOUTH MAIN STREET
SUITE 301
P.O. BOX 256
LODI, WI 53555

IRS CIRCULAR 230 NOTICE: To ensure our compliance with certain U.S. Treasury Regulations, please be advised that, unless expressly indicated otherwise, if this communication or any attachment to this communication contains advice relating to any Federal tax issue, the advice is not intended or written to be used, and cannot be used, by any person for the purpose of avoiding Federal tax penalties. If any of the advice was written to support the promotion, marketing, or recommendation of any transaction or matter addressed within the meaning of internal Revenue Service Circular 230, you should seek advice based upon your particular circumstances from an independent tax advisor.

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From: Matt Schuenke [<mailto:matt@cross-plains.wi.us>]
Sent: Tuesday, December 03, 2013 4:02 PM
To: Paul A. Johnson
Subject: FW: Plan Commission meeting - December 2

Paul,

Per the terms of the minutes from the Plan Commission meeting (see below), please review the attached changes to the Pre-Annexation Agreement for the Sundance Development. This draft with the changes is scheduled to be reviewed by the Committee of the Whole on December 9th in order to make a recommendation to the Village Board for their meeting on December 16th.

Let me know if you have any questions.

Thanks,

Matt

Matt Schuenke
(608) 798-3241

From: Matt Schuenke
Sent: Tuesday, December 03, 2013 3:56 PM
To: Matt Schuenke
Subject: Plan Commission meeting - December 2

To: Plan Commission

From: Matt Schuenke, Village Administrator/Clerk-Treasurer

Bcc: Village Board
Village Staff

Delivery Method: Email via BCC.

Good afternoon,

Please use the following links for information relative to the regular Plan Commission meeting held at 7:00 pm on December 2, 2013. Information about the Plan Commission and its meetings [can be found through this link](#).

December 2, 2013 – [Meeting Minutes](#)

December 2, 2013 – [Meeting Recording](#)

The minutes are draft and subject to change until approved by the Plan Commission. Let me know if you have any questions.

Thanks,
Matt

Matthew G. Schuenke
Village Administrator/Clerk-Treasurer
Village of Cross Plains

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



**VILLAGE OF CROSS PLAINS
TAX INCREMENTAL FINANCING
PUBLIC ASSISTANCE WITH A
REDEVELOPMENT PROJECT
PROGRAM POLICY MANUAL**

1. PURPOSE

The attached policies and guidelines have been adopted by the Village of Cross Plains for the purpose of guiding decisions regarding Tax Incremental Financing (TIF) assistance (development incentives) to projects within the Village's designated Tax Increment District (TID) #3. The Redevelopment Program is one of two TIF public assistance programs offered by the Village of Cross Plains, the other being the Public Assistance with a Rehabilitation Project Program. The following is a summary of the intent of each program which serves as a guide for future applicants, Village staff and officials in determining the appropriate program to consider for public assistance with property improvement projects in TID #3.

A. Redevelopment Project Program – The Public Assistance with a Redevelopment Project Program is a public financing program designed to stimulate redevelopment of commercial, industrial, residential, and mixed-use properties within the boundaries of Tax Increment Finance District #3 in the Village of Cross Plains. Aspects of Redevelopment Projects typically include:

- The razing of existing structures, site preparation, and construction of new structures with an identified end use/user.
- A significant net increase in the property value of the project site
- The creation of new jobs
- Project costs exceeding \$150,000.00

Given the higher project costs and expected community benefits the amount of public assistance is capped at 20% of the estimated total project costs. Financing is provided in the form of a pay-as-you-go developer's agreement; however, the Village Board may consider an upfront Village loan (i.e. Village financed). Refer to the Redevelopment Project Program Policy Manual and Application for additional information.

B. Rehabilitation Project Program – The Public Assistance with a Rehabilitation Project Program is a public financing program designed to stimulate rehabilitation of commercial, industrial, residential, and mixed-use properties within the boundaries of Tax Increment Finance District #3 in the Village of Cross Plains. Aspects of Rehabilitation Projects typically include:

- The rehabilitation of existing properties and structures through façade, lighting, signage, parking, landscaping, or other interior or exterior site and building improvement projects
- The razing of existing structures and site preparation to bring a property to shovel ready status where an end use/user has yet to be determined.
- A modest net increase in the property value of the project site, or a temporary decline due to demolition of blighted structures
- Project costs under \$150,000.00

Given the lower project costs and diminished expected community benefits the amount of public assistance is capped at \$50,000. Financing is provided in the form of an upfront Village loan. Refer to the Rehabilitation Program Policy Manual and Application for additional information.

2. DISCLAIMER

The authority to make decisions regarding the use of TIF funds is vested solely in the Village Board of the Village of Cross Plains. This policy manual and associated application have been prepared by the Village to provide both Village Officials and applicants a process and consistent set of criteria for reviewing requests for TIF assistance. The actual amount of TIF assistance provided to a project will be determined at the discretion of the Village Board on the basis of need, risk, project characteristics, applicant qualifications and the degree to which the project meets the public objectives of the Village described in Section 3 General Objectives and Section 4 Evaluation Criteria. The Village Board reserves the right to reject any and all applications, even those which satisfy all of the attached criteria for the use of TIF for any reason whatsoever, without regard for the viability of the project. Furthermore, the Village Board reserves the right to amend or adjust these policies, and recommend any project the Village Board deems to be in the best interests of the Village of Cross Plains.

3. GENERAL OBJECTIVES FOR THE USE OF TAX INCREMENT FINANCING

The overall objective of the program is to stimulate redevelopment of commercial, industrial, residential, and mixed-use properties within the boundaries of TID #3. While Tax Increment Financing (TIF) is an important and useful economic development, it is essential that it be used appropriately to accomplish the Village's economic development goals and objectives. A fundamental principle of tax increment financing is that it is designed to encourage development that would not otherwise occur. The Village is responsible to assure that the proposed project would not occur "but for" the assistance provided through tax increment financing. It is the policy of the Village Board to consider the judicious use of TIF for those projects that demonstrate a substantial and significant public benefit by:

- ✓ Eliminating blight, unhealthy, or unsafe conditions
- ✓ Strengthen the employment and economic base of the Village
- ✓ Increasing property values and tax revenues
- ✓ Fostering rehabilitation and conservation activities
- ✓ Installing, constructing, or reconstructing community amenities or utilities
- ✓ Implementing plans and development strategies adopted by the Village
- ✓ Implementing high-quality site and building designs and materials

4. ELIGIBLE COSTS

Allowable uses of TIF assistance funds include, but are not limited to:

- ✓ Land acquisition and surveying
- ✓ Construction costs of new building and utility improvements
- ✓ Environmental audits or remediation
- ✓ Demolition of buildings and site grading
- ✓ Rehabilitation of existing structures and utilities
- ✓ Site improvements (parking, landscaping, lighting, stormwater, recreation, signage, etc.)
- ✓ Planning, legal, engineering, architectural, financing, or permit costs

5. EVALUATION CRITERIA, NON-DISCRETIONARY QUALIFICATIONS

The following criteria are to be used by the Village to evaluate TIF applications and are considered non-discretionary.

- Location Criteria: The proposed project must be within the boundaries of the Village's TID #3.
- Ownership Criteria: The applicant must be the owner of the property or have a written agreed option to purchase the property from the current owner.
- But For Criteria: The applicant for 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 Objectives would not be achieved.
- Maximum Assistance Criteria: The total amount of TIF assistance in support of a project may not exceed 20% of the estimated total project costs.
- Form of Incentives: It is the Village's preference to provide public assistance in the form of pay-as-you-go developer's agreements¹ (i.e. developer financed). However, the Village Board may consider an upfront Village loan (i.e. Village financed) or developer financed agreement.
- Financial/Project Assurances Criteria: 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, unless the project is a "pay as you go" agreement. 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.
- Payback Period Criteria: All requests for TIF assistance will be required to demonstrate that the property tax payments expected to be generated by the project will be sufficient to payback any tax increment debt, or other Village incurred costs, in support of the project, within no less than two years prior to the termination date of the TID as approved in the Project Plan. For "pay as you go" agreements, the payback period shall be for 20 years or until the TID is terminated, whichever is less.
- Financial Capability Criteria: Each TIF application must include evidence that the applicant:
 - Possesses the financial and technical ability to complete and operate the project.
 - Will be liable for, or contribute equity of at least 15% of the total cost of the project or provide a performance bond for completion of the project. Projects with equity contributions from the applicant in excess of 15% will be viewed more favorably.
 - Has thoroughly explored alternative financing methods.

¹ Under a pay-as-you-go incentive the applicant finances the upfront costs related to the construction project and the Village agrees to make an annual payment back to the applicant starting with the first year the Village receives taxes from the improved property. The terms of the annual payment are subject to the developer's agreement negotiated and signed by both parties. The terms are typically represented as a percentage of the annual tax increment collected over a set period of years. Under upfront public financing, the Village provides either an initial grant or loan to provide the "gap financing" or incentive necessary to complete the project.

- Adherence to Local Land Use Plans Criteria: The project is consistent with the Village of Cross Plains Comprehensive Land Use Plan, Downtown Revitalization Plan, Village Building or Zoning Ordinances, or any other applicable plans developed by the Village which includes the property.
- Adherence to TIF Project Plan Criteria: All requests for TIF assistance must clearly comply with the requirements of the Wisconsin TIF Statutes and the Village's adopted TID #3 Project Plan.
- Creation of Tax Increment Criteria: 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.
- Applicant in Good Standing Criteria: The applicant does not have a history of delinquent property tax payments or own any property within the Village with known building code violations.
- Absence of Conflict of Interest Criteria: 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 Criteria: A completed application, fee, and retainer have been filed with the Village Administrator/Clerk-Treasurer.

6. EVALUATION CRITERIA, DISCRETIONARY QUALIFICATIONS

The following additional criteria are to be used by the Village to evaluate TIF applications. These criteria are considered discretionary, projects that can demonstrate the ability to meet these additional criteria will be viewed more favorably by the Village Board.

