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

Agenda

VILLAGE BOARD
April 25, 2016
125 Depot St.
5:30 p.m.

1. Call to order - roll call
2. Pledge of Allegiance
3. Statement of Public Notice
4. Approve Finance Report – *pgs 1-10*
5. Ambulance/Fire-EMS, Building Inspector, Police– *For Information Only – pgs11-13*
6. Department Schedules/Reports
7. Approve Village Board Meeting Minutes of March 28th & Joint Plan Commission and Village Board meeting minutes of April 11th, Special Village Board minutes of April 11th and Annual meeting minutes of April 19th 2016- *pgs 14-25*
8. Public Comment (limited to two minutes per person)
9. Notices and Discussion *pgs 26-35*
10. Administrator Report – *pg 36*
11. Committee/Commission Reports- *pgs 37-42*
12. Proclamation 02-16 Arbor Day – April 29, 2016- *pg 43*
13. Proclamation 03-16 Municipal Clerks Week – May 1-7, 2016 – *pg 44*
14. Resolution 45-16 Service Appreciation – Randy Bieri – *pgs 45-46*
15. Resolution 46-16 Service Appreciation – Fred Albertz – *47-48*
16. Resolution 47-16 Service Appreciation – Kelly Wollschlager – *pgs 49-50*
17. Resolution 48-16 Additional Operators Licenses 2015-2016 – *pgs 51-52*
18. Resolution 49-16 Authorize Payment - Emergency Repair to Water Main – Deer Crossing and CTH B – *pgs 53-55*
19. Discussion/Recommendation - Professional Services Agreement - Vandewalle and Associates - Resolution 50-16– *pgs56-66*
20. Discussion/Recommendation Professional Services Agreement - MSA – Resolution 51-16 *pgs 67-71*
21. Discussion/Recommendation Administration Policy - Internal Controls – 2016-2017- Resolution 52-16 – *pgs 72-82*
22. Discussion/Recommendation Bell Park - Basketball Court – *pg 83*
23. Discussion/Recommendation Bell Park – Restroom and Shelter – *pg 84*
24. Discussion/Recommendation – River Road and County Y Intersection Design – Presented by Village Engineer
25. Process for Appointment to Fill Two Year Term of Trustee Kelly Wollschlager
26. Convene in Closed Session
    (Pursuant to Wisconsin Statutes §§19.85(1)(e) deliberating or negotiating the purchasing of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Discussion of Development Agreement with North Resort Drive, LLC for the construction of a $12 million dollar manufacturing building within Tax Increment Finance District 3 at 150 Resort Drive.)
27. Reconvene in Open Session
28. Action from Closed Session
29. Upcoming meetings:
    a. Plan Commission Meeting: May 9, 2016 at 5:00 p.m.
    b. Committee of the Whole Meeting: May 9th at 5:30 p.m.
    c. Board of Review: May 12th from 4:00 p.m. to 6:00 p.m.
    d. Next Village Board: May 23rd at 5:30 p.m.
30. Adjourn

Agenda Posting Information	
Date	
Time	a.m. / p.m.
Initials	

N.B. Page Numbers Denote Packet Location
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.

S:\MS Word\Village Board\Agendas\2016 VB Agenda\VB 04-25-16 VB Agenda.doc

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Check Register Report

Date: 04/19/2016
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Village of Johnson Creek BANK:

Check Number	Check Date		Vendor Number	Vendor Name	Check Description	Amount
Checks						
36863	04/04/2016	Printe	DNR	DEPT OF NATURAL RESOURCES	EXAM FEES-WWTP	25.00
36864	04/04/2016	Printe	DNR	DEPT OF NATURAL RESOURCES	EXAM FEES-WWTP	75.00
36865	04/05/2016	Printe	PINECONT R	PINE CONE RESTAURANT	ELECTION MEAL- 4/5/2016	24.12
36866	04/08/2016	Printe	JC POST OF	JOHNSON CREEK POST OFFICE	WATER/SEWER BILLS	385.35
36867	04/08/2016	Printe	A ONE JAN	A ONE JANITORIAL	LIFT STATION CLEANER - DPW	131.26
36868	04/08/2016	Printe	ASSOC APP	ASSOCIATED APPRAISAL	1182 PARCELS- MARCH	1,426.06
36869	04/08/2016	Printe	ATCO	ATCO INTERNATIONAL	DEGREASER- FD	115.00
36870	04/08/2016	Printe	B-TEK	B-TEK ENTERPRISES, LLC	MONITORS - VH, CLERK	384.98
36871	04/08/2016	Printe	BENDLIN	BENDLIN FIRE EQUIPMENT, INC	TRAFFIC SAFETY LIGHTS- FD	80.96
36872	04/08/2016	Printe	BIRDS &	BIRDS & BLOOMS	SUBSCRIPTION- LIBRARY	19.98
36873	04/08/2016	Printe	BLUE TARP	BLUE TARP FINANCIAL, INC	CORD/REEL 40FT- DPW	167.98
36874	04/08/2016	Printe	BOUND TREE	BOUND TREE LLC	MEDICAL SUPPLIES- EMS	339.50
36875	04/08/2016	Printe	BRAINSTORM	BRAINSTORM, INC	BOOKS- LIBRARY	207.45
36876	04/08/2016	Printe	BUZZFEST	BUZZFEST	1ST INSTALLMENT-TOURISM	1,125.00
36877	04/08/2016	Printe	CAHILL	CRAIG CAHILL	6 MONTH EMT REIMBURSEMENT	251.67
36878	04/08/2016	Printe	CARD	CARD SERVICE CENTER	LIB SUPPLIES, SUPSCRIPTION	93.04
36879	04/08/2016	Printe	CARD	CARD SERVICE CENTER	FIRE SOFTWARE	19.00
36880	04/08/2016	Printe	CARD	CARD SERVICE CENTER	BULBS, PHONE CHARGER- FD	68.14
36881	04/08/2016	Printe	CARD	CARD SERVICE CENTER	WRWA MEMBERSHIP-H20	102.95
36882	04/08/2016	Printe	CAREW HEAT	CAREW HEATING & AIR	SERVICE AGREEMENT-2016 VH,LIB	1,145.00
36883	04/08/2016	Printe	CENTURY FE	CENTURY FENCE COMPANY	COMPOST SITE FENCE	8,975.00
36884	04/08/2016	Printe	CHARTER	CHARTER COMMUNICATIONS	INTERNET CABLE- EMS	132.83
36885	04/08/2016	Void	04/19/2016			0.00
36886	04/08/2016	Printe	CULLIGAN	CULLIGAN WATER	LAB GRADE WATER- WWTP	40.00
36887	04/08/2016	Printe	DAILY JEFF	DAILY JEFFERSON CTY UNION	SUBSCRIPTION- LIBRARY	109.95
36888	04/08/2016	Printe	DAWN HAINE	DAWN M. HAINES	CLEANING- PD MARCH	160.00
36889	04/08/2016	Printe	DEMARKS	DEMARKS	WINDOW CLEANING - VH, LIBRARY	181.00
36890	04/08/2016	Printe	DEPPE	JAY DEPPE	COURSE REIMBURSEMENT	185.00
36891	04/08/2016	Printe	DEPT OF AD	DEPTARTMENT OF	STATE BUILDING SEALS- 25	825.50
36892	04/08/2016	Printe	EMER. MED.	EMERGENCY MEDICAL	MEDICAL SUPPLIES- EMS	2,457.38
36893	04/08/2016	Printe	ENVIRO SPE	ENVIRONMENTAL SPECIALISTS	JETTING BLOCKED PIPE-WWTP	356.25
36894	04/08/2016	Printe	FINDAWAY	FINDAWAY WORLD, LLC	SUPPLIES- LIBRARY	1,016.91
36895	04/08/2016	Printe	FIRE INSP	FIRE INSPECTION SERVICES INC	FIRE INSPECTIONS- FD	5,360.00
36896	04/08/2016	Printe	GENERAL CO	GENERAL COMMUNICATIONS,	RADIOS- FD	4,940.56
36897	04/08/2016	Printe	GFC	GFC LEASING WI	COPIER- VH, LIB	535.78
36898	04/08/2016	Printe	GRAYMONT	GRAYMONT CAPITAL INC	CHEMICALS- WWTP	3,144.96
36899	04/08/2016	Printe	HAUSZ	HAUSZ BROS INC.	GRAVEL - MAIN BREAK	832.21
36900	04/08/2016	Printe	HD SUPP	HD SUPPLY WATERWORKS, LTD.	WATER METERS- H20	6,050.00
36901	04/08/2016	Printe	HEMMINGS	HEMMINGS MUSCLE MACHINES	SUBSCRIPTION- LIBRARY	47.95
36902	04/08/2016	Printe	HILDRETH	LAURA HILDRETH	EMT REFRESHER REIMBURSEMENT	106.80
36903	04/08/2016	Printe	INSIGHT FS	INSIGHT FS	CHEMICALS- DPW	694.16
36904	04/08/2016	Printe	J & L TIRE	J & L TIRE INC.	TIRE ROTATE- #703 EMS	45.00
36905	04/08/2016	Printe	JACKSON RU	RUTH JACKSON	4/5/16 ELECT 3/30/16 TEST	146.63
36906	04/08/2016	Printe	JC WATER/S	JC WATER AND SEWER	WATER/SEWER VILLAGE DEPTS	956.74
36907	04/08/2016	Printe	JEFF CLERK	JEFFERSON COUNTY CLERK	ELECTION MACHINE ROLLS	4.25
36908	04/08/2016	Printe	JEFF LAND	JEFFERSON COUNTY LAND	DISTRICT MAP - FD	12.50
36909		Void	04/12/2016			0
36910	04/08/2016	Printe	JEFFERSONF	JEFFERSON FIRE & SAFETY, INC	KEY PROFLOW- FD	1,696.84

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Check Number	Check Date		Vendor Number	Vendor Name	Check Description	Amount
Checks						
36911	04/08/2016	Printe	JEFF CTY P	JEFFESON COUNTY PARKS	CTY DOG PARK TAGS SALES- MARCH	190.00
36912	04/08/2016	Printe	JOHNS DISP	JOHN'S DISPOSAL SERVICE,INC	940 GARBAGE 940 RECYCLE- MARCH	13,818.00
36913	04/08/2016	Printe	JC PUB SCH	JOHNSON CREEK PUBLIC	MOBILE HOME LOTTERY CREDIT	7,794.25
36914	04/08/2016	Printe	JC PUB SCH	JOHNSON CREEK PUBLIC	MOBILE HOME TAX -MARCH	1,763.96
36915	04/08/2016	Printe	JC PUB SCH	JOHNSON CREEK PUBLIC	MOBILE HOME TAX - FEBRUARY	1,763.97
36916	04/08/2016	Printe	JONAS OFFI	JONAS OFFICE EQUIPMENT	PRINTER INK- FD	129.99
36917	04/08/2016	Printe	JWR INC	JWR, INC	TRAILER HITCH INSTALL-FD	114.57
36918	04/08/2016	Printe	KAESTNER	KAESTNER AUTO ELECTRIC CO	LEAF RAKE- DPW	33.99
36919	04/08/2016	Printe	KWIK TRIP	KWIK TRIP	FUEL PURCHASES- MARCH	699.81
36920	04/08/2016	Printe	L.V. LABS	L. V. LABORATORIES	LAB TESTING - FEB- WWTP	306.00
36921	04/08/2016	Printe	LARK	LARK UNIFORM,INC.	EMS UNIFORMS- EMS	284.87
36922	04/08/2016	Printe	KATHY LEW	KATHY LEWIS	4/5/16 ELECT 3/30/16 TEST	146.63
36923	04/08/2016	Printe	MARTELLE	MARTELLE WATER TREATMENT	CHEMICALS WELL #2 H20	1,170.75
36924	04/08/2016	Printe	MED ALLIAN	MED ALLIANCE GROUP INC	NEBULIZER- EMS	319.70
36925	04/08/2016	Void	04/08/2016		Void Check	0.00
36926	04/08/2016	Printe	MENARDS	MENARDS	SUPPLIES- DPW, FD, WWTP	485.33
36927	04/08/2016	Printe	MICROMARK	MICROMARKETING LLC	BOOKS ON CD- LIBRARY	186.98
36928	04/08/2016	Printe	MID-STATE	MID-STATE EQUIPMENT	TRENCHER-COMPOST SITE	221.00
36929	04/08/2016	Printe	MIDWEST TA	MIDWEST TAPE, LLC	DVD'S - LIBRARY	325.88
36930	04/08/2016	Printe	MINNESOTA	MINNESOTA LIFE	LIFE INS- MAY	632.10
36931	04/08/2016	Printe	MSA PROFES	MSA PROFESSIONALSERVICES	CTH Y, WWTP, CENT,BELL	13,482.79
36932	04/08/2016	Printe	NETWURX	NETWURX	INTERNET FIRE BLDG # 2	330.00
36933	04/08/2016	Printe	NORTH CENT	NORTH CENTRAL LAB INC	LAB SUPPLIES- WWTP	142.26
36934	04/08/2016	Printe	NORTHERN L	NORTHERN LAKE SERVICE INC	BACTERIA TESTING- H20	60.00
36935	04/08/2016	Printe	PETTY HALL	PETTY CASH VILL JC \ JDYKSTRA	ELECTION SUPPLIES	51.82
36936	04/08/2016	Printe	PINE CONE	PINE CONE TRAVEL PLAZA	VILLAGE FUEL PURCHASES-MARCH	910.73
36937	04/08/2016	Printe	PRICE ENG	PRICE ENGINEERING	HYDRAULIC OIL- DPW	51.00
36938	04/08/2016	Printe	QUILL CORP	QUILL CORPORATION	COPIER TONER- DPW, LIBRARY	95.97
36939	04/08/2016	Printe	REYNOLDS	REYNOLDS HEATING	FURNACE REPAIR- DPW	244.95
36940	04/08/2016	Printe	SAFETY FIR	SAFETY FIRST INC	HOODS- FD	258.31
36941	04/08/2016	Printe	SCHROEDER	SCHROEDER'S STANDARD	OIL CHANGE - PD SQUAD	56.30
36942	04/08/2016	Printe	SCHWERM	ROSEMARY SCHWERM	4/5/2016 ELECTION 3/30/16 TEST	172.13
36943	04/08/2016	Printe	SHARE	SHARE CORP	PARK SUPPLIES- DPW	507.57
36944	04/08/2016	Printe	SHERWIN-WI	THE SHERWIN-WILLIAMSCO	GLASS BEADS /PAINT FOR STREETS-	6,009.48
36945	04/08/2016	Printe	SOS TECH	SOS TECHNOLOGIES, INC	EKG MONITOR PAPER- EMS	42.00
36946	04/08/2016	Printe	SOS TECH	SOS TECHNOLOGIES, INC	HEART MONITOR- EMS res 134-15	52,338.00
36947	04/08/2016	Printe	SOUTHERN	SOUTHERN CHILD WELFARE	TRAINING CLASS- PD	30.00
36948	04/08/2016	Printe	SOUTHERN W	SOUTHERN WI & NORTHERN IL	FD MEMBERSHIP DUES 5/1/16--5/1/17	30.00
36949	04/08/2016	Printe	STEVE'S CA	STEVE'S CAR-TRUCK SERVICE,	REPAIRS # 702- EMS	377.62
36950	04/08/2016	Printe	STOUT BETT	BETTY STOUT	4/5/16 ELECT 3/30/16 TEST	146.63
36951	04/08/2016	Printe	SUPERIOR C	SUPERIOR CHEMICAL	CLEANING SUPPLIES- WWTP	246.96
36952	04/08/2016	Printe	TACTICAL	TACTICAL SOLUTIONS, LLC (DBA)	ANNUAL RADAR CERTIFICATION-3	120.00
36953	04/08/2016	Printe	TDS	TDS	VILLAGE DEPT. PHONES-	708.65
36954	04/08/2016	Printe	THOMAS T	THELMA THOMAS	4/5/2016 ELECT 3/30/16 TEST	150.94
36955	04/08/2016	Printe	TOMMY	TOMMY TUCKER	JANITORIAL SUPPLIES- CC, VH	266.06
36956	04/08/2016	Printe	TRIANA'S	TRIANA'S TROPHY CASE	HELMET BADGES- FD	52.00
36957	04/08/2016	Printe	US CELL	US CELLULAR	VILLAGE CELL PHONES	338.64
36958	04/08/2016	Printe	USA BLUEBK	USA BLUEBOOK	SUPPLIES FOR RBC'S - WWTP	1,172.64
36959	04/08/2016	Printe	VANDEWALLE	VANDEWALLE & ASSOCIATES, INC	COMP PLAN AMENDMENT	1,918.35

