



VILLAGE OF JOHNSON CREEK MEETING NOTICE

125 Depot Street, Johnson Creek, WI

ANNUAL VILLAGE BOARD MEETING

April 15, 2014

5:30 p.m.

Agenda

1. Call to order; roll call
2. Pledge of Allegiance
3. Statement of Public Notice
4. Public Comment (limited to two minutes per person)
5. Notices and Discussions
6. Approval of Village Board Committee Appointments –pg 2
7. Certification of Code of Ethics Wisconsin Statutes §§19.59 (1)(a)-(d) – pgs 3-4
8. Approval of Appointment to Advisory Boards, Committees and Commissions – pg 5
9. Resolution 27-14 Authorizing Signatures on Disbursements – pgs 6-7
10. Resolution 28-14 Designation of Newspaper for Legal Notices – Watertown Daily Times– pgs 8-9
11. Resolution 29-14 Designation of Public Depositories – pgs 10-11
12. Ordinance 04-14 Rezone 385 Wright Road - Menard – suspend rules waive 1st reading/adopt – pgs 12-14
13. Discussion and Recommendation – Vierbicher – Planning Contract
14. League of Wisconsin Municipalities - 2014 New Municipal Officials Workshop May 19, 2014 8:30 a.m. – 3:45 p.m. – Madison Crowne Plaza Hotel, 4402 E. Washington Ave. - Madison. – let Joan know if you plan on attending prior to April 18th – pgs 15-16
15. Video by UW Extension – The Wisconsin Open Meetings Law
16. Next Village Board Meeting – April 28th, 5:30 p.m.
17. Initial Meeting of Committees – Beginning at 5:15 p.m. April 28th
18. Adjourn

N.B. Page numbers relate to Board/Committee members packets

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

Requests 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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April 10th, 2014

To: The Village of Johnson Creek Trustees and Mark Johnsrud- Village Administrator

The Johnson Creek Neighbors to Neighbors Club would like to again provide flowers for the flower pots around town. This would be our fourth year providing this service. I spoke with Joan and Laura and last year some of the pots were vandalized and tipped over. We discussed certain locations where this may not occur this year. Our suggestions:

1. In front of the Village Hall, Police Station, and Fire Station
2. On the corner of Milwaukee and Watertown Street on each side by the stop signs.
3. In front of Mr. Rick Wensch office and across the street.
4. We would provide flowers in front of the Village Hall sign as well as Fireman's Park sign

We were planning on planting as of our monthly meeting on May 22nd. We are hoping that the businesses in front of the flower pots would like to adopt the pots and water them weekly. Let me know if you have questions and if you would like us to continue this service.

Thank You,



Heidi Hartz

920-699-3936

President of JCNNC.

Improvement & Services, 1st Wednesday at _____ p.m.

| | | | |
|-----------------|------|------------|------------------------------|
| Member | 1 yr | April'2015 | Kyle Ellefson |
| Member | 1 yr | April'2015 | Tim Semo |
| Member | 1 yr | April'2015 | Kelly J. Wollschlager |
| President (Alt) | 1 yr | April'2015 | Greg Schopp |

Personnel & Finance, 1st Thursday _____ p.m.

| | | | |
|-----------------|------|------------|---------------------|
| Member | 1 yr | April'2015 | Tim Semo |
| Member | 1 yr | April'2015 | John Swisher |
| Member | 1 yr | April'2015 | VACANT |
| President (Alt) | 1 yr | April'2015 | Greg Schopp |

Protection & Welfare, 1st Tuesday _____ p.m.

| | | | |
|-----------------------|------|------------|----------------------|
| Member - Chair | 1 yr | April'2015 | Steve Wollin |
| Member | 1 yr | April'2015 | Kyle Ellefson |
| Member | 1 yr | April'2015 | John Swisher |
| President (Alt) | 1 yr | April'2015 | Greg Schopp |

CERTIFICATION

On Behalf of the Village Board,

I, President, Greg Schopp, hereby certify that for the year 2014 I have reviewed the provisions of Wisconsin State Statutes 19.59 (1)(a)(b)(c)(d) **Code of Ethics for local government officials, employees and candidates** myself and/or with my fellow Board, Commission, members or subordinates as the case may be.