- The applicant/business has a history of community involvement.
- The proposed project is generally supported by surrounding property owners.
- The project will result in average employee wages at or above the median per capita income for the Village (\$28,557, approx. \$14/hr).
- The project will result in average employee wages at or above the median per household income for the Village (\$63,316, approx. \$31/hr).
- The project includes "sustainable" (or "green") practices in building construction and operation.
- The project will result in the removal of hazardous materials or substances.
- The project will promote high quality site and building designs consistent with vision outlined in the Village of Cross Plains Comprehensive Land Use Plan, Downtown Revitalization Plan, Village Zoning Ordinances, or generally accepted best practices for high quality, aesthetically pleasing designs.
- The project includes additional site enhancements beyond what is typically required by local ordinances such as:
 - Recreational trails
 - Multi-purpose paths
 - Decorative fencing
 - Enhanced landscaping
 - Outdoor art
 - Rain Gardens
 - Decorative lighting
 - Outdoor seating or gathering places

- The project will not involve the relocation of a business from an existing location in the region (i.e. a neighboring community) to the TID (“job piracy”), where no significant new job creation is expected.
- The project will result in the development of other businesses that directly support or supplement the proposed development (i.e. “catalyst projects”). Or the project will result in a new business which supports or enhances an existing business already in the TID or Village.
- The project will result in the creation of new jobs that draw a majority of their workforce from the local population (defined as the 53528 zip code).
- The project will result in a business(s) that provide both healthcare and retirement benefits to employees.
- The project does not include speculative office and retail development (i.e. an anchor tenant is secured).
- The project involves retail development that is targeted to encourage an inflow of customers from outside the Village.
- The project does not involve a franchise.
- The project involves a new business or service currently unavailable, or in short supply, in the Village.
- The project involves diversifying the existing housing stock within the Village

7. APPLICATION PROCEDURE

Applications submitted for TIF assistance shall be reviewed through the following process:

- Initial Consultation. Applicants are encouraged to meet with the Village Administrator and Village President to discuss proposed TIF assistance requests prior to submitting an application.
- Application. Application materials, including the required fee and retainer shall be submitted to the Village Administrator/Clerk-Treasurer who will notify the Village Board, Village Staff, Village Attorney or any other professional who provides services to the Village whom are directed by the Village President or Administrator/Clerk-Treasurer to review the application.
- Fees and Professional Services Retainer. A \$100.00 processing fee must be submitted with the application. In addition, the applicant will be required to submit a \$5,000 retainer and sign an agreement stipulating the applicant will be responsible for any fees incurred for professional services related to the review of the application or developer’s agreement at the request of the Village President or Administrator/Clerk-Treasurer. Any unused funds will be returned to the applicant upon final determination of the application by the Village Board, in case of a denial, or upon execution of the developer’s agreement. The Village will provide the applicant with copies of invoices for the professional fees incurred along with a check for the unused portions of the retainer. Any short fall in funds shall be paid within 30 days of receipt of the invoice by the applicant. An applicant may appeal the charges to the Village Board by filing a written request with the Village Administrator/Clerk-Treasurer within 30 days of the date of the invoice. Any amount which is the subject of an appeal shall be due 30 days from the date of the Village Board’s decision.

- Preliminary Determination of Completeness. The Village Administrator/Clerk-Treasurer, and other designated staff, will review the application for completeness and applicability. If the application is incomplete or if additional information is needed the applicant will be notified that the application is not complete, and the reasons will be stated referring to the specific additional information required. The applicant may then resubmit the application with additional information/modifications or may withdraw the application. Applicants who withdraw their application prior to staff review will be refunded their application fee and any unused portion of the professional services retainer.
- Staff Review. The Village Administrator/Clerk-Treasurer, and other designated staff, will review the application for eligibility. In order to better understand the needs of the project, the applicant or staff may request a meeting. Review time will be approximately 30 days from the date the completed application is submitted to the Village; however, more or less time may be required for particular applications. Upon completion of staff review, the application and a supplemental staff report outlining recommendations for approval, approval with conditions, or denial will be submitted to the Village Committee of the Whole. A copy of the staff report will be sent to the applicant.
- Committee of the Whole Recommendation. Within 30 days of receiving the staff report the TIF application shall be reviewed by the Village Committee of the Whole, unless a delay is requested by the applicant. The applicant will be notified of the date of the meeting(s)² in which the application is reviewed. In reviewing the application, the Committee of the Whole may ask questions of the applicant or hear testimony from Village staff. The Committee of the Whole will make a recommendation to the Village Board to approve, approve with conditions, deny the application, or table the application pending further discussion or information by the applicant.
- Village Board Consideration. The application will be reviewed by the Village Board at its next scheduled meeting following action by the Committee of the Whole. The applicant will be notified of the date of Village Board meeting(s)² in which the application is reviewed. In reviewing the application, the Village Board may ask questions of the applicant or hear testimony from Village staff. The Village Board at their discretion may refer the matter to another Village committee for recommendation or may hold a public hearing. The Village Board may approve, approve with conditions, deny the application, or table the application pending further discussion or information by the applicant.
- Development Agreement. If the TIF application is approved the Village will enter into a Development Agreement with the applicant on all projects that have been approved for TIF assistance. The Development Agreement will describe the obligations of both the Village and the applicant, and the terms and conditions of TIF assistance. The Village will maintain a retainage account, require a performance bond, or require other forms of security until each project is completed and satisfies all conditions and performance standards described in the Development Agreement.
- Expiration. Approved TIF applications shall become void if after six months (6) from the date of approval the applicant and Village have not executed the Developers Agreement.

² The Committee of the Whole and/or Village Board may meet in closed session, pursuant to Wisconsin statutes, to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss the TIF application.

**VILLAGE OF CROSS PLAINS
 TAX INCREMENTAL FINANCING
 PUBLIC ASSISTANCE WITH A
 REDEVELOPMENT 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/Business 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 site plans, environmental studies, market studies, business plans, business or personal financial statements to be included for review and consideration.

A. APPLICANT INFORMATION

Project Name: _____

Applicant: _____

Mailing Address: _____

Primary Contact: _____ Telephone: _____

Email: _____ Fax: _____

Legal Entity: Individual(s) Joint Tenants Tenants in Common
 Corporation LLC Partnership Other: _____

If not a Wisconsin corporation/partnership/LLC, state where organized: _____

Will new entity be created for ownership? No Yes

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: _____

Provide the names of consultants (e.g. attorneys, engineers, planners, architects, etc.) authorized to act on behalf of the applicant.

Name	Address	Title	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. PROPERTY INFORMATION

Parcel(s) Address: _____

Parcel(s) Tax Number: _____

As the Applicant, are you the current owner of this parcel(s)? No Yes

If no, current owner is: _____

If no, do you have an agreed upon option to purchase the property? No Yes (provide documentation and note the expiration date here: _____)

Total Lot Size: _____ square feet

Parcel Contains Existing Buildings? No Yes

If yes, indicate Total Building Size _____ sq.ft.

Most recent total equalized assessed valuation (EAV)

 \$ _____ Land \$ _____ Improvements \$ _____ Total

Existing Uses: _____

Existing Zoning: _____

Existing Uses, Adjacent Parcels: _____ N _____ S _____ E _____ W

Existing Zoning, Adjacent Parcels: _____ N _____ S _____ E _____ W

Will a zoning change be requested? No Yes

If yes, indicate new zoning _____

Identify other approvals, permits, or licenses your project may need.

Balance Sheets and Profit and Loss Statements for the past two years attached? No Yes

Describe the project schedule.

Final Plan/Specification Preparation Date: _____

Preliminary Construction Start Date: _____

Preliminary Construction Completion Date: _____

Date Occupied or Opened: _____

Number of principal buildings and estimated square footage: _____

Estimated equalized assessed valuation after project completion (EAV)

\$ _____ Land \$ _____ Improvements \$ _____ Total

Estimate the incremental property taxes to be generated by the project (attach any independent appraisals).

Pre-improvements: \$ _____ EAV x _____ Mill Rate = \$ _____ Total (A)

Post-improvements: \$ _____ EAV x _____ Mill Rate = \$ _____ Total (B)

Additional increment (B-A) = \$ _____

Will the proposed project result in the relocation of economic activity/businesses from another location within the Village? No Yes

If yes, discuss the nature of any anticipated relocations and the impact the relocation would have on the neighborhood where such activity is currently located.

Will the proposed project result in the relocation of economic activity from an adjacent community? No Yes

If yes, discuss the nature of any anticipated relocations and the impact the relocation would have on the community where such activity is currently located.

Identify any proposed tenants of the project. Have leases been negotiated or signed? No Yes

Who will own and operate the developed property? _____

Do similar businesses/uses already exist in Cross Plains?

No Yes, If yes, indicate _____

Describe any differences in your proposed business/uses to existing businesses/uses

Current and Created Jobs by Annual Wage Range (Full Time \geq 30 hrs/week).

\$0-\$19,000

____ Full Time (current) ____ Part Time (current) ____ FT (created) ____ PT (created)

\$20,000-\$39,000

____ Full Time (current) ____ Part Time (current) ____ FT (created) ____ PT (created)

\$40,000-\$59,000

____ Full Time (current) ____ Part Time (current) ____ FT (created) ____ PT (created)

\$60,000+

____ Full Time (current) ____ Part Time (current) ____ FT (created) ____ PT (created)

Average per hour wage rate of all employees (not including benefits) \$_____

Approximately what percentage of employees do you expect will be hired from the Cross Plains area (i.e. 53528 zip code)_____.

Will the proposed business offer its employees a benefit package including health care and retirement benefits? No Yes

Discuss neighborhood impact/support for the project. Has the applicant discussed the project with neighboring property owners? No Yes

Discuss any history of community involvement by the applicant or business within the Village.

Has any portion of the project already been started or completed? No Yes

If yes, describe the portions of the project completed, the work remaining, and why public financing is necessary to complete the project.

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.

Check which box(s) best describe the use of TIF funds:

- | | | |
|--|--|---|
| <input type="checkbox"/> Land Acquisition/Survey | <input type="checkbox"/> Environmental Audits | <input type="checkbox"/> Site Grading |
| <input type="checkbox"/> Demolition/Remediation | <input type="checkbox"/> New Construction | <input type="checkbox"/> Rehabilitation/Expansion |
| <input type="checkbox"/> Utility Improvements | <input type="checkbox"/> Parking/Access | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Recreation/Conservation | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Financing Costs |
| <input type="checkbox"/> Other _____ | | |

E. PROJECT BUDGET AND FINANCIAL STRATEGY

Project Costs	Amount	Source(s) of Financing
Property Acquisition	\$	
Environmental testing/remediation	\$	
Demolition	\$	
Construction of new building(s)	\$	
Site Improvements		
Renovation of existing structures	\$	
Cost of installation of machinery/equipment	\$	
Architectural/Engineering fees	\$	
Legal & other professional fees	\$	
Permit fees	\$	
Financing fees	\$	
Other (please specify)	\$	
	\$	
Total Project Costs	\$	

Budget source: Developer Architect Contractor Other _____

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



**VILLAGE OF CROSS PLAINS
TAX INCREMENTAL FINANCING
PUBLIC ASSISTANCE WITH A
REHABILITATION PROJECT
PROGRAM POLICY MANUAL**

1. PURPOSE

The attached policies and guidelines have been adopted by the Village of Cross Plains for the purpose of guiding decisions regarding Tax Incremental Financing (TIF) assistance (development incentives) to projects within the Village's designated Tax Increment District (TID) #3. The Rehabilitation Program is one of two TIF public assistance programs offered by the Village of Cross Plains, the other being the Public Assistance with a Redevelopment Project Program. The following is a summary of the intent of each program which serves as a guide for future applicants, Village staff and officials in determining the appropriate program to consider for public assistance with property improvement projects in TID #3.

A. Redevelopment Project Program – The Public Assistance with a Redevelopment Project Program is a public financing program designed to stimulate redevelopment of commercial, industrial, residential, and mixed-use properties within the boundaries of Tax Increment Finance District #3 in the Village of Cross Plains. Aspects of Redevelopment Projects typically include:

- The razing of existing structures, site preparation, and construction of new structures with an identified end use/user.
- A significant net increase in the property value of the project site
- The creation of new jobs
- Project costs exceeding \$150,000.00

Given the higher project costs and expected community benefits the amount of public assistance is capped at 20% of the estimated total project costs. Financing is provided in the form of a pay-as-you-go developer's agreement; however, the Village Board may consider an upfront Village loan (i.e. Village financed). Refer to the Redevelopment Project Program Policy Manual and Application for additional information.

