



VILLAGE OF JOHNSON CREEK
MEETING NOTICE
125 Depot Street, Johnson Creek, WI

Agenda

COMMITTEE OF THE WHOLE
January 4, 2016
Village Hall
5:30 p.m.

1. Call to order - roll call
2. Statement of Public Notice
3. Public Comment (limited to two minutes per person on agenda items only)
4. Approve December 14, 2015 Committee of the Whole Meeting minutes – *pgs 1-6*

Items Noticed for Discussion and Recommendation:

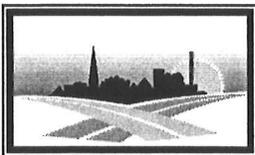
5. DNR – WAM Contractor Services Award – 234-236-238 Union Street – Resolution 01-16 – *pg 7*
6. Authorizing Police Department to Bid Squad Vehicle – Resolution 02-16 – *pg 8*
7. Authorizing Sewer/Water Department to Bid Pickup Truck – Resolution 03-16 – *pg 9*
8. Amend Section 22-8 Fire-Emergency Medical Service Chief - Ordinance 01-16 – *pg 10*
9. Amend Section 50-7 Fire Chief - Ordinance 02-16 – *pg 11*
10. Performance Evaluation Form – Administrator – *pg 12-13*
11. Else Street – Cul de sac - *pg 14*
12. Next Meeting of the Committee of the Whole – February 8, 2016
13. Adjourn

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the meetings above to gather information. No action will be taken by any governmental body at the meetings above other than by the government body specifically referred to in the above notice.

Request from persons with hearing or sight disabilities who need assistance to participate in this meeting should be made to the Village Clerk's Office at (920) 699-2296 with as much advance notice as possible.

<i>Agenda Posting Information</i>	
Date	
Time	a.m. / p.m.
Initials	

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President Swisher called the Committee of the Whole meeting to order at 5:30 p.m.

In attendance: President John L. Swisher, Trustees: Randy Bieri, Tim Semo, Donald Smith, Dale Theder and Kelly Wollschlager. Absent and excused: Trustee Fred Albertz. Also in attendance: Administrator Mark Johnsrud, Library Director Luci Bledsoe, Street Superintendent Lee Trumpf, Fire Chief Jim Wolf, Police Chief Gary Bleecker and Clerk-Treasurer Joan Dykstra.

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

Public Comment

Peter Hartz – 337 West St. – stated he would like to address item #6 on the agenda regarding the crosswalk at Union Street and Milwaukee Street. This bridge/street intersection is a real safety issue especially when the new school will open next fall. He suggested a possible all way stop and signage for the crossing prior to school opening.

Heidi Hartz – 337 West St stated similar concerns about the crosswalk at this intersection.

Approve November 9, 2015 Committee of the Whole Meeting minutes

Semo recommended changing the minutes under the Tornado Sirens and Warning System Upgrade – five year capital budget referring to Smith asking if the website has the ability to send out an email.... It should state “asked if the *potential new website*”.

A Bieri/Semo motion carried to approve November 9, 2015 committee of the whole meeting minutes as amended referring to the potential new website.

Minutes of Village Board Meeting of November 16, 2015 – For Information Only

Items Noticed for Discussion and Recommendation:

Crosswalk – Union Street and Milwaukee Street

The board discussed the Union Street and Milwaukee Street intersection. This is the only crosswalk to the sidewalk on the west side of Union St. A stop sign was discussed but Street Superintendent Trumpf stated that was not a good idea for the truck traffic to make it up the hill after stopping. Smith recommended putting up signs that flash and caution a school crossing and to slow down. Johnsrud recommended a traffic study completed by MSA, our engineering company to find the safest place to cross based on current traffic patterns. MSA could provide a scope of service for a traffic study at this intersection. Swisher said we would then be able to see what the cost is to do the study and decide on the 30th. The COW recommended requesting a scope of service request from MSA to study the intersection of Aztalan Street, Milwaukee Street and Union Street.

Job Description – Fire/EMS Chief – Resolution 135-15

Johnsrud reviewed Resolution 135-15 indicating that the job description has been approved by the Police and Fire Commission, the salary was added based on the approved 2016 Employee Pay Table.

A Wollschlager/Bieri motion carried to recommend to the Village Board to approve Resolution 135-15 the job description for the Fire/EMS Chief.

