



VILLAGE OF JOHNSON CREEK MEETING NOTICE

125 Depot Street, Johnson Creek, WI

Agenda

COMMITTEE OF THE WHOLE

July 11, 2016

Village Hall

5:30 p.m.

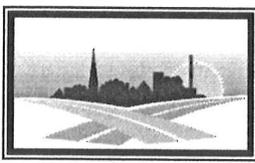
1. Call to order - roll call
2. Statement of Public Notice
3. Public Comment (limited to two minutes per person on agenda items only)
4. Approve June 13, 2016 Committee of the Whole Meeting minutes - pgs 1-7
5. Village Board Unapproved Minutes of June 20th - For Information Only - pgs 8-11
6. Plan Commission Recommendations:
 - a. Amended Site Plan - Johnson Creek School District - Sidewalk - pgs 12-17
 - b. JC School - 2nd Exit to Elementary School Parking Lot - pgs 18-21
 - c. ETZA - George and Ruth Ducklow - Town of Farmington - pgs 22-28
7. Discussion/Recommendation WE Energies Electric Service - 620 Midge St. - pgs 29-32
8. Update - Wright Rd Erosion Control - pg 33
9. Discussion/Recommendation Black Walnut Estates Walking Path/Bridge/Lawn Maintenance - pgs 34-41
10. Discussion/Recommendation Simplified Rate Case Water Utility - pgs 42-44
11. Discussion/Recommendation Bell Park Community Project
12. Discussion/Recommendation Bell Park Hours - pg 45
13. Discussion/Recommendation Fireman's Festival - water usage - pg 46
14. Discussion/Recommendation Open Fence &/or Add Gate to Fence at Fireman's Park - pgs 47-48
15. Discussion/Recommendation Award Bid for Village Hall Sidewalk Entrance from Parking Lot per Governmental Accountability Board (GAB) - pgs 49-52
16. Discussion/Recommendation Cabaret License - Fireman's Festival August 6, 2016 - pgs 53-54
17. Discussion/Recommendation Administrator Job Description - pgs 55-60
18. Discussion/Recommendation Ordinance for via telephone conference calls - pgs 61-62
19. Discussion/Recommendation Just Fix It WI Transportation Funding - pgs 63-64
20. Discussion/Recommendation Relay for Life Watertown/Johnson Creek - "Paint the Town Purple" - pg 65
21. Discussion/Recommendation Transfer of old squad to Fire/EMS Department - pg 66
22. Discussion/Recommendation Ball Field at Centennial Park - Maintenance - pg 67
23. Discussion/Recommendation Exercise Program at Library - Phyllis Schicker - pg 68
24. Discussion/Recommendation Section 5.29 Continuing Education Reimbursement - pg 69
25. Discussion/Recommendation Fund Balance Policy - pgs 70-72
26. Discussion/Recommendation Capital Fund Funding - pg 70
27. Discussion/Recommendation Fall Rummage-o-rama - pg 73
28. Discussion/Recommendation John Brockner - 206 Shepherd St. - Replace Tree - pgs 74-75
29. Discussion/Recommendation Quotes for Wood Fiber Chips Around Playground Equipment - pgs 77-78
30. Discussion/Recommendation Vandalism of Port-a-pots at Bell Park - pgs 79-80
31. Discussion/Recommendation Set Meeting with Department Heads to discuss 2017 Capital Items
32. Update - Fire Department, Library & Village Hall Parking Lots - Scott Construction
33. Upcoming Meetings:
 - a. Special Village Board - July 15th & July 16th - Interview Finalists
 - b. Village Board - July 25th at 5:30 p.m.
 - c. Committee of the Whole - August 8th, 5:30 p.m. - Possible change of date (night before election)
34. Adjourn

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.

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

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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President Swisher called the Committee of the Whole meeting to order at 5:30 p.m.

In attendance: President John L. Swisher, Trustees: Laurie Adams, Fred Albertz, Tim Semo, Donald Smith, Dale Theder and Steve Wollin. Also in attendance: Library Director Luci Bledsoe, WWTP Superintendent Aric Mindemann, Street Superintendent Lee Trumpf, Fire Chief Jim Wolf, Police Chief Gary Bleecker, Engineer Kevin Lord, Attorney James Hammes and Clerk-Treasurer Joan Dykstra.

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

Public Comment

Jamie Guld – 201 Red Fox Drive – stated looking at the Bell Park shelter plans that Guld Construction, owner of this company, can do the project as a community project using volunteers. The shelter looks like a covered area to hold four picnic tables, with a unisex restroom, but he would need more detail. He could complete the project between \$70,000 and \$80,000, but does not include the design fee. He uses Design Alliance and the cost would be approximately \$10,000. Surveyor Scott Thomas would donate the surveying and Gallitz would charge \$1,000 for excavation, but we have to find out if it is legal to do. Jamie recommended making the shelter larger to include additional storage for the recreation department and build for future expansion. He said the location of the shelter should be by the playground and used for multiple uses. Option 1 would be the recommended option.

Lisa Schmidt – 205 Red Fox Drive said she still would like to see a master plan before any building should occur. The basketball court should be located on the Wright Road side and the pavilion bid had no electric in the bid. The park hours are currently 6 a.m. to 10 p.m. and she asked the Board consider 7 a.m. to dusk, especially with a basketball court in the park.

Approve May 9, 2016 Committee of the Whole Meeting minutes

A Wollin/Theder motion carried to approve May 9, 2016 Committee of the Whole Meeting minutes.

Village Board Unapproved Minutes of May 23rd – For Information Only

2015 Audit Presentation by Johnson Block and Company, Inc.

Kevin and Tara with Johnson Block and Company, Inc. distributed an outline of their presentation which included a simplified rate case for the water utility, doing a water loss study, financing plan for repayment of TIF advances, what can TIF afford to pay back at this time, forecast of future cash flow needs, budgeting for Capital Projects - general fund vs. capital projects fund and Fund balance definitions, plans for using current fund balance assignment and recommended updates to fund balance policy.

The board packet included 1) the financial statement overview, 2) required audit communications to the Village Board and 3) the audited financial statements for the year ended December 31, 2015.

Kevin stated that the water utility is a regulated utility by the Public Service Commission and the water utility does show an operating loss but this is due to depreciation and reduction in cash due to fixed assets. Kevin recommended to do a simplified rate case. The Public Service Commission also requires a statistical report showing any water losses and in 2015 we were at a 21% water loss, compared to 22% in 2014 and 17% in 2013. This is the amount of water pumped verses sold and used. The auditors recommend doing a water loss study just for good operational and financial management.

The schedule of advances receivable by fund from the two TIF districts amounts to about three million dollars, with the general fund balance from TIF #3 at \$1,171,118. The auditors recommend to create a plan to begin paying back these advances.

Tara reviewed the capital outlay fund and said this fund can be used in a couple different ways. The Village currently uses restricted/assigned funds and previous debt for projects budgeted within the capital outlay fund. This can be done that way or use the capital outlay fund for only debt related projects for easy monitoring of the debt. The capital projects using assigned or restricted funds can be expensed out of the regular expense account/capital outlay in the general fund.

Under GASB 54, the components of fund balances are identified in very specific definitions, uses and constraints on how resources can be spent and the sources of those constraints. The following definitions and restrictions are:

Non-spendable Fund Balance: Includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This would include items not expected to be converted to cash including inventories and prepaid amounts. It may also include the long-term amount of loans and receivables, as well as property acquired for resale and the principal of a permanent fund. Example: advances made to other funds, inventory, prepaid expenses.

Restricted Fund Balance: This classification should be reported when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation. Example: impact fees, unspent debt proceeds for a specific purpose, grant funds.

Committee Fund Balance: This reflects specific purposes pursuant to constraints imposed by formal action of the district's highest level of decision-making authority (generally the governing board). Also such constraints can only be removed or changed by the same form of formal action. Example: Sinking funds and other funds derived from ordinances.

Assigned Fund Balance: This reflects amounts that are constrained by the government's intent to be used for specific purposes, but meet neither the restricted nor committed forms of constraint. Example: budget carryovers assigned to be used for certain future purchase.

Unassigned Fund Balance: This is the residual classification for the general fund only. It is also where negative residual amounts for all other governmental funds would be reported.

Currently the general fund has a total fund balance of \$2.273 million with \$1.6 million in non-spendable – advances. This is at a 21% fund balance which is healthy, but did drop from last year 49% due to the fire fund not borrowing. This would be equivalent to two and one half months of expenses. Kevin said the recommended fund balance is between 25-30% of subsequent years operating budget and anything above that amount should be assigned. Kevin recommended the board creating a policy and outline a minimum fund balance for committing funds.

Presentation by David Anderson with Public Financial Management

Anderson updated the board on the existing general obligation debt of approximately \$7 million which includes the 2011 and 2012 debt issues supported by the tax incremental district revenues of \$4.5 million and the general fund share of \$2.5 million is supported by the village general fund tax levy. The general fund debt service payment in 2010 was \$514,913 and for 2016 is \$303,963. If the village did borrow approximately \$150,000 for the end loader at \$34,276, Aztalan St. asphalt \$42,456, Union Street demolition of \$32,800 and the boom mower for \$31,930, the debt payment will still be reduced from the 2016 payment.

The Fire/EMS debt payment for 2016 is \$155,089. The Fire/EMS fund needed borrowing totaled is \$890,578 which included the fire building at \$783,240, fire truck \$55,000 and heart monitors of \$52,338. This amount of borrowing will be reduced by \$283,000, the remaining funds from the 2006 borrowing which was for land for the fire station, which did not move forward. This was a bond borrowing for specifically a

land purchase and could not be used for anything else and we had to wait ten years to use towards a future borrowing, and the ten years are now up.

Swisher said during the audit discussion questions were asked for any red flags and the water loss issue came up and that a simplified rate increase should be conducted just for inflation only. Anderson said the utility shows big losses due to the depreciation on assets. It was recommended to look at the south side neighborhood project as that could be an area of water loss as that is the oldest and only section of the village that does not have infrastructure. Anderson stated the sewer will be able to pay their portion of the project as the TIF districts owe the sewer utility around two million dollars.

Swisher stated the board needs to decide on what projects listed in the capital outlay fund we want to move forward on and borrow for these projects so we have good numbers to give to Anderson. Dykstra said there will be an additional amount needed to borrow for the Aztalan Street project to perform the milling and overlay. We will not know the dollar amount until after the bidding process and job completed. Anderson said we will be having another refinancing on another debt in October and that project can be borrowed for at that time along with the other capital projects the board needs to decide on in the 2016 capital outlay budget. Currently we can borrow for the identified projects that have already been purchased for totaling approximately \$1,032,040.

Albertz stated Centennial Park bids are due back on Friday and recommends to include with this borrowing. The recommendation was to approve the borrowing and include Centennial Park in this borrowing.

Discussion/Recommendation LRIP/GO Debt – Asphalt - Payne & Dolan - Aztalan St.

The village is working with Jefferson County Highway department for the Aztalan Street mill/overlay project. Jefferson County has approved the purchase of the asphalt from Payne and Dolan in the amount of \$56,250. The village must approve their recommendation by resolution with a copy of the resolution sent to Jefferson County. The payment for the asphalt will partially come from the LRIP program in the amount of \$13,793.94 leaving the municipal funds due of \$42,456.06 which will be paid for by 2016 general obligation debt.

A Semo/Albertz motion carried on a voice vote to recommend to the Village Board to approve the purchase of the asphalt for the Aztalan Street project from Payne & Dolan, Inc.

Discussion/Recommendation Milling/Overlay Bids for Aztalan St. – Jefferson Cty. Highway Aid

Jefferson County will be doing the milling and overlay with WK Construction as the subcontractor with the asphalt from Payne & Dolan. The total estimated cost of the project was \$161,507.96 which included the asphalt purchase. The estimated project cost without the asphalt is \$105,257.96. The village estimated share is \$42,842.40 which will come from general obligation debt and \$62,415.54 will be from the Jefferson County road aids.

A Semo/Theder motion carried on a voice vote to recommend to the Village Board to approve the milling and overlay by Jefferson County with payment from general obligation debt and Jefferson County road aids.

Discussion/Recommendation Johnson Creek School Speed Reduction on Aztalan St.

Jefferson County reviewed the speed limit on Aztalan Street in front of the Johnson Creek School and recommended reducing the speed limit to 35 mph but will monitor the speed zones if any adjustments need to be made in the future. Jefferson County will not take formal action on the reduction until the village takes action first.

A Smith/Semo motion carried on a voice vote to recommend to the Village Board to approve a speed reduction on Aztalan St in front of the Johnson Creek School to 35 mph with Jefferson County monitoring the speed zone if any adjustments need to be made in the future.

Discussion/Recommendation MSA Site Study - Bell Park – Shelter/Basketball Court/Location

Smith questioned if the basketball court could be placed parallel to Wright Rd so the ball does not land in the road. Engineer Lord said the shelter and basketball court could be moved.

Adams said the prices are way too high and we should not do the projects unless volunteers are used. Smith said it is not going to get cheaper and there is nothing to do in the park. Swisher said Guld said he could do it for \$80,000 - \$90,000, plus \$10,000 for the design fee and \$1,000 for excavation but the liability is still a concern, whereas using MSA it is a turnkey project.

Guld said the park needs a pavilion as there is already the playground and soccer. Guld said the shelter should include a storage room for the recreation department and also designed for future expansion.

Question still is the liability using Guld instead of public bidding. There is also the cost of \$10,000 for the design for the shelter and \$1,000 for excavation by Gallitz.

Engineer Lord asked if Guld would also be doing the basketball court? Guld said he could. He doesn't want to make any money on this project but not lose money either. He also needs a time frame from start to finish.

An Adams/Theder motion carried on a roll call vote to direct Attorney Hammes to look into using Guld for the contractor for the shelter and basketball project at Bell Park, have separate bids for the basketball court and go with option 1 for the location of the shelter and basketball court, which is off Wright Rd.

Discussion/Recommendation Estimated Cost to Remove Island by Comfort Suites

It was previously recommended by Street Superintendent Trumpf to remove the island by Comfort Suites along with the planned island at the end of Resort Drive. MSA received a cost estimate of \$6,192.60 for the island removal by Comfort Suites.

A Smith/Albertz motion carried on a voice vote to recommend to the Village Board to approve removing the island by Comfort Suites.

Discussion/Recommendation Fire Turnout Gear Capital Budget/GO Debt \$8,500

Chief Wolf received three bids for turnout gear and recommended purchasing the gear from Globe in the amount of \$8,568. They were not the cheapest but would end up being a cost savings in the long run because of its durability and longevity. The department has used the gear from Globe previously and accustomed to its dependability.

A Smith/Semo motion carried on a voice vote to recommend to the Village Board to approve the purchase of fire turnout gear in the amount of \$8,568 from Globe.

Discussion/Recommendation 2016 Capital Budget/GO Debt

Discussion and recommendation on 2016 capital budget items using GO debt included:

Fiber optic cable – Police to Village Hall – Bleecker did not see a need but Semo recommended leaving in the budget until a new IT person is contracted. A Semo/Wollin motion to leave in the capital budget.

Centennial Parking Lot and webpage upgrade– recommendation to leave in.

Paved Walking Trail – TIF #3 – An Adams/Smith motion carried 6-1 on a voice vote with Semo opposed not to move forward with the walking trail.

EMS ambulance equipment replacement – Chief Wolf recommended to leave in as they will be purchasing equipment.

Discussion/Recommendation Gate Valve for Main Lift Station Capital Budget

Water utilities supervisor Aric Mindemann received three bids for the gate valve to the main lift station. Crane Engineering, Inc. was the lowest bidder at \$10,245 and recommended Crane Engineering Inc. for this project.

A Semo/Albertz motion carried on a voice vote to recommend to the Village Board to approve Crane Engineering, Inc. in the amount of \$10,245 for the gate valve for the main lift station which is in the capital budget.

Discussion/Recommendation Water Loss Study

The village water loss percentage keeps going up and per the Public Service Commission and recommendation by the auditors a water loss study should be completed to find where this loss is coming from. Mindemann said a large percentage could be coming from the southeast section of the village as that is the oldest infrastructure within the village.

An Adams/Smith motion carried on a voice vote to recommend to the Village Board to approve getting bids to do a water loss study.

Discussion/Recommendation Items for Sale on Wisconsin Surplus

A Semo/Theder motion carried on a voice vote to recommend to the Village Board to approve the listed items to be placed for sale on the Wisconsin Surplus site.

Discussion/Recommendation 2015 Compliance Maintenance Report – Wastewater Treatment Facility

A Smith/Wollin motion carried on a voice vote to recommend to the Village Board to approve the 2015 Compliance Maintenance Report for the Wastewater Treatment Facility.

Discussion/Recommendation Jon Green, Steve Kearns & Keajen Properties, LLC Development Agreement

A Semo/Theder motion carried on a voice vote to recommend to the Village Board to approve Jon Green, Steve Kearns & Keajen Properties, LLC Development Agreement.

Discussion/Recommendation Option to Purchase and Fourth Amendment BBC Land Ventures, LLC/North Resort Drive LLC

A Smith/Semo motion carried on a voice vote to recommend to the Village Board to approve the option to purchase and Fourth Amendment with BBC Land Ventures, LLC/North Resort Drive LLC.

Discussion/Recommendation IT Services Contract

Our previous IT contract with Feroz Ghouse expired on December 31, 2015. We have been previously working with Bob Alioto with B-TEK and he has submitted a contract for review. Semo recommended that his certifications are attached with his contract.

A Semo/Adams motion carried on a voice vote to recommend to the Village Board to approve an IT service contract with Bob Alioto with B-TEK Enterprises, LLC and that certifications be attached to the contract.

Discussion/Recommendation Administrator Job Description

Semo recommended that the Administrator should report only to the village board not to village president except for the preparation of the agendas.

A Semo/Smith motion carried on a voice vote to recommend to the Village Board to approve the amended Administrator job description by having the Administrator report only to the village board except for agenda preparation.

Discussion/Recommendation New Business – John Michael Homes – 475 Hartwig Blvd.

A Semo/Adams motion carried on a voice vote to recommend to the Village Board to approve the new business for John Michael Homes at 475 Hartwig Blvd.

Discussion/Recommendation Use of Village Hall Parking Lot for Glacial River Bike Trail

Semo recommended the use of Depot Street also for the parking lot for the Glacial River Bike Trail.

A Smith/Semo motion carried on a voice vote to recommend to the Village Board to approve the use of the village hall parking lot at 125 Depot Street and also Depot Street parking for the users of the Glacial River Bike Trail.

Discussion/Recommendation Chamber of Commerce Off Premise Sign

A Semo/Adams motion carried on a voice vote to deny the placement of an off premise sign requested by the Chamber of Commerce.

Discussion/Recommendation Bell Park Equipment Concerns

After discussion, recommendation was for the street department to get a cost to place new bark under the Bell Park equipment.

Discussion/Recommendation Black Walnut Estates Storm Water Inspections

A Smith/Semo motion carried on a voice vote to recommend to the Village Board to approve MSA doing the storm water inspections at Black Walnut and bill the homeowners association.

Discussion/Recommendation Ordinance 96-13 Chickens

A resident applied for a chicken permit for an enclosed coop. The building inspector inspected the coop and according to the ordinance he felt it was an open coop. Previously the Administrator approved the same type of coop as an enclosed coop. After review of the ordinance this type of coop is an enclosed coop (pen). The ordinance should be made clearer.

An Adams/Albertz motion carried on a 6-1 voice vote with Smith opposed to recommend to the Village Board to approve the chicken permit as an enclosed coop.

A Wollin/Albertz motion carried on a voice vote to have attorney Hammes review the chicken ordinance.

