

TO: Town Board

FROM: Lisa Potswald
Interim Town Administrator

DATE: September 19, 2015

RE: **Interim Town Administrator's Report**
September 5, 2015 through September 18, 2015

1. **Accomplished/completed** the following:

- We have begun researching phone systems. I have four vendor quotes that Barb, Waggie, Micaela and I will review. We will then follow up with questions to the vendors and Town staff. We hope to make a decision very soon, and will keep the Board informed as to cost.
- **EVERYONE GOT THEIR BUDGETS IN ON TIME!!** We have a great group of managers!!!! Now it's up to me to review them all and meet with each Department Head to go over their budget a) so I understand it; and b) to ask questions and make changes as needed.

2. **Coming up/Working On**

- EMS Service Program – Research and draft proposal to do
- Draft Contract and Purchasing Policies and Procedures
- Finalize Capital Equipment Plan
- **BUDGET!!** Review of all budgets; submit to Barb on 9/23/15.

3. **Town Board Agenda – More Information/Comments**

- **Big Bay Town Park Reservation System** – We have done research and there are not a lot of choices of hosted systems such as we use right now. ReserveAmerica charges \$9 per reservation/change/cancellation with a minimum yearly charge of \$25,000 – that translates to 2800 reservations a year. I don't yet know how this compares to our present system. The other option is to purchase our own system, which could be both problematic and costly. We will continue to research. We will be meeting to discuss the present system/payment status.
- **Memorial Benches** – Attached you will find information about options for memorial benches. It is Kristian's idea to identify locations around the Island where these can be placed; individuals and families can purchase them and pick a site where they want a dedicated bench. If the Town Board approves the concept, we will proceed with a plan, a map of locations and ad campaign.
- **Fireworks** – Attached you will see a proposal from the Madeline Island Chamber of Commerce regarding the Town partnering with the Chamber in the collection and disbursement of funds for the Fourth of July fireworks. The Town is already involved with this event in a number of ways, including permitting the fireworks company, law enforcement support, and garbage clean-up/removal. Barb researched this opportunity with the Town's auditor, and the Town should consider and treat this event as a Town activity. I spoke with Rural Mutual, our insurance company, and they said if the Chamber takes out the insurance policy, we only need to notify Rural of the coverage. Barb and I are both fine with the Town moving forward with this partnership. If the Town Board approves

the partnership, Max and I will work to develop a written agreement/memo of understanding for approval by both the Town Board and the Chamber.

- **Designee as the Town Administrator, Police Chief, Zoning Administrator and/or Town Foreman** – All the Town Ordinances state “Town Board or its Designee” with regard to acting as the Town Board’s representatives. There have been and will continue to be instances where immediate action should be taken in response to an ordinance violation. I will be distributing a draft resolution designating the Town Administrator, Police Chief, Zoning Administrator, and/or Town Foreman as the Town Board’s designee as it relates to the specific ordinance for your review/consideration.
- **Town Website** – Updating the Town website was a high priority for some of the previous Town Board members. I put this on the agenda to see if it is a high priority for this Town Board. If so, we will include funding in the 2016 budget for an update.
- **Fire Department/EMS Volunteer Accident Insurance Plan** – Rural Mutual offers a volunteer accident plan through Provident (attached) that covers “*all volunteer classes of membership including but not limited to a Volunteer member, emergency volunteer, auxiliary member, fire corps, community volunteer, board member, trustee, administrative personnel, junior member, member in training, probationary member, and part-time employees of the policyholder*”. There are 3 levels of plan coverage and 3 different premium options. If the Board approves this concept, I will work with the Fire Department and Ambulance to look this plan, at other plans, and pick the best option. If we go with the Provident plan, we must commit before the end of October. We will need to pay the first year out of the 2015 budget, and will be included in the 2016 budget.

4. Grant Report

- We submitted the final report for the Clean Sweep grant. The total cost of the event was \$21,684.18; the grant was for \$10,015, so the Town must cover the remaining expense of \$11,699.18. This grant allowed the Town to dispose of a lot of household hazardous waste that has been collected at the MRF over many years - 12,406 pounds of household hazardous waste was removed from the Island! This included 1,476 pounds of oil filters, 543 pounds of flammable liquid drums, 1,846 pounds of batteries, and 4029 pounds of paint-related materials. Ted actually smiled!

