

Public Safety Committee
Regular Meeting Notice and Agenda

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

Tuesday, November 15, 2016
6:30 pm

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

- II. Public Comment – This is an opportunity for anyone to address the Committee on any issue NOT on the current agenda. *Please observe the time limit of 3 minutes.* While the Committee encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

- III. Reports
 1. Committee Chairperson
 2. Committee Members
 3. Police Chief

- IV. Committee Discussion
 1. Discussion and action regarding meeting minutes from July 20, 2016.
 2. Police Department 2017 Budget highlights & review
 3. Meet new Police Lieutenant,
 4. Discuss action steps for the President’s Task Force on Law Enforcement:
 - a. Development of Community Survey
 - b. Enhanced web presence of Police Department on Village website

- V. Schedule Next Meeting Date

- VI. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or cstene@cross-plains.wi.us.

Public Safety Committee

Meeting Minutes

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

Wednesday July 20, 2016

6:15 pm

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

Steve Schunk called the regular Public Safety Committee meeting to order at 6:20 pm.

Present: Cindy Kalscheur, Steve Schunk, Randy Swingen, and Tom O'Connel .

Not Present: Terry Walker.

II. **Public Comment** – None.

III. **Reports**

1. **Committee Chairperson** – None.

2. **Committee Members** – None.

3. **Police Chief** – Provided the monthly report and calls summary which will be adjusted ongoing as needed.

IV. **Committee Discussion**

1. **Discussion & action regarding meeting minutes from May 16, 2016** – A motion was made by Kalscheur, seconded by Swingen, & unanimously carried by the Public Safety Committee to approve the regular meeting minutes from May 16, 2016.

2. **Presentation by SRF Consulting regarding the Traffic Study of County Highway P (Church Street) including intersection improvement recommendations...** Lee Gibbs of SRF consulting made the presentation. Approximately 20 citizens were present and some voiced concerns regarding the intersection improvement recommendations including Pedestrian and bicycles crossing the Round-a-bout, loss of resident's land/business, and Cul-de-Sac on Baer St which in turn could potentially cause more problems at the intersection of Church Street and Thinnes.

V. **Schedule Next Meeting Date** – The next meeting has not been scheduled due to conflicts in schedules. Meeting date will be set at a later time.

VI. **Adjournment** – A motion was made by O'Connel, seconded by Kalscheur, and unanimously carried by the Public Safety Committee to adjourn at 8:00pm.

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,

Thomas J. Janssen, Chief of Police

**POLICE DEPARTMENT
GENERAL FUND - FUND 110**

MISSION STATEMENT:

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

PROGRAM DESCRIPTION:

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

PROGRAM OBJECTIVES:

- Maintain public safety presence in the Community.
- Continue to offer youth and other programs as time allows.

POLICE DEPARTMENT BUDGET SUMMARY

REVENUES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	Allocated Revenue	447,209	518,000	217,162	492,250	551,450	6.46%
43520	State - Public Safety Grants	5,409	0	0	0	0	-----
45190	Other Law and Ordinance Violations	0	250	0	0	250	0.00%
46211	Juvenile Program	680	1,000	15	750	750	-25.00%
46212	School Officer Reimbursement	0	0	0	0	0	-----
	Total POLICE DEPARTMENT Revenue	453,298	519,250	217,177	493,000	552,450	6.39%

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

EXPENDITURES

PERSONNEL SERVICES		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	52100						
101	Chief	70,656	71,750	33,139	71,750	73,500	2.44%
102	Lieutenant/Detective	55,934	56,750	9,182	34,000	55,500	-2.20%
103	Officers	128,782	155,500	73,966	155,500	159,500	2.57%
104	Administrative Assistant	28,777	29,250	13,500	29,250	32,750	11.97%
105	Part-Time Officers	2,329	4,000	183	2,000	4,000	0.00%
106	School Resource Officer	0	0	0	0	0	-----
107	Crossing Guard	1,345	3,000	0	1,000	3,000	0.00%
110	Bonus Pool	0	0	0	0	3,500	-----
171	Health Insurance	41,905	61,000	36,889	72,500	75,000	22.95%
172	Dental	2,076	4,000	1,152	4,000	4,000	0.00%
173	Retirement	42,715	41,500	17,081	40,000	46,750	12.65%
174	Social Security	17,808	19,750	7,766	15,000	20,500	3.80%
175	Medicare	4,165	4,500	1,816	3,750	4,750	5.56%
176	Life Insurance	706	500	203	500	750	50.00%
177	Income Continuation	0	750	0	0	0	-100.00%
178	Uniform	2,595	3,000	321	2,500	3,000	0.00%
Total PERSONNEL SERVICES Expense		399,791	455,250	195,197	431,750	486,500	6.86%

Notes:

