

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

Agenda

AMENDED SPECIAL VILLAGE BOARD
May 12, 2016
125 Depot St.
6:00 p.m. or immediately following Board of Review

1. Call to order - roll call
2. Pledge of Allegiance
3. Statement of Public Notice
4. ETZA – James Erb, Jr./Elizabeth Klucarich-Erb – Town of Milford-*pg 1*
5. Soil Borings on North Resort Drive, LLC – *pgs 2-5*
6. Discussion/Recommendation Water Tower Inspection and Cleaning – *pgs 6-11*
7. Discussion/Recommendation Office Procedures/Interim Internal Controls – *pgs 12-13*
8. Discussion/Recommendation Public Administration Associates, LLC
9. Adjourn

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

N.B. Page Numbers Denote Packet Location

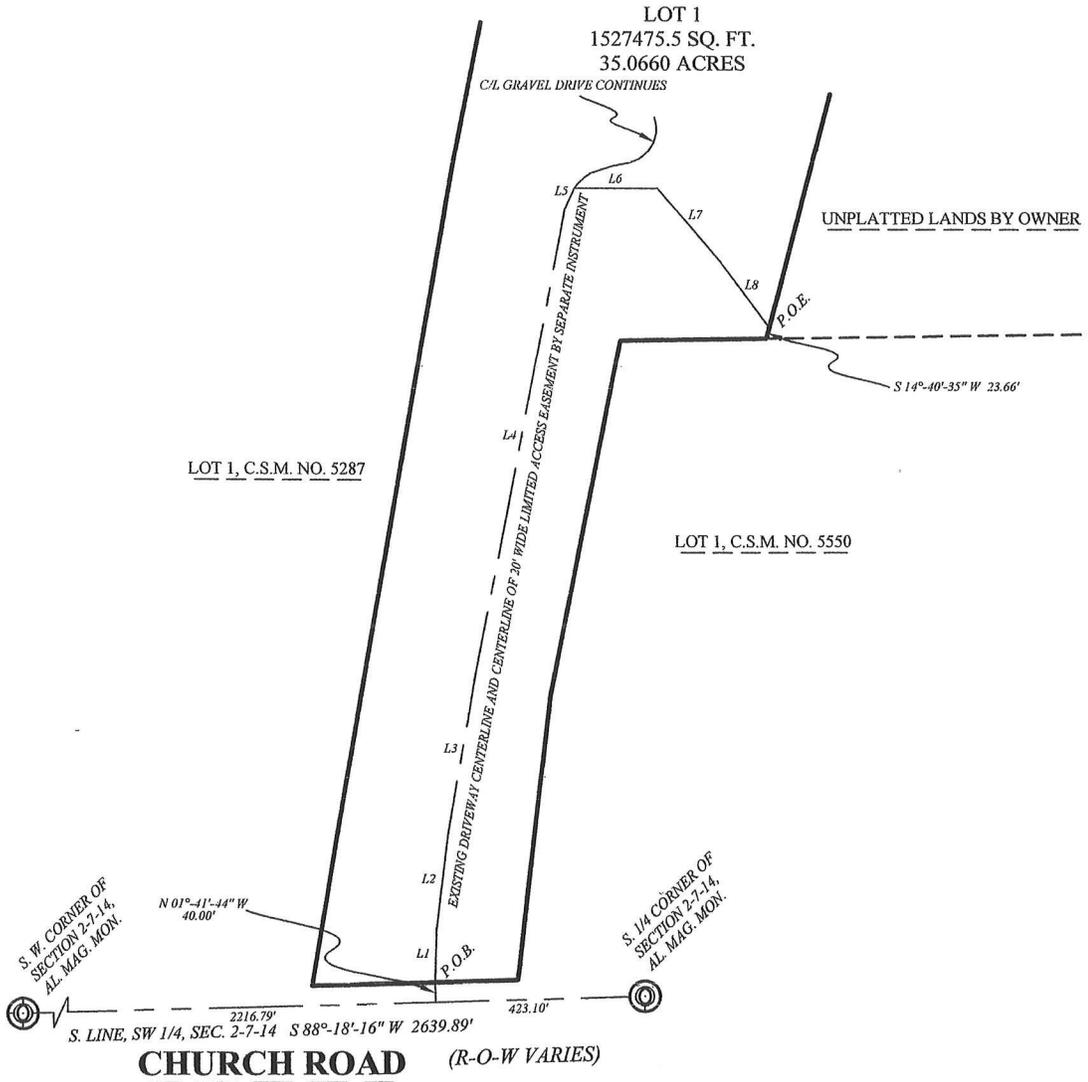
NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the meetings above to gather information. No action will be taken by any governmental body at the meetings above other than by the government body specifically referred to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