Job Description – Park Superintendent – Resolution 136-15

Johnsrud reviewed Resolution 136-15 the job description for the position of Park Superintendent. The Park Superintendent is an hourly position which reports to the Street Superintendent. The primary duties and responsibilities are maintenance of the Village parks and public grounds. In addition, to budgeting, bidding and management of part-time temporary Village staff with regard to parks. Smith questioned why the position was being filled from within the DPW department. Swisher stated that employee retention was cited within the 2016 budget process and this position was created to promote from within and take on more responsibility without adding additional personnel. Semo said this would be an evolving position. Wollschlager questioned the position priorities between parks and streets. Johnsrud stated the primary responsibility is to maintain parks and public grounds. In addition, two additional part-time, temporary employees will be hired this summer to maintain parks and public grounds. The Park Superintendent will also coordinate with the Joint Recreation Program.

A Semo/Wollschlager motion carried to recommend to the Village Board to approve Resolution 136-15 the job description for the position of Park Superintendent.

Room Tax Transfer to Firemans Festival – Resolution 137-15

Swisher reiterated that the Firemans Picnic received \$5,000 in room tax for the 2015 event to promote tourism and promotion. This additional \$5,000 will be used to support tourism for the 2016 event at Firemans Park in August of 2016.

A Bieri/Semo motion carried on a 6-0 roll call vote to recommend to the Village Board to approve Resolution 137-15 the Room Tax transfer to Firemans Festival.

Room Tax Transfer to General Fund – Resolution 138-15

Johnsrud reviewed Resolution 138-15 to transfer \$96,815.05 to the General Fund from Room Tax. This amount was collected from the tax years 2006 to 2015. A 2006 general obligation bond in the amount of \$400,000 has been paid annually by the general fund during those tax collection years to support the community center. The community center in the Village acts as a convention center annually supporting tourism activities which put “heads in beds” at the Comfort Inn and Suites. The remaining principal balance of the 2006 GO Bond for the community center is \$265,334. The bond is not callable or available for prepayment therefore the remaining principal balance cannot be reduced by this transfer.

A Wollschlager/Semo motion carried on a 6-0 roll call vote to recommend to the Village Board to approve Resolution 138-15 Room Tax transfer to the general fund in the amount of \$96,815.05.

Extension of Reduction to Impact Fees – Resolution 139-15

Johnsrud reviewed Resolution 139-15 to extend the ordinance to the reduction to impact fees in the amount of \$1,152 from January 1, 2016 to December 31, 2016. The Village Board approved this reduction by ordinance in 2012 to support economic development in the community.

A Smith/Theder motion carried on a 6-0 roll call vote to recommend to the Village Board to approve Resolution 139-15 the extension of the reduction to Impact Fees at \$1,152 from January 1, 2016 to December 31, 2016.

Johnson Creek Chamber of Commerce – Community Center – Office Lease – Resolution 140-15

Johnsrud reviewed Resolution 140-15 to renew the lease of office space to the Johnson Creek Chamber of Commerce at the Community Center. Johnsrud indicated that JC Chamber is considering other locations for lease and may continue on a month to month basis. Johnsrud recommended referral to January, 2016 COW meeting.

President Swisher agreed but recommended referral to the March, 2016 COW meeting giving time for the Tourism Commission to meet to discuss room tax funding of the chamber for 2016.

A Smith/Wollschlager motion carried to recommend to the Village Board to refer Resolution 140-15 to the March 14, 2016 COW meeting.

Village Legal Notice Posting Locations – Resolution 141-15

Johnsrud reviewed Resolution 141-15 to change public notice posting location requirements in accordance with state law. 2015 Wisconsin Act 79 requires legal notices to be posted only at Village Hall and on the official Village webpage. Previously, the Village has posted notices at the Post Office, Village Hall, Library and on the webpage.

Theeder questioned if notices could still be posted on the bulletin board at the Post Office. Johnsrud said that the Village would still post notices at the Post Office but notices would not need to be posted at the Post Office to be in accordance with law.

A Smith/Semo motion carried to recommend to the Village Board to approve Resolution 141-15 changing Village legal notice posting locations to Village Hall and the webpage.

Library Transfer from Restricted to 2015 Budget – Resolution 142-15

Johnsrud reviewed Resolution 142-15 to provide year-end transfers to the 2015 Library budget as approved by the Library Board.