Check Register Report

Village of Johnson Creek BANK:

Check Number	Check Date		Vendor Number	Vendor Name	Check Description	Amount
Checks						
36960	04/08/2016	Printe	VEOLIA	VEOLIA ENVIRONMENTAL SERV.	DISPOSAL OF MEDS- EMS	625.00
36961	04/08/2016	Printe	VON RU	VON RUEDEN ANNIE	REIMBURSEMENT-PARKING/MEAL	15.18
36962	04/08/2016	Printe	WATERTOWN	WATERTOWN DAILY TIMES INC	PARADISE,TEST, COMP,ZONING	690.13
36963	04/08/2016	Printe	WAUK TREAS	WAUKESHA COUNTY	BRIDGES DATABASE LICENSING-LIB	755.00
36964	04/08/2016	Printe	WAUPUN	WAUPUN EQUIPMENT CO INC	PARTS- MOWER #49- DPW	6.79
36965	04/08/2016	Printe	WAUPUN	WAUPUN EQUIPMENT CO INC	BOBCAT LAWNMOWER RES 30-16	9,475.00
36966	04/08/2016	Printe	WBI	WBI - MANEY - MILLER	PERMITS- MARCH 2016	1,800.50
36967	04/08/2016	Printe	WI - SCTF1	WI SCTF	PIN# 003-3916-40 CHILD SUPPOR	197.47
36968	04/08/2016	Printe	WI - SCTF1	WI SCTF	PIN # 003-3916-40 CHILD SUPPOR	197.47
36969	04/08/2016	Printe	WI - SCTF1	WI SCTF	PIN# 3598311 CHILD SUPPORT	121.40
36970	04/08/2016	Printe	WI - SCTF1	WI SCTF	PIN# 4219334 CHILD SUPPORT	153.26
36971	04/08/2016	Printe	WI JUSTICE	WI DEPT. OF JUSTICE	RECORDS CHECKS-FD, EMS LIB	91.00
36972	04/08/2016	Printe	WOLF	JIM WOLF	CLOTHING ALLOWANCE	152.23
36973	04/08/2016	Printe	ZENONI	MICHAEL ZENONI	REIMBURSEMENT- MEAL/CLASS	8.44
				111	**Checks Total (excluding void checks):**	**170,190.09**
				111	**Bank Total (excluding void checks):**	**170,190.09**
				111	**Grand Total (excluding void checks):**	**170,190.09**

WATER	$8,800.89
SEWER	$16,865.59
TIF#2	$869.20
TIF #3	$4,044.79
LIBRARY	$3,085.68
FIRE	$13,624.21
EMS	$58,053.08
ROOM Tax	$1,125.00
GENERAL	$63,721.65
TOTAL	$170,190.09

Authorized By:_____
P & F Chair

Authorized By:_____
P & F Member

Check Register Report

Date: 04/20/2016
Time: 11:24 AM
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Village of Johnson Creek BANK:

Check Number	Check Date	Status	Vendor Number	Vendor Name	Check Description	Amount
Checks						
37000	04/15/2016	Printed	WRWA	WRWA	SEWER REPAIR CLASS-WWTP	100.00
37001	04/20/2016	Printed	AIRGAS	AIRGAS USA, LLC	CYLINDER RENTAL- EMS	155.21
37002	04/20/2016	Printed	AVENET	AVENET, LLC	ANNUAL WEBSITE RENEWAL	700.00
37003	04/20/2016	Printed	BERTS TIRE	BERTS TIRE SERVICE LLC	TIRE REPAIR - DPW	35.00
37004	04/20/2016	Printed	CNA SURETY	CNA SURETY	BOND - CLERK/TREASURER	102.00
37005	04/20/2016	Printed	DELTA DEN	DELTA DENTAL OF WISCONSIN	DENTAL INS- MAY	1,424.90
37006	04/20/2016	Printed	ELECTION S	ELECTION SOURCE	ELECTION SIGN	81.55
37007	04/20/2016	Printed	EMER. MED.	EMERGENCY MEDICAL	MEDICAL SUPPLIES- EMS	257.55
37008	04/20/2016	Printed	FOX STAMP	FOX STAMP, SIGN & SPECIALTY	NAME PLATE- VILLAGE BOARD	15.90
37009	04/20/2016	Printed	GALLITZ	GALLITZ GRADING OF	REPLACE SEWER LAT. MAIN-AMER L	785.00
37010	04/20/2016	Printed	GFC	GFC LEASING WI	COPIER LEASE- LIBRARY	129.84
37011	04/20/2016	Printed	GRAYBAR	GRAYBAR	STREET LIGHT KITS- DPW	177.83
37012	04/20/2016	Printed	HIGHWAY LI	HIGHWAY LIGHT & LANDSCAPE	COM CTR MAIN BREAK REPAIR LIGHT	933.95
37013	04/20/2016	Printed	HILL ROBER	ROBERT HILL	AIR COMPRESSOR PART-	19.12
37014	04/20/2016	Printed	ICMA	ICMA	ADMINISTRATOR MEMBERSHIP 2016	701.54
37015	04/20/2016	Printed	J & L TIRE	J & L TIRE INC.	REPLACE TIRES #704- EMS	905.12
37016	04/20/2016	Printed	JEFF REG	JEFFERSON CTY REGISTER OF	RESORT DR ANNEX ORD 5-16	60.00
37017	04/20/2016	Printed	JEFF GLASS	JEFFERSON GLASS INC.	COM CTR BROKEN WINDOW	210.00
37018	04/20/2016	Printed	JONAS OFFI	JONAS OFFICE EQUIPMENT	FAX FILM- LIBRARY	441.26
37019	04/20/2016	Printed	KEESER	LINCOLN KEESER	REIMBURSEMENT FOR BROKEN PIPE	62.00
37020	04/20/2016	Printed	L.V. LABS	L. V. LABORATORIES	LAB TESTING- WWTP	306.00
37021	04/20/2016	Printed	LARK	LARK UNIFORM,INC.	CLOTHING ALLOWANCE- PD	361.75
37022	04/20/2016	Printed	LEAGUE OF	LEAGUE OF WIS. MUNICIPALITI	CLASS-TRUSTEE	70.00
37023	04/20/2016	Printed	LEE RECREA	LEE RECREATION , LLC	TRASH CAN LIDS	426.00
37024	04/20/2016	Printed	MENARDS	MENARDS	CLEANING SUPPLIES- EMS	46.67
37025	04/20/2016	Printed	QUILL CORP	QUILL CORPORATION	OFFICE SUPPLIES- VH	65.27
37026	04/20/2016	Printed	SCHNEIDER	SCHNEIDER PRINTING, INC.	NEWSLETTER - MARCH 2016	695.31
37027	04/20/2016	Printed	SHERWIN IN	SHERWIN INDUSTRIES, INC.	TAR MELTER- DPW	126.81
37028	04/20/2016	Printed	STEVE'S CA	STEVE'S CAR-TRUCK SERVICE,	REPLACE BATTERIES#703- EMS	379.90
37029	04/20/2016	Printed	THE BOOK	THE BOOK FARM, INC	CHILDRENS BOOKS- LIBRARY	496.48
37030	04/20/2016	Printed	WE ENERGIE	WE ENERGIES	FD, EMS, WWTP, PD, VH, DPW, LIB	18,944.65
			Total Checks: 31		**Checks Total (excluding void checks):**	**29,216.61**
				31	**Bank Total (excluding void checks):**	**29,216.61**
				31	**Grand Total (excluding void checks):**	**29,216.61**

WATER	$2,420.11
SEWER	$9,004.80
TIF#2	$260.04
TIF #3	$0.00
LIBRARY	$786.94
FIRE	$1,449.26
EMS	$2,205.35
CAP IMP	$0.00
GENERAL	$13,090.11
TOTAL	$29,216.61

Authorized By:_____
P & F Chair

Authorized By:_____
P & F Member

RESTRICTED, ASSIGNED & CASH ON HAND (BUDGET & DEBT PMT) 4/20/2016

GENERAL FUND	Restricted/Assigned	Cash for Budget/Debt
Checking , Payroll , Money Market (Remaining Expenditures: $1,601,480.67)		$893,893.82
EMS -FAP Funds (Restricted Use)	$4,951.02	
Temp Acct Tax Collections (some funds for other jurisdictions)		$3,165.40
Tree Fee Account	$20,611.41	
Impact Fee Account (Parks Share and Public Works Share)	$82,632.41	
West Side Street & Utility Improvement Fees	$43,337.45	
	$151,532.29	**$897,059.22**

WATER FUND	Restricted	Cash for Budget/Debt
Checking, Money Market (Remaining Expenditures: $475,956.86)		$851,130.82
Depreciation Equipment Fund	$186,717.12	
	$186,717.12	**$851,130.82**

SEWER FUND	Restricted/Assigned	Cash for Budget/Debt
Checking, Money Market (Remaining Expenditures: $530,445.93)		$708,591.85
Assigned Account - Future WWTP	$529,270.78	
Depreciation Equipment Fund	$551,907.03	
	$1,081,177.81	**$708,591.85**

TIF 2	Restricted	Cash for Budget/Debt
Checking, Money Market (Remaining Expenditures: $1,120,183.69)		$1,682,801.28
Bond Reserve/Redemption (held by Associated Trust)	$821,011.79	
	$821,011.79	**$1,682,801.28**

TIF 3	Restricted	Cash for Budget/Debt
Checking, Money Market (Remaining Expenditures: $1,276,200.48)		$2,883,915.95
Bond Reserve/Redemption (held by Associated Trust)	$668,699.72	
	$668,699.72	**$2,883,915.95**

LIBRARY	Assigned	Cash for Budget/Debt
Checking (Remaining Expenditures: $149,588.43)		$92,648.23
Assigned Account	$16,667.07	
Trust Account	$23,007.64	
	$39,674.71	**$92,648.23**

ROOM TAX	Assigned	Cash for Budget/Debt
Checking (Remaining Expenditures: $70,331.95)	$17,561.20	
	$17,561.20	

FIRE FUND	Restricted/Assigned	Cash for Budget/Debt
Checking, Money Market (Remaining Expenditures: $454,709.21)		$52,503.46
GO Bond Proceeds (Borrowed for property purchase)	$228,899.63	
Assigned Account	$10,215.73	
Impact Fee Account (Fire-EMS Share)	$0.00	
	$239,115.36	**$52,503.46**

CAPITAL OUTLAY	Restricted/Assigned	Cash for Budget/Debt
Checking, Money Market (Remaining Expenditures: $568,586.74)		$0.00
G.O. Bond Proceeds	$9,502.28	
Assigned Account	$85,095.77	
	$94,598.05	**$0.00**

	Restricted/Assigned	Cash for Budget/Debt
RESTRICTED, ASSIGNED & CASH ON HAND (BUDGET & DEBT PMT) 4/20/2016	**$3,300,088.05**	**$7,168,650.81**

BANK TOTALS

Premier Bank (Checking, Money Market)	$169,953.01
Badger Bank (Checking, Money Market, CD's)	$3,036,704.59
Local Government Investment Pool (LGIP)	$0.00
Bank of Lake Mills (Money Market)	$3,995,290.72
Landmark Credit Union (CD)	$250,000.00
Summit Credit Union (Money Market)	$237,948.08
Fort Community Credit Union (Money Market)	$242,192.73
Partnership Bank (Money Market)	$649,124.47
Greenwoods State Bank (Money Market)	$397,813.75
Associated Trust (Bond Reserve)	$1,489,711.51

**Balances reflect what bank balance will be when outstanding checks clear.*

GENERAL ASSIGNED FUNDS UPDATE

Category	Balance	Remaining 2016 Expenditures	Projected Remainder	Description of Expenditures
Ambulance	$4,807.59	$0.00	**$4,807.59**	
Community Center	$0.00	$10,000.00	**-$10,000.00**	Tables & Chairs
CIS/Computers	$4,675.37	$24,500.00	**-$19,824.63**	Software Upgrades/Community Survey/Equipmpent Replacement/Comprehensive Plan Update
DPW Projects	$338.92	$0.00	**$338.92**	~~Blower-Crackfilling/Mower/~~
Municipal Building Repair	$9,923.38	$0.00	**$9,923.38**	
Parks	$18,060.50	$0.00	**$18,060.50**	
Police	$211.68	$43,900.00	**-$43,688.32**	Tactical Equipment/Computer & Dictaphone
Streets/St Light	$15,293.13	$34,490.00	**-$19,196.87**	Street Lighting Repair/Replacements/Street & Curb Painting
2014 Fund Balance	$33,890.98	$0.00	**$33,890.98**	
Totals:	**$87,201.56**	**$112,890.00**	**-$25,688.44**	

FIRE/AMBULANCE ASSIGNED FUNDS UPDATE

	Balance	Remaining 2016 Expenditures	Projected Remainder	Description of Expenditures
Fire/Ambulance Assigned Funds	$10,215.73	$0.00	**$10,215.73**	

4/20/2016 Updated

Impact Fee Report

Category	Balance (includes interest earned)	Remaining 2016 Expenditures	Projected Balance	2016 Expenditures	Projects per 2004 Impact Fee Study (Project Costs/Related Debt)
Public Safety	$0.00	$0.00	**$0.00**		Fire/EMS Building
WWTF	$0.00	$0.00	**$0.00**		WWTP Phase 2, Office/Lab Expansion, Heated Garage
Water System	$0.00	$0.00	**$0.00**		Well 5 (Auditor ok'd using for Well 3/4)
Parks	$25,331.98	($4,095.00)	**$21,236.98**	Debt Payments	Any collected goes to debt for 2005 $1.925M GO Bonds
Public Works	$57,300.43	$0.00	**$57,300.43**		Streetscape, Shoreline Restoration, Relocate Brush/Compost
Total Impact Fees:	***$82,632.41***	***($4,095.00)***	***$78,537.41***		
West Side Street/Utility Fee	$43,337.45	$0.00	**$43,337.45**		Reconstruct Midge, West (Union to new subdivsions), Connector Streets (Hwy B to Chapel Hill and E/W Connector)
Total Account:	**$125,969.86**	**($4,095.00)**	**$121,874.86**		

NOTES:
Includes Fees Paid as of: 4/20/2016

ROOM TAX COLLECTION & DISTRIBUTION SUMMARY

Collections

Tax Year	JC Chamber 35%	VillageTourism 35%	Interest	Parks 30%	Interest	Tax Collected	Interest	Ascending Total
2005	$1,767.03	$1,767.03	$0.00	$1,514.59	$0.00	$5,048.65	$0.00	**$5,048.65**
2006	$14,647.09	$14,647.09	$265.70	$12,554.67	$215.11	$41,848.85	$480.81	**$47,378.31**
2007	$22,870.90	$22,870.90	$900.58	$19,603.63	$612.17	$65,345.43	$1,512.75	**$114,236.49**
2008	$28,442.06	$28,442.06	$2,442.39	$24,378.93	$1,305.17	$81,263.05	$3,747.56	**$199,247.10**
2009	$28,813.63	$28,813.63	$344.05	$24,697.37	$71.59	$82,324.63	$415.64	**$281,987.37**
2010	$19,291.61	$19,291.61	$939.42	$16,535.67	$29.37	$55,118.89	$968.79	**$338,075.05**
2011	$15,230.42	$15,230.42	$151.12	$13,054.62	$0.00	$43,515.46	$151.12	**$381,741.63**
2012	$21,837.38	$21,837.38	$113.55	$18,717.77	$0.00	$62,392.53	$113.55	**$444,247.71**
2013	$28,349.25	$28,349.25	$118.36	$24,299.36	$0.00	$80,997.86	$118.36	**$525,363.93**
2014	$33,495.33	$33,495.33	$96.31	$28,710.29	$0.00	$95,700.95	$96.31	**$621,161.19**
2015	$39,230.00	$41,293.52	$222.27	$34,510.08	$0.00	$115,033.61	$222.27	**$736,417.07**
2016	$0.00	$13,688.86	$9.78	$5,866.65	$0.00	$19,555.51	$9.78	**$755,982.36**
Collected:	**$253,974.70**	**$269,727.08**	**$5,603.53**	**$224,443.63**	**$2,233.41**	**$748,145.42**	**$7,836.94**	