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CERTIFIED SURVEY MAP No. _____

BEING PART OF THE NW 1/4 OF THE SOUTHEAST QUARTER AND NE 1/4 &
SE 1/4 OF THE SOUTHWEST QUARTER OF SECTION 2, TOWN 7 NORTH,
RANGE 14 EAST, TOWN OF MILFORD, JEFFERSON COUNTY,
WISCONSIN.

20' WIDE LIMITED ACCESS EASEMENT DETAIL



LINE	BEARING	DISTANCE
L1	N 01°34'03" E	104.58'
L2	N 06°35'09" E	194.53'
L3	N 09°31'04" E	341.27'
L4	N 10°39'03" E	959.34'
L5	N 23°51'21" E	47.74'
L6	S 89°52'10" E	170.33'
L7	S 40°19'42" E	193.76'
L8	S 36°46'03" E	167.59'

BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SECTION 02-07-14, WHICH IS ASSUMED TO BEAR S 88°-18'-16" W.



HOLLAND & THOMAS, L.L.C. - LAND SURVEYORS

202 West Street Johnson Creek, WI 53038 (920) 699-3305

This Instrument prepared by: Scott D. Thomas, S-2354

Prepared for Owner: J & E Erb Trust, W5570 Church Road, Johnson Creek, WI 53038.

SHEET 3 OF 5

FW: Johnson Creek North

From: Nelson Williams <nwilliams@briohn.com>
To: John Swisher <johns@johnsoncreekwi.org>
Date: 5/10/2016 2:24 AM

John-

Our soil engineer has done some borings on the site to determine the soil density for placing building footings there. A few spots are soft on the eastern lot, and we'd like to get an understanding of how large the area is. Is the Village amenable to us digging some test pits in a few specific areas to check the depth? We'll replace the soil and leave the site in good condition.

Thanks,

Nelson

From: Cary Bilicki <cbilicki@briohn.com<mailto:cbilicki@briohn.com>>
Date: Monday, May 9, 2016 at 4:50 PM
To: Nelson Williams <nwilliams@briohn.com<mailto:nwilliams@briohn.com>>
Subject: FW: Johnson Creek North

Again,

Site East of Road being removed has the poor fill.

Based on the conversations I just had, we are still looking in the \$75-100 K range.

If possible, I would like to see if the Village will allow us to do some test pits were heavy loading occurs on kitchen mezzanine.

Cary Bilicki
Vice President
Briohn Building Corporation
3885 N. Brookfield Road, Suite 200
Brookfield, Wisconsin 53045
P: 262.790.0500
F: 262.790.0505
M: 414.322.5444
Email: cbilicki@briohn.com<mailto:cbilicki@briohn.com>
Briohn Building Corporation<<http://www.briohn.com/>>
LinkedIn - Cary Bilicki<<http://www.linkedin.com/pub/cary-bilicki/22/86a/140>>

[cid:DWT170]

From: Jeff P. Simkowski, P.E. [<mailto:jsimkowski@cginc.net>]
Sent: Monday, May 09, 2016 4:17 PM
To: Cary Bilicki
Subject: RE: Johnson Creek North

Cary,

The borings throughout the eastern portion of the site (i.e., east of Paradise Lane) are quite variable, indicating the likely need for rigorously densifying all exposed subgrades below planned footings. Specifically, undercutting will be required in the areas of the northeast (i.e., Borings 2,3 and 11) and southeast (i.e., Borings 6 and 9) building corners to address very loose fills and/or buried topsoil-like soils. The anticipated undercut depth requirements are noted on the attached map and range between 3 to 5 ft at the building corners.

