

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

IMPROVEMENT AND SERVICES COMMITTEE

May 7, 2014

6:00 P.M.

Village Hall

125 Depot Street.

1. Call to Order - Roll Call
2. Statement of Public Notice
3. Approve Minutes of April 1, 2014 – *pg 1*
4. Election of Chairperson
5. Certification of Code of Ethics Wisconsin Statutes §§19.59(1)(a)-(d) – *pgs 2-3*
6. Letter – Patti Swanson – Recreation – *pg 4-9*
7. Discussion and Recommendation – Joint Recreation Program
8. Resolution 38-14 Professional Services Agreement – Well Siting - MSA– *pgs 10-16*
9. Adjourn

Committee Members: Kyle Ellefson, Tim Semo, and Kelly Wollschlager. Alternate – Greg Schopp.

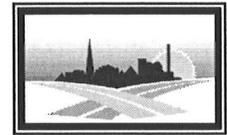
N.B. Page numbers relate to Board/Committee members packets

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 governmental body specifically referred to in the above notice.

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

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

IMPROVEMENT & SERVICES COMMITTEE
April 1, 2014



Chairperson Tim Semo called the meeting to order at 5:30 p.m. In attendance: Trustees Fred Albertz, Tim Semo and John Swisher. Also in attendance: Trustee Steven Wollin and Administrator Mark Johnsrud.

Statement of Public Notice

This meeting was posted and noticed according to law.

Approve Minutes of February 12, 2014

An Albertz/Swisher motion carried unanimously to approve the minutes of February 12, 2014.

Street Privilege Permit – Fiber Optic Cable – TDS Telecommunications.

Rie Fawbush of TDS Telecom and De Bauche Communication Services reviewed the project plan to place fiber optic cable and terminus pedestals within Village right of way. Administrator Johnsrud indicated that a street privilege permit was required to complete the project plan. Johnsrud stated that Lee Trumpf had reviewed and approved the project plan.

Tim Semo questioned project specifics with regard to the Chapel Hill subdivision. Fred Albertz asked if any pedestals would be abandoned after completion of the project plan. Johnsrud questioned if any street crossing would require the street to be opened.

Rie Fawbush of TDS Telecom and Debauche Communications said that pedestals which run copper wire service may be abandoned after the placement of fiber optic cable. All street crossings will be bored under the street. Street opening should not be necessary unless there is an emergency. Bore holes may be cored into the street to maneuver the bore around infrastructure. Johnsrud said that the street privilege permit does not permit taking pavement cores without approval of the street superintendent or the Village Administrator.

A Swisher/Albertz motion carried unanimously to approve the street privilege permit subject to a submittal of a \$5,000 performance bond, removal of abandoned pedestals and notification of street superintendent or Village administrator for any pavement coring.

Adjourn

A Swisher/Semo motion carried to adjourn at 5:55 p.m.

Tim Semo, 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.

CERTIFICATION

On Behalf of the Improvement & Services Committee,

I, (state your name as chair of Improvement & Services,
hereby certify that for the year 2014, I have reviewed the
provisions of Wisconsin State Statutes 19.59 (1)(a)(b)(c)(d)
**Code of Ethics for local government officials, employees
and candidates** with my fellow Board members.

Dated this _____ day of _____, 20____.

(Print Name)

(Signature)

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

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

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

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

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

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

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

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

Dear Rec Committee Members

My name is Patti Swanson and I've been a resident of Johnson Creek for 7 1/2 years. I have four children, ages 12, 9, 4 and 1. As you can imagine, I have a huge interest in the Rec Department and I want to see it be successful. I'd like to see the Rec Department become a bigger part of this community, with youth sports feeding into our high school sports. I also would like to see more programs offered so more children can find interests and remain active throughout the year. With the new school being passed, I see a lot of opportunities coming our way and I want to see JC thrive.