Expenditures & Chamber Distribution

Tax Year	Chamber Distribution	Tourism		Parks		Expenditures		Descending Balance
2005	$1,767.03					$1,767.03		**$3,281.62**
2006	$14,647.09	$1,200.00		$4,673.00		$20,520.09		**$25,091.19**
2007	$22,870.90	$2,450.02		$11,149.61		$36,470.53		**$55,478.84**
2008	$28,442.06	$10,832.73		$20,952.25		$60,227.04		**$80,262.41**
2009	$28,813.63	$20,040.89		$43,465.31		$92,319.83		**$70,682.85**
2010	$19,291.61	$60,692.09		$18,280.97		$98,264.67		**$28,505.86**
2011	$15,230.42	$1,180.00		$8,596.98		$25,007.40		**$47,165.04**
2012	$21,837.38	$9,516.45		$26,172.54		$57,526.37		**$52,144.75**
2013	$28,349.25	$8,765.00		$19,493.79		$56,608.04		**$133,260.97**
2014	$33,495.33	$14,911.73		$27,104.64		$75,511.70		**$172,450.19**
2015	$39,230.00	$122,055.50		$33,244.90		$194,530.40		**$212,194.37**
2016	$0.00	$6,125.00		$13,543.05		$19,668.05		**$17,561.21**
Expended:	**$253,974.70**	**$257,769.41**		**$226,677.04**		**$738,421.15**		

Remaining Funds in Account

	Chamber Distribution	Tourism Commission		Village Parks		Total Balance
Balances:	**$0.00**	**$17,561.20**		**$0.00**		**$17,561.20**

4/20/2016 *Updated*

2015 Expenditure Detail:	Tourism		Parks
Park Fee Assistance Thundercats			
Repay General for Centennial Pavilion (2015 tax)			$33,244.90
Transfer to General - 2015 Administration Costs	$6,465.00		
Johnson Block - Audit	$500.00		
JC Historical Children Festival	$400.00		
Watertown Times Ordinance Publication	$25.45		
Attorney Fees on New Legislation	$1,850.00		
ChamberTourism Payment	$6,000.00		
Half Fireworks Payment per VB Minutes 1/26/15 & May	$5,000.00		
2016 Fireman's Festival	$5,000.00		
Transfer to General - Prev Community Center Debt	$96,815.05		
Total 2015 Expenditures:	**$122,055.50**		**$33,244.90**

2016 Expenditure Detail:	Tourism		Parks
Repay General for Centennial Pavilion (2016 tax)			$13,543.05
Fireman's Festival	$2,500.00		
Robs Performance	$2,500.00		
Buzzfest 1st Installment	$1,125.00		
Total 2016 Expenditures:	**$6,125.00**		**$13,543.05**

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Johnson Creek Fire Department

Income and Expenditures 155A

March 2016

All Phases

Charges			Billing Phase 1	Collections Phases 2 & 3	Total
Collection Placements / Charges			$3,045.00	$1,734.16	$4,779.16
Interest on Delinquent Accounts			$0.00	$84.99	$84.99
Insurance Interest			$0.00	$0.00	$0.00
Transaction Fees			$0.00	$0.00	$0.00
Probate Fees			$0.00	$0.00	$0.00
Subtotal of Charges			$3,045.00	$1,819.15	$4,864.15
Account Transfers			$900.00	$834.16	$1,734.16
Credit Summary					
Total Credits - All Types			$1,412.05	$(431.59)	$980.46
Total Credit Adjustments			$900.00	$0.00	$900.00
Total Closed Account Adjustments			$0.00	$(1.59)	$(1.59)
Total Payments Received (Applied to Acct Bal's)			$512.05	$(430.00)	$82.05
Total Overpayments (OP)			$430.00	$(430.00)	$0.00
Total Payments Received (plus overpayments)			$82.05	$0.00	$82.05
Total Overpayment Returns ($ not deposited)			$430.00	$(430.00)	$0.00
Total Payments Received (less OP returns)			$512.05	$(430.00)	$82.05
Less Payment Kept By (PKB, $ kept by service)			$0.00	$0.00	$0.00
Total Deposits			$512.05	$(430.00)	$82.05
Summary of Disbursement					
Total Deposits & Payments Kept By			$512.05	$(430.00)	$82.05
Less Overpayment Refunds (patient / ins reimbursement)			$0.00	$0.00	$0.00
Gross Revenue			$512.05	$(430.00)	$82.05
Total LifeQuest Fee			$35.84	$(103.20)	$(67.36)
Probate Fees			$0.00	$0.00	$0.00
Other / Fees					$67.36
Total Due LifeQuest	Check #	N/A			$0.00
Total Service Revenue			$476.21	$(326.80)	$149.41
Total Payment Kept By			$0.00	$0.00	$0.00
Total Service Payable			$0.00	$0.00	$0.00
Probate Fees			$0.00	$0.00	$0.00
Other / Fees		$(67.36)	$0.00	$0.00	$(67.36)
Total Due Service	Check #	EFT	$476.21	$(326.80)	$82.05

Messages:
LQ and Service revenue adjustment of $67.36 due to no LQ revenue to with hold carry forward to April JAL

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Johnson Creek Fire Department

Billing Summary 155A
March 2016

Phase 1 - 7.00%

Charges			
Charges		$3,045.00	
Interest on Delinquent Accounts		$0.00	
Insurance Interest		$0.00	
Transaction Fees		$0.00	
Probate Fees		$0.00	
Subtotal of Charges			$3,045.00
Account Transfers			
Transferred out of Phase 1	$900.00		
Credit Summary			
Total Credits - All Types		$1,412.05	
Total Credit Adjustments		$900.00	
Total Closed Account Adjustments		$0.00	
Total Payments Received (Applied to Acct Bal's)		$512.05	
Total Overpayments (OP)		$430.00	
Total Payments Received (plus overpayments)		$82.05	
Less Overpayment Returns ($ not deposited)		$430.00	
Total Payments Received (less OP returns)		$512.05	
Net Monthly Activity			$1,632.95
Summary of Disbursement			
Total Deposits & Payments Kept By		$512.05	
Less Overpayment Refunds (patient / ins reimbursement)		$0.00	
Gross Revenue		$512.05	
Total LifeQuest Fee		$35.84	
Probate Fees		$0.00	
Total Due LifeQuest		$35.84	
Total Service Revenue		$476.21	
Total Payment Kept By		$0.00	
Total Service Payable		$0.00	
Probate Fees		$0.00	
Other / Fees		$0.00	
Total Due Service		$476.21	

Messages:

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Johnson Creek Fire & Ems Dept

Income and Expenditures 155

March 2016

All Phases

Charges			Billing Phase 1	Collections Phases 2 & 3	Total
Collection Placements / Charges			$18,246.37	$6,766.50	$25,012.87
Interest on Delinquent Accounts			$0.00	$694.35	$694.35
Insurance Interest			$0.00	$0.00	$0.00
Transaction Fees			$0.00	$0.00	$0.00
Probate Fees			$0.00	$0.00	$0.00
Subtotal of Charges			$18,246.37	$7,460.85	$25,707.22
Account Transfers			$200.00	$6,566.50	$6,766.50
Credit Summary					
Total Credits - All Types			$33,720.69	$4,508.83	$38,229.52
Total Credit Adjustments			$16,293.41	$864.90	$17,158.31
Total Closed Account Adjustments			$0.00	$2.54	$2.54
Total Payments Received (Applied to Acct Bal's)			$17,427.28	$3,641.39	$21,068.67
Total Overpayments (OP)			$0.00	$0.00	$0.00
Total Payments Received (plus overpayments)			$17,427.28	$3,641.39	$21,068.67
Total Overpayment Returns ($ not deposited)			$0.00	$0.00	$0.00
Total Payments Received (less OP returns)			$17,427.28	$3,641.39	$21,068.67
Less Payment Kept By (PKB, $ kept by service)			$0.00	$0.00	$0.00
Total Deposits			$17,427.28	$3,641.39	$21,068.67
Summary of Disbursement					
Total Deposits & Payments Kept By			$17,427.28	$3,641.39	$21,068.67
Less Overpayment Refunds (patient / ins reimbursement)			$0.00	$0.00	$0.00
Gross Revenue			$17,427.28	$3,641.39	$21,068.67
Total LifeQuest Fee			$1,219.91	$1,201.66	$2,421.57
Probate Fees			$0.00	$0.00	$0.00
Other / Fees					$0.00
Total Due LifeQuest	Check #	EFT			$2,421.57
Total Service Revenue			$16,207.37	$2,439.73	$18,647.10
Total Payment Kept By			$0.00	$0.00	$0.00
Total Service Payable			$0.00	$0.00	$0.00
Probate Fees			$0.00	$0.00	$0.00
Other / Fees		$0.12	$0.00	$0.00	$0.12
Total Due Service	Check #	EFT	$16,207.37	$2,439.73	$18,647.22

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Johnson Creek Fire & Ems Dept

Billing Summary 155

March 2016

Phase 1 - 7.00%

Charges			
Charges		$18,246.37	
Interest on Delinquent Accounts		$0.00	
Insurance Interest		$0.00	
Transaction Fees		$0.00	
Probate Fees		$0.00	
Subtotal of Charges			$18,246.37
Account Transfers			
Transferred out of Phase 1	$200.00		
Credit Summary			
Total Credits - All Types		$33,720.69	
Total Credit Adjustments		$16,293.41	
Total Closed Account Adjustments		$0.00	
Total Payments Received (Applied to Acct Bal's)		$17,427.28	
Total Overpayments (OP)		$0.00	
Total Payments Received (plus overpayments)		$17,427.28	
Less Overpayment Returns ($ not deposited)		$0.00	
Total Payments Received (less OP returns)		$17,427.28	
Net Monthly Activity			$(15,474.32)
Summary of Disbursement			
Total Deposits & Payments Kept By		$17,427.28	
Less Overpayment Refunds (patient / ins reimbursement)		$0.00	
Gross Revenue		$17,427.28	
Total LifeQuest Fee		$1,219.91	
Probate Fees		$0.00	
Total Due LifeQuest		$1,219.91	
Total Service Revenue		$16,207.37	
Total Payment Kept By		$0.00	
Total Service Payable		$0.00	
Probate Fees		$0.00	
Other / Fees		$0.00	
Total Due Service		$16,207.37	

Messages:

Johnson Creek Fire & EMS Activity Report-March 2016

Date	Time	Location	Level	Transported	Dispatched Description
3/1/2016	11:59	JC	ALS	yes	EMS responded for an individual who had possibly had a stroke
3/2/2016	15:19	JC	ALS	yes	EMS responded for a student having a medical reaction
3/2/2016	16:50	Aztalan	ALS	yes	EMS responded for an individual who was having chest pains
3/3/2016	15:53	JC	ALS	yes	EMS responded for an individual who was having difficulty breathing
3/5/2016	15:22	JC			Fire Department responded to the outlet mall for a fuel leak
3/6/2016	23:03	Farmington			Fire and EMS responded for a mutual aid request to Hele ***MABAS***
3/6/2018	23:42	Farmington	ALS	yes	EMS transported a fire fighter who was having difficulty
3/8/2016	4:47	JC	ALS	yes	EMS transported an individual who had flu type symptoms
3/9/2016	6:58	JC	ALS	yes	EMS responded to sunset Ridge for an individual who had fallen
3/9/2016	16:41	JC	BLS	yes	EMS responded for an injured driver in a motor vehicle accident
3/13/2016	10:59	JC			Fire Department responded to a dryer fire
3/13/2016	15:29	Milford			Fire Department responded to house fire
3/14/2016	10:17	Milford	ALS	yes	Fire and EMS responded for an individual who was not
3/15/2016	18:41	JC			Fire Department was paged out for a smoke alarm-residential
3/18/2016	10:19	JC	ALS	yes	EMS responded for an individual with possible kidney stones
3/19/2016	8:49	JC	ALS	yes	EMS responded to sunset Ridge for an individual who was confused
3/19/2016	12:25				Fire department assisted Fort Atkinson Fire with a grass fire ***MABAS***
3/20/2016	11:40	Farmington	ALS	yes	Fire and EMS responded for a possible overdose
3/20/2016	13:33	Fort Atkinson			EMS 704 responded to Fort EMS for a change of quarters
3/20/2016	14:56	Aztalan	BLS	no	EMS was dispatched for an individual having a seizure
3/20/2016	16:35	Watertown-town			EMS and Fire responded for a shed fire ***MABAS***
3/20/2016	20:57	Aztalan		no	EMS and Fire responded for an accident with no transport
3/21/2016	1:59	Farmington -			EMS assisted Hellenville with a house fire ***MABAS***
3/22/2016	11:34	Jefferson-Town			Fire Department responded to a marsh fire in the town of Jefferson
3/23/2016	2:05	Watertown-City			Fire Department provided mutual aid to Watertown for a ***MABAS***
3/23/2016	13:04	JC	ALS	no	EMS responded for an individual at Sunset Ridge who was PNB
3/24/2016	11:27	JC			Fire Department responded for an electrical wire on fire
3/24/2016	11:11	Lake Mills	ALS	yes	EMS provided mutual aid to Lake Mills EMS
3/24/2016	17:09	JC	ALS	yes	EMS responded for an individual who had fallen
3/25/2016	9:53	JC	ALS	yes	EMS responded for an individual with flu like symptoms
3/27/2016	0:29	JC	ALS	yes	EMS responded for an individual with abdominal pain
3/27/2016	20:13	JC	ALS	yes	EMS responded to Sunset Ridge for an individual who was feeling weak
3/28/2016	23:02	JC	ALS	yes	EMS respondedf or a possible medical overdose
3/31/2016	1318	JC	ALS	yes	EMS responded for an individual with abdominal pain
3/31/2016	9:11	JC	ALS	yes	EMS responded for an individual who had fallen

Total Emergency Responses

Johnson Creek	Farmington	Watertown
20	4	1
Milford	Aztalan	MABAS
2	3	5

Activity Report

Date	Activity Conducted
3/8/2016	in house training for extrication tools
3/15/2016	Ladder truck instruction and training
3/17/2016	EMS traning medical control

WBI/MANEY - MILLER INSPECTIONS, LLC

Building Inspector: Archie Stigney

PLUMBING PERMITS

Permit #	Date	Address	Parcel #	Owner	Contractor	Type	Fee
P2016-006	3/2/2016	435 village Walk Lane	141-0715-0743-001	First Weber	Wright Plumbing	Remodel	48.00
P2016-007	3/21/2016	412 Saratoga	141-0714-1243-16	Kaerek Homes	Guthrie & Frey	H20 Softner	35.00
P2016-008	3/21/2016	405 Wright Road	141-0715-0743-011	Kearns	A & S Plumbing	Commercial	871.52
P2016-009	3/21/2016	405 Wright Road	141-0715-0743-011	AutoZone	A & S Plumbing	Commercial	256.10
						TOTAL	**1,210.62**

BUILDING PERMITS

Permit #	Date	Address	Parcel #	Owner	Contractor	Type	Fee	Est. Cost
B2016-007	3/2/2016	435 village Walk Lane	141-0715-0743-05	Loos Ahomes	Loos Homes	Remodel	75.00	$4,000.00
B2016-008	VOID						0.00	
B2016-009	3/16/2016	110 Lincoln Street	141-0715-0733-017	Avon Hi-Life	Oliver Const	Remodel	300.00	$50,000.00
B2016-010	3/21/2016	505 Highland Blvd	141-0714-1241-016	Potuznik	Wetzel Builders	Remodel	96.00	$16,000.00
						Total Fees	**471.00**	

ELECTRICAL PERMITS

Permit #	Date	Address	Parcel #	Owner	Contractor	Type	Fee
E2016-006	3/7/2016	435 village Walk Lane	141-0715-0743-008	Loos Homes	Advance Electric	Remodel	35.00
E2016-007	3/14/2016	1113 Black Walnut Pass	141-0715-0633-41	Loos Homes	Advance Electric	NSF	170.00
E2016-008	3/16/2016	435 village Walk Lane	141-0715-0743-008	First Weber	Power Plus Inc	Remodel	109.00
E2016-009	3/21/2016	246 Jefferson St	141-0714-1313-023	Davison	Midwest Elect	Elect Panel	50.00
						TOTAL	**364.00**

HEATING & AC

Permit #	Date	Address	Parcel #	Owner	Contractor	Type	Fee
H2016-003	3/7/2016	116 Union Street	141-0714-1311-040	Wendt	Owner	Addition	80.00
H2016-004	3/21/2016	151 Maple Street	141-0715-0733-021	Pioneer Roofing	Carew Heating	Furnace	125.00
						Total Fees	**205.00**

	Total Fees	2,250.62
	State Seal	0
20% Village Retainage		450.124
Total Due Building Inspector		**1,800.50**

Incident Summary by Nature

JOHNSON CREEK POLICE DEPT.

