

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

ANNUAL VILLAGE BOARD MEETING

April 19, 2016

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. Approval of Village Board Committee Appointments
6. Certification of Code of Ethics Wisconsin Statutes §§19.59 (1)(a)-(d) – *pgs 1-2*
7. Approval of Appointments to Advisory Boards, Committees and Commissions
8. Resolution 42-16 Authorizing Signatures on Disbursements – *pgs 3-4*
9. Resolution 43-16 Designation of Newspaper for Legal Notices – Watertown Daily Times – *pgs 5-6*
10. Resolution 44-16 Designation of Public Depositories – *pgs 7-8*
11. Resolution 45-16 Professional Services Agreement - Vandewalle and Associates - *pgs 9-15*
12. Resolution 46-16 Professional Services Agreement - MSA – *pgs 16-20*
13. Resolution 47-16 Administration Policy - Internal Controls – 2016-2017- *pgs 21-31*
14. Proclamation - UW Cancer Center 10 Year Anniversary – *pg 32*
15. League of Wisconsin Municipalities - 2016 New Municipal Officials Workshop, Local Government 101, 8:30 a.m. – 3:45 p.m. on April 29, 2016 at the Holiday Inn Pewaukee/Milwaukee West, N14 W24140 Tower Pl., OR May 20, 2016 at Crowne Plaza Hotel, 4402 E. Washington Avenue, Madison – *let Joan know, prior to April 21st if you plan on attending – pgs 33-34*
16. Next Village Board Meeting – April 25th, 5:30 p.m.
17. Initial Meeting of Committees – tonight - April 19th, 5:45 p.m. or immediately following the Annual Meeting – see separate agendas
18. Open Book - April 21, 2016 - 1:00 p.m. – 7:00 p.m.
19. Plan Commission – May 9th 5:00 p.m.
20. Committee of the Whole – May 9th 5:30p.m.
21. Board of Review - May 12, 2016 - 4:00 p.m. – 6:00 p.m.
22. 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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CERTIFICATION

On Behalf of the Village Board,

I, President, John Swisher, hereby certify that for the year 2016 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.

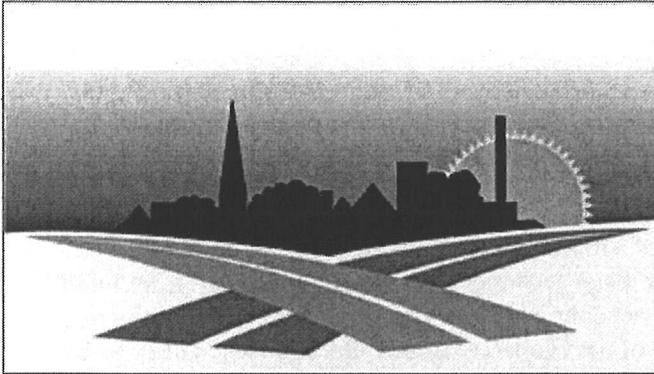
(c) Except as otherwise provided in par. (d), no local public official may:

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.

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 42-16

AUTHORIZING SIGNATURES ON DISBURSEMENTS

Village Board Annual Meeting 4-19-16

Requested by: Village Auditor – Johnson Block & Co

Introduced by: Village President John L. Swisher

RESOLUTION 42-16

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, and

BE IT FURTHER RESOLVED, that check withdrawals transferring money from one Village account to another Village account requires only the signature of the Clerk-Treasurer or in his/her absence the Deputy Clerk – Treasurer,

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

PASSED AND ADOPTED by the Village Board of the Village of Johnson Creek this 19th day of April, 2016.

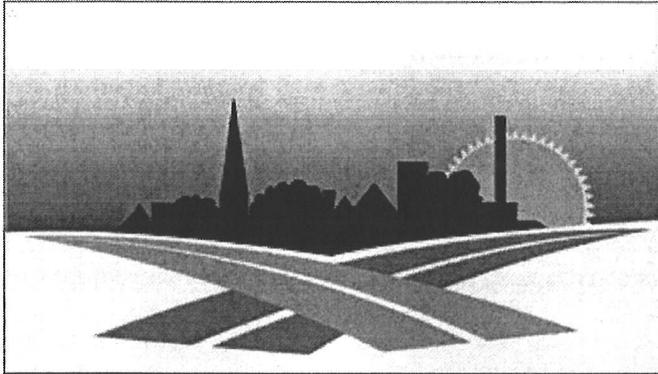
John L. Swisher, Village President

ATTEST:

Joan Dykstra, Clerk – Treasurer

Village of Johnson Creek

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RESOLUTION 43-16

DESIGNATION OF NEWSPAPER FOR LEGAL NOTICES WATERTOWN DAILY TIMES

Village Board Annual Meeting 4-19-16

Requested by: Village Clerk-Treasurer Joan Dykstra

Introduced by: Village President John L. Swisher

RESOLUTION 43-16

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 18, 2017, and

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

PASSED AND ADOPTED by the Village Board of the Village of Johnson Creek this 19th day of April, 2016.

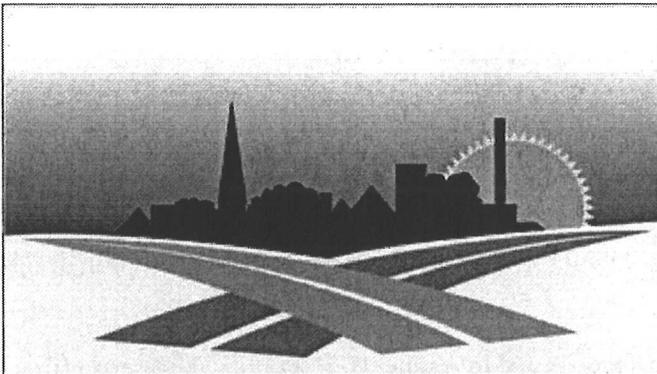
John L. Swisher, Village President

ATTEST:

Joan Dykstra, Clerk – Treasurer

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 44-16

DESIGNATION OF PUBLIC DEPOSITORIES

Village Board Annual Meeting 4-19-16

Requested by: Village Clerk-Treasurer Joan Dykstra

Introduced by: Village President John L. Swisher

RESOLUTION 44-16

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. American National Bank - Helenville
2. Associated Bank - Fort Atkinson and Watertown
3. Associated Trust (Debt) -Green Bay
4. Badger Bank of Johnson Creek
5. Bank of Lake Mills - Lake Mills and Watertown
6. BMO Harris (Prev. M&I Bank) - Watertown
7. Chase Bank - Watertown
8. County City Credit Union - Jefferson
9. FirstMerit Bank (Prev. Citizens Bank) - Jefferson
10. Fort Community Credit Union - Jefferson and Fort Atkinson
11. Greenwood’s State Bank - Lake Mills
12. Hometown Bank (LifeQuest) - Fond du Lac
13. Ixonia State Bank - Watertown and Ixonia
14. Johnson Bank - Fort Atkinson
15. Landmark Credit Union - Watertown
16. Local Government Investment Pool
17. Partnership Bank (Prev. Town and Country Bank) - Watertown
18. Premier Bank - Johnson Creek
19. State Bank of Reeseville - Reeseville and Watertown
20. Summit Credit Union - Lake Mills

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.