I have some suggestions for different areas of the rec dept. First, the make-up of the rec committee:

- I believe the rec dept was made as a joint venture between the village and the school. I'd love to see both of these entities working together, with the rec director reporting to both.
- I think it'd be beneficial to have community members on this committee, instead of only board members. There are many residents, who I have talked to, that have an interest in being involved.
- I'd like to see this committee meet monthly, or at least quarterly.

Secondly, I have some suggestions for communications. I think multiple forms of communication is necessary for reaching as many people as possible.

- I think a facebook page should be created and updated weekly or bi-weekly by the rec director. As co-administrator of the JC Schools Vote Yes page on facebook, I saw firsthand how beneficial and how many people were reached with each post.
- Skyward should be utilized more often with program offerings and updates.
- It'd be great for the rec dept to have its own page in the monthly elementary school newsletter.
- It'd also be great for the rec dept to have its own section in every issue of The Jay.

Next, I have some program suggestions.

- Volleyball (instructional - grades 3/4, competitive - grades 5/6)
- Winter soccer program (6 week program to keep kids active between fall soccer/football and basketball/wrestling season.)

- Basketball Clinic (girl's has been offered in November but this last year was very unorganized)
- Camps in August when summer school is over (running, tennis, dance, etc)
- Hitting/Pitching clinics in the winter
- Exercise classes (kids/adults)
- Cooking classes (kids/adults)

Finally, some miscellaneous suggestions.

- Volunteer coaches are always hard to get. Possibly waiving the fee of the coach's child would help in this area.
- T-shirts for every sport should be optional. Uniforms that are returned or t-shirts that are used more than once could save money for the dept.
- Create a survey for parents/coaches to fill out at the end of a program session and use that feedback for future programs.
- Have personal conversations with community members about program offerings instead of survey after survey.
- There should be a trial and error period with each new program to see what works in this community. You will never know until you try.
- Sign-ups for programs should be 4-6 weeks prior to start, with a late fee attached to late registrations.
- Rec director should talk to surrounding communities and get suggestions.
- The rec dept should be able to run itself, financially. The fees for programs should cover the costs of the program and upkeep of the equipment.
- Other ideas for revenue for the rec dept: concessions, tournaments, fundraisers throughout the year.

I know all of these ideas can't happen all at once and it is a learning experience for everyone involved. However, the rec dept has been in existence for several years now and I feel it should be bigger and more organized than it is. Thank you for taking the time to read and consider my suggestions. Please contact me if you have any questions. I look forward to attending the next rec committee meeting and am excited for the future of Johnson Creek!

Thank you

Patti Swanson

A Recreation Program for Johnson Creek
through a joint venture between the
Johnson Creek School District and the Village of Johnson Creek

- Proposal:** The Village and School District create a joint Recreation program.
- Mission:** The Recreation Program will include youth and adult activities that provide recreation opportunities for the Greater Johnson Creek area defined by the Johnson Creek School District boundaries.
- Program Management:** A recreation Committee comprised of 2 Village Trustees, 2 School Board Members and a school administrator will direct the program. The Recreation Committee will have the authority to manage and expend funds, employ staff, set programs and fees, etc.
- Fiscal Management:** The School District will be the fiscal agent. Quarterly reports will be presented to both governing bodies. Monies will be held in the District's Community Services Fund.
- Cost:** The first year (seed monies) will be \$25,000 from each entity. Subsequent years will have complete budget proposals to governing bodies.
- Personnel:** To be determined by the Recreation Committee. Many of the activities will rely on volunteers. Program fees will be expected to cover costs of instructors for specialized programs.
- Facilities:** Available Village and School District Facilities will be used. Scheduling will be the responsibility of Recreation staff in coordination with the Village and School District staff.

Commonly Asked Questions:

What about already established programs?

Many communities offer scheduling and registration to these groups rather than recreating the activities. This may be the case with regard to baseball or softball for example because of the organizations that are already in place in Johnson Creek and Farmington.