Incidents From: 3/1/2016 to: 3/31/2016 Date Run: 4/8/2016 1:32PM

Nature of Offense	Total
15 Day Equipment Citation	2
15 Day Equipment Warning	1
911 Hangups	4
Alarm - Business	1
Animal Bite	1
Animal Complaint	3
Animal Loose	3
Annoying Telephone Calls	1
Assist - Motorist	3
Assist - Other Law Enforcement Agency	2
Assist EMS	6
Assist Fire	3
BUSINESS CHECK	11
Civil Dispute	1
Criminal Damage to Property	2
Death Investigation	1
Disorderly Conduct	2
Disorderly Conduct - Warning	1
Drug - Possession of Paraphernalia	1
Family Disturbance	3
Found Items / Property	5
Fraud	3
Fraud - NSF Checks	2
Harassment	2
Information	2
Lockout - Vehicles	1
Loud Noise	2
Miscellaneous Rules Violation	3
Missing Adult	1
Missing Juvenile / Runaway	4

Nature of Offense	Total
Obstructed Windshield	1
Open Door / Window	1
Operating After Suspension	1
Operating Without Vehicle Insurance	3
PARK CHECK	42
Parking - Misc. Violation	2
Parking Complaint - Residential	1
Registration / Title Violation	3
Residence Check	3
Sexual Assault of a Child	1
Speed Warning	8
Speeding Violation	8
Suicide Attempt	1
Suspicious Person / Activity	2
Theft - All Other	5
Theft - Gas Drive Off	2
Theft - Retail/Shoplifting	1
Traffic Accident - Personal Injury	2
Traffic Accident - Property Damage	5
Traffic Accident - Run Off	1
Traffic Violation - Warning	3
Trespassing	2
Truancy	1
Turn, Stop, Signal Violation	3
Vandlism	1
Village Ordinance Violation	1
Welfare Check	4
Total Number of Offenses for Period:	***185***

President Swisher called the Village Board meeting to order at 5:30 p.m. The Pledge of Allegiance was recited.

In attendance: President John L. Swisher, Trustees: Randy Bieri, Tim Semo, Donald Smith and Dale Theder. Absent and excused: Fred Albertz. Also in attendance: Administrator Mark Johnsrud, Library Director Luci Bledsoe, Street Superintendent Lee Trumpf, Fire Chief Jim Wolf, Police Chief Gary Bleecker, Wastewater/Water Superintendent Aric Mindemann, Engineer Kevin Lord, Attorney James Hammes and Clerk-Treasurer Joan Dykstra.

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

Approve Finance Report
A Semo/Theder motion carried on a 5-0 roll call vote to approve claims totaling $252,654.23.

Ambulance/Fire-EMS, Building Inspector, Police– *For Information Only*
Trustee Smith thanked the Fire Department for the tour on Saturday with the Cub Scouts.

Department Schedules/Reports
Police Chief Bleecker reported this month the department has been involved with gas drive offs, attempted suicides, heroin overdose to name a few and they are continuing with their training.

Fire/EMS Chief Jim Wolf stated they had seven calls in one day, the new monitors are in service and they are ready for the grass fire season.

Street Superintendent Lee Trump said they are currently working on cold patching and routing for crack filling.

Library Director Luci Bledsoe stated the Johnson Creek Public Library is participating in a new program called Sip & Swipe Café®. Older adults are invited to learn how to use a tablet as they follow the simple, on screen tutorial provided by Generations on Line (GoL) that offers step-by-step instructions to people over the age of 55 who have never before used a computer or tablet.

Water/Sewer Superintendent Aric Mindemann said they had a main break effecting 200 residents a valve was at fault. Hydrant flushing will begin the second week of April. A walk thru the WWTP was done with MSA.

Approve Village Board Meeting Minutes of February 22nd/Special Village Board minutes of March 14th 2016
A Theder/Bieri motion carried to approve village board meeting minutes of February 22nd and special village board minutes of March 14th 2016.

Public Comment
Andy Swanson – 405 Whispering Way, said there are a ton of kids at Bell Park all the time when school is out. There are over one hundred kids in the neighborhood and there are not many options at Bell Park. Andy said he heard the argument that there are many hoops in the driveways of the neighborhood but you cannot play a game of basketball in a driveway. Also previously it was mentioned to place the court in Centennial Park. Andy again disagreed as this is way on the west side of the Village and again on the other side of HWY 26 and there is already a court on the west of HWY 26. He recommended to piggy back the project with the shelter. Bell Park is for everybody, adults included.

Justin Swanson – 405 Whispering Way, said there is nothing for his age in Bell Park. The park equipment says five to twelve years of age. There are several soccer fields in Bell Park, but a basketball court would be more beneficial without crossing the highway.

Notices and Discussion - none

Administrator Report –
Administrative summary by Mark Johnsrud:

1) Update – Dan's Washboard site – Jefferson County is working on permission to gain access to the site to complete phase I and phase II environmental testing of the site under an EPA grant.
2) Update – John Brockner 206 Shepherd Street - Johnsrud met with John Brockner about purported damage claim to his property at 206 Shepherd Street. The Village offered to remove the maple tree in the rear yard and replace with a new tree of choice. Will meet with Brockner again after he gathers more information on possible repair costs.
3) Waste Water Facility Plan Study – the WWTP was toured with Tom Fitzwilliams and other staff of MSA to review the operations of the waste water treatment plant in relation to the facility plan study.
4) Economic Development – Kearns Motor Car Company has moved their sales lot from Jefferson to Johnson Creek and should be out of the temporary sales lot and in business within 90 days.
5) Lake Mills Market has offered to provide free delivery for grocery orders on Wednesday and Saturday to residents within Johnson Creek zip code 53038. The cost for on-line ordering is $7.95.
6) Wright Road – Communicated with village engineer, Kevin Lord, about the performance of the stormwater pond in the Village owned Johnson Creek Wright Road subdivision. The site has areas of standing water even during dry periods. The Iverson Construction has been notified of the possible issues.

Johnsrud also reported the fence is now up at the compost site. The gate will be left open for a while during the transition.

Committee/Commission Reports
Included in the packet were minutes from March 14th Committee of the Whole, March 14th Plan Commission, Special Village Board of March 14th, March 10th Joint Recreation Committee meeting agenda and handouts and February 29th Tourism and Promotion minutes. Johnsrud said the School District will be hiring a Recreation Director and Administrative Assistant. Ken Walters will report to this position. This is to be funded by Fund 80 within the Johnson Creek School budget without cost to the Village.

Plan Commission Recommendation:
Resolution 36-16 Certified Survey Map Re-Division of Lot 4 and Lot 5 Serenity Pines Subdivision
The recommendation from the Plan Commission was to include a 30 foot utility easement/setback and also language on a recordable document regarding the possibility of a future water tower site to the South of the certified survey map (CSM).

A Bieri/Theder motion carried to approve Resolution 36-16 a certified survey map for a re-division of Lot 4 and Lot 5 Serenity Pines Subdivision.

Resolution 07-16 Vacate Portion of Paradise Lane
A Semo/Bieri motion carried on a 5-0 roll call vote to approve Resolution 07-16 to vacate a portion of Paradise Lane.

Resolution 24-16 Deny Professional Services Agreement – MSA – Bell Park - Basketball Court
Trustee Smith recommended sending this back to the next Committee of the Whole and combine as one project and save on some costs. After discussion the recommendation was to send Resolution 24-16 and Resolution 25-16 back to the next Committee of the Whole meeting.

A Smith/Theder motion carried to approve referring the Bell Park basketball court professional services agreement to the next Committee of the Whole meeting for further discussion.

Resolution 25-16 Professional Services Agreement – MSA - Bell Park – Restroom and Shelter
A Smith/Theder motion carried to approve referring the restroom and shelter professional services agreement with MSA to the next Committee of the Whole meeting for further discussion.

Resolution 26-16 Rental Agreement Renewal - Johnson Creek Pioneers Baseball
A Semo/Theder motion carried to approve Resolution 26-16 a rental agreement renewal with Johnson Creek Pioneers Baseball.

Resolution 27-16 Rental Agreement Renewal - Johnson Creek Stateline Baseball
A Bieri/Theder motion carried to approve Resolution 27-16 a rental agreement renewal with Johnson Creek Stateline Baseball.

Resolution 28-16 Rental Agreement Renewal - Thundercat Baseball
A Bier/Semo motion carried to approve Resolution 28-16 a rental agreement renewal with Thundercat Baseball.

Resolution 29-16 Receive and File Traffic Study – Milwaukee Street and Aztalan Street – MSA
A Semo/Bieri motion carried to approve Resolution 29-16 to receive and file the traffic study for Milwaukee Street and Aztalan Street with MSA.

Resolution 30-16 Award Bid - Public Works Department – Lawnmower
Resolution 30-16 was to award the bid for a 2015 Scag zero turn riding lawnmower from Mid-States Equipment in the amount of $9,095.

After much discussion, a Smith/Theder motion carried on a 5-0 roll call vote to amend Resolution 30-16 to award the bid for the purchase of a 2016 Bobcat lawnmower from Waupun Equipment in the amount of $9,475.

A Smith/Theder motion carried on a 5-0 roll call vote to approve Resolution 30-16 as amended to award the bid for the Public Works Department to purchase a 2016 Bobcat lawnmower from Waupun Equipment in the amount of $9,475.

Resolution 31-16 Award Bid - Public Works Department - Boom Mower
Resolution 31-16 is to award the bid for a boom mower to Serwe Implement Municipal Sales Co. in the amount of $31,930.

A Semo/Smith motion carried on a 5-0 roll call vote to approve Resolution 31-16 to award the bid for the public works department for a boom mower.

Resolution 32-16 Award Bid - Public Works Department – Crackfilling Tar
Resolution 32-16 is to award the bid to purchase tar in the amount of $16,464 and de-tack in the amount of $1,260 plus shipping from Sherwin Industries in an amount not to exceed $18,000.

A Smith/Semo motion carried on a 5-0 roll call vote to approve Resolution 32-16 to award the bid for the public works department for crackfilling tar.

Resolution 33-16 Award Bid - Sewer and Water Utility – Pickup Truck
Resolution 33-16 is to award the bid to purchase of a 2016 Ford F350 XL regular cab pickup truck with a plow package from Ewald Hartford Ford, LLC in the amount of $26,594.

After discussion, a Semo/Theder motion carried on a 4-1 roll call vote with Smith opposed to approve Resolution 33-16 awarding the bid for the sewer and water utility pickup truck.

Resolution 34-16 Award Bid - Sewer Utility - Skid Steer Loader
Resolution 34-16 is to award the bid to purchase a Bobcat S650 T4 skid steer loader from Mid-States Equipment in the amount of $39,948 to be paid from the sewer equipment replacement fund.

A Bieri/Semo motion carried on a 5-0 roll call vote to approve Resolution 34-16 to award the bid for the sewer utility for a skid steer loader.

Resolution 35-16 Award Bid - Sewer Utility - Main Lift Station Pumps
Resolution 35-16 is to award the bid to purchase Hydromatic pumps from L. W. Allen, Inc. in the amount of $24,176.

A Smith/Semo motion carried on a 5-0 roll call vote to approve Resolution 35-16 to award the bid for the sewer utility to purchase main lift stations pumps.

Resolution 37-16 Schedule of Fees – Revised March 28, 2016
Resolution 37-16 reduces the bicycle license fee from $10 to $5.

A Semo/Smith motion carried on a 5-0 roll call vote to approve Resolution 37-16 the schedule of fees revised March 28, 2016.

Discussion/Recommendation Eden Street Steps
Trustee Smith speaking as the Cub Scout master said he received estimates for material to redo the Eden Street steps. The quote from Zuerns was for 45 used railroad ties in the amount of $749.70 or 45 rough saw pine treated to ground in the amount of $1,166.40. Johnsrud stated that this was not a budgeted item but the Village could use assigned funds to make the purchase. Smith said they could have the steps completed by May 31st. Also questioned was getting a quote from Menards as they are a business in the Village.

A Bier/Theder motion carried 4-0-1 with Smith abstaining to approve the purchase of rough sawn pine 6"X6" post lumber treated for ground contact in an amount not to exceed $1,166.40 with completion by May 31st for the Eden Street steps.

Discussion/Recommendation – Centennial Park – Parking Lot Design
MSA provided a parking lot design for Centennial Park which maximizes the spaces by looping and one way, reducing the cost. This design would park 88 vehicles, with green islands along with lighting.

A Bieri/Semo motion carried to approve the conceptual parking lot design and for MSA to do bid specs on it.

Convene in Closed Session
A Bieri/Theder motion carried on a 5-0 roll call vote to convene into closed session at 6:35 p.m. *pursuant to Wisconsin Statutes* §§19.85(1)(e) *deliberating or negotiating the investing of public funds whenever competitive or bargaining requires a closed session* – Option to Purchase – North Resort Drive, LLC – Lot 2, Lot 5 and Option to Purchase – Amy Hudson – 260 Wright Road.

Reconvene in Open Session
A Semo/Smith motion carried to reconvene into open session at 6:52 p.m.

Action from Closed Session
Clerk Dykstra reported that a motion passed unanimously to approve a third amendment to the option to purchase with North Resort Drive, LLC and a motion passed unanimously to provide that the Village Attorney is directed to prepare a right of first refusal with Amy Hudson for any future sale of 260 Wright Road.

Upcoming meetings:
a. Plan Commission Meeting: April 11, 2016 at 5:35 p.m. not 5:00
b. Sp. Village Board Meeting Comp. Plan Public Hearing with Plan Commission April 11 at 5:30 p.m.
c. Special Village Board 5:40 immediately following PC and prior to COW
d. Committee of the Whole Meeting: April 11th at 5:30 p.m.
e. Annual Meeting Tuesday, April 19th at 5:30 p.m.
f. Next Village Board: April 25th at 5:30 p.m.

Adjourn
A Smith/Theder motion carried to adjourn at 6:57 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.

John Swisher, chair of Plan Commission and Village Board President called the meeting to order at 5:30 p.m. In attendance: Plan Commissioners: Laurie Adams, David Armstrong, Mary Nimm, Tim Semo, Matthew Silkey, John Swisher, Scott Thomas and Village Trustees in attendance: Randy Bieri, Donald Smith and Dale Theder and President John L. Swisher. Absent and excused: Trustee Fred Albertz. Also in attendance: Village Administrator Mark Johnsrud, Police Chief Gary Bleecker, Village Engineer Kevin Lord with MSA, Village Planner Mike Slavney with Vandewalle & Associates, Village Attorney James Hammes and Clerk/Treasurer Joan Dykstra.