B. Rehabilitation Project Program – The Public Assistance with a Rehabilitation Project Program is a public financing program designed to stimulate rehabilitation of commercial, industrial, residential, and mixed-use properties within the boundaries of Tax Increment Finance District #3 in the Village of Cross Plains. Aspects of Rehabilitation Projects typically include:

- The rehabilitation of existing properties and structures through façade, lighting, signage, parking, landscaping, or other interior or exterior site and building improvement projects
- The razing of existing structures and site preparation to bring a property to shovel ready status where an end use/user has yet to be determined.
- A modest net increase in the property value of the project site, or a temporary decline due to demolition of blighted structures
- Project costs under \$150,000.00

Given the lower project costs and diminished expected community benefits the amount of public assistance is capped at \$50,000. Financing is provided in the form of an upfront Village loan. Refer to the Rehabilitation Program Policy Manual and Application for additional information.

2. DISCLAIMER

The authority to make decisions regarding the use of TIF funds is vested solely in the Village Board of the Village of Cross Plains. This policy manual and associated application have been prepared by the Village to provide both Village Officials and applicants a process and consistent set of criteria for reviewing requests for TIF assistance. The actual amount of TIF assistance provided to a project will be determined at the discretion of the Village Board on the basis of need, risk, project characteristics, applicant qualifications and the degree to which the project meets the public objectives of the Village described in Section 3 General Objectives and Section 4 Evaluation Criteria. The Village Board reserves the right to reject any and all applications, even those which satisfy all of the attached criteria for the use of TIF for any reason whatsoever, without regard for the viability of the project. Furthermore, the Village Board reserves the right to amend or adjust these policies, and recommend any project the Village Board deems to be in the best interests of the Village of Cross Plains.

3. GENERAL OBJECTIVES FOR THE USE OF TAX INCREMENT FINANCING

The overall objective of the program is to stimulate rehabilitation of commercial, industrial, residential, and mixed-use properties within the boundaries of TID #3. While Tax Increment Financing (TIF) is an important and useful economic development, it is essential that it be used appropriately to accomplish the Village's economic development goals and objectives. A fundamental principle of tax increment financing is that it is designed to encourage development that would not otherwise occur. The Village is responsible to assure that the proposed project would not occur "but for" the assistance provided through tax increment financing. It is the policy of the Village Board to consider the judicious use of TIF for those projects that demonstrate a substantial and significant public benefit by:

- ✓ Eliminating blight, unhealthy, or unsafe conditions
- ✓ Strengthen the employment and economic base of the Village
- ✓ Increasing property values and tax revenues
- ✓ Fostering rehabilitation and conservation activities
- ✓ Installing, constructing, or reconstructing community amenities or utilities
- ✓ Implementing plans and development strategies adopted by the Village
- ✓ Implementing high-quality site and building designs and materials

4. ELIGIBLE COSTS

Funding may be used for comprehensively restoring or substantially beautifying, or enhancing the entire facade or elevation of a commercial building. Eligible items include uncovering and restoring historical facades; removing existing facade materials and replacing them with more appropriate and attractive designs and materials; off-street parking additions or lot reconstruction; replacing façade lighting, façade signage, street signage, and other building and site detailing which leads to a substantially enhanced appearance. Funding may also be used for environmental audits, environmental remediation, or demolition of existing industrial, commercial, or residential structures. Design and permit fees associated with the construction are also eligible project costs. Preference shall be given to those sites indentified for rehabilitation or redevelopment in Village planning documents. The program will fund projects that significantly improve the visual appearance of the property from the street or bring a site to shovel ready status.

Although not eligible for funding on their own, the following may be included as part of a more comprehensive improvement project: replacing roofing, gutters, windows, shutters, and doors; exterior cleaning, tuckpointing, and painting; sidewalk repair; parking lot seal coating and restriping.

5. EVALUATION CRITERIA, NON-DISCRETIONARY QUALIFICATIONS

The following criteria are to be used by the Village to evaluate TIF applications and are considered non-discretionary.

- Location Criteria: The proposed project must be within the boundaries of the Village's TID #3.
- Ownership Criteria: The applicant must be the owner of the property or have a written agreed option to purchase the property from the current owner. Commercial building tenants with leases of more than two years in length are also eligible for funding with the property owners written permission.
- But For Criteria: The applicant for 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 Objectives would not be achieved.
- Maximum Assistance Criteria: The total amount of TIF assistance in support of a project may not exceed 50% of the estimated project costs, up to a maximum of \$50,000.00.
- Form of Incentives: The program provides upfront Village financing in the form of cash grants, low or zero interest loans, or a combination of grants and loans as determined by the Village Board.
- Financing Terms – Loans: 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 Village shall reimburse the applicant for project expenses incurred after project completion. The applicant shall provide the Village with copies of all project invoices.
- Financial/Project Assurances Criteria: 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.
- Financial Capability Criteria: Each TIF application must include evidence that the applicant:
 - Possesses the financial and technical ability to complete and operate the project.
 - Will be liable for, or contribute equity of at least 15% of the total cost of the project or provide a performance bond for completion of the project. Projects with equity contributions from the applicant in excess of 15% will be viewed more favorably.
 - Has thoroughly explored alternative financing methods.
- Construction Requirements: 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.

- Adherence to Local Land Use Plans Criteria: The project is consistent with the Village of Cross Plains Comprehensive Land Use Plan, Downtown Revitalization Plan, Village Building & Zoning Ordinances, or any other applicable plans developed by the Village which includes the property.
- Adherence to TIF Project Plan Criteria: All requests for TIF assistance must clearly comply with the requirements of the Wisconsin TIF Statutes and the Village's adopted TID #3 Project Plan.
- Creation of Tax Increment Criteria: 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.
- Applicant in Good Standing Criteria: The applicant does not have a history of delinquent property tax payments or own any property within the Village with known building code violations.
- Absence of Conflict of Interest Criteria: 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 Criteria: A completed application, fee, and retainer have been filed with the Village Administrator/Clerk-Treasurer.

6. APPLICATION PROCEDURE

Applications submitted for TIF assistance shall be reviewed through the following process:

- Initial Consultation. Applicants are encouraged to meet with the Village Administrator and Village President to discuss proposed TIF assistance requests prior to submitting an application.
- Application. Application materials, including the required fee and retainer shall be submitted to the Village Administrator/Clerk-Treasurer who will notify the Village Board, Village Staff, Village Attorney or any other professional who provides services to the Village whom are directed by the Village President or Administrator/Clerk-Treasurer to review the application.
- Fees and Professional Services Retainer. A \$100.00 processing fee must be submitted with the application. In addition, the applicant will be required to submit a \$2,500 retainer and sign an agreement stipulating the applicant will be responsible for any fees incurred for professional services related to the review of the application or developer's agreement at the request of the Village President or Administrator/Clerk-Treasurer. Any unused funds will be returned to the applicant upon final determination of the application by the Village Board, in case of a denial, or upon execution of the developer's agreement. The Village will provide the applicant with copies of invoices for the professional fees incurred along with a check for the unused portions of the retainer. Any short fall in funds shall be paid within 30 days of receipt of the invoice by the applicant. An applicant may appeal the charges to the Village Board by filing a written request with the Village Administrator/Clerk-Treasurer within 30 days of the date of the invoice. Any amount which is the subject of an appeal shall be due 30 days from the date of the Village Board's decision.
- Preliminary Determination of Completeness. The Village Administrator/Clerk-Treasurer, and other designated staff, will review the application for completeness and applicability. If the application is incomplete or if additional information is needed the applicant will be notified that the application is not complete, and the reasons will be stated referring to the specific additional information required. The applicant may then resubmit the application with additional

information/modifications or may withdraw the application. Applicants who withdraw their application prior to staff review will be refunded their application fee and any unused portion of the professional services retainer.

- Staff Review. The Village Administrator/Clerk-Treasurer, and other designated staff, will review the application for eligibility. In order to better understand the needs of the project, the applicant or staff may request a meeting. Review time will be approximately 14 days from the date the completed application is submitted to the Village; however, more or less time may be required for particular applications. Upon completion of staff review, the application and a supplemental staff report outlining recommendations for approval, approval with conditions, or denial will be submitted to the Village Committee of the Whole. A copy of the staff report will be sent to the applicant.
- Committee of the Whole Recommendation. Within 30 days of receiving the staff report the TIF application shall be reviewed by the Village Committee of the Whole, unless a delay is requested by the applicant. The applicant will be notified of the date of the meeting(s)¹ in which the application is reviewed. In reviewing the application, the Committee of the Whole may ask questions of the applicant or hear testimony from Village staff. The Committee of the Whole will make a recommendation to the Village Board to approve, approve with conditions, deny the application, or table the application pending further discussion or information by the applicant.
- Village Board Consideration. The application will be reviewed by the Village Board at its next scheduled meeting following action by the Committee of the Whole. The applicant will be notified of the date of Village Board meeting(s)² in which the application is reviewed. In reviewing the application, the Village Board may ask questions of the applicant or hear testimony from Village staff. The Village Board at their discretion may refer the matter to another Village committee for recommendation or may hold a public hearing. The Village Board may approve, approve with conditions, deny the application, or table the application pending further discussion or information by the applicant.
- Development Agreement. If the TIF application is approved the Village will enter into a Development Agreement with the applicant on all projects that have been approved for TIF assistance. The Development Agreement will describe the obligations of both the Village and the applicant, and the terms and conditions of TIF assistance. The Village will maintain a retainage account, require a performance bond, or require other forms of security until each project is completed and satisfies all conditions and performance standards described in the Development Agreement.
- Expiration. Approved TIF applications shall become void if after six months (6) from the date of approval the applicant and Village have not executed the Developers Agreement.

¹ The Committee of the Whole and/or Village Board may meet in closed session, pursuant to Wisconsin statutes, to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss the TIF application.

**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>		
	\$	
	\$	
	\$	
	\$	
	\$	
Total Project Costs	\$	

Budget source: Developer Architect Contractor Other _____

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

MEMORANDUM

Date: December 4, 2013

To: Mr. Matthew G. Schuenke
Village Administrator/Clerk-Treasurer
Village of Cross Plains
2417 Brewery Road
P.O. Box 97
Cross Plains, WI 53528

From: Warren Myers, P.E. *WMyers*

Subject: Lagoon Street Permitting, Bidding and Construction
Phase Scope of Work Proposal

As we have discussed, the Lagoon Street construction project has changed significantly since our contract was signed in March of 2012. We anticipate being able to complete the basic design under the \$50,000 limit on that contract, but changes in the scope of work and the extra meetings and paperwork resulting from Wisconsin Department of Transportation involvement have left us without budget for permitting, bidding assistance and construction-related services. Therefore, we are requesting approval of a new contract for the later phases of the project, as set forth below:

The scope of work included in this proposal covers:

- Review of the construction plans with the Village and submittal of those plans to the Wisconsin Department of Transportation representatives for review and approval.
- Assisting the Village in obtaining erosion control and other permits from the Wisconsin Department of Natural Resources. (We also advise continued consulting with and keeping the Dane County Land and Water Conservation Department informed regarding erosion control issues involved in this development.)
- Assist the Village in coordinating with private utility companies regarding utility relocation issues.
- Preparation of construction specifications and bidding documents.
- Participate in a "neighborhood" meeting to discuss details of the project with property owners.
- Assist the Village in obtaining bids and preparing construction contracts.
- Provide construction staking for new curb & gutter and parking lot construction.

TOWN & COUNTRY ENGINEERING, INC.