5. Other Comments

- I will be out of the office/off the Island beginning October 4 and will be back to the office on October 15. This means that I will miss the Town Board meeting on October 13. I will be available by phone and will be checking my emails, and will work with Micaela on the meeting agenda. I will be asking a department head to act as administrator in my absence, and will let you know who that will be in a memo to the Town Board prior to my leaving.

Cc: Department Heads
Micaela
Waggie

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Main Menu

- Park Benches
- Message Benches
- Plaque Benches
- Engraved Benches
- Picnic Tables
- Trash Receptacles
- Recycle Receptacles
- Message Centers/Signs
- Packing Products
- Poly Planks
- Bench Ends
- Streetscape Planters
- Product Specifications

Message Benches **Plaques Benches**

Plaques Benches



Plaque benches are an ideal way to leave a memorial for that special someone. Each plaque is inset so it is below the board surface providing comfort and deterring vandals. Plaques can be ordered in two different materials; bronze or U.V. protected plastic laminate. **All plaques will be centered on bench unless stated otherwise at the time of order.**

Add a plaque to simply recognize someone for a special accomplishment on a sustainable Polly park bench. Remember that special someone in a lasting manner with a memorial bench. Use the plaque for any message you wish. Buy now and enjoy a lifetime.

Note for all plaque benches: (BRONZE PLAQUES HAVE A 6 WEEK LEAD TIME)
 Your content will be reviewed by an plaque specialist and a customer service representative will send you a proof of your plaque for your approval prior to processing. Please note that in the rare case that your specifications can not be met, your lettering may be resized for best fit. If this should be the case it will be noted on your proof prior to approval. You will be asked to sign your proof and send it back to customer service either electronically or via fax. Only then will your order be processed. Due to the fact that all plaque benches are custom made to your specifications they cannot be returned.

My Cart

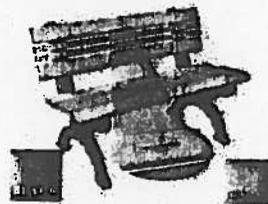
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Cambridge 4' Backed Bench - Personalize with plaque
 \$311.00



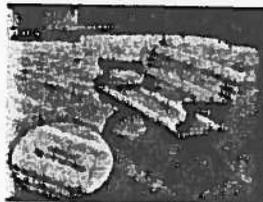
Add to Cart

Commercial quality with old world charm and maintenance free. Made from Recycled Plastic. Looks just like cast iron bench, will not ever rust. A personalized bench can honor an individual with a memorial. Buy one now and add an attractive and sustainable product to your surroundings.

Watch Assembly Video on YouTube!!

Learn More | Add to Wishlist | Add to Compare

Cambridge 4' Backed Bench with arms - Personalize with plaque
 \$384.00



Add to Cart

The Cambridge 4 bench was introduced in 2011 and is already a best seller. The only item requested by Polly customers was arms. So we listened and added arms that are attractive, comfortable, and functional. Want your message to last a lifetime, add a personalized plaque.

Watch Assembly Video on YouTube!!

Message Benches Engraved Benches

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- Recycle Receptacles
- Message Centers/Signs
- All Message Benches
- Polly Planks
- Bench Ends
- Streetscape Planters
- Product Specifications

My Cart

You have no items in your shopping cart.