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

Presentation of Proposed Amendments to the Comprehensive Plan
Planner Slavney displayed the proposed changes to the Future Land Use Map based on the previous map and the current map. The changes to the Future Land Use Map within the Comprehensive Plan includes:

1. A proposed change from "Planned Neighborhood" or "Public Parks & Open Space" land use category to "Planned Mixed Use" for the area north of Resort Drive, between County Highway Y and the Rock River Floodplain, and the southwest corner of the intersection of River Drive, Red Oak Circle and railroad right of way; and
2. A proposed vacation of the northern portion of public right of way on Paradise Lane; and
3. A proposed annexation of portions of two parcels south of River Drive from the Town of Farmington, and changing their future land use category to "Planned Mixed Use" or "Environmental Corridor" to follow current wetland boundaries and remove trail connections; and
4. A proposed change from the "Planned Neighborhood" category to "Public Parks & Open Space" to follow the current floodplain boundary for the area northwest of Rainbow Lane and east of the Rock River; and
5. A proposed changes from the "Planned Commercial" or "Planned Office" categories to "Planned Mixed Use" for the lands adjacent to the northern end of Remmel Drive, and adjacent natural features from "Environmental Corridor" to Planned Mixed Use" to follow the current woodland extent; and
6. A proposed change from the "Planned Commercial" or "Planned Industrial" to "Planned Mixed Use" for lands on the west side of Old 26 Road, adjacent to I-94, Crossroads Way and River Drive; and
7. A proposed change from "Planned Commercial" to Planned Mixed Use" for the area on the east side of Spring Lane between I-94 and County Highway B; and

In addition, the following text is recommended for deletion (as shown by strikethrough on page 88) to reflect vacation of Paradise Lane as part of the North Resort Drive, LLC development on Resort Drive:

The Village will plan for the extension of the following roads:
~~"An extension of Paradise Lane (66' Right of Way)"~~

Adams questioned the additional changes included with the Comprehensive Plan Amendment for the properties on Old 26 road, adjacent to I-94, Crossroads Way, River Drive and Remmel Drive.

Johnsrud explained that this only changes the Future Land Use Map without changing zoning. Mixed use development may be proposed for all of these properties in the future. This change just permits the Plan Commission and Village Board with the opportunity to consider a proposed development without future changes to the Comprehensive Plan. Michael Slavney reinforced this reasoning to change these areas within the Future Land Use Maps.

Open Public Hearing on Amendments to the Comprehensive Plan
A Semi/Bieri motion carried unanimously to open the public hearing at 5:45p.m.

Close Public Hearing
A Nimm/Theder motion carried unanimously to close the public hearing at 5:45p.m.

Discussion of Public Hearing Comments and Proposed Amendments by Plan Commission and Village Board - none

Plan Commission Next Meeting – May 9, 2016 – 5:00 p.m.

Village Board Next Meeting – April 25, 2016 – 5:30 p.m.

Adjourn
a. Plan Commission
b. Village Board

A Semo/Armstrong motion carried to adjourn at 5:47 p.m.

Joan Dykstra
Clerk – Treasurer

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

President Swisher called the Village Board meeting to order at 6:28 p.m. The Pledge of Allegiance was recited.

In attendance: President John L. Swisher, Trustees: Randy Bieri, Tim Semo, Donald Smith and Dale Theder. Absent and excused: Fred Albertz. Also in attendance: Administrator Mark Johnsrud, Police Chief Gary Bleecker, Engineer Kevin Lord, Planner Mike Slavney with Vandewalle & Associates, Attorney James Hammes and Clerk-Treasurer Joan Dykstra.

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

Ordinance 03-16 Amend 2009 Comprehensive Plan
A Semo/Theder motion carried to suspend the rules and waive the first reading of Ordinance 03-16 amending the 2009 Comprehensive Plan.

A Semo/Bieri motion carried to approve Ordinance 03-16 amending the 2009 Comprehensive Plan.

Ordinance 04-16 Annexing Land (West Parcel) from the Town of Farmington- Petition #13918 – to the Village of Johnson Creek
A Theder/Smith motion carried to suspend the rules and waive the first reading of Ordinance 04-16 annexing land (west parcel) from the Town of Farmington – petition #13918 to the Village of Johnson Creek.

A Smith/Theder motion carried to approve Ordinance 04-16 annexing land (west parcel) from the Town of Farmington - Petition #13918 – to the Village of Johnson Creek.

Ordinance 05-16 Annexing Land (East Parcel) from the Town of Farmington – Petition #13918 – to the Village of Johnson Creek
A Semo/Theder motion carried to suspend the rules and waive the first reading of Ordinance 05-16 annexing land (east parcel) from the Town of Farmington – petition #13918 to the Village of Johnson Creek.

A Semo/Theder motion carried to approve Ordinance 05-16 annexing land (east parcel) from the Town of Farmington – Petition 13918 – to the Village of Johnson Creek.

Ordinance 06-16 Permanent Zoning – Planned Industrial (PI) – Lot 1 and Lot 2 of Annexation Petition #13918
A Semo/Bieri motion carried to suspend the rules and waive the first reading for Ordinance 06-16 permanent zoning – Planned Industrial (PI) – Lot 1 and Lot 2 of annexation petition #13918.

A Smith/Theder motion carried to adopt Ordinance 06-16 permanent zoning – Planned Industrial (PI) for Lot 1 and Lot 2 of Annexation Petition #13918.

Ordinance 07-16 Re-Zoning – Lot 5 and Lot 6 of River Creek Centre Subdivision and Vacated Public Right of Way (ROW) of Paradise Lane from Planned Business (PB) to Planned Industrial (PI)
A Bieri/Theder motion carried to wave the first reading approving Ordinance 07-16 Re-Zoning – Lot 5 and Lot 6 of River Creek Centre Subdivision and vacated public right of way (ROW) of Paradise Lane from Planned Business (PB) to Planned Industrial (PI).

Resolution 39-16 Certified Survey Map (CSM) – Lot 1 and Lot 2 of Annexation Petition #13918
A Semo/Bieri motion carried to approve Resolution 39-16 the certified survey map (CSM) for Lot 1 and Lot 2 of annexation petition #13918.

Resolution 40-16 Certified Survey Map (CSM) Combining Lot 1 and Lot 2 of a CSM of Annexation Petition #13918 and Lot 5 and Lot 6 of River Creek Centre Subdivision and Vacated Right of Way of Paradise Lane
A Bier/Smith motion carried to approve Resolution 40-16 certified survey map (CSM) combining Lot 1 and Lot 2 of a CSM of annexation petition #13918 and lot 5 and lot 6 of River Creek Centre subdivision and vacated right of way of Paradise Lane.

Resolution 41-16 Site Plan – North Resort Drive, LLC – 150 Resort Drive
A Bieri/Semo motion carried to approve Resolution 41-16 a site plan for North Resort Drive, LLC at 150 Resort Drive.

Upcoming meeting: Next Village Board: April 25th at 5:30 p.m.

Adjourn
A Bier/Smith motion carried to adjourn at 6:35 p.m.

Joan Dykstra
Village Clerk - Treasurer

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President Swisher called the Village Board meeting to order at 5:30 p.m. The Pledge of Allegiance was recited.

In attendance: President John L. Swisher, Trustees: Laurie Adams, Tim Semo, Donald Smith, Dale Theder and Steve Wollin. Also in attendance: Administrator Mark Johnsrud and Clerk-Treasurer Joan Dykstra.

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

Public Comment - none

Approval of Village Board Committee Appointments

Improvement and Services
Appointment to Improvement and Services:
Dale Theder
Steve Wollin
And the new appointed Trustee

Appointment to Personnel & Finance:
Laurie Adams
Don Smith
Steve Wollin

Appointment to Protection & Welfare:
Tim Semo
Don Smith
Steve Wollin

Semo stated he was disappointed over being appointed to the Protection and Welfare Committee as the longest serving Village Trustee. Semo stated that these were his feelings even though the Protection and Welfare meets less now because of using Committee of the Whole. Swisher reinforced that because the Committee of the Whole is now used that Semo is correct that the standing committees including Protection and Welfare seldom meet.

A Smith/Theder motion carried 5-1 with Semo opposed to approve the standing committee appointments.

Certification of Code of Ethics Wisconsin Statutes §§19.59 (1)(a)-(d) – *pgs 1-2*
President Swisher read and reviewed the code of ethics with the village board and signed the certification.

Approval of Appointments to Advisory Boards, Committees and Commissions
Appointments to Plan Commission:
Trustee: Laurie Adams – 135 Pheasant Run - 2017
Member: C.J. O'Neil replace Laurie Adams from member to Trustee - 2018
Member: Matthew Silkey - May 2019
Scott Thomas: – 2019

A Semo/Theder motion carried 5-1 with Semo opposed to approve Plan Commission appointments.

Appointments to Board of Review:
Citizen: Nick Ansay – 780 Meadowview Ln. – 2018
Alternate: Thelma Thomas – 233 Milwaukee St. - 2018

Appointments to Community Development Authority
Member: Andy Flint – 104 Sanctuary Ct – 2020
VB Rep Exp Even Year: Trustee: Laurie Adams - 2018

Appointments to Community Innovation Committee:
Trustee Rep.: Laurie Adams
Member/JC Resident: Randy Bieri was Laurie Adams

Appointments to Library Board:
Resident – Les Gray – 211 N. Watertown St. 2019
Resident – Sara Hackbarth – 121 Chapel Hill Drive – 2019
Trustee: Tim Semo – 133 Chapel Hill Dr.

Appointments to Police and Fire-EMS Commissioners:
Member Jon Adams - May 2021

Appointments to Public Lands Committee:
Trustee: I&S Chair
Member/JC Resident: Sean Ritter was Steve Wollin - 2017

Appointments to Recreation Committee:
Trustee: ~~Tim Semo~~ Steve Wollin
Trustee: Don Smith

Appointments to Zoning Board of Appeals:
Citizen: Sean Ritter was Laurie Adams - 2018
Citizen: Randy Bieri -2019
Alternate: Steve Brown - 2017
Alternate: Chris Nizzi was Steve Wollin - 2017

A Smith/Adams motion carried 6-0 on a roll call vote to amend with the removal of Tim Semo on the Park and Recreation Committee and replace with Steve Wollin.

A Semo/Smith motion carried 6-0 on a roll call vote, with Adams abstaining from the Police and Fire Commission appointments, approving the committee appointments as amended.

Resolution 42-16 Authorizing Signatures on Disbursements
A Smith/Theder motion carried on a 6-0 roll call vote to approve Resolution 42-16 authorizing signatures on disbursements.

Resolution 43-16 Designation of Newspaper for Legal Notices – Watertown Daily Times
A Semo/Adams motion carried on a 6-0 roll call vote to approve Resolution 43-16 designation of Watertown Daily Times as the newspaper for legal notices.

Resolution 44-16 Designation of Public Depositories
A Theder/Semo motion carried on a 6-0 roll call vote to approve Resolution 44-16 designation of public depositories.

Proclamation - UW Cancer Center 10 Year Anniversary
Proclamation - UW Cancer Center 10 Year Anniversary proclaiming April 20th as UW Cancer Center Day.

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

Next Village Board Meeting – April 25th, 5:30 p.m.
Initial Meeting of Committees – tonight - April 19th, 5:45 p.m. or immediately following the Annual Meeting – see separate agendas
Open Book - April 21, 2016 - 1:00 p.m. – 7:00 p.m.
Plan Commission – May 9th 5:00 p.m.
Committee of the Whole – May 9th 5:30 p.m.
Board of Review - May 12, 2016 - 4:00 p.m. – 6:00 p.m.

Adjourn
A Semo/Adams motion carried to adjourn at 5:53 p.m.

Joan Dykstra
Village Clerk - Treasurer

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

CRAMER, MULTHAUF & HAMMES, LLP
ATTORNEYS AT LAW

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April 12, 2016

VIA E-MAIL
jlswisher@tds.net

John Swisher
Village of Johnson Creek
125 Depot Street
P.O. Box 238
Johnson Creek, WI 53038-0238

Re: Closed Village Board Meetings
Agenda Notices

Dear John:

In the past several years, the Village has conducted various closed sessions for the purpose of discussing the current terms and conditions of contracts being negotiated for the sale of Village owned property.

You have inquired of me, and asked that I express my opinion as to whether these closed meetings have been appropriately noticed.

In reviewing the agendas, I note that the closed meetings were noticed in accordance with the provisions of Wis. Stat. § 19.85(1)(e). This statute allows municipal bodies to convene in closed session for specific purposes and reads as follows:

> (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Although the statute specifically authorizes the Village Board to convene in closed session for the purpose of negotiating the purchasing of public properties, clearly the statute also contemplates that the Village Board may convene in closed session for the purpose of discussing the terms and conditions to be included in a contract for the sale of Village property.

I would note, however, that simply because Wis. Stat. § 19.85(1)(e) authorizes the Village Board to convene in closed session for the purpose of negotiating the sale of Village property does not follow that all such discussions must be conducted in closed session. Indeed, some discussions, for example, whether or not the Village should consider selling a specific piece of property, should be conducted in open session. Closed session exemption would apply to those circumstances where the Village is discussing the terms and conditions of the contract involving the sale of that property, including for example the sale price that the Village would accept.

In reviewing the agendas, it is my opinion that the purposes identified in the agenda fall within this exception. However, I would also note that the agenda items should be as specific as reasonably possible when identifying the specific public business which is to be discussed in the closed session.

For example, rather than simply noticing a closed session to discuss an "option to purchase" involving a specific parcel of Village land, the notice should also identify the private party that has submitted the option to purchase which will be the subject matter of the discussion. In reviewing the agendas that were provided, I note that the Village has done this in the past.

Finally, while a municipal body, including the Village Board, can take final action and vote in closed session as long as the voting is an integral part of the deliberation process, in most cases the voting should occur in public. 67 Op Att'y Gen. 117 (1978). Again, it is my understanding that this has been the practice followed by the Village Board. That is, where an option to purchase or a contract involving the sale of public property has been discussed in closed session, the action approving the option to purchase and/or offer to purchase is then voted upon in open session. Those documents, then, become public records, and any resident or interested party has a right to request and obtain copies of those options and/or contracts.

You have also asked whether the Tourism Commission can meet in closed session. This issue was raised several months ago in an e-mail I received from the Village Administrator which inquired in part as follows:

> The Tourism Commission has requested funding proposals via application for consideration. These proposals will result in a contract being signed between the applicant and the Commission.
>
> Can the commission notice and go into closed session to discuss proposals for room tax funding?

My response to that inquiry was as follows:

> Any exemptions available to a public body would apply to the commission. It they are meeting for the purpose of negotiating contract terms, or if there is some reason that competitive or bargaining reasons mandate a closed sessions, then the exemption would apply. But if they are simply reviewing funding proposals, that would be outside of the exemption.

My opinion remains as set forth in that e-mail. The Tourism Commission should discuss public funding requests in public, and the convening of a closed session should be limited to those circumstances where the Tourism Commission is negotiating in terms of a contract. My understanding is that the Tourism Commission did convene into closed session for that limited purpose, and I assume that the discussions which occurred in that closed session did, in fact, involve the terms of a proposed contract between the Tourism Commission and the Johnson Creek Chamber of Commerce.

In summary, it is my opinion that the purposes for which the closed sessions were noticed were appropriate and consistent with the exemptions allowed by Wis. Stat. § 19.85(1)(e). If there are specific issues or questions regarding whether a closed session is appropriate, those issues or questions should be raised with my office prior to the publication of agenda, if at all possible, or if that is not possible, them prior to any meeting which has been noticed for a closed session.

I trust this response addresses your inquiries, but as always, if you have questions or would like any matter clarified, please contact me at your convenience.

Very truly yours,

s/ James W. Hammes

James W. Hammes

JWH:blr

Department of Transportation
Office of the Secretary
4802 Sheboygan Ave, Room 120B
PO Box 7910
Madison, WI 53707-7910

RECEIVED
APR 14 2016

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
wisconsindot.gov

Telephone: (608) 266-1113
FAX: (608) 266-9912

JOAN DYKSTRA, CLERK
VILLAGE OF JOHNSON CREEK
PO BOX 238
JOHNSON CREEK, WI 53038-0238

April 12, 2016

Re: Great Lakes Basin Transportation, Inc. - Railroad Proposal in Wisconsin

Dear Stakeholder:

The Wisconsin Department of Transportation (WisDOT) is monitoring the above listed proceeding with interest. Great Lakes Basin Transportation, Inc. (GLBT) proposes to construct and operate a new railroad on a 278-mile long, 200-feet wide railroad corridor, from Indiana, around Chicago, and into southern Wisconsin. This is an extensive and complex construction project, which may affect your municipality, organization or group.