FYI - MSA Centennial Park Parking Lot bids due back June 17th – Bids should be in the packets for the Village Board meeting

Update on CTH Y and River Rd Acquisition for Right of Way

Attorney Hammes and Engineer Lord have gotten the title insurance policies and will now contact the property owners.

Update on MSI Property

The village has been contacted by Dirk Debbink, with MSI, and said that his property is on the short list for an interested party to develop the property. The property is located west of the outlet mall, south of River Dr.

COMMITTEE OF THE WHOLE
June 13, 2016

Upcoming Meetings:

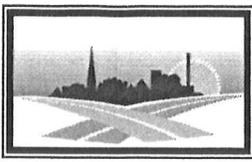
- a. Special Village Board– PAA Review Administrator applicants and select semi-finalists– June 20th 5:30 p.m.
- b. Possible Change of Date - Village Board from June 27th 5:30 p.m.**
A Smith/Albertz motion carried on a voice vote to move the regularly scheduled village board meeting from June 27th to June 20th at 5:30 p.m.
- c. Special Village Board – PAA Review semi-finalists and select finalists – July 6th or 7th**
A Smith/Semo motion carried on a voice vote to review the semi-finalists and select finalists on July 7th.
- d. Plan Commission– July 11th – 5:00 p.m.
- e. Committee of the Whole – July 11th - 5:30 p.m.
- f. Special Village Board – July 15th & July 16th – PAA Interview Finalists, Select first choice

Adjourn

A Smith/Wollin motion carried to adjourn at 7:37 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.



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, Fred Albertz, Tim Semo, Donald Smith, Dale Theder and Steve Wollin. Also in attendance: Library Director Luci Bledsoe, Street Superintendent Lee Trumpf, Fire Chief Jim Wolf, Police Chief Gary Bleecker, Wastewater/Water Superintendent Aric Mindemann, Engineer Kevin Lord and Clerk-Treasurer Joan Dykstra.

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

Approve Finance Report

A Wollin/Adams motion carried on a 7-0 roll call vote to approve claims totaling \$548,628.73.

Ambulance/Fire-EMS, Building Inspector, Police– *For Information Only*

Department Schedules/Reports

Adams questioned the Wright Rd issues of drainage behind the veterinary clinic. Engineer Lord said there is still work to be done and has been in contact with Iverson to resolve any drainage issues. Adams asked that he contact the veterinary clinic to keep them up to date.

Library Director Luci Bledsoe had distributed a July calendar of events. This is their busiest time of the year with 164 children and 67 adults signed up for the eight week program. There is also an exercise program going on for older adults two times a week on Monday and Thursday mornings. Currently there are eleven total women with usually nine showing up at a time.

Fire/EMS Chief Jim Wolf said Velero donated \$5,000 to Mutual Hose which they used to purchase racking for their gear. Mutual Hose will match this after the Fireman's Festival for more racks. On June 4th Aurora held a safety fair. June 15th Oliver Construction inspected the new building and the warranty is now done on the building. The ready house had a sewer back up, once again. Lake Mills needed a storage place for the smoke house. Since we do have room and do use it, we are storing the smoke house for them at the fire department, station #1. All equipment has been expected to follow all codes. The Town of Watertown will be having a meeting on July 25th for the possibility of removing territory from our service district to the City of Watertown. Wolf said we have the same equipment as the City of Watertown and we can get to this area sooner.

Police Chief Bleecker reported that at the end of the school year there was lots of truancy. Mike Zenoni resigned as police officer. The HWY 26 speed grant is going well. The new squad is here and will be delivered tomorrow. The Ford car will go to the fire department. Bleecker also stated he has ordered a decibel meter reader because of previous noise complaints. He thanked the street department for removing the pillars in the garage.

Water/Sewer Superintendent Aric Mindemann said the two pumps that were approved for the main lift station have been installed and working great. With the storms going through our area lately they have had lots of power outages affecting the plant. We just completed the eight week study on phosphorous limits as part of the facility upgrade study. Next Thursday and Friday the company will be coming in to wash the water tower.

Street Superintendent Lee Trumpf said they have been doing mowing, working in the parks and crackfilling in Black Walnut.

Public Comment - none

Notices and Discussion

Semo questioned the gallons that will be used on the walk on water at the Firemen's Festival and who would be paying for the water. It was estimated at 4,500 gallons being used. Adams stated it was a community event. Recommendation was to discuss at the next Committee of the Whole meeting.

Swisher had given each trustee activities he had done the past month.

The packet included the announcement of \$5,335.48 for the Village 2016 Recycling Grants to Responsible Units from the DNR. There was also a copy of a donation of \$5,000 from Valero Renewable Fuels Company, LLC to Johnson Creek Mutual Hose Co., Inc. The FOCUS – from the Wisconsin Taxpayers Alliance was also included in the packet

Committee/Commission Reports

- A. Unapproved Committee of the Whole Minutes of June 13, 2016 - *for Information Only*
- B. Unapproved Police & Fire/EMS Commission Minutes of May 31, 2016 - *for Information Only*
- C. Unapproved Zoning Board of Appeals Minutes of May 24, 2016 - *for Information Only*

Consent Agenda –may be approved with one motion (items A-Q)

Swisher asked that items K – Res. 65-16, P – Res. 70-16 and Q – Res. 71-16 be removed from the consent agenda vote.

Smith requested item O – Res. 69-16 be removed from the vote for the consent agenda.

Engineer Lord stated item N – Res. 68-16 be removed completely as this was an estimate and not a bid.

An Albertz/Smith motion carried on a 7-0 roll call vote to approve consent agenda items A – J, L, and M.

- A. Minutes:
 - I. Village Board May 23th
 - II. Special Village Board June 13th –
- B. Recommendation from Committee of Whole:
 - I. Use of Village Hall Parking Lot & Depot St for Glacial River Bike Trail
 - II. Black Walnut Estates Storm Water Inspections
- C. Resolution 57-16 Operators Licenses 2016-2017
- D. Resolution 58-16 Award Bid for Asphalt For Aztalan St. – Payne & Dolan, Inc. LRIP/GO Debt
- E. Resolution 59-16 Governmental Agreement for Milling/Overlay on Aztalan St. with Jefferson County Highway Department Using Highway Aids/GO Debt
- F. Resolution 60-16 Speed Reduction on Aztalan St. - Johnson Creek School
- G. Resolution 61-16 Award Bid – Fire Department - Turnout Gear - Capital Budget/GO Debt
- H. Resolution 62-16 Award Bid – Sewer Utility - Gate Valve
- I. Resolution 63-16 Authorizing Water Department to Bid Water Loss Study
- J. Resolution 64-16 Waste Water Treatment Plant 2015 Compliance Maintenance Annual Report – (CMAR)
- K. Resolution 65-16 Sale of Surplus Property - Wisconsin Surplus Online Auction – *see following for separate vote*
- L. Resolution 66-16 New Business – John Michael Homes – 475 Hartwig Blvd
- M. Resolution 67-16 Accept and File Audited Financial Statements Year Ended December 31, 2015- Johnson Block and Company, Inc.
- N. Resolution 68-16 Award Bid Removal of Paradise Ln Island – *remove – estimate not a bid*
- O. Resolution 69-16 Village Hall IT Service Contact with B-TEK Enterprises – *see following for separate vote*
- P. Resolution 70-16 Award Bid Centennial Park Parking Lot – *see following for separate vote*
- Q. Resolution 71-16 Job Description – Village Administrator – *see following for separate vote*

K. Resolution 65-16 Sale of Surplus Property - Wisconsin Surplus Online Auction

Swisher said that after research of where we purchased the skid steer and their recommended trade in price we should reduce the minimum bid for the skid steer to \$13,000 from the \$15,000. He also suggested a minimum bid on the tractor of \$2,500 so we don't sell it for \$500, as it is worth something.

A Smith/Theder motion carried 7-0 on a roll call vote to put a minimum bid of \$2,500 on the tractor and reduce the skid steer reserve bid to \$13,000.

O. Resolution 69-16 Village Hall IT Service Contact with B-TEK Enterprises

Smith questioned Semo if the certifications are what Semo was looking for at the Committee of the Whole meeting. Semo was in the affirmative.

A Smith/Semo motion carried on a 7-0 roll call vote to approve the village hall IT service contract with B-TEK Enterprises, LLC.

P. Resolution 70-16 Award Bid Centennial Park Parking Lot

A Semo/Theder motion carried on a voice vote to move Resolution 70-16 to after Resolution 72-16.

The lowest bid came from D.F. Tomasini Construction, Inc. in the amount of \$230,482 along with the alternate bid for an electrical load center and utility meter pedestal in the amount of \$2,500. This project will be paid from the 2016 General Obligation debt.

After much discussion a Swisher/Semo motion carried 4-3 on a roll call vote, with Adams, Smith and Wollin opposed to approve awarding the bid for the Centennial Park parking lot.

Q. Resolution 71-16 Job Description – Village Administrator

An Albertz/Adams motion carried to refer to the next Committee of the Whole for further discussion.

Resolution 72-16 Providing for the Sale of Approximately \$1,250,000 General Obligation Promissory Notes, Series 2016A

A Semo/Swisher motion carried 5-2 on a roll call vote with Smith and Wollin opposed, to approve Resolution 72-16 providing for the sale of approximately \$1,250,000 General Obligation Promissory Notes, Series 2016A and include the Centennial Park parking lot and utility meter pedestal in the amount to borrow.

Convene in Closed Session

A Theder/Albertz motion carried to convene into closed session at 6:29 p.m. (*Pursuant to Wisconsin Statutes §§19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. (Review of Administrator Applicant Resumes and Selection of Finalist Candidates and Review of Administrator Contract).*)

Reconvene in Open Session

A Smith/Semo motion carried to reconvene into open session at 7:51p.m.

Action from Closed Session – none

Upcoming Meetings

- A. Special Village Board – PAA Review semi-finalists and select finalists - July 7th, 5:30 p.m.
- B. Plan Commission – July 11th, 2016 – 5:00 p.m.
- C. Committee of the Whole – July 11th, 2016 – 5:30 p.m.
- D. Special Village Board – July 15th & July 16th – PAA Interview Finalists, Select First Choice
- E. Town of Watertown Meeting re: Fire District Coverage - July 25, 2016 at 7:00 p.m.
- F. Village Board – June 27, 2016 – 5:30 p.m.

VILLAGE BOARD MEETING
June 20, 2016

Adjourn

A Semo/Theeder motion carried to adjourn at 7:53 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.



To: Plan Commission/Johnson Creek Village Board

From: Michael P. Garvey, Ph.D. *MPG*

Date: July 5, 2016

RE: Aztalan Sidewalk

I wanted to bring you up-to-date on the Aztalan sidewalk project. We have submitted the necessary permit applications with the DNR. The sidewalk part of the project will require a small amount of fill in the wetland. The board walk will also cross the wetland.

Kevin Lord has reviewed the cross sections we provided. He also originally advised us on the design.

We are proposing a 6" curb and gutter with approximate 5' of grass terrace and then a 5' sidewalk running on the south side of Aztalan Street. The sidewalk itself would be immediately south of the street lights.

The sidewalk will run from the Tanner Ridge entrance to approximately the Village limits.

The boardwalk will run from the Aztalan Street sidewalk diagonally (sw) to an on-site sidewalk running from the school to the right-of-way.

The boardwalk will be 8' wide and approximately 85' long. It is being built as an Eagle Scout project.

The sidewalk being proposed is in the right-of-way. The maintenance of the sidewalk has not been determined but if the Village is not interested in removing snow and maintaining the walk, the School District will do so. The school will be responsible for maintenance and up keep of the boardwalk.

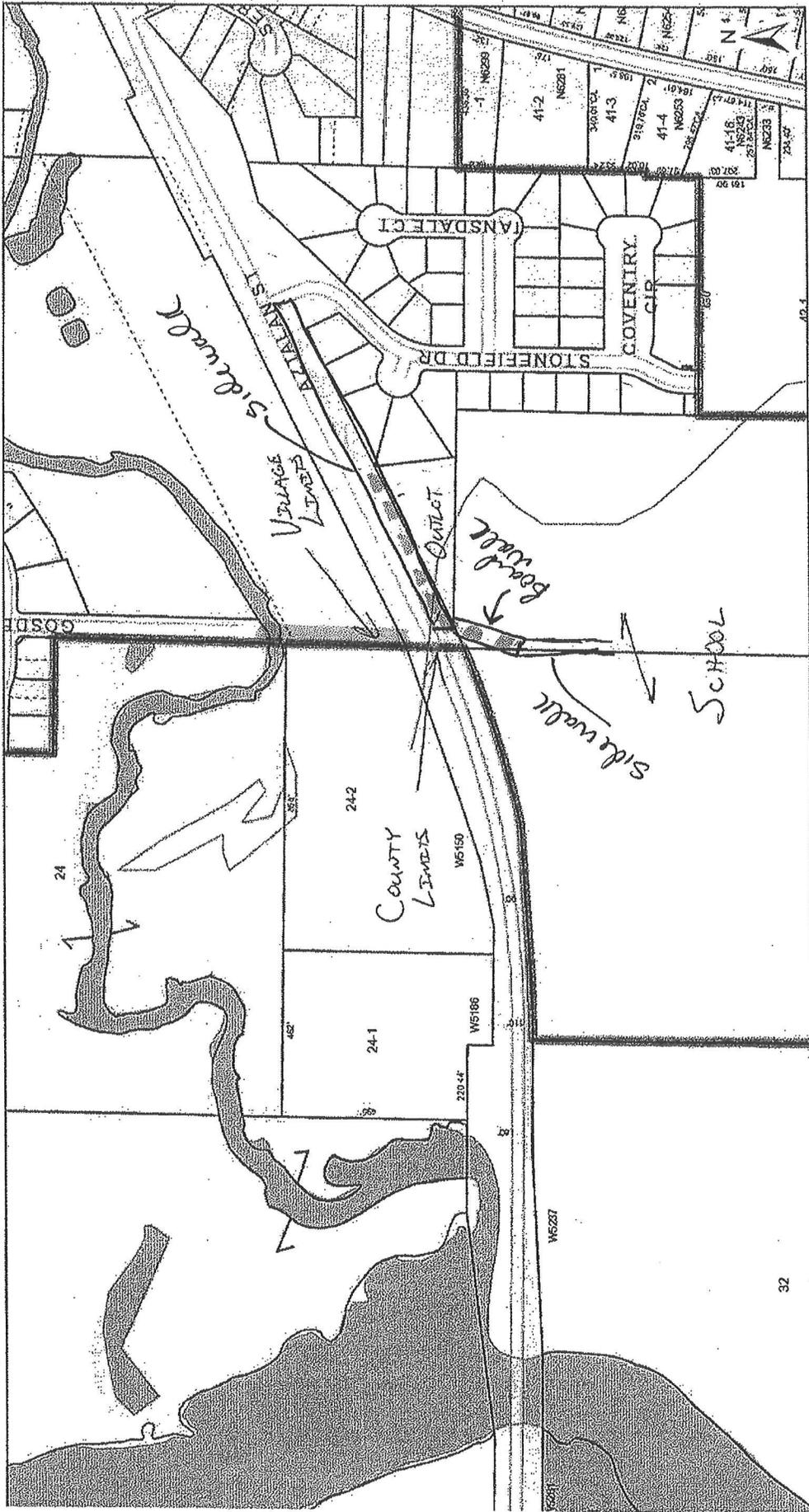
Michael P. Garvey, Ph.D
District Administrator
920.699.2811

Cale Vogel
HS/MS Principal
Athletic Administrator
920.699.3481

Kris Blakeley
Elementary Principal
Pupil Services Director
920.699.2511

Lisa Krohn
Director of Teaching
and Learning
920.699.2511

Untitled



- Municipal Boundaries
- Property Boundary
- Old Lot/Meander Lines
- Rail Right of Ways
- Road Right of Ways
- Section Lines
- Surface Water
- Tax Parcels
- Streams and Ditches



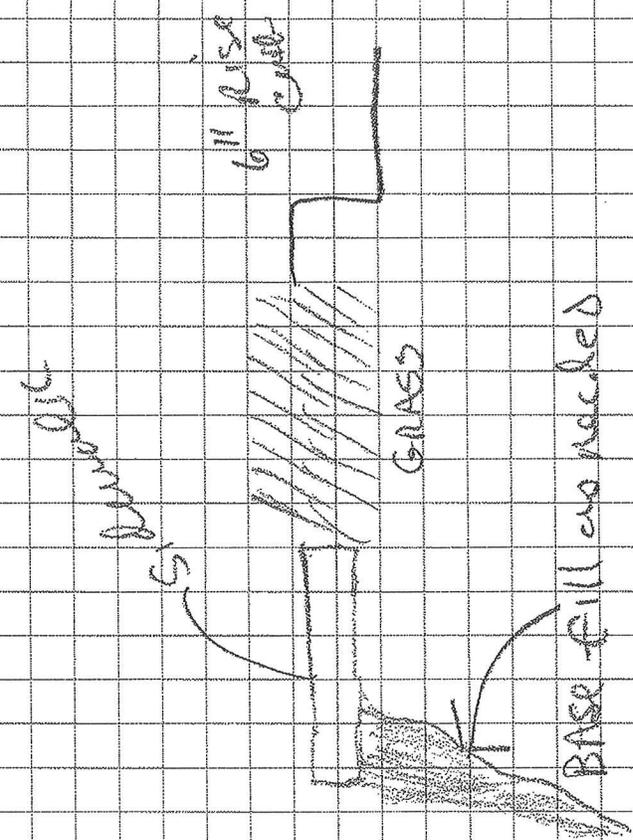
Jefferson County Geographic Information System

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.

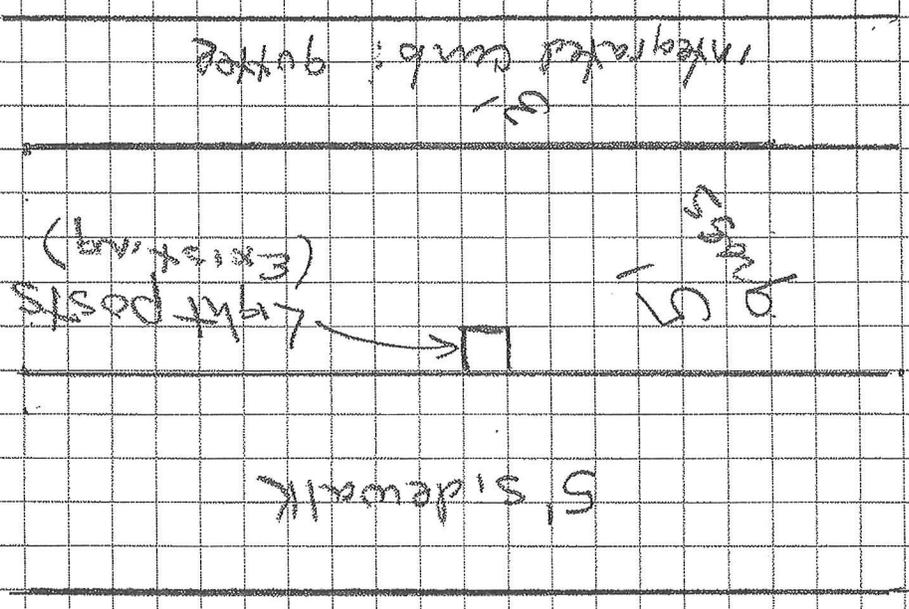
Printed on: November 3, 2015

Author:

Not Scaled



Top View (Scaled)





July 5, 2016

Village of Johnson Creek Plan Commission
125 Depot Street
Johnson Creek, WI 53038-0238

Re: Johnson Creek School District
Site Plan Review - Sidewalk
MSA PN 05114017

Dear Plan Commission Members:

MSA has reviewed the site plan documents received on June 3, 2016 from Mike Garvey and on June 30, 2016 from the Village of Johnson Creek for the Johnson Creek School District planned sidewalk along Aztalan Street in the Village of Johnson Creek. Village staff recently discussed this with Mike Garvey and it is understood these are not complete engineering drawings at this time however are conceptual in nature for DNR approval. Upon DNR approval final plans will be developed. Due to current timing and it necessary the Village authorize the work within the right-of-way we are reviewing the plans submitted for information we anticipate would be on the final drawings. MSA has the following comments:

Site Plan:

1. The sidewalk is shown generally to the intersection of Aztalan Street and Stonefield Drive. The sidewalk should include a ramp crossing Stonefield Drive and a ramp on the east side of Stonefield Drive connecting to the existing sidewalk.
2. Crosswalk lines should be painted across Stonefield Drive.
3. Will the sidewalk connect to the existing sidewalk along the west side of Stonefield Drive?? It would make sense to connect the sidewalk to the existing sidewalk instead of leaving a 175' gap of sidewalk along the westerly side of Stonefield Drive.
4. The final plan should show the limits of the boardwalk planned and how the sidewalk is planned within the school district property for access.
5. Will the sidewalk be maintained by the Village or the school and to what limits?? The snow plowing of Aztalan Street will push snow on the proposed sidewalk that may require additional maintenance.
6. A cross section detail depicting the sidewalk thickness and material should be included. The depth should be specific to any machinery intended for maintenance. It is assumed the sidewalk will be concrete.
7. The grass area between the curb and gutter and sidewalk is planned at a width of 5' which is acceptable due to minimizing the impacts to the wetlands. The existing terrace east of Stonefield Drive is between 6 and 7 feet wide. The reduction of the speed limit in this area will help with safety along the walk as well.