PASSED AND ADOPTED by the Village Board of the Village of Johnson Creek this 19th day of April, 2016.

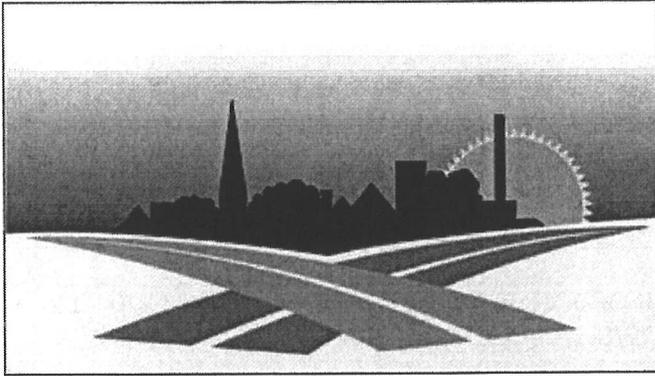
ATTEST:

John L. Swisher, Village President

Joan Dykstra, Clerk-Treasurer

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 45-16

PROFESSIONAL SERVICES AGREEMENT VANDEWALLE & ASSOCIATES

Village Board Annual Meeting 4-19-16

Requested by: Vandewalle and Associates

Introduced by: Village President John L. Swisher

RESOLUTION 45-16

**PROFESSIONAL SERVICES AGREEMENT
VANDEWALLE AND ASSOCIATES**

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

WHEREAS, Mike Slavney of Vandewalle and Associates has submitted a professional services agreement for planning services for the term of April 19, 2016 to April 17, 2018, and

WHEREAS, this agreement covers all current planning services, and

NOW THEREFORE BE IT RESOLVED, that the Village Board of Trustees of the Village of Johnson Creek hereby approve the professional services agreement with Vandewalle & Associates until April 17, 2018, and

BE IT FURTHER RESOLVED, that this agreement does not preclude the Village from entering into any other agreements or contracts and that the Village Administrator and the Village Clerk/Treasurer have the authority to effectuate this resolution.

PASSED AND ADOPTED by the Village Board of Trustees this 19th day of April 2016.

Attest:

John L. Swisher, Village President

Joan Dykstra Clerk-Treasurer

April 14, 2016

Agreement for Current Planning 2016-2018

THIS AGREEMENT is made and entered into by and between the “Client” Village of Johnson Creek, Wisconsin, and VANDEWALLE & ASSOCIATES, Madison, Wisconsin, a professional planning, economic positioning and design firm. For purposes of this Agreement, the “Project” is defined as the provision of current planning services.

Article I Scope of Work

- A. VANDEWALLE & ASSOCIATES agrees to provide the following “Services”:

 - 1. Provide guidance and assistance to the Plan Commission, Village Board, other Village committees and Village staff.
 - 2. Prepare Plan Commission, Village Board, Site Plan Review Committee and Zoning Board of Appeals related staff reports.
 - 3. Attend Plan Commission meetings and other related public meetings and hearings. When appropriate, the Consultant will make presentations at these meetings.
 - 4. Review, analyze, and write reports on site plans, subdivision plats, zoning requests, conditional use permits, annexation petitions, and other related petitions to determine their conformance with Village Ordinances and adopted Plans and Policies. VANDEWALLE & ASSOCIATES will be available to meet with developers and petitioners, in Client’s offices, per a regular schedule set by the Client. In order to achieve maximum cost-effectiveness, these office hours would typically be held on the same day

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax
247 Freshwater Way • Suite 530 • Milwaukee, Wisconsin 53204 • 414.498.8631
www.vandewalle.com

Shaping places, shaping change

as a regularly scheduled Plan Commission meeting. Additional meetings could be arranged if necessary. The Client can pass on these costs to the applicant.

- 5. Complete any necessary community speaking engagements.
 - 6. Provide expert witness testimony on an as needed basis.
 - 7. Review existing community development related ordinances, including but not limited to the Village’s Zoning Ordinance, Subdivision Ordinance, sign regulations, site plan standards and landscaping standards. Where deemed necessary by the Client, the Consultant would make recommendations, in memorandum form, regarding revisions needed to make the existing codes and ordinances more effective at achieving a high-quality development pattern. Requests for time intensive ordinance and map amendments are beyond the scope of this contract, and would be completed under a separate contract. (See Article I.B.)
 - 8. Provide information related to interpretation of the Village’s Zoning and Subdivision Codes.
 - 9. Review and make recommendations for changes to the Master Plan and detailed plans, where appropriate.
 - 10. Assist the Client in preparing updates of existing Plans and Studies. Significant Plan updates and revisions would be completed as separate contract projects. (See Article I.B.)
 - 11. Work with Village staff to prepare various community development related grant applications (e.g. Stewardship, LAWCON, Department of Development grants, TIF Districts, ISTEA, etc.).
 - 12. Coordinate and lead work related to property acquisition and relocation orders. Preparation of a relocation plan would be beyond the scope of this contract, and as such would require a separate contract. (See Article I.B.)
- B. Additional Services, beyond those stated in Article I.A., may be provided through a “Work Order”.
 - C. VANDEWALLE & ASSOCIATES agrees to provide its professional Services in accordance with generally accepted standards of its profession.

- a. Most will be invoiced at cost, including travel and all in-house charges.
- b. Some Reimbursable Expenses will be charged at cost multiplied by 1.1. These are limited to items charged through a third party vendor. Examples of these would include: printing, reproduction, and delivery charges.
- c. VANDEWALLE & ASSOCIATES shall send Client an invoice for Professional Fees and Reimbursable Expenses once a month. Client shall pay VANDEWALLE & ASSOCIATES the amounts due under such invoice upon receipt of such invoice. A service charge of 1% per month may be charged on all amounts more than 30 days after date of invoice.