Dated this _____ day of _____, 20____.

(Print Name)

(Signature)

Wisconsin Statutes §§19.59 (1)(a) – (d)

Codes of ethics for local government officials, employees and candidates.

(1) (a) No local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. A violation of this paragraph includes the acceptance of free or discounted admissions to a professional baseball or football game by a member of the district board of a local professional baseball park district created under subch. III of ch. 229 or a local professional football stadium district created under subch. IV of ch. 229. This paragraph does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required by ch. 11.

(b) No person may offer or give to a local public official, directly or indirectly, and no local public official may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official. This paragraph does not prohibit a local public official from engaging in outside employment.

(br) No local public official or candidate for local public office may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any person who is subject to a registration requirement under s. 11.05, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office.

(c) Except as otherwise provided in par. (d), no local public official may:

1. Take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest.
2. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.

(d) Paragraph (c) does not prohibit a local public official from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a local public official from taking official action with respect to any proposal to modify a county or municipal ordinance.

Plan Commission, 3rd Thursday 5:30 p.m.

| | | | |
|---------|------|------------|---------------------|
| Chair | 2 yr | April'2015 | Greg Schopp |
| Member | 3 yr | May'2015 | Nick Ansay |
| Trustee | 1 yr | April'2015 | John Swisher |
| Member | 3 yr | May'2016 | Chad Chapman |
| Member | 3 yr | May'2016 | Scott Thomas |
| Member | 3 yr | May'2017 | David Armstrong |
| Member | 3 yr | May'2014 | |

Board of Review, Meets within 30 days from 2nd Tue in May, may adjourn until completion of Assessment

| | | | |
|-----------------|------|------------|----------------|
| President | 2 yr | May' 2015 | Greg Schopp |
| Personnel Chair | 1 yr | April'2015 | |
| Citizen | 2 yr | May' 2015 | Jane Schmidt |
| Citizen | 2 yr | May' 2016 | Laurie Adams |
| Citizen | 2 yr | May' 2015 | Ray Schumacher |
| Alternate | 2 yr | May' 2016 | Thelma Thomas |

Community Development Authority (First Monday of January and July to Vice-Chair, Treas & Sec. per

| | | | |
|---------------------------|------|-----------|---|
| VB Rep Exp Odd Yr., Chair | 2 yr | May'2015 | Steven Wollin |
| VB Rep Exp Even Yr | 2 yr | May'2016 | Kelly J. Wollschlager |
| Member - Vice-Chair | 4 yr | Oct.'2018 | Jim Braunschweig |
| Member | 4 yr | Oct.'2016 | Andy Flint replaced Andrea Breen 2/2014 |
| Member-Treasurer | 4 yr | Oct.'2017 | Steve Brown |
| Member-Secretary | 4 yr | Oct.'2015 | Lyle Klockow |
| Member | 4 yr | Oct.'2017 | Ken Kulig |
| Executive Director | | | Mark Johnsrud |

Community Innovation Committee per Resolution 29-13

| | | | |
|----------------------------|------|------------|-----------------------|
| Village President | 2 yr | April'2015 | Greg Schopp |
| Trustee Rep. | 2 yr | April'2015 | Kelly J. Wollschlager |
| Chamber Executive Director | 2 yr | April'2015 | Leigh Price |
| Town of Farmington Rep | 2 yr | April'2015 | Jody Knoebel |
| Member/JC Resident | 2 yr | April'2015 | |
| Member/JC Resident | 2 yr | April'2015 | Andrew Nagel |
| Member/JC Resident | 2 yr | April'2015 | Kyle Hans |