5225 Verona Road, Building 3
Madison, Wisconsin 53711

☎ (608) 273-3350 ♦ Fax: (608) 273-3391
tce@tcengineers.net

- Organize and conduct a preconstruction conference and provide periodic construction observation and administration services.
- Attend WisDOT, Village Board and Committee meetings as necessary to obtain approvals of the design and the contractor's applications for payment.

The scope of work does not include:

- Services related to demolition of the buildings on the Schmitt or Hellenbrand parcels.
- Soil borings or soils engineering services.
- Design of stormwater treatment facilities in the old creek bed. (We assume these will be done in 2016 with assistance from Montgomery Associates.)
- Resident inspection, which we assume will be performed by Village staff.

We will provide services on a time and materials basis under the same charge-out rates we have used for the last several years. We have done a detailed estimate of the engineering tasks we believe will be involved with this project, and will commit to a not-to-exceed limit of an additional \$60,000. Hopefully the actual amount will be less. This brings the estimated total to a little less than the engineering allowance shown on the most recent project cost estimate (attached).

We envision greater than normal engineering cost components under this contract for coordination with and permitting from WisDOT and the DNR, and construction administration, which will be more time-consuming because of the proximity of the project to Black Earth Creek.

We thank you for the opportunity to present this proposal for continued engineering services to the Village of Cross Plains on a project that has been so long coming to fruition.

WOM:sai

cc: Mr. Jerry Gray, Director of Public Works, Village of Cross Plains (2417 Brewery Road, P.O. Box 97, Cross Plains, WI 53527)

TOWN & COUNTRY ENGINEERING, INC.

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CONSTRUCTION COST ESTIMATE AS PROPOSED - TOTAL PROJECT

CLIENT NAME:
PROJECT NAME:

Village of Cross Plains
LAGOON STREET RECONSTRUCTION
Wilson Street to Jovina Street
Construction Cost, including Blends, Retaining Walls, Sidewalk on One Side, Storm Sewers, New Parking Lots at the West End, Hand Railing, Demolition Costs on Acquired Properties and Stubbed Water and Sewer Laterals
10/9/2013

DATE OF ESTIMATE:

PHYSICAL ASSUMPTIONS:

Length of Street, Feet:	1394
Average Radial @ Intersections	25
Number of Radial	4
Number of Side Streets	0
Existing Curb & Gutter Removal, Lineal Feet:	144
Curb & Gutter Length, Feet:	2845
Curb Face-to-Curb Face Width, Feet:	25
Width of Curb, Inches:	24
Existing Conc. Flatwork Removal, Lineal Feet:	720
Amount of New 4" Concrete Sidewalk, Sq. Ft.:	6534
Base Course Depth Under 4" Sidewalk, Inches:	6
Amount of New 6" Concrete Sidewalk, Sq. Ft.:	1830
Base Course Depth Under 6" Sidewalk, Inches:	12
Average Bad Subbase Undercut Depth, Inches:	3
Breaker Run Depth, Inches:	12
3/4" Crushed Aggregate Depth, Inches:	6
Asphalt Binder Course Thickness, Inches:	2
Asphalt Surface Course Thickness, Inches:	1.5
2" Asphalt Blending, Sq. Yds:	1330
2" Asphalt Parking Lots, Sq. Yds:	1908
Base Course Depth Under Parking Lots & Blends, Inches:	12
Topsoiling, Sq. Yd.:	4510
Manholes to Be Adjusted:	9
Sawcutting Length, Feet:	780
Base Course Safety Factor:	1.1
Asphalt Safety Factor:	1.1

COST ASSUMPTIONS:

Curb Cost, Per Lineal Foot:	\$12.00
Existing Curb Removal Cost, Per Lin. Ft.:	\$4.00
Gravity Retaining Wall Cost, Per Face Sq. Ft.	\$35.00
4" Sidewalk Cost, Per Sq. Ft.:	\$4.25
6" Sidewalk Cost, Per Sq. Ft.:	\$5.00
Excavation/Fill to Subbase Cost, Per Cu. Yd.:	\$10.00
Existing Flatwork Removal Cost, Per Sq. Ft.:	\$1.00
Bad Subbase Excavation Cost, Per Cu. Yd.:	\$10.00
Bad Subbase Replac. Br. Run Cost, Per Ton:	\$10.00
Breaker Run Cost, Per Ton:	\$10.00
3/4" Crushed Aggregate Cost, Per Ton:	\$10.00
Asphalt Binder Course Cost, Per Ton:	\$65.00
Clean & Tack Cost, Per Sq. Yd.:	\$0.25
Asphalt Surface Course Cost, Per Ton:	\$68.00
Parking Lot & Blending Pavement Cost, Per Sq. Yd.:	\$25.00
Topsoil Restoration Cost, Per Sq. Yd.:	\$2.50
Seeding, Fertilizing & Mulching Cost, Per Sq. Yd.:	\$2.50
Manhole Adjustment Cost, Each:	\$350.00
Sawcutting Cost, Per Lineal Foot:	\$3.00
Erosion Control Allowance, Lump Sum:	\$10,000.00
Traffic Control Allowance, Lump Sum:	\$5,000.00

CALCULATIONS:

Pavement Width, Feet:	22
3/4" Cr. Aggr. Depth Beneath Curb, Inches:	2
Effective Depth of Crown, Inches:	1.32
Street Cr. Aggregate & Excavation Area, Sq. Ft.:	39797
Street Pavement Area, Square Feet:	31271
Street Pavement Area, Square Yards:	3474.555558

COST ESTIMATE:

Description:	Units	Unit Price	Estimated Cost
Mobilization, Bonds & Insurances	1 l.s.	\$38,600.00 l.s.	\$38,600
Removal & Disposal of Existing Curb & Gutter	144 l.f.	\$4.00 l.f.	\$576
Removal & Disposal of Existing Conc. Flatwork	720 s.f.	\$1.00 s.f.	\$720
Clearing & Grubbing	1 l.s.	\$8,000.00 l.s.	\$8,000
Fill Material	1700 c.y.	\$10.00 /c.y.	\$17,000
Excavation to Subbase	3100 c.y.	\$10.00 /c.y.	\$31,000
Excavation of Bad Materials Below Subbase	368 c.y.	\$10.00 /c.y.	\$3,680
3" Breaker Run Replacement of Bad Subbase	738 tons	\$10.00 /ton	\$7,380
3" Breaker Run Base Course	2955 tons	\$10.00 /ton	\$29,550
3/4" Crushed Aggregate Base Course	3176 tons	\$10.00 /ton	\$31,760
Manhole Adjustments	9 ea.	\$350.00 /ea.	\$3,150
Sawcutting	780 l.f.	\$3.00 /l.f.	\$2,340
Concrete Curb & Gutter	2845 l.f.	\$12.00 /l.f.	\$34,140
4" Thick Concrete Sidewalk	6534 s.f.	\$4.50 /s.f.	\$29,403
6" Thick Concrete Sidewalk	1830 s.f.	\$5.00 /s.f.	\$9,150
Street Modular Split Face Concrete Block Retaining Wall, Gravity Wall	216 f.s.f.	\$35.00 /f.s.f.	\$7,560
Street Modular Split Face Concrete Block Retaining Wall, MSE*	236 f.s.f.	\$49.00 /f.s.f.	\$11,564
Sidewalk Hand Railing	325 l.f.	\$25.00 /l.f.	\$8,125
53"x 34" HE RCP Storm Sewer	305 l.f.	\$180.00 /l.f.	\$54,900
30"x19" HE RCP Storm Sewer	380 l.f.	\$120.00 /l.f.	\$45,600
12" RCP Storm Sewer	150 l.f.	\$50.00 /l.f.	\$7,500
Storm Manholes, Including Casting	11 ea.	\$3,000.00 /ea.	\$33,000
Rectangular Street Inlets	5 ea.	\$1,500.00 /ea.	\$7,500
53" x 34" RCP Apron Endwall	1 ea.	\$5,000.00 /ea.	\$5,000
30" x 19" RCP Apron Endwall	1 ea.	\$3,000.00 /ea.	\$3,000
12" RCP Apron Endwall	4 ea.	\$1,000.00 /ea.	\$4,000
Stormwater Treatment Allowance	1 l.s.	\$30,000.00 l.s.	\$30,000
Asphalt Lower Course	459 tons	\$65.00 /ton	\$29,835
Clean & Tack	0 s.y.	\$0.25 /s.y.	\$0
Asphalt Surface Course	344 tons	\$68.00 /ton	\$23,392
Asphalt Blending	1330 s.y.	\$25.00 /s.y.	\$33,250
Asphalt Parking Lots on Acquired Properties	1908 s.y.	\$25.00 /s.y.	\$47,700
Parking Lot Striping	1 l.s.	\$2,000.00 l.s.	\$2,000
Asphalt Paths to Bridges	222 s.y.	\$35.00 /s.y.	\$7,770
Modular Retaining Wall Along Path to West Bridge	1000 f.s.f.	\$35.00 /f.s.f.	\$35,000
Topsoil Restoration	4510 s.y.	\$2.50 /s.y.	\$11,275
Seeding, Fertilizing & Mulching	4510 s.y.	\$2.50 /s.y.	\$11,275
2" Conduit for Future Street Lights	1394 l.f.	\$8.00 /l.f.	\$11,152
Electric Service to South Side of the Creek (Allowance)	1 l.s.	\$15,000.00 l.s.	\$15,000
Asbestos Investigation Allowance - Schmidt & Hellenbrand Structures	1 l.s.	\$15,000.00 l.s.	\$15,000
Asbestos Removal and Disposal Allowance - Schmidt & Hellenbrand Struct	1 l.s.	\$20,000.00 l.s.	\$20,000
Demolition - Schmidt Structure	1 l.s.	\$27,000.00 l.s.	\$27,000
Demolition - Hellenbrand Structure	1 l.s.	\$33,000.00 l.s.	\$33,000
Sanitary Sewer Lateral Piping to Serve Hellenbrand Lot	1 ea.	\$3,900.00 ea.	\$3,900
Water Main Lateral Piping & Curb Stop to Serve Hellenbrand Lot	1 ea.	\$4,400.00 ea.	\$4,400
Sanitary Sewer Lateral Piping to Serve Schmidt Lot	1 ea.	\$300.00 ea.	\$300
Water Main Lateral Piping & Curb Stop to Serve Schmidt Lot	1 ea.	\$800.00 ea.	\$800
Erosion Control	1 l.s.	\$10,000.00 l.s.	\$10,000
Signing and Traffic Control	1 l.s.	\$5,000.00 l.s.	\$5,000
CONSTRUCTION SUBTOTAL			\$811,247
Soil Investigations			\$15,000
Engineering, Including Construction Services**	0	14%	\$113,575
Contingency	0	10%	\$81,125
TOTAL			\$1,020,946

* MSE walls used where total height is four feet or greater

** Not Including Resident Inspection - Assumes Resident Inspection will be done by the Village Staff

From: [Jerry](#)
To: [Matt Schuenke](#); [Warren Myers \(Warren@tcengineers.net\)](#)
Subject: FW: Cross Plains Utilities
Date: Tuesday, December 03, 2013 8:30:25 AM

Below are two of the three costs for joint trench undergrounding of overhead utilities on Lagoon St (we gotta get a different name going) total without the TDS joint trench cost is \$263,721.44 so my guess is that we will be very close to the 300,000 mark or maybe a little over.