Article V Termination

- A. Either Client or VANDEWALLE & ASSOCIATES may terminate this Agreement upon seven days written notice.
- B. If terminated, Client agrees to pay VANDEWALLE & ASSOCIATES the hourly rates for all Services rendered and Reimbursable Expenses incurred, up to the date of termination.
- C. Upon not less than seven days' written notice, VANDEWALLE & ASSOCIATES may suspend the performance of its Services if Client fails to pay VANDEWALLE & ASSOCIATES in full for Services rendered or Reimbursable Expenses incurred. VANDEWALLE & ASSOCIATES shall have no liability because of such suspension of service or termination due to nonpayment.

Article VI Dispute Resolution

VANDEWALLE & ASSOCIATES and Client agree to mediate claims or disputes arising out of or relating to the Agreement. The mediation shall be conducted by a mediation service acceptable to the parties. A demand for mediation shall be made within a reasonable time after a claim or dispute arises. In no

event shall any demand for mediation be made after such claim or dispute would be barred by the applicable law.

Article VII Intellectual Property; Confidentiality

- A. Except as otherwise provided by law: upon payment in full by Client to VANDEWALLE & ASSOCIATES for Services rendered and Reimbursable Expenses incurred pursuant to this Agreement, VANDEWALLE & ASSOCIATES shall grant Client a non-transferable, non-exclusive, perpetual license to use any and all Work Product developed or produced by VANDEWALLE & ASSOCIATES pursuant to this Agreement. As used in this Agreement, "Work Product" means all inventions, processes, data, documents, drawings, records, and works of authorship, whether or not copyrightable or patentable, that are originated or prepared by VANDEWALLE & ASSOCIATES in the course of rendering the Services under this Agreement. Until Client pays VANDEWALLE & ASSOCIATES in full for Services rendered and expenses incurred pursuant to this Agreement, Client may not use any Work Product to complete the Project with others unless VANDEWALLE & ASSOCIATES is in material breach of this Agreement.
- B. Client shall not communicate, publish, or otherwise disclose to a third party or authorize or induce anyone else to use, communicate, publish, or otherwise disclose, any nonpublic information pertaining to VANDEWALLE & ASSOCIATES, including, without limitation, any information relating to pricing, products, or ideas of VANDEWALLE & ASSOCIATES. Until VANDEWALLE & ASSOCIATES is paid in full by Client for Services rendered and expenses incurred pursuant to this Agreement, Client shall not communicate, publish, or otherwise disclose to any third party, any information pertaining to or summaries of the Work Product.

Article VIII Miscellaneous Provisions

- A. Wisconsin law governs this Agreement (without regard to its conflict of law principles or rules of construction concerning the draftsman hereof).

IN WITNESS WHEREOF, the parties hereto entered into this Agreement as of the latest date noted, below.

Village of Johnson Creek

By:

Signature of Authorized Representative

Date

Printed Name

Title

VANDEWALLE & ASSOCIATES

Norma Anderson

4/14/2016

By:

Norma Anderson, Business Manager

Date

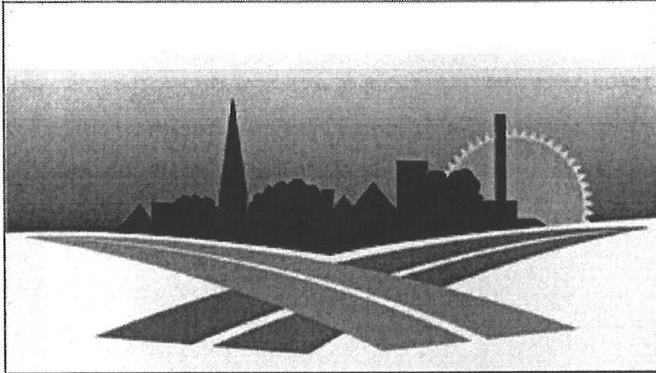
- B. This Agreement is the entire and integrated agreement between the Client and VANDEWALLE & ASSOCIATES, and supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. This Agreement may be amended only by written instrument signed by both Client and VANDEWALLE & ASSOCIATES. Neither party can assign this Agreement without the other party's prior written permission.
- C. Notwithstanding any other term in this Agreement, VANDEWALLE & ASSOCIATES shall not control or be responsible for another party's means, methods, techniques, schedules, sequences or procedures, or for construction safety or any other related programs.
- D. In the event that any suit or action is instituted to enforce any provision in this Agreement, the prevailing party in such dispute shall be entitled to recover from the losing party all fees (including legal and accounting fees), costs and expenses of enforcing any right of such prevailing party under or with respect to this Agreement, including without limitation, all costs of appeals. For purposes of this provision, "prevailing party" shall include a party that dismisses an action in exchange for payment of the sum allegedly due, performance of covenants allegedly breached, or consideration substantially equal to the relief sought in the action or proceeding.
- E. VANDEWALLE & ASSOCIATES reserves the right to include representations of the Project in its promotional and professional materials.

**ATTACHMENT ONE
FEE SCHEDULE**

	<u>Hourly Rates</u>
Company President	\$220 to \$250
Principal	\$150 to \$220
Associate	\$85 to \$120
Assistant	\$65 to \$85
GIS Analyst/Cartographer	\$65 to \$85
Communications Specialist	\$65 to \$95
Project Assistant	\$40 to \$65

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 46-16

PROFESSIONAL SERVICES AGREEMENT MSA

Village Board Annual Meeting 4-19-16

Requested by: MSA Professional Services, Inc.

Introduced by: Village President John L. Swisher

RESOLUTION 46-16

PROFESSIONAL SERVICES AGREEMENT
MSA

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

WHEREAS, Kevin Lord of MSA Professional Services, Inc has been the contracted Village Engineer since September 12, 2011, and

WHEREAS, attached is a new contract for services from April 19, 2016 to April 17, 2018, and

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Village of Johnson Creek approve the professional services agreement with MSA for Village engineering services until April 17, 2018, and

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

PASSED AND ADOPTED by the Village Board of the Village of Johnson Creek, Jefferson County, Wisconsin this 19th day of April, 2016.

John L. Swisher, Village President

ATTEST:

Joan Dykstra, Village Clerk-Treasurer



April 13, 2016

Mark Johnsrud, Administrator
Village of Johnson Creek
125 Depot Street
P.O. Box 238
Johnson Creek, WI 53038

Re: Contract Billing Rates

Dear Mark Johnsrud:

As requested, MSA has provided an updated contract for the period of April 19, 2016 to April 17, 2018. MSA has made a commitment to Johnson Creek to keep our rates fiscally responsible and maintain an outstanding quality of service. MSA has adjusted the client liason rate from \$90/hour to \$100/hour.

Please let me know if you have any questions.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink that appears to read "Kevin Lord".