Nothing set forth in this review of the construction and development documents by the Village Engineer shall be construed as, nor intended to be, a waiver or release of any obligations imposed on the

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

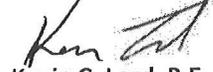
www.msa-ps.com

P:\5100s\5110a\5114\05114017\Documents\Phase 175 JC School Site Plan Review\Site Plan Review\UC School Site Review Sidewalk 070516.doc

Page 2
Plan Commission
July 5, 2016

Developer or relieve the Developer from compliance with the Village of Johnson Creek ordinances, standards and policies or any other applicable state statute or administrative rule.

Sincerely,
MSA Professional Services



Kevin C. Lord, P.E., P.L.S.
Consulting Village Engineer

KCL:jhb

Joan Dykstra

From: Jackie Mich <jmich@vandewalle.com>
Sent: Thursday, July 07, 2016 8:59 AM
To: Joan Dykstra
Cc: Mike Slavney; Johns@johnsoncreekwi.org; KLord@msa-ps.com
Subject: Aztalan Street Sidewalk

Joan:

Mike Slavney and I reviewed the conceptual site plan for the sidewalk on Aztalan Street and related documents.

We agree with Kevin Lord's suggestions and have no additional comments.

Thank you,

Jackie Mich
VANDEWALLE & ASSOCIATES INC.
120 East Lakeside Street
PO Box 259036
Madison, WI 53725-9036
608.255.3988
www.vandewalle.com



To: Plan Commission/Johnson Creek Village Board

From: Michael P. Garvey, Ph.D. *MNG*

Date: July 5, 2016

RE: 2nd Exit to Elementary School Parking Lot

We would like to request that an exit only opening be allowed in the Elementary parking lot. We propose that the fence be opened across from Grell Lane and be used only during pick up times.

The proposed would allow an exit separate from the current entrance.

1. We would propose that the exit either be a right turn only or a right turn straight across (Grell Lane) only.
2. The exit would be used only at pick up times. During those times, the Grell Street exit would be the only exit open.
3. The proposed would allow a change in traffic pattern in the parking lot to include additional cars to be in the queue within the parking lot thus reducing the amount of traffic waiting on Milwaukee Street.
4. Separating ingress and egress at the current entrance will reduce congestion at the current entrance.

The attached Google map shows the tentative pick up area being at the kindergarten door with parents leaving through the new exit.

The pavement will be seal coated and re-lined once the final design is in hand.

Michael P. Garvey, Ph.D
District Administrator
920.699.2811

Cale Vogel
HS/MS Principal
Athletic Administrator
920.699.3481

Kris Blakeley
Elementary Principal
Pupil Services Director
920.699.2511

Lisa Krohn
Director of Teaching
and Learning
920.699.2511

Google Maps 111 South St



Map data ©2016 Google 20 ft

111 South St

Johnson Creek, WI 53038

At this location

Johnson Creek High School

High School · South St



School District-Johnson Creek

Public School · South St

Open until 4:00 PM



Joan Dykstra

From: Kevin Lord <KLord@msa-ps.com>
Sent: Thursday, July 07, 2016 12:02 PM
To: Joan Dykstra; John Swisher (johns@johnsoncreekwi.org)
Cc: mslavney@vandewalle.com; jmich@vandewalle.com
Subject: RE: Attached Image - 2nd exit parking lot!
Attachments: image009.jpg; image010.png; image011.png; image012.jpg

Hello Joan

I had our traffic engineers look at this and this is their comments. Overall we are fine with plan however the school should contact the DOT to verify if they have any concerns as this may add additional traffic to the STH 26 intersection (I am not sure it would be any more than currently if most pickups still go that direction.)

- Coordination with WisDOT for the construction of the new access may be required due to the new access being within the Functional area of the Highway 26 intersection.
- Agree that if the new access is installed, it should only be used as an 'exit' only.
- How would the access be blocked during non-pick up times?
- In final design, pavement markings will need to be provided that do not send exiting vehicles to that access when access is closed. (Should be coordinated when the parking lot is sealed and striped).
- Limiting access to right out will improve wait times leaving the school access and minimize queuing in the school parking lot but would likely add delay and queuing at the HWY 26 intersection. In addition, it is likely there would be an increase in u-turns at WIS 26 or illegal movements out of the access.
- Depending on the number of vehicles that leave the school during this time, has consideration been given to impacts at other intersection within the village due to the rerouting of traffic? It is assumed a large number of pick up vehicles want to head back west at the access. Does a majority of the current traffic after pick up head east or west and will the new exit not allowing left turns alter the existing traffic patterns?? It is assumed as stated that this will benefit the amount of traffic staged on Milwaukee Street and allow for more vehicles in the parking lot and we are just wondering how the existing traffic operates when it leaves as this exit may not change much if a majority of the current pick ups leave towards STH 26.

Joan if you need this in a memo let me know.

Thanks



Kevin Lord, PE, PLS | Team Leader

MSA Professional Services, Inc.

+1 (608) 242-6617



From: Joan Dykstra [mailto:joand@johnsoncreekwi.org]

Sent: Thursday, July 07, 2016 10:05 AM

To: Kevin Lord

Subject: FW: Attached Image - 2nd exit parking lot!

Joan,

Yes, this should be reviewed by the Plan Commission as it is a change to the site plan.

Mike Slavney and I reviewed the memo and diagram from the School District for the proposed second exit.

We see no issues with adding a new exit-only driveway to be used only during pick-up times. We also have no issues with the change in traffic pattern. We would recommend approval.

Thank you,

Jackie Mich
VANDEWALLE & ASSOCIATES INC.
120 East Lakeside Street
PO Box 259036
Madison, WI 53725-9036
608.255.3988
www.vandewalle.com

From: Joan Dykstra [<mailto:joand@johnsoncreekwi.org>]

Sent: Wednesday, July 06, 2016 2:30 PM

To: Mike Slavney <m Slavney@vandewalle.com>; Jackie Mich <jmich@vandewalle.com>

Cc: John Swisher <Johns@johnsoncreekwi.org>

Subject: FW: Attached Image - parking lot elementary school

We were talking with Mike with the JC School and they are talking about the 2nd exit to the elementary school parking lot.

Thoughts on this for the Plan Commission agenda?

Joan

VILLAGE OF JOHNSON CREEK
 125 Depot Street, P.O. Box 238, Johnson Creek, WI 53038 (920-699-2296)
Extraterritorial Subdivision Application
(ETZA)

RECEIVED
 JUN 23 2016

Village Code - Chapter 245-29 requires approval of ETZA (property located within 1.5 miles of the corporate limits of the Village of Johnson Creek) preliminary plats by the Village Board.

The following information and documentation is required to be submitted to the Village Administrator prior to 2:00 p.m. on the first Friday of the month in which you wish Plan Commission consideration. Please include the following information with your completed Extraterritorial Subdivision Application.

- Twenty (20) copies (11" X 17") folded to (8½" X 11") of plat of survey or preliminary CSM prepared by a land surveyor registered in the State of Wisconsin, as applicable, showing all land that is/are under ownership or control of the subdivider, the entire frontage of all parcels that are under the ownership or control of the subdivider that are contiguous to the public right-of-way fronting the parcel(s) to be created and a supplemental area location map. Show the location, elevation, all streets bordering the property, and use of any abutting lands and their structures within 40 feet of the subject site.
- Where the land to be subdivided is located adjacent to the intersection of two town roads, the Village will only require dedication of land for public right-of-way purposes on that portion of the land fronting the road on which the parcel(s) is/are to be created.
- Application Fee \$100.00 per parcel created (Chapter 33 - Fees)
- Payment of Reimbursable Cost Fees (See Appendix A) (Chapter 33 - Fees)
- Provide any additional information as required by the Building Inspector, Plan Commission or Village Board.

Please type this information if possible.

Address of property involved (including township)	W4339 Ambrose Drive, Town of Farmington
Parcel number: Number of acres of parent parcel:	008-0715-2024-000
Purpose of subdivision (explain in full, attach page if necessary)	Create a 3 acre A-3 Lot (Farm Consolidation) with existing buildings for sale to their son (previous 1.8 acre lot approved 2003).
Name of petitioner	George Ducklow
Mailing address of petitioner	W4375 Ambrose Drive Johnson Creek, WI 53038
Daytime phone number of petitioner	920-699-3829
Name of property owner	George M. & Ruth E. Ducklow Trust

S:\MS Word\Applications\ETZA 2013.doc

VILLAGE OF JOHNSON CREEK
 125 Depot Street, P.O. Box 238, Johnson Creek, WI 53038 (920-699-2296)
Extraterritorial Subdivision Application
(ETZA)

Mailing address of property owner	Same as Petitioner
Daytime phone number of property owner	
Legal description of property involved	-Can Attach- See Preliminary Certified Survey
Name of Architect, Professional Engineer, or Contractor	NA
Property is presently used as:	Rural Residential
Type of structure and proposed use of structure or site including number of employees if applicable	NA
How would this land division affect the Village?	No effect
Property is presently zoned as:	A-1

Mark E. Guder AGENT
 Signature of Owner

6-22-16
 Date of Signature

Mark E. Guder Agent
 Signature of Petitioner

6-22-16
 Date of Signature

VILLAGE OF JOHNSON CREEK
125 Depot Street, P.O. Box 238, Johnson Creek, WI 53038 (920-699-2296)
Extraterritorial Subdivision Application
(ETZA)

RECEIVED
JUN 23 2016

**Agreement for Reimbursable Services
Petitioner/Applicant/Property Owner**

In accordance with Village Code -Chapter 250-138 the Village may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in its review of a proposal coming before the Plan Commission. The Village reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Petitioner.

The Petitioner is required to provide the Village with an executed copy of this agreement as a prerequisite to the processing of the development application. The submittal of a development proposal application or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Village may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. The Property Owner acknowledges that review fees which are applied to a Petitioner, but which are not paid by such Petitioner, may be charged by the Village as an assessment against the subject property for current services provided the property.

Note: Consultant services (e.g. engineering, planning, surveying, legal, etc.) and Village administrative time are charged in addition to the normal costs payable by the Applicant/Petitioner/Property Owner (e.g. application filing fees, permit fees, publication expenses, recording fees, impact fees, etc.)

Ducklow ETZA
(Project Name/Nature of Application)

008-0715-2024-000
(Property Tax Key Numbers Involved in Project)

Mark E. Gaudin AGENT
(Signature of Applicant/Petitioner)

6-22-16
(Date)

Mark E. Gaudin AGENT
(Signature of Property Owner)

6-22-16
(Date)

**JEFFERSON COUNTY
PRELIMINARY REVIEW FOR CERTIFIED SURVEY**

A division of land located in the SE 1/4 of the NW 1/4 of Section 20, Town 7 N, Range 15 E, Town of Farmington, Jefferson County, Wisconsin, on Parcel Number(s) 008-0715-2024-000

RECEIVED

Date Submitted: June 17, 2016
Revised: _____

JUN 23 2016

Owner: George M. & Ruth E. Ducklow Trust
Address: W4375 Ambrose Drive
City, ST Zip: Johnson Creek, WI 53038
Phone: 920-699-3829

Note to be placed on final CSM

Petition # _____ Zoning _____
Check for subsequent zoning changes with Jefferson County Planning and Zoning Department.

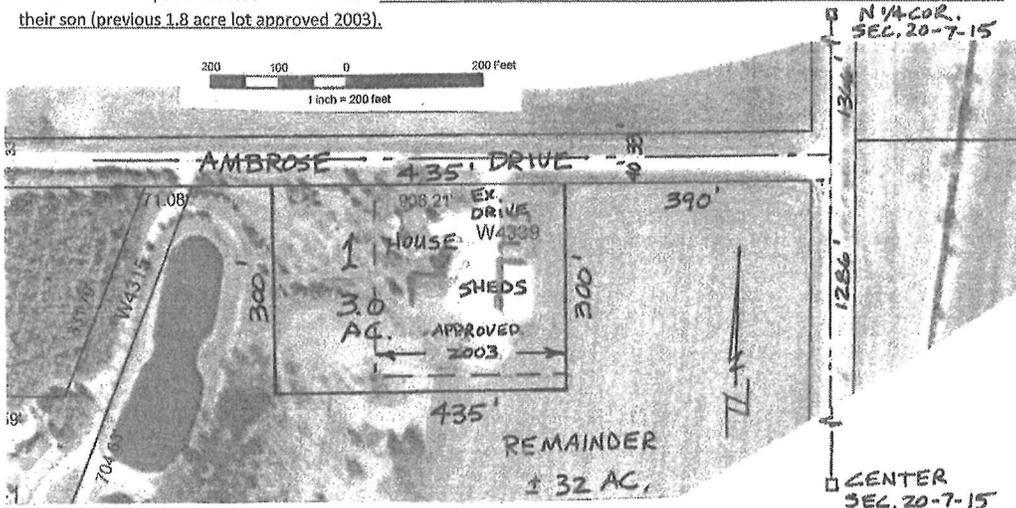
Surveyor: Anderson Land Surveying LLC
Address: W6141 Star School Road
City, ST Zip: Fort Atkinson, WI 53538
Phone: 920-563-8162

In addition to the info required by Section 236.34 of State statutes, Sec. 15.04(f) of the Jefferson County Land Division/Subdivision Ordinance requires that the following be shown:

- Existing buildings, watercourses, drainage ditches and other features pertinent to the proper division.
- Location of access to a public road, approved by the agency having jurisdiction over the road.
- All lands reserved for future public acquisition.
- Date of the map
- Graphic Scale

- Rezoning
 Allowed Division within an existing Zoning District
 Survey of Existing Parcel

Intent and Description of Parcel to be Divided: Create a 3 acre A-3 Lot (Farm Consolidation) with existing buildings for a sale to their son (previous 1.8 acre lot approved 2003).



NOTE: Areas and dimensions on this Preliminary are approximate only and in most cases will vary from the Final survey data.

Town Board Approval _____ Date _____
(Includes Access approval if applicable)
County Highway Approval _____ Date _____
(if applicable)
Extraterritorial Approval _____ Date _____
(if applicable)
County Surveyor Approval _____ Date _____
Zoning Office Approval _____ Date _____

Please submit four copies to Jefferson County Planning & Zoning, 311 S Center Ave. Room 201, Jefferson, WI 53549

01-12

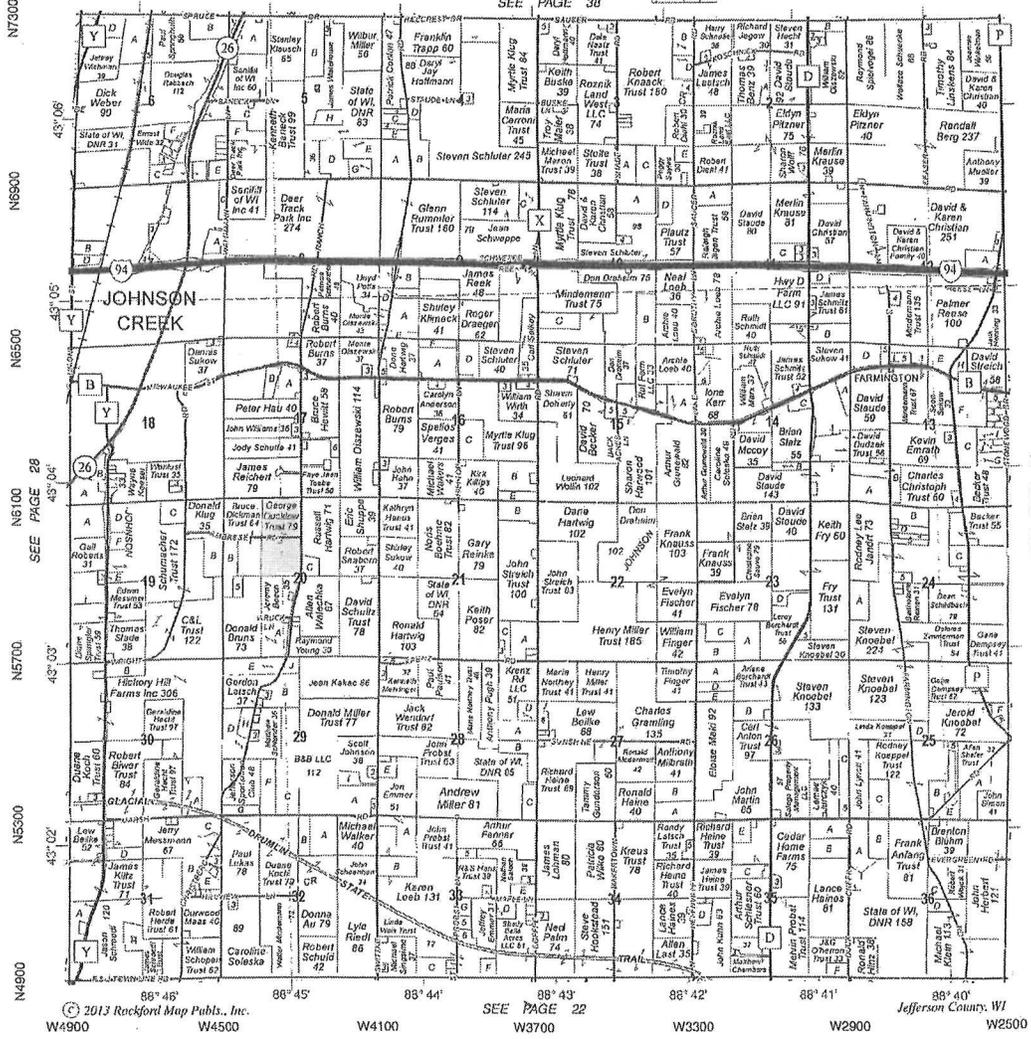
JUN 23 2016

Refer to page 49 for keyed parcels

EAST PART FARMINGTON

T.7N.-R.15E.

SEE PAGE 38



© 2013 Rockford Map Pubs., Inc. SEE PAGE 22 Jefferson County, WI
 W4900 W4500 W4100 W3700 W3300 W2900 W2500



VANDEWALLE & ASSOCIATES INC.