Sometimes community recreation programs become more involved once the infrastructure is in place.

Does the Village reap any rewards?

Programs are offered to our families. This improves the quality of life and is often a quality that families look for in a community when selecting a home.

Our local businesses will see more families staying in town and those families are more likely to shop here, eat here and fuel here if they have no other reason to go to Jefferson, Fort, or Watertown. Currently many families transport their children to one of our neighboring communities for these programs.

Does the School District reap any rewards?

A recreation program assists the District in meeting their mission to develop life-long learners who value themselves; contribute to their community; and succeed in a changing world.

Where do the monies come from to support the program?

Each activity ideally will be self-support through fees. The start-up equipment and administration costs will be supported jointly and equally through the municipal budgets (School District and Village).

Who is responsible for the overall program design and management?

The Recreation program will be overseen by the five member Johnson Creek Recreation Committee comprised of two Village Trustees, two School Board Members and a school administrator.

RESOLUTION 32-08

RESOLUTION AUTHORIZING A JOINT RECREATION PROGRAM
WITH THE JOHNSON CREEK SCHOOL DISTRICT

Whereas, the residents of the Village of Johnson Creek and the Johnson Creek School District have indicated a desire for community-wide recreation programs, and,

Whereas, recreation programs can promote a healthy, well-balanced life-style, and,

Whereas, recreation programs encourage a greater sense of community by providing participants with opportunities to interact with and get to know their neighbors and fellow residents better, and,

Whereas, the Johnson Creek Village Board and the Johnson Creek Board of Education have determined it is in their mutual interest and the benefit of the greater Johnson Creek community to jointly sponsor a recreation program,

Now, Therefore, Be It Resolved, the Johnson Creek School District and Village of Johnson Creek create a joint recreation program, and,

Be it further resolved, the School District and Village will share governance and fiscal responsibility for the recreation program, and,

Be it further resolved, the recreation program will be overseen by a five member Committee, the Johnson Creek Recreation Committee, which will be comprised of two Village Trustees, two School Board Members and a school administrator, and,

Be it further resolved, the Recreation Committee will be responsible for creating a budget and presenting it to both governing bodies for approval and inclusion in their respective annual budgets, and,

Be it further resolved, the budget's approval authorizes the Recreation Committee to use those resources in the best interest of the program, and,

Be it further resolved, the School District of Johnson Creek will serve as the fiscal agent for this joint venture, and,

Be it further resolved, the Village and School district will place the necessary funds into the School District's Community Services Fund on or before January 31st of the calendar year for which they are intended and will be expended, and,

Be it further resolved, the Village and School District agree to budget \$25,000 each for the calendar year beginning January 1, 2009, and,

Be it further resolved, any unspent funds will be carried over for consideration and allocation for subsequent budget requests, and,

Be it further resolved, the School District will prepare and present quarterly financial reports for the review of the authorizing and governing bodies, and,

Be it further resolved, the Recreation Committee be and is authorized, upon appointment, to manage the program, including the expenditure of funds, and,

Be it further resolved, the Recreation Program will include youth and adult activities to provide recreation opportunities for the Johnson Creek School District boundary.

Passed and adopted by the Village Board of the Village of Johnson Creek, Jefferson County, Wisconsin this 11th day of August, 2008.

Passed and adopted by the Board of Education of the Johnson Creek School District, Jefferson County, Wisconsin this 18th day of August, 2008.