A Semo/Theeder motion carried to recommend to the Village Board to approve Resolution 142-15 the Library transfer from restricted to 2015 Budget.

Operators Licenses – 2015/2016 – Resolution 143-15

Johnsrud reviewed Resolution 143-15 to recommend approval of operators licenses for 2015-2016. Dykstra mentioned that further names may be added as applications are received until the December 30th Village Board meeting.

A Bieri/Wollschlager motion carried to recommend to the Village Board to approve Resolution 143-15 additional Operators Licenses for 2015/2016.

Appointment of Election Inspectors – Resolution 144-15

Dykstra reviewed Resolution 144-15 to appoint election inspectors for the period January 1, 2016 to December 31, 2017. In accordance with state statute, if any inspectors or their immediate family members are on the ballot they would not be used for that election.

A Smith/Theeder motion carried to recommend to the Village Board to approve Resolution 144-15 the appointment of Election Inspectors.

Amend Administration Policy – Internal Controls 2015/2016 – Resolution 145-15

Johnsrud reviewed Resolution 145-15 to recommend approval of the Internal Controls 2015/2016 to reflect changes made to legal posting requirements under Resolution 141-15.

A Bieri/Semo motion carried to recommend to the Village Board to approve Resolution 145-15 amending the Administration Policy – Internal Controls 2015/2016, for posting of notices.

Schedule of Fees – Revised January 1, 2016 – Resolution 146-15

Johnsrud reviewed Resolution 146-15 to amend the schedule of fees to reflect a few changes including: Requested copy of printed budget book -\$25, Education materials (Emergency Services) -\$10, Village Hall meeting room –event fee -\$50, Faxing (Library) - \$1, Activity Kits- fines (Library) -\$10, Book Club Kits - fines (Library) -\$50, Audiovisual equipment – fines (Library) -\$50, Library meeting room –event fee -\$50.

Johnsrud indicated that the event fee is needed to secure Village Hall for uses after business hours. In the past, events have left Village Hall open requiring the Police department to secure the building. An event fee will be used to open and close the building after business hours for reserved uses.

A Wollschlager/Theder motion carried, with Bieri opposed to recommend to the Village Board to approve Resolution 146-15 the schedule of fees – Revised January 1, 2016.

A Theder/Wollschlager motion carried unanimously to open a public hearing.

Laurie Adams, 135 Pheasant Run expressed concern the increase cost to use Village Hall meeting room after business hours. The Hunters Glen condo association has rented the room in the past for \$25 which would now go to \$75.

A Theder/Semo motion carried unanimously to close the public hearing.

A Wollschlager/Theder motion carried unanimously to amend the schedule of fees for the Village Hall or Library rental not exceed \$50 including the event fee.

A Wollschlager/Theder motion carried to recommend approval of Resolution 146-15 as amended.

Impact Fee Transfer to Fire/EMS – Resolution 147-15

Johnsrud reviewed Resolution 147-15 Impact Fee transfer of \$137,714.03 to the Fire/EMS cash account for the construction of Fire Station # 2.

A Wollschlager/Semo motion carried to recommend to the Village Board to approve Resolution 147-15 Impact Fee transfer to Fire/EMS.

Fire/EMS Transfer to General Fund – Resolution 148-15

Johnsrud reviewed Resolution 148-15 Fire/EMS transfer of \$54,477.20 to the General Fund for payment on the \$700,000 general fund loan used for construction of Fire Station #2. Upon approval of Resolution 148-15 the general fund loan balance will be \$645,522.80 plus interest.

A Smith/Wollschlager motion carried to recommend to the Village Board to approve Resolution 148-15 Fire/EMS Transfer to General Fund in the amount of \$54,477.20.

Assigned Funds Transfer to 2015 Capital Budget – Resolution 149-15

Johnsrud reviewed Resolution 149-15 Assigned Funds Transfer to 2015 Capital Budget in the amount of \$67,077 to cover 2015 capital expenditures within Resolution 108-15 in the amount of \$32,800 and Resolution 109-15 in the amount of \$32,276.14 to be paid from a general obligation bond in 2015. No GO bonding occurred in 2015 but is expected in 2016.

A Semo/Wollschlager motion carried to recommend to the Village Board to approve Resolution 149-15 Assigned Funds Transfer to 2015 Capital Budget.