Kevin Lord, PE, PLS
Consulting Village Engineer

MJM;kcl

Offices in Illinois, Iowa, Minnesota, and Wisconsin

2901 INTERNATIONAL LANE, SUITE 300 • MADISON, WI 53704-3133

608.242.7779 • 800.446.0679 • FAX: 608.242.5664

www.msa-ps.com



PROFESSIONAL SERVICES

More ideas. Better solutions.

Professional Services Agreement

This AGREEMENT (Agreement) is made today April 19, 2016 by and between VILLAGE OF JOHNSON CREEK (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which is referred to in the Agreement between OWNER and MSA for Professional Services dated September 12, 2011 and agrees to the following:

Project Name: Village of Johnson Creek 2016 - 2018 General Engineering

The scope of the work authorized is: MSA proposes to render Professional Engineering Consulting services to the Village of Johnson Creek when requested in regard to project specific tasks and attend Village meetings upon request to answer questions in regards to engineering practices and principals. When requested, act as representative to federal, state and county governments. Tasks may include, but are not limited to, site reviews, design development, drainage concerns, construction services, public works requests, infrastructure improvements, and grant assistance.

The services will be performed at the MSA 2016/2017 contract rates.

The services were requested by Mark Johnsrud.

The schedule to perform the work is: Start Date: April 19, 2016
Completion Date: April 17, 2018

The estimated fee for the work is: Time and Expense Basis

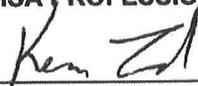
All services shall be performed in accordance with the General Terms and Conditions of MSA, which is referred to in the Agreement between the OWNER and MSA for Professional Services dated September 12, 2011. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

VILLAGE OF JOHNSON CREEK

MSA PROFESSIONAL SERVICES, INC.

John Swisher
Village President
Date: _____



Kevin Lord, PE, PLS
Consulting Village Engineer
Date: 4-13-16

Clerk Name: _____
Date: _____

125 Depot Street
Johnson Creek, WI 53038
Phone: 920-699-2296
Fax: 920-699-2292

2901 International Lane, Ste 300
Madison, WI 53704
Phone: 608-242-7779
Fax: 608-242-5664

**ATTACHMENT A:
RATE SCHEDULE
MARCH 2016/2017***

CLIENT LIASON/PROJECT MANAGER

Kevin Lord, PE, PLS.....\$100.00/hr.

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects.....	\$127-\$159/hr.
Clerical	\$60-\$82/hr.
CAD Technician.....	\$59-\$110/hr.
Geographic Information Systems (GIS).....	\$76-\$131/hr.
Housing Administration.....	\$60-\$107/hr.
Hydrogeologists.....	\$102-\$152/hr.
Planners	\$80-\$145/hr.
Principals.....	\$155-\$190/hr.
Professional Engineers.....	\$85-\$190/hr.
Project Manager	\$65-\$180/hr.
Registered Land Surveyors	\$88-\$150/hr.
Staff Engineers	\$82-\$120/hr.
Technicians	\$62-\$112/hr.
Wastewater Treatment Plant Operator	\$65-\$85/hr.

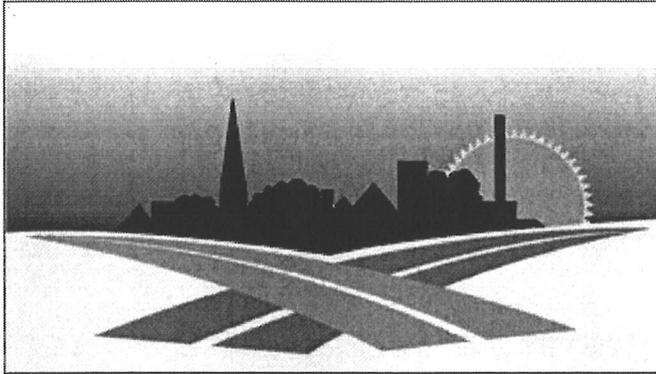
REIMBURSABLE EXPENSES

Copies/Prints	Rate based on volume
Fax	\$1.00/page
GPS Equipment.....	\$40/hour
Mailing/UPS.....	At cost
Automobile Mileage – (currently \$0.54/mile)	Rate set by Fed. Gov.
MSA Truck Mileage	\$0.70/mile
Nuclear Density Testing	\$25.00/day + \$10/test
Organic Vapor Field Meter.....	\$100/day
PC/CADD Machine.....	Included in labor rates
Robotics Geodimeter.....	\$30/hour
Stakes/Lathe/Rods	At cost
Total Station	Included in labor rates
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing.....	At cost

* Labor rates represent an average or range for a particular job classification. These rates are in effect until March 1, 2017. After March 1, 2017, these rates may increase by not more than 5% per year.

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 47-16

ADMINISTRATION POLICY INTERNAL CONTROLS 2016-2017

Village Board Annual Meeting 4-19-16

Requested by: Village Auditor – Johnson Block & Co

Introduced by: Village President John L. Swisher

RESOLUTION 47-16

ADMINISTRATION POLICY
INTERNAL CONTROLS
2016-2017

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

WHEREAS, annually the Village Board reviews and approves the Village Administration Policy
Internal Controls, and

NOW THEREFORE BE IT RESOLVED, the Village Board of Trustees of the Village of Johnson Creek
hereby approve the Administration Policy - Internal Controls – 2016-2017, and

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

PASSED AND ADOPTED by the Village Board of the Village of Johnson Creek this 19th day of April 2016.

John L. Swisher, Village President

ATTEST:

Joan Dykstra, Clerk - Treasurer

Administration Policy
Internal Controls – 2016/2017

The Village of Johnson Creek was incorporated in 1903.

The Village of Johnson Creek elects the Village President and Village Trustees for two-year terms of office. Three trustees are elected each year. The Village President is elected in odd-numbered years.

TABLE OF ORGANIZATION:

1. The fiscal year of the Village of Johnson Creek is January 1 through December 31.
2. The Village Board of Trustees holds its Annual Meeting on the third Tuesday of April to establish the regular monthly committee-meeting schedule. The Village Board's regular meeting is held on the fourth Monday of the month beginning at 5:30 p.m., or as otherwise noticed by the Village Clerk. Public notice of the meeting is posted at the main entrance of the Village Hall. All meeting notices and attachments shall also be posted on the Village webpage (johnsoncreek-wi.us). Public notice of the meeting is also sent to the Watertown Daily Times.
3. **STANDING COMMITTEES:**

Protection and Welfare Committee The Protection and Welfare Committee shall be responsible for all recommendations of policy which affect public safety, including police and fire, excepting the authority provided to the Police and Fire Commission, enforcement of the Uniform Traffic Code and authorization of public parking, compliance of emergency management and disaster recovery, and any other policy or other action affecting the public safety and/or general welfare of the public. Protection and Welfare Committee shall meet, as needed, or the first Tuesday of each month at 5:30 p.m.