Jeff P. Simkowski, P.E.
CGC, Inc.
336 S. Curtis Road
West Allis, WI 53214
(414) 443-2000
(414) 443-2099 (fax)
New email address: JSimkowski@cginc.net<mailto:JSimkowski@cginc.net>

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5/10/2016

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From: Cary Bilicki [mailto:cbilicki@briohn.com]
Sent: Monday, May 09, 2016 3:44 PM
To: Jeff P. Simkowski, P.E.
Subject: RE: Johnson Creek North
Importance: High

Any rough idea on quantity of removal and quantity of slurry or stone replacement?

Nelson keeps calling me.

Cary Bilicki
Vice President
Briohn Building Corporation
3885 N. Brookfield Road, Suite 200
Brookfield, Wisconsin 53045
P: 262.790.0500
F: 262.790.0505
M: 414.322.5444
Email: cbilicki@briohn.com<mailto:cbilicki@briohn.com>
Briohn Building
Corporation<http://cp.mcafee.com/d/avndzhJ5xNdVdVNdYTsSzuXWbPVEVd7apJ6ZTQnD4mkPqdXLELfCzAQsICQrTvjhjd7bOpKN2hYH5p0Ex6IisendA8OGjxOVJRzTrzD-LPwVVd_HTbFfzDehosoh7sJteOaaJQkul3PWApM6CQjqPK_9TLuZXtLsTsS028hBkD3BYdyd9aBqCa5p0GN6QEmU6CQPhPtVZUS2NF8Qg0hkD2Bo6y0iz_Bjh03aNCjdFICRFiX>
LinkedIn - Cary Bilicki<http://cp.mcafee.com/d/k-Kr6wUpdEle9L9Le9LCXCQrTvhuvd79EVjdETK-yYUyOCrhLz5VYQsCzBASzuXWqapEVujdS8ifBoH8548OGjxOVix6IisendKluXtAs_R-s7ØLZuYtdAsVOb3z28XBHFShhKyzOEuvkzaT0QSCrjdTveZXtLuZXCM0hYE5vgB3BYmr8proByV2hYH5poCDzPCUyNsS8QAGIGoElA2H4rixrwqjd7dTDTzob6Azh015isalwq81af-ld40cH6pcSCOrOYWroUMv>

[cid:DWT170]

From: Jeff P. Simkowski, P.E. [mailto:jsimkowski@cginc.net]
Sent: Tuesday, April 26, 2016 1:11 PM
To: Cary Bilicki
Cc: Paul Grzeszczak
Subject: RE: Johnson Creek North

According to the driller, black to gray silt-like topsoil was noted at 5.5 to 7.5 ft, followed by medium stiff to stiff brown to gray mottled silty clay at the southeast building corner. At the northeast corner, fine to medium silty sands were encountered full depth, but the sands were very loose to loose to 10ft, then turned medium dense below.

Jeff P. Simkowski, P.E.
CGC, Inc.
336 S. Curtis Road
West Allis, WI 53214
(414) 443-2000
(414) 443-2099 (fax)
New email address: JSimkowski@cginc.net<mailto:JSimkowski@cginc.net>

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From: Cary Bilicki [mailto:cbilicki@briohn.com]
Sent: Tuesday, April 26, 2016 1:00 PM
To: Jeff P. Simkowski, P.E.
Cc: Paul Grzeszczak
Subject: RE: Johnson Creek North

What did you find?

From: Jeff P. Simkowski, P.E. [mailto:jsimkowski@cginc.net]
Sent: Tuesday, April 26, 2016 12:48 PM
To: Cary Bilicki
Cc: Paul Grzeszczak
Subject: Johnson Creek North

Cary,

5/10/2016

We are proceeding with the borings today at the above-noted site. Subsoil conditions were looking fairly good until we drilled the 2 borings along the east building line. I would like to add a boring at the middle of the east wall line to provide additional information in this area. Do we have your approval?