- 101-102** Both employees in these line items are non-union. Wages include a 2.5% base pay increase.
- 103** Employees within this line item are members of a union. Estimated wage increase for 2017 is 2.0%.
- 104** This position is split between 75% within Police and 25% within Court. I am requesting this position be reclassified due to the taking on of additional responsibilities. Lisa is currently performing 90-95% of all the computer work for the department with no additional compensation. Password changes, trouble shooting, updates etc.... I am requesting an additional \$1.75 per hour prior to any percentage increase for 2017. The \$1.75 per hour equates to \$3,640 for the year. In contrast we researched several computer companies who would be completing the same work. The computer companies would be contracted for the year for ALL computer maintenance and issues. One company came in with a quote of \$11,100 and the other with a quote of \$15,516 per year. This position is not within a union and includes a 2.5% base pay increase.
- 110** Non-represented employees may be provided Merit Pay (i.e. - Bonus) upon successful completion of a Performance Evaluation. Amount of Bonus Pool determined based upon 2% of the total wages for the Department which is the maximum afforded merit pay.
- 171** There are 4.75 Police employees on the family health insurance plan for 2017. This is up from 2.75 in 2015. Health insurance rates are set by the State. The 2017 fee for family is \$1,495.56 per month and for single is \$607.90 per month. The family rates are approximately 3.0% lower than 2016 and single rates are approximately 2% lower than 2016. The employee is responsible for paying 12.0% of that cost.
- 172** Cost for Dental Insurance is budgeted based on an average of claims paid for from the previous year.
- 173** There are 5.75 Police employees currently enrolled in the Wisconsin Retirement System (WRS). All employees are now responsible for paying the employee share for WRS in 2017. The Employer share for Officers is 15.2% (up 1.31% from 2016) and General is 7.4% (up 0.20% from 2016) which are both increases from the year before.
- 174** The Village is responsible for paying 6.2% of all employees gross pay towards Social Security.

- 175** The Village is responsible for paying 1.45% of all employees gross pay towards Medicare.
- 176** The employer's share of life insurance premium rates is based on the employee's age and annual salary.
- 177** The employers share of income continuation premium rates is based on the employee's annual salary. Rates are set by the Department of Employee Trust Funds with no contribution being required in 2017.

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

EXPENDITURES (Continued)

CONTRACTUAL SERVICES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	52100						
201	Postage	233	250	0	250	250	0.00%
202	Communication	6,654	6,250	2,771	6,250	7,000	12.00%
203	Utilities	2,104	3,000	615	2,750	3,000	0.00%
204	Dues & Subscriptions	2,943	3,500	750	3,500	4,000	14.29%
205	Meetings	2,360	5,000	2,212	4,500	5,000	0.00%
206	Printing	209	250	70	250	250	0.00%
207	Support Services	8,309	9,000	3,758	9,000	10,500	16.67%
	Total CONTRACTUAL SERVICES Exp	22,811	27,250	10,175	26,500	30,000	10.09%

Notes:

- 202** Increase accurately reflects cost of all communications including cell phone reimbursement for Chief and Lt.
- 204** Provides funding for association membership and other subscriptions. Small increase due to moving our email from our exchange server to Office 365. This has been recommended by our computer tech and should prolong the life of our main server by a couple years.
- 207** This line item still includes all of our contracted services for the department. The \$1,500 increase is due to our planned purchase of 3 new squad MDC's utilizing current budget and budget money from 2017 (without increasing budget or Capital). The additional \$1,500 will be used to pay an outsourced computer tech to change over and set up the new MDC's. *****NOTE***** Also included in this line item is \$2,500 or additional computer expertise that cannot be covered by in-house personnel. This request could increase by between \$11,100 and \$15,500 if the proposal in line 104 is not approved.

SUPPLIES AND EXPENSES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	52100						
301	Equipment	8,276	8,250	6,732	8,250	8,250	0.00%
302	Technology	3,257	9,000	0	9,000	9,000	0.00%
303	Fuel	6,716	8,500	2,238	6,000	8,500	0.00%
304	Supplies	2,460	1,500	49	1,500	1,500	0.00%
305	Maintenance	8,677	7,000	2,272	7,500	6,200	-11.43%
306	Programs	891	1,000	0	1,000	1,000	0.00%
399	Miscellaneous	419	1,500	514	1,500	1,500	0.00%
	Total SUPPLIES AND EXPENSES	30,696	36,750	11,804	34,750	35,950	-2.18%

Notes:

- 305** This small decrease is due to the expectation of purchasing a new squad as requested in Capital. If the new squad is not approved then this line item will stay at \$7,000 for 2017.

Total POLICE DEPARTMENT Expense	453,298	519,250	217,177	493,000	552,450	6.39%
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**POLICE DEPARTMENT
CAPITAL FUND - FUND 120**

MISSION STATEMENT:

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

PROGRAM DESCRIPTION:

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

PROGRAM OBJECTIVES:

Provide funding as requested and available.

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

POLICE DEPARTMENT BUDGET SUMMARY

REVENUES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	Allocated Revenue	27,106	33,750	34,836	35,000	37,500	11.11%
43520	State Public Safety Aid	4,000	0	0	0	0	-----
	Total PUBLIC BUILDING Rev	31,106	33,750	34,836	35,000	37,500	11.11%

Notes:

EXPENDITURES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	57210						
801	Vehicle	0	33,750	34,836	35,000	37,500	11.11%
803	Equipment	31,106	0	0	0	0	-----
	Total POLICE DEPARTMENT Expense	31,106	33,750	34,836	35,000	37,500	11.11%

Notes:

801 The 2007 vehicle is proposed for replacement with a new SUV vehicle similar to the replacement in 2016.