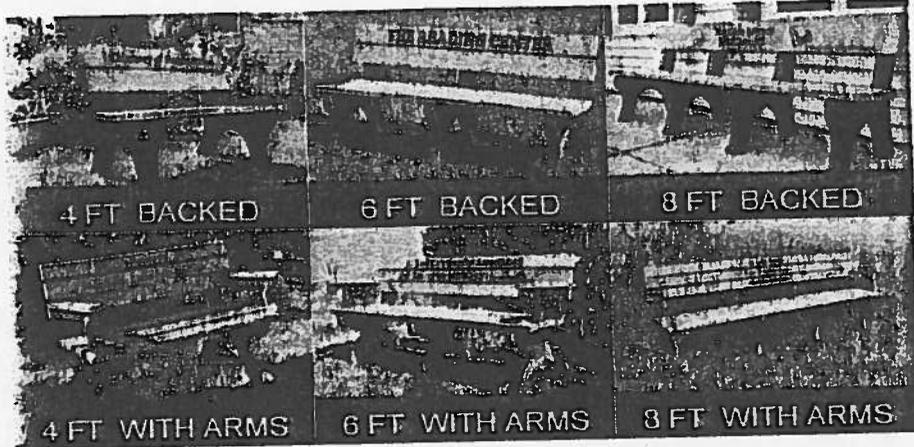
Follow Us:

Polly Products
 Benches Facebook Page

Compare Products

You have no items to compare

Engraved Benches



Engraved benches are an ideal way to personalize a Polly bench. You can add text, a logo or color inlay to deliver a message with impact. Memorial benches, company advertising or to honor a friend for an accomplishment. Each bench is a sustainable product that will endure in harsh outdoor conditions. Buy now and place a bench in a public location for all to see or keep it all to yourself in a home garden.

Note for all message benches:

Your content will be reviewed by an engraving specialist and a customer service representative will send you a proof of your engraving for your approval prior to processing. Please note that in the rare case that your specifications can not be met, your lettering may be resized for best fit. If this should be the case it will be noted on your proof prior to approval. You will be asked to sign your proof and send it back to customer service either electronically or via fax. Only then will your order be processed. Due to the fact that all message benches are custom made to your specifications they cannot be returned.

Cambridge 4' Backed Bench - Personalize with engraving
 \$311.00

2



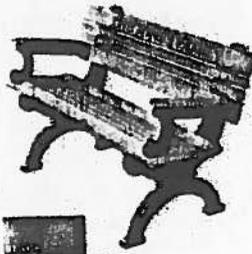
Add to Cart

If you want to leave a lasting message the Cambridge four foot bench is an excellent choice. The Cambridge bench can be engraved with added color inlay so your message can be seen clearly.

Watch Assembly Video on YouTube!!

Learn More | Add to Wishlist | Add to Compare

Cambridge 4' Backed Bench with arms - Personalize with engraving
 \$384.00

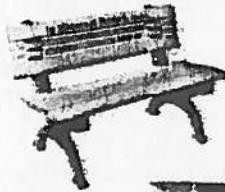


Add to Cart

The Cambridge 4" bench was introduced in 2011 and is already a best seller. The only item requested by Polly customers was arms. So we listened and added arms that are attractive, comfortable, and functional. Engrave yours and leave a personalized message

Watch Assembly Video on YouTube!!

Learn More | Add to Wishlist | Add to Compare

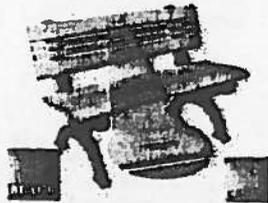


Add to Cart

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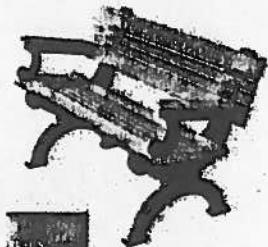
Add to Cart

Cambridge 4' Backed Bench - Personalize with plaque
\$311.00

Commercial quality with old world charm and maintenance free. Made from Recycled Plastic. Looks just like cast iron bench. will not ever rust. A personalized bench can honor an individual with a memorial. Buy one now and add an attractive and sustainable product to your surroundings.

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[Learn More](#) | [Add to Wishlist](#) | [Add to Compare](#)



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[Learn More](#) | [Add to Wishlist](#) | [Add to Compare](#)



Add to Cart

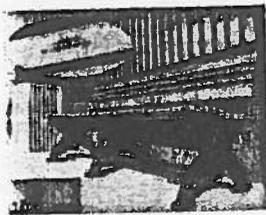
Cambridge 4' Backed Bench with arms - Personalize with plaque
\$384.00

The Cambridge 4 bench was introduced in 2011 and is already a best seller. The only item requested by Polly customers was arms. So we listened and added arms that are attractive, comfortable, and functional. Want your message to last a lifetime, add a personalized plaque.