Jerry

From: Lettman, Randall L [<mailto:randall.lettman@charter.com>]
Sent: Monday, December 02, 2013 12:06 PM
To: Jerry
Cc: Storm, Brandon J
Subject: RE: Cross Plains Utilities

Jerry,
Charter's cost to go with the joint trench with MG&E's pricing is \$43,721.44. We would rather go with the Joint trench with MG&E for the Protection that it provides being together. Also, the additional easement and permitting increases costs and delays if we all went independent...RLL

From: Jerry [<mailto:jerry@cross-plains.wi.us>]
Sent: Thursday, November 21, 2013 9:41 AM
To: Ivens, Matthew
Cc: Matt Schuenke; rparker@mge.com; Lettman, Randall L
Subject: RE: Cross Plains Utilities

Matt, Rich and Randall -

The Village is still pursuing the utility undergrounding issue. To date we have received the following costs.

MGE – Cost to underground - \$220,000.

TDS – Cost to underground independently - \$48,362.00

Cost to underground joint trench –

Charter – Cost to underground independently –

Cost to underground joint trench – \$43,721.44

Provided the Village receives the dollar amounts for the missing categories, I am hoping to take the discussion to the Village Board during the month of December. As I'm sure you can understand, the Village Board needs the missing amounts in order to make budgetary decisions regarding the

project.

When should I expect to see the dollar figures from TDS and Charter?

At this time I would suggest that your companies keep this project in the works for 2014 until the Village Board has the opportunity to take formal action.

Jerry Gray
Village of Cross Plains
608-235-1054

From: Ivens, Matthew [<mailto:Matthew.Ivens@tdstelecom.com>]
Sent: Wednesday, November 20, 2013 2:22 PM
To: amy.cpchamber@yahoo.com; Matt Schuenke; Jerry
Subject: RE: Cross Plains Utilities

All, I wanted to check in with everyone to see if I can get an update regarding this project. Our network provisioning team is looking for an update to see if this project is being looked at to happen yet this year/spring of 2014 or if we should be retiring the quote/estimate.

If someone could let me know, that would be greatly appreciated.

Sincerely,

Matt Ivens
Field Marketing – Associate Manager
TDS Telecommunications Corp.
managedIP Hosted Phone / (608) 664-0119

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From: Ivens, Matthew
Sent: Tuesday, November 05, 2013 9:36 AM
To: amy.cpchamber@yahoo.com; 'matt@cross-plains.wi.us'; 'jerry@cross-plains.wi.us'
Subject: FW: Cross Plains Utilities

Amy, I apologize on getting this back to you just now; I received this information last week, however just getting this over today. This is in regards to the Lagoon Street utility move project. I'm going to relay the information regarding this project request over to you, Matt and Jerry at this time. If you want to move forward with the project, I'll need to get more information from you for the agreement, then I'll get that over to whoever would sign it and once the check clears the bank, then

they will begin work on the project.

I'll copy everything I can from the engineering project so you have the notes that I have for the scope of this work/request (see below). This move request was taken though our engineering team; they tallied what needs to be done and received a quote to have this work completed.

Request Notes:

The village of Cross Plains will construct a new street south of Main Street from Jovina St. to Mill St. The Chamber would like us to move all our facilities underground. The majority of existing TDS facilities are aerial with some buried, and is approximately 2,000' of 100 pair copper cable.

This estimate assumes all work will be TDS only with no joint trench. It is priced for placing all facilities underground affected by the Lagoon street project. Private easements are required to direct new feeder cable to area.

Cost would be \$48,362.00

If you need/want to discuss, you can give me a call. I'll do what I can to get you the answers for any questions you might have.

Sincerely,

Matt Ivens
Field Marketing – Associate Manager
TDS Telecommunications Corp.
*managed*IP Hosted Phone / (608) 664-0119

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From: Amy Hansen [<mailto:amy.cpchamber@yahoo.com>]
Sent: Tuesday, July 30, 2013 4:16 PM
To: Myers, Jerry
Cc: Jerry Gray; Matt Schuenke
Subject: Cross Plains Utilities

Hi Jerry,

I am writing on behalf of the Cross Plains Chamber of Commerce. As our community prepares to go through the upcoming Lagoon St & Hwy14 reconstruction projects, we would like to request that all existing overhead utilities be relocated underground along Lagoon & Main Streets. Would you be able to help with the coordination of activities with the Village of Cross Plains Staff or point us in the best direction to get this rolling? Jerry Grey & Matt Schuenke from the Village Staff are both copied

above.

Thank you so much,
Amy Hansen

Save the date for the Taste of Cross Plains ~ September 21

Executive Director
Cross Plains Area Chamber of Commerce
608~843~3166
amy_cpchamber@yahoo.com
<http://www.crossplainschamber.net/>

OUR MISSION: Promoting a strong economy and high quality of life for our Chamber members and the Cross Plains area communities!

2013 Committee of the Whole - Annual Review

Meeting Duration

Meetings 1 = First Monday 2 = Second Monday	Regular Meetings						Special Meetings						Total Time	
	2012			2013			2012			2013			2012	2013
	Start	Stop	Duration	Start	Stop	Duration	Start	Stop	Duration	Start	Stop	Duration		
1 - January	7:00 PM	8:02 PM	1:02	7:00 PM	9:28 PM	2:28							1:02	2:28
2 - January	7:00 PM	8:07 PM	1:07	7:03 PM	8:06 PM	1:03							1:07	1:03
1 - February	7:00 PM	9:00 PM	2:00	7:00 PM	9:35 PM	2:35	7:30 PM	8:32 PM	1:02				3:02	2:35
2 - February	7:00 PM	9:22 PM	2:22	7:00 PM	7:55 PM	0:55							2:22	0:55
1 - March	6:05 PM	9:06 PM	3:01	7:00 PM	9:12 PM	2:12				7:00 PM	9:00 PM	2:00	3:01	4:12
2 - March	7:00 PM	8:39 PM	1:39	7:00 PM	9:12 PM	2:12				7:00 PM	7:05 PM	0:05	1:39	2:17
1 - April	7:00 PM	7:47 PM	0:47	7:00 PM	9:40 PM	2:40							0:47	2:40
2 - April	7:00 PM	8:06 PM	1:06	7:00 PM	8:44 PM	1:44							1:06	1:44
1 - May	7:00 PM	9:30 PM	2:30	7:03 PM	8:50 PM	1:47	6:35 PM	6:42 PM	0:07	7:00 PM	7:02 PM	0:02	2:37	1:49
2 - May			0:00	7:00 PM	7:30 PM	0:30							0:00	0:30
1 - June	7:00 PM	8:12 PM	1:12	7:12 PM	8:30 PM	1:18	8:50 AM	10:00 AM	1:10	7:04 PM	7:11 PM	0:07	2:22	1:25
2 - June	7:00 PM	8:06 PM	1:06	7:01 PM	8:05 PM	1:04							1:06	1:04
1 - July			0:00	7:01 PM	9:23 PM	2:22	6:00 PM	7:01 PM	1:01				1:01	2:22
2 - July	7:00 PM	9:09 PM	2:09	7:00 PM	8:31 PM	1:31							2:09	1:31
1 - August	7:00 PM	8:27 PM	1:27	7:00 PM	10:05 PM	3:05							1:27	3:05
2 - August	7:00 PM	8:34 PM	1:34	6:00 PM	8:06 PM	2:06							1:34	2:06
1 - September	7:00 PM	7:14 PM	0:14	7:00 PM	9:05 PM	2:05				6:07 PM	6:14 PM	0:07	0:14	2:12
2 - September	6:00 PM	7:02 PM	1:02	7:01 PM	7:34 PM	0:33							1:02	0:33
1 - October	7:00 PM	7:59 PM	0:59	7:00 PM	9:21 PM	2:21				7:03 PM	8:18 PM	1:15	0:59	3:36
2 - October	7:00 PM	8:19 PM	1:19	7:00 PM	9:34 PM	2:34							1:19	2:34
1 - November	6:00 PM	8:14 PM	2:14	7:01 PM	11:27 PM	4:26							2:14	4:26
2 - November	7:00 PM	8:46 PM	1:46	7:03 PM	8:52 PM	1:49							1:46	1:49
1 - December	7:00 PM	9:50 PM	2:50				7:30 PM	8:01 PM	0:31				3:21	
2 - December	7:00 PM	9:43 PM	2:43										2:43	

Total Mtgs Held	22	22	5	6	27	28
Total Possible Mtgs	24	24	5	6	29	30
Total Mtg Time	36:09	43:20	3:51	3:36	40:00	46:56
Average Mtg Time	1:39	1:58	0:46	0:36	1:29	1:34

	COW	VB
Total Mtgs Held	12	12
Total Possible Mtgs	12	12
Total Mtg Time	27:19	16:01
Average Mtg Time	2:16	1:20

	COW	VB
Total Mtgs Held	1	5
Total Possible Mtgs	1	5
Total Mtg Time	1:15	2:21
Average Mtg Time	1:15	0:28

	COW	VB
Total Mtgs Held	13	17
Total Possible Mtgs	13	17
Total Mtg Time	28:34	18:22
Average Mtg Time	2:12	1:25

2013 Committee of the Whole - Annual Review

Meeting Content

Meetings 1 = First Monday 2 = Second Monday	2012							2013						
	Ceremonial	Consent	Reports	Committee	General	Closed	Total	Ceremonial	Consent	Reports	Committee	General	Closed	Total
1 - January	0	3	0	2	6	0	11	0	4	6	0	7	0	17
2 - January	0	4	2	1	1	0	8	0	8	0	4	1	0	13
1 - February	0	4	2	0	7	1	14	0	5	7	0	5	0	17
2 - February	0	6	1	7	2	1	17	0	7	0	3	2	0	12
1 - March	0	4	0	3	6	1	14	0	0	7	0	7	0	14
2 - March	1	7	0	0	7	0	15	0	5	2	6	0	0	13
1 - April	1	4	0	0	3	0	8	0	3	7	0	7	0	17
2 - April	0	4	1	2	4	0	11	0	9	2	4	2	0	17
1 - May	0	4	2	0	8	0	14	0	3	7	0	3	0	13
2 - May								0	7	1	2	2	0	12
1 - June	0	4	1	2	6	0	13	0	0	7	0	7	0	14
2 - June	0	5	1	0	4	0	10	0	5	1	8	1	0	15
1 - July								0	4	7	0	7	2	20
2 - July	0	4	1	3	6	0	14	0	9	1	4	2	0	16
1 - August	1	5	0	0	7	0	13	0	0	7	0	9	1	17
2 - August	0	4	1	0	5	0	10	0	9	1	3	1	1	15
1 - September	0	5	0	1	0	0	6	0	3	5	0	6	0	14
2 - September	0	5	0	6	3	0	14	0	9	0	1	1	1	12
1 - October	0	7	0	0	4	1	12	0	0	7	0	6	1	14
2 - October	0	7	1	0	5	0	13	0	6	0	2	2	2	12
1 - November	0	5	0	4	5	2	16	0	0	7	0	9	2	18
2 - November	0	4	0	0	6	0	10	0	5	2	4	1	1	13
1 - December	0	7	1	0	5	1	14	0	3	7	0	6	2	18
2 - December	0	4	1	0	8	2	15							
Total	3	106	15	31	108	9	272	0	104	91	41	94	13	343
Average	0	5	1	1	5	0	12	0	5	4	2	4	1	15