Election Inspectors

| | | | |
|--------------------|------|-----------|------------------|
| Chief Inspector | 2 yr | Dec. 2015 | Thelma Thomas |
| Alternate | 2 yr | Dec. 2015 | Laurie Adams |
| Alternate | 2 yr | Dec. 2015 | Zona Beerbohm |
| Alternate | 2 yr | Dec. 2015 | Carol Boettcher |
| Member | 2 yr | Dec. 2015 | Ruth Jackson |
| Member | 2 yr | Dec. 2015 | Kathy Lewis |
| Alternate | 2 yr | Dec. 2015 | Carol O'Neil |
| Member, Alt. Chief | 2 yr | Dec. 2015 | Betty Stout |
| Member | 2 yr | Dec. 2015 | Rosemary Schwerm |

Resolution 112-13**Jefferson County Bicycle Club**

Village Rep

Library Board, meets third Wednesday - no pay

| | | | |
|----------|------|-----------|--|
| Trustee | 3 yr | May'2015 | Tim Semo |
| Resident | 3 yr | May'2016 | Les Gray |
| Resident | 3 yr | May'2016 | Sara Hackbarth replaced Bridgett Thomas 2/2014 |
| Township | 3 yr | May'2017 | Charles Schick |
| School | 3 yr | July'2015 | Kristine Blakeley |

Police and Fire-EMS Commissioners, Annual meeting in May to appoint Pres, VP & Sec., otherwise

| | | | |
|----------|------|----------|-----------------------------------|
| Member | 5 yr | May'2017 | Zachory Deal |
| Member | 5 yr | May'2015 | Myron (Butch) Klug |
| Member | 5 yr | May'2018 | Doug Orcutt |
| Member | 5 yr | May'2016 | Andy Swanson |
| Member | 5 yr | May'2019 | Matt Lancourt |
| Attorney | | | Al Larson - Levi, Bender & Assoc. |

Public Lands Committee per Resolution 30-13

| | | | |
|---|------|------------|------------------|
| Village President | 2 yr | April'2015 | Greg Schopp |
| Trustee I&S Chair | 2 yr | April'2015 | TBD |
| JC School Board rep appointed by School | 2 yr | April'2015 | TBD |
| Member/JC Resident | 2 yr | April'2015 | Merisa Nicholson |
| Member/JC Resident | 2 yr | April'2015 | |

Recreation Committee - Resolution 32-08

| | | | |
|-----------------|---------------|--|---------------|
| School Member | Appt. each yr | | |
| School Member | Appt. each yr | | |
| Village Trustee | Appt. each yr | | Kyle Ellefson |
| Village Trustee | Appt. each yr | | Steven Wollin |
| School Admin | | | Mike Garvey |

Zoning Board of Appeals, Meets as needed, per ordinance they do not get paid, need 3 members present

| | | | |
|-------------|------|----------|---|
| Chairperson | 3 yr | May'2015 | Nick Ansay replaced Breen 3/2014 |
| Citizen | 3 yr | May'2017 | Jim Braunschweig |
| Citizen | 3 yr | May'2015 | Terry Huth |
| Citizen | 3 yr | May'2016 | Chris Nizzi |
| Citizen | 3 yr | May'2017 | Scott Thomas |
| Alternate | 1 yr | May'2015 | Andy Flint replaced Ansay after moved as Citizen fr |
| Alternate | 1 yr | May'2015 | Steve Brown |

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 27-14

AUTHORIZING SIGNATURES ON DISBURSEMENTS

Village Board Annual Meeting 4-15-14

Requested by: Village President Greg Schopp

Introduced by: Village President Greg Schopp

RESOLUTION 27-14

AUTHORIZING SIGNATURES ON DISBURSEMENTS

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

Be it resolved by the Village Board of Trustees of the Village of Johnson Creek, Wisconsin that all check withdrawals from Village accounts other than those transferring funds from one Village account to another Village account will need two signatures. The first being that of the Village President and second that of the Clerk-Treasurer. In the absence of the Village President, the signature of the Chair of the Personnel and Finance Committee may be used as the second signature. In the absence of the Clerk Treasurer, the signature of the Deputy Clerk-Treasurer may be used as the second signature. Be it further resolved check withdrawals transferring money from one Village account to another Village account require only the signature of the Clerk-Treasurer or in his/her absence the Deputy Clerk - Treasurer.