Improvements and Services Committee The Improvement and Services Committee shall be responsible for all recommendation of policy which affects the Sewer and Water Utility, or any other utility, the construction, repair and maintenance of infrastructure, including streets, curbs and gutters, sidewalks, lighting, all paved and unpaved roads, paths and walkways, any land use policy excepting the authority provided by the Plan Commission, any authorized use of parks or park facilities, all sanitation, including waste collection, recycling and composting, and any other policy or action affecting improvements and infrastructure. Improvements and Services Committee shall meet, as needed, or the first Wednesday of each month at 5:30 p.m.

Personnel and Finance Committee The Personnel and Finance Committee shall be responsible for all recommendation of policy which affect:

- (a) Personnel, including the review of the personnel policy manual, the internal control policy, the table of organization of departments, including the review of job descriptions, and any other policy or action affecting personnel; and
- (b) Finance, including the review of the annual budget, the capital budget and any amendments thereof, the purchase, sale or disposal of property, the negotiation and/or settlement of any litigation, any contractual obligations, claims, publications, licenses, any bonding, including issuance or repayment of bonds, and any other policy or action affecting finance. Personnel and Finance shall meet, as needed, or the first Thursday of each month at 5:30 p.m.

4. **Committee of the Whole** The Committee of the Whole (COW) shall be comprised of the Trustees and the Village President. Any committee recommendations may be forwarded to the COW for recommendation to the Village Board. The COW shall meet, as needed, on the second Monday of each month at 5:30 p.m. or immediately following the Plan Commission.

5. **Community Innovation Committee** The Community Innovation Committee (CIC) is an advisory committee to focus on innovation and community values to promote, local business retention and expansion, community image and branding, creation of broad based community events to support tourism and recreation and support of planned business development in the creation of jobs and tax base. Comprised of seven members including the Village President, Executive Director of the Johnson Creek Chamber of Commerce, a Village Trustee, a resident of the Town of Farmington, and three residents of the Village of Johnson Creek. The Village President shall be the Chairperson and the Village Trustee shall be the Vice Chairperson.

6. **Public Lands Committee** The Public Lands Committee (PLC) is an advisory committee to provide visionary insight into the planning and development of property and easements to promote individual outdoor recreation based on public access to uplands, woodlands, wetlands, and the public waterways of Johnson Creek and the Rock River, to include the creation of a natural park along the Rock River within the *Village owned land* within the River Creek Centre subdivision and oversight of the Johnson Creek Conservancy Park master plan. Comprised of five members including the Village President, the trustee who is the Chairperson of the Improvement and Services Committee, one person appointed by the Johnson Creek School Board and two residents of the Village of Johnson Creek. The Village President shall be the Chairperson and the Village Trustee shall be the Vice Chairperson.

7. **Plan Commission** The Commission shall make and adopt a Comprehensive Master Plan for the physical development of the Village and any area outside of its boundaries which, in the Commission's judgment, bears relation to the development of the Village. The Plan Commission may from time to time amend, extend or add to the Comprehensive Master Plan or carry any part or subject matter into greater detail. The Comprehensive Master Plan shall show the Commission's recommendations and may include those items set forth in §62.23(2) and (3), Wis Stats. The Plan Commission shall meet, as needed, on the second Monday of each month at 5:00 p.m.

DEPOSITORY INSTITUTIONS

1. Depository Institutions are to be established at the Annual Village Board meeting, they are as follows:
 - a. Depositories:
 - 1) American National Bank – Helenville
 - 2) Associated Bank –Fort Atkinson & Watertown
 - 3) Associate Trust (Debt) - Green Bay
 - 4) Badger Bank of Johnson Creek
 - 5) Bank of Lake Mills – Lake Mills & Watertown
 - 6) BMO Harris (Prev. M&I Bank) - Watertown
 - 7) Chase Bank – Watertown
 - 8) County City Credit Union – Jefferson
 - 9) FirstMerit Bank (Prev. Citizens Bank) - Jefferson
 - 10) Fort Community Credit Union – Jefferson and Fort Atkinson
 - 11) Greenwood's State Bank – Lake Mills
 - 12) Hometown Bank (LifeQuest) - Fond du Lac
 - 13) Ixonia State Bank – Watertown and Ixonia
 - 14) Johnson Bank – Fort Atkinson Branch
 - 15) Landmark Credit Union – Watertown
 - 16) Local Government Investment Pool
 - 17) Partnership Bank (Prev. Town and Country Bank) - Watertown
 - 18) Premier Bank - Johnson Creek

19) State Bank of Reeseville – Reeseville & Watertown

20) Summit Credit Union – Lake Mills

All deposits, without limit, must be secured by federal or state law or collateralized with securities guaranteed by the full faith of the United States of America.

BUDGET:

The Budget is prepared, presented, published and adopted in accordance with Chapter 15 Budget and Finances of the Village Code of Ordinances.

1. The Administrator's proposed budget shall be presented to a Special Committee of the Whole on September 26th, 2016 at 5:30 p.m.
2. The Committee of the Whole shall continue to meet as necessary to provide a tentative 2017 budget to the Village Board of Trustees by October 10th, 2016.
3. The Johnson Creek Fire Department budget shall be mailed or e-mailed to the members of the Johnson Creek Fire District prior to October 1st, 2016.
4. The Administrator, Clerk/Treasurer, Deputy Clerk/Treasurer and Administrative Assistant shall gather the necessary data from the State of Wisconsin, Wisconsin Department of Transportation, Wisconsin Department of Revenue, or provide best estimate if data is unavailable to provide a Village tax mill rate prior to the final adoption of the budget.
5. The proposed budget shall be presented at a public hearing fifteen (15) days after being published for adoption by the Village Board of Trustees at the November Village Board meeting to be held on November 14th, 2016 at 5:30 p.m.
6. The Village Board of Trustees shall review the budget and make any necessary changes on a quarterly basis, as needed.

PURCHASES:

PURPOSE:

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the Village of Johnson Creek, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

OBJECTIVES:

The objectives of the Village's purchasing policy are:

1. To ensure materials, equipment and services are purchased at the lowest prices consistent with quality and performance;
2. To provide adequate controls over Village expenditures and financial commitments with proper documentation;
3. To obtain quality goods required by Village departments and ensure these goods are at the place and time needed, and,
4. To provide a standardized system of purchasing for use by all Village departments.