To: Village of Johnson Creek
From: Mike Slavney, FAICP, Village Planner
Date: June 29, 2016
Re: Certified Survey Map for W4375 Ambrose Drive in the Village's Extraterritorial Jurisdiction

Description:

The George M. and Ruth E. Ducklow Trust is proposing a Certified Survey Map (CSM) for their property at W4375 Ambrose Drive, located southeast of the Village in the Town of Farmington.

This site is located within the Village of Johnson Creek's Extraterritorial Jurisdiction (ETJ) and is subject to the Village's Land Division Ordinance.

The subject property is located within the area covered by the Village of Johnson Creek Official Map (2009). The Official Map calls for public right-of-way of 80 feet for Ambrose Drive.

Planner's Recommendation:

I recommend approval of the proposed ETJ CSM, subject to the following condition which must be accomplished prior to placing the Village's signature on the face of the CSM and prior to recording the CSM at Jefferson County:

1. Revise the CSM to "Dedicate to the Public" 40 feet from centerline along the entire Ambrose Drive frontage bordering the CSM.

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax
247 Freshwater Way • Suite 530 • Milwaukee, Wisconsin 53204 • 414.988.8631
www.vandewalle.com

Shaping places, shaping change

RESOLUTION **-16

EXTRATERRITORIAL SUBDIVISION
GEORGE & RUTH DUCKLOW – TOWN OF FARMINGTON

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

WHEREAS, by State Statute the Village has the right to review subdivisions of land within one and one half miles of the Village’s corporate limits,

WHEREAS, it is in the best interest of the Village to review any subdivision of land within our extraterritorial review to ensure that future land use and services are compatible with our Urban Service Area within Johnson Creek’s Comprehensive Plan,

WHEREAS, George and Ruth Ducklow, the owners of Parcel # 008-0715-2024-000, W4339 Ambrose Road, Johnson Creek, WI, located in the Town of Farmington, and

WHEREAS, the subdivision is to create a 3 acre lot from the parent parcel, and

WHEREAS, there is a 40’ ROW shown on the CSM, that area must be clearly stated on the face of the CSM that it is “dedicated to the Public”; and

WHEREAS, a Village of Johnson Creek signature block shall be placed on the CSM, and

WHEREAS, the Village Attorney has reviewed the CSM for compliance, and

NOW THEREFORE BE IT RESOLVED, that the Plan Commission recommends to the Village Board of Trustees of the Village of Johnson Creek Village Board to approve the subdivision of parcel #008-0715-2024-000, to create Lot 1, a 3 acre parcel by Certified Survey Map (CSM), subject to the placement of “dedication to the public” for the ROW; and

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

PASSED AND ADOPTED by the Village Board of Trustees this 25th day of July 2016.

John L. Swisher, Village President

ATTEST:

Joan Dykstra Clerk-Treasurer

From: Kevin Lord <KLord@msa-ps.com>
Sent: Thursday, July 07, 2016 9:01 AM
To: Joan Dykstra (joand@johnsoncreekwi.org); John Swisher (johns@johnsoncreekwi.org)
Subject: FW: Revised Electric Quote with sketch for 620 Midge Street
Attachments: Electric Ready for Service Card.pdf; DOC070716-07072016082431.pdf

Hello Joan and John

See attached but the cost from WE Energies does not appear to change for the connection of a 200 amp service so this will be the fee either way to connect it currently if desired. However I am guessing there will be a cost difference from the Contractor and was going to discuss this with them next week at the preconstruction meeting. More for your information if you are going to mention to the board.

Thanks



Kevin Lord, PE, PLS | Team Leader

MSA Professional Services, Inc.

+1 (608) 242-6617



From: Albiniak.Cynthia [mailto:Cynthia.Albiniak@we-energies.com]
Sent: Thursday, July 07, 2016 8:40 AM
To: 'laurac@johnsoncreekwi.org'; Kevin Lord; Kelsey Nedderson
Subject: Revised Electric Quote with sketch for 620 Midge Street

Good Morning Kevin, Kelsey & Village of Johnson Creek,

Please find attached the revised electric quote for your property located at 620 Midge Street-Village of Johnson Creek. Please note the changes on the sketch to reflect the correct duct size for the new 200 AMP service.

The contingencies to return is the payment of \$541.50, signed/approved construction sketch and signed/approved ready for service card. We will also need your municipal inspection. Once these contingencies are received, the normal time frame for scheduling is about 3 weeks, however, I will confirm the first available date at that time.

These items can be returned by email/faxed or at our Fort Atkinson Service Center located at 1300 Janesville Avenue, Fort Atkinson, WI 53538. Payment can also be made online at www.we-energies.com/payconstructionbill or by phone, 855-570-0998 using the work request number on your quote.

Just a reminder that restoration is not included in our quote for your property. Our crews will backfill with existing soil only and additional restoration including grading, removing rocks, reseeding mulch and watering, is the owner responsibility.

The owner is also responsible for locating any private facilities such as septic fields/laterals, private electric/water lines, etc, within the route prior to installation. We will contact diggers hotline to have all utility owned facilities located.

If you have any questions, please don't hesitate to call or e-mail. Thanks so much and have a great day!

Cindy Albiniak

Cynthia Albiniak
Residential Energy Services Consultant
Fort Atkinson Service Center



June 20, 2016

1300 Janesville Ave.
Ft. Atkinson WI 53538
phone 800-842-0813
www.we-energies.com

Village of Johnson Creek - Kevin Lord
620 Midge St
Johnson Creek, WI 53038

THIS LETTER IS YOUR INVOICE FOR ELECTRIC SERVICE
620 Midge St , Johnson Creek, WI 53038

Dear Village of Johnson Creek - Kevin Lord,

With your returned service application, you are on your way to having electric service installed at your location.

Please confirm that the following electric service details are correct. If not, please call me right away.

Type:	New Service	Subdivision:	n/a
Class:	Underground	Lot #:	
★ Size:	100 amps	Work Request #:	3940420 (for internal use only)
Voltage:	120/240V-3W		

Your next steps are to:

1. *Send in payment for electric service installation.*

- **The cost for electric service installation is: \$541.50**
- Additional charges will apply if installation is needed from December 1 through March 31.
- We must receive your payment and electrical inspection before we can schedule your installation. Please include the service address with your payment, and send it to us in the enclosed envelope.
- In the event we encounter unusual conditions during the installation of your service, there may be additional charges.
- This amount is valid for 90 days from the date of this letter.
- If an additional cost estimate is needed within 12 months, there will be a charge for preparing the new estimate.

2. *Sign and return one of the enclosed sketches:*

- Review, sign and return an enclosed sketch in the envelope provided.
- Draw and label any private underground facilities on the sketch.
- We must receive your approved and signed sketch before step #3 below.

3. *Send or fax the Ready for Service card when the site is ready for electric service installation:*

- Your construction site is ready for service when requirements 1-4 on the *Ready for Service* card are met.
- When we receive your card, we will call you to discuss the installation.



July 06, 2016

1300 Janesville Ave.
Ft. Atkinson WI 53538
phone 800-842-0813
www.we-energies.com

Village of Johnson Creek - Kevin Lord
620 Midge St
Johnson Creek, WI 53038

THIS LETTER IS YOUR INVOICE FOR ELECTRIC SERVICE
620 Midge St , Johnson Creek, WI 53038

Dear Village of Johnson Creek - Kevin Lord,

With your returned service application, you are on your way to having electric service installed at your location.

Please confirm that the following electric service details are correct. If not, please call me right away.

Type: New Service Subdivision: n/a
Class: Underground Lot #:
★ Size: 200 amps Work Request #: 3940420 (for internal use only)
Voltage: 120/240V-3W

Your next steps are to:

1. *Send in payment for electric service installation.*
 - **The cost for electric service installation is: \$541.50**
 - Additional charges will apply if installation is needed from December 1 through March 31.
 - We must receive your payment and electrical inspection before we can schedule your installation. Please include the service address with your payment, and send it to us in the enclosed envelope.
 - In the event we encounter unusual conditions during the installation of your service, there may be additional charges.
 - This amount is valid for 90 days from the date of this letter.
 - If an additional cost estimate is needed within 12 months, there will be a charge for preparing the new estimate.
2. *Sign and return one of the enclosed sketches:*
 - Review, sign and return an enclosed sketch in the envelope provided.
 - Draw and label any private underground facilities on the sketch.
 - We must receive your approved and signed sketch before step #3 below.
3. *Send or fax the Ready for Service card when the site is ready for electric service installation:*
 - Your construction site is ready for service when requirements 1-4 on the *Ready for Service* card are met.
 - When we receive your card, we will call you to discuss the installation.

4. Mark private underground facilities.

- Locate and mark (with stakes, spray paint or flags) or expose any customer-owned underground obstructions or facilities.
- If you are not sure what this includes, please call for more information.
- We Energies and/or its agents will not be held responsible for damage to unmarked, private facilities.

Contact me for all of your electric installation needs.

I'm here to make sure your questions are answered and any concerns you have are addressed. On behalf of We Energies, I appreciate the opportunity to serve you and look forward to providing you with safe, reliable and reasonably-priced electricity.

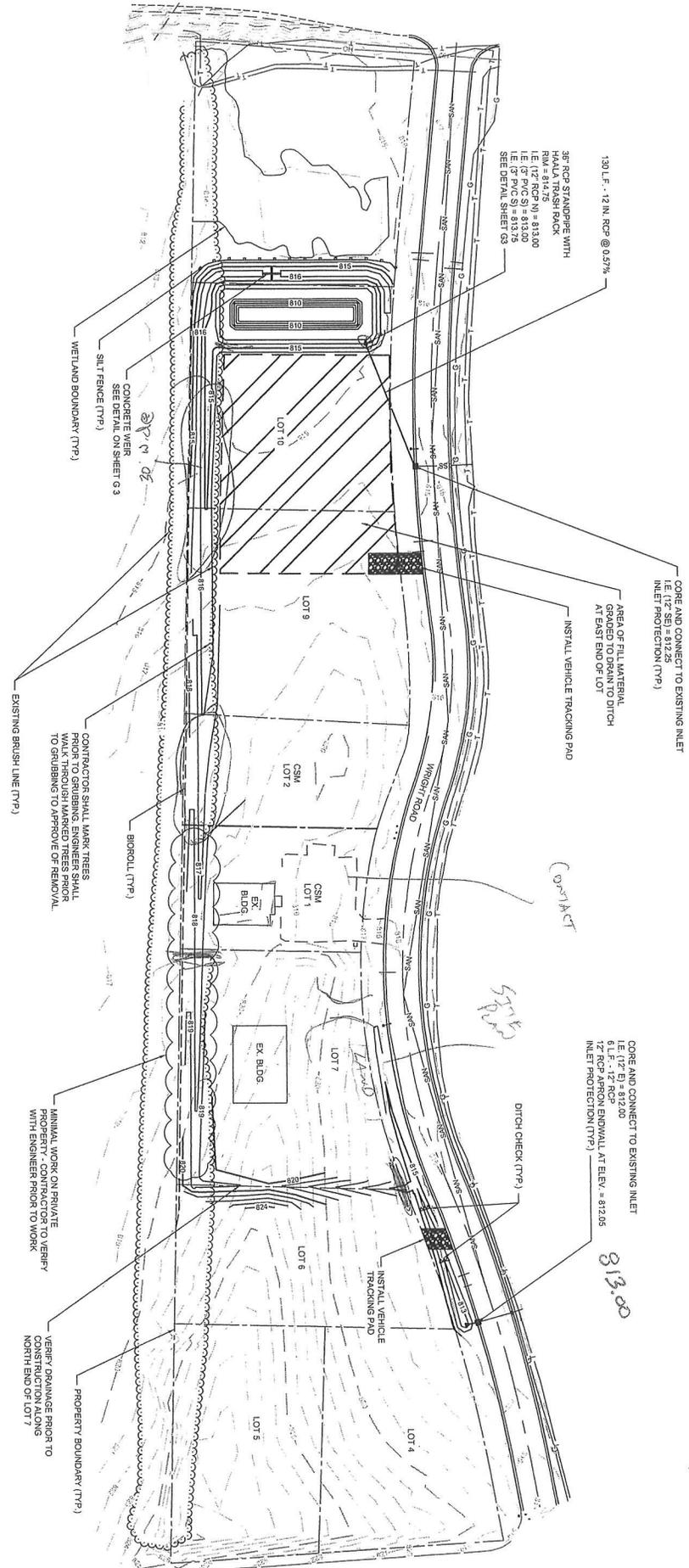
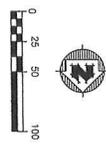
Sincerely,

Cindy Albiniak

Cindy Albiniak

Residential Energy Services Consultant

Phone 920-563-1230; Fax 920-563-1281



NO.	DATE	SCALE	DESCRIPTION	BY	DATE
0511017	05/11/17	AS SHOWN	NOI		
0511017	05/11/17	AS SHOWN	NOI		
0511017	05/11/17	AS SHOWN	NOI		

MSA
 PROFESSIONAL SERVICES

TRANSPORTATION - MUNICIPAL
 DIVISION - ENVIRONMENTAL
 2000 W. WISCONSIN AVENUE
 SUITE 200
 MILWAUKEE, WI 53233
 TEL: 414.224.4400
 FAX: 414.224.4401
 WWW.MSAENGINEERS.COM

GRADING PLAN

WRIGHT ROAD GRADING PLAN
 VILLAGE OF JOHNSON CREEK
 JEFFERSON COUNTY, WISCONSIN

NO. 05114017
 DATE 5/17

Joan Dykstra

From: Lee Trumpf <leet@johnsoncreekwi.org>
Sent: Wednesday, June 29, 2016 12:07 PM
To: Joan Dykstra
Subject: Fwd: Black Walnut - Red Oak Circle

From: Kevin Wittwer <kwittwer@hydro-thermal.com>
To: "leet@johnsoncreekwi.org" <leet@johnsoncreekwi.org>
Sent: 6/29/2016 10:21 AM
Subject: Black Walnut - Red Oak Circle

Hello,

I am a new resident of Johnson Creek and live on Red Oak Circle in the Black Walnut subdivision. The entrance from River Dr. onto Red Oak Circle, sidewalk on the track side is so overgrown that the sidewalk is almost impassable. This is becoming a hazard and needs to be addressed immediately. I am not sure why it has not been taken care of or mowed since I have lived here but it must be addressed. If only once a month I would be fine but it looks terrible and as mentioned earlier, a hazard.

If this is a battle between village, homeowners and railroad then this is a battle that the village should resolve. Sidewalk must be taken care of to avoid anyone from being injured.

Thank You,

Kevin Wittwer
kwittwer@yahoo.com

Joan,

When you put the walking path on the agenda can you also include the lawn maintenance responsibilities of the HOA and the city on the upkeep and landscaping of the lift station on the corner of River dr. and Black Walnut Pass.

Thanks .

From: Joan Dykstra [mailto:joand@johnsoncreekwi.org]
Sent: Tuesday, June 14, 2016 11:14 AM
To: Joe Neary
Subject: RE: Black Walnut Estates Storm Water Management Contacts

Hi Joe,

Thanks for contacting us. We had Committee of the Whole meeting last night and the storm water inspections will be conducted. What would be the mailing address of the Homeowners Association for inspection fees?

From: Joe Neary [mailto:jneary@acscm.com]
Sent: Friday, June 10, 2016 8:48 AM
To: joand@johnsoncreekwi.org
Cc: Katie Bartelt <krcchek@hotmail.com>
Subject: Black Walnut Estates Storm Water Management Contacts

Joan, could you direct me as to whom I would need to talk to from the township about Black Walnut Estates storm water inspections, please see highlighted items in the attachment. I have taken the position of President of the home owners association and I am trying to get up to speed on this items, it seems it seems the association should be receiving documentation from the city on the semiannual inspections.

I also need a contact for the walking path that the city owns to discuss maintenance, repair of bridge and removal of fallen trees

Thank you:

Joe Neary, RCDD
Site Superintendent
D: 608.663.5622 | C: 608.630.5853 | E: jneary@acscm.com
ACS | 3330 University Ave, Suite 200 | Madison, WI 53705
O: 608.663.1590 | F: 608.663.1591 | www.acscm.com

Rev 11/12/2008

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10-12

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(h) Trees

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Exhibit A Tree Protection Plan

<p>47</p> <p>1.248106</p> <p>Document Number</p>	<p>000127</p> <p>Title of Document</p>	<p>11/15</p>	<p>Covenants and Restrictions for Black Walnut Estates Subdivision</p> <p>Lots 1 - 39, 42-53, 1-8 Right of Black Walnut Estates at Red Oak Creek and Outlets 2,3,4, and 6 Inclusive, in Black Walnut Estates Subdivision.</p> <p>Being a part of the Southwest One-Quarter (1/4) of the Southwest One-Quarter (1/4) and part of the Southwest One-Quarter (1/4) of the Southwest One-Quarter (1/4) of Section Six (6), Township Seven (7) North, Range Fifteen (15) East, in the Village of Johnson Creek, Jefferson County, Wisconsin.</p> <p>RECEIVED FOR RECORD at 11:15 o'clock A.M. NOV 14 2008 REGISTER OF DEEDS JEFFERSON COUNTY, WI</p> <p>Recording Area</p> <p>Name and Return Address Neumann Developments Inc. 16 924122 Prairie Ct Suite 220 Waukesha, WI 53099</p> <p>ES&L#BX Parcel Identification Number (PIN)</p> <p>The ID: 141 0715 0634 001 through 141 0715 0664 015 141 0715 0634 001 through 141 0715 0634 015</p> <p>Drafted by: Matt Neumann, Neumann Developments Inc</p> <p style="text-align: right;">2610460 08/25/2011 www.lisiprint.com</p>
---	--	--------------	---

drip line of each of the trees to be preserved. The location of the venerable climax trees (two oaks, two black walnut and one green ash tree) are between Lots 29-30, 15-16, 16-17, 17-18 and to the west of Lot 26, respectively.

VII. MASTER GRADING PLAN

- (a) Lot grades have been established as part of a master grading plan approved by the Village of Johnson Creek and Jefferson County. All lot owners are responsible for maintaining the approved lot grades, and no lot grade may be changed unilaterally by any lot owner without approval from the Village of Johnson Creek and Jefferson County.

VIII. HOME OWNERS ASSOCIATION

- (a) **Duration**
- i. These covenants are to run with the land and shall be binding on all Parties and all persons claiming under them for a period of twenty-five (25) years from the date these covenants are recorded, after which time said covenants shall be automatically extended for successive periods of ten (10) years unless an instrument signed by a majority of the then-owners of the lots have been recorded agreeing to change this clause.

(b) **Violations & Enforcement**

- i. Declarant, any lot Owner, or Black Walnut Estates Homeowners' Association shall have the right to enforce by a proceeding at law or in equity or both all of the terms and provisions of these Covenants and Restrictions. Enforcement shall be by proceedings at law or in equity against any person or persons violating or attempting to violate any Covenant or Restriction either to restrain the violation or to recover damages for such violation. Any person violating or attempting to violate any of the terms and provisions of these Covenants and Restrictions shall pay all reasonable attorneys' fees and costs incurred by the Declarant, the Association, or lot Owner in enforcing these Covenants and Restrictions.

(c) **Amendments**

- i. These restrictions may be amended at any time by a two-thirds vote from the Homeowners Association. Declarant also reserves the right to unilaterally change and amend these restrictions until one year after 100% of the lots have been sold and occupancy permits granted. Declarant may also enter into other agreements on behalf of Association for purposes of easements and/or other items necessary for the orderly running and maintaining the subdivision and/or Association.

- (d) Invalidation of any one of these Covenants by Judgment or Court Order shall in no way affect any of the other provisions which shall remain in full force and effect.

IX. OUTLOT DETAILS:

(a) **Ownership**

- i. The owners of lots 1-39, 42-53, and Lots 1-8 Replat of Black Walnut Estates At Red Oak Circle shall each own an undivided 1/59th share of Outlots 2, 3, 5, and 6.