LWMMI Plan Benefits – Provident Insurance – Resolution 150-15

Johnsrud reviewed Resolution 150-15 Provident Insurance three year premium to provide death and impairment to Village volunteers and temporary employees. The existing policy expires on December 31, 2015 and will no longer be available. The resolution outlines three plans. Plan 1 is the closest coverage to existing plan coverage.

Swisher requested information on the existing plan.

A Smith/Semo motion carried on a 6-0 roll call vote to recommend to the Village Board to approve Resolution 150-15 LWMMI Plan Benefits as amended to provide Plan 2 under a three year premium from Provident Insurance under the LWMMI plan benefits.

Dedication of Improvements – Development Agreement – Rainbow Hospice Care, Inc. – Resolution 151-15

Johnsrud reviewed Resolution 151-15 dedicating improvements provided within a development agreement with Rainbow Hospice Care, Inc. in 2009. Stormwater and right of way improvements have been inspected by MSA and recommended for dedication subject to completed corrections.

A Semo/Wollschlager motion carried on a 6-0 roll call vote to recommend to the Village Board to approve Resolution 151-15 the dedication of improvements – development agreement for Rainbow Hospice Care, Inc.

Update – 234 Union Street – Lake Country Wood Shoppe

Johnsrud stated that Mike Proffit is currently vacating the property and moving his business to Neillsville, Wisconsin.

Claim – John Brockner – 206 Shepherd Street

Johnsrud recommended communicating with John Brockner to remove the dead tree in the rear yard setback at 206 Shepherd Street.

Theeder suggested replanting a new tree as well.

A Bieri/Theeder motion carried to recommend that Johnsrud communicate to John Brockner that the Village would pay for removal of the dead tree in his backyard and replant a new tree for consideration of any claims against the Village and report back to the Village Board.

Request Jefferson ½ Mile ATV Club to use Village Right of Way

Johnsrud indicated that the ½ Mile ATV Club is requesting permission to access Village right of way, likely behind the Historical Building to access Johnson Creek to retrieve plastic ducks from the waterway used for a fundraiser in 2016.

A Semo/Smith motion carried to recommend to the Village Board to approve the request from the Jefferson ½ Mile ATV Club to use Village right of way by the Historical Building on Aztalan Street to permit access to Johnson Creek to retrieve plastic ducks for a fundraising event in 2016.

Facility Use Policy

Johnsrud stated that the Village Board adopted a facility use policy in 2012 for public use of all parks and facilities within the Village. The Facility Policy provides priority use to the Joint Recreation Program for reservations prior to the first Wednesday in February annually and first come-first serve reserved use to the public for all reservations after the first Wednesday in February.

COMMITTEE OF THE WHOLE
December 14, 2015

Smith said the problem is not reservations but people adhering to reserved facilities once reserved. Johnsrud said that all reservations are posted on site and online at the Village webpage. If any person or group fails to acknowledge any reservation and refuses to leave when asked by the reserving party then the Johnson Creek Police should be called to settle any reservation issues.

Next Meeting of the Committee of the Whole – January 4, 2016 *note change of date*

Adjourn

A Semo/Wollschlager motion carried to adjourn at 7:11 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.

RESOLUTION 01-16

DEPARTMENT OF NATURAL RESOURCES
WISCONSIN ASSESSMENT MONEY (WAM)
CONTRACTOR SERVICES AWARD
234-236-238 UNION STREET

THE VILLAGE BOARD OF THE VILLAGE OF JOHNSON CREEK, JEFFERSON COUNTY, WISCONSIN, DOES RESOLVE AS FOLLOWS:

WHEREAS, the Village of Johnson Creek recognizes that the environmental assessment of brownfields is important part of protecting Wisconsin’s resources, and

WHEREAS, the Village has identified 234, 236 and 238 Union Street as a possible brownfield per definition by the Environmental Protection Agency, and

WHEREAS, the Village razed the improvements on 236 and 238 Union Street in November of 2015, and

WHEREAS, the Village does not own any of the parcels and has no authority over the properties other than to maintain health and human safety of the parcels and the surrounding properties, and

WHEREAS, the Village of Johnson Creek will allow, as the applicant of the WAM contractor award, employees from the Department of Natural Resources access to inspect the award site or facility and award records, and,

NOW THEREFORE BE IT RESOLVED, the Committee of the Whole recommends that the Village Board of Trustees of the Village of Johnson Creek authorize the submittal of an award application for the property owned by Daniel and Kathleen Biwer at 234, 236 and 238 Union Street for WAM Contractor Services and request for services and assistance available from the Wisconsin Department of Natural Resources under the WAM Contractor Services Award program and will comply with state and federal rules for the program, and

BE IT FURTHER RESOLVED, that the Village Administrator and Village Clerk/Treasurer has the authority to effectuate this resolution.