Watch Assembly Video  on YouTube!!

[Learn More](#) | [Add to Wishlist](#) | [Add to Compare](#)

Cambridge 8' Backed Bench - Personalize with plaque
\$585.00



Add to Cart

The Cambridge 6' Backed Bench epitomizes the styling required for an upscale location. Commercial quality with old world charm. Recycled Plastic benches endure. The look of cast iron with the durability of recycled plastic is the signature of the Cambridge bench. Now you can add a personalized message with a plaque. A sustainable product you can be proud of. Buy one now for that special someone.

Watch Assembly Video  on YouTube!!

[Learn More](#) | [Add to Wishlist](#) | [Add to Compare](#)



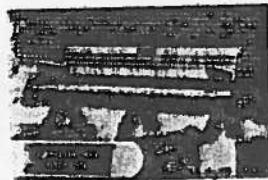
Add to Cart

Cambridge 6' Backed Bench with arms - Personalize with engraving
\$675.00

Our best selling Cambridge bench is now available with arms. This Eco-friendly bench is ideal for street scapes. Designed with the user in mind the bench is both attractive and very comfortable. Engrave the Cambridge bench with a memorial to a friend. The durability of 100% recycled plastic with the appearance of wood & cast iron. Another maintenance free bench from Polly Products.

Watch Assembly Video  on YouTube!!

[Learn More](#) | [Add to Wishlist](#) | [Add to Compare](#)



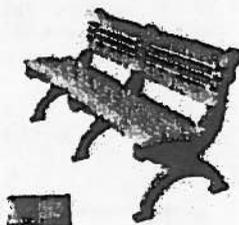
Add to Cart

Cambridge 6' Backed Bench with arms - Personalize with plaque
\$675.00

Our best selling Cambridge bench is now available with arms. This Eco-friendly bench is ideal for street scapes. Designed with the user in mind the bench is both attractive and very comfortable. The durability of 100% recycled plastic with the appearance of wood & cast iron. Another maintenance free bench from Polly Products. Plaques offer an opportunity to honor that special person with a memorial or an accomplishment.

Watch Assembly Video  on YouTube!!

[Learn More](#) | [Add to Wishlist](#) | [Add to Compare](#)



Add to Cart

Cambridge 6' Bench - Personalize with engraving
\$585.00

The Cambridge backed bench has detail and style. The bench ends appear to be ornamental iron but are 100% recycled plastic. Eco-friendly and best in class for a 100% recycled plastic bench. Engraved and color inlay leave a lasting impression for advertising, memorializing or just a fun message.

Watch Assembly Video  on YouTube!!

[Learn More](#) | [Add to Wishlist](#) | [Add to Compare](#)

September 17, 2015



**Madeline
Island**
CHAMBER OF COMMERCE
Across the Bay - A World Away

Lisa Potswold
Town of La Pointe
PO Box 270
La Pointe, WI 54850

Dear Lisa:

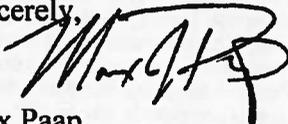
This letter is follow-up from our recent discussions regarding the Town of La Pointe (Town) and the Madeline Island Chamber (Chamber) working together in the collection and disbursement of funds raised for the Madeline Island 4th of July Celebration and Fireworks.

IRS Publication 526 states that contributions to local governments are deductible, if used solely for a public purpose. We feel that a free, public fireworks display would constitute a public purpose. Locally, the City of Bayfield's 4th of July fireworks are tax deductible since funds are collected by the City of Bayfield. Ann Wagner-Hauser has been fundraising for the Chamber for over five years; and, she has discovered that many individuals who currently give; and, some that have not would begin giving or increase their donation if that donation was tax deductible.