Jeff P. Simkowski, P.E.
CGC, Inc.
336 S. Curtis Road
West Allis, WI 53214
(414) 443-2000
(414) 443-2099 (fax)
New email address: JSimkowski@cgcinc.net<mailto:JSimkowski@cgcinc.net>

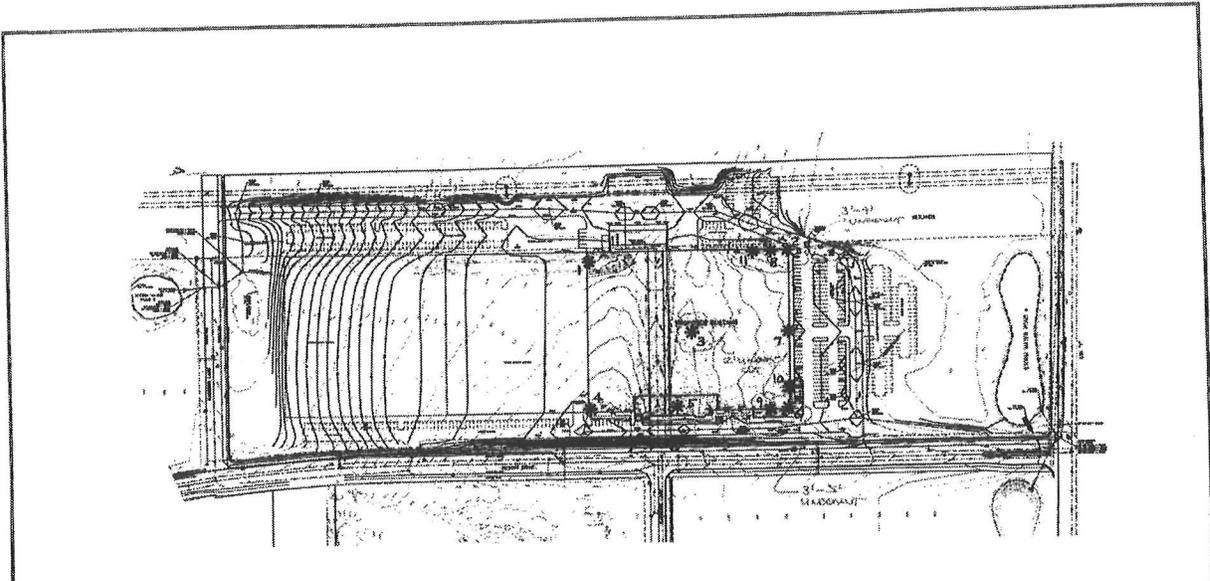
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Attachments:

- image001.png
- image002.gif
- CM16053 map.pdf



Legend

* Denotes Approximate Soil Boring Location and Number

Scale: 1" = 200' (approximate)

Drawn: --	Approved: JPS	Date: 5/9/16	CMI6053
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Notes

1. Soil borings were conducted by Soil Essentials, Ltd. (under subcontract to CGC, Inc.) on April 26 and 28, 2016.
2. Base map provided by Briohn Design Group, LLC.

CGC, Inc.	SOIL BORING LOCATION MAP
	Johnson Creek North 150 Resort Drive Johnson Creek, Wisconsin

Joan Dykstra

From: Aric Mindemann <aricm@johnsoncreekwi.org>
Sent: Tuesday, May 10, 2016 2:32 PM
To: Joan Dykstra
Subject: Watertower cleaning

To the Village Board of Trustees,

In the 2016 budget for the Water Utility department, it was proposed to have the 5 year inspection of the Village's water tower. Included in the \$7500.00 that was budgeted in the capital outlay is to have an external cleaning of the tower done at the same time as the inspection. Village staff has completed the bid process for this budgeted item and will make the following recommendation.