(b) **Use**

- i. The wetlands in outlots 2,3,5, and 6 shall be preserved from any intrusion of development, including but not limited to road and home construction, walking paths, and vegetation removal.
- ii. No other division of any lot or outlot shall take place without approval of the Village of Johnson Creek and Jefferson County. No lot or outlot shall be further divided absent the express written approval of the Village Board of Johnson Creek. No new lots or outlots shall be adjusted or reconfigured in any way absent the express written approval of the Village Board of Johnson Creek. No lot line or outlot line shall be adjusted or reconfigured in any way absent the express written approval of the Village Board of Johnson Creek or unless otherwise expressly authorized by law.

(c) **Walking Trail**

- i. The Black Walnut Estates Homeowners' Association shall maintain the six (6) foot wide walking trail in the platted easement from Green Ash Lane in a northerly direction to the north property line of the subdivision hence east on the north side of lots 29-33 and on the east side of lots 33-39 to an ingress/egress point on Black Walnut Pass south of lot 39. This maintenance is understood to provide that the path is kept in good repair and free of obstructions.

X. ASSESSMENTS

(a) **Association Powers**

- i. The Association shall have the power to levy an annual assessment against each lot in the subdivision for the purpose of defraying, in whole or in part, the costs incurred by the Association. Such annual assessment shall be levied by the Association as of January 31 of each year and a statement for such amount shall be mailed to the owner of each lot as of such date and shall be payable on or before March 31 of each year. The annual assessment prorate

Black Walnut Estates Declaration of Restrictions and Covenants
Page 13 of 18

Black Walnut Estates Declaration of Restrictions and Covenants
Page 12 of 18

share per lot shall be 1/59 to lot owners for all areas. Buyers of lots 1-39, 42-53, and Lots 1-8 Replat of Black Walnut Estates At Red Oak Circle agree to deposit \$100 with the homeowners association at each closing in addition to the lot purchase price. There shall be no Association fees collected beyond the \$100 until the year 2010 for lot Owners who occupy a home in the subdivision. Neither Developer nor subsequent builders who acquire lots from Developer for purposes of resale shall be subject to any additional Association fees until the year 2011.

(b) **First Year**

- i. The first assessment beyond the \$100 initial fee shall be levied as per above dates in the year 2010.

(c) **Delinquencies**

- i. If the assessment is not paid when due then such assessment shall become delinquent and shall accrue interest at the rate of 12% per annum and shall, together with such interest thereon and costs of collection (including attorneys fees incurred by the Association), become a continuing lien on the lot and shall bind such lot in the hands of the then owner, the owner's heirs, personal representatives, successors, and assigns. Such assessment shall also be the personal obligation of the owner of the lot at the time the assessment becomes delinquent. The Association may bring an action at law against the owner personally obligated to pay the same or to foreclose the lien against the lot and there shall be added to the amount of such assessment, interest, all court costs, attorneys fees incurred by the Homeowners' Association, and related costs.

(d) **Certification**

- i. The Homeowners' Association shall, upon demand, at any time furnish to any lot owner a certificate in writing signed by an officer of the Homeowners' Association setting forth whether said assessments have been paid. Such certificate shall be conclusive evidence of the payment of any and all assessments therein stated to have been paid.

First Amendment

Covenants and Restrictions for Black Walnut Estates Subdivision

Document Number

Title of Document

Lots 1 - 39, 42-53, 1-8 Replat of Black Walnut Estates at Red Oak Circle and Outlots 2, 3, 5, and 6 inclusive, in Black Walnut Estates Subdivision,

Being a part of the Southeast One-Quarter (1/4) of the Southwest One-Quarter (1/4) and part of the Southwest One-Quarter (1/4) of the Southwest One-Quarter (1/4) of Section Six (6), Township Seven (7) North, Range Fifteen (15) East, in the Village of Johnson Creek, Jefferson County, Wisconsin.

Recording Area

Name and Return Address
Neumann Developments Inc.
N16 W24132 Prairie Ct Suite 220
Waukesha, WI 53188

Tax ID: 141 0715 0633 003 through 141 0715 066 041 and
141 0715 0634 001 through 141 0715 0634 015

see below
Parcel Identification Number (PIN)

Drafted by: Mart Neumann, Neumann Developments Inc

RFC-PFO (80)555-2021 www.infogreentax.com

First Amendment to Declaration of Restrictions and Covenants

WHEREAS, Neumann Developments, Inc., ("Declarant") is the owner of Black Walnut Estates Subdivision,

WHEREAS, Black Walnut Estates Subdivision as being a part of the Southeast ¼ and part of the Southwest ¼ of the Southwest ¼ of Section 6, Township 7 North, Range 15 East, Village of Johnson Creek, Jefferson Co, WI

WHEREAS, the original Declaration of Restrictions and Covenants for Black Walnut Estates Subdivision were recorded on November 14, 2008, in the Jefferson County Register of Deeds as Doc. No. 1248106, herein collectively referred to as the "Restrictions",

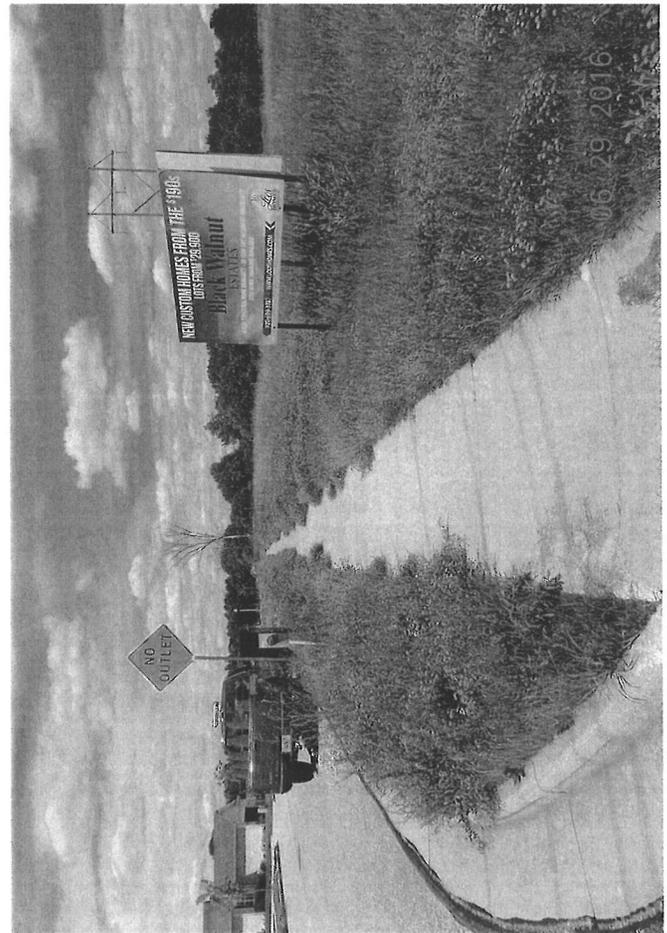
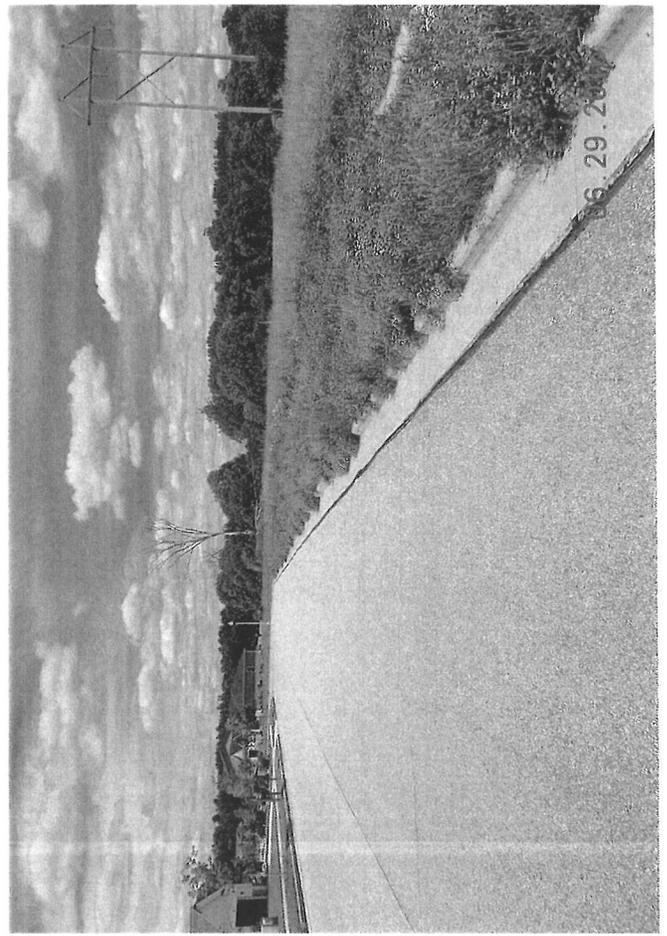
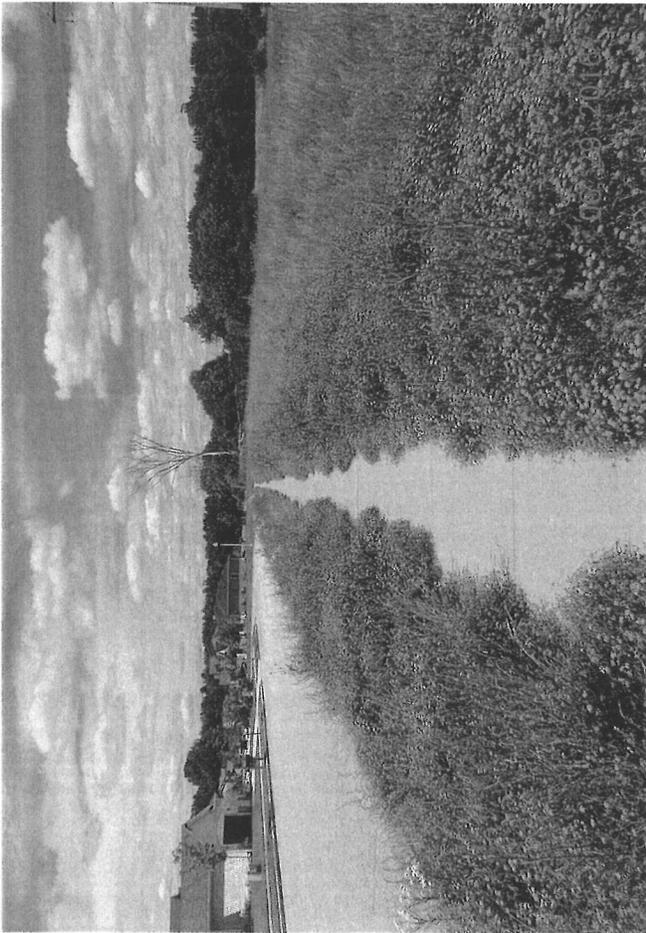
WHEREAS, Section 8. of the Restrictions (referred to as Amendments) states that, "Declarant also reserves the right to unilaterally change and amend these restrictions until one year after 100% of the lots have been sold and occupancy permits granted.

WHEREAS, Neumann still owns title to various lots within the Black Walnut Estates Subdivision as of the date of this document,

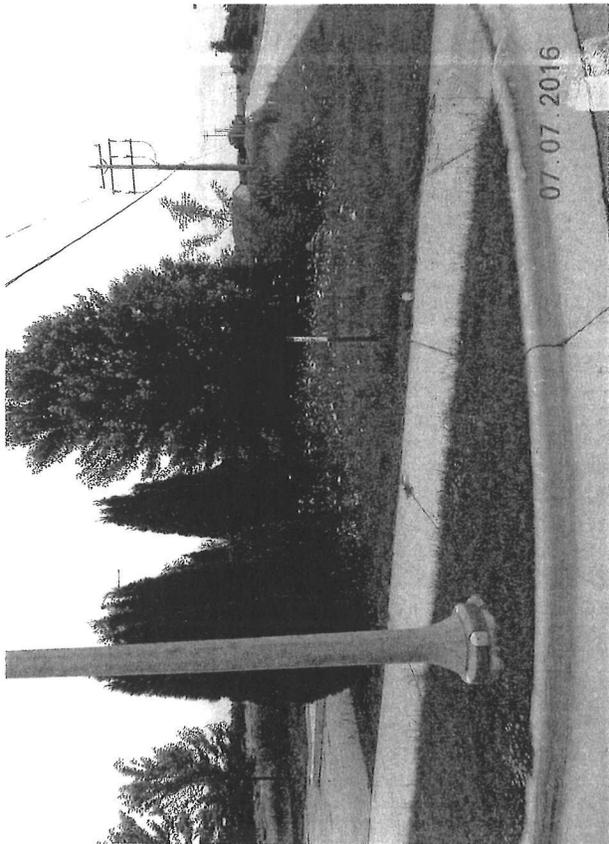
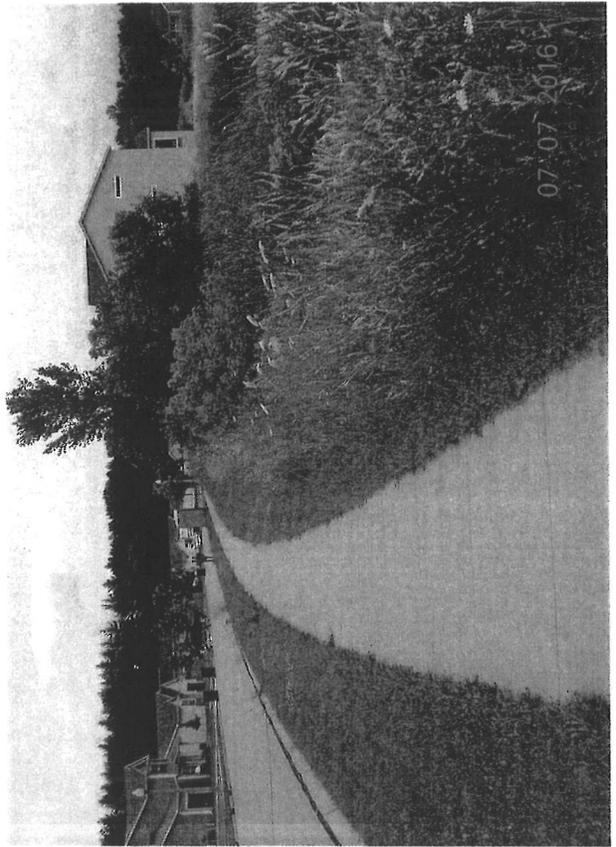
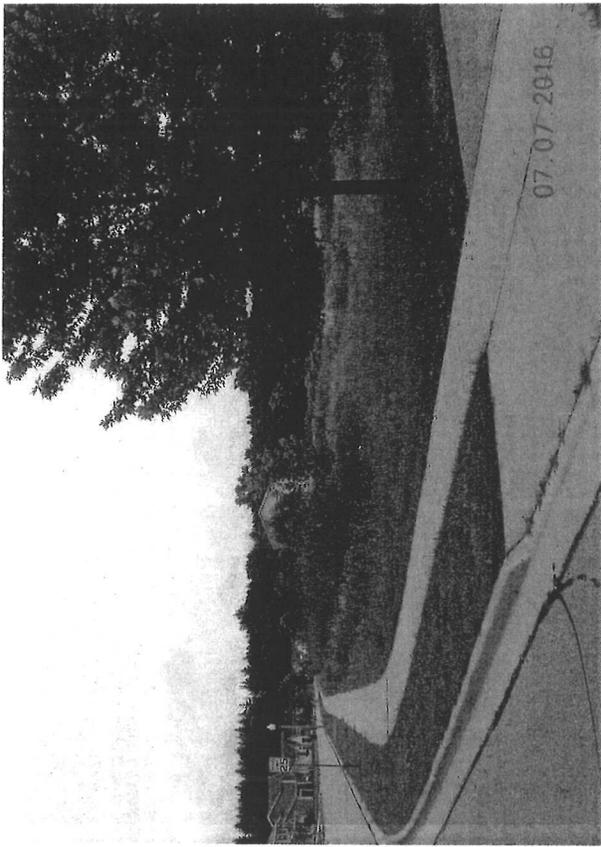
NOW THEREFORE, Declarant hereby declares the following:

It shall be the responsibility of the Black Walnut Estates Homeowners Association to maintain the Landscaping and Monument sign located in Outlot 4 in Black Walnut Estates Subdivision. The Black Walnut Homeowners Association shall include the maintenance fees for the Landscaping and Monument sign in the annual HOA budget. The Outlot 4 of Black Walnut Estates Subdivision is owned by the Village of Johnson Creek. All fees associated with its maintenance shall be the Village of Johnson Creek excluding those provided by the Black Walnut Homeowners Association for Landscaping and Sign Monument maintenance.

Except as herein specifically amended all other terms, conditions, covenants and restrictions shall remain unchanged.



Red Oak Circle



Black Walnut Pass



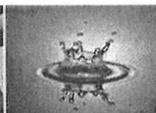
Electric



Natural Gas



Telecom



Water



Consumers

About Us

Library

In the News

File With Us

Google Custom Search

Search

Water & Sewer

Consumer Issues	+
Water Conservation	+
Construction & Environmental	+
Utility Education	+
Resources, Reports & Tariffs	+
Rate Setting	+
Contacts	

What is the process for a simplified rate case (SRC)?

The process of a simplified rate case begins when the utility visits the Public Service Commission's web site and requests an application form. The simplified rate case applications can be completed on-line [here](#).

Utility staff completes the SRC application and saves the SRC file on a utility computer. Utility staff should use the PSC website to draft the required customer notice on-line. After the utility completes the SRC application the case proceeds in the following five steps.

1. The utility publishes the customer notice in the newspaper or mails it directly to its customers.
2. Utility staff submits the SRC application to the PSC using the [Electronic Regulatory Filing System \(ERF\)](#).
3. The PSC accepts the application and assigns a docket number.
4. PSC staff processes the SRC rate increase request.
5. The PSC issues a rate order and prepares and mails the revised rate sheets to the utility for its records.

PSC staff will try to process an SRC application within 30 days after it is submitted. Usually the process takes less than two weeks. The rates can be made effective 45 or more days after the application is submitted.

Three main criteria must be satisfied for a utility to qualify for an SRC:

1. The utility must pass the rate of return test
 - If the SRC increase is granted, the rate of return must not exceed the annually updated benchmark rate of return.
 - Alternatively (if the utility's return is based on 6 percent of operations and maintenance expenses), if the SRC increase is granted, the net operating income must not exceed 6 percent of operations and maintenance expenses.
2. the present rates test
 - If the utility's present rates were authorized in a conventional rate case, they must have been in effect for at least a full annual reporting cycle, which is a calendar year. The annual report that covers this calendar year must have been filed with the PSC so the rate of return can be reviewed.
 - If the utility's present rates were authorized in an SRC, they must have been in effect for at least 12 months.
3. and the last full rate case test:
 - For class AB utilities the requested effective date of the SRC must be within 5 years of the effective date of the last conventional rate case.
 - For class C and D utilities the cumulative increase of all SRCs since the last conventional rate case must not exceed 40 percent.

Simplified Rate Case Application Instructions

The SRC process includes a rate increase factor and benchmark rate of return factor which are revised annually on March 1. These factors are combined with information from the most recent PSC annual report to check that a utility is financially eligible for an SRC. During January and February utilities have not yet filed their annual reports, so information from the previous annual report is used. For example in February 2014, the 2012 annual report is used. Once the factors are revised on March 1, the annual report from the preceding calendar year must be used. Therefore, a utility must ensure its PSC annual report is filed prior to applying for an SRC.