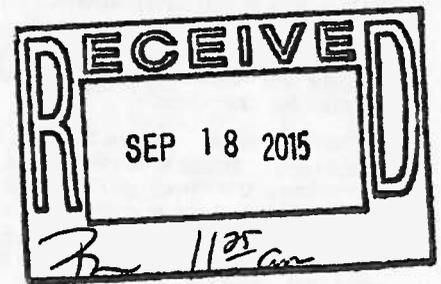
Our proposal would be a joint venture between the Town and the Chamber. The Chamber would continue to fundraise and collect funds on behalf of the 4th of July Celebration; based on past donations we anticipate approximately 15 to 20 collective deposits per year. Any checks would be made out to the Town of La Pointe, giving the opportunity for the individual to deduct the donation if they choose. The Chamber would track all funds and provide necessary tax deductibility verification (i.e. if donation exceeds \$250) and, deliver all funds collected to the Town for deposit into the appropriate account. The Chamber currently processes 10 - 15 checks per year to various vendors supporting the 4th of July Celebration. From an insurance perspective the Chamber would also work with our agent to have the Town of La Pointe added as additional insured to our 4th of July policy.

We feel this is a win-win scenario and look forward to working with the Town to ensure Madeline Island's 4th of July celebration continues well into the future.

Sincerely,



Max Paap
Director, Madeline Island Chamber of Commerce



including how to establish a new charitable organization. You can also find more information on IRS.gov. Enter "disaster relief" in the search box.

Photographs of missing children. The IRS is a proud partner with the National Center for Missing and Exploited Children. Photographs of missing children selected by the Center may appear in this publication on pages that would otherwise be blank. You can help bring these children home by looking at the photographs and calling 1-800-THE-LOST (1-800-843-5678) if you recognize a child.

Introduction

This publication explains how to claim a deduction for your charitable contributions. It discusses the types of organizations to which you can make deductible charitable contributions and the types of contributions you can deduct. It also discusses how much you can deduct, what records you must keep, and how to report charitable contributions.

A charitable contribution is a donation or gift to, or for the use of, a qualified organization. It is voluntary and is made without getting, or expecting to get, anything of equal value.

Qualified organizations. Qualified organizations include nonprofit groups that are religious, charitable, educational, scientific, or literary in purpose, or that work to prevent cruelty to children or animals. You will find descriptions of these organizations under *Organizations That Qualify To Receive Deductible Contributions*.

Form 1040 required. To deduct a charitable contribution, you must file Form 1040 and itemize deductions on Schedule A (Form 1040). The amount of your deduction may be limited if certain rules and limits explained in this publication apply to you.

Comments and suggestions. We welcome your comments about this publication and your suggestions for future editions.

You can send us comments from www.irs.gov/formspubs. Click on "More Information" and then on "Give us feedback."

Or you can write to:

Internal Revenue Service
Tax Forms and Publications
1111 Constitution Ave. NW, IR-6526
Washington, DC 20224

We respond to many letters by telephone. Therefore, it would be helpful if you would include your daytime phone number, including the area code, in your correspondence.

Although we cannot respond individually to each comment received, we do appreciate your feedback and will consider your comments as we revise our tax products.

Ordering forms and publications. Visit www.irs.gov/formspubs to download forms and publications. Otherwise, you can go to www.irs.gov/orderforms to order forms or call 1-800-829-3676 to order current and prior-year forms and instructions. Your order should arrive within 10 business days.

Table 1. Examples of Charitable Contributions—A Quick Check

Use the following lists for a quick check of whether you can deduct a contribution. See the rest of this publication for more information and additional rules and limits that may apply.

<u>Deductible As Charitable Contributions</u>	<u>Not Deductible As Charitable Contributions</u>
<p>Money or property you give to:</p> <ul style="list-style-type: none"> • Churches, synagogues, temples, mosques, and other religious organizations • Federal, state, and local governments, if your contribution is solely for public purposes (for example, a gift to reduce the public debt or maintain a public park) • Nonprofit schools and hospitals • The Salvation Army, American Red Cross, CARE, Goodwill Industries, United Way, Boy Scouts of America, Girl Scouts of America, Boys and Girls Clubs of America, etc. • War veterans' groups <p>Expenses paid for a student living with you, sponsored by a qualified organization</p> <p>Out-of-pocket expenses when you serve a qualified organization as a volunteer</p>	<p>Money or property you give to:</p> <ul style="list-style-type: none"> • Civic leagues, social and sports clubs, labor unions, and chambers of commerce • Foreign organizations (except certain Canadian, Israeli, and Mexican charities) • Groups that are run for personal profit • Groups whose purpose is to lobby for law changes • Homeowners' associations • Individuals • Political groups or candidates for public office <p>Cost of raffle, bingo, or lottery tickets</p> <p>Dues, fees, or bills paid to country clubs, lodges, fraternal orders, or similar groups</p> <p>Tuition</p> <p>Value of your time or services</p> <p>Value of blood given to a blood bank</p>