Dated this 15th day of April 2014

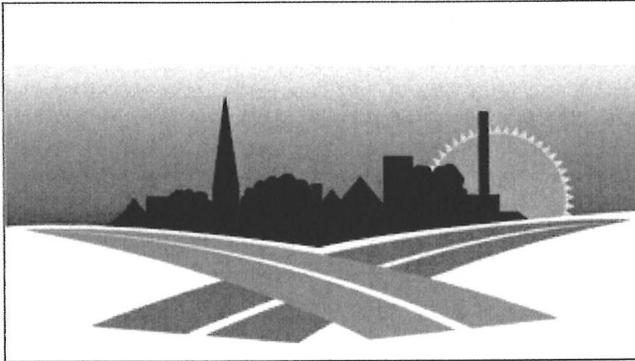
Greg Schopp, Village President

ATTEST:

Joan Dykstra, Clerk – Treasurer

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 28-14

DESIGNATION OF NEWSPAPER FOR LEGAL NOTICES WATERTOWN DAILY TIMES

Village Board Annual Meeting 4-15-14

Requested by: Village President Greg Schopp

Introduced by: Village President Greg Schopp

RESOLUTION 28-14

**DESIGNATION OF NEWSPAPER FOR LEGAL NOTICES
WATERTOWN DAILY TIMES**

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

WHEREAS, the Village Board annually designates a newspaper to publish legal notices as required by State Statute and Village Code, and

WHEREAS, the Village has designated the Watertown Daily Times as the newspaper to publish legal notices in the past, and

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Johnson Creek designate the Watertown Daily Times as the newspaper to publish legal notices until April 21, 2015, and

BE IT FURTHER RESOLVED, that the Village Clerk and the Village Administrator are authorized to effectuate this resolution.

PASSED AND ADOPTED by the Village Board of the Village of Johnson Creek this 15th day of April 2014.

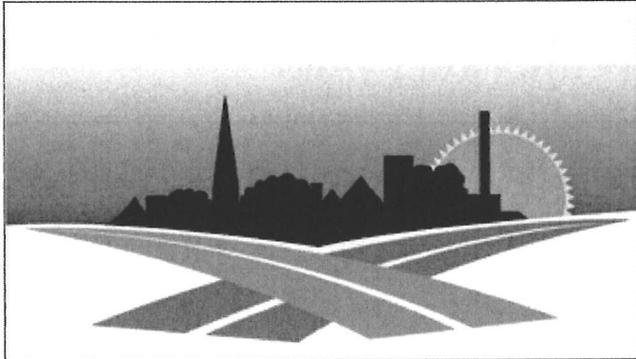
Greg Schopp, Village President

ATTEST:

Joan Dykstra, Clerk – Treasurer

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 29-14

DESIGNATION OF PUBLIC DEPOSITORIES

Village Board Annual Meeting 4-15-14

Requested by: Village Clerk-Treasurer

Introduced by: Village President Greg Schopp

RESOLUTION 29-14

DESIGNATION OF PUBLIC DEPOSITORIES

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

WHEREAS, pursuant to Section 34.05, Wis. Statutes, the governing body shall by resolution designate one or more public depositories,

WHEREAS, per Village Code 15-12 Public deposits and investments. B. Public depositories (d) Deposits. The Village Clerk-Treasurer shall deposit public moneys in the name of the Village of Johnson Creek in such public depositories designated by the Village Board.

THEREFORE BE IT RESOLVED, that pursuant to Section 34.05, Wis. Statutes, the following are designated official public depositories for all funds for the Village of Johnson Creek with a “no limit” for total deposits at:

1. Premier Bank of Johnson Creek,
2. Badger Bank of Johnson Creek
3. Local Government Investment Pool
4. Bank of Lake Mills, Lake Mills and Watertown Branches
5. Citizens Bank, Jefferson Branch
6. Fort Community Credit Union, Jefferson and Fort Atkinson Branches
7. Ixonia State Bank, Watertown and Ixonia Branches
8. American National Bank, Helenville Branch
9. Associated Bank, Lake Mills and Watertown Branches
10. State Bank of Reeseville, Reeseville and Watertown Branches
11. Chase Bank, Watertown Branch
12. County City Credit Union, Jefferson Branch
13. Johnson Bank, Fort Atkinson Branch
14. Landmark Credit Union, Watertown Branch
15. Summit Credit Union, Lake Mills Branch
16. Greenwood’s State Bank, Lake Mills Branch
17. M&I Bank, Watertown Branch
18. Town and Country Bank, Watertown Branch

BE IT FURTHER RESOLVED, that deposits shall be maintained in time deposits subject to limitations of § 66.0603(1m) Wis. Stats. including demand or savings deposits and all deposits, without limit, must be secured by federal or state law or collateralized with securities guaranteed by the full faith of the United State of America.

Adopted by the Village Board of Trustees this 15th day of April 2014.

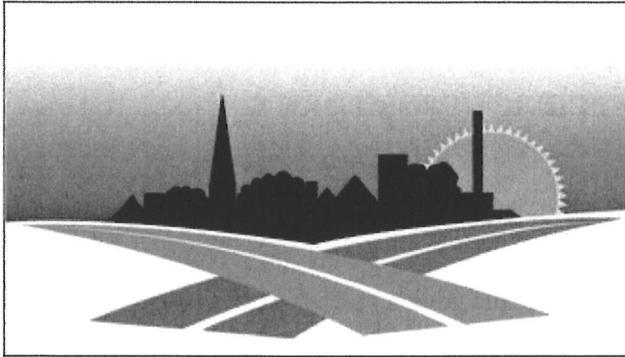
Greg Schopp, Village President

ATTEST:

Joan Dykstra, Clerk – Treasurer

Village of Johnson Creek

Crossroads With A Future



ORDINANCE 4-14

**REZONING
385 WRIGHT ROAD
MENARD, INC.**

Plan Commission 3-20-14 (*Public Hearing*)

Village Board 4-15-14 (*1st Reading - Suspension of Rules required for Approval*)

Request by: Pat Smith

Introduced by: Village President – Greg Schopp

ORDINANCE 4-14

REZONING
385 WRIGHT ROAD
MENARD, INC

WHEREAS, an application to rezone land from Planned Industrial (PI) zoning classification to General Business (GB) zoning classification was filed with the Zoning Administrator, and

WHEREAS, Notice of a public hearing was published in accordance with the requirements of Wis. Stat. § 62.23(7); and

WHEREAS, a public hearing was conducted by the Village Plan Commission on March 20, 2014, and

WHEREAS, the Plan Commission upon conclusion of the public hearing recommended that the lands described in the petition for rezoning be rezoned in accordance with the petition,

NOW THEREFORE, the Village Board of the Village of Johnson Creek, Jefferson County, Wisconsin, does ordain as follows:

SECTION 1: The parcel of land comprised of 1.08 acres, more or less and identified as tax parcel number 141-0715-0743-010, which parcel is depicted more particularly on the certified survey map appended to this ordinance, be, and hereby is rezoned from the Planned Industrial (PI) zoning classification to the General Business (GB) zoning classification.

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.

PASSES AND ADOPTED by the Village Board of the Village of Johnson Creek, Jefferson County, Wisconsin this 15th day of April, 2014.

VILLAGE OF JOHNSON CREEK

ATTEST:

BY: _____
Greg Schopp, Village President

Joan Dykstra, Clerk - Treasurer

Date Introduced: April 15, 2014
Date Adopted: April 15, 2014
Date Posted:
Date Published:

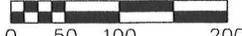
CERTIFIED SURVEY MAP No.