In addition to the financial eligibility test, this computer application will also check that several other criteria are met to ensure a utility qualifies for an increase using the SRC process. These checks are shown on the following screens and include:

- If the utility's present general service and public fire-protection service rates were authorized in a conventional rate case, they must have been in effect for the full calendar year (January – December) that the above-mentioned PSC annual report covers.
- If the utility's present general service and public fire-protection service rates were authorized in an SRC, the proposed SRC effective date must be at least 12 months after the effective date of the last SRC.
- If the utility is a Class AB utility, the requested SRC effective date must be less than five years from the effective date of the last rate increase authorized under the conventional rate case process.
- If the utility is a Class C or D utility, the cumulative rate increases authorized under the SRC process must be less than 40 percent higher than the level established in the last conventional rate case.
- The proposed SRC effective date must be at least 45 days from both the date on which the application is filed with the PSC and the date of the customer notice.

When selecting an effective date for the new SRC rates, please remember that it must be **at least 45 days** from the date that the Commission receives the information. If you do not wish to prorate, you should make the rate increase effective for service beginning on the date of the utility's first meter reading following the 45 day period (please keep in mind this is unlikely to be a weekend or holiday). Please note that the bills generated based upon that meter reading are for consumption that occurred while the current rates were still in effect. Once the new rates are put into effect, they cover the consumption that occurs from that date going forward. It is at the next metering reading that the bills generated will reflect the new rates.

If the utility qualifies and wishes to increase rates using the SRC process, it needs to submit the completed application, including customer notice, to the PSC using the Electronic Regulatory Filing (ERF) system on our website. Additional instructions will appear as you complete this application.

In all the ones I had done it was at the PSC benchmark,

Kevin Krynski, CPA Partner
Johnson Block and Company, Inc.
406 Science Drive Suite 100
Madison, WI 53711
Phone (608) 274-2002
Fax (608) 274-4320
e-mail kkrynski@johnsonblock.com
www.johnsonblock.com

From: Lisa Trebatoski [mailto:lisat@johnsoncreekwi.org]
Sent: Tuesday, July 05, 2016 11:45 AM
To: Kevin Krynski <kkrynski@johnsonblock.com>
Subject: RE: SRC

Hi Kevin-

Is the PSC recommending 3% or could be determined for an increase less than that?

Thanks-
Lisa

44

I believe it would be both.

Kevin Krynski, CPA Partner
Johnson Block and Company, Inc.
406 Science Drive Suite 100
Madison, WI 53711
Phone (608) 274-2002
Fax (608) 274-4320
e-mail kkrynski@johnsonblock.com
www.johnsonblock.com

From: Lisa Trebatoski [mailto:lisat@johnsoncreekwi.org]
Sent: Tuesday, July 05, 2016 11:48 AM
To: Kevin Krynski <kkrynski@johnsonblock.com>
Subject: RE: SRC

Does this just affect our water usage per thousand or the fixed charge as well?

From: Kevin Krynski [mailto:kkrynski@johnsonblock.com]
Sent: Wednesday, June 15, 2016 9:17 AM
To: Lisa Trebatoski <lisat@johnsoncreekwi.org>
Subject: FW: SRC

Lisa,

Below is a link to the procedures for filing a simplified rate increase. I did a quick verification and Johnson Creek qualifies. We can help if you want. Basically, you need to post a notice to customers and upload an application to the PSC

Kevin Krynski, CPA Partner
Johnson Block and Company, Inc.
406 Science Drive Suite 100
Madison, WI 53711
Phone (608) 274-2002
Fax (608) 274-4320
e-mail kkrynski@johnsonblock.com
www.johnsonblock.com

From: Butzlaff, Kathy - PSC [mailto:Kathy.Butzlaff@wisconsin.gov]
Sent: Tuesday, April 26, 2016 8:19 AM
To: Kevin Krynski <kkrynski@johnsonblock.com>
Subject: RE: SRC

Hi Kevin,

Here's a link to the Simplified Rate Case description on our website.

<http://psc.wi.gov/utility/info/water/utilityTraining/rateMaking/simplifiedProcess.htm>

This year's benchmark ROR is 5.6% and the rate increase is 3.0%. If you have a particular utility in mind, you can fill out the quick application see if that utility qualifies.

<http://psc.wi.gov/apps40/SRC/default.aspx>

Kathy

From: Kevin Krynski [mailto:kkrynski@johnsonblock.com]
Sent: Monday, April 25, 2016 3:58 PM
To: Butzlaff, Kathy - PSC <Kathy.Butzlaff@wisconsin.gov>
Subject: SRC

Kathy,

What is the current year's simplified rate case parameters for utilities to qualify?

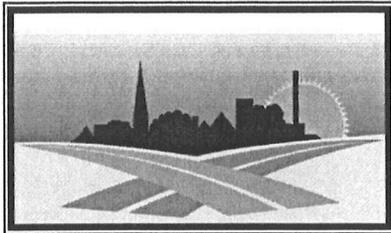
Kevin Krynski, CPA Partner
Johnson Block and Company, Inc.
406 Science Drive Suite 100
Madison, WI 53711
Phone (608) 274-2002
Fax (608) 274-4320
e-mail kkrynski@johnsonblock.com
www.johnsonblock.com

Village of Johnson Creek, WI
Thursday, June 30, 2016

Chapter 184. Parks

§ 184-4. Park hours.

- A. Park hours. All Village parks shall be closed from 10:00 p.m. to 6:00 a.m. the following day, except Veterans Park, which shall be closed from 1/2 hour after sunset to 1/2 hour before sunrise daily. [Amended 9-12-2011 by Ord. No. 14-11]
- B. Exceptions to closing hours. Subsection **A** shall not apply to a person driving through a park on a public road; however, stopping shall not be permitted within a park. Subsection **A** shall not apply to persons renting the community center in Firemans Park; events exclusively conducted within the community center may be held until 12:00 midnight and clean-up completed by 1:00 a.m. Subsection **A** shall not apply to official use of the baseball field; baseball games may be conducted until 11:00 p.m. The Village Board may modify closing hours for particular events. [Amended 3-13-2006 by Ord. No. 04-06]
- C. Park closing and opening dates. The Police Chief will have full authority to open and close any park, beach, facility or area because of season, condition, construction or when, in the interest of public safety, it is deemed necessary.



Village of Johnson Creek Memorandum

From: Lisa Trebatoski
To: Village of Johnson Creek Village Board
Re: Fireman's Festival Water Usage
Date: 7/1/2016

Public Service Commission Rate Case – Public Fire Protection Service

The Village of Johnson Creek's rate case states the following:

Public Fire Protection charge that general pays water fund (hydrant rental), includes use of hydrants for fire protection service only and such quantities as may be demanded for the purposes of extinguishing fires within the municipal boundary. This service shall also include water used for testing equipment and training personnel. For all other purposes, the metered or other rates set forth, or as may be filed with the Public Service Commission, shall apply.

Public Service Commission Rate Case – Bulk Water

The Village of Johnson Creek's rate case states the following:

All bulk water shall be supplied from the water system through hydrants or other connections shall be metered, or at the direction of the utility, estimated. Utility personnel or utility-approved party shall supervise the delivery of water. Bulk water sales are: 2. Water supplied by tank truck or from hydrant for the purposes other than extinguishing fires such as irrigation or the filling of swimming pools. A charge for the volume of water used will be billed to the party using the water at \$2.23/1,000 gallons. A service charge, in addition to the volumetric charge, will be \$25.00.

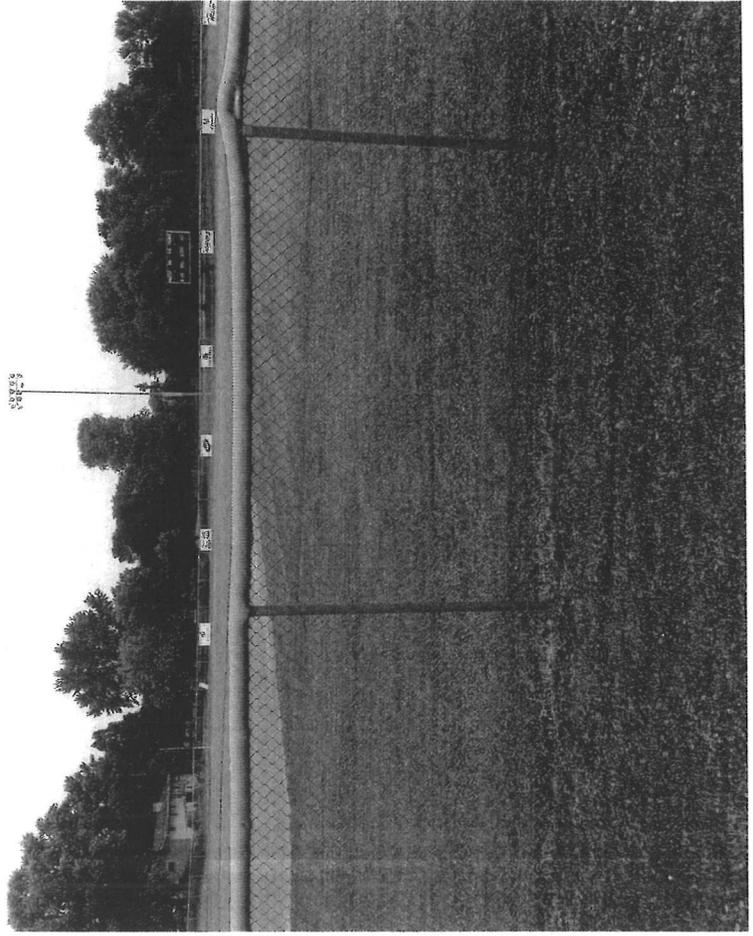
2015 Fireman's Festival

The 2015 Fireman's Festival (FKA Fireman's Picnic) consisted water fights. The amount of gallons was estimated by the fire department for both the practice (9,000 gallons) and the day of the event (30,000 gallons) of water fights. This was tracked as non-billable water usage (public fire protection service) for the fire department. The amount, if it had been billed, would have been 39 times \$2.23 for a total of \$86.97.

2016 Fireman's Festival

It is estimated that the 2016 Fireman's Festival will use approximately 4,500 gallons for their event. If this was billed out as a billable water usage (bulk water) then the amount would be 4.5 times \$2.23 for a total of \$10.04.

In reference to water loss, as long as the above is *accounted for* (whether billed or unbilled), it would not affect our water loss percentage.



Joan Dykstra

From: Matt Schlatter <matts@johnsoncreekwi.org>
Sent: Thursday, July 07, 2016 12:08 PM
To: Joan Dykstra
Cc: Lee Trumpf
Subject: Fireman's Park fence/gate
Attachments: Fireman's_park_gate.zip; 20160707_111247.jpg; Archive(5).zip; 20160707_111432(1).jpg

Joan,

Attached you will find the pictures of the fence along the first base side of the Fireman's Park ball field.

My only concern is if the fence is "rolled back" for the Fireman's Festival that when it is re-installed that it will not be to the same integrity of the original fence. The bottom wire is the most concerning to me since when I pull on it, it is tight and straight with almost no give in the fence at all. If it were to be "rolled back" and not put back to the original specs, I feel that it would not be strong enough properly do the job it was intended to do. My recommendation would be to install a gate between two poles to the west of the light pole for access to the park from this location.

Matt Schlatter
Village of Johnson Creek
Park Superintendent
Email - matts@johnsoncreekwi.org
Office - (920)-699-3752
Cell - (920)-253-6635



Government Accountability Board - Elections Division Polling Place Accessibility Audit Reporting



Home | Survey | Reference Materials | System (PROD)

Hello Joan R Dykstra (VILLAGE OF JOHNSON CREEK) | Logout | Print Full Report

Accessibility Audit Report and Plan of Action Form

Onsite Accessibility Compliance Review Conducted February 16, 2016

Jefferson County
Village Of Johnson Creek
JOHNSON CREEK VILLAGE HALL

Findings, Discussion and Recommendations

Parking

Certify

Supply List

Finding: The curb cut or ramp in the off-street parking area had a slope greater than 8%.

Discussion: Curb cuts and ramps need to have a slope less than or equal to 8%. This standard ensures that voters who use wheelchairs and/or walkers can gain access to the pathway from the parking area.

Recommendations/Action Plan for Achieving Compliance: (Please Choose One)
Unsure of how to fix this problem? Click here for help

- Replace or alter the existing ramp and/or curb cut to ensure that it has a slope of less than or equal to 8%.
- Determine an alternate accessible pathway to the accessible entrance
- Install a temporary ramp for Election Day that has a slope less than or equal to 8%, and is at least 36" wide with 2" edge protection.

Other (Please Specify):

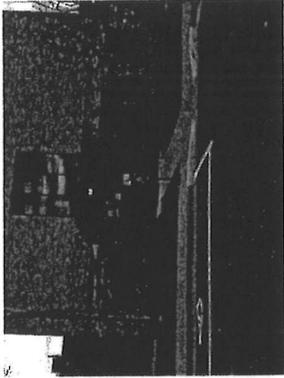
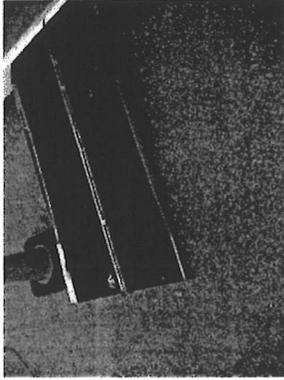
Attachments:

Browse...
Browse...
Browse...

Curb Cut Overview

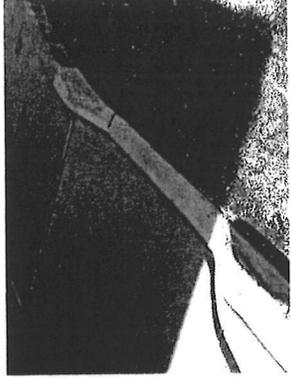
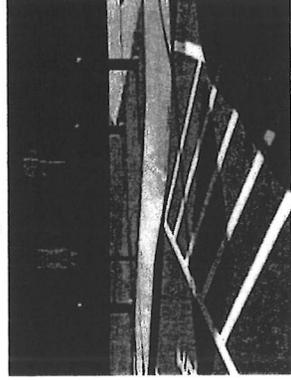
General

- Any curb in the parking area or along the accessible pathway must have a curb cut that allows voters access to the pathway.
- Curb cuts decrease the difficulty of moving onto or off of the pathway for voters who use wheelchairs or walkers.
- A temporary ramp can be used on Election Day for curbs that do not have proper curb cuts (see below left photo). These ramps should be at least 36 inches wide, have a non-slip surface and have a slope of less than 8%.
- Facilities with only on-street parking must have a curb cut that provides access to the sidewalk from the street (below right).



Curb Cut Standards

- Must be a minimum of 36 inches wide (excluding any flared sides)
- Located on level, firm and slip-resistant ground such as asphalt or concrete
- Have a slope of less than 8%



PROPOSAL

PROPOSAL SUBMITTED TO: Village of Johnson Creek
BILLING ADDRESS:
TELEPHONE:
EMAIL ADDRESS:
ARCHITECT:

DATE: 7/5/16
JOB LOCATION: Various
Attn:
DATE OF PLANS:
JOB TELEPHONE:

DESCRIPTION	UNIT COST	TOTAL
Veterans Park: 75 Sq. Feet of Sidewalk - Knocked out and replaced	\$9.00	\$675.00
Village Hall Ramp: Knockout and replace sidewalk and ramp-104 Sq. Feet	\$10.50	\$1,092.00
Police Dept.: 129 Sq. Feet of Approach	\$10.50	\$1,354.50
First Street by Legion - Curb & Sidewalk: 57 Sq. Feet Sidewalk	\$8.00	\$456.00
13 Feet Curb	\$40.00	\$520.00
Fireman's Park Curb - 28 Feet	\$40.00	\$1,120.00
Compost Site: 4 Ballards - concrete in place and fill		\$1,000.00
Fuel Surcharges: \$30.00 per load		

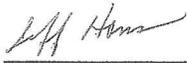
1 1/2% interest will be charged on accounts over 30 days.

We propose to furnish material and labor complete in accordance with the above specifications as billed to include any change order amounts and/or extras not included in proposal amount as ordered by customer. A reduction in quoted price may be experienced by customer if above quantities and/or square footage are less than stated at conclusion of project.

Payment(s) to be made upon receipt of invoices throughout project duration.

This proposal may be withdrawn by us if not accepted within 60 days.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Not responsible for water, cracking, hairline cracks, popping, dusting, or spalling. Any alteration or deviation from above specifications involving extra costs will be executed upon verbal and/or written orders, and will become an 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.

SIGNED:  _____

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.

AUTHORIZED SIGNATURE: _____ DATE: _____

AUTHORIZED SIGNATURE: _____ DATE: _____



PAVING AND CONCRETE

Parking Lot Maintenance, Inc.

PARKING LOT MAINTENANCE, INC.

W225 N3178 DUPLAINVILLE ROAD
PEWAUKEE, WISCONSIN 53072

Phone: (262) 691-3964

Fax: (262) 691-4811

www.PLMPaving.com

PROPOSAL DATE:

6/13/2016

PROPOSAL #:

1913618-72904

Table with 2 columns: Proposal Submitted To, Work To Be Performed At. Includes fields for Company, Name, Street, City, State, Zip, Telephone Number, Fax, and Cell.

REMOVE ONE AREA OF SIDEWALK AND ONE HANDICAP AREA. (MAKE A.D.A. LEGAL 210 SQ.FT.)

- 1. Saw cut perimeter of concrete/asphalt to be removed.
2. Excavate concrete/asphalt and remove from site.
3. Install stone base as necessary to bring area to paving depth and add additional stability.
4. Install steel rod in area to be poured to provide stability and strength.
5. Drill into side walls of existing concrete and drive 1/2" rod to provide stability for new slab.
6. Shape, grade, and compact stone base for proper water drainage.
7. Pour 4" of 4000 lb. Concrete with wire mesh and brush coat finish.
8. Apply 1 coat of sealer on all new concrete.

Thank you for the opportunity to quote on this project.

TERMS NET 30 DAYS

For the sum of \$2,700.00

NOTE: In above bid PLM will trowel/saw cut expansion joints.

NOTE: PLM Paving is not responsible for damage to private electrical lines, irrigation lines, or anything not marked by Diggers Hotline.

NOTE: PLM Paving is not responsible for landscape restoration.

* OPTION: PUT HANDICAP DETECTION FIELD IN NEW HANDICAP RAMP. TOTAL \$400.00

Any credit card payments will be charged a 3% markup.

RECEIVED

JUN 17 2016

Work will stop if payments are not received per this schedule: 25% at time of execution of proposal and 75% net 10 days. PLM IS NOT RESPONSIBLE FOR PAVEMENT BREAKAGE DUE TO NORMAL CONSTRUCTION TRAFFIC. PLM IS NOT RESPONSIBLE FOR DAMAGE TO OR INJURIES CAUSED BY ANY OWNER/PRIVATE INSTALLED UTILITIES, GAS, ELECTRIC, WATER, SEWER, CABLE, TELEPHONE, PIPES, LINES, CONDUITS, OR OTHER UNDERGROUND OBSTRUCTIONS, (herein "UNDERGROUND INSTALLATIONS").

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Parking Lot Maintenance, Inc. is authorized to do the work specified. Payments will be made as outlined above. This Proposal is also subject to the Terms & Conditions on the reverse side hereof. Owner acknowledges receipt of a copy of this contract and Contractor's Warranty.