The federal Surface Transportation Board (STB) Office of Environmental Analysis (OEA) is coordinating the initial "scoping" phase of the environmental process, which will identify potential alternative routes. OEA will then analyze potential impacts of the proposed railroad and alternative corridors, up to 30 miles of each side of the corridors.

This is a significant proposal which may have short- and long-term impacts upon Wisconsin transportation systems and the environment, as well as local, state and regional economies. WisDOT strongly encourages you to review the enclosed material, as well as the information available at the STB website, listed below. We also encourage you to consider participating in the upcoming meeting, as well as future meetings, if you believe it may affect your municipality, organization or group.

In addition, your municipality, organization or group should consider whether to submit a comment on the Environmental Scoping phase. Comments are due June 15, 2016 (extended from May 15, 2016).

- GLBT plans to seek authority from the STB to construct and operate an approximately 278-mile rail line, which would extend generally from La Porte, Indiana through Illinois to Milton, Wisconsin and would connect with existing Class I railroads.

- STB OEA is preparing an Environmental Impact Statement to analyze the potential environmental impacts of the proposed rail line.

- See more at: http://greatlakesbasinraileis.com/index.html
- STB CONTACT:

Dave Navecky
Surface Transportation Board
Docket No. FD35952
395 E Street SW
Washington, D.C. 20423-0001
202-245-0294
david.navecky@stb.dot.gov

Comments may also be submitted electronically by accessing the following website:

http://www.stb.dot.gov/Ect1/ecorrespondence.nsf/incoming?OpenForm

The only STB public information meeting currently scheduled in Wisconsin will be held at 5:30 p.m. – 8:00 p.m., April 18, 2016, at:

Janesville Craig High School Cafeteria
401 S Randall Ave
Janesville, WI 53545

WisDOT will continue to monitor this proceeding closely and work with our partners during the entire process. Please find enclosed a copy of a March 18, 2016 informational letter to WisDOT from the STB OEA. It describes the intent of GLBT's proposal, the role of the STB, and opportunities for public comment. For information about WisDOT's participation, please contact John Alley, Director of WisDOT Bureau of Transit, Local Roads, Railroads and Harbors at 608-266-2963 or john.alley@dot.wi.gov.

Sincerely,

Mark Gottlieb

Mark Gottlieb, P.E.
Secretary

SURFACE TRANSPORTATION BOARD
Washington, DC 20423

Office of Environmental Analysis

March 18, 2016

Michael Hoelker
Wisconsin Department of Transportation
4802 Sheboygan Avenue
Madison, WI 53705

RE: Docket No. FD 35952, Great Lakes Basin Transportation, Inc (GLBT)—Authority to Construct and Operate a Rail Line in Indiana, Illinois, and Wisconsin: Notice of Intent to Prepare an Environmental Impact Statement, Draft Scope of Study, Notice of Scoping Meetings, and Request for Comments on Draft Scope

Dear Michael Hoelker:

Great Lakes Basin Transportation, Inc (GLBT) plans to file either a petition for exemption pursuant to 49 U.S.C. § 10502, or an application pursuant to 49 U.S. C. § 10901, seeking authority from the Surface Transportation Board (Board) to construct and operate an approximately 278-mile rail line. According to GLBT, the proposed rail line would extend generally from La Porte, Indiana through Illinois to Milton, Wisconsin and would connect with existing Class I railroads.

The construction and operation of the proposed GLBT rail line has the potential to result in significant environmental impacts; therefore, the Board's Office of Environmental Analysis (OEA) has determined that the preparation of an Environmental Impact Statement (EIS) is appropriate pursuant to the National Environmental Policy Act of 1969 (NEPA), as amended (42 U.S.C. § 4321 et seq.).

Today, OEA issued a Notice of Intent (NOI) to prepare an EIS for the project, Draft Scope of Study, Notice of Scoping Meetings, and Request for Comments on the Draft Scope, which can be viewed on a Board-sponsored project website at www.GreatLakesBasinRailEIS.com by clicking on "Notice of Intent" under "Related Links and Documents." This project website includes a map of the project area including GLBT's proposed alignment.

Following the scoping period, OEA will review the scoping comments and then finalize the Scope of Study including the list of alternatives for the proposed rail line to be carried forward for detailed study in the EIS. ICF International, OEA's third-party contractor, will be assisting OEA throughout its EIS process and may contact you directly regarding scoping, data required for the EIS, etc.

We invite you to participate in this EIS scoping process and would appreciate your written comments on the Draft Scope of Study and potential alternatives to GLBT's proposed alignment by the close of the scoping comment period on **May 16, 2016.**

AMERICAN TRANSMISSION COMPANY®

MAILING & STREET ADDRESS: 2489 RINDEN ROAD ■ COTTAGE GROVE, WI 53527-9598
PHONE: 608.877.7600 ■ TOLL FREE: 866.899.3204 ■ FAX: 608.877.8123 ■ www.atcllc.com

APR 11 2016

Village of Johnson Creek
Attention: Mark Johnsrud
PO Box 238
Johnson Creek, WI 53038

Enclosed is a sponsorship check from American Transmission Co. to assist with funding your Arbor Day activities.

Thank you for allowing American Transmission Co. to be part of your Arbor Day celebrations.

Please contact me if you have any questions.

Sincerely,

Waunell Trepanier

Waunell Trepanier
608-843-6149

Charitable Contributions

Substantiation and Disclosure Requirements
(see IRS Publication 1771 for additional information)

RECEIVED
APR 11 2016

You have received the following information relating to substantiation and disclosure requirements because the enclosed contribution of $250 or more has been made to your tax-exempt, charitable organization.

Written Acknowledgment

IRS rules require that an organization's written acknowledgment to donors should contain the following information:

- Name of organization.
- Amount of cash contribution or, if applicable, description (but not the value) of a non-cash contribution.
- Statement that no goods or services were provided by the organization in return for the contribution, or
- Description and good faith estimate of the value of goods or services that the organization provided in return for the contribution.

The IRS has not created a standard format for contribution receipts. The receipt can be a letter, postcard, an e-mail message, or form created by your organization for this purpose. Any donations worth $250 or more must be recognized with a contribution receipt.

Examples of Written Acknowledgments

- "Thank you for ATC's cash contribution of $xxx that (organization's name) received on (date of contribution). No goods or services were provided in exchange for your contribution."
- "Thank you for ATC's cash contribution of $xxx that (organization's name) received on (date of contribution). In exchange for your contribution, we gave you (item received) with an estimated fair market value of $xxx."
- "Thank you for ATC's cash contribution of $xxx that (organization's name) made in the name of its (e.g., Special Relief Fund) program. No goods or services were provided in exchange for your contribution."

Acknowledgements may be mailed directly to:

Kaylin Schueler
Corporate Giving Council Administrator
American Transmission Company
PO Box 47
Waukesha, WI 53187

Please feel free to contact me with any questions at (262) 832-8679. If you choose to submit your contribution receipt electronically, please send to kschueler@atcllc.com.

Division of Transportation
Investment Management
Bureau of Transit, Local Roads, Railroads & Harbors
PO Box 7913
Madison, WI 53707-7913

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.wisconsindot.gov

Telephone: 608-266-0775

Facsimile (FAX): 608-266-0658

RECEIVED

APR 14 2016

To: Local Official

Enclosed are your 2016-2017 Local Roads Improvement Program (LRIP) State/Municipal Project Agreement and Request for Project Reimbursement form. This agreement secures your funds and authorizes you to proceed with your project.

Just a reminder:

- All projects must be advertised for competitive bids. The program requires a Class 2 notice. *Class 2 notices* require 2 insertions (means once each week for two consecutive weeks, the last of which shall be at least one week before the act or event, unless otherwise specified by law).
- Towns, cities and villages are not allowed to use their own workforce, equipment or materials on LRIP projects; those costs are not eligible for reimbursement under the program.
- Approvals for substitutions or changes to the approved project are required by WisDOT **prior** to awarding a contract to the contractor. Substitutions and changes completed without notifying WisDOT will not be reimbursed.

To ensure your municipality/county receives all LRIP funding authorized under this State/Municipal Project Agreement, please review the roles and responsibilities section in the *Guidelines and Requirements* packet pertaining to advertising, bidding and contracting provisions (pages 10-12).

If you have any questions or need additional information, please contact the County Highway Commissioner. I am also available for questions at (608) 266-0775 or e-mail at lorrie.olson@dot.wi.gov.

Sincerely,

Lorrie Olson

Lorrie Olson
LRIP Program Manager

2016-2017
LOCAL ROADS IMPROVEMENT PROGRAM
STATE/MUNICIPAL PROJECT AGREEMENT

Date:	April 07, 2016		
Project Number:	**14285 MSIPLT**	Accounting Code:	**0880-17-04**
County:	**Jefferson**	FEIN Number:	396006293 00
Municipality/County:	**Village of Johnson Creek**	Appropriation:	278 (Object Code: 5513)
On Route:	Aztalan St. & Milwaukee St. [3010']		
At Route:	Various		
Toward Route:	Various		

The signatory city, village, town or county, hereinafter called the MUNICIPALITY, through its duly authorized officers or officials via the signed LRIP application form and terms and conditions, and the State of Wisconsin Department of Transportation, hereinafter called the STATE, enter into this agreement to accomplish the described project.

The authority for the MUNICIPALITY and the STATE to enter into this agreement is provided by the Wisconsin Administrative Code TRANS 206.03(12).

Need for Improvement to Existing Facility:

Asphalt-Severe Asphalt Deterioration

Proposed Improvement: Hot Mix Asphalt

Mill and overlay with 2" of hot mix asphalt. (12' lanes, 5' shoulder, curb and gutter)

Estimated Cost

	Estimated Cost	LRIP / State Funds	Municipal Funds
Preliminary Engineering:	$0.00		
Real Estate Acquisition:	$0.00		
Construction or Hot Mix Asphalt Purchase:	$56,250.00		
Total Cost Distribution:	$56,250.00	$13,793.94	$42,456.06

This request is subject to the terms and conditions agreed to at the time of application for the designated MUNICIPALITY and upon acceptance by the STATE, per signature below, shall constitute agreement between the MUNICIPALITY and the STATE.

Accepted for the State of Wisconsin, Department of Transportation:

By: _____ 4/11/2016

Local Transportation Programs and Finance — Date

Note:

ADMINISTRATOR REPORT
April 25, 2016

VILLAGE OF JOHNSON CREEK
ADMINISTRATIVE SUMMARY – Administrator Mark Johnsrud

The Village of Johnson Creek Administrator's Report for April 25, 2016.

Update – LRIP Funding of Aztalan Street
WDOT has awarded the Village of Johnson Creek $13,793.94 in Local Road Improvement Program (LRIP) funding toward the estimated costs of completing a mill and overlay of Atzalan Street from the railway bridge to the Village corporate limits.

Update – American Transmission Company (ATC) Arbor Day Grant
American Transmission Company (ATC) maintains several easements for electric power lines running through the Village. The Village received a check in the amount of $250.00 from ATC for the planting of a tree in commemorating Arbor Day within the Village.

Jefferson County Economic Development Consortium (JCEDC)
Met with Steve Stevens of Power 10 , a firm drafting a capital campaign for the Jefferson County Economic Development Consortium to attract talent and develop the workforce, increase economic competitiveness of business, implement marketing campaign and stimulate innovation in Jefferson County. A feasibility study is underway to determine whether private and public sector leaders are supportive of a stepped approach to economic and community development to drive growth in Jefferson County.

The JCEDC will be reporting the findings by early summer . JCEDC Executive Director Genevieve Coady will be providing an update to the Village Board on May 23rd.

Economic Development
AutoZone has broken ground on construction of a commercial auto parts store between Midpoint Eatery and Sports Pub and Taco Bell at 405 Wright Road.

A draft development agreement was presented to Steve Kearns in January of this year. Steve Kearns has been recontacted for completion of the development agreement for the Kearns Auto development underway at 777 Wright Road. Village Board consideration of the development agreement is expected on May 23rd.

Wright Road
Village engineer, Kevin Lord, inspected the stormwater pond on the Village owned Johnson Creek Wright Road subdivision. A stormwater outfall pipe on the west side of Wright Road was found to be plugged with debris. DPW staff removed the debris and cleaned the outfall. Iverson Construction is to remove silt fencing on the site.

PLAN COMMISSION
April 11, 2016

John Swisher, chair called the Plan Commission meeting to order at 5:49 p.m. In attendance: Plan Commissioners: Laurie Adams, David Armstrong, Mary Nimm, Tim Semo, Matthew Silkey, John Swisher, and Scott Thomas. Village Trustees in attendance: Randy Bieri, Donald Smith and Dale Theder. Also in attendance: Village Administrator Mark Johnsrud, Police Gary Bleecker, Village Engineer Kevin Lord with MSA, Village Planner Mike Slavney with Vandewalle & Associates, Village Attorney James Hammes and Clerk/Treasurer Joan Dykstra.

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

Approve Minutes of March 14, 2016
An Armstrong/Adams motion carried unanimously to approve the Plan Commission minutes of March 14th.

Plan Commission Resolution 01-16 Amend 2009 Comprehensive Plan
Semo said on page 2 of 3 of the memo from Slavney the second bullet point should state "Text recommended for ***deletion*** is shown as ~~strikethrough~~".

A Semo/Armstrong motion carried unanimously to approve Plan Commission Resolution 01-16 amending the 2009 Comprehensive Plan with the amendment in the text of the memo to read "for ***deletion*** is shown as ~~strikethrough~~".

Plan Commission Resolution 02-16 Annexing Land (West Parcel) from the Town of Farmington – Petition #13918 to the Village of Johnson Creek
A Semo/Armstrong motion carried unanimously to approve Plan Commission Resolution 02-16 annexing land (west parcel) from the Town of Farmington – Petition #13918 to the Village of Johnson Creek.

Plan Commission Resolution 03-16 Annexing Land (East Parcel) from the Town of Farmington – Petition #13918 to the Village of Johnson Creek –
A Thomas/Nimm motion carried unanimously to approve Plan Commission Resolution 03-16 annexing land (east parcel) from the Town of Farmington – Petition #13918 to the Village of Johnson Creek.

Open Public Hearing: Permanent Zoning – Planned Industrial (PI) – Lot 1 (West Parcel) from Town of Farmington – Petition #13918 and Lot 2 (East Parcel) from Town of Farmington – Petition #13918; and Re-Zoning of Lot 5 and Lot 6 of the River Creek Centre subdivision and Vacated Right of Way of Paradise Lane from Planned Business to Planned Industrial (PI) in accordance with Amendment of Comprehensive Plan.
A Semo/Armstrong motion carried to open the public hearing at 5:51 p.m.

Attorney Hammes explained this will give the two annexed properties permanent zoning as they were previously zoned agriculture and rezone lot 5 and lot 6 from planned business to planned industrial making it consistent with the amended comprehensive plan that was just approved.

Close Public Hearing
A Semo/Nimm motion carried to close the public hearing at 5:55 p.m.

Plan Commission Resolution 04-16 Permanent Zoning- Planned Industrial (PI) – Lot 1 and Lot 2 – Annexation Petition 13918
An Armstrong/Thomas motion carried unanimously to recommend approving Plan Commission Resolution 04-16 permanent zoning- Planned Industrial (PI) for Lot 1 and Lot 2 of annexation petition 13918.

Plan Commission Resolution 05-16 Re-Zoning Lot 5 and Lot 6 of River Creek Centre Subdivision and Vacated Public Right of Way of Paradise Lane from Planned Business (PB) to Planned Industrial (PI)
A Semo/Adams motion carried unanimously to recommend approving Plan Commission Resolution 05-16 re-zoning lot 5 and lot 6 of River Creek Centre subdivision and vacated public right of way of Paradise Lane from Planned Business (PB) to Planned Industrial (PI).