Tax questions. If you have a tax question, check the information available on IRS.gov or call 1-800-829-1040. We cannot answer tax questions sent to the above address.

Useful Items

You may want to see:

Publication

- 561 Determining the Value of Donated Property

Forms (and Instructions)

- Schedule A (Form 1040) Itemized Deductions
- 8283 Noncash Charitable Contributions

See *How To Get Tax Help* near the end of this publication for information about getting these publications and forms.

Organizations That Qualify To Receive Deductible Contributions

You can deduct your contributions only if you make them to a qualified organization. Most organizations, other than churches and governments, must apply to the IRS to become a qualified organization.

How to check whether an organization can receive deductible charitable contributions. You can ask any organization whether it is a qualified organization, and most will be able to

tell you. Or go to IRS.gov. Click on "Tools" and then on "Exempt Organizations Select Check" (www.irs.gov/Charities-4-Non-Profits/Exempt-Organizations-Select-Check). This online tool will enable you to search for qualified organizations. You can also call the IRS to find out if an organization is qualified. Call 1-877-829-5500. People who are deaf, hard of hearing, or have a speech disability and who have access to TTY/TDD equipment can call 1-800-829-4059. Deaf or hard-of-hearing individuals can also contact the IRS through relay services such as the Federal Relay Service at www.frs.gov/fedrelay.

Types of Qualified Organizations

Generally, only the following types of organizations can be qualified organizations.

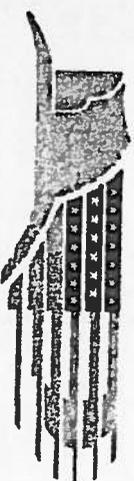
1. A community chest, corporation, trust, fund, or foundation organized or created in or under the laws of the United States, any state, the District of Columbia, or any possession of the United States (including Puerto Rico). It must, however, be organized and operated only for charitable, religious, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Certain organizations that foster national or international amateur sports competition also qualify.
2. War veterans' organizations, including posts, auxiliaries, trusts, or foundations, organized in the United States or any of its possessions (including Puerto Rico).
3. Domestic fraternal societies, orders, and associations operating under the lodge system. (Your contribution to this type of

**Blanket Accident
Insurance Proposal for:**

**Town of La Pointe Volunteer Fire
Department & EMS**

Presented By:

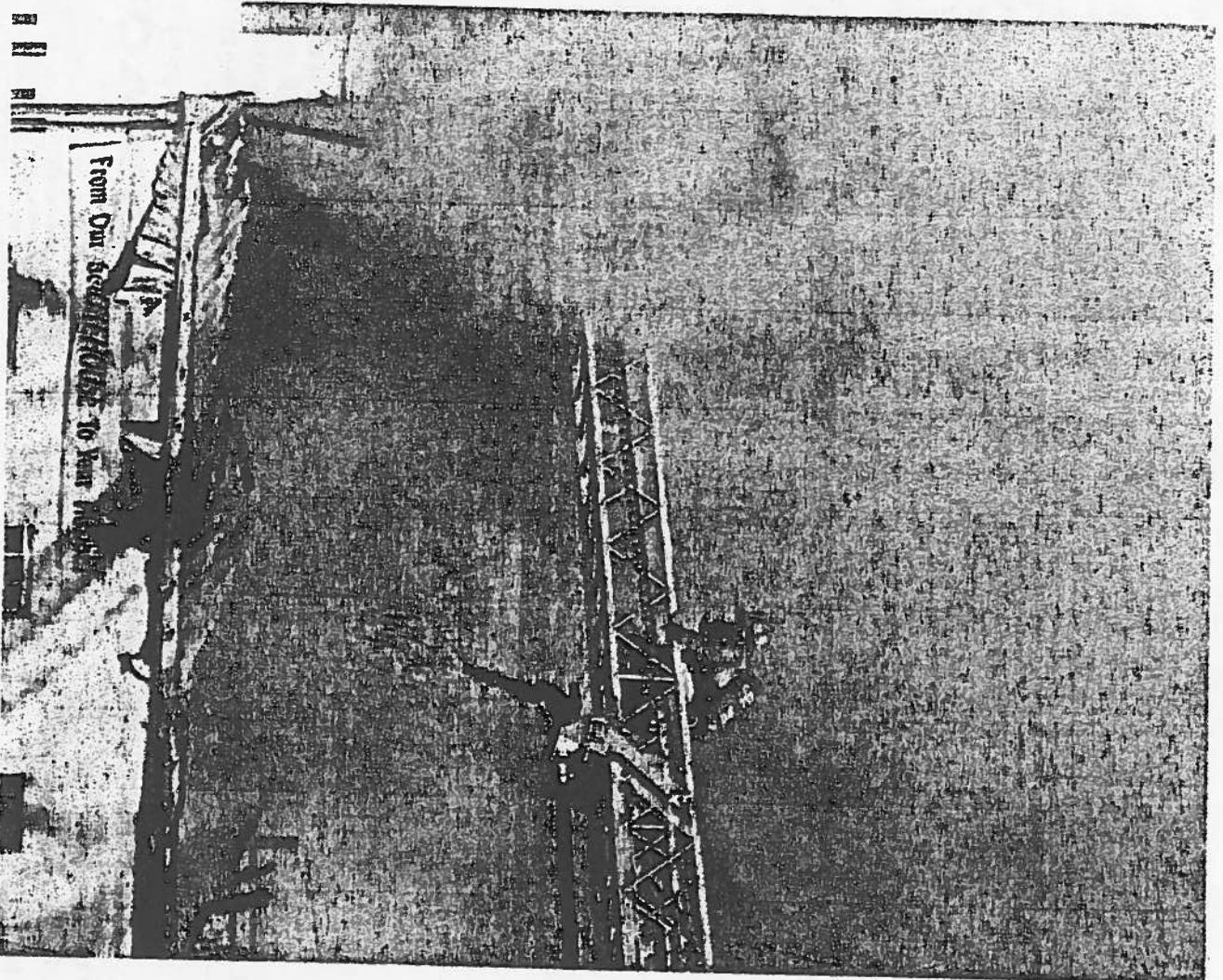
**Alan Schiefelbein
Rural Mutual Insurance Co
1507 Tower Ave, Ste 333
Superior, WI 54880
(715) 392-5005**



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Visit our website at:

www.providentbenefits.com





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**Plans of Insurance for the
 Town of La Pointe Volunteer Fire Department and Emergency Service**
Benefits apply while performing a Covered Activity.

Class 1: All volunteer classes of membership including but not limited to a Volunteer Member, Emergency Volunteer, Auxiliary Member, Fire Corps, Community Volunteer, Board Member, Trustee, Administrative Personnel, Junior Member, Member in Training, Probationary Member, and Part-Time Employees of the

Policyholder.

Section I: Death Benefits

A.	Covered Injury Death Benefit	Up to	<u>Plan 1</u> \$10,000	<u>Plan 2</u> \$25,000	<u>Plan 3</u> \$50,000
B.	Covered Illness Death Benefit	Up to	\$10,000	\$25,000	\$50,000
C.	HIV Positive Diagnosis Lump Sum Benefit	Up to	\$10,000	\$25,000	\$50,000
D.	Bereavement Benefit	Up to	\$10,000	\$10,000	\$10,000
E.	Dependent Child Benefit (Per Child)	Up to	\$2,500	\$6,250	\$12,500
F.	Seat Belt Benefit	Up to	\$1,000	\$2,500	\$5,000
	Airbag Benefit	Up to	\$1,000	\$2,500	\$5,000
G.	Final Expenses Benefit	Up to	\$5,000	\$5,000	\$5,000
H.	Spousal Benefit	Up to	\$5,000	\$5,000	\$5,000