For the Johnson Creek Board of Education:

President – Jamie Hombsch

Attest:

Clerk-Kellie Loeb

Date

For the Village of Johnson Creek:

Vicki Zick, President

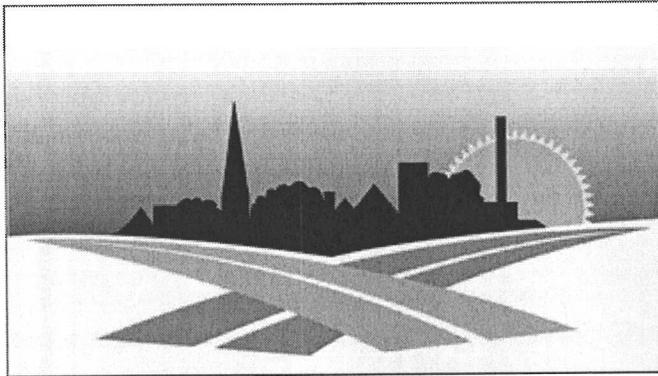
Attest:

Joan Dykstra, Clerk-Treasurer

Date

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 38-14

PROFESSIONAL SERVICES AGREEMENT WELL SITING - MSA

Improvement and Service Committee 5-7-14

Village Board 5-19-14

Requested by: Village Administrator

Introduced by: Village President Greg Schopp

RESOLUTION 38-14

PROFESSIONAL SERVICES AGREEMENT
WELL SITING – MSA

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

WHEREAS, the Well Abandonment Agreement with the Department of Natural Resources for Well # 4 expires on October 29, 2015, and

WHEREAS, the Village constructed Well # 4 as a high capacity well to support development within TID 3 however water from Well # 4 has high concentrations of radium, and

WHEREAS, it has been determined that other well locations may provide water with reduced levels of radium, and

WHEREAS, the 2014 Capital Budget includes funding of \$75,000 for the construction of pilot test wells to determine whether a different well location could provide water with reduced levels of radium, and

WHEREAS, MSA has provided a Professional Services Agreement to identify up to three proposed well sites and constructing one sandstone test well including preparation and submittal of a Well Site Investigation Report per Wisconsin Administrative Code NR 811.12 and design, bidding and construction phases of one proposed test well, and

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Village of Johnson Creek approve a professional services agreement with MSA to complete a well site investigation in the amount not to exceed \$29,300 funding approved within the 2014 Capital Budget – Water Cash -2-100.001, 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 19th Day of May, 2014.

Greg Schopp, Village President

ATTEST:

Joan Dykstra, Clerk-Treasurer

SECTION A2--BASIC SERVICES OF ENGINEER

A.2.0. General

The Basic Services are premised on the following general scope of professional services:

A.2.1. Engineering Scope-General

The proposed project consists of identifying up to three proposed well sites and constructing one sandstone test well for the Village of Johnson Creek.

MSA proposes to provide engineering services for the preparation and submittal of a Well Site Investigation Report per Wisconsin Admin Code NR 811.12 and for the design, bidding and construction phases of one proposed test well. All work will be performed in conformance with the standards stipulated by the Engineers Joint Contract Document Committee and published jointly by the American Consulting Engineer Council and the National Society of Professional Engineers.

A.2.2. Well Site Investigation and Engineering Report

- Prepare a combined Well Site Investigation and Engineering report in accordance with Wisconsin Administrative Code Chapter NR 811.12.
- Review potential contamination sources through various governmental databases, groundwater remediation reports, Village personnel
- Prepare map showing potential contamination sources.
- Review local hydrogeology
- Review local geology through proximate well construction reports and geologic logs.
- Review previous siting study and results completed by Layne for Municipal Well No. 4
- Review availability of water main, 3-phase power, telephone and sanitary sewer service
- Attend one (1) meeting with Staff to review potential sites and potential contamination sources
- Attend one (1) Public Works or Village Board meeting with Owner to review the proposed well site locations.
- Submit Well Site Investigation and Engineering Report to Wisconsin Department of Natural Resources (WDNR) for approval and follow-up correspondence.
- Correspondence with Village.
- Internal quality control and quality assurance.
- Reimbursables (mileage, copies, fax, postage, UPS, submittal fees)

Estimated Fee = \$13,500

A.2.3. Test Well Bidding and Construction

- Correspondence with Owner
- Test well design
- Prepare project manual and test well construction detail
- Submit Test Well construction documents to WDNR for approval and follow-up correspondence.
- Correspondence with Village.
- Reproduce Project Manual (8 assumed).
- Distribute electronic plans/specifications to statewide "plan rooms" and prospective bidders utilizing the Quest electronic bidding network.
- Correspondence with prospective bidders during project advertising period.
- Prepare and distribute addenda to plan holders (one assumed)
- Attend and conduct bid opening at Village Hall.