The water utility would like to make the recommendation that the Village use Lane Tank Co. to provide the services that we are requesting. Not only are they the lowest bid amount, they are the same contractor that the Village used in the past for inspections and also provided the work for the most recent paint coat of the tower. It would be the intention of Village staff to coordinate with the contractor in a timely manner to ensure that the water tower be cleaned to put a sparkle into the community for the upcoming warm weather months.

Thank you,

Aric Mindemann
Johnson Creek Water Utilities
PO Box 238
200 Aztalan Street
Johnson Creek, WI 53038

Phone: 920-699-3341
Fax: 920-699-3342



**LANE TANK
COMPANY INC.**
 WATER TOWER PAINTING & REPAIR • INSPECTIONS
 P.O. BOX 500 • MENOMONIE, WI 54751
 OFFICE: 715-235-3110 • FAX: 715-235-5385
 lanetank@charter.net

PROPOSAL

PROPOSAL SUBMITTED TO: VILLAGE OF JOHNSON CREEK Attn: Annie Grillo, Water Dept.		BUSINESS OFFICE: FAX: 715-235-5385 LANETANK@CHARTER.NET
Date: August 28, 2015	Job Name: 400,000 Gallon Water Tower DNR 5-Year Inspection	

We hereby submit specifications and estimates for: Inspecting the elevated water storage tank as follows:

The Utility will lower the water level in the tank to one-half capacity or lower. Contractor will inspect the interior and exterior of the tank and send a DNR Inspection Report including recommendations and, if feasible, pictures to the Utility.

This work will be done on a mutually agreed upon date in the 2016 season.

A certificate of insurance showing five million dollar umbrella coverage on all liabilities will be submitted before the work is started.

We hereby propose to finish labor and materials- Complete in accordance with the above specifications, for the sum of: *****Nine Hundred Fifty*** dollars (\$950.00) Due and payable within thirty (30) days of receipt of written report.**

All material is guaranteed to be as specified. All work to be complete in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost, will be executed only upon written orders, and will become as extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Authorized Signature: Mary Lane Vice-President
 LANE TANK CO., INC.

NOTE: This proposal may be withdrawn by us if not accepted within ____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted:

Date: _____

Signature: _____
 (Customer Sign Here)

Signature: _____
 (Customer Sign Here)

Inspect Visual Elevated Proposal

Total \$ 5450.00



**LANE TANK
COMPANY INC.**
 WATER TOWER PAINTING & REPAIR • INSPECTIONS
 P.O. BOX 500 • MENOMONIE, WI 54751
 OFFICE: 715-235-3110 • FAX: 715-235-5385
 lanetank@charter.net

PROPOSAL

PROPOSAL SUBMITTED TO: VILLAGE OF JOHNSON CREEK Attn: Annie Grillo, Water Dept.		BUSINESS OFFICE: FAX: 715-235-5385 LANETANK@CHARTER.NET
Date: August 28, 2015	Job Name: 400,000 Gallon Water Tower Power Wash	

We hereby submit specifications and estimates for: Cleaning the exterior of the elevated water storage tank as follows:

The Contractor will power wash the lower equator of the tank with a minimum pressure of 3,500 psi to remove mold and mildew. If a clear start/stop mark appears at the top part of the lower equator of the tank, the Contractor will continue to power wash up the tank until this mark is not visible. All work will be acceptable to the Utility.

This work will be done on a mutually agreed upon date in the 2015 or 2016 season.

A certificate of insurance showing five million dollar umbrella coverage on all liabilities will be submitted before the work is started.

We hereby propose to finish labor and materials- Complete in accordance with the above specifications, for the sum of: *****Four Thousand Five Hundred***** dollars (\$4,500.00) Due and payable within thirty (30) days of job completion.

All material is guaranteed to be as specified. All work to be complete in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost, will be executed only upon written orders, and will become as extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Authorized Signature: Mary Lane Vice-President
 LANE TANK CO., INC.

