



David Blend Chair of Personnel and Finance called the Village Board meeting to order at 5:30 p.m. in the excused absence of President Kaltenberg. The Pledge of Allegiance was recited.

In attendance: Trustees: Fred Albertz, David Blend, Rory Holland, Greg Schopp and Tim Semo. Absent and excused President Michelle Kaltenberg, and absent Trustee Tom Kupsche. Also in attendance: Administrator Mark Johnsrud, Library Director Luci Bledsoe, Street Superintendent Lee Trumpf, Fire Chief Dave Peterson, Police Chief Gary Bleecker, Attorney James Hammes and Clerk-Treasurer Joan Dykstra.

Statement of Public Notice – This meeting was posted and noticed according to law.

Approve Finance Report

An Albertz/Schopp motion carried on a 5-0 roll call vote to approve claims totaling \$164,619.83.

An Albertz/Holland motion carried 4-0-1 with Schopp abstaining to approve Trustee Schopp sign the check register in the absence of the other Personnel & Finance members.

Reports from: Fire-EMS, Ambulance, Police and Building Inspector – *information only*

Approve Village Board minutes June 25, 2012

A Semo/Holland motion carried on a 5-0 roll call vote to approve June 25th Village Board minutes.

Notices and Discussion

Trustee Schopp said the Thundercats tournament was a success with Comfort Suites and Days Inn both selling out. Thanks go out to the department of public works for all their help.

Holland questioned the status of Trustee Tom Kupsche. Attorney Hammes stated Kupsche sent an email to President Kaltenberg and Village Administrator resigning from the Village Board but the statutes require the resignation be in writing and delivered to the Village President. Once the resignation is received it will be put on the agenda to set the procedure to fill the vacancy.

Public Comment

Steve Wollin – 109 Villa Court – thanked the Village Board for granting permission for the farmers market for the 2012 season. For 2013, he would like to change the time to Saturday mornings. He said he will again coordinate the farmers market. He distributed a Real Food Group Farm Fresh Atlas for Southern Wisconsin book that he would be interested in putting our farmers market dates in, requested waiving of the fees for one more year, having a permanent sign at Veterans Park and receive money for signs or banners to advertise. It was recommended to send the requests to Improvement and Services and then recommendation would be forwarded to Village Board. Albertz requested the information received from Steve Wollin be included in the next Village Board packet.

Cheryl, manager of the Jefferson Farmers Market, said this was the first year for their farmers market and supports Johnson Creeks farmers market. She said with no grocery store in the Village this is a great opportunity to purchase local grown produce etc. from the vendors and is a great asset to the community. Her email address is farmersmarket@jeffersonwis.com

VILLAGE BOARD MEETING
July 9, 2012

2011 Audit Presentation by Johnson Block and Company

Tara Bast and Kevin Krysinski with Johnson Block and Company gave an overview of the 2011 audit for the Village. Kevin stated this is an independent auditors report which is unqualified. The fund financial statements contains financial statements on individual funds. The difference in fund types:

Governmental Funds – measure resources available for current use. Funds include major funds: General Fund, TIF #2, TIF #3 and non major funds. The Business type funds – accounted for similar to business, includes water and sewer funds. The major differences in accounting – debt (proceed and expenditure in governmental funds) and capital assets (long-term asset vs. expenditure) depreciation on utilities.

Other reports include the water utility public service commission (PSC) annual report which is a prescribed report by PSC containing statistical and financial information. Water rates are regulated by the PSC. The rate of return on rate base was -4.81%. The Department of Revenue municipal financial report is used to determine state shared revenues and state transportation aids and encompassed all funds of the Village. The TIF districts annual reports are also filed yearly.

The management letter includes material weaknesses which include the Village relying on the knowledge of the auditors to prepare its annual financial statements. Most other municipalities have this same statement due to the ever changing and numerous reporting requirements associated with preparing financial statements and is more cost advantageous to rely on the expertise of its outside auditors to assist in the preparation of its financial statements. In addition, other matters were noted involving the internal accounting controls and its operation. This is due to the small size of the Village and does not have a complex structure. The small size of the Village's office staff sometimes limits the extent of separation of duties. The Village has implemented a number of compensation controls, but there is overlap within the utility billing and utility cash receipts.

The Village currently has a general fund unassigned fund balance of \$837,545 and a total fund balance of \$2,522,469. This is currently a healthy fund balance but recommend reviewing 2012 and 2013 budget projections to ensure the Village has a financial plan to ensure continued adequate fund reserves.