LOTS 6 & 7, MENARDS-JOHNSON CREEK CROSSING, AS RECORDED IN VOLUME 12 OF PLATS, ON PAGES 34-34B, AS DOCUMENT NUMBER 1059233, JEFFERSON COUNTY REGISTER OF DEEDS, LOCATED IN THE SW¼-SE¼ OF SECTION 07, TOWNSHIP 07 NORTH, RANGE 15 EAST, VILLAGE OF JOHNSON CREEK, JEFFERSON COUNTY, WISCONSIN

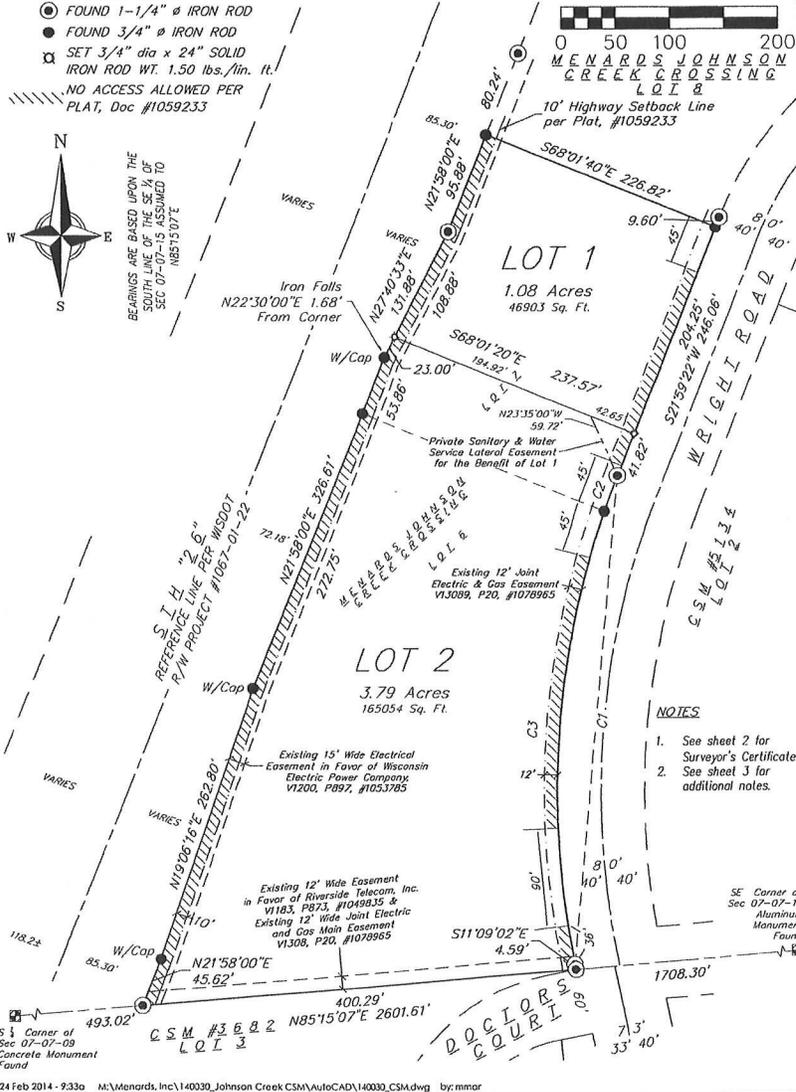
SURVEY LEGEND

- FOUND 1-1/4" Ø IRON ROD
- FOUND 3/4" Ø IRON ROD
- ⊗ SET 3/4" dia x 24" SOLID IRON ROD WT. 1.50 lbs./in. ft.
- //// NO ACCESS ALLOWED PER PLAT, Doc #1059233

GRAPHIC SCALE FEET



BEARINGS ARE BASED UPON THE SOUTH LINE OF THE SW¼ OF SEC 07-07-09 ASSUMED TO BE N85°15'07"E



- NOTES**
1. See sheet 2 for Surveyor's Certificate.
 2. See sheet 3 for additional notes.