- Review bids and prepare bid tabulation.
- Prepare letter of recommendation and Notice of Award
- Prepare and administer construction contracts.
- Attend and conduct pre-construction meeting/prepare meeting minutes and distribute.
 - Stake test well location
- Construction observation for test well construction based on the following assumptions:
 - 18 hours on-site over 4 site visits
 - 14 additional hours of correspondence with the Contractor
- Review and process Contractor pay applications (2 assumed)
- Review and process project change order (1 assumed)
- Review test pumping results and conference call with Village to review.
- Project closeout documents.
- Reimbursables (mileage, copies, fax, postage, UPS, submittal fees)

Estimated Fee = \$15,800

A2.4 Owner's Responsibilities

The OWNER will:

- Provide requested information and documentation for the existing water.
- Provide previous studies, reports and results from past well planning efforts.
- Obtain option to purchase or right to enter property prior to committing to site.
- Provide land opinion by Attorney as required.
- Ensure the proper state and/or federal wage rates are included in the bidding documents.

A.2.5 Anticipated Time Duration

- | | |
|--|----------------|
| • Approximate Start Date | April 2014 |
| • Approximate WSI Submittal | July 2014 |
| • Approximate Test Well Bid | September 2014 |
| • Approximate Test Well Final Completion | December 2014 |

A.2.6 Additional Services

The following additional services are not included in the Scope of Basic Services, but are available at standard billing rates upon request:

- Publishing costs for public notices (including Advertisement for Bids).
- Wellhead Protection Plan preparation
- Additional Meetings
- Utility Map Updates.
- Assistance with obtaining an option to purchase for the proposed site and/or assistance with obtaining easements.
- Property acquisition assistance, including surveys and negotiations
- Wetland and/or flood plain delineations
- Soil borings

PROCESS FOR THE CONSTRUCTION OF A NEW MUNICIPAL WELL

PHASE I (Approximate Duration – 3 to 6 months)

Review various DNR databases for potential contamination sources
Review potential contamination sources with client
Map areas of potential contamination
Review publications and data regarding area hydrogeology
Compile and review well construction reports and geologic logs in the area
Sample private wells in the area, especially deeper high capacity wells
Identify test well site(s)
Prepare Well Site Investigation Report [Wis. Admin. Code 811.13(3)]

PHASE II (Approximate Duration – 3 to 6 months)

Obtain option to purchase for site(s), obtain easements if necessary
Review availability of watermain, 3-phase power, telephone, sanitary sewer
Prepare plans and specifications for test well
Obtain DNR approval of test well
Construct test well
Test pumping to determine quantity and quality

PHASE III (Approximate Duration – 18 to 24 months)

Purchase well site
Design of final well, wellhouse, mechanical, electrical, plumbing, connecting watermain
Begin wellhead protection planning process
Prepare plans and specifications for well, wellhouse, and related facilities
Prepare final cost estimate for well, wellhouse, and related facilities
Obtain Public Service Commission (PSC) construction authorization



PHASE III (continued)

Obtain DNR approval for well, wellhouse, and related facilities

Obtain Dept. of Commerce plumbing approval for wellhouse (if necessary)

Advertise for bids, bid opening

Bid evaluation

Award bids

Construct final well, conduct test pumping

Construct wellhouse and related facilities

Obtain DNR approval of wellhead protection plan

Well start-up

MSA

PROFESSIONAL SERVICES
TRANSPORTATION • MUNICIPAL
DEVELOPMENT • ENVIRONMENTAL