PURCHASES:

1. All purchases over \$10,000 are based on an RFP advertised for bid or three written quotes approved by the department head and Village Administrator with Village Board of Trustees approval by resolution. Exceptions require Village Board of Trustees Approval.
2. All purchases \$7,500 - \$10,000 are based on at least three (3) written quotes with department recommendation on Village Purchase Order and Administrator granting final approval. All purchases from a sole supplier require Administrator approval.
3. All purchases \$1,000 - \$7,499 require at least two (2) written quotes with department recommendation on Village Purchase Order and Administrator granting final approval. All purchases from a sole supplier require Administrator approval.
4. All purchases less than \$1,000 within any department require approval of the department head who must sign any invoice presented to Clerk/Treasurer.
5. Purchases exceeding any budget shall be reported to the Village Board of Trustees.

6. Checks are cut by the Administrative Assistant or designee upon receipt of an invoice, as signed and coded with the appropriate budgeted General Ledger account by the department head. These are then submitted to the Village Board of Trustees for approval prior to payment. Any invoice, bill or receipt requiring payment prior to the next meeting of the Village Board of Trustees shall require approval of the Administrator with payment reported to the Village Board of Trustees.
7. Billing of contracted services are reviewed by the Clerk/Treasurer and approved by the Administrator prior to submittal to the Village Board of Trustees for approval.
8. All spoiled checks are marked voided and retained by the Clerk /Treasurer for review.
9. Bank statements are received at the Clerk/Treasurer's office and submitted to the Clerk/Treasurer unopened. The Clerk/Treasurer or Deputy Clerk/Treasurer then does the reconciliation.

PUBLIC WORKS CONTRACTS:

PURPOSE:

The purpose of this policy is to establish a procedure to be followed for the solicitation and award of a public works contract. The term "public works contract" means a contract for the construction, execution, repair, remodeling or improvement of a public work or building. All public works contracts shall require approval of the Village Board.

PROCEDURE:

1. All public works contracts, the estimated cost of which exceeds \$25,000, shall be let by contract to the lowest responsible bidder in accordance with the provisions of Wis. Stat. § 66.0901.
2. All public works contracts, the estimated cost of which exceeds \$5,000 but is not greater than \$25,000, shall be awarded by the Village Board based on sealed bids. The Village Board shall approve plans and specifications, and where appropriate, any form contract to be required of a proposed bidder, and after approval of those plans and specifications, and where appropriate form contract, notice soliciting public works contract bids shall be published as a Class 1 Notice under Chapter 985, Wis. Stats.
3. Public works contracts, the estimated cost of which is \$5,000 or less, shall be awarded by the Village Board based upon sealed bids. The Village Board may, but is not required, to approve plans and specifications before soliciting sealed bids from perspective bidders.

EXCEPTION AS TO PUBLIC EMERGENCY:

The procedure for the solicitation and award of public works contracts shall not apply to the repair and reconstruction of public facilities when damaged or threatened damage creates an emergency, as determined by resolution of the Village Board. Whenever the Village Board determines by majority vote at a regular or special meeting that an emergency no longer exists, this exception shall no longer apply and the established procedure shall be followed.

VENDOR DISCOUNTS

It is the policy of the Village of Johnson Creek to take advantage of all available vendor/trade discounts and government pricing. Gifts or gratuities shall not be accepted. Purchasers may only accept price discounts by invoice.

CENTRAL PURCHASING

Many of the items purchased by the Village are commonly used by all or several departments. By consolidating the needs of all departments, the Village can take advantage of price discounts for large quantity orders of these items.

USE OF CREDIT CARDS

The Village of Johnson Creek shall issue credit cards to authorized credit card users. The Administrative Assistant shall maintain a listing of all authorized credit card users as well as the names of the applicable credit card companies. Credit cards shall have a maximum credit limit of \$1,000. Receipts for credit card purchases must be submitted to the Administrative Assistant or Clerk/Treasurer on the same day or as soon thereafter as possible. Credit card purchases shall not exceed the credit limit prior to Village Board of Trustees approval of all purchases. Department heads must provide detailed receipts for all items purchased with a credit card to the Clerk/Treasurer.

DISPOSITION OF SURPLUS PROPERTY

When personal property owned by the Village of Johnson Creek no longer serves any useful purpose in the department in which it is located the department head shall first determine whether any other Village department needs such property. All other property shall be considered surplus and may only be disposed of with the Village Board of Trustees approval by resolution.

LOCAL MERCHANTS

Taking price and service into account, the Village shall give due consideration to local merchants.

FUEL PURCHASING

Fuel purchases for Village vehicles and equipment shall be bid on a six month basis. Bidding shall be based on a cent per gallon discount from listed market prices during the bid period.

EMPLOYEE CONFLICT OF INTEREST

It shall be unethical for any Village employee to participate directly or indirectly in a procurement contract when the Village employee knows that:

1. The Village employee or any member of the Village employee's immediate family has a financial interest in the procurement contract; or
2. Any other person, business, or organization with whom the Village employee or any member of a Village employee's immediate family is negotiating or has an arrangement concerning prospective employment, is involved in the procurement contract.

ACCOUNTS PAYABLE REPORTS:

1. Accounts payable reports are prepared by the Administrative Assistant and submitted to the Clerk/Treasurer.
2. The Clerk/Treasurer submits the Cash Balances and Account Payable reports to the Village Board of Trustees at the regular meeting or whenever needed.

SEWER AND WATER:

1. The Village bills for water and sewer usage. Billing is based on monthly metered water usage as determined by the Public Service Commission.
2. The Deputy Clerk /Treasurer on a monthly basis bills metered water users.
3. Collected receipts are deposited in a segregated fund.
4. Water users are notified of discrepancies in monthly usage to detect leaks.
5. Adjustments are approved in accordance with the Leak Adjustment Policy.

PAYROLL:

1. The Village Board of Trustees reviews wages annually. Administrator recommendations are submitted to the Village Board of Trustees. The Village Board of Trustees approve by resolution all wages and compensation for the Fiscal Year beginning January 1.
2. Pay period is a two-week period ending with the last shift on Saturday night for all employees except Fire/EMS volunteers. The pay period for paid on call EMTs or paramedics may be either bi-weekly or monthly and for volunteer firefighters is quarterly.
3. Payroll is paid through direct deposit excepting special circumstances. Pay date for bi-weekly employees is the Friday following the last day of a pay period except if a holiday falls on a pay date, then the pay date shall be the day preceding the holiday. Fire/EMS volunteers will be paid the next regularly scheduled bi-weekly pay date following the end of the month for EMTs and paramedics or quarter for firefighters.
4. Police (part-time), Public Works and Utility hourly employees use a time card with a time clock.
5. Time cards are reviewed and initialed by Department Heads and then submitted to the Administrative Assistant to be processed. The Village Administrator approves all Department Head time sheets prior to processing.
6. All overtime is approved by the Department Head and reported to the Village Administrator.
7. Sick leave and vacation is approved in accordance with the Personnel Policy Manual.