Resolution 39-16 Certified Survey Map (CSM) – Lot 1 and Lot 2 of Annexation Petition #13918
A Nimm/Semo motion carried unanimously to recommend approving Resolution 39-16 Certified Survey Map (CSM) for Lot 1 and Lot 2 of annexation petition #13918.

Resolution 40-16 Certified Survey Map (CSM) Combining Lot 1 and Lot 2 of a CSM of Annexation Petition #13918 and Lot 5 and Lot 6 – River Creek Centre Subdivision and Vacated Right of Way (ROW) of Paradise Lane
A Semo/Armstrong motion carried unanimously to recommend approving Resolution 40-16 a certified survey map (CSM) combining Lot 1 and Lot 2 of a CSM of annexation petition #13918 and Lot 5 and Lot 6 of River Creek Centre subdivision and vacated right of way (ROW) of Paradise Lane.

Resolution 41-16 Site Plan – North Resort Drive, LLC – 150 Resort Drive
Paul Grzeszczak of Briohn Companies explained this building will be an 200,000 foot print of a precast concrete building similar to TREK with 8' panels instead of 12' panels with an estimated value of between 15 and 25 million dollars. This business will be a light industrial, food processing business employing 150 persons with some seasonal employment. The western side of the lot is needed for expansion within one or two years. There will be no building under the ATC powerlines, only maneuvering of the trucks. They are currently waiting for DNR approval with construction to begin in June subject to approval of the development agreement with the Village. Occupancy is expected in 2017. The truck traffic comes in on the east of the building and out on Rainbow Ln. There are three shifts, with the second shift being the cleanup shift with approximately 30 employees and third shift is a handful of maintenance employees.

Semi-tractor trailer volume would consist of twenty per day during the peak periods. Storage of product would be seasonal in nature. It is a bulk product with nothing smelly and no processing of hazardous materials nor animal products with no outward noise. Adams questioned if River Drive would be able to handle the truck traffic. Johnsrud stated that the Village Board approved professional service agreements with MSA engineering to prepare bids and specification for improvements to the intersections of Resort Drive and CTH Y and CTH Y and River Road for semi-tractor trailer traffic in an out of the River Creek Centre subdivision. CTH Y is currently designated a truck route within the Village. The existing pavement will last the life of TID 3 and if the pavement needs future repair River Road and CTH Y could be placed within a new TID district for roadway improvements. Nimm and Silkey questioned the bike route on CTY Y with the increased truck traffic and safety concerns with the trucks.

Planner Slavney said the site plan looks good except the lighting on the east side which should be modified with an increased number of poles to spread the lighting across the parking areas.

An Adams/Semo motion carried unanimously to recommend approving Resolution 41-16 the site plan for North Resort Drive, LLC – 150 Resort Drive.

Next Meeting - May 9, 2016 - 5:00 p.m.

Adjourn
An Armstrong/Adams motion carried to adjourn at 6:25 p.m.

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

Clerk Dykstra called the meeting to order at 5:53 p.m. In attendance: Laurie Adams, Don Smith and Steve Wollin. Also in attendance: President John L. Swisher. Trustees: Tim Semo, Dale Theder, Administrator Mark Johnsrud and Clerk-Treasurer Joan Dykstra.

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

Approve Special Meeting Minutes of May 11, 2015
An Adams/Smith motion carried to approve May 11, 2015 special Personnel and Finance meeting minutes.

Election of Chairperson
An Adams/Wollin motion carried to appoint Adams as chair of Personnel and Finance.

Certification of Code of Ethics Wisconsin Statutes §§19.59 (1)(a)-d(d)
Chair Adams read and reviewed the code of ethics with the committee and signed the certification.

Chair serves on Board of Review – May 12, 4 p.m. - 6 p.m.

Adjourn
A Smith/Adams motion carried to adjourn at 5:55 p.m.

_____
Laurie Adams, Chair
Personnel & Finance

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

Clerk Dykstra called the Improvement and Services Committee meeting to order at 5:56 p.m. In attendance: Trustees: Dale Theder and Steve Wollin. Also in attendance: President John L. Swisher, Trustees: Laurie Adams, Tim Semo, Donald Smith, Administrator Mark Johnsrud and Clerk-Treasurer Joan Dykstra.

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

Approve Minutes of May 11, 2015
A Theder/Wollin motion carried to approve May 11, 2015 minutes.

Election of Chairperson
A Theder/Wollin motion carried to appoint Wollin as chair of Improvement and Services.

Certification of Code of Ethics Wisconsin Statutes §§19.59(1)(a)-(d)
Chair Wollin read and reviewed the code of ethics with the Committee and signed the certification.

Adjourn
A Theder/Wollin motion carried to adjourn at 5:59 p.m.

_____
Steve Wollin, Chair
Improvement & Services

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

PROTECTION & WELFARE COMMITTEE
April 19, 2016

Clerk Dykstra called the meeting to order at 5:59 p.m. In attendance: Trustees: Tim Semo, Don Smith and Steve Wollin. Also in attendance: President John L. Swisher, Trustees Laurie Adams, Dale Theder, Administrator Mark Johnsrud and Clerk-Treasurer Joan Dykstra.

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

Approve Minutes of May 11, 2015
A Semo/Smith motion carried to approve Protection and Welfare minutes of May 11, 2015.

Election of Chairperson
A Semo/Smith motion carried to appoint Semo chair for Protection and Welfare.

Certification of Code of Ethics Wisconsin Statutes §§19.59 (1)(a)-(d)
Chair Semo read and reviewed the code of ethics with the committee and signed the certification.

Adjourn
A Wollin/Smith motion carried to adjourn at 6:02 p.m.

_____
Tim Semo, Chair
Protection & Welfare

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

TOURISM AND PROMOTION COMMISSION
April 4, 2016

Chairperson John L. Swisher called the meeting to order at 5:30 p.m. In attendance: Members Laurie Adams, Merisa Nicholson, Brett Perucco, David Rousayne, Prit Soni and ex-offico member John L. Swisher. Also in attendance: Trustee: Administrator Mark Johnsrud.

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

Approve Tourism and Promotion Commission Minutes of February 29, 2016
An Adams/Perucco motion carried to approve the February 29, 2016 Tourism and Promotion Commission minutes.

Public Comment
Bonnie Hertel representing Chamber of Commerce stated that the Chamber will hire the Executive Director position by May 1st. In addition, the Chamber has paid for Circle Wisconsin and the Jefferson County Tourism Guide expenditures for 2016.

Pat Smith – Executive Director position ties the business community together to promote tourism.

Tammi Vetrano – Executive Director position works with the Premium Outlet Mall to promote and attractive people from all over the world to Johnson Creek.

Discuss Tourism Promotion and Development Funding Application
Commission discussed proposals from Buzzfest and the Chamber of Commerce. The Johnson Creek Historical Society did not submit further information.

Convene in Closed Session
(*Pursuant to Wisconsin Statutes* §§19.85(1)(e) *deliberating or negotiating the investing of public funds whenever competitive or bargaining requires a closed session* – Fireman's Festival and Johnson Creek Historical Society and Johnson Creek Chamber of Commerce)

An Adams/Rousayne motion carried on a 5-0 roll call vote to move into closed session at 5:52 p.m.

Reconvene in Open Session
An Adams/Nicholson motion carried on a 5-0 roll call vote to move into open session at 6:48 p.m.

Action from Closed Session
A Rousayne/Nicholson motion carried on a 5-0 roll call vote to approve a $2,250 funding request from Tami Vetrano to support the Buzzfest event to be held August 20th, 2016 subject to funding being used to support promotion of the event for transient tourism or reasonably likely to result in overnight stays based on a provided budget.

A Rousayne/Adams motion carried on a 4-0-1 roll call vote with Merisa Nicholson abstaining to approve reducing the Chamber of Commerce request to $32,000 per year on an annual basis (funding the position for two days per week based on the proposed budget) subject to the Executive Director position must remain a full-time position and the Chamber of Commerce must provide a strategic plan of proposed tourism activities by June 30th, 2016.

Commission took no action on the application from the Johnson Creek Historical Society.

Next Meeting – May 6th and June 7th depending on applications presented.

A Perucco/Rousayne motion carried to adjourn at 6:58 p.m.

_____
John L. Swisher, Chairperson
Tourism and Promotion Commission

Disclaimer: These minutes are uncorrected; any corrections made thereto will be so noted in the proceedings at which these minutes are approved.
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STATE OF WISCONSIN **VILLAGE OF JOHNSON CREEK** **JEFFERSON COUNTY**

PROCLAMATION 02-16

ARBOR DAY
APRIL 29, 2016

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

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

Do hereby proclaim April 29, 2016 as Arbor Day in the Village of Johnson Creek, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I would like to thank all of the residents of Johnson Creek who observe Arbor Day and plant a tree within our community.

DATED THIS 25th day of April, 2016

Seal

_____

John L. Swisher, Village President

STATE OF WISCONSIN VILLAGE OF JOHNSON CREEK JEFFERSON COUNTY

PROCLAMATION 03-16

MUNICIPAL CLERKS WEEK
MAY 1-7, 2016

WHEREAS, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, The Office of the Municipal Clerk is the oldest among public servants, and

WHEREAS, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs and professional organizations, and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and

WHEREAS, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk, and

NOW, THEREFORE, I, John Swisher, Village President, on behalf of the Village of Johnson Creek and in concert with the Village Board, recognize the week of May 1-7, 2016, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Joan Dykstra and Deputy Clerk Lisa Trebatoski and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Proclaimed this 25th Day of April, 2016 Seal

_____
John Swisher, Village President

ATTEST:

_____
Joan Dykstra, Clerk - Treasurer

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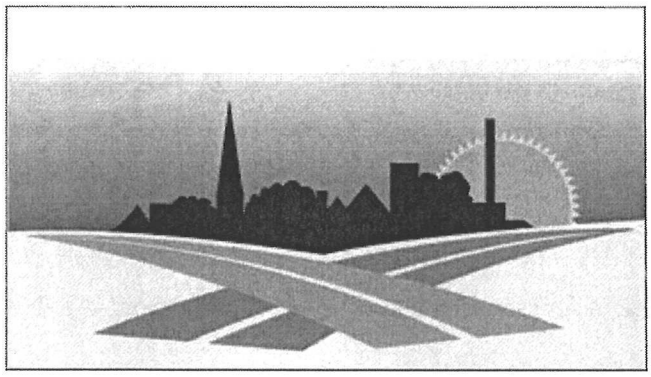
Village of Johnson Creek

Crossroads With A Future



RESOLUTION 45-16

SERVICE APPRECIATION
RANDY BIERI

Village Board 4-25-16

Requested by: Village President John L. Swisher

Introduced by: Village President John L. Swisher

STATE OF WISCONSIN VILLAGE OF JOHNSON CREEK JEFFERSON COUNTY

RESOLUTION 45-16

SERVICE APPRECIATION
RANDY BIERI

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

WHEREAS, Randy Bieri has served the Village of Johnson Creek as a Village Trustee from April 2015 through April, 2016, and

WHEREAS, Randy Bieri was appointed by the Village Board to fill an unexpired term; and

WHEREAS, Randy Bieri dedicated his time and service to benefit the people of Johnson Creek, and

WHEREAS, the Village Board sincerely appreciates the service provided by Randy Bieri in serving the Village Board and the people of Johnson Creek;

NOW THEREFORE BE IT RESOLVED, that the Village Board of Trustees of the Village of Johnson Creek provide appreciation and thanks to Randy Bieri for his dedicated services as Village Trustee.

Adopted by the Village Board of the Village of Johnson Creek this 25th day of April, 2016.

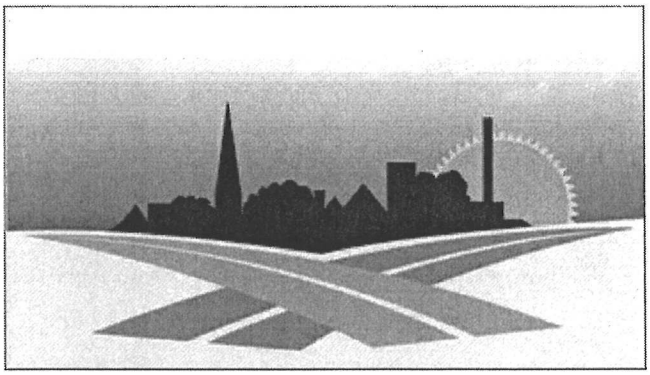
_____
John L. Swisher, Village President

ATTEST:

_____
Joan Dykstra, Clerk - Treasurer

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 46-16

SERVICE APPRECIATION
FRED ALBERTZ

Village Board 4-25-16

Requested by: Village President John L. Swisher

Introduced by: Village President John L. Swisher

STATE OF WISCONSIN **VILLAGE OF JOHNSON CREEK** **JEFFERSON COUNTY**

RESOLUTION 46-16

SERVICE APPRECIATION
FRED ALBERTZ

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

WHEREAS, Fred Albertz has served the Village of Johnson Creek as a Village Trustee from April, 2015 through April, 2016, and

WHEREAS, during his tenures Fred Albertz served on Personal and Finance, Improvement & Services, and Public Lands Committee, and

WHEREAS, Fred Albertz has consistently provided leadership through his wisdom of experience to shape the future of the Village of Johnson Creek, and

WHEREAS, the Village Board desires to make a public declaration of appreciation for his contributions to the Village;

NOW THEREFORE BE IT RESOLVED, that the Village Board of Trustees of the Village of Johnson Creek provide appreciation and thanks to Fred Albertz for his dedicated services as Village Trustee.

Adopted by the Village Board of the Village of Johnson Creek this 25th day of April, 2016.

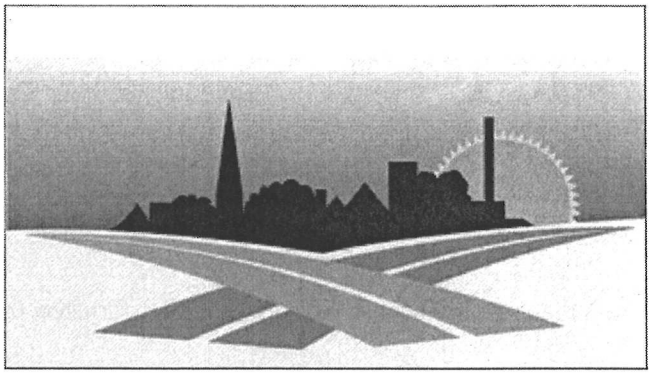
_____
John L. Swisher, Village President

ATTEST:

_____
Joan Dykstra, Clerk - Treasurer

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 47-16

SERVICE APPRECIATION
KELLY WOLLSCHLAGER

Village Board 4-25-16

Requested by: Village President John L. Swisher

Introduced by: Village President John L. Swisher

STATE OF WISCONSIN VILLAGE OF JOHNSON CREEK JEFFERSON COUNTY

RESOLUTION 47-16

SERVICE APPRECIATION
KELLY WOLLSCHLAGER

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

WHEREAS, Kelly Wollschlager has served the Village of Johnson Creek as a Village Trustee from April 2014 through April, 2016, and

WHEREAS, Kelly Wollschlager was elected to the Village Board in April of 2014; and

WHEREAS, Kelly Wollschlager provided a common sense approach to Village government, and

WHEREAS, Kelly Wollschlager served on various committees including Improvement and Services, Joint Recreation, Protection and Welfare and Personnel and Finance, and

WHEREAS, the Village Board sincerely appreciates the service provided by Kelly Wollschlager in serving the Village Board and the people of Johnson Creek;

NOW THEREFORE BE IT RESOLVED, that the Village Board of Trustees of the Village of Johnson Creek provide appreciation and thanks to Kelly Wollschlager for his dedicated service as Village Trustee.

Adopted by the Village Board of the Village of Johnson Creek this 25th day of April, 2016.