Committee of the Whole							
Total	0	25	81	0	79	8	193
Avg	0	2	7	0	7	1	16

Village Board							
Total	0	79	10	41	15	5	150
Avg	0	7	1	4	1	0	14



Village of Cross Plains

Monthly Staff Report

Employee Information	
Employee Name: <u> Matt Schuenke </u>	Date: <u> December 4, 2013 </u>
Department: <u> Administration </u>	
Report Number: <u> 11-2013 </u>	Month: <u> November </u>
Routine Responsibilities/Tasks	
November 6 – Staff meeting	November 19 – US Highway 14 (Main St) Public Information Meeting
November 7 – Chamber Board meeting	November 20 – Dane County Voter Machine Training
November 11 – Meeting with Fire District on Fire Code, and Committee of the Whole	November 21 – Closing on the Hardware Store property.
November 13 – Meeting with DNR and Dane County on Zander Creamery.	November 25 – Village Board meeting
November 14 – Chamber of Commerce Business Fair (Staffed Village Booth)	November 26 – EMS and Fire meeting
November 15 – Closing on Schmitt Duplex	
Special Projects	Extraordinary Circumstances
Lagoon Street – Completing West transactions, and making East offers/negotiations. Project review, set bidding process/schedule.	November 28 and 29 – Office Closed due to Thanksgiving Holiday.
2014 Budget – Finalized review with Committee, prepared budget for approval with Board, started tax process.	
Facility Review – Study complete and accepted by Board. Design could begin in 2015.	
Sundance Subdivision – Pre-annexation agreement referred to Plan Commission for discussion/action in December.	
Upcoming Issues	Employee Acknowledgements/Accomplishments
Fire Code Re-write – Working with District on revisions discussed November 11.	
Zander Creamery – Following up on issues discussed in November 13 meeting.	
Village Assessor – Working with new Assessor during transition.	
Zoning Re-Write – Reviewing draft sign code, new zoning code still being drafted.	
Recommended Items for Village Board Action	
Appointment of Poll Workers	Official Intent Resolution
Jodi's Saloon and Eatery Liquor License	Sundance Pre-Annexation Agreement
Revision to Board Policy on Tax Increment Finance Applications	Lagoon St. Consulting Services Proposal and Utility Undergrounding Proposal
Annual Review of Committee of the Whole System	



Village of Cross Plains

Monthly Staff Report

Employee Information	
Employee Name: <u>Tom Malone</u>	Date: <u>November 27, 2013</u>
Department: <u>Administration</u>	
Report Number: <u>11-2013</u>	Month: <u>November</u>
Routine Responsibilities/Tasks	
Processed 2 payrolls for the month. Paid federal & state taxes.	
Coordinated w/s complaints and followed up with issues. Processed w/s payments and final read requests	
Assisted residents in person or on the phone with various requests and questions	
Monthly reconciliation of previous month	
Processed monthly payments for retirement, deferred comp., life insurance, income continuation and dental	
Entered in monthly receipts to accounting software	
Special Projects	Extraordinary Circumstances
Prepare for 2014 payroll changes – premium amounts,	<<< review flex plan options for Village
Enter in new chart of accounts for Water Utility	
Start process to enter in 2014 budget numbers	
Assist working on 2014 budget document.	
Coordinate tax roll process for W/S accounts	
Coordinated mailing of past due W/S bills, and assisted residents with questions and requests	
Upcoming Issues	Employee Acknowledgements/Accomplishments
New PSC categories for water billing – set up and begin tracking	
Chart of account changes, including for Water budget, ensure that account codes are set up correctly	
Prepare for Audit to take place in January	
Change payroll information for new year, including deductions, etc.	
Recommended Items for Village Board Action	



Village of Cross Plains

Monthly Staff Report

Employee Information	
Employee Name: <u>Chief Thomas Janssen</u>	Date: <u>November , 2013</u>
Department: <u>Cross Plains Police Department</u>	
Report Number: <u>2013-11</u>	Month: <u>November</u>
Routine Responsibilities/Tasks	
Participated in several more drills at schools.	11-06 mopped water out of PD again for several hours due to rain and leaking into PD.
11-11 I attended a School Crisis Preparedness training in Middleton.	
See attached for routine monthly activities	Pretty slow month overall, most employees are trying to use up their vacation.
Special Projects	Extraordinary Circumstances
11-06 Purchased Dept's new camera equipment (2013 budgeted item)	
Data conversion finally started for new record management system	
WI Surplus sale went well we received a little over \$2,200 for items sold.	
	Lisa and I got a year older
Upcoming Issues	Employee Acknowledgements/Accomplishments
Crossing Guard at Glacier Creek discussion.	
Recommended Items for Village Board Action	



Incident Analysis Report Summary By Incident Type

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

Print Date/Time: 12/04/2013 08:11
Login ID: cplmd
Incident Type: All
Call Source: All

From Date: 11/01/2013 00:00
To Date: 11/30/2013 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
Accident Private Property	1
Accident Property Damage	4
Accident w/Injuries	1
Alarm	4
Animal - Found	1
Animal Complaint-Stray	2
Annoying/Obscene Phone Call	2
Assist Citizen-Vehicle Lockout	4
Assist Citizen	10
Assist Dane County Sheriff	5
Assist Fire/Police	7
Assist Follow Up	1
Attempted Suicide	1
Check Parking Postings	1
Check Person	5
Check Property	8
Check Property/Vacation Check	14
Child Abuse	1
Civil Dispute	1
Disturbance	2
Domestic Disturbance	1
EMS Assist	9
Fraud	1
Information	15
Juvenile Complaint	2
Landlord Tenant Trouble	2
Lost Property	1
Missing Juvenile	1
Person with a Gun	1
Phone	1
PNB/AED Response	1
Preserve the Peace	4
Pvt Prop Parking Complaint	1
Question 911 Call	1
Safety Hazard	3
Silent 911 Call	2
Suspicious Person	1



Incident Analysis Report

Summary By Incident Type

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

Print Date/Time: 12/04/2013 08:11
Login ID: cplmd
Incident Type: All
Call Source: All

From Date: 11/01/2013 00:00
To Date: 11/30/2013 23:59

Village of Cross Plains Police Department
ORI Number: WI0131300

Officer ID: All
Location: All

Incident Type	Number of Incidents
Suspicious Vehicle	1
Theft	1
Traffic Arrest	24
Traffic Complaint/ Investigation	1
Traffic Stop	35
Traffic/Citizen Complaint	5
Unintentional 911 Call	2
Violation of Court Order	1
Voided Case/Incident Number	6
Total:	199



Village of Cross Plains

Monthly Staff Report

Employee Information	
Employee Name: <u>Jerry Gray</u>	Date: <u>December 4, 2013</u>
Department: <u>Public Facilities</u>	
Report Number: <u>2013-11</u>	Month: <u>November</u>
Routine Responsibilities/Tasks	
Filled potholes	Ongoing Park maintenance and improvements
Building and equipment maintenance.	Completed fall park shut down process
Brush pickup and yard waste – 54 truck loads total Leaf disposal and fall yard clean up has started	Weed control and mowing
Work with utility customers on consumption complaints.	
Water meter replacements and upgrades.	
Special Projects	Extraordinary Circumstances
Completed Creek Remeander Project. – Primarily compliance and pay request issues.	Working with Kwik Trip on treatment and disposal of dewatering water from construction project. Up to 1.3 million gallon day.
Worked with contractor on Pool House Floor project.	Started collecting samples for the groundwater sampling from the groundwater monitoring wells on HWY 14 to gather data for permit submittal
Hwy 14 – Ongoing with DOT Lagoon St – Ongoing with DOT	
Completed Budgeting process for Public Facilities, Water and Wastewater	
Working with Town and Country Engineering, USGS, DNR Fisheries and DNR Regulatory on upcoming Phosphorus removal requirements for the WWTP	
Working with Town and Country Engineering, Montgomery and Assoc and DNR regulatory on dewatering permit for Hwy 14 Project	
Upcoming Issues	Employee Acknowledgements/Accomplishments
Winter and water breaks 2 breaks so far.	
Recommended Items for Village Board Action	



Village of Cross Plains

Monthly Staff Report

Employee Information	
Employee Name: <u>Hallie Wendorff</u>	Date: <u>Dec 1, 2013</u>
Department: <u>Assessor</u>	
Report Number: _____	Month: <u>November</u>
Routine Responsibilities/Tasks	
Responded to requests for information from homeowners and appraisers.	
Monitoring 2013 village sales on the DOR web site.	
Special Projects	Extraordinary Circumstances
Review of real estate values in CAMA (computer assisted mass appraisal) program and prepare the information for transition to new assessor. (still working on this)	
Completing any files found to need more information.	
Reviewing and copying files to give to new assessor, including USPAP, sales, personal property, sketches and pictures.	
Upcoming Issues	Employee Acknowledgements/Accomplishments
Compile and give assessment records to new assessor.	
Recommended Items for Village Board Action	

Village of Cross Plains

Monthly Budget Summary Report

Fund 110 - General Fund

Revenue

Account Description	Actual by Month												2013 Y-T-D	2013 Budget	Variance	% Variance
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec				
41000 Taxes	5,261,384	210,806	3,282	31,160	0	2,240	330	612,846	0	0	0	0	6,122,047	2,235,518	3,886,529	273.85%
42000 Special Assessments	0	2,558	0	0	0	0	0	0	0	0	0	0	2,558	6,500	(3,942)	39.35%
43000 Intergovernmental Revenues	41,866	2,210	0	41,866	6,632	0	212,240	0	9,142	41,866	86,684		442,505	439,624	2,881	100.66%
44000 Licenses & Permits	933	8,638	3,656	7,486	32,364	3,823	27,413	28,299	8,418	5,074	10,042		136,145	55,800	80,345	243.99%
45000 Fines, Forfeits & Penalties	3,002	3,913	2,257	2,906	3,346	(300)	2,438	2,455	2,667	2,850	2,383		27,917	32,750	(4,833)	85.24%
46000 Public Charges for Services	6,761	5,502	10,103	32,763	11,843	29,206	22,439	2,129	8,499	30,584	3,570		163,399	137,200	26,199	119.10%
47000 Intergov't Charges for Service	0	0	0	0	0	0	0	0	0	0	0		0	20,000	(20,000)	0.00%
48000 Miscellaneous Revenues	2,839	468	1,215	87	1,898	608	716	562	767	746	488		10,395	23,250	(12,855)	44.71%
49000 Other Financing Sources	0	0	0	10,000	10,000	0	0	0	0	0	0		20,000	31,680	(11,680)	63.13%
Total Revenue	5,316,785	234,095	20,513	126,268	66,082	35,577	265,576	646,290	29,493	81,120	103,167	0	6,924,966	2,982,322	3,942,644	232.20%