PASSED AND ADOPTED by the Village Board of Trustees this 25th day of January, 2016.

John L. Swisher, Village President

ATTEST:

Joan Dykstra, Clerk-Treasurer

RESOLUTION 02-16

**AUTHORIZING
POLICE DEPARTMENT
TO BID SQUAD VEHICLE**

THE VILLAGE BOARD OF THE VILLAGE OF JOHNSON CREEK, JEFFERSON COUNTY, WISCONSIN, DOES RESOLVE AS FOLLOWS:

WHEREAS, the Village Board approved the purchase of a new police squad in the 2016 capital budget, and

WHEREAS, the cost of the vehicle is expected to exceed \$7,500, and

WHEREAS, the Police Department is authorized to prepare specifications and bid a new squad vehicle to be paid from the 2016 Capital budget, and

WHEREAS, the Village Board will accept the final bid by resolution prior to any commitment to purchase, and

NOW THEREFORE BE IT RESOLVED, the Committee of the Whole recommends that the Village Board of Trustees of the Village of Johnson Creek authorize the Police Department to prepare specifications and bid a new squad vehicle to be paid from the 2016 Capital budget, and

BE IT FURTHER RESOLVED, all bids will be presented for consideration to the Village Board for final approval of the purchase by Resolution and that the Village Administrator and Village Clerk/Treasurer has the authority to effectuate this resolution.

PASSED AND ADOPTED by the Village Board of Trustees this 25th day of January, 2016.

John L. Swisher, Village President

ATTEST:

Joan Dykstra, Clerk-Treasurer

RESOLUTION 03-16

**AUTHORIZING
SEWER/WATER DEPARTMENT
TO BID PICKUP TRUCK**

THE VILLAGE BOARD OF THE VILLAGE OF JOHNSON CREEK, JEFFERSON COUNTY, WISCONSIN, DOES RESOLVE AS FOLLOWS:

WHEREAS, the Village Board approved the purchase of a new ¾ ton pickup truck in the 2016 capital budget to be divided equally by the sewer and water department, and

WHEREAS, the cost of the vehicle is expected to exceed \$7,500, and

WHEREAS, the Sewer/Water Department is authorized to prepare specifications and bid a new ¾ ton pickup to be paid from the 2016 Capital budget, and

WHEREAS, the Village Board will accept the final bid by resolution prior to any commitment to purchase, and

NOW THEREFORE BE IT RESOLVED, the Committee of the Whole recommends that the Village Board of Trustees of the Village of Johnson Creek authorize the Sewer/Water Department to prepare specifications and bid a new ¾ ton pickup truck to be paid from the 2016 Capital budget, and

BE IT FURTHER RESOLVED, all bids will be presented for consideration to the Village Board for final approval of the purchase by Resolution and that the Village Administrator and Village Clerk/Treasurer has the authority to effectuate this resolution.

PASSED AND ADOPTED by the Village Board of Trustees this 25th day of January, 2016.

John L. Swisher, Village President

ATTEST:

Joan Dykstra, Clerk-Treasurer

ORDINANCE 01-16

AMEND
SECTION 22-8
FIRE-EMERGENCY MEDICAL SERVICE CHIEF

THE VILLAGE BOARD OF THE VILLAGE OF JOHNSON CREEK, JEFFERSON COUNTY, WISCONSIN, DOES ORDAIN AS FOLLOWS:

SECTION 1: Section 22-8 Fire-Emergency Medical Service Chief is hereby amended as follows:

B. Appointment. The ~~Village Board of Police and Fire-EMS Commissioners~~ shall appoint the Chief of the Department. Following the appointment by the ~~Village Board of Police and Fire-EMS Commissioners~~ and successful probationary period, he/she shall hold his/her office during good behavior subject to suspension or removal by the Board of Police and Fire-EMS Commissioners for cause.