8. Paychecks are prepared by the Deputy Clerk/Treasurer or the Clerk/Treasurer.
9. Payroll withholding taxes are deposited as required by law.
10. Miscellaneous withholding amounts are deposited as per agreements (deferred compensation, garnishments, insurance coverage, etc.)
11. Monthly, quarterly, annual reports and W2's are prepared by the Deputy Clerk/Treasurer or the Clerk/Treasurer.

EMPLOYEES:

1. Personnel Officer shall be responsible for the recruitment, hiring and termination of all full and part-time non-exempt employees excepting police, fire and library personnel.
2. Personnel Officer shall recommend to the Village Board the appointment, promotion and, when necessary for the good of the Village, the suspension or termination of department heads.
3. Personnel Officer shall be responsible for the administrative direction and coordination of all employees of the Village according to the established organizational procedures.
4. Personnel files are maintained by the Village Clerk/Treasurer for each employee.

Files:

- a. Employment application and any documentation gained while investigating employee for a position. Minimum requirement of all operators is a valid driver's license, a copy of which is placed in the employee's personnel file.
- b. Date employed, pay rate, authorization for payroll deductions, earning records, evaluations, W-4 form, I-9 form, copy of driver's license.
- c. A listing of information given to employee (insurance booklet, deferred compensation brochure, etc.).
- d. An employee may review his/her personnel file upon written request.

FUND ACCOUNTING:

1. All incoming mail is received by the Administrative Assistant, date stamped and distributed to proper personnel.
2. All general and accounting correspondence (excluding all bank statements) are opened, reviewed and recorded by the Administrative Assistant.
3. All bank statements and bank correspondence are given to the Clerk/Treasurer unopened.
4. Any customer payment received at the counter is presented a receipt. All checks received are immediately stamped "For Deposit Only". The Clerk/Treasurer is notified when checks and/or cash are prepared for deposit. The Deputy Clerk/Treasurer directs the deposits weekly to ensure that the same person receiving the payments and preparing the deposit is not the same person making the deposit.
5. All items returned for NSF or miscellaneous reasons are returned by the financial institutions to the Clerk/Treasurer. The Clerk/Treasurer reports the information to the Deputy Clerk/Treasurer for collection.
6. Money is deposited into financial institution accounts that are designated by the Village Board of Trustees. The Village Clerk-Treasurer and/or Deputy Clerk-Treasurer, in conjunction with the Village President, shall open, close and maintain accounts including checking, money market and certificates of deposit at those depository institutions as approved by the Village Board of Trustees.

A. General Fund – 1

- a. Sources of Income
 - i. Tax Revenue
 - ii. Intergovernmental Revenues
 - iii. Regulation & Compliance (Licenses)
 - iv. Public Charges for Services
 - v. Special Assessment Revenue
 - vi. State Aids
 - vii. Miscellaneous Revenues
 - viii. Interest Revenues
- b. Expenses
 - i. All costs for the operation and maintenance of the Village

- B. Special Funds
 - a. Water
 - i. Source of Income
 - a. Water Usage Income
 - b. Interest Income
 - c. Rental Income
 - ii. Expenses
 - a. All costs for the operation and maintenance of the Water Department
 - b. Sewer
 - i. Source of Income
 - a. Sewer Usage Income
 - b. Interest Income
 - ii. Expenses
 - a. All costs for the operation and maintenance of the Sewer Department
 - c. TIF #2
 - i. Source of Income
 - a. General Property Taxes
 - b. Special Assessment Fees
 - c. Interest Income
 - ii. Expenses
 - a. All Administrative and construction costs for projects within the TIF District
 - d. TIF #3
 - i. Source of Income
 - a. General Property Taxes
 - b. Special Assessment Fees
 - c. Interest Income
 - ii. Expenses
 - a. All Administrative and construction costs for projects within the TIF District
 - e. Library
 - i. Source of Income
 - a. Property Taxes
 - b. County Aids
 - c. Fees
 - d. Grants
 - e. Interest Income
 - ii. Expenses
 - a. All costs for the operation and maintenance of the Library
 - f. Room Tax
 - i. Source of Income
 - a. Room Fees
 - ii. Expenses
 - b. All costs for support of tourism activities
 - g. FIRE/EMS
 - i. Sources of Income
 - a. General Property Taxes
 - b. Intergovernmental Revenues
 - c. Public Charges for Services
 - d. Miscellaneous Revenues
 - ii. Expenses
 - a. All costs for the operation and maintenance of the FIRE/EMS
 - h. Capital Outlay

- i. Sources of Income
 - a. Assigned fund
 - b. Bond funds
 - ii. Expenses
 - a. As approved within annual budget
7. All cash disbursements are made by pre-numbered checks and signed by the Village President or Chair of Personnel and Finance and the Clerk-Treasurer or Deputy Clerk-Treasurer.
 8. All blank checks are stored in the vault in the Clerk/Treasurers office.
 9. The Bond for the Clerk-Treasurer and Deputy Clerk-Treasurer is-\$20,000 and Employee Dishonesty Policy is \$100,000.

CLERK/TREASURER’S FUNCTIONS:

1. The Clerk-Treasurer and/or Deputy Clerk-Treasurer deposit all checks, cash receipts and electronic fund transfers into the appropriate fund.
2. The Clerk-Treasurer and/or Deputy Clerk-Treasurer shall record all deposits in General Ledger.
3. Money shall not be collected, deposited and recorded by the same individual. Bank statement reconciliation shall be completed by either the Clerk-Treasurer and/or the Deputy Clerk-Treasurer.
4. All statements and correspondence from the banks are received by the Clerk-Treasurer from the Administrative Assistant unopened.
5. All bank statements are reconciled against the balance sheet on a monthly basis. All checks outstanding for a period of six (6) months are reported to the Clerk-Treasurer for investigation. If necessary, a stop payment order is requested and a new check issued. All checks outstanding after one year are approved by the Village Board of Trustees by resolution and are written off.
6. All miscellaneous transactions are recorded on the General Journal sheet and given to the Clerk-Treasurer and or Deputy Clerk-Treasurer for general posting (i.e. interest, bank charges).
7. Investments.
 - a. The Clerk-Treasurer and/or Deputy Clerk-Treasurer prepare and present a cash balance report for all funds and banking institutions.
 - b. The Village Board approves the depositories for each fiscal year at the Annual Meeting.
 - c. The Clerk-Treasurer and/or Deputy Clerk Treasurer makes the investments. All Certificates of Deposit are kept in the Village’s vault.
8. The Village Board of Trustees directs the Clerk-Treasurer and/or Deputy Clerk-Treasurer to be responsible for the payment of all interest and principal on outstanding bonds and associated charges.
9. Letters of Credit - All letters of credit received are kept with the project file in the Clerk/Treasurer office.
10. The Village Clerk-Treasurer and/or Deputy Clerk-Treasurer shall examine all invoices submitted for payment, for discrepancies in billing, costs and product delivery. Any discrepancies shall be reported to the Village Administrator and the Village Board of Trustees.
11. Any function of the Clerk-Treasurer and/or the Deputy Clerk-Treasurer is reviewed by Village staff other than the Clerk-Treasurer and/or the Deputy Clerk-Treasurer providing the function.