Contractor Signature [Signature] Owner Signature: _____

Printed Name: Kevin Christianson Printed Full Legal Name: _____

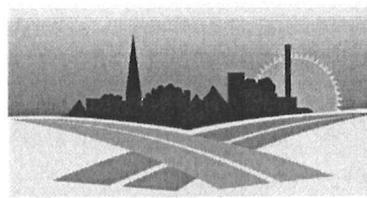
Signed This Date: 6/13/2016 Signed This Date: _____

"Quality Paving & Protective Coatings"

Original Copy

Village of Johnson Creek

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



Crossroads With A Future

Village of Johnson Creek Memorandum

TO: Village Board

FROM: Lee Trumpf – Department of Public Works Supervisor
Joan Dykstra clerk-treasurer

RE: Sidewalk/village hall/handicap area

DATE: July 6, 2016

We received two bids for the replacement/altering of the existing ramp to ensure it has a slope of less than or equal to 8%.

The two bids received were from:

Parking Lot Maintenance, Inc. \$2,700 with
Option: put handicap detection field in new handicap ramp \$400.

And
Hans Bros., Inc. \$1,092

We would recommend Parking Lot Maintenance, Inc. for \$2,700 plus the \$400 additional to put in the handicap detection field in the ramp. PLM has described exactly what their bid includes. This money could come from the Municipal Building outside service account #01-517.100-530.900.

RESOLUTION XX-16

**CABARET LICENSE
FIREMAN'S FESTIVAL
FIREMANS PARK**

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

WHEREAS, the Fireman's Festival has requested a Cabaret License for August 6, 2016 to allow an outdoor live band in Fireman's Park, and

WHEREAS, a Cabaret License is permitted under Section 115-7 Short-Term Cabaret License of the Code of Ordinances of the Village of Johnson Creek, and

NOW THEREFORE BE IT RESOLVED, that the Village Board of Trustees of the Village of Johnson Creek do hereby approve a Cabaret License to allow live music and the use of Firemans Park for the Fireman's Festival on August 6, 2016 subject to the following conditions:

- 1) Park must remain open to the public at all times, and
- 2) Licensed Premise of any Temporary Class "B" Beer license shall be the boundaries of Firemans Park, and
- 3) Alcohol will not be permitted within the Community Center parking lot or the public sidewalk along Union Street, and
- 4) All persons purchasing or consuming alcohol must wear a wristband, and
- 5) No illegal gambling is permitted; raffles with a state raffle license is permitted, and
- 6) Event will be open to the public from 9:00 am to 11:30 p.m. on August 6, 2016
- 7) Fireman's Park is closed at midnight on August 6, 2016, and

BE IT FURTHER RESOLVED, that the Fireman's Festival must obtain general liability insurance to provide event coverage and that the Village Clerk-Treasurer is authorized to effectuate such transaction.

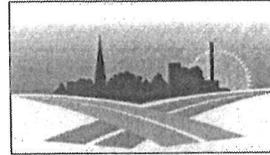
PASSED AND ADOPTED by the Village Board of Trustees this 25th day of July 2016.

ATTEST:

John L. Swisher, Village President

Joan Dykstra, Clerk – Treasurer

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



Crossroads with a Future

CABARET LICENSE APPLICATION – CHAPTER 115

115-2 No person, firm or corporation operating any Class B licensed premises shall permit, allow or offer live entertainment for its customers without first obtaining a Village cabaret license as provided hereinafter.

Cabaret License Fees:	Annual (115-6 expires June 30th)	\$300	\$ <u> </u>
	Short-term (3 days or less)*	\$ 35	\$ <u>35.00</u>
	Application Fee	\$ 25	\$ <u>25.00</u>
	Total Amount Due		\$ <u>60.00</u>

*Date(s) Event: 8/6/16 Time(s) Event: 9:00 AM to 11:30 PM
 Location Address: Community Center / Fireman's Park
 Specific Premise(s) to be licensed: Boundary of Fireman's Park
 (Attach a map of the location/premise)
 Name of Business and/or Event: Fireman's Festival
 Name of Owner/Company of Premise: Village of Johnson Creek, WI.
 Contact Phone #: 920-699-2181

Please list any experience in operating a Cabaret licensed event with dates and location:

Have you been convicted of violating any federal, state or local laws? Yes No (Circle One) and list
No

Will you be serving alcohol? Yes No (Circle One) However Mutual Hose will.
 If Yes:
 Do you have a Class B Beer and/or Liquor license? Yes No (Circle One) Mutual Hose will
 Do you have a Class B Picnic license? Yes No (Circle One) Mutual Hose will

Signature of Owner/Applicant [Signature] Date: 7-05-16

At the time of filing the application, the license fee and application fee shall be paid to the Village Clerk. This application must be completed at least 30 days prior to date of event.

Amount Paid at time of application: (CABA) \$ _____	Cash or Check# _____
Signature of Clerk: _____	Date: _____ Res#: _____
Signature of Administrator: _____	Date: _____
Signature of Chief of Police: _____	Date: _____

Village of Johnson Creek, WI
Monday, June 20, 2016

Chapter 50. Management/Administration

Article I. Appointed Officers

§ 50-1. Administrator.

- A. Position of the Village Administrator. In order to provide the Village of Johnson Creek with a more efficient, effective and responsible government under a system of part-time Trustees operating as a Village Board (hereinafter referred to as "Board") at a time when Village government is becoming increasingly complex, there is hereby created the position of Village Administrator for the Village of Johnson Creek (hereinafter referred to as "Administrator").
- B. Appointment, term of office and removal. The Administrator shall be appointed on the basis of merit, with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the Board. For the purposes of appointing or terminating the Administrator, the Village President and each Board member shall cast one vote. The Administrator shall hold office for an indefinite term, subject to removal at any time by a majority vote of the Board. This section, however, shall not preclude the Board from establishing other employment terms and conditions not inconsistent with the provisions of this section or the Code of the Village of Johnson Creek.
- C. Residency. The Administrator shall become a resident of the Village of Johnson Creek within six months following the date of appointment, unless this requirement is specifically waived or varied by Board ordinance or by a contract authorized by the Board and entered into with the Administrator covering the terms and conditions of residency.
- D. Functions and duties of the Administrator. The Administrator, subject to the limitations defined in resolutions and ordinances of the Village of Johnson Creek and Wisconsin State Statutes, shall be the chief administrative officer of the Village, responsible only to the Village President and the Board for the proper administration of the business affairs of the Village, pursuant to the statutes of the State of Wisconsin, the ordinances of the Village of Johnson Creek, and the resolutions and directives of the Board, with powers and duties as follows. The Administrator shall:
- (1) Carry out directives of the Board which require administrative implementation, reporting promptly to the Board any difficulties encountered herein.
 - (2) Be responsible for the administration of all day-to-day operations of the Village government, including the monitoring of all Village ordinances, resolutions, Board meeting minutes and state statutes.
 - (3) Establish when necessary administrative procedures to increase the effectiveness and efficiency of Village government according to current practices in local government, not inconsistent with directives of the Board.
 - (4) Serve as an ex officio nonvoting member of all boards, commissions and committees of the Village, except as specified by the Board or Wisconsin State Statutes.

- (5) Represent the Village in matters involving legislative and intergovernmental affairs as authorized and directed.
 - (6) Act as public information officer for the Village.
 - (7) Serve as Personnel Officer with responsibility for the administrative direction and coordination of all employees of the Village according to the established organization procedures.
 - (8) Recommend to the Board the appointment, promotion and, when necessary for the good of the Village, the suspension or termination of department heads.
 - (9) Prepare and administer the annual Village budget.
- E. Cooperation. All officials and employees of the Village shall cooperate with and assist the Administrator so that the Village government shall function effectively and efficiently.

VILLAGE OF JOHNSON CREEK ADMINISTRATOR

NATURE OF WORK

This is a highly visible, responsible, professional, administrative position. The Village Administrator is responsible for implementing programs to achieve the goals, objectives and policies established by the Village Board.

Work involves responsibility for planning, interpreting, organizing, and supervising a variety of day-to-day Village business operations, programs, and activities pursuant to the policy and direction of the Village Board. The administrative duties and responsibilities of the Village Administrator shall be prescribed from time to time by the Board, provided these duties do not usurp the duties or functions that are required by State law to be performed by the Village boards, commissions and other Village officers or department officials and in accordance with the Village codes and ordinances and statutory and other legal requirements. Work also involves management of special projects. Work is performed under the direction of the - Village Board with wide latitude for the application of independent professional judgment. Work is subject to review by the ~~President~~ and Village Board for results accomplished.

ESSENTIAL JOB FUNCTIONS

Effectuates all Village Board actions that require administrative implementation or where ~~the President~~ or the Board has directed action.

Directs, coordinates, and expedites the activities of all Village departments except where such authority is vested by State law in officers, boards and commissions; responsibilities shall include making or directing such studies as are necessary to determine or bring about the most economical, efficient operation of such departments and their programs as deemed necessary.

Directs and controls, through appropriate organizational channels, the efficient performance of all Village employees; conducts screening and selection processes; submits recommendations to the ~~President~~ and Board for appointees to vacancies in any Village positions for offices of the Village not required by law or ordinance to be otherwise selected.

Develops budgeting procedures and prepares or supervises the preparation of the annual operating budget; coordinates financial and economic data for the Village's long range financial plans; oversees reporting, as ~~the President~~ and the Board requires, as to the current status of budgeted items and reports to the ~~President~~ and Board any variations in the operation of the Village budget.

Serves as personnel officer for the Village and is responsible for the development and administration of standardized personnel policies and procedures, subject to Board approval and in accordance with all prior ordinances relating to tenure of certain Village positions; oversees the Village's labor relations activities.

Develops and implements standardized purchasing policies and procedures for the Village; supervises the purchasing of all supplies, materials and equipment.

Reviews proposed and pending county, state and federal legislation and reports to the President and **Village** Board on its effect upon the Village and appears on the Village's behalf at all legislative and administrative hearings as directed by the president or the Board.

Submits, when necessary, recommendations and suggestions for improving public policy with regard to the health, safety or welfare of Village citizens and coordinates a system of communications among and with the President and the Board as well as with the general public; establishes procedures for the facilitation of communications between citizens and the Village to assure that complaints, grievances, recommendations and other matters receive the prompt attention of a responsible official and are expeditiously resolved.

Keeps informed concerning current developments in the field of municipal administration and the availability of state and federal funds for local purposes.

Works closely with all department heads to assure that they and other Village employees receive adequate opportunities for training within budget allowances prescribed by the **Village** Board to improve their knowledge and skills; acts as the approving authority for all requests by Village employees to attend conferences, meetings, training schools, etc., pertaining to their employment.

In coordination with the president and the Village Clerk, oversees the preparation of legislation and the agenda for all meetings of the Board together with such supporting data as may be required; attends all meetings of the Board assisting the President and the Village Clerk as required in the performance of their duties; attends meetings of Boards and Commissions as necessary and desired;

Negotiates, manages, and monitors a wide variety of economic development activities including Village contracts and agreements with both governmental bodies and private sector entities.

Serves as Village liaison to a number of regional boards, commissions, agencies, and districts that provide services directly or indirectly to the Village; creates and negotiates intergovernmental agreements for consideration by, and approval of, the Village Board.

Manages a variety of special projects; serves as liaison with property owners, residents, contractors, engineers, and regulatory agencies.

Applies for state and federal grants for the Village alone or in conjunction with other governmental jurisdictions.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

Acts as Zoning Administrator to provide information regarding zoning, variances, rezoning and conditional use permits including supervising permit process.

OTHER JOB FUNCTIONS

Performs related work as required.

REQUIREMENTS OF WORK

Graduation from a four-year college or university with major course work in public or business administration, political science, or closely related field; Master's degree desirable; considerable experience in municipal management including experience as an Administrator or Assistant Administrator in another municipality; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills:

Thorough knowledge of the principles and practices of municipal management.

Thorough knowledge of the overall methods and operations of a variety of municipal programs.

Thorough knowledge of laws, ordinances, and statutes under which municipal government operates.

Thorough knowledge of county, regional, and state programs as applied to municipal government.

Considerable knowledge of current developments, literature, and sources of information in municipal management.

General knowledge and familiarity with the principles and practices associated with municipal engineering, law, accounting/finance, planning, modern office practices, and personnel administration.

Ability to provide leadership to an elected board and other volunteer boards.

Ability to organize, direct, and coordinate the operations of a municipal government.

Ability to work independently and to develop solutions to problems with minimal supervision.

Ability to make decision and/or to recommend alternatives for decision-making by the President and Village Board.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with the President and Village Board, other public officials and agencies, employees, and the general public.

Skill in the use of personal computers and related office software.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Wisconsin driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, and bend, and to talk and hear; use hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.

Work is usually performed in an office setting, but the employee must be able to personally and visually inspect projects and problems in the field. Consequently, the employee is exposed to some extreme weather conditions and must be sufficiently mobile to inspect construction sites and various aspects of buildings and municipal facilities.

James W. Hammes

SUITE 200
1601 EAST RACINE AVENUE
POST OFFICE BOX 558
WAUKESHA, WISCONSIN 53187-0558
TELEPHONE (262) 542-4278
FACSIMILE (262) 542-4270
E-MAIL jwh@cmhlaw.com
www.cmhlaw.com

June 28, 2016

VIA E-MAIL

joand@johnsoncreekwi.org

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

Re: Ordinance Creating Section 8-12

Dear Joan:

As a follow-up to our correspondence and discussions of the past week, I am attaching hereto an ordinance creating section 8-12, which ordinance, if adopted, would create section 8-12 of the Village Code. The ordinance would allow, under limited circumstances, the attendance and participation by telephone in Board meetings by Village Board Members who are unable to attend the meeting for reasons articulated in the ordinance.

Although there is no statute directly on point, and no reported cases that directly discuss the issue, a number of municipalities have adopted ordinances permitting Board Members to attend meetings by telephone under limited circumstances. The attached ordinance includes requirements that would ensure that, where participation does take place by telephone, the requirements of the statutes governing open meetings are met. In addition, you will note that even under the circumstances where a member does participate by telephone, that member cannot vote on any matter presented to the Board where the vote would require a visual assessment of a witness's demeanor, or a visual assessment of physical evidence or exhibits that have been presented to the Village Board.

In my opinion, if the Village Board desires to allow participation by phone under limited circumstances, then the Village should adopt an ordinance such as the attached ordinance which establishes that right and identifies the circumstances by which such participation is allowed.

June 28, 2016

Page 2

If you have any questions regarding the draft ordinance, please contact me at your convenience.

Very truly yours,

s/ James W. Hammes

James W. Hammes

JWH:blr
attachment

CREATING
SECTION 8-12
VILLAGE BOARD MEMBER ABSENCE --
PARTICIPATION BY PHONE

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

SECTION 1: Section 8-12 (Village Board Member Absence-Participation By Phone) of the Village Code of the Village of Johnson Creek is hereby created to read as follows:
8-12 Village Board Member Absence—Participation By Phone. Any Village Board Member who, for good cause, is unable to attend a regular or special Village Board meeting in person, may request in writing, by fax or e-mail, at least twenty-four (24) hours in advance of the meeting, the permission of the Village Board Chair to participate in the Village Board meeting by speaker phone. Upon a showing of good cause, as determined by the Village Board Chair in his or her sole discretion, such a request may be granted. In the event attendance at the meeting by phone is approved by the Village Board Chair, then the following rules shall govern the absent Village Board Member's participation in the Village Board meeting:

- A. At the beginning of the meeting, the Village Board Chair shall announce the name of the Village Board Member who is absent, but will be participating in the Village Board meeting by speaker phone. The Village Board Member whose attendance and participation in the Village Board meeting is by speaker phone, shall not be counted as being a Village Board Member in attendance for the purpose of determining whether a quorum of the Village Board is present.
- B. A speaker phone shall be placed in the Village Board meeting room so that all in attendance at the Village Board meeting can hear and be heard.
- C. The Village Board Member participating by phone shall be entitled to participate in all discussions undertaken by the Village Board, and to vote on all matters upon which the Village Board acts at the Special Village Board meeting provided however, that the Board Member participating by phone shall not be entitled to participate or vote:

- (1) on any matter that requires the visual assessment of a witnesses' demeanor; or
- (2) on any matter that requires a visual assessment of physical evidence or exhibits that had not been previously reviewed by the Village Board Member participating by telephone.

SECTION 2: All ordinances or parts of ordinances conflicting with or contravening the provisions of this ordinance are hereby repealed.

SECTION 3: This ordinance shall take effect upon passage and posting as provided by law.

PASSED AND ADOPTED by the Village Board of the Village of Johnson Creek, Jefferson County, Wisconsin this _____ day of July, 2016.

VILLAGE OF JOHNSON CREEK,

BY: _____
JOHN L. SWISHER, President

ATTEST:

JOAN DYKSTRA, Clerk-Treasurer

Date Introduced: _____
Date Adopted: _____
Date Posted: _____
Date Published: _____

Publication must occur 72 hours before meeting unless it is held immediately on telephone 628.14(4)



Take Action: Adopt the #JustFixItWI Resolution

Adopt the resolution, send pictures of your potholes to league@lwm-info.org and contact your Legislators.

To make it easy to take action, we have posted the resolution as a Word document.

The state needs to find a solution that works for everyone so the League is working in coalition with the WI Counties and the Towns Assoc. plus the Transportation Development Assoc of WI (TDA) on the Just Fix It campaign.

On the TDA website

It's Time Wisconsin

Like other states, Wisconsin has been grappling for more than a decade with transportation revenue insufficient to meet state and local needs. The issue has been studied. Reports have been issued, and recommendations have been put forth. However, no progress has been made toward a long-term funding solution, while Wisconsin falls further behind. Some problems are truly perplexing to solve – like eradicating poverty or reining in the cost of health care. Fixing our state and local roads and bus systems is not one of those. We know what needs to be done. JUST FIX IT.

I am a constituent, and I am writing to ask for your help in finding a long-term, comprehensive funding plan for Wisconsin transportation.

I am concerned about the condition of our roads today and into the future.

In its 2015 benchmark report, the Wisconsin Taxpayers Alliance gave Wisconsin's highways a D grade. And they are not alone in judging our roads lacking. A 2013 analysis by the American Society of Civil Engineers found that 71% of Wisconsin's roads are in the mediocre or poor condition.

Without increased resources, the trend of deteriorating road conditions will accelerate at every level: county, city, town and state. As an example, the percentage of state trunk highways in poor condition is projected to double by 2023.

Wisconsin's main industries – manufacturing, agriculture, tourism – are particularly dependent on access to an efficient, safe transportation system, including the state's 115,000 miles of roads.

In order to remain competitive with our neighbors, Wisconsin must do better than a D.

Thank you.

Wisconsin Taxpayers Alliance Report Card:
<http://cdn.p2a.co/51022/tgZ4QjBTSA1457561525AUF9WSNcX>

#JustFixItWI Transportation Funding Sample Resolution

WHEREAS, local government in Wisconsin is responsible for about 90% of the road miles in the state; and

WHEREAS, Wisconsin's diverse economy is dependent upon county and town roads as well as city and village streets and transit systems across the state; and

WHEREAS, according to "Filling Potholes: A New Look at Funding Local Transportation in Wisconsin," commissioned by the Local Government Institute of Wisconsin (LGI) the condition of Wisconsin's highways is now in the bottom third of the country; and

WHEREAS, state funding for local roads in Wisconsin has failed to keep up with costs over the past several decades which has adversely affected local transportation finances. According to "Filling Potholes," municipal transportation spending has declined from \$275 per capita in 2000 to \$227 in 2012; and

WHEREAS, high quality and fast transit systems are critical to attracting businesses and people to urban areas, yet state funding for transit is less today than it was five years ago; and

WHEREAS, levy limits do not allow local government to make up for the deterioration of state funding; and

WHEREAS, Wisconsin's over-reliance on borrowing eats away at the state's segregated funding sources – the state gas tax and vehicle registration fees – which increasingly pay debt service rather than fund transportation needs; and

WHEREAS, safety is a primary concern and responsibility of local governments across Wisconsin. Unfortunately, according to TRIP, a national non-profit transportation research group, Wisconsin had 347 non-interstate, rural road fatalities in 2013; and

WHEREAS, the _____ board/ council recognizes that our state highway and interstate system is the backbone of our surface transportation system and plays a vital role in the economy of Wisconsin. Both local and state roads need to be properly maintained in order for our economy to grow; and

WHEREAS, from a competitive standpoint Wisconsin motorists pay significantly less than any of our neighbors when you combine the annual cost of the state gas tax and vehicle registration fees; and

WHEREAS, the Transportation Finance and Policy Commission, appointed by the Governor and Legislature clearly found that if Wisconsin does not adjust its user fees, the

condition of our state and local roads as well as local transit systems will deteriorate significantly over the next decade.