Months Completed	11
Total Months	12
Percentage Completed	91.67%

Village of Cross Plains

Monthly Budget Summary Report

Fund 110 - General Fund

Expense

Account	Description	Actual by Month												2013 Y-T-D	2013 Budget	Variance	% Variance
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec				
51100	Village Board	5,125	360	735	0	568	1,655	306	520	0	1,320	(800)	9,789	17,413	(7,624)	56.22%	
51200	Municipal Court	5,064	1,044	2,481	1,017	1,224	1,706	1,194	1,826	1,016	1,145	1,894	19,611	30,520	(10,909)	64.26%	
51410	Village Administration	11,004	10,473	21,420	8,454	13,066	16,239	12,986	17,140	8,611	10,471	12,690	142,554	160,993	(18,439)	88.55%	
51430	Personnel	3,902	4,155	6,852	3,862	15,903	5,881	6,517	10,419	6,056	6,244	8,497	78,286	87,451	(9,165)	89.52%	
51440	Elections	0	38	688	1,265	296	43	91	0	0	360	0	2,781	3,500	(719)	79.46%	
51510	Financial Management	1,299	190	0	3,500	552	2,920	2,088	150	150	357	0	11,208	10,630	578	105.43%	
51530	Village Assessor	1,256	1,256	1,884	1,270	1,256	1,256	1,256	1,884	1,256	1,256	1,256	15,083	19,167	(4,084)	78.69%	
51540	Insurance & Risk Management	0	11,295	70	107	10,290	0	0	7,235	100	2,153	1,347	32,596	54,063	(21,467)	60.29%	
51600	General Buildings & Plant	1,804	4,049	2,014	3,596	2,872	2,018	2,221	4,268	2,386	2,706	2,913	30,847	33,500	(2,653)	92.08%	
51900	Contingency	0	0	0	1,651	538	260	0	0	400	0	0	2,848	50,000	(47,152)	5.70%	
52100	Police	41,784	36,125	49,835	36,255	33,648	36,506	34,964	51,185	49,567	43,668	35,705	449,243	477,949	(28,706)	93.99%	
52200	Fire District	0	31,089	750	0	0	22,267	0	2,508	0	0	5,250	61,864	73,311	(11,447)	84.39%	
52300	EMS	0	22,330	0	0	0	0	0	22,330	0	0	0	44,660	44,660	0	100.00%	
52400	Building Inspection	0	714	239	511	1,810	940	1,606	1,478	2,016	2,557	1,976	13,847	12,950	897	106.92%	
53300	Public Facilities	26,284	33,935	34,610	23,753	43,820	32,964	32,773	30,779	27,373	16,231	39,725	342,247	366,389	(24,142)	93.41%	
53420	Street Lighting	6,128	6,388	6,386	6,387	6,387	6,388	6,386	6,386	6,387	6,386	6,387	69,995	73,500	(3,505)	95.23%	
53620	Refuse & Garbage Collection	12,835	12,810	13,076	12,810	12,810	12,835	12,935	13,126	12,810	12,810	12,810	141,667	151,600	(9,933)	93.45%	
54600	Aging	13,839	0	0	0	0	0	0	0	0	0	0	13,839	13,915	(77)	99.45%	
55110	Rosemary Garfoot Public Library	19,995	48,396	32,537	25,079	22,674	25,879	23,745	31,876	23,070	25,567	23,825	302,643	328,323	(25,680)	92.18%	
55200	Parks	1,482	2,920	7,801	3,007	2,563	5,600	8,408	7,936	2,666	5,982	(3,131)	45,233	51,997	(6,764)	86.99%	
55300	Recreation	2,233	1,800	3,549	4,557	5,170	7,775	7,324	9,850	17,548	4,519	3,205	67,531	55,222	12,309	122.29%	
55420	Swimming Pool	1,587	1,642	4,632	1,486	4,920	19,538	30,431	44,693	(29)	1,418	7,458	117,777	112,139	5,638	105.03%	
56400	Community Development	0	690	373	313	804	878	883	1,587	5,928	10,142	0	21,596	40,000	(18,404)	53.99%	
58000	Debt Service	0	328,800	249,107	41,430	65,000	0	0	0	32,770	1,733	19,320	738,160	713,130	25,030	103.51%	
58000	Transfers to Other Funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
Total Expense		155,619	560,499	439,040	180,310	246,169	203,548	186,112	267,176	200,079	157,025	180,328	0	2,775,903	2,982,322	(206,419)	93.08%

Village of Cross Plains

Monthly Budget Summary Report

Fund 110 - General Fund

Narative Report

September

- 1) Police - \$11,642 equipment expense for computer equipment and installation in squad
- 2) Recreation Programs & Events - \$5,167 WI Attraction tickets, pass through only
- 3) Swimming Pool - Journal entries to move dance program pay from pool to correct recreation account - \$4,075
- 4) Community Development - invoices from Vandewall for zoning code rewrite \$3,882.77

October

- 1) Intergovernmental Revenues - DOT highway Aid - \$41,865.71

November

- 1) Recreation expenses - journal entries to move utility expense from rec to pool.

Village of Cross Plains

Monthly Budget Summary Report

Fund 120 - Capital Fund

Revenue		Actual by Month												2013	2013		%
Account	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Y-T-D	Budget	Variance	Variance
41000	Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	51,000	(51,000)	0.00%
43000	Intergovernmental Revenues	0	0	0	0	0	0	0	72,376	0	0	0	0	72,376	136,000	(63,624)	53.22%
48000	Miscellaneous Revenues	0	0	0	0	0	0	0	0	0	0	0	0	0	750	(750)	0.00%
49000	Other Financing Sources	0	0	0	485,000	(10,000)	0	0	0	0	0	0	0	475,000	550,000	(75,000)	86.36%
Total Revenue		0	0	0	485,000	(10,000)	0	0	72,376	0	0	0	0	547,376	737,750	(190,374)	74.20%

Months Completed	11
Total Months	12
Percentage Completed	91.67%

Expense		Actual by Month												2013	2013		%
Account	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Y-T-D	Budget	Variance	Variance
57140	General Public Buildings	51,000	0	0	9,500	0	0	0	3,250	1,020	0	1,625	0	66,395	82,750	(16,355)	80.24%
57210	Police Department	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
57220	Fire District	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
57230	EMS District	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
57300	Public Facilities	5,452	16,457	(8,100)	0	2,059	3,403	824	2,499	1,740	36,640	400,997	0	461,971	150,000	311,971	307.98%
57620	Parks, Recreation, & Conservancy	0	0	19,706	0	4,415	0	128,438	2,147	6,568	3,842	251,276	0	416,392	505,000	(88,608)	82.45%
59200	Transfers to Other Funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Total Expense		56,452	16,457	11,606	9,500	6,474	3,403	129,262	7,896	9,328	40,482	653,898	0	944,758	737,750	207,008	128.06%

Village of Cross Plains

Monthly Budget Summary Report

Fund 120 - Capital Fund

Narative Report

September

1) Parks, Recreation, Conservancy - \$6,500 BEC monitoring costs

October

1) Public Facilities - Appraisal costs for Lagoon Street property acquisitions \$17,000, & \$13,500 for Baer Park seal coat - 1/2 to be billed to Town fo Berry after 1/1/14

November

1) Public Facilities - Lagoon St property purchases \$348,655.44 (will be reimbursed by DOT and 2014 Bond Proceeds). Grading & Hot mix paving Village streets - \$50,000

2) Parks, Recreation & Conservancy - final payments for BEC project to Joe Dainels \$250,526

Village of Cross Plains

Monthly Budget Summary Report

Fund 310 - Tax Increment District

Revenue		Actual by Month												2013	2013		%
Account	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Y-T-D	Budget	Variance	Variance
41000	Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	115,000	(115,000)	0.00%
43000	Intergovernmental Revenues	0	0	0	0	0	0	8,193	0	0	0	0	0	8,193	0	8,193	#DIV/0!
46000	Public Charges for Services	0	0	0	4,195	0	0	0	0	0	0	0	0	4,195	0	4,195	#DIV/0!
48000	Miscellaneous Revenues	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
49000	Other Financing Sources	0	0	0	0	0	0	0	0	0	0	0	0	0	110,000	(110,000)	0.00%
Total Revenue		0	0	0	4,195	0	0	8,193	0	0	0	0	0	12,388	225,000	(212,612)	5.51%

Months Completed	11
Total Months	12
Percentage Completed	91.67%

Expense		Actual by Month												2013	2013		%
Account	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Y-T-D	Budget	Variance	Variance
51410	Executive	10,255	65	3,940	150	1,110	8,900	7,170	8,991	0	1,170	2,400	0	44,151	63,000	(18,849)	70.08%
51510	Accounting	0	0	0	1,500	0	0	0	0	0	0	0	0	1,500	1,500	0	100.00%
58000	Debt Service	0	59,967	0	0	0	0	0	0	0	0	0	0	59,967	60,500	(533)	99.12%
59200	Transfers to Other Funds	0	0	0	0	0	0	0	0	0	0	0	0	0	100,000	(100,000)	0.00%
Total Expense		10,255	60,032	3,940	1,650	1,110	8,900	7,170	8,991	0	1,170	2,400	0	105,619	225,000	(119,381)	46.94%

Village of Cross Plains

Monthly Budget Summary Report

Fund 310 - Tax Increment District

Narative Report

June

- 1) Executive - MSA invoice for Zander property study

July

- 1) Intergovt. Revenue - computer AID payment from state
- 2) Executive - MSA invoice \$2,400 as final payment of the Project Plan Amendment.

Village of Cross Plains

Monthly Budget Summary Report

Fund 660 - Water Utility

Revenue		Actual by Month												2013	2013		%
Account	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Y-T-D	Budget	Variance	Variance
40000	Water	81,858	450	281	79,482	804	389	83,037	643	348	83,889	2,896		334,076	428,000	(93,924)	78.06%
41000	Miscl. Amortization	0	0	0	0	0	0	0	0	0	0	0		0	14,500	(14,500)	0.00%
49000	Transfers	0	0	0	0	0	0	0	0	0	0	0		0	0	0	#DIV/0!
Total Revenue		81,858	450	281	79,482	804	389	83,037	643	348	83,889	2,896	0	334,076	442,500	(108,424)	75.50%

Months Completed 11
 Total Months 12

 Percentage Completed 91.67%

Expense		Actual by Month												2013	2013		%
Account	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Y-T-D	Budget	Variance	Variance
50000	Water	10,768	21,524	23,685	12,800	27,731	15,198	30,004	32,437	37,802	22,965	18,817		253,730	327,200	(73,470)	77.55%
51000	Taxes	0	0	0	0	0	0	0	0	0	0	0		0	115,300	(115,300)	0.00%
52000	Other	0	0	0	0	0	0	0	0	0	0	0		0	0	0	#DIV/0!
Total Expense		10,768	21,524	23,685	12,800	27,731	15,198	30,004	32,437	37,802	22,965	18,817	0	253,730	442,500	(188,770)	57.34%

Village of Cross Plains

Monthly Budget Summary Report

Fund 660 - Water Utility

Narative Report

July

Water - Revenue - 2nd qtr billing processed.