The Water and Sewer Utility have reported operating losses in 2011 and 2010 and recommend that the Village review water and sewer rates.

The Village's general fund has advances receivable from the TIF Districts and recommends the Village formalize the terms of the advance including interest. Given the level of debt service with the Village's TIF Districts, any payments on the advance would most likely need to be deferred.

Schopp questioned the temporary sewer rate reduction a couple years ago. It was recommended to do a rate study for water and sewer.

If the Board has any questions for the auditors regarding the audit, please forward them to the Village Hall.

Committee Reports

Semo, chair of Improvement and Services said at their meeting they discussed enforcing parking regulations by crosswalks, discussed the five year capital budget, the change of duties for the committee and discussed a tiered costs for a conditional use for signs for small businesses.

Blend, chair of Personnel and Finance said they discussed and recommended a portion of the Village Room Tax support the part time Chamber Executive Director position, discussed at length a PTO for the Village employees and convened into closed session regarding property purchase with Crossroads Church.

VILLAGE BOARD MEETING

July 9, 2012

Holland, acting chair of Protection and Welfare recommended sending out an RFP for the installation of video surveillance systems within Centennial, Firemens and Veterans parks.

Improvement & Services

Discussion and Action - Enforcement of Chapter 221-3 Parking Regulations - Crosswalks

Attorney Hammes stated in a letter that the Village code does not allow parking within 15 feet of crosswalks and Section 221-1 incorporates by reference Wis. Stats. Chapters 340-348 §346.53(5) prohibits parking within 15 feet of a crosswalk. This would eliminate street parking stalls within the Central Business District.

A Semo/Schopp motion carried on a 4-0-1 roll call vote with Holland abstaining to approve enforcing the State Statutes and remove the white parking stall lines and mark the yellow curb where necessary within fifteen feet of all crosswalks.

Personnel and Finance

Resolution 67-12 Room Tax Allocation - Johnson Creek Chamber of Commerce

Johnsrud said he is on the board of directors with the Chamber of Commerce and they are in the process of hiring an executive director. The job position for the executive director has included visitor/convention component to the description to attract meetings, conventions, activities and visitors to generate overnight stays within the Village lodging establishment. The Village collects 35% of room tax to be used for tourism. This resolution would approve a minimum annual allocation of \$21,120 to support the funding of the Executive Director position from the 35% of the Villages room tax.

Schopp said we have not previously received any financial information from the Chamber on how they are spending their share of room tax. Johnsrud said they would not be able to afford the position without help from the room tax. Twelve applications have been received and this position would compliment the hotel and promote tourism and the Village. This position would not be a Village position but a Chamber employee.

Recommendations to amend the resolution included: 1) present the annual budget to the Village, 2) accountability where the room tax funds are being spent and 3) room tax would not be given to the Chamber until the director has been hired.

An Albertz/Semo motion carried on a 6-0 roll call vote to refer the Resolution with amendments to the next Village Board meeting.

Discussion and Action – Village Board and Standing Committee meeting times

Discussion of leaving the committee meetings the first week of each month, eliminate the first Village Board meeting, the second week will be no meetings, the third week is Plan Commission and then have one Village Board meeting on the fourth Monday. Albertz questioned if we want to hold a Committee Of the Whole (COW) meeting? Johnsrud said to make any changes we would need to change the Village Code within Chapter 8 Board, Village by ordinance.

Protection & Welfare

Resolution 66-12 Request for Proposal – Video Surveillance – Parks

A Holland/Albertz motion carried on a 3-2 roll call vote with Schopp and Semo opposed to approve soliciting of a request for proposal for the installation of video surveillance systems in Centennial, Firemens and Veterans Parks.

VILLAGE BOARD MEETING

July 9, 2012

Resolution 65-12 Scope of Service Contract – TID Amendment – Vierbicher

An Albertz/Holland motion carried on a 5-0 roll call vote to approve the scope of service contract with Vierbicher in the amount not to exceed \$9,300 to complete TID amendments to TID #2 and TID #3.

Resolution 68-12 Additional Operators Licenses 2012-2013

A Holland/Semo motion carried on a 5-0 roll call vote to approve operator's licenses for Rebecca L. Schave, Osbelia Rebolgar, Erica J. Meske and Tom J. Oestreicher for 2012/2013.

Next Village Board Meeting – Monday – July 23, 2012

Adjourn

A Schopp/Semo motion carried to adjourn at 7:53 p.m.

Joan Dykstra
Village Clerk - Treasurer

Disclaimer: These minutes are uncorrected; any corrections made thereto will be so noted in the proceedings at which these minutes are approved.