NOW, THEREFORE, BE IT RESOLVED by the _____ County Board of Supervisors/ City Council/Village Board/ Town Board urge the Governor and Legislature to #JustFixItWI and agree upon a sustainable solution: one that includes a responsible level of bonding and adjusts our user fees to adequately and sustainably fund Wisconsin's multi-modal transportation system. Furthermore, the County Board of Supervisors/City Council/Village Board/ Town Board directs the Clerk to send a copy of this resolution to our State Legislators, Governor Scott Walker and the League of Wisconsin Municipalities.

For contact information for your Legislative Delegation <http://legis.wisconsin.gov/>

Governor's address: Office of Governor Scott Walker, 115 East Capitol, Madison, WI 53702

Questions – contact Gail Sumi, League Member Engagement and Comm. Director at gsumi@lwm-info.org or 608-267-4477



Dear Village of Johnson Creek Council,

Relay For Life of Watertown /Johnson Creek is Painting The Town Purple.

Between July 30-Aug 5, 2016, Relay For Life of Watertown/Johnson Creek would like to "Paint the Town Purple" in support of the fight against cancer. We would like to transform the community purple to honor and remember those who have been affected by cancer.

We would like to put purple ribbons on the lamp posts in your downtown area or an area that you would designate. This would be vinyl strips that are cut and tied onto the lamp posts. There would be no adhesive used. We would like to put them up on July 31 and we will take them down on Aug. 7.

Relay For Life of Watertown/Johnson Creek will be held on August 5-6,2016 at the Watertown High School track starting at 5pm and ending at 11am. Relay For Life is a life-changing event that brings together more than 3.5million people in every year to **CELEBRATE** the lives of those who have battled cancer, **REMEMBER** lived ones lost, and empower individuals and communities to **FIGHT BACK** against a disease that takes too much from too many. There is no finish line until we find a cure!

If you have any questions please contact Kay Christian at 920-261-0077 or Christian.kay.paul@gmail.com. Thank you for your time and support.

A handwritten signature in cursive script that reads "Kay Christian".

Kay Christian Relay For Life Watertown/Johnson Creek Event Chair

stay well | get well | find cures | fight back | cancer.org | 1.800.227.2345

Midwest Division

8317 Elderberry Road, Madison, WI 53717
608.833.4555 / 1.877.423.9123 fax) 608.833.1195

Paramedic Chase Car,

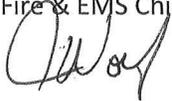
The intended purpose of acquiring the unused police care for the EMS division of the department is to setup and maintain a functionable paramedic intercept program.

Having this car will allow us to have an ambulance staffed with either 2 EMT-B or EMT-B and AEMT, with a paramedic staffed in the chase car. This allows the paramedic to do an on scene assessment and determine if ALS is needed. If ALS is not needed the paramedic can return to the station and be ready to staff the second ambulance at an ALS level.

This also will allow us to move forward in establishing intercept agreements with other local departments, possibly increasing call volume and also access to higher level of care to our neighboring communities.

The intention is that the vehicle will be donated from the police department. As of now there will be no cost to the department as we have the extra radio, light, etc. from the Fire Department. This plan is still in the making but we would like to implement it around the first of the year. At that time we would like to have the doors painted before putting it into service and would be a great savings to the department.

Fire & EMS Chief

A handwritten signature in black ink, appearing to read 'Jim Wolf', written in a cursive style.

Jim Wolf

Baseball Field Prep

When grooming the diamond I use the ABI Force Groomer purchased by the Village in 2014. This piece of equipment cost the Village \$14,500 and has less than 100 hours of use. Upon receiving the groomer we were shown by an ABI Force representative the correct way to groom a diamond and the versatilities of the machine. The DPW crew members were the only ones that attended the instructional by the ABI Force representative but an invite was given to other interested parties to attend. It has then been the policy of the DPW to not allow anyone other than DPW staff run the machine in an attempt to minimize damage done by untrained individuals.

I try to groom the diamonds at Centennial Park just after lunch on the days that games are scheduled through Laura, Monday through Friday. There are many variables that may affect the timing of the prep such as work load, emergencies, weather (rain from the night before or an expected rain event) or staff availability to name a few. In most cases it takes approximately 2 hours to groom and drag the fields to get a consistent playing surface. When it does rain the night before a game I go out early in the morning to assess the condition of the fields. If need be I will try to score the surface to allow the wind and sun help dry the field quicker. In the case where there is standing water I will do what I can to get most of the water off the fields for a quicker dry time. Later in the day I will come back and attempt to mix in the dry material with the wet material to help finish the drying process. This process may take 2 or more hours per diamond to get it to a playable condition.

The most used method is to break up the top 2 inches of material to work into a powder and smooth off with a drag attachment that best suits the conditions of the material. This method will work for almost all situations. First, without the drag on the machine I go around all the bases and pitching mounds with the groomer's teeth down about 2 inches, being careful not to hit the bases or the base plugs marked with whiskers. Then once all I have gone around all the bases I work up the rest of the field. Once I have completed the entire field I will then drop the drag behind the machine and rework the material around the bases, plugs and mound first then continuing in a different pattern around the field than the first time.



Matt Schlatter

Johnson Creek Park Supervisor

JUN 23 2016

To: John Swisher and the JC Village Board

From: Phyllis Schicker

Date: June 23, 2016

Subject: Proposal for Senior Fitness Class

Having asked about an exercise class for seniors a couple of years through the Park and Recreation Dept. and the community/library planning meeting held last summer, nothing has become of my request.

A couple of us who are interested in exercising discussed the issue with Lucille Bledsoe, Library Director, and we set up a trial exercise session, which was very successful. Therefore I started an exercise class twice a week and offered through the library. We now have 10-12 people coming to the class, with 9 being the largest group attending at one time so far. The library meeting room would be rather crowded with more than 9 or 10 exercising in it. The class has grown by word of mouth and it could get even larger. Also, the library needs the meeting room for its programs and activities.

I am requesting that this exercise class for seniors be offered through the Village with a certified fitness instructor occasionally coming to lead us. I am not a fitness instructor. We would like to use the Community Center without cost. Classes would be held on Monday and Thursday mornings for an hour each. We would need a TV (either placed on a wall or on a cart) and a DVD player. I understand that there is a TV at the Center, which is "owned" by the Senior Group, but they are unwilling to let us use it. One of the exercisers is willing to loan us a DVD player. I am willing to volunteer my time to lead this class. During the winter months, someone else would have to do this, as my husband and I go to Florida.

I would appreciate your response to this proposal. You may call me at 920-699-2831 or email me at schickerpa@tds.net if you have questions or concerns.

Signatures of those attending the session on June 23, 2016:

Phyllis Schicker

Carol O'Neil

Sharon Heller

Kathy Buius

Barbara Schmitt

Pot Staehler

SECTION 5.27 TRAINING, EDUCATION, LICENSES AND MEMBERSHIPS

Employees are encouraged to utilize training and education opportunities to improve job skills and qualify for advancement. These benefits are limited to training and education relevant to an employee's current position or "reasonable" advancement opportunities.

SECTION 5.28 JOB-RELATED TRAINING

Department heads may require an employee to enroll in certain training courses, conferences or classes directly related to the employee's job duties. Employees will be paid at the regular pay rate for attendance at required training events. Employees will be paid for class-time and driving-time only; no compensation will be given for eating and sleeping time. Mileage, lodging and meals during the training will be reimbursed at rates set forth in this handbook.

Refusal, failure to take or failure to complete required training may result in disciplinary action. An employee who completes required training but fails to pass a test given as part of a required course shall be required to retake the required training and/or test, as required by the certifying agency. The employee shall retake the course or class at his/her own expense and on his/her own personal time if they have not passed the course/test in the first two (2) attempts.

When attendance is authorized in response to an employee request, the employee shall be compensated at his or her regular rate of pay for class time and driving time, but shall receive no overtime compensation for extra hours incurred by his or her attendance at such training. No compensation will be given for eating and sleeping time. Mileage, lodging and meals during the training will be reimbursed at rates set forth in this manual.

SECTION 5.29 CONTINUING EDUCATION REIMBURSEMENT

An employee who wishes to voluntarily attend classes, courses or programs at accredited colleges, universities, technical or business schools must submit written request to his or her department head at least 30 days prior to registration. The department head will forward the request to the Village Administrator, with a recommendation. Department heads must submit personal written requests to the Village Administrator. Any request must show how employee attendance benefits the Village.

If such a request is approved, the Village will reimburse one-half (50%) of the cost of all registration, tuition, textbook and materials to the employee upon satisfactory completion of the approved course or program. Successful completion shall be considered a grade of "C+" or better for an undergraduate course and a grade of "B" or better for a graduate course or "passing" where no letter grade is assigned. Tuition will be paid up to the current University of Wisconsin-Milwaukee undergraduate cost per credit hour. Employees are prohibited from receiving double funding for education for the Village's share of his/her tuition; i.e. reimbursement from the Village and a scholarship or grant, but is not so restricted for his/her personal share of said tuition. The employee will be required to sign a statement verifying the Village is the sole source of funding for the approved course or program. All reimbursements shall be subject to repayment to the Village if the employee retires, resigns or is discharged for disciplinary action within twelve months of reimbursement. Education reimbursement is not available if reimbursement is available through other contracts as approved by the Village Board. Specifically, EMT, EMT Basic and Paramedic education is not covered under this provision.

Training and education benefits are available on a first-come, first-served basis, subject to the availability of budgeted funds. Employees must submit a copy of a transcript or report card and receipts for costs to be reimbursed to the Village Clerk/Treasurer.

Where courses or programs cannot be scheduled outside of working hours, the Village Administrator, in concert with the department head may approve attendance during normal working hours. Approval is subject to department scheduling and workloads. Time away from work will be unpaid unless employee chooses to use accrued vacation or compensatory time for the hours away from work. The employee, at the department head's discretion, may be offered an opportunity to make up hours outside his/her normal schedule (workweek), if work is available and assigned by the department head.

Village of Johnson Creek

2015 Audit Presentation Topics

- Simplified Rate Case – Water Utility
- Water Loss Study
 - 2015 water loss was 21%
 - 2014 water loss was 22%
 - 2013 water loss was 17%
- Financing plan for repayment of TIF advances
 - What can TIF afford to pay back at this time
 - Forecast of future cash flow needs
- Budgeting for Capital Projects
 - General fund vs. Capital Projects Fund
- Fund Balance
 - Definitions
 - Plans for using current fund balance assignment
 - Recommended updates to fund balance policy

Presented by:

Johnson Block & Company, Inc.

June 13, 2016

REPORTING FUND BALANCES UNDER GASB 54

Under GASB 54, the classifications of fund balances are from the perspective of the underlying resources within fund balance. Simply, these new components of fund balance will identify constraints on how resources can be spent and the sources of those constraints. The new components of fund balance will be:

- Nonspendable
- Restricted
- Committed
- Assigned
- Unassigned

Each of the new components has very specific definitions and there is little, if any, direct link between the “old” components of fund balance and the new ones.

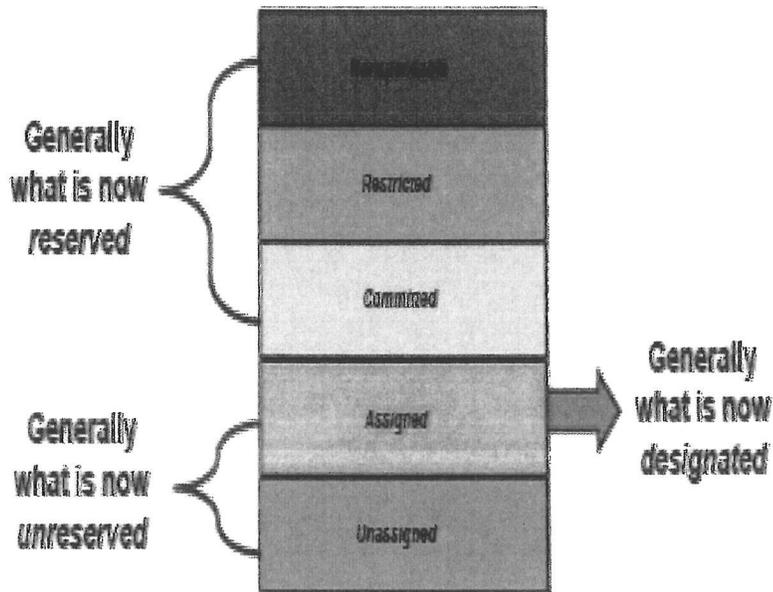
Definitions

- Nonspendable Fund Balance: The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This would include items not expected to be converted to cash including inventories and prepaid amounts. It may also include the long-term amount of loans and receivables, as well as property acquired for resale and the corpus (principal) of a permanent fund.
 - Example: Advances made to other funds, inventory, prepaid expenses.
- Restricted Fund Balance: The restricted fund balance classification should be reported when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.
 - Example: impact fees, unspent debt proceeds for a specific purpose, grant funds.
- Committed Fund Balance: The committed fund balance classification reflects specific purposes pursuant to constraints imposed by formal action of the district’s highest level of decision-making authority (generally the governing board). Also, such constraints can only be removed or changed by the same form of formal action.
 - Example: Sinking funds and other funds derived from ordinances.
- Assigned Fund Balance: The assigned fund balance classification reflects amounts that are constrained by the government’s intent to be used for specific purposes, but meet neither the restricted nor committed forms of constraint.
 - Example: budget carryovers assigned to be used for certain future purchases.
- Unassigned Fund Balance: The unassigned fund balance classification is the residual classification for the general fund only. It is also where *negative residual amounts* for all *other* governmental funds would be reported.

Conversion of Fund Balance Accounts

The following chart provides a schematic of the relationship between the former fund balance accounts and the account classifications per GASB 54.

By level of availability:



There is no one to one relationship between the former fund balance accounts so the specifics of each newly created fund balance classification should be reviewed in relationship to the contents of the former accounts. Districts should consult with their auditors regarding the proper reallocation of fund balances.

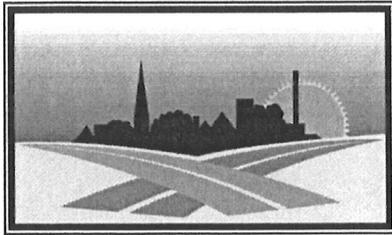
Limitations

- Funds cannot be assigned if they result in an unassigned deficit.
- Special revenue funds must have a specific restricted or committed revenue source otherwise it must be reported as part of the general fund.

Fund Balance Policy

A policy should include the following:

- Determine what special revenue funds meet the standards as a stand-alone fund.
- Determine which person(s) have direct or delegated authority to assign fund balance.
- Establish procedures for committing funds.
- Consider and outline any minimum fund balance policy.
 - Recommend a range – example: 25-30% of subsequent years operating budget.



Village of Johnson Creek Memorandum

From: Clerk/Treasurer's Office
To: Village of Johnson Creek Village Board
Re: Rummage-O-Rama
Date: 7/6/2016

Background

In the past, the Johnson Creek Chamber of Commerce put on a spring and fall Rummage-O-Rama. This past spring, in the absence of a Chamber Director, the Village Hall organized the spring Rummage-O-Rama. With a new chamber director the village hall inquired if the chamber was going to continue to organize the events. The director stated this is a village event and the chamber will not be taking the event back.

Other Communities

City of Jefferson-Chamber puts on a city-wide rummage sale once a year.

City of Fort Atkinson-Up until this year the chamber put on a fall city-wide rummage sale. They have put an ad in the paper looking for a community group to take it over.

City of Lake Mills-A community group puts on a city-wide rummage sale in May.

Fall Rummage O Rama

A community-wide rummage sale is a lot of work. It does not generate much, if any revenue. With that said, the fall Rummage-O-Rama is not as big as the spring. Staff recommends *if* the Village Board wants to have village staff continue to organize the community-wide Rummage-O-Rama that it be once a year only in the spring.

141-0715-1823-010

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.

Experts in all aspects of your arboricultural needs !

(Tree and Stump removal, Aerial work, brush chipping, etc.)



Jim Ganser

437 E. Clancy Street
Jefferson, WI 53549

Proposal For:

Name: Village of Johnson Creek Date: 12-18-15

Address: _____

Phone: _____

Work Done:

- removal of half dead maple tree 206 Shephard St
\$800.00 - chip brush
- haul wood
- grind stump

7/6/16 - called quote would be same
8:59am

Amount Due: \$800.00

Payment due on completion of job

* Interest will be charged at the rate of 1-1/2% per month on all past due balances.

Wood Chips Inquiry

From: Kyla Reamon <kyla@gerberleisure.com>

To: leet@johnsoncreekwi.org

Date: 6/14/2016 1:10 PM

Hello Lee,

Thank you for your inquiry for woodchips. It would be \$\$3438.00 to get 125 yards of Woodchips delivered to Johnson Creek. This would not include the installation of the woodchips.

If you would like a formal quote, please let me know. If you would like to place and order, I would be happy to do so for you. We can usually get woodchips within 2-3 days of being ordered.

Please let me know if you have any questions for me.

Have a wonderful day!

--

Thank you.

Kyla Reamon

Gerber Leisure Products

kyla@gerberleisure.com

Phone: 608-437-7037

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Minnesota / Wisconsin Playground
 5101 Highway 55, Suite 6000
 Golden Valley, Minnesota 55422
 Ph. 800-622-5425 | 763-546-7787
 Fax 763-546-5050 | dan@mnwiplay.com

QUOTE
 #16136

06/13/2016

Village of Johnson Creek - EWF

Village of Johnson Creek
 Attn: Mark Johnsrud
 125 Depot Street
 Johnson Creek, WI 53038
 Fax: 920-699-2292
 jcadmin@charter.net

Ship To Zip: 53038

Quantity	Part #	Description	Unit Price	Amount
1	EWf-L	Lump Sum: Engineered Wood Fiber - 125 Cubic Yards	\$3,217.81	\$3,217.81
			SubTotal:	\$3,217.81
			Total Amount:	\$3,217.81

This quotation is subject to current Minnesota/Wisconsin Playground policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

Payment terms: net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Freight charges: Prepaid & added

Order Information:

Bill To: _____
 Company: _____
 Attn: _____
 Address: _____
 City, State, Zip: _____
 Contact: _____
 Tel: _____
 Fax: _____

Ship To: _____
 Project Name: _____
 Attn: _____
 Address: _____
 City, State, Zip: _____
 Contact: _____
 Tel: _____
 Fax: _____

Acceptance of quotation:

Accepted By (printed): _____
 Signature: _____
 Title: _____
 Facsimile: _____

P.O. No: _____
 Date: _____
 Phone: _____
 Purchase Amount: **\$3,217.81**





To whom it may concern:

Please review attached photos of our portable toilet that is located on Red Fox Court. Unfortunately just about every week our driver is spending at least 45 min to 1 hour on site cleaning the graffiti off this toilet. We are asking for your opinion on how this could possibly be prevented. We greatly appreciate your business and enjoy working with the Village, we just don't understand why this is such a target. Please contact us with any suggestions that you may have.

Thank you,

Michelle Lamke
Office Manager

Environmental Specialists
N1015 County Road L
Watertown, WI 53098
920-261-4000 (Phone)
920-261-4011 (Fax)