NOTE: This proposal may be withdrawn by us if not accepted within ____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted:

Date: _____

Signature: _____
 (Customer Sign Here)

Signature: _____
 (Customer Sign Here)



February 8, 2016

By Email Only

Mr. Aric Mindemann
Water/Wastewater Superintendent
Johnson Creek Water Utility
200 Aztalan Street
Johnson Creek, Wisconsin 53038

RE: Proposal for Optional Exterior Cleaning and Inspection of the 400,000 Gallon Single Pedestal Water Tower Located in the Village of Johnson Creek, WI.

Dear Mr. Mindemann:

KLM is pleased to submit this proposal to inspect the 400,000 gallon water storage reservoir in Johnson Creek, Wisconsin. KLM proposes to perform a DNR inspection of the existing conditions of this elevated water tower in conformance with DNR Form 3300-248 and Wisconsin DNR.

By choosing KLM Engineering, Inc. Johnson Creek Water Utility is investing in the knowledge and expertise of a consultant who can perform an accurate and unbiased inspection of your water tank. Our inspection will clearly identify all of the maintenance requirements of the tank. This 5-year anniversary inspection will establish a baseline of the current conditions of the tank.

The experience of KLM's staff in water tower inspections has been enhanced by our training as National Association of Corrosion Engineers (NACE) Certified Coatings Inspectors and American Welding Society (AWS) Certified Welding Inspectors. This training, plus the years of experience in abrasive blasting (surface preparation) painting, rigging, welding, and inspecting has given this company a competitive edge for performing this type of work in a safe and professional manner.

Benefits

KLM will provide to the Owner the following:

1. DNR Form 3300-248; which will:
2. Clearly state the actual condition of the coatings and structural integrity.
3. Identify the amount of sediment and estimate the next time it needs cleaning.
4. Provide a schedule for performing recommended maintenance work.
5. Give a recommendation of future inspections.

Total -
\$ 5650.00

KLM Inspection Fees

Inspection Benefits Comparison							
	WI DNR				KLM		
	Dry	Wet	Dry with Cleanout	Partial Draw-Down	Dry Tank	ROV	Float-down
WI DNR Report, Form 3300-248	✓	✓	✓	✓	✓	✓	✓
Recommendations for future work	✓	✓	✓	✓	✓	✓	✓
Cleanout and disinfection			✓		✓		✓
Keeps tank in service		✓				✓	
Engineer's Cost Estimate for Repairs						✓	✓
Detailed KLM Report					✓	✓	✓
Color Photographs					✓	✓	✓
Provide drawings for future maintenance							
DVD of Inspection		✓				✓	
Cost	\$1,200	\$1,500				\$2,400	\$3,800

KLM can replace the existing manway gasket(s) for a \$125.00 fee per gasket. Tanks that have excess sediment and require more than two hours of cleaning time may result in extra charges above and beyond the original contract amount. If KLM were requested to take coating samples from the tanks to check for lead and chromium this would be an additional \$500.00. Fees are subject to change if proposed work exceeds 12 months from this bid proposal.

KLM Work Procedures

WI DNR Dry: This method is recommended for tanks that are regularly cleaned and inspected per the DNR requirements. This method of inspection will be scheduled as a dry inspection.

The WIDNR inspection is the least time consuming inspection. It is limited to the WI DNR Form 3300-248. This can be completed in one trip.

WI DNR Wet: This method is recommended for tanks that are regularly cleaned and inspected per the DNR requirements. This method is necessary for tanks that cannot be taken out of service for inspection.

WI DNR Partial Draw-Down

The Utility would drain the tank down to the 1/4 full area, an inspector would then enter the tank by using the interior wet ladder and climb down and take photos of everything he can. The inspector would be required to disinfect shoes and gloves or wear some sort of protective gear not to contaminate the tank.

The DNR report form would need to be filled out and noting the amount of sediment.

KLM Dry Tank: This method is inspected per the DNR requirements with a report that will identify minor repair work in a written report.

The dry tank inspection is the method recommended by AWWA M 42 D101-53 (R1986) Part A. However, this method of inspection is limited to areas accessible from a ladder or areas that can be reached from the floor.