| | | | |
|---|--|--|---|
| <p>24 Feb 2014 - 9:33a M:\Menards, Inc\140030_Johnson Creek CSM\AutoCAD\140030_CSM.dwg by: mmr</p> <p>vierbicher planners engineers advisors</p> <p>REIDSBURG - MADISON - PRAIRIE DU CHIEN 999 Foutler Drive, Suite 201 Madison, Wisconsin 53717 Phone: (608) 826-0322 Fax: (608) 826-0330</p> | <p>FN: 140030 DATE: 02/07/2014 REV: 02/24/2014 Drafted By: MMAR Checked By: MMAR</p> | <p>SURVEYED FOR: Menard, Inc. c/o Timothy Eyearst 5101 Menard Drive Coushlick, WI 54703 715-876-2776</p> | <p>C.S.M. No. _____ Doc. No. _____ Vol. _____ Page _____</p> <p style="text-align: right;">SHEET 1 OF 3</p> |
|---|--|--|---|



2014 NEW MUNICIPAL OFFICIALS WORKSHOPS

The League of Wisconsin Municipalities, is holding a one-day workshop for new city and village officials.

This Workshop provides a basic course on local government for officials who assume office this spring. Other city and village officials who wish to brush up on their knowledge of local government or missed the previous annual workshops may also find the meetings beneficial.

Registration information will be mailed to clerks in mid-March and available at <www.lwm-info.org>.

WORKSHOP LOCATIONS

Madison

Friday, May 9, 2014
Crowne Plaza
4402 E. Washington Ave.

Eau Claire

Friday, May 30, 2014
Holiday Inn Campus, 2703 Craig Rd.

Pewaukee

Friday, June 6, 2014
Country Springs Hotel, 2810 Golf Rd.

Green Bay

Friday, June 13, 2014
Tundra Lodge, 865 Lombardi Ave.

NEW OFFICIALS WORKSHOPS

At Four Locations

- ◆ Madison
- ◆ Eau Claire
- ◆ Pewaukee
- ◆ Green Bay

8:30 Registration - Coffee

9:00

Welcome
Curt Witnyski, Assistant Executive Director,
League of Wisconsin Municipalities

Framework of Wisconsin Local

Government
Curt Witnyski

Powers of City Councils and Village

Boards
Claire Silverman, Legal Counsel, or Daniel
Olson, Assistant Legal Counsel, League of
Wisconsin Municipalities

**Recognizing and Avoiding Conflicts of
Interest**

Claire Silverman, Legal Counsel, or Daniel
Olson, Assistant Legal Counsel, League of
Wisconsin Municipalities

10:45 Break

11:00

Budgeting & Financial Oversight
Tom Hoff, MBA, Financial Service Mgr.,
Eau Claire

Noon

Lunch (included)

1:00

**Procedures for Local Government
Meetings**
Larry Larmer, Professor Emeritus, Local
Government Center, UW-Madison

2:15 Break

2:30

Managing Public Works Activities
Ben Jordan, Department of Engineering
Professional Development, UW-Madison

Open Discussion

3:45

Adjournment

Please make the following reservation for the New Municipal Officials Workshop at

- Madison, Crowne Plaza Hotel, May 9, 2014
- Eau Claire, Holiday Inn Campus, 2703 Craig Rd., May 30, 2014
- Pewaukee, Country Springs Hotel, 2810 Golf Rd., June 6, 2014
- Green Bay, Tundra Lodge, 865 Lombardi Ave., June 13, 2014

Name (please type or print) _____

Position _____

Contact Person _____ (for questions regarding this registration)

Address _____

Municipality _____

Zip _____

E-mail _____

Payment Method

Credit Card or Check

Card type _____
(Master Card, Visa, or Discover)

Number _____

Exp _____

Vcode _____

Name on Card _____

Please enclose registration fee of \$60 (member) or \$85 (non-member) per person. Make checks payable to the League of Wisconsin Municipalities. Return this form no later than five days prior to your chosen seminar. Registration by phone cannot be accepted.

Mail to: League of Wisconsin Municipalities, 122 W. Washington Ave., Suite 300, Madison, WI 53703
Fax: (608) 267-0645; On-Line: www.lwm-info.org

Registration fees, less the \$10 processing fee, are refundable if the League receives the cancellation not later than three days before the institute. Refunds are not available for cancellations made within three days of the institute.



Please place an "X" through the box if you need an accommodation regarding a disability. We will contact you to make the necessary arrangements.