SECTION 2: All ordinances or parts of ordinances conflicting with or contravening the provisions of this ordinance are hereby repealed.

SECTION 3: This ordinance shall take effect upon passage and posting as provided by law.

PASSED AND ADOPTED by the Village Board of the Village of Johnson Creek, Jefferson County, Wisconsin this 22nd day of February, 2016.

VILLAGE OF JOHNSON CREEK

ATTEST:

BY: _____
John L. Swisher, Village President

Joan Dykstra, Clerk - Treasurer

Date Introduced: January 25, 2016
Date Adopted:
Date Posted:
Date Published:

ORDINANCE 02-16

AMEND
SECTION 50-7
FIRE CHIEF

THE VILLAGE BOARD OF THE VILLAGE OF JOHNSON CREEK, JEFFERSON COUNTY, WISCONSIN, DOES ORDAIN AS FOLLOWS:

SECTION 1: Section 50-7 Fire Chief is hereby amended as follows:

A. Appointment. The Fire Chief shall be appointed pursuant to the ~~bylaws of the Johnson Creek Mutual Hose Company~~ Board of Police and Fire-EMS Commissioners.

SECTION 2: All ordinances or parts of ordinances conflicting with or contravening the provisions of this ordinance are hereby repealed.

SECTION 3: This ordinance shall take effect upon passage and posting as provided by law.

PASSED AND ADOPTED by the Village Board of the Village of Johnson Creek, Jefferson County, Wisconsin this 22nd day of February, 2016.

VILLAGE OF JOHNSON CREEK

ATTEST:

BY: _____
John L. Swisher, Village President

Joan Dykstra, Clerk - Treasurer

Date Introduced: January 25, 2016
Date Adopted:
Date Posted:
Date Published:

PERFORMANCE EVALUATION FORM FOR VILLAGE ADMINISTRATOR

Employee Name Mark Johnsrud	Start Date with the Village 4/27/2009	Start Date in Position 4/27/2009	
Position Title Village Administrator	Date of Rating 1/22/2016	Type of Review Annual	
KEY AREAS		DOCUMENTATION	
RATINGS			
	Needs Improvement	Satisfactory	
1. Communication with Elected Officials Provides clear, concise, verbal and written responses and explanations. Expresses self effectively. Listens with interest. Demonstrates respect for other points of view. Follows-up in a timely manner. Keeps elected officials informed.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Teamwork with Village Staff Interacts and cooperates with other Village Staff in a timely manner to ensure that the Village's objectives and goals are met. Provides and seeks helpful information to assist other Village Staff when needed.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Promotion and Support of Village's Image Demonstrates willingness to act in best interests of the Village. Maintains professional public image to internal and external contacts. Is a good role-model for the Village.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Employee Development Selects competent employees. Trains and develops employees. Allocates decision-making to appropriate staff. Delegates, then supervises performance. Treats employees fairly.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Management Skills Leads by influence and example. Upholds Village employment policies. Executes strategies to achieve overall Village management objectives. Cooperates with Village initiatives.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Job Knowledge and Quality of Work Demonstrates knowledge and understanding of job duties. Integrates new subject matter into existing operations. Applies knowledge to produce quality work. Able to perform a wide variety of tasks.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Decision Making and Leadership Proactively anticipates problems and opportunities. Seeks advice when appropriate. Applies critical thinking skills to crisis management situations. Makes decisions and renders judgement in timely manner based on facts. Effective change agent for new initiatives.	<input type="checkbox"/>	<input type="checkbox"/>	
Comments on Areas for Improvement / Strengths:			
Goals and Objectives for 2016 and beyond:			

PERFORMANCE EVALUATION FORM FOR VILLAGE ADMINISTRATOR

OVERALL EVALUATION SECTION:

OVERALL EVALUATION

Rating Scale:
circle overall rating score

Needs Improvement

Satisfactory

Needs Improvement

Satisfactory

1

2

3

4

5

Areas of Overall Strength:

Areas for Overall Improvement:

SIGNATURE SECTION:

Employee's Signature

Date

This report has been discussed with me. I understand that my signature does not necessarily indicate agreement; I can make my disagreement, if any, known in the employee comment section below or by written communication to the Village Board.

Employee Comments: (Optional)

Village President

Date

I have met with the employee being rated and discussed the evaluation.



Google earth

feet
meters



80 FOOT Right of Way
40 FOOT PAVED STREET