KLM will inspect the floor, the reservoir walls, and any interior structure accessible by ladders. All accessible exterior surfaces, including the roof, will also be inspected. KLM will measure and photograph all areas that need to be included in the inspection report. KLM will provide a ladder. The Owner would be responsible for draining and cleaning the tank prior to inspection.

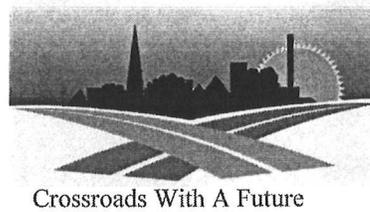
The exterior inspector's primary responsibilities are to be the safety-hole watch for the interior inspector and to inspect the exterior.

ROV: KLM plans to utilize a two-man crew and a Remote Operated Vehicle (ROV) to perform the inspection. This inspection method can be performed in one day. The ROV inspection is used primarily when performing warranty and 5 year anniversary inspections.

KLM will provide NACE Certified Coatings Inspectors, with one or both of these individuals being an AWS welding inspector, whom are properly trained and qualified to perform this type of inspection. In order to perform an ROV inspection, the Owner would be required to have the water at or near the high water level (HWL) at the start of the inspection. KLM inspectors will insert a disinfected ROV into the tank interior, for the interior inspection of the roof, roof structure, and all appurtenances such as vents, manways, and ladders. Videotaping will be performed with an underwater camera, which will show the coating deficiencies. The camera will be disinfected in accordance with AWWA. KLM will be responsible to provide a safety ladder and a lifeline in the roof manway, for the interior inspector, at all times. The inlet pipe or wet riser is excluded from the inspection, unless otherwise written into this agreement.

Village of Johnson Creek

125 Depot Street
P.O. Box 238
Johnson Creek, WI 53038
Phone (920) 699-2296
Fax (920) 699-2292



Village of Johnson Creek Memorandum

TO: Village of Johnson Creek Trustees

FROM: President John L. Swisher

RE: item #7 on Special Village Board Agenda

DATE: May 11, 2016

At our special board meeting schedule for May 12, 2016, it will be important that we, as the Village Board, set direction for both the village staff and all department heads moving forward.

I've, with the assistance of our department heads and staff, created a list of items that we should give consideration to at the May 12th meeting. You may have other items that we should discuss pertaining to this and would encourage you to bring these with you for discussion.

I thank you in advance for your consideration on these items and others.



John

Office Procedures/Interim Internal Controls

- Department Heads – who contact?
- Emergency contact for - Aric WWTP, Chief Jim Wolf Fire/EMS, Chief Gary Police Department all 24/7?
- Signing of invoices of checks that need to go out prior to approval at Village Board meeting (charge card, Utility bills, etc.)
- Invoices over \$1,000 max for department head – who approves
- Resident Complaints/Concerns
- Coding of bills – certain bills – not sure where Mark included in budget
- Sign/approve Department Head time cards
- Sign/approve Department Head vacation request - and if department head is not available who approves
- Asphalt on Aztalan St.
- Approve sign permits
- COW/VB Agendas/packets
- Contact for TIF questions
- Contact for new businesses
- Contact for zoning questions - have had several
- Combine lots request received– signed by Zoning Administrator?
- Calculate and make payments for all TIF #2 incentives before June 30th
- Terms agreement with Kearns – must payout before June 30th
- Johnson Creek Chamber – director? hiring
- Johnson Creek Chamber – payment from room tax for director and how much , prorated?
- Representation on Tourism Commission – Communication/Budget – Agenda/packets
- The representative for CIC (Community Innovation Committee) - Agenda/Packets
- JCEDC – representative – Genevieve Coady 674-8710
- Administrator Meetings – Ben Wehmeier – County Administrator 674-7101 (Fire District)
- Newsletter
- Auditor - Review the audit with questions they have before final – also with Public Financial Management
- Capital Outlay – decisions – Borrowing
- Procedure for incoming phone questions regarding Mark – or do we need statement
- Do we need termination letter on website?
- Dan’s Washboard – dry cleaning building where at?
- Waste Water Facility Plan Study