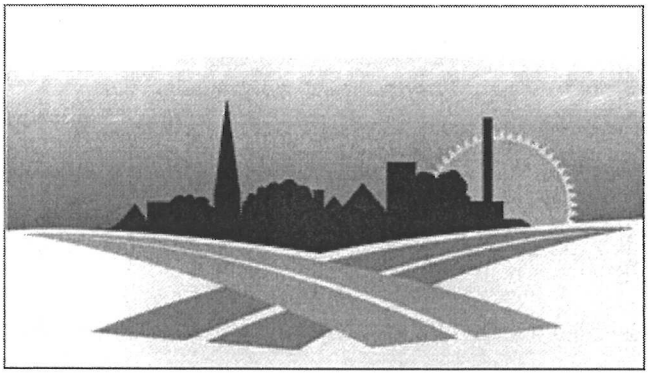
_____
John L. Swisher, Village President

ATTEST:

_____
Joan Dykstra, Clerk - Treasurer

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 48-16

ADDITIONAL
OPERATORS LICENSES
2015/2016

Village Board 4-25-16

Requested by: Clerk-Treasurer Joan Dykstra

Introduced by: Village President John J. Swisher

STATE OF WISCONSIN **VILLAGE OF JOHNSON CREEK** **JEFFERSON COUNTY**

RESOLUTION 48-16

ADDITIONAL
OPERATORS LICENSES
2015/2016

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

WHEREAS, applications have been received and filed with the Village Clerk for operator's license(s),

NOW THEREFORE BE IT RESOLVED that the Committee of the Whole recommends that the Village Board of Trustees of the Village of Johnson Creek hereby approve operator license(s) be issued to the following individual(s) for the year ending June 30, 2016:

OPERATORS LICENSES:

Midpoint Eatery & Sports Pub	Sandra E Locke Jason L. Marin Melissa F. Monroe Justin J. Rageth Kassandra L Reed Melanie Jo Schloesser

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

_____
John L. Swisher, Village President

ATTEST:

_____
Joan Dykstra, Village Clerk-Treasurer

Village of Johnson Creek

Crossroads With A Future

RESOLUTION 49-16

AUTHORIZE PAYMENT
EMERGENCY REPAIRS TO WATER MAIN
DEER CROSSING AND CTH B

Village Board 4-25-16

Requested by: Water Department

Introduced by: Village President John L. Swisher

STATE OF WISCONSIN VILLAGE OF JOHNSON CREEK JEFFERSON COUNTY

RESOLUTION 49-16

AUTHORIZE PAYMENT
EMERGENCY REPAIRS TO WATER MAIN
DEER CROSSING AND CTH B

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

WHEREAS, the Administration Policy requires Village Board approval of emergency repairs to public works, and

WHEREAS, a water main valve failed at the intersection of Deer Crossing and CTH B causing approximately 200 households to be without water for a period of approximately six hours on March 31, 2016, and

WHEREAS, the water department contacted local contractors for immediate repair of the failure however due to immediate availability the water department had to contact Town & Country Underground Utility Construction in Mayville, Wisconsin to complete the repairs, and

NOW THEREFORE BE IT RESOLVED, the Village Board of Trustees of the Village of Johnson Creek authorize the payment of $5,149.30 to Town & Country Underground Utility Construction, Inc for the emergency repair of the water main at the intersection of Deer Crossing and CTH B to be paid from 2-651.000 Distribution Maintenance – Mains within the 2016 Budget, 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 April, 2016.

_____
John L. Swisher, Village President

ATTEST:

_____
Joan Dykstra, Clerk-Treasurer

Invoice

TOWN & COUNTRY UNDERGROUND UTILITY CONSTRUCTION INC.
W2899 Dunn Rd. • Mayville, Wisconsin 53050 • Phone (920) 387-2394

RECEIVED
APR 04 2016

Invoice Number: 0048616-IN
Invoice Date: 03/31/2016
Customer Number: JOHNSON
Customer P.O.:

JOHNSON CREEK
PO BOX 228
JOHNSON CREEK, WI 53038

Terms: NET 10 DAYS

Description	UM	Quantity	Price	Amount
3/22/16 - WATER MAIN BREAK ON HWY B - 101 DEER CROSSING				
2700 LINKBELT EXCAVATOR	HOUR	6.000	120.000	720.00
SKID LOADER	HOUR	1.000	80.000	80.00
PICKUP TRUCK	HR	8.000	25.000	200.00
GENERATOR	HR	6.000	53.550	321.30
WATER PUMP	HOUR	6.000	33.000	198.00
QUAD AXLE DUMP TRUCK	HOUR	12.500	92.000	1,150.00
LABORER	HOUR	28.000	60.000	1,680.00
SEMI & 50 TON TRAILER	HOUR	5.000	120.000	600.00
# 1 STONE	TON	20.000	10.000	200.00

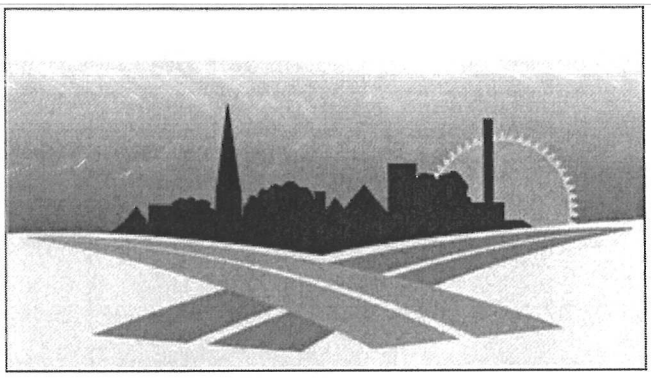
2.651.000
4/5/16

Water Main Break
Deer Xing & Hwy B 3/22/16

Net Invoice:	5,149.30
Sales Tax:	0.00
Retention Amount:	0.00
Invoice Total:	**5,149.30**

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 50-16

PROFESSIONAL SERVICES AGREEMENT
VANDEWALLE & ASSOCIATES

Village Board Meeting 4-25-16

Requested by: Vandewalle and Associates

Introduced by: Village President John L. Swisher

STATE OF WISCONSIN **VILLAGE OF JOHNSON CREEK** **JEFFERSON COUNTY**

RESOLUTION 50-16

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 25th day of April 2016.

Attest: _____
John L. Swisher, Village President

_____
Joan Dykstra Clerk-Treasurer

VANDEWALLE & ASSOCIATES INC.

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.

Article II Client's Responsibilities

A. Client agrees to provide VANDEWALLE & ASSOCIATES with all base maps, blueprints, aerial photos, studies, reports, and ordinances needed to complete these Services. VANDEWALLE & ASSOCIATES may reasonably rely on the accuracy and completeness of these items. Client agrees to provide these items and to render decisions in a timely manner so as not to delay the orderly and sequential progress of VANDEWALLE & ASSOCIATES Services.

B. The administrative liaison between VANDEWALLE & ASSOCIATES and the Client will be Mark Johnsrud, Village Administrator.

C. Client agrees that the following individuals are approved to authorize Additional Services via a Work Order:

_____

Name Title

_____

Name Title

D. Client understands that any work product delivered in electronic form under this Agreement may require Client to use certain third-party hardware and/or software products. Client shall be solely responsible for obtaining licenses to use such third-party software. VANDEWALLE & ASSOCIATES makes no warranties or representations as to the quality, capabilities, operations, performance or suitability of any third-party hardware or software including the ability to integrate with any software currently in use by the Client. Client acknowledges that the quality, capabilities, operations, performance, and suitability of any third-party hardware or software lies solely with Client and the vendor or supplier of that hardware or software.

E. Client shall not make any modifications to the Deliverables identified in Article I.A.2. without the prior written consent of VANDEWALLE &

ASSOCIATES. If Client does make any modifications to such Deliverables without the consent of VANDEWALLE & ASSOCIATES, VANDEWALLE & ASSOCIATES shall not be liable or otherwise responsible for such modifications or their effect on the results of the implementation of the recommendations contained in such Deliverables.

Article III Estimated Schedule

A. Services in this Agreement shall commence from April 20, 2016, and be in effect through April 19, 2018.

B. VANDEWALLE & ASSOCIATES shall render its Services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact the Project schedule and VANDEWALLE & ASSOCIATES shall not be responsible for any delays caused by factors beyond its reasonable control.

Article IV Costs and Payment

A. All work will be completed on a time and materials basis, at the direction of the Client. There is no fixed budget for this project. Client acknowledges that significant changes to the Project schedule, budget or Project's scope may require Additional Services for which the parties may (but are not required to) enter into a separate Work Order (see Article I.B.).

B. Invoice charges to the Client are divided into these two elements:

1. Professional Fees.

Professional fees are charged for all Services rendered at current billing rates as listed in Attachment One. Mike Slavney, Principal, shall serve as the primary service provider, with a billing rate of $150 per hour.

2. Reimbursable Expenses.

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).

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.

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

By: Nonna Anderson 4/14/2016

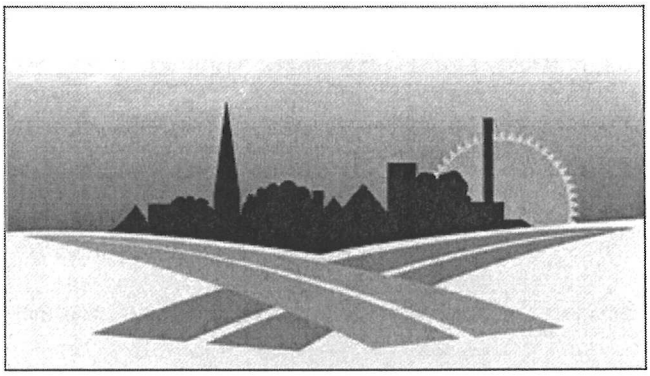
Nonna Anderson, Business Manager Date

ATTACHMENT ONE
FEE SCHEDULE

	Hourly Rates
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 51-16

PROFESSIONAL SERVICES AGREEMENT
MSA

Village Board Meeting 4-25-16

Requested by: MSA Professional Services, Inc.

Introduced by: Village President John L. Swisher

STATE OF WISCONSIN VILLAGE OF JOHNSON CREEK JEFFERSON COUNTY

RESOLUTION 51-16

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 25th day of April, 2016.

_____
John L. Swisher, Village President

ATTEST:

_____
Joan Dykstra, Village Clerk-Treasurer

MSA
PROFESSIONAL SERVICES
TRANSPORTATION • MUNICIPAL
DEVELOPMENT • ENVIRONMENTAL

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.

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

© 2012 MSA Professional Services

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MSA 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

_____

John Swisher
Village President
Date:_____

Clerk Name:_____
Date:_____

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

MSA PROFESSIONAL SERVICES, INC.

Kevin Lord

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

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

(**Attachment A:** MSA Standard Rate Schedule)
P:\5100s\5110s\5114\Proposals\2016\PSA-05114034 Gen Eng 2016-2018.docx

ATTACHMENT A:
RATE SCHEDULE
MARCH 2016/2017*

CLIENT LIASON/PROJECT MANAGER

Kevin Lord, PE, PLS	$100.00/hr.

CLASSIFICATION	LABOR RATE
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.

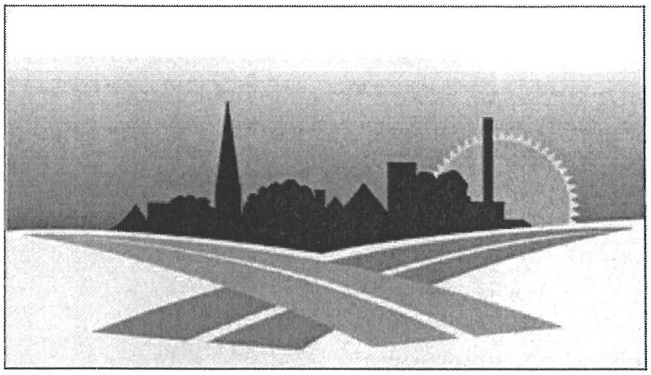
REIMBURSABLE EXPENSES

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 52-16

ADMINISTRATION POLICY
INTERNAL CONTROLS
2016-2017

Village Board 4-25-16

Requested by: Village Administration

Introduced by: Village President John L. Swisher

STATE OF WISCONSIN VILLAGE OF JOHNSON CREEK JEFFERSON COUNTY

RESOLUTION 52-16

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 25th day of April 2016.

_____
John L. Swisher, Village President

ATTEST:

_____
Joan Dykstra, Clerk - Treasurer

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, or 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 25th day of April, 2016.

VILLAGE OF JOHNSON CREEK,

BY: _____
John L. Swisher, Village President

ATTEST

_____
Joan Dykstra, Clerk-Treasurer

Village of Johnson Creek Basketball Court
Project Cost Estimate
Project: High School Court Size 84 ft by 50 ft

Item	Est. Qty.	Units	Est. Unit Cost	Est. Total Cost
Mobilization/Bonds/Insurance	1	LS	$ 7,000.00	$ 7,000.00
Erosion Control	1	LS	$ 2,000.00	$ 2,000.00
Strip Topsoil	1010	SY	$ 3.50	$ 3,535.00
Unclassified Excavation	100	CY	$ 25.00	$ 2,500.00
Excavation Below Subgrade (EBS)	115	CY	$ 45.00	$ 5,175.00
Geotextile Fabric, Type R	560	SY	$ 2.50	$ 1,400.00
Crushed Aggregate Base Course (12-Inch Thick)	420	Ton	$ 16.00	$ 6,720.00
3-Inch Asphaltic Pavement, E-0.3, 12.5 mm	560	SY	$ 20.00	$ 11,200.00
Court Filler Course	560	SY	$ 10.00	$ 5,600.00
Textured Acrylic Coloring	560	SY	$ 10.00	$ 5,600.00
Basketball Court Pavement Markings	1	LS	$ 400.00	$ 400.00
Basketball Pole, Backboard, Net Installed, Complete	2	EA	$ 2,500.00	$ 5,000.00
Restoration- Seed, Fertilize, & Mulch	400	SY	$ 5.00	$ 2,000.00
Subtotal				**$ 58,130.00**
Contingency 10%				$ 5,813.00
Engineering and CRS				$ 10,500.00
Total				**$ 74,443.00**

Village of Johnson Creek Restroom/Shelter
Project Cost Estimate
Project: Restroom/Shelter Site Utilities

Item	Est. Qty.	Units	Est. Unit Cost	Est. Total Cost
Mobilization/Bonds/Insurance	1	LS	$ 7,000.00	$ 10,000.00
Erosion Control	1	LS	$ 2,500.00	$ 3,000.00
Pavement Removal	115	SY	$ 8.00	$ 920.00
Curb and Gutter Removal	100	LF	$ 5.00	$ 500.00
Concrete Driveway Removal	210	SF	$ 2.50	$ 525.00
Crushed Aggregate Base Course (9-Inch Thick)	60	Ton	$ 18.00	$ 1,080.00
1 3/4 -Inch Asphaltic Binder Course Pavement Patch	14	TON	$ 120.00	$ 1,680.00
1 1/2 -Inch Asphaltic Surface Course Pavement Patch	12	TON	$ 125.00	$ 1,500.00
Concrete Curb and Gutter	100	LF	$ 23.00	$ 2,300.00
Concrete Driveway	210	SF	$ 6.00	$ 1,260.00
Concrete Ramp (6-Inch Thick)	45	SF	$ 6.00	$ 270.00
Concrete Sidewalk (4 Ft Wide/4-Inch Thick)	925	SF	$ 4.00	$ 3,700.00
Detectable Warning Field	1	EA	$ 350.00	$ 350.00
4-Inch PVC Sanitary Sewer	355	LF	$ 45.00	$ 15,975.00
4-Inch Clean out	3	EA	$ 250.00	$ 750.00
Sanitary Sewer Trench Backfill	100	TF	$ 10.00	$ 1,000.00
1-Inch Water Service Tap With Corporation	1	EA	$ 500.00	$ 500.00
1-Inch Curb Stop With Box	1	EA	$ 250.00	$ 250.00
1-Inch Copper Service	265	LF	$ 35.00	$ 9,275.00
Water Service Trench Backfill	50	TF	$ 10.00	$ 500.00
Restroom/Shelter Facility	1	LS	$ 80,000.00	$ 80,000.00
Restoration, Seed, Fertilze, and Mulch	900	SY	$ 6.00	$ 5,400.00
Subtotal				**$ 140,735.00**
Contingency 10%				$ 14,073.50
Engineering and CRS				$ 40,000.00
Total				**$ 194,808.50**