Water - Expenses - \$8K in meter expenses, \$5K invoice from CTW for maint. Of pumping plant expenses

September

1) Water personnel expenses for Public Facilities are actual to show increased activity working on water mains

October

1) Revenue - 3rd quarter billing

Village of Cross Plains

Monthly Budget Summary Report

Fund 670 - Sewer Fund

Revenue		Actual by Month												2013	2013	Variance	%
Account	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Y-T-D	Budget		Variance
46000	Public Charges for Services	247,332	1,257	539	264,338	2,142	1,091	289,246	1,915	1,076	276,875	1,390		1,087,201	1,306,700	(219,499)	83.20%
48000	Miscellaneous Revenues	0	317	447	0	357	0	479	3	0	238	2,981		4,822	20,000	(15,178)	24.11%
49000	Other Financing Sources	0	0	0	40,000	0	0	0	0	0	0	0		40,000	119,051	(79,051)	33.60%
Total Revenue		247,332	1,574	986	304,338	2,499	1,091	289,725	1,918	1,076	277,113	4,372	0	1,132,024	1,445,751	(313,727)	78.30%

Months Completed 11
 Total Months 12

 Percentage Completed 91.67%

Expense		Actual by Month												2013	2013	Variance	%
Account	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Y-T-D	Budget		Variance
51510	Accounting	875	0	0	2,300	0	1,200	1,400	100	0	0	0		5,875	366,556	(360,681)	1.60%
51600	General Buildings and Plant	4,848	15,114	4,792	6,706	4,424	4,088	3,888	5,538	4,531	7,365	3,806		65,100	81,000	(15,900)	80.37%
53610	Sewage Service	12,106	20,133	22,033	24,513	35,293	24,115	24,020	26,016	22,405	89,405	(47,595)		252,444	255,242	(2,798)	98.90%
53630	Solid Waste Disposal	0	0	13,435	0	15,020	5,536	6,216	0	10,892	8,524	83,899		143,522	185,000	(41,478)	77.58%
57410	Sewage Service Capital Outlay	225	955	248	634	4,731	1,409	0	5,474	26,085	8,596	2,763		51,118	93,500	(42,382)	54.67%
58000	Debt Service	0	0	17,182	395,894	17,092	8,561	8,561	0	17,047	(7,516)	0		456,821	464,453	(7,632)	98.36%
59200	Transfers to Other Funds	0	0	0	0	0	0	0	0	0	0	0		0	0	0	#DIV/0!
Total Expense		18,054	36,203	57,689	430,048	76,560	44,909	44,085	37,128	80,960	106,374	42,872	0	974,881	1,445,751	(470,870)	67.43%

Village of Cross Plains

Monthly Budget Summary Report

Fund 670 - Sewer Fund

Narrative Report

September

- 1) Purchase of pick up truck cost \$25,467

October

- 1) Revenue - 3rd quarter billing
- 2) Sewage Service - \$68,442 JE to move costs from Dane Iowa from debt to sewage expense, corresponding account in 670-00-58000

November

- 1) Sewage Service & Solid Waste Disposal - Journal entry to move expenses to correct fund created a negative amount for 53610 and an excess amount for 53630



VILLAGE OF CROSS PLAINS
2417 Brewery Road, PO Box 97
Cross Plains, WI 53528
Phone (608) 798-3241 – Fax (608) 798-3817
matt@cross-plains.wi.us

IMPORTANT PAYMENT DATES AND INFORMATION

Dear Village Property Owner,

The information presented here is intended to help you understand how your tax bill is calculated and to alert you to important payment dates. The Village Board prepared and passed a 2014 budget that we believe is responsive to the concerns and needs of the residents of Cross Plains, and we value your ongoing interest and input.

The Village of Cross Plains collects taxes for four other local government jurisdictions. The other taxing jurisdictions establish their own budgets and levies, as outlined on the following page. About one-third of your tax bill pays for Village services, including police and fire protection, refuse collection, snow and ice control, street maintenance, library, recreation, pool, parks, and other services.

The 2014 Budget was approved with a tax levy increase of approximately 0.75%. However, the Property Tax Rate of \$6.90 per thousand dollars of assessed valuation remains unchanged from the previous year and will actually show as a slight decrease on your property tax bill. This increase in the levy and slight decrease in the tax rate was achieved in part due to the Village's overall increase in property value as of January 1, 2013 while still maintaining current services and increasing the budget by over 4%.

Pat Andreoni, Village President

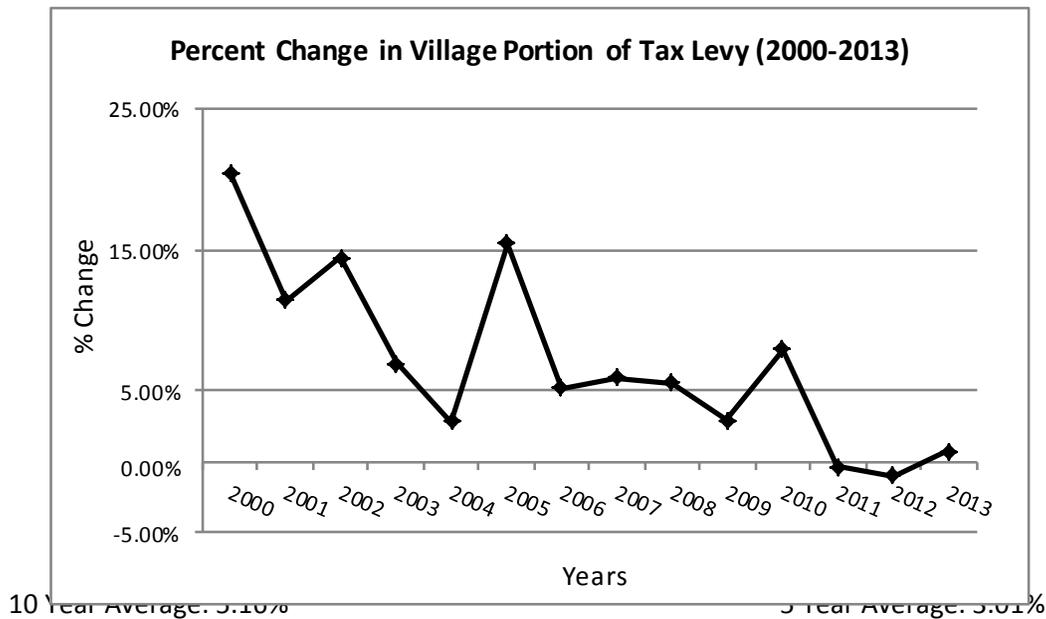
Doug Brunner, Trustee
 Judy Ketelboeter, Trustee

Tim Statz, Trustee
 Ray Blanchard, Trustee

Jay Lengfeld, Trustee
 Steve Schunk, Trustee

Property Tax Information – Village of Cross Plains Portion

	2013	2014	Change
General Fund Expenditures	\$2,982,322	\$3,114,589	4.44%
Revenue Other Than Property Taxes	\$801,829	\$866,285	8.04%
Total Property Tax Levy	\$2,231,493	\$2,248,304	0.75%
Assessed Valuation (TID excluded)	\$323,424,414	\$325,909,442	0.77%
Tax Rate	\$6.90	\$6.90	-0.01%

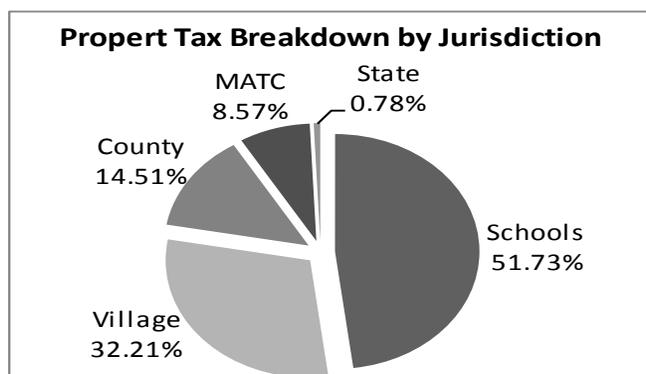


WHAT DO MY TAXES PAY FOR?

The chart below lists the 5 taxing jurisdictions. The Village collects the taxes for all 5 and sends payments to each:

Example of Property Taxes on Home Assessed at \$250,000

Taxing Jurisdiction	2013	2014	\$ Change	2013 % of Total
Schools	\$ 2,718	\$ 2,770	\$ 52	51.73%
Village	\$ 1,725	\$ 1,725	\$ -	32.21%
County	\$ 748	\$ 777	\$ 29	14.51%
MATC	\$ 452	\$ 459	\$ 7	8.57%
State	\$ 42	\$ 42	\$ -	0.78%
Tax Credit	\$ (411)	\$ (418)	\$ (7)	-7.81%
Total	\$ 5,274	\$ 5,355	\$ 81	100.00%



WHERE YOUR PROPERTY TAXES GO

The chart below lists the total levies from 2013 and 2014 for the 5 taxing jurisdictions.

Taxing Jurisdictions	2013 Levy	2014 Levy	% Change
School District	\$ 3,515,910	\$ 3,611,145	2.71%
Village	\$ 2,231,493	\$ 2,248,304	0.75%
County	\$ 968,081	\$ 1,012,492	4.59%
Technical College	\$ 585,007	\$ 598,023	2.23%
State	\$ 55,487	\$ 55,968	0.87%
Tax Increment District	\$ 107,734	\$ 114,014	5.83%
Minus School Property Tax Credit	\$ (539,067)	\$ (553,805)	2.73%
Total Property Tax Levy	\$ 6,924,645	\$ 7,086,141	2.33%
Overall Property Tax Rate	\$ 21.10	\$ 21.42	1.52%

WHERE CAN PAYMENTS BE MADE?

Payments can be made in person at the Village Hall located at 2417 Brewery Road or by mail to Village of Cross Plains, PO Box 97, Cross Plains, WI 53528. You may also pay your tax bill at the local branches of the State Bank of Cross Plains located on Main Street. Village Hall will be open to receive payments from 7:30 am to 4 pm, Monday through Friday with the exception of the following times in which it will be CLOSED:

- Monday, December 24
- Tuesday, December 25
- Monday, December 31 (*Locked Drop Off Available at Village Hall*)
- Tuesday, January 1

TAX COLLECTION GENERAL INFORMATION

- Payments may always be made by mail or deposited in the locked depository affixed to the entrance of the Village Hall.
- Return receipts will only be sent if payment is accompanied by a self-addressed stamped envelope.
- If you bring in a check from your lending institution for any amount greater than the total tax bill, you will be refunded after the transaction receives Village Board approval. No refunds for overpayments from escrow checks will be given at the time of payment.
- Tax payments should be accompanied by the lower portion of the tax bill.

WHEN ARE MY TAX PAYMENTS DUE?

If you pay your taxes using the installment plan, the due date for the first installment of real property taxes will be due Jan. 31. All personal property taxes, special assessments, special charges, and special taxes will also be due on Jan. 31. In addition, all general real property taxes of \$99.99 or less per parcel must be paid in full. Please pay careful attention to the amounts and the due dates printed on the front of your tax bill. You could be charged interest and a penalty if you fail to pay the correct amount by the date specified. If you have any questions about the amounts or dates, please contact the Village Hall. All payments after Jan. 31 must go directly to the Dane County Treasurer.

Check to make sure you are getting the lottery credit on your property IF IT WAS YOUR PRINCIPAL RESIDENCE AS OF 1/1/2013. If not, please contact the Village Hall.

Checks for taxes and pet licenses should be made payable to the VILLAGE OF CROSS PLAINS. **Taxes and pet licenses each need to be paid for with two separate checks.** Post-dated checks will also not be accepted and will be returned to sender.

APPLICATION FOR A DOG OR CAT LICENSE

All dogs and cats must be licensed at this time at the Village Hall. Spayed females and neutered males are \$10 for each license. Otherwise, females and males are \$15 per license. Please submit the form below to the Village Hall with the payment and PROOF OF RABIES shots (vaccination notice and date) in order for the license to be issued. *If receiving pet licenses by mail, please include a self-addressed stamped envelope. LICENSES WILL NOT BE ISSUED WITHOUT PROOF OF RABIES VACCINATIONS. **Pet licenses must be paid via a separate check from property taxes.***

Owner's Name					
Street Address					Zip Code
Name of Dog/Cat			Breed		Color
Age	Check One				Date Neutered/Spayed
	Neutered Male	Unneutered Male	Spayed Female	Un-spayed Female	
Name of Veterinarian					Telephone Number