Section II: Impairment Benefits

A.	Dismemberment, Loss of Speech or Hearing Benefit*	Up to	\$10,000	\$25,000	\$50,000
B.	Vision Impairment Benefit*	Up to	\$10,000	\$25,000	\$50,000
C.	Cosmetic Disfigurement from Burns Benefit*	Up to	\$10,000	\$25,000	\$50,000
D.	Permanent Physical Impairment Benefit*	Up to	\$5,000	\$12,500	\$25,000
E.	Felonious Assault Benefit	Up to	\$15,000	\$15,000	\$15,000
F.	Impairment Modification Benefit*	Up to	\$10,000	\$25,000	\$50,000
G.	Paralysis Benefit**	Up to			

* Benefits payable are based on the percentage of impairment or loss as defined in the Policy.

Section III: Income Protection Benefits

A.	Weekly Total Disability Benefits	Up to	\$500	\$400	\$500
A.i.	Covered Injury Minimum Weekly Total Disability Benefit		\$100	\$100	\$100
A.ii.	Covered Illness Minimum Weekly Total Disability Benefit		\$100	\$100	\$100
A.iii.	Covered Injury Weekly Earned Income Replacement Benefit**	Up to	\$400	\$300	\$400
A.iv.	Covered Illness Weekly Earned Income Replacement Benefit**	Up to	\$500	\$400	\$500
B.	Partial Disability Benefit **	Up to	\$1,500	\$1,200	\$1,500
C.	Cost of Living Adjustment	Up to	\$1,000	\$1,000	\$1,000
D.	First Week Disability Benefit**	Up to	Not Included	Not Included	Not Included
E.	Transition Benefit	Up to	Not Included	Not Included	Not Included
F.	Retaining Benefit	Up to	Not Included	Not Included	Not Included

** Benefits are payable in coordination with the Loss of Earnings Coverage as defined in the Policy.

Plans of Insurance for the Town of La Pointe Volunteer Fire Department and Emergency Service
Benefits apply while performing a Covered Activity.

Section IV: Medical Expenses

A. Medical Expense Benefit***	Up to	Plan 1 \$10,000	Plan 2 \$25,000	Plan 3 \$25,000
B. Plastic Surgery Expense Benefit***	Up to	\$10,000	\$10,000	\$10,000

*** We will not pay covered medical expenses incurred by an Insured Person that are paid or payable under Workers' Compensation, no fault auto or similar insurance.

Section V: Additional Benefits

A. Daily Hospital Confinement and Outpatient Treatment Benefit		\$15	\$15	\$15
B. Daily Critical Care Benefit		\$30	\$30	\$30
C. Family Expense Benefit	Up to	\$5,000	\$7,500	\$10,000
D. Occupational Rehabilitation Benefit	Up to	\$5,000	\$7,500	\$7,500
E. Mental Stress Management Benefit	Up to	\$5,000	\$7,500	\$10,000
F. Traumatic Incident Benefit	Up to	\$5,000	\$7,500	\$7,500
G. Health Insurance Premium Benefit	Up to	\$12,000	\$12,000	\$12,000
H. Surviving Spouse Education Benefit	Up to	\$10,000	\$15,000	\$20,000
I. Dependent Child Education Benefit	Up to	\$10,000	\$15,000	\$20,000

Annual Premium

The annual payment option offers a one-year rate guarantee.

Plan 1	Plan 2	Plan 3
\$1,096	\$1,471	\$2,093

3-year Installment Premium:

The installment payment option offers a three-year rate guarantee which is paid each year for three years and represents a 6.7% discount off the annual premium.

\$1,026	\$1,378	\$1,959
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3-year Prepaid Premium:

The prepaid payment option offers a three-year rate guarantee which is paid in full at the beginning of the Policy Term and represents a 10% discount off the annual premium

\$2,966	\$3,986	\$5,666
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Preparation Date: January 27, 2015

Proposed Effective Date: June 1, 2015

This proposal is valid for 90 days from the Preparation Date or until 1 day prior to the Renewal Date, whichever is later.
 Underwritten by: AXIS Insurance Company

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