PETTY CASH:

1. The maximum amount of cash in petty cash at any time is \$100.00
2. All disbursements from petty cash are replaced with a paid receipt.
3. To replenish petty cash, a check is drawn from the appropriate Fund. This disbursement is charged to the appropriate budget item as per the receipts attached, and coded by the Clerk-Treasurer and/or Deputy Clerk-Treasurer and/or Department head. The Village Board of Trustees at the monthly meeting reviews the disbursement of petty cash, if any.

LONG-TERM BORROWING:

State Statutes restrict the Village from borrowing funds in excess of five percent (5%) of its current equalized value for general obligations purpose.

PROPERTY TAXES:

The Property Tax Levy is determined within the budget process as defined in Chapter 15 of the Village Code of Ordinances and this internal control policy. The Tax Levy shall be prepared by the Village Clerk/Treasurer and the Village Administrator to be presented at public hearing, reviewed and approved by the Village Board of Trustees at a special Village Board meeting on November 14th, 2016 at 5:30 p.m.

REAL AND PERSONAL PROPERTY ASSESSMENT:

State Statutes require the Village to conduct a revaluation of all real and personal property within five years of the year in which the Village's assessed value is less than ninety percent (90%) of the Wisconsin Department of Revenue Equalized Value for the Village

EXPANDING VILLAGE BOUNDARIES:

1. As needs arise the Village will consider petitions for annexations and pre-annexations.
2. The Village Board of Trustees establishes the annexation and pre-annexation fees.

As reviewed and revised by the Village Board of the Village of Johnson Creek, Jefferson County, Wisconsin, this 19th day of April, 2016.

VILLAGE OF JOHNSON CREEK,

BY: _____
John L. Swisher, Village President

ATTEST

Joan Dykstra, Clerk-Treasurer

Village of Johnson Creek



PROCLAMATION 10 YEAR ANNIVERSARY – UW CANCER CENTER

WHEREAS, a community partnership of UW Health, Fort HealthCare and Watertown Regional Medical Center opened a cancer center in Johnson Creek in 2006, and

WHEREAS, conveniently located in the serenity of a wooded slope off Doctors Court, and

WHEREAS, UW Cancer Center of Johnson Creek has treated thousands of patients, and

WHEREAS, the Village of Johnson Creek appreciates the efforts of the UW Cancer Center staff in their kind and caring approach to providing healthcare, and

WHEREAS, in dedication to their patients and service to the community we call “Creek” UW Cancer Center will plant a Cancer Memorial Tree as a part of their 10 Year Anniversary celebration, and

THEREFORE, I, John L. Swisher, by virtue of the authority vested in me as Village President of Johnson Creek,

Do hereby proclaim April 20, 2016 as “UW Cancer Center Day” in the Village of Johnson Creek, and I urge all citizens to celebrate their 10th anniversary here in the community we know as “Creek”.

DATED THIS 20th day of April, 2016

John L. Swisher, Village President

Seal



- 8:30 Registration - Coffee
- 9:00 **Welcome**
Jerry Deschane, Executive Director or Gail Sumi, Member Engagement Director, League of Wisconsin Municipalities
- Organization & Powers of Cities and Villages**
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**
Staff from Ehlers
- Noon Lunch (included)**
- 1:00 **Procedures for Local Government Meetings**
Dan Hill, Local Government Specialist, UW-Extension Local Government Center
- 2:15 **Break**
- 2:30 **Managing Public Works Activities**
Ben Jordan, Transportation Information Center, Department of Engineering Professional Development, UW-Madison
- 3:45 **Adjournment**



Please make the following reservation for Local Government 101 at:

- Pewaukee, Holiday Inn Pewaukee/Milwaukee West, April 29, 2016
- Eau Claire, Clarion Hotel Campus, May 6, 2016
- Madison, Crowne Plaza, May 20, 2016
- Green Bay, Tundra Lodge & Conference Center, June 3, 2016

Name (please type or print) _____ **Position** _____

Contact Person (for questions regarding this registration) _____

Address _____ **Municipality** _____

Zip _____ **Phone** _____ **Email** _____

Payment Method Credit Card Check MasterCard Visa Discover

Number _____ **Exp** _____ **Vcode** _____

Name on Card _____

Please enclose registration fee of \$70 (member) or \$95 (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. Registration fee includes all Powerpoint and background materials in a spiral bound book.

Mail to: League of Wisconsin Municipalities, 131 W. Wilson, Suite 505, Madison, WI 53703
Phone: (608) 267-2380 **Fax:** (608) 267-0645 **Online:** www.lwmm-info.org **Email:** league@lwmm-info.org

Registration fees, less the \$10 processing fee, are refundable if the League receives the cancellation no later than three days before the institute. Refunds are not available for cancellations made within three days of the institute.



Please check the box if you need an accommodation regarding a disability or dietary restriction. We will contact you to make the necessary arrangements.

Local Government 101 Basics You Need to Know

The League's one-day workshops provide a basic framework for governing to both new city and village officials and those who want to brush up on their knowledge of local governance.



Workshop Dates & Locations

PEWAUKEE

Friday, April 29, 2016

Holiday Inn Pewaukee/Milwaukee West
N14 W24140 Tower Pl.

EAU CLAIRE

Friday, May 6, 2016

Clarion Hotel Campus Area
2703 Craig Rd.

MADISON

Friday, May 20, 2016

Crowne Plaza Hotel
4402 E Washington Ave.

GREEN BAY

Friday, June 3, 2016

Tundra Lodge & Conference Center
865 Lombardi Ave.

Invest in Yourself and Your Community

Save the date and plan to attend the League's 118th Annual Conference, October 19-21 at the Holiday Inn Hotel & Convention Center in Stevens Point.

If you've never attended the League's Annual Conference before then this is your year. All first-time attendees will receive half off of the registration fee. Watch for details in League publications and on the League's website at www.lwm-info.org.



2016 Local Government 101

At four locations:

- Pewaukee
- Eau Claire
- Madison